



choose Your Direction

EMPLOYEE HANDBOOK

Revised 2011

Gadsden State Community College is accredited by the [Commission on Colleges of the Southern Association of Colleges and Schools](#) to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gadsden State Community College.

Gadsden State Community College

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Professional Accreditations

*National Accrediting Agency for Clinical Laboratory Sciences (MAACLS),
Phone: 773-714-8880; FAX 773-714-8886; Website: www.naacls.org*

*National Court Reporters Association Council
on Approved Student Education (NCRA/CASE)
Phone: 703-556-6272; Website: www.ncraonline.org*

*Approved by the Alabama Board of Nursing
Phone: 334-242-4060; Website: www.abn.state.al.us
and*

*Accredited by the National League of Nursing Accrediting Commission,
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
Phone: 404-975-5000; Website: www.nlnac.org*

*Joint Review Committee on Education in Radiologic Technology (JRCERT)
Phone: 312-704-5300; Website: www.jrcert.org
in cooperation with the American Medical Association*

*Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP),
Phone 817-283-940; Website: www.coaemsp.org
and*

*Commission on Accreditation of Allied Health Programs (CAAHEP)
Phone: 727-210-2354; Website: www.caahep.org*

*American Bar Association Approval For Paralegal Education
Phone: 312-988-5000; Website: www.americanbar.org/groups/paralegals/*

*Association of Collegiate Business Schools and Programs (ACBSP)
Area of Business
Phone: 913-339-9356; Website: www.acbsp.org*

*National Institute for Metal Working Skills (NIMS)
Phone: 703-352-4971; Website: www.nims-skills.org*

*State of Alabama Board of Massage Therapy (ALMTBD)
Phone: 334-269-9990; Website: www.almtbd.state.al.us*

DISCLAIMER STATEMENT

Any policy in this handbook that is contrary to the language or intent of policies found in the current edition of the [Alabama Community College System Policy Manual](#) is null and void. Institutional policies and procedures not included or inadvertently omitted from this handbook are considered to be binding.

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GADSDEN STATE COMMUNITY COLLEGE HISTORY, MISSION, AND GOALS

History and Service Areas

Gadsden State Community College is a public, open-door comprehensive community College under the control of the Alabama State Board of Education. On July 8, 2003, the College was created by the consolidation of Harry M. Ayers State Technical College and Gadsden State Community College.

Harry M. Ayers State Technical College was created by an act of the Alabama Legislature on May 3, 1963, as Harry M. Ayers State Trade School. Later in 1973, the Alabama State Board of Education designated the institution as a technical school. Harry M. Ayers State Technical College is now identified as the Harry M. Ayers Campus of Gadsden State Community College.

The College initially became **Gadsden State Community College** on February 28, 1985, when the Alabama State Board of Education merged Alabama Technical College, Gadsden State Technical Institute and Gadsden State Junior College.

Alabama Technical College was founded as the Alabama School of Trades in 1925 and was the first state-operated trade school in the southern United States. In 1973, the name of the “trade school” was changed to Alabama Technical College, and it is now identified as the East Broad Street Campus of Gadsden State Community College.

Gadsden State Technical Institute, the second oldest component of Gadsden State Community College, began operations in 1960 as Gadsden Vocational Trade School, a private training facility. Two years later the State of Alabama assumed ownership of the school and in 1972 renamed it Gadsden State Technical Institute. In 1997, the U.S. Department of Education designated this institution as a “Historically Black College or University” (HBCU). It is now identified as the Valley Street Campus of Gadsden State Community College.

In 1965, **Gadsden State Junior College** was established. The Junior College is now identified as the Wallace Drive Campus of Gadsden State Community College.

In addition to these campuses, Gadsden State Community College operates centers in Anniston/McClellan and Cherokee County and has an instructional site at St. Clair Correctional Facility.

The Alabama State Board of Education has designated as the College’s service area the following counties: Calhoun, Cherokee (all but northern one-sixth), Cleburne, Etowah, and St. Clair (northeastern third).

Mission Statement

Gadsden State Community College serves its diverse communities by offering quality academic education, workforce development, and adult education opportunities that are accessible and affordable and that foster lifelong learning and global awareness.

Institutional Goals

1. Provide educational opportunities that include basic knowledge of general education core requirements such as; communications, humanities, social sciences, mathematics, natural sciences, and computer skills for certificate and degree programs
2. Prepare students to perform successfully at transfer institutions
3. Provide career and technical education that prepares students for employment, retrains existing employees, and promotes local and state workforce development initiatives while providing business and industry training that meets employer needs
4. Maintain and expand a broad range of technologies in the delivery of innovative traditional and distance learning programs, student services, research and communication
5. Provide adult education, continuing education and personal enrichment opportunities
6. Establish, maintain and promote partnerships to respond to the needs of the community while improving community awareness of the College
7. Provide students of varied backgrounds and abilities with the educational support services that will assist them in achieving educational and career goals
8. Integrate diversity initiatives in the delivery of programs, student services, recruitment of faculty and staff, and community relations

ORGANIZATION

Alabama State Board of Education

The Honorable Robert Bentley, Governor of Alabama
President

Freida Hill
Chancellor

Mr. Randy McKinney
Vice President of the Board

Congressional District	Name and Address	Telephone **Fax
First	Mr. Randy McKinney P. O. Box 2999 Gulf Shores, AL 36547	251-967-2166 **251-968-6794 randym@gulftel.com
Second	Mrs. Betty Peters 526 Beatrice Road Kinsey, AL 36303	334-794-8024 **334-793-6303 bpeters@centurytel.net
Third	Mrs. Stephanie Bell 3218 Lancaster Lane Montgomery, AL 36106	334-272-2777 **334-260-0100 stephaniewbell@gmail.com
Fourth	Dr. Yvette Richardson P. O. Box 785 Fairfield, AL 35064	205-923-7262 mcpersony@bellsouth.net
Fifth	Mrs. Ella B. Bell 2634 Airwood Drive Montgomery, AL 36108	334-834-2811 stateboard5@hotmail.com
Sixth	Dr. Charles Elliott P. O. Box 1584 Decatur, AL 35602	256-580-1705 clrcharleselliott@gmail.com
Seventh	Mr. Gary Warren (President Pro Tem) P. O. Box 704 Haleyville, AL 35565	205-486-9696 garywarren08@yahoo.com
Eighth	Mrs. Mary Scott Hunter P. O. Box 18572 Huntsville, AL 35801	256-489-1996 hunter@maryscotthunter.com

SECTION: Organization

NUMBER: B/1.2

SUBJECT: Gadsden State Community College Organizational Charts

SOURCE REFERENCE: Human Resources Office

See *Appendix A* for organizational charts of Gadsden State Community College.

ADMINISTRATIVE POSITION DESCRIPTIONS

Chancellor

The Chancellor is appointed by the State Board of Education and serves at the pleasure of the Board. He acts as secretary and executive officer of the Board for all matters relating to postsecondary institutions under the control of the Board. The Chancellor is responsible to the State Board for the operation, management, and control of all Alabama State Junior, Community, and Technical Colleges.

Alabama Commission on Higher Education

The Alabama Commission on Higher Education was created by the Legislature to serve as the coordinating body for all public higher education in Alabama. The Commission is charged with the responsibility for long-range planning and funding recommendations for institutions of higher education.

Gadsden State Community College Professional Staff

President

The President is the chief administrative officer of the College and is in direct reporting relationship to the Chancellor of Postsecondary Education. The President is responsible for administering and supervising the total College program in the assigned College. As chief executive officer, the President must delegate authority and yet retain final responsibility for the effective operation of the College.

President's Executive Staff

Vice President

The Vice President reports directly to the President, serves on the President's Executive Staff and acts as an advisor to the President on all matters relating to the College and assists in leading the College to achieve the institutional mission and goals. The Vice President will (1) work with the President to formulate a governmental strategy approved by the Chancellor and executed by the President, (2) work with the President, members of the President's Executive Staff and others in helping shape the College's economic development strategies at the local, regional, state and national levels, (3) will interface with local, regional, state and national leaders as it relates to economic-community development, (4) maintain strong relations with local, regional, state, and national governmental officials, executives and other opinion leaders to advance the growth and economic development initiatives throughout the College service area. The Vice President provides leadership, supervision and coordination of the College units of Economic Development, Community and External Affairs, Development, Foundations, Alumni Association, Governmental Relations, HBCU and Federal Initiatives, Community Traffic Safety Program and other units of the College as directed by the President.

Vice President

Institutional Advancement and Student Services

The Vice President reports directly to the President, serves on the President's Executive Staff, and advises the President on all matters related to the College. The Vice President assists the President in leading the College to achieve the institutional mission and goals and is responsible for grants development and administration, Title III, and all Federal TRIO programs. The Vice President is responsible for Student Services on all campuses and sites.

Dean of Instructional Services

The Dean of Instructional Services is responsible for academic and health science instructional services on all campuses and sites. The essential functions include but are not limited to supervision of the preparation of class schedules and instructor assignments; supervision of preparation of the College Catalog for publication; co-supervision with the Dean of Technical Services of the Admissions and Records Office; co-supervision with the Dean of Technical Services of the Job Corps program; review and revision of the curriculum; manager of instructional budgets; supervision of library activities; recommendation to the President on employment of personnel; compliance with SACS Criteria/Principles of Accreditation concerning instruction; compliance with ACHE policies; and compliance with SBOE policies.

Dean of Technical Programs and East Broad Campus Director

The Dean of Technical Education and East Broad Campus Director serves as the Curriculum Director for Technical Division Programs and as the administrator on site for the East Broad Campus. The Dean of Technical Programs and East Broad Campus Director's essential functions include supervising instruction in the Engineering Technology, Applied Technology Division and Corrections Education Division; serves as the Curriculum Specialist for the Engineering Technology and Applied Technology programs; supervises the administrative functions of Career Services, Cooperative Education and Career Transitions Departments; supervises the administrative function of Adult Education, Skills Training Division, Training for Business and Industry (ATN) and Continuing Education; supervises the administrative functions of the Gadsden State Tech-Prep Consortium; co-supervises Admissions and Registrar's Office with the Dean of Instructional Services; liaison for area business, industry and oversees Craft Advisory Committees; plays an active role and provides leadership in all grant proposals and grant-funded programs involving the career/technical programs; responsible for Federal Voc-Tech and Tech Prep applications, proposals and distribution of Voc-Tech and Tech Prep funds; prepares and manages budgets for areas of responsibility; assists in the selection process for new employees in the Technical Division areas; coordinates year-long schedules for technical programs.

Dean of Financial and Administrative Services

The Dean of Financial and Administrative Services manages the financial and administrative services of the College to include financial affairs, physical plant, auxiliary services, information technology, personnel services, safety and security, transportation, and Hurricane Evacuation Shelter. The Dean of Financial and Administrative Services is responsible for interpretation and implementation of board policies, federal and state regulations and other duties as assigned by the President.

Assistant to the President for Cherokee County Operations and Health Sciences

The Assistant to the President for Cherokee County Operations reports directly to the President, assists the President in leading the College to achieve the institutional mission and goals, and advises the President on all matters related to Gadsden State Cherokee.

Director of Human Resources

The Director of Human Resources is responsible for directing daily activities of the Office of Human Resources including employment functions, employee benefits administration, new employee orientation, personnel practices, and personnel records management.

Associate Dean of Student Services and Institutional Effectiveness

The Institutional Planning and Research (IPR) Team is responsible for the development of a comprehensive, technology-rich model for demonstrating institutional effectiveness and accomplishing the assessment of the College's efforts to fulfill its Mission and accomplish its Institutional Goals. The Team will coordinate institution-wide planning, assessment, and evaluation and conduct institutional research in support of data-driven campus decision making. The IPR Team is lead by the Director of Institutional Planning and Research.

Vice President-Administrative Staff

Dean of Economic Development and Governmental Relations

The Dean of Economic Development and Governmental Relations reports directly to the Vice President and is responsible for assisting the Vice President with the administrative oversight and facilitation of the Economic Development and Governmental Relations staff. The Dean is responsible for providing leadership and direction for the economic development program and for governmental relations. The Dean coordinates/provides oversight of the College's economic, governmental and community initiatives with other institutions and agencies under the leadership of the Vice President.

Coordinator of Economic Development

The Coordinator of Economic Development reports directly to the Vice President. The Coordinator of Economic Development is responsible for supporting the Vice President in providing for planning, budgeting, and correspondence and all other areas related to the area of Economic Development and Governmental Relations.

Community and External Affairs Liaison, Calhoun and Cleburne

The Community and External Affairs Liaison—Calhoun and Cleburne (CEAL-CC) reports directly to the Vice President and is responsible for assisting the Vice President in identifying and facilitating training and education needs in Calhoun and Cleburne Counties. The CEAL-CC will serve as a liaison within the community and serve on related special committees as assigned by the Vice President. The CEAL-CC will assist the Vice President as assigned in support of special ceremonies, events, projects and tasks related to economic development and outreach initiatives. The CEAL-CC will assist the Vice President as directed in developing and implementing plans and strategies to ensure that appropriate educational outreach is accomplished within the scope of the mission of the College and in compliance with Alabama State Board Policy.

CTSP Coordinator

The CTSP Coordinator is responsible for coordinating educational and informational programs in support of the Community Traffic Safety Program (CTSP) for the East Central Region of the State of Alabama. The CTSP Coordinator will work closely with the Vice President to effectuate the day-to-day operations of the CTSP. The CTSP Coordinator will also write grants, administer on-going grants, and plan for upcoming and/or future grants. According to the Alabama Department of Economic and Community Affairs (ADECA) the East Central Region consists of eight counties: Calhoun, Chambers, Clay, Cleburne, Coosa, Randolph, Talladega, and Tallapoosa.

Vice President-Administrative Staff
Institutional Advancement and Student Services

Associate Dean of Institutional Advancement and Community Services

The Associate Dean of Institutional Advancement and Community Services is responsible for community/College relations, grants administration and supervision, and grant writing team administration at the Ayers Campus.

Director of Diversity and Compliance/Title IX Coordinator

The Director of Diversity and Compliance is the chief officer for compliance and may act as the legal representative for the College to outside agencies, private and public, and assures that all departments of the College are in compliance with all policies of the State Board of Education, the Department of Postsecondary Education, the College, and State and Federal laws. The Director of Diversity and Compliance is also responsible for providing leadership for increasing communication; and supporting core programs and services. The Director of Diversity and Compliance reports to the Vice President of Institutional Advancement and Student Services and implements policies as applicable in line with the mission and goals of the College as stated by the President.

Director of Financial Aid, TRA, WIA, VA

The Director of Financial Aid, TRA, WIA, and VA coordinates the administration, processing, awarding and reporting requirements of Title IV Financial Aid programs and agency sponsored programs. The programs are: Federal Work Study (FWS), Federal Supplemental Education Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership (LEAP), Academic Competitiveness Grant (ACG), Federal Pell Grant, Workforce Investment Act, Alabama National Guard Educational Assistance, Trade Readjustment Allowance, U.S. Department of Veterans Affairs Educational Assistance, Alabama Department of Veterans Affairs Educational Assistance.

Director of Student Services/Campus Director, Ayers Campus

The Director of Student Services will plan, coordinate, and supervise student admissions, student activities, disability services and assist in various College functions. The Director serves as advisor or co-advisor to the Student Government Association, College and Campus Ambassadors, and as ex-officio sponsor for all student organizations that are not related to academic divisions. The Director is to contribute to the progress of student development through planning and coordinating activities, ceremonies, events, and services that influence student life at the College. The Director is responsible for the day-to-day supervision and direction of Ayers' Campus Student Services.

The Campus Director is the administrative officer who is accountable for daily operations of the Ayers Campus and is responsible for providing coordination for student services,

instructional programs and support services on the Ayers Campus. The Director coordinates the various College functions in consultation with the Vice Presidents/Deans who are directly responsible for the Campus's major functional areas.

GED Chief Examiner

The GED Chief Examiner manages and supervises the overall quality of the GED Testing Program; ensures access for all qualified candidates and the integrity of the GED tests; signs and submits an annual Test Security Memorandum to comply with all GEDTS policies as specified in the GEDTS Examiners Manual; complies with the contractual obligation to uphold the policies of the GEDTS Examiners Manual and ensures that staff members comply with all policies; responds to the needs of the community and complies with all applicable legal requirements; coordinates GED testing schedule for official test sites at the Gadsden Campus, the Anniston Campuses and the St. Clair Correctional Facility.

Coordinator of Student Activities & Assistant Dean of Student Services

The Coordinator of Student Activities will plan and supervise student activities, assist in various College functions, advise Student Government Association, assist with College Ambassadors as appropriate, and serve as ex-officio sponsor for all student organizations that are not related to academic divisions. The Coordinator is to contribute to the progress of student development through activities, events, and services that influence student life at the College. The Assistant Dean is responsible for assisting the Vice President as requested on all campuses and sites.

Associate Dean of Student Services/Director of Counseling Services

The Associate Dean of Student Services/Director of Counseling Services will supervise three full-time counselors, two part-time counselors, one testing coordinator, and one administrative assistant; assign five counselors to recruit high school students in the Gadsden State Community College service area and supervise counseling functions as required under the direction of the Vice President.

Talent Search Director - Gadsden

The Talent Search Director will oversee the entire operation of the Gadsden-Etowah Talent Search project and ensure achievement of project objectives in compliance with pertinent regulations.

Veterans Upward Bound Director/Counselor

The Veterans Upward Bound Director/Counselor will serve as administrator of the Veterans Upward Bound program, supervise and guide Veterans Upward Bound staff in the development and implementation of effective academic programs which are consistent with the

scope of the VUB program; provide counseling and advisement to eligible veterans, who are low income, potential first generation College students, and assist these veterans in the development and/or enhancement of their academic skills which will result in success in postsecondary education.

Project Director for the Upward Bound Program

The Project Director for the Upward Bound Program will supervise development and implementation of the Upward Bound program.

Director of Upward Bound Program, Ayers Campus

The Director of Upward Bound Program (Ayers Campus) will supervise development and implementation of Upward Bound Program.

Director Educational Talent Search Program, Ayers Campus

The Director of Educational Talent Search Program (Ayers Campus) will manage the ETS Project in accordance with federal, state and College regulations.

Title III/HBCU Program Coordinator

The Title III/HBCU Program Coordinator provides administration of the Title III/HBCU program including authority over the activity directors in all procedures and duties related to the program and integration into Valley Street Campus's existing organizational structure to ensure successful implementation and to maximize the impact of the activities on the institution's goal of providing opportunities for equality in education.

Instructional Technology Specialist

The Instructional Technology Specialist is responsible for the implementation and development of a program to improve curricula and enhance learning by integrating technology. In addition, this specialist is responsible for the operational management of the Valley Street Campus computer network, the classrooms, labs, and administrative/faculty offices. The Instructional Technology Specialist is also responsible for the promotion of knowledge about and use of the information resources on the computing network by providing training and documentation to end users. The Instructional Technology Specialist reports directly to the Title III Director.

Director of Student Support Services

The Student Support Services Director is responsible for the overall operation of the Student Support Services project as described in the approved grant.

SECTION: Administrative Position Descriptions
SUBJECT: Vice President-Institutional Advancement and Student Services
Administrative Staff
SOURCE REFERENCE: Human Resources Job Description

NUMBER: C/1.4

Director of Student Support Services, Ayers Campus

The Student Services Director is responsible for the overall operation of the Student Services project on the Ayers Campus as described in the approved grant.

Valley Street Campus Director

The Valley Street Campus Director reports to the Vice-President and is responsible for the day-to-day operation of the campus, supervising and implementing policies as applicable, search for funding and development of new program offerings through HBCU initiatives, and the acquisition of special government programs to the extent possible.

Associate Dean of Student Services and Registrar

The Associate Dean of Student Services and Registrar is responsible for the implementation of admissions policies, maintenance and integrity of student and alumni academic records, supervision of staff in the Admissions and Records Offices and enforcement of institutional compliance with FERPA laws and regulations with respect to Admissions and Records. The Associate Dean is responsible for the establishment of procedures for the equitable and consistent administration of College academic policies and procedures as they relate to admission, registration and student record processes.

Dean of Instructional Services-Administrative Staff

McClellan Center Coordinator

The Coordinator of the McClellan Center supervises the operations of the Center; provides on-site operational supervision and accountability for non-instructional and instructional staffs; acts as liaison between students and the College; supervises the Center's facilities and equipment; directly accountable for daily operations including leadership for personnel, implementing student/academic programs and supervising supporting services; provide for the integrations of the campus with the entire College.

Associate Dean for Distance Education

The Associate Dean for Distance Education coordinates instructional technology resources and personnel to provide distance learning opportunities for the College. Instructors are responsible for an assigned teaching load and other duties.

LRC Director – Ayers Campus

The LRC Director is responsible for administration of the Learning Resource Center at the Ayers Campus; responsible for library services and media services to include all instructional and audiovisual equipment and IDs; responsible for distribution of faculty mail and parcel post.

Director of Job Corps Programs

The Director of Job Corps Programs is responsible for the operation of the four Job Corps Career Technical Training Programs (Clerical Technology, Carpentry, Health Occupation, and Heating, Ventilation, and Air Conditioning) located on the East Broad and Valley Street Campuses of Gadsden State Community College. The Director of Job Corps Programs is responsible to the Dean of Instructional Services and the Dean of Technical Programs for the quality of Job Corps Career Technical Training services provided to students and serves as a liaison for Gadsden State Community College, the Gadsden Job Corps Center, and the U.S. Department of Labor.

Coordinator of International Programs

The Coordinator of International Programs coordinates recruiting, admissions, records, and advising activities for international students and coordinates the Alabama Language Institute.

Assistant Dean of Instruction - Science

The Assistant Dean is the chief academic officer of the Division, charged with implementing institutional policies as applicable. The Assistant Dean serves the students and instructors in accomplishing the academic mission of the College.

Division Chair, Area of Business

The Chair is the chief academic officer of the Area of Business, charged with implementing institutional policies as applicable. The Chair serves the students and instructors in accomplishing the academic mission of the College.

Division Chair, Division of Information Technology

The Chair coordinates and maintains academic computer systems, networks, and faculty computer systems, for the Division of Information Technology.

Assistant Dean of Instruction, Language and Fine Arts

The Assistant Dean of Instruction is the chief academic officer of the Area of Language and Fine Arts (which consists of developmental English, composition, literature, foreign languages, humanities, radio/TV, art, music, theater and the Alabama Language Institute), charged with implementing institutional policies as applicable. The Assistant Dean of Instruction serves the students and instructors in accomplishing the academic mission of the College.

Assistant to the Dean of Instructional Services and Division Chair, Mathematics and Engineering

The Assistant to the Dean of Instructional Services is charged with assisting the Dean of Instructional Services by implementing institutional policies as applicable. The Assistant to the Dean of Instructional Services serves the Dean of Instructional Services, the students and instructors in accomplishing the academic mission of the College. The Chair is the chief academic officer of the Division, charged with implementing institutional policies as applicable. The Chair serves the students and instructors in accomplishing the academic mission of the College.

Division Chair, Area of Social Sciences

The Chair is the chief academic officer of the Division, charged with implementing institutional policies as applicable. The Chair serves the students and instructors in accomplishing the academic mission of the College.

Athletic/Academic Director

The Athletic/Academic Director provides administrative oversight for intercollegiate athletics, community park activities and HPR academic division. The Athletic/Academic Director develops and oversees an effective HPR academic program and a comprehensive athletic and recreational program for students and the community. Head coaching responsibilities may be assigned.

Coordinator of Public Relations

The Coordinator of Public Relations reports directly to the Dean of Instructional Services. The Coordinator is responsible for leading, supporting, and coordinating the College's public relations with colleagues, news media, community groups, and the public.

Dean of Technical Education and East Broad Campus Director
Administrative Staff

Associate Dean for Instructional Services

The Associate Dean for Instructional Services serves as the assistant to the Dean of Instructional Services (DIS) for academic education. The essential functions include coordinate year-long class schedules for academic programs; coordinate and approve instructional employee work schedules on the Wallace Drive Campus; approve exception to the drop/add and registration processes; assist the Dean of Instructional Services (DIS) with accreditation processes; coordinate classroom needs (desks, chairs, etc.) at all instructional sites; assist in the selection process for new employees in the Instructional Division; assist the DIS, Division Chairs, and Academic Directors as needed; perform the duties of the DIS in his/her absence; perform additional duties assigned by the DIS; provide assistance in the academic advising of students; participate in general College activities as appropriate; comply with all policies of the State Board of Education, the Department of Postsecondary Education and the College.

**Director of Arledge Center, CCAMPIS
and Continuing Education**

The Director of Arledge Center, CCAMPIS and Continuing Education is responsible to the Dean of Technical Programs, or his/her designee, for continuing education activities. Duties include developing, promoting, and providing, on a semester basis, non-credit seminars, workshops, and short-course opportunities outside the regular curriculum in a flexible format, time frame and setting to meet the identified community/service area education, training, and personal enrichment needs.

The Director of Arledge Center, CCAMPIS and Continuing Education is responsible to the Vice President of Institutional Advancement, or his/her designee, for adult student services activities. Duties include implementing programs/workshops which will enhance each student's educational opportunity; counsels students in academia, career development, and personal/College enrichment areas; actively conducts recruitment activities and community awareness programs.

Director of Career Transitions

The Director of Career Transitions directs the Career Transition Program for the College in the local secondary schools.

**Director of Training for Business and Industry
for Calhoun County Area**

The Director of Training for Business and Industry for Calhoun County Area is responsible to the Director of Alabama Technology Network and the Dean of Technical Programs to develop and coordinate training for business and industries for the Gadsden and Calhoun County areas. The Director shall also work with other administrators in securing private and public funds on behalf of the College.

Director of Career Services

The Director of Career Services will serve as the administrator over the Office of Career Services which include Cooperative Education and Early College Enrollment Program services for all campuses of the College.

Director of Adult Education Services

The Director of Adult Education Services is responsible to the Dean of Technical Programs or his/her designee. The Director of Adult Education Services will serve a multi-system consortium of school systems to include Anniston, Attalla, Gadsden, Jacksonville, Piedmont, and Oxford cities and Calhoun, Cherokee, Cleburne, and Etowah counties. Gadsden State Community College is a member of the consortium and serves as the funding agent.

CARCAM Center Director/Principle Investigator

The CARCAM Center director provides overall leadership in the daily operation of the Alabama Regional Center for Automotive Manufacturing. The Director implements the goals and objectives of the NSF CARCAM grant, DUE# 0501328.

Education Specialist

The Education Specialist is responsible to the Dean of Technical Programs, or his/her designee, to coordinate the Skills Training Division activities including Focused Industry Training, Alabama Fatherhood Initiative, Office Careers, etc.

Cosmetology Instructor/Applied and Engineering Technologies Division Chair

The Instructor/Division Chair is responsible to the Dean of Technical Programs, or his/her designee, for planning, preparing and presenting appropriate and effective learning experiences to students. The Instructor/Division Chair is also responsible for providing the leadership and supervision needed for the programs and the instructors in the Applied and Engineering Technologies Divisions.

Cosmetology Instructor/Applied Technologies Division Chair

The Instructor/Division Chair is responsible to the Dean of Technical Programs, or his/her designee, for planning, preparing and presenting appropriate and effective learning experiences to students. The Instructor/Division Chair is also responsible for providing the leadership and supervision needed for the programs and the instructors in the Applied Technologies Division.

Electronic Engineering Technology Instructor/ Engineering Technologies Division Chair

The Instructor/Division Chair is responsible to the Dean of Technical Programs, or his/her designee, for planning, preparing and presenting appropriate and effective learning experiences to students. The Instructor/Division Chair is also responsible for providing the leadership and supervision needed for the programs and the instructors in the Engineering Technologies Division.

Correctional Education – St. Clair, Division Chair

The Division Chair for Correctional Education supervises and directs the technical and adult learning programs and staff personnel to include managing school facility and equipment inside a maximum security prison and maintaining close coordination with acting Warden and staff.

Dean of Financial and Administrative Services-Administrative Staff

Director of Computer Services

The Director of Computer Services serves as chief administrative computer services administrator College wide; organizes and directs the areas of application programming, College networking, system programming, personal computer technicians, telecommunications, and web based applications for the administrative areas of the College; acts as a liaison between administrative and academic computing areas; keeps required and necessary reports of computer usage, supplies consumed, and personnel matters; recommends, controls, and maintains budgets for computer services and telecommunications.

Coordinator of Computer Systems

The Coordinator of Computer Systems is responsible for managing all technical aspects of the College administrative computer center and College network infrastructure.

Director of Financial Services

The Director of Financial Services is responsible for the financial records and reports of the College and supervises accounting, payroll, accounts payable, purchasing, receivables, collections, and inventory control.

Financial Manager

The Financial Manager is responsible for the detail accounting and financial reporting processes of the College.

Director of Safety and Security

The Director of Safety and Security is responsible to the Dean of Financial and Administrative Services for planning, organizing, and directing safety and security, postal, and transportation activities in order to provide a safe learning/teaching environment for students and College staff.

Director of Facility Maintenance

The Director of Facility Maintenance coordinates institutional building maintenance and custodial services. The Director is responsible for coordinating daily facility services of the institution which includes daily inspections of activities, rescheduling work crews to meet varying conditions and initiating requests for equipment and supplies and solving facility problems. In addition, the Director is responsible for supervision of the construction team and the HVAC crew on all campuses. Work is performed under direct supervision of the Dean of Financial and Administrative Services.

SECTION: Administrative Position Descriptions

NUMBER: C/1.7

SUBJECT: Dean of Financial and Administrative Services-Administrative Staff

SOURCE REFERENCE: Human Resources Job Description

Community and External Affairs Liaison

The Community and External Affairs Liaison reports directly to the Vice President and will assist the Vice President and other College administrators in identifying and securing funds from local, state and federal grants, special legislative appropriations, and private sector grants. The Liaison Officer will also work with the Foundation and Alumni Association's fund-raising projects and will serve as a liaison to local business, industrial, civic, and governmental agencies. The Community and External Affairs Liaison will provide the necessary support to the President and the Vice President to develop plans and strategies to insure that activities related to the Foundation are completed.

SECTION: Administrative Position Descriptions
SUBJECT: Assistant to the President for Cherokee County Operations
And Health Sciences-Administrative Staff
SOURCE REFERENCE: Human Resources Job Description

NUMBER: C/1.8

Assistant to the President for Cherokee County Operations and Health Sciences
Administrative Staff

Coordinator of Gadsden State Cherokee

The Coordinator of Gadsden State Cherokee is directly accountable for daily operations related to all academic and student support services. The Coordinator is responsible for providing leadership for personnel, serving as a liaison between students and the College, and ensuring a seamless integration of academic and student support services with the entire College community.

Director of Economic Development – Cherokee

The Director of Economic Development-Cherokee is responsible for the economic and workforce development initiatives for Gadsden State Community College-Cherokee, serving as one of the College's senior administrators on-site at Gadsden State Cherokee for leading the economic and workforce development initiatives and their integration with and support from College academics.

Assistant Dean of Health Sciences

The Assistant Dean of Health Sciences directs the coordination, development, revision and implementation of all phases of the College's health care education programs and public safety telecommunication program; serves as administrator of the nursing unit; coordinates with each Campus Director to enforce College policy and procedures as they apply to Health Sciences.

COLLEGE COMMITTEES

Standing Committees

Standing committees serve an important function in the implementation of College objectives and in long-range planning. Through designated committees, faculty and staff members are given opportunities to make recommendations and suggestions to the College administration relative to operations and policies. The appropriate Cabinet member should call the initial meeting and deliver the committee charge. Minutes of all committee meetings must be forwarded to the President's Office to be filed.

President's Cabinet

The President's Cabinet, selected by the President, shall meet on a regular basis to plan and evaluate operations of the College. The Cabinet functions to initiate long-range planning and evaluation. The Cabinet includes the President, Vice President, Dean of Financial & Administrative Services, Dean of Health Sciences, Dean of Instructional Services, and Dean of Technical Programs. The membership may change as directed by the President.

Admissions Committee

The purpose of the Admissions Committee is to rule on the eligibility of students requesting admission to the College. Students coming under the review of this committee include the following:

1. Students from another state who appeal residency decisions.
2. Transfers from other institutions with academic suspension, dismissal, or disciplinary records.
3. Students requesting reinstatement to the institution after suspension/dismissal due to academic problems.

Alcohol and Drug Abuse Prevention Committee

The function of the Alcohol and Drug Abuse Prevention Committee is to provide services that educate students and staff regarding the dangers of alcohol and drug abuse.

Athletic Committee

The Athletic Committee serves in an advisory capacity to the Athletic Director. The Committee is concerned with all aspects of athletics, including academic success of student athletes, practices and patterns of recruiting student athletes, types of intercollegiate sports at the College, intramurals, and athletic and recreational facilities. The Committee serves as liaison between the athletic program and the administration.

Calendar and Catalog Committee

The Calendar and Catalog Committee recommends an annual working calendar for all aspects of College life, including the instructional calendar.

The Calendar and Catalog Committee is responsible for editing the College Catalog and Student Handbook. Committee responsibilities include the addition and deletion of courses and programs that have been approved by the Program Review and Curriculum Committee and the administration, and editing for accuracy, grammar, clarity, legality, and consistency.

Discipline Advisory Committees

The members of each Discipline Advisory Committee, appointed by the President, shall be citizens of Alabama, persons from business and industry who provide employment for graduates from that discipline, and persons currently employed in the discipline. Advisory Committees exist for each certificate and/or Associate in Applied Science Degree granting discipline.

Disability Services Committee

The purpose of the Disability Services Committee is to:

- Review and/or develop formal policies and procedures for providing disability services to students, employees, and visitors of Gadsden State Community College in accordance with the Americans with Disabilities Act of 1990 and the Vocational Rehabilitation Act of 1973. Resulting recommendations will be made to the Dean or Vice President of Institutional Advancement and Student Services for review and approval.
- Review policies and procedures on an annual basis or as requested by the President or the Cabinet.
- Recommend and arrange for professional development opportunities for College employees and designated student leaders, as requested.
- Rule on the eligibility of students requesting accommodations from the College.
- Rule on the requests for accommodations to be provided by the College to eligible students.
- Serve as a source of appeal regarding ADA Coordinators decisions as these decisions relate to eligibility and/or accommodations.

The committee will be chaired by the ADA Coordinator and appointed by the President. The composition of the committee will include the ADA Coordinator, Assistant ADA Coordinators, Personnel Officer, Facility Maintenance Representatives, Security Officers, Student Support Services Representatives, Faculty members and other designated members as recommended and approved.

eLearning Committee

The purpose of the eLearning Committee is to serve as an advisory committee to assist in the planning and evaluation of all the distance learning programs and to assist in determining the effectiveness of Gadsden State Community College distance learning courses. The committee is composed of the Associate Dean for Distance Education, faculty and division chairs that will evaluate dual enrollment, off-campus courses, video and Internet classes for content, level of instruction, and evaluation of effectiveness.

Diversity Advisory Council

The Diversity Advisory Council will be chaired by the Director of Diversity and Compliance and will also include the diversity liaison. Other committee members will be representatives of the College and community members. The Council advises College administration of diversity-related issues.

Facilities Planning Committee

The primary purpose of the Facilities Planning Committee is to work with administrators and the end-users to ensure their involvement in the facilities planning process, and make recommendations to the President on major capital expenditures, including construction of new facilities and the renovation of existing facilities. The committee membership will include all campus/center directors.

Harassment & Discrimination Review Committee

The Committee shall review the Policy Against Harassment and Discrimination and training programs annually and make recommendation for changes to the Title IX Coordinator.

Honors Committee

The Honors Committee is responsible for the overall guidance of the Gadsden State Honors Program.

Hospitality Committee

The Hospitality Committee is responsible for social functions in connection with special events including the Christmas Brunch, graduation reception, etc.

Institutional Planning Committee

The Institutional Planning Committee acts in an advisory capacity and guides the planning and evaluation processes of the College. The Committee advises the administration as to the identification and evaluation of the College's mission, goals, and objectives.

Internal Audit Committee

The Internal Audit committee is responsible to and appointed by the President and is charged to perform routine internal reviews of various College records. The committee has permission to see any record in any area or office at the College and report any findings directly to the President.

Learning Resources Committee

The Learning Resources Committee serves in an advisory capacity to the Head of Library Services relative to policies and procedures for library services and serves as liaison between the Learning Resources staff and the administration. The committee membership will include representatives from libraries on each campus.

Marketing, Recruitment and Retention

The mission of the Marketing, Recruitment and Retention Committee is to make the community and prospective students aware of the opportunities for educational, personal, and professional advancement available at Gadsden State through an approved comprehensive and standardized marketing plan. The committee will make recommendations and set regulations for the printing of all publications representing Gadsden State by requiring approval of the Publications subcommittee for printed documents and recruiting items that are associated with Gadsden State.

Planning & Evaluation Committees

The three Planning and Evaluation Committees (Administrative Processes, Educational Programs, and Student Services) are chaired by the respective Cabinet members to guide institutional effectiveness/strategic planning processes for the College.

Professional Development Committee

The Professional Development Committee is responsible for reviewing professional development activities and for recommending programs for faculty and staff. This committee is composed of administrative and support personnel representative of all campuses. It is their responsibility to ascertain the professional development needs of the campus and then follow through with the coordination of providing the desired education. The committee usually plans for an entire year at a time and works within the allowed budget.

Professional Employees Grievance Committee

The Professional Employees Grievance Committee is responsible for hearing grievances from professional personnel regarding work-related problems. The Committee records facts and evidence, votes on the issue before them, and makes recommendations to the President. This Committee serves in an advisory capacity to the President. Committee is composed of five (5) members. Four (4) Schedule D employees are elected: two (2) each from the Academic and Technical Divisions, and one (1) Schedule B or Schedule C employee is selected by the President's Executive Staff. Committee members select the chairperson.

Program Review and Curriculum Committee

The Program Review and Curriculum Committee serves in an advisory capacity to the Deans of Instruction, Health Science, and Technical Programs, and to the President. This committee represents the faculty in academic matters and may serve as a liaison between the faculty and administration. The committee is concerned, specifically, with curriculum changes, curriculum review, proposals for new programs, and program evaluation in terms of cost, enrollment, and effectiveness.

Quality Enhancement Plan Implementation Team (QEP)

The Quality Enhancement Plan Implementation Team is charged with the responsibility of overseeing, assessing, and revising as needed all aspects of this long-range plan. The Team must decide which standardized assessment tests, surveys to administer within the timeline established in the QEP document, how to include evaluations of the goals and student learning outcomes within the cycle of Institutional Effectiveness for the College, and analyze the data collected each year of the five-year cycle.

Recruitment and Selection Committee

The Recruitment and Selection Committee is an ad hoc committee with the purpose to determine the selection criteria for each vacant position and to screen applicants for minimum requirements. This committee interviews finalists and recommends in alphabetical order the top three applicants to the President. The Committee, which is appointed for each position by the President, must consist of at least 40% black and 50% female.

Safety and Traffic Committee

The purpose of the Safety and Traffic Committee is to respond to appeals of traffic citations referred to the Committee by the Director of Safety and Security. The decision of this committee on such appeals is final. This committee is composed of faculty and staff members.

The Safety and Traffic Committee reviews and updates the Safety and Security Handbook and makes recommendations relative to the College's providing and maintaining a safe and healthy environment for students, faculty, staff, and visitors.

Salary Schedule E Personnel Committee

This committee is responsible for oversight of the support personnel classification system, to ensure compliance with the Alabama Community College System statewide classification system. The Committee maintains job descriptions and establishes guidelines for advancement within job levels. It also conducts support personnel needs analysis for the College, considers individual requests for reclassification, and makes recommendations to the President.

Scholarship Committee

The purpose of the Scholarship Committee is to screen and review scholarship applications. State Board Policy 805.01 states that each President shall appoint a scholarship/financial aid committee representative of faculty, staff, and students. The committee shall be charged with the following:

1. Assure the most comprehensive financial assistance program possible through the maximum use of the College-Work Study Program, Pell Grant Program, other types of Title IV programs, veterans benefits, community funds, and scholarships;
2. Regularly review all policies and procedures concerning all scholarship/financial aid programs and make recommendations to the President for adjustments as needed;
3. Recommend to the President the appropriate distribution and awards of all institutionally controlled scholarship and financial aid resources;
4. Provide oversight to the student financial aid office; and
5. Coordinate the compilation of all information concerning student financial aid statistics on an annual basis and publish broadly.

Sick Leave Bank Committee

The Committee's function is to manage the sick leave bank per State Board of Education directives.

Student Discipline Committees

The Student Discipline Committee-Anniston and Student Discipline Committee-Gadsden/Cherokee consist of an SGA representative, three faculty members, and one administrator. The Committees hear non-academic cases and recommend sanctions to the Vice-President of Institutional Advancement and Student Services.

Student Discipline Appeals Committee

The Committee reviews student appeals from the Student Discipline Committee and makes recommendations regarding its findings to the student making the appeal, the Vice President, and the Chairperson of the Student Discipline Committee.

Student Financial Aid Appeals Committee

The purpose of the Financial Aid Appeals Committee is to determine whether or not financial aid eligibility should be reinstated. Students must maintain satisfactory academic progress (SAP) to be eligible for federal aid. Failure to maintain an acceptable GPA or to successfully complete a certain percentage of classes attempted will result in warning for one term. During this warning period, the student must achieve the required SAP or he/she will lose financial aid eligibility. To regain eligibility, a student who has not maintained SAP or who has exceeded one and a half times his/her program length must file an appeal to the Financial Aid Appeals Committee to request reinstatement.

Support Personnel Grievance Committee

The Support Personnel Grievance Committee is responsible for hearing grievances from support personnel regarding work-related problems. The Committee records the evidence, votes on the issue before them, and makes recommendations to the President. The Committee must consist of two (2) support personnel, elected by the support personnel; two (2) faculty, one each from the academic and technical divisions, elected by the faculty; and one (1) administrator selected by the President's Executive Staff.

Technology Committee

The Technology Committee is responsible for reviewing the College's Technology Plan and, when approved, update and implement the goals set forth in the plan. The Technology Committee will also guide the technology component of the College's Quality Enhancement Plan.

COMPLIANCE WITH FEDERAL LAW

AMERICANS WITH DISABILITIES ACT EMPLOYEE REQUEST FOR ACCOMMODATION

The Americans with Disabilities Act prohibits discriminating against individuals with disabilities. The ADA also prohibits retaliation against an employee for taking any action pursuant to the Act.

Definition of Disability: The ADA states that an individual is disabled if s/he:

- has a physical or mental impairment that substantially limits one or more of the individual's major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

Definition of Qualified Individual: The term "qualified individual with a disability" means:

- An individual with a disability,
- who can perform the "essential functions" of the employment position,
- with or without reasonable accommodation.

Employers are required to provide reasonable accommodation to the known limitation(s) of a person with a disability, as defined by the ADA.

In order to establish the existence of a disability and request reasonable accommodation under the ADA, an employee must complete and submit a Request for Disability Accommodation Form to Human Resources.

Employees seeking a reasonable accommodation under the ADA must follow the Employee Accommodation Procedures (Appendix B).

AMERICANS WITH DISABILITIES ACT EMPLOYEE ACCOMMODATION PROCEDURES

- 1. Documentation of Disability:** When submitting a Request for Disability Accommodation Form, the employee must provide documentation of the disability from an appropriate health care provider. The employee will be required to sign a Medical/Health Care Information Release Form, so that the health care provider can provide the College with the appropriate documentation.

Upon request, the department chair, supervisor, or cabinet member will provide a written description of the essential functions of the job, which may include the mental and physical demands of the employee's job.

It is the employee's responsibility to ensure that the medical documentation/information requested is provided.

- 2. Temporary Accommodations:** After consultation with the employee, department chair, supervisor, or cabinet member, temporary accommodation may be provided pending receipt and evaluation of the documentation of the disability.
- 3. Evaluation of Documentation:** Upon receipt of documentation from an employee's health care provider, a determination will be made as to whether the employee has a disability as defined by the ADA, and if the employee can perform the essential functions of the position, with or without reasonable accommodation.
- 4. Final Determination and Notification to Employee:** The College has the authority to make the final determination regarding what accommodation, if any, is appropriate. When a final determination is made, the Director of Human Resources will send written notification to the employee of the determination, whether an accommodation has been granted, and if so, will specify what accommodation has been granted. Notification will also be given to the department chair, supervisor, and cabinet member.
- 5. Right to Appeal:** If an accommodation is denied, the employee may submit a notice of appeal to the Disability Services Committee within seven (7) working days of receipt of the written accommodation decision.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, the following policy is in effect for Gadsden State Community College:

1. The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by the College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of the College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).
2. Gadsden State Community College has and shall maintain a drug-free awareness program to inform employees about:
 - a. the danger of drug abuse in the workplace;
 - b. Gadsden State Community College's policy of maintaining a drug-free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program; and
 - d. the penalties that may be imposed upon employees for drug abuse violations.
3. All employees of Gadsden State Community College shall comply with paragraph 1 above.
4. Any employee who is convicted by any Federal or state court of an offense which constitutes a violation of paragraph 1 above shall notify the President in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a Federal contract or grant, Gadsden State Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Gadsden State Community College is required under P.L. 100-690.
6. In the event an employee violates paragraph 1 above or receives a conviction as described in Paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Gadsden State Community College shall also reserve the right to require said employee, as condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. Gadsden State Community College shall make a good faith effort to ensure that paragraphs 1-6 above are followed.
8. Each employee of Gadsden State Community College shall receive a copy of this policy.

In conjunction with its Drug-Free Workplace Policy, the College also complies with the Omnibus Transportation Employees Testing Act of 1991. This act relates to those employees possessing or required to possess a Commercial Driver's License (CDL).

Any employee in or applicant for such a CDL position has special obligations to notify the College that he or she has recently or is currently using certain physician-prescribed drugs or other medication that may affect that person's test results and/or ability to perform his/her duties. Current CDL employees are subject to the following rules (*complete policy available in Human Resource Office*):

1. When Reasonable Suspicion to believe that they have used a controlled substance or have otherwise violated the substance abuse rules, they may be tested.
2. The College may conduct unannounced Random Testing.
3. When employees are involved in any accident resulting in injury or damage to College property, they must notify the Associate Dean of Student Services/Director of Counseling Services and Director of Safety and Security.
4. When employees return from substance-abuse rehabilitation, the College may require that they submit themselves to follow-up testing.
5. All affected employees may be required to undergo urinalysis as part of a recertification physical examination.

Drug Abuse Prevention Policy

Gadsden State Community College is committed to the maintenance of a drug-free environment for its employees and students. The College has in operation a drug abuse prevention program that is accessible to all officers, employees, and students. The Associate Dean of Student Services/Director of Counseling Services is the contact person for the program.

Equal Opportunity in Education and Employment

Gadsden State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VII of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Gadsden State Community College to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Gadsden State Community College is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, color, religion, or national origin, or against qualified handicapped persons. Gadsden State complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973. Inquiries concerning this policy may be directed to Michele Bradford, Director of Diversity and Compliance/Title IX Coordinator, Gadsden State Community College, P.O. Box 227, Gadsden, Alabama 35902-0227, telephone 256-439-6822.

Family Educational Rights and Privacy Act (FERPA)

Students' Rights and Privacy Act

Employees of Gadsden State Community College have an important responsibility to students under the Family Educational Rights and Privacy Act (FERPA). It is important that faculty understand their role as guardians of the students' right to privacy. The following are some provisions of the Family Educational Rights and Privacy Act.

1. Instructors and counselors may keep private notes on students; however, FERPA allows limited access to these notes. If faculty discuss this information with one person other than a substitute who needs to know, unauthorized access has been allowed.
2. Faculty should not disclose any personal information about a student to anyone outside this institution. This includes parents and trusted friends. All such disclosures are subject to written approval by students; therefore, all requests for disclosure of any kind should be referred to the Registrar's Office. Though FERPA allows for the release of "directory information" on students, it is the faculty member's responsibility to ascertain if the student has made a written request to the Registrar that the College not release such information. Within this limitation, it is preferable that all faculty refer such questions of "directory information" to the Registrar unless the request is accompanied by a signed release from the student.
3. Work-study students who have access to any type of student information shall be informed of the seriousness of revealing student information to other parties.
4. Instructors should note that students must be allowed access to academic records and may challenge their content. Therefore, it is incumbent upon faculty to maintain clear and accurate records that can be explained and justified.
5. Grades should not be posted.
6. Anyone having an access code to the computer system should not share it unless specifically authorized. A student worker should never have access to an access code. All CRTs should be signed off before being turned off; otherwise, someone may turn on a CRT and gain instant access to student records.

(See Appendix C)

POLICY AGAINST HARASSMENT AND DISCRIMINATION

Introduction

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on college property and while engaged in any College-sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the College.

For these purposes, the term “**harassment**” includes, but is not necessarily limited to:

Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature to include unwelcome touching, patting, pinching or fondling.

A non-harassment and nondiscriminatory environment is essential to the mission of the College. For this purpose, the College has promulgated and implemented this policy to explain the procedure for making a complaint of sexual harassment and/or discrimination. The policy shall only pertain to incidents of sexual harassment and/or discrimination based upon sex. As to any other illegal forms of harassment and/or discrimination based upon impermissible factors other than sex, please refer to the applicable policy for guidance.

A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students. Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Title IX Coordinator, or to the Executive Staff Member of the area in which the incident or the alleged incident occurred.

The employees of the College determine the ethical and moral tone for the College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks which involve partiality, preferential treatment, or the improper use of position shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom the instructor has responsibility, between any supervisor and an employee, or between a College employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any amorous 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. This policy encourages faculty, students, and employees who believe that they have been the victims of discrimination or sexual harassment to contact the Title IX Coordinator at the institution. Any reprisals shall be reported immediately to the Title IX Coordinator or to the Executive Staff Member of the area in which the incident or alleged incident occurred.

Definition of Sexual Harassment

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 generally refer to a single sexual joke, offensive epithet or request for a date. Instead, it is conduct and/or behavior of a sexual nature which rises to the nature that it 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 either sex.

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.

There are two kinds of sexual harassment; Quid Pro Quo and Hostile Environment. **Quid Pro Quo** describes a situation in which a student or employee is confronted with sexual demands to keep his or her job, or to obtain a promotion or raise, obtain a higher grade or educational benefit and occurs when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities, or when submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual. **Hostile Environment** typically involves sexually offensive conduct that makes it difficult or unpleasant for an employee or a student. It occurs when 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.

Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault or unwanted touching;
2. 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;
3. Direct propositions of a sexual activity;
4. Subtle pressure for sexual activity;
5. 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;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. Displaying objects or pictures which are sexual in nature and that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

It is important to point out that the conduct should be judged from an objective standard in that the facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of a specific individual. All students and employees should report any harassment and/or discrimination that he/she may experience and/or observe. No student or employee should assume that an official of the College knows about his or her particular situation.

Resolution of Harassment and Discrimination Complaints

Procedure for Reporting Complaints

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination should immediately bring the matter to the attention of the Title IX Coordinator, or to any academic or administrative officer, dean, director, supervisor, or advisor, who will then forward the complaint to the Title IX Coordinator or the person designated by the President to coordinate the investigation of such complaints. Upon receipt of the complaint, the Title IX Coordinator shall meet and interview the complainant. During this initial meeting, in addition to gathering the additional information needed to initiate an investigation into the complaint, the Title IX Coordinator shall explain the procedure and shall present a copy of this Harassment and Discrimination Policy. The President and the Vice Chancellor for Legal and Human Resources of the Alabama Department of Postsecondary Education shall be promptly notified of the complaint.
2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs. The complainant should submit a written statement of the allegations.
3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as promptly as possible after the complaint and/or report is made. All complaints and/or reports will be investigated and resolved within forty-five (45) days of receipt; except in extraordinary cases that require more time for completion of the investigation. Both the complainant and alleged offender shall be given periodical updates as to the status of the investigation.
4. The investigation record shall consist of formal and/or informal statements from the alleged victim, the alleged offender, witnesses identified by the victim or offender, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations.
5. Complaints may be resolved through informal or formal procedures. Informal means are encouraged at the beginning point, but the choice of where to begin rests with the complainant. If the Title IX Coordinator, or the person designated by the President to handle the complaint, believes that the matter is sufficiently grave because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then formal procedures shall be initiated.

Informal Procedures

1. The Title IX Coordinator may notify the alleged offender of the complaint and take whatever steps deemed appropriate to affect an informal resolution that is acceptable to both parties. The informal action stage will last no more than fifteen (15) days, unless extended by the consent and agreement of the complainant.

2. The parties may choose to participate in mediation. If the complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file or student record. However, the Title IX Coordinator will keep a record of the complaint and the resolution. All such records will remain confidential.
3. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged offender, then no further action be taken. The alleged offender will receive a statement explaining the resolution of the investigation as conducted under this policy and procedure.
4. Some reports of sexual harassment and discrimination may not be appropriate for informal resolution and may require a formal investigation at the discretion of the Title IX Coordinator, or the person designated by the President to coordinate the investigation of the complaint. Substantial weight will be given to the wishes of the complainant when determining whether to investigate a complaint, however, GSCC may investigate a complaint without the complainant's and/or alleged victim's consent when circumstances so warrant.

Formal Action

If the complaint cannot be resolved on an informal basis, the formal complaint procedure will be implemented. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

1. If the formal complaint is against an employee of the College, it shall remain with the Title IX Coordinator for investigation and disposition pursuant to applicable law and grievance/discipline procedures.
2. If the formal complaint is against a student, not acting in an instructional or other employment capacity, the Vice President shall refer complaint to the Title IX Coordinator for disposition pursuant to applicable law and grievance/discipline procedures.
3. If the formal complaint is against a person not considered an employee or student of the College, it shall be directed to the Title IX for disposition pursuant to applicable law and grievance discipline procedures.
4. If conflicts or other problems exist with the Title IX Coordinator handling the formal complaint, the complaint may be filed with the President.
5. In the event of complaints against employees and/or students, the Title IX Coordinator will notify the alleged offender in writing of the complainant's decision to take formal action. Formal action will consist of the Title IX procedures as set forth:
 - a. The original and two copies of Grievance Form A must be filed with the Title IX Coordinator within 30 calendar days following the date of the alleged violation(s). The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all forms. (*See Appendix D-1*).

- b. The Title IX Coordinator will conduct whatever inquiry he/she deems necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations and offer any witnesses or evidence which are relevant to the resolution of the complaint. The Title IX Coordinator will make a record of the case, including a record of their decision, and a copy of that record will be retained in its confidential files. Within forty-five (45) days following the receipt of Grievance Form A, the Title IX Coordinator shall notify the complainant and the alleged offender of the outcome of the investigation; however, that information should be treated by both parties as confidential and private. Said notification shall be mailed to his/her home address by certified mail, return receipt requested.
- c. Within fifteen (15) calendar days following receipt of the findings, a complainant or accused not satisfied with the resolution achieved by the formal procedures may seek an appeal by the completion and submission of Form B with the Title IX Coordinator and the President. If a notice of appeal is filed, appeal Form B must be used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decision. Copies of Form B must be provided to the Title IX Coordinator and the President. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the findings, the right to further appeal will be forfeited. (*See Appendix D-2.*)
- d. The President will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the written report of findings to complainant. At the completion of the President's review, the complainant and alleged offender shall be provided with a written report and disposition. Said notice shall be mailed to his/her home address by certified mail, return receipt requested. In addition, a copy of the written report and disposition shall be provided to the Title IX Coordinator and President.
- e. An alleged offender not satisfied with the resolution achieved by the formal procedures may seek an appeal by the completion and submission of Form C with the Title IX Coordinator and the Chancellor. If notice of appeal is filed, appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the President. Copies of Form C must be provided to the Title IX Coordinator and the Chancellor. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited. If the last day for filing notice of appeal falls on either a Saturday, Sunday or a legal holiday, complainant will have until the close of the first business day following the 15th calendar day to appeal. (*See Appendix D-3.*)

- f. The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate, study complainant's allegations and the report of the President, hold a formal hearing, and make a written report of findings to the complainant. At the completion of the Chancellor's review, the complainant and alleged offender shall be provided with a written report and disposition. Said notice shall be mailed to his/her home address by certified mail, return receipt requested. A copy of the report and disposition shall be provided to the Title IX Coordinator. The decision of the Chancellor shall be final and binding upon all parties involved.

Harassment & Discrimination Review Committee

The Committee shall review the Policy Against Harassment and Discrimination and training programs annually and make recommendation for changes to the Title IX Coordinator.

Confidentiality and Assurance against Retaliation

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

This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way, opinions and feelings about any problem or complaint of sexual harassment and discrimination. An employee or student bringing a complaint or assisting in investigating a complaint will not be adversely affected in terms of conditions of employment or enrollment, including any act of reprisal, including internal interference, coercion, and restraint, by a GSCC employee or by one acting on behalf of GSCC. Retaliation against a student or employee for bringing a sexual harassment or discrimination complaint is strictly prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.

Disciplinary Sanction

A conclusion that sexual harassment or discrimination has occurred shall subject the offender to appropriate disciplinary action and may result in, but is not limited to, suspension, discharge, expulsion, dismissal or a "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.

PERSONNEL POLICIES AND PROCEDURES

Hiring Process for Full-Time Positions

1. The Recruitment and Selection Committee will be appointed by the President.
 The Committee will include membership (1) that is at least 40% black and (2) that is at least 50% female.
 A Recruitment and Selection Committee Appointment Form will be completed and sent to the Department of Postsecondary Education (DPE).
2. The job announcement will be developed from the position job description.
 The appropriate administrator and the President will approve the job announcement.
 A request to Fill Position form will be sent to DPE for approval.
 DPE will approve job announcement and place on Alabama Community College System (ACCS) website.
 DPE will notify appropriate DPE applicant pool members.
3. The job announcement will be posted and distributed:
 Job announcements for Salary Schedule B, C, D, E, H, and L positions will be distributed to all employees via e-mail and posted on the Gadsden State Community College website.
 Job announcements will be mailed to the appropriate Distribution List.
4. Job announcements for Salary Schedule B, C, and D positions will be:
 Advertised in at least one daily or weekly newspaper published in the College service area.
 Advertised in at least one daily newspaper of regional or statewide coverage.
 Distributed to all ACCS Colleges by e-mail.
 Mailed to all Colleges in Alabama and historically black Colleges and universities in the Southeast.
 Advertised on IMDiversity.com.
5. All application materials will be received by the Office of Human Resources.
6. The Recruitment and Selection Committee will:
 Develop the Qualifications/Verification Form from the job announcement for each position.
 Screen applicants for minimum qualifications.

7. Interviews will be conducted:
 - ___ For Salary Schedule B, C, and D positions, the Committee must interview all qualified applicants. If there are more than ten qualified applicants, the President may participate in screening the applicants to determine at least ten to interview.
 - ___ For Salary Schedule E and L positions the Committee will screen to determine at least ten to interview.
 - ___ For Salary Schedule H positions no committee will be appointed. The appropriate administrator will screen to determine at least three to interview.
8. ___ After the interviews, the Committee will determine the top three finalists and recommend to the President in alphabetical order with a written summary of the identified strengths and weaknesses for each of the three finalists.
9. Finalists Interviews:
 - ___ For Salary Schedule B, C, and D positions finalists will be interviewed by the appropriate administrators and the President.
 - ___ For Salary Schedule E, H, and L positions finalists will be interviewed by the appropriate administrators.
10. ___ The President will notify the Office of Human Resources regarding the employment decision.
11. ___ Applicants will be notified in writing of the President's decision.
 - ___ All Gadsden State Community College employees will be notified via e-mail.
 - ___ A copy of the completed Qualifications/Verification Form will be added to the personnel file of the selected applicant.
 - ___ A notification of Hire form will be sent to DPE.
12. For Salary Schedule B, C, and D positions:
 - ___ Resumes of all applicants interviewed by the President must be attached to the Notification of Hire form.
 - ___ A written justification of employment by the President will be a part of the permanent record.

Classification of Personnel

A faculty member is a full-time instructor, librarian, or counselor who has the minimum qualifications established by the Alabama State Board of Education and whose salary is derived from Schedule D adopted by the Alabama State Board of Education.

An administrator is any professional staff person whose salary is determined from Schedules A, B, C-1, C-2, or C-3 adopted by the Alabama State Board of Education. (*See Appendix E*)

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

Types of Employment

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

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

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

Criminal Background Checks

Pursuant to State Board of Education Policy 623.01: Criminal Background Checks, and applicable Guidelines, Gadsden State Community College requires criminal background checks for all full-time and part-time employees.

Any individual selected for employment will be required to submit a full consent in addition to personal identifying information in order to complete a criminal history background check. Any offer of employment will be contingent upon an acceptable background check. The application for employment, and any contract or letter of employment, will contain a notice of contingency.

The College assumed the cost of background checks for all persons employed as of May 8, 2008. Additionally, as a result of undue financial hardship, the College will assume the cost of background checks for all new part-time employees, including those on Salary Schedules H25 – H35. However, any individuals offered employment on a full-time salary schedule after May 8, 2008, will be responsible for the cost of the background check.

SECTION: Personnel Policies and Procedures
**SUBJECT: Classification of Personnel/Types of Employment/
Criminal Background Checks**
SOURCE REFERENCE: SBE 606.01/SBE 623.01

NUMBER: F/1.2

Revised: June 2008

The President, upon consultation with the Department of Postsecondary Education, 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. Factors to be considered will be remoteness of previous background checks and the duties and responsibilities of the new position.

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 and provisions of State Board Policy 623.01.

Reduction in Force

1. Statement of Purpose

To provide Gadsden State Community College (the College) systematic and equitable procedures for reducing the number of full-time employees during situations where such reduction is made necessary by extraordinary circumstances such as, but not limited to, lack of sufficient funds; a decline in enrollment in a given course, program, or discipline to the extent that continuation of the course, program, or discipline, is, or will likely become, impractical or economically unreasonable; or a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes. These procedures shall only be used when circumstances justify the implementation of the procedures.

2. Reduction-in-Force Determination

The State Board of Education, at the request of the President and upon the recommendation of the Chancellor, shall determine when it is necessary for the College to implement its reduction-in-force procedure. Upon the formal approval by the State Board of the implementation of a reduction-in-force action by the College, the President shall, as soon as possible, notify all employees affected by the action of its implementation.

3. Definitions

Employee Classification: A designation by which a group of employees at a given institution having the same or substantially the same type of job duties and functions will be identified. (Examples: “clerk-typist,” “secretary,” “cafeteria worker,” “accountant,” “security guard,” “counselor,” “mathematics instructor,” and “maintenance worker.”)

Full-time: Employment for the number of hours designated by the respective institution as being “full-time” for the position held by the respective employee. (Examples: Forty hours for an “accountant” or “secretary,” or thirty-five hours for an English “instructor.”)

Part-time: Employment for fewer than the number of hours considered by the respective institution to be full-time. (Examples: Fewer than forty hours for a “maintenance worker” or fewer than thirty-five hours per week for an English “instructor.”)

Non-probationary: The legal right, under State law and/or State Board of Education rules, regulations, or policies, of a full-time employee of a State two-year college to retain his/her full-time employment status on a permanent basis until such time as the employee voluntarily terminates such employment or until such employment is terminated pursuant to the Students First Act and/or State Board of Education rules, regulations, and/or policies.

Probationary: That period of employment prior to the receipt of non-probationary status as defined by the Students First Act and/or State Board of Education rules, regulations, and/or policies.

Temporary Employee: An employee hired to fill a position on a “temporary” basis for a period not to exceed one year. Temporary employment status is generally used to: (1) fulfill a personnel requirement of a non-renewable grant; (2) fill a vacant permanent position for the period during which a search for a “permanent” employee is being conducted; (3) temporarily fill a new position for the period during which it is determined whether or not the position should be made permanent; or (4) conduct a class, program, or project on a “one-time” basis.

Seniority: Status obtained through length of continuous service to which are attached certain rights and privileges. Seniority at the College will be established beginning with employment date as entered in the payroll records.

4. Institutional Guidelines for Implementation

- 4.1.** The College shall identify each of its employees in terms of each employee’s job description (to include minimum qualifications) and organizational unit and shall make this information available to each employee.
- 4.2.** The College shall identify each organizational unit and each employee to be affected by the reduction-in-force to the Chancellor and the manner in which unit and employee shall be affected.
- 4.3.** Temporary and/or part-time employee(s) performing the same duties as non-temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s).
- 4.4.** Probationary employee(s) performing the same duties as a respective non-probationary employee(s) shall be released prior to the release of the non-probationary employee(s).
- 4.5.** In the event of an approved reduction-in-force affecting a full-time, non-probationary employee, the following factors shall be taken into consideration in this specific order:
 - 4.5.1.** The requirements of any applicable court order or consent decree;
 - 4.5.2.** Seniority at the College in the respective job classification taking into consideration minimum qualifications for the respective position;
 - 4.5.3.** Seniority at the College in the respective organizational unit; and

4.5.4. Seniority at the College in general.

For more information on seniority, refer to Section F3.2 of the Employee Handbook.

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

4.7. The Office of Human Resources will provide to the employee(s) released the following assistance:

4.7.1. Insurance and retirement information; and

4.7.2. Information and assistance regarding employment opportunities at other Alabama Community College System institutions, the Department of Postsecondary Education, and other affiliated agencies and organizations via the *Alabama Community College System Employment Opportunities website at www.accs.cc*.

4.8. The following guidelines shall apply for rehiring and retraining of all full-time non-probationary employees released as a result of a reduction-in-force action:

4.8.1. A full-time non-probationary employee terminated pursuant to this policy shall have rehire rights to the position from which he/she was terminated for one (1) calendar year from the effective date of his/her termination. If the terminated employee refuses an offer of employment pursuant to this policy, his/her rights of rehire are forfeited; and

4.8.2. If another position in the same job classification becomes available within one (1) calendar year from the effective date of a full-time non-probationary employee's termination, he/she may request placement in the position with retraining opportunities provided as needed; and

4.8.3. Reverse order of termination applies to all rehiring.

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

CONFLICT OF INTEREST AND ETHICS

Conflict of Interest and Ethics: Policy and Procedures

State Board Policy 615.01 specifies:

1. Honesty and professional integrity are expected of all employees. It would be a serious violation of this trust if the interests of any institution under the direction and control of the State Board of Education were to be disregarded in the course of performing professional duties. The use of official position and influence to further personal gain or that of families or associates is unacceptable behavior.
2. All employees have the right to acquire and retain status of a professional, personal, or economic nature. In a community as diverse and complex as the institutions that comprise The Alabama Community College System, there is always the possibility that the pursuit of individual interest may result in a conflict with those of the employing institution. This places an important responsibility on faculty and staff to recognize potential conflicts and prevent them. It is not expected that every employee will have a complete and current knowledge of the laws and regulations that apply to conflict of interest. However, all persons, particularly those with significant exposure to potential conflict of interest situations, should develop sensitivity to this issue and seek guidance when appropriate.

Scope of Policy

The above policy applies to all employees of Gadsden State Community College, including part time, and is inclusive of the following provisions:

Definitions

Conflict of Interest

The term “conflict of interest” in this policy refers to situations in which financial or other personal considerations compromise, or has the appearance of compromising, an individual’s professional judgment and ability to perform his or her responsibilities to Gadsden State Community College. Employees should not only consider situations that are unacceptable, but should also consider gray areas that might involve the appearance of conflict. The appearance of a conflict can be just as serious and damaging.

Close Relation

A “Close Relation” is defined as a spouse, financial dependent, significant other, or person in an intimate relationship; a child, parent, sibling, in-laws, step-relations, grandparent, grandchild, niece or nephew, aunt, uncle, cousin.

Substantial Financial Interest

The ownership of an interest of more than 5% in a company is considered a substantial financial interest. However, any ownership or management role in a company, e.g., officer, creates an appearance of conflict equivalent to owning a substantial financial interest.

Conflict of Interest in Employment and Business Practices

Employees must not allow a personal or outside interest to interfere with their duties and responsibilities to Gadsden State Community College. Even the appearance of a conflict of interest should be avoided. Any arrangements or relationships that may pose a conflict should be disclosed.

Although not an all-inclusive list, examples of conflicts of interest that should be disclosed under this policy include:

- a. Conducting business with an individual or entity in which you or your Close Relation have a personal, managerial or substantial financial interest;
- b. Maintaining an external consulting or other business or employment relationship with a supplier, vendor or competitor of Gadsden State Community College which would impair your independence of judgment in the performance of your duties at Gadsden State Community College;
- c. Competing with Gadsden State Community College, or competing with other external vendors for Gadsden State Community College business, whether as an individual, as an employee of another organization, or through a separate entity owned or operated by you or your Close Relation that exists outside of your employment duties with the College;
- d. Directly supervising or evaluating the work of a Close Relation;
- e. Unauthorized use of confidential, privileged or proprietary information obtained in connection with your position, or use of such information for your personal benefit or the personal benefit of another;
- f. Making use of any Gadsden State Community College asset, including the Gadsden State Community College name and trademark, resources, or supplies outside the scope of employment;
- g. Participating in any way in any negotiation or transaction between Gadsden State Community College and a business entity in which you or your Close Relation has a personal, managerial or substantial financial interest;
- h. Participating in any decision, such as decisions concerning initial appointment, retention, termination, promotion, salary, or leave of absence, that involves either a direct benefit or a detriment to a Close Relation;
- i. Soliciting personal gifts or special favors from individuals or entities that provide, or seek to provide, services or supplies to Gadsden State Community College;

Conflict of Commitment

Employees owe professional loyalty to Gadsden State Community College and shall be alert to the possibility that outside obligations, financial interests, or employment can affect that commitment. Any involvement in personal business ventures shall be conducted outside the work environment and not during times when the employee is required or expected to perform the duties and responsibilities of his or her position.

Faculty and staff must be careful that their work for others does not conflict with their obligations and commitments to Gadsden State Community College. Faculty members who seek to be educators at other institutions concurrent with their holding a full-time position at Gadsden State Community College must seek permission in advance. Full-time faculty and staff may not hold other full-time concurrent positions elsewhere, except as part of an approved leave and/or where advance permission has been granted.

Personal Conflicts of Interests

Faculty or staff should take all reasonable steps to avoid a conflict of interest or the appearance of a conflict of interest in his or her work that could arise from a family or intimate relationship with a Close Relation employed by Gadsden State Community College or with whom Gadsden State Community College has contracted to provide goods or services. In particular, a faculty or staff member shall not participate in any decision that involves either a direct benefit or a detriment to a Close Relation, as defined under this policy.

When in doubt concerning the possibility of a personal conflict of interest, consult your immediate supervisor.

Disclosure

If an employee believes or suspects that a conflict of interest may exist, it should be disclosed to the employee's immediate supervisor, who shall then make disclosure to the appropriate Executive Staff member.

Remedial Action for Non-Compliance

Failure to disclose conflicts of interest under this policy may be cause for disciplinary action in accordance with the Employee Conduct Code as stated in the Employee Handbook and State Board Policies.

*(Procedure for Managing Potential Conflicts of Interests and forms are included as **Appendix MM.**)*

**SECTION: Personnel Policies and Procedures/
Conflict of Interest and Ethics**
SUBJECT: Conflict of Interest and Ethics Policy and Procedures
SOURCE REFERENCE: SBE 615.01

NUMBER: F/2.1

Revised: November 2007

I have read, understand, and will fully comply with the Conflict of Interest and Ethics Policy and Procedure.

Employee's Name (print)

Employee's Signature

Date

This policy cannot regulate or eliminate all situations of conflict of interest, but is intended to enable faculty and staff to recognize situations that raise an appearance of impropriety and to ensure that such situations are properly reviewed and resolved. All Gadsden State Community College employees must disclose actual or perceived conflicts so that they can be managed appropriately. Disclosure will not necessarily restrict or preclude an individual's activities. In most cases, problems arise when the conflict is not disclosed, or when it is not assessed or managed.

Employee Conduct Code

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

As specified in the applicable State Board Policy, the activities outlined below are prohibited.

- a. Sexual Harassment (SBE 601.04)
- b. Gambling on College campuses (SBE 513.01)
- c. Smoking in prohibited areas (SBE 514.01)
- d. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions (SBE 511.01)
- e. Absence from work without approved leave (SBE 618.01)
- f. Disclosure of confidential information (SBE 616.01 and 809.01)
- g. Failure to report for duty at the beginning of a semester (SBE 618.01)
- h. Pursuit of individual interest resulting in a conflict with the interest of the College (SBE 615.01)
- i. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (SBE 601.01, 601.02, and 601.04)
- j. Use of official position and influence to further personal gain or that of a family member or personal associate (SBE 615.01)

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

- a. Theft
- b. Tardiness
- c. Disruptive conduct
- d. Sleeping on the job
- e. Abuse of equipment or facilities
- f. Violation of published safety regulations
- g. Unauthorized solicitations on work premises
- h. Use of abusive or threatening communications
- i. Unauthorized use of equipment, facilities, or other resources
- j. Physical or verbal abuse of persons within the College community
- k. Possession or use of alcohol or other controlled substances on campus
- l. Any form of fraud, dishonesty, or falsification of student records, employment applications, or records kept in performance of job duties
- m. Inappropriate contributions to blogs, message boards and social networking or content-sharing sites

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

Outside Employment

A full-time employee of Gadsden State Community College will not enter into a contractual agreement with an outside employer which would interfere with the fulfillment of the employee's obligation to the College.

Employment of Relatives

Gadsden State Community College complies with State Board Policies 205.03: Employment of Relatives; 205.04: Disclosure of Employment of Relatives; and 205.05: Supervision and Evaluation of Relatives.

All applicants for employment must disclose certain relationships to employees in the Alabama Community College System or to any member of the State Board of Education.

Upon initial employment, all employees must complete a Family Relationship Disclosure Form. A revised form must be completed within 15 days of a change of circumstances relating to this information. Additionally, a revised form must be completed if an employee changes positions at the College. (*See Appendix LL*)

All applicable relationships will be reported to the Chancellor's office as required, to be reviewed for possible conflicts of interest.

EMPLOYMENT CONTRACTS

Employment Contracts Full-time

Full-time faculty contracts are for a semester or nine months. Summer employment for faculty is determined by student need. Contracts for administrative and support personnel are for the period September 1 through August 31, unless otherwise specified. Written contracts are issued prior to the beginning of the employment periods covered by the contracts. Probationary administrative and support personnel are not issued written contracts, but rather work under a letter of appointment which may be cancelled with 15 days notice. (*See Appendix F*)

Employment Contracts Part-time

Applications are accepted on a continuous basis for part-time employment. Credentials are evaluated by academic directors/division chairpersons to determine qualifications. Part-time instructors must meet the minimum qualifications set forth by the College, Department of Postsecondary Education, and the Southern Association of Colleges and Schools. (*See Appendix G for “Certification of Part-Time Faculty Credentials and Qualifications” form.*) Final determination of instructor qualification will be made by the appropriate Dean. Recommendations for employment move from academic directors/division chairpersons to the appropriate Dean to the President. Neither tenure nor seniority is attained through part-time employment. Employment and contracts are on a semester-to-semester basis.

Academic directors/division chairpersons are responsible for orientation relating to course syllabi and objectives, grading standards, and other instructional policies and procedures. Orientation relating to general institutional policies and regulations is the responsibility of academic directors/division chairpersons and center directors or coordinators. Supervision of instruction is the responsibility of academic directors/division chairpersons working closely with the center director, and/or evening coordinators.

Part-time instructors are evaluated each semester through use of student assessment of instruction forms. Summary copies are retained by academic directors/division chairpersons.

Employment Contracts Substitute Instructors

Substitute instructors shall be paid on an hourly or prorated basis consistent with the prevailing part-time salary rate. All substitute instructors are employed by the President, based upon the recommendations of academic directors/division chairpersons and the appropriate Dean. Substitute instructors are required to have the same qualifications as regular full-time instructors.

Summer Employment-Academic & Technical Divisions

Academic Division

Since the Summer Term is a separate entity, distinct from the Fall and Spring Semesters, certain guidelines are necessary to ensure an equitable procedure for selecting personnel for Summer Term employment. First priority for teaching will go to academic directors/division chairpersons because of the administrative duties expected of them in addition to their teaching. The number of classes offered will be based on institutional needs. Summer contracts will be offered on the basis of seniority, especially as other policies and procedures relating to seniority are explained elsewhere in this section.

Seniority is defined as "status obtained through length of continuous service to which are attached certain rights and privileges." Seniority will be established on Salary Schedule D, beginning with employment date as entered in the payroll records.

1. Seniority is interrupted by a leave of absence. Upon an officially sanctioned leave of absence as outlined by State Board policy, seniority is frozen for the time of absence and resumed at date of return to full-time duties. For example, if an instructor, counselor, or librarian with 15 years' seniority takes an officially sanctioned leave of absence, he or she will have 15 years of seniority upon return from leave.
2. Seniority is lost upon termination of employment and must be newly established with re-employment.
3. An instructor, counselor, or librarian cannot begin to accrue seniority in a division to which he/she is assigned until qualified in that division.
4. Teaching assignments for summer employment shall be based upon the division assignment in the previous academic year. In other words, an instructor who taught in that division during the immediately preceding nine-month period would have "first refusal" over an instructor who had not taught in that division during this period.
5. The effect upon seniority of reassignment within Salary Schedule D shall be as follows:

Reassignment by Administrative Decision

- A person reassigned from division A to division B (by a decision of the administration) and later reassigned to his/her original division shall accrue seniority in the original division as if in continuous service in the original division.
For example, a person who has 5 years in division A, then is reassigned to division B for 10 years and again back to division A, shall accrue 15 years seniority in division A.
- A person reassigned from division A to division B by a decision of the administration shall accrue seniority in division B from the date of placement on Salary Schedule D.

Reassignment at the Request of the Person Being Reassigned

- A person who makes a request (in writing and is accepted) to be reassigned from division A to division B and then back to division A shall have his/her seniority frozen in the original division A as in a sanctioned leave of absence.
 - A person who makes a request (in writing and is accepted) to be reassigned from division A to division B shall start seniority in division B from the time he/she enters division B and his/her seniority in division A is frozen.
6. A person reassigned from Salary Schedule D to another salary schedule shall have his/her seniority frozen in Salary Schedule D.
 7. A person assigned in disciplines in two or more divisions shall accrue seniority in each of these disciplines from the time of assignment in each of these divisions.
 8. If a tie in seniority exists, the tie shall be broken by:
 - Greater number of graduate hours in field, calculated from the official personnel folder on file in the Office of Human Resources. If equal then by:
 - Greater number of graduate hours, calculated from the official personnel folder on file in the Office of Human Resources. If equal, then by:
 - Higher level held on Salary Schedule D. If equal, then by:
 - Greater length of service as a full-time qualified employee of the institution on any Salary Schedule. If equal, then by:
 - Greater length of service as a full or part-time qualified employee of the institution on any Salary Schedule.

Technical Division

The Presidents of State Technical Colleges/Institutes and Community Colleges (technical divisions) may offer twelve-, nine-, or three-month contracts as appropriate to full-time librarians, counselors, and instructors, provided there are sufficient enrollment and available funds. An instructor, librarian, or counselor who has attained tenure prior to September 1979, and who has a nine-month contract (Fall and Spring Semesters) with a State Technical College/Institute or the technical division of a State Community College, and who desires to work the summer term, shall have the first option for employment (three months), provided there is sufficient student enrollment and said tenured employee is in line to be hired by the seniority principle.

EMPLOYMENT WORK SCHEDULE

Duty Calendar

Full-time instructors, librarians, and counselors employed on a nine-month contract shall work 175 days; if employed on a one-semester contract, they shall work the days specified in the contract. Those employed for the Summer Term shall work a minimum of 54 days.

The College shall be open all days except Saturdays, Sundays, and the ten official holidays (New Year's Day, Martin Luther King's/Robert E. Lee's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day). Five additional days may be designated by the President for inclusion in the College Calendar. The 245 days that the College is officially open are duty days for all full-time non-instructional personnel. The duty calendar must be submitted by the President to the Chancellor for approval.

Work Schedule

Specific duties of faculty members and the hours involved shall be determined by the President. Each full-time instructor, librarian, or counselor is required to work a minimum of 35 hours each week, excluding the lunch period, or any regularly scheduled breaks. Weekly work schedules must comply with guidelines set forth by the administration and State Board policy. Instructors are expected to meet all classes, including final examinations, when and where scheduled unless explicit prior approval to do otherwise has been granted by the academic director/division chairperson. Instructors are required to submit copies of their semester work schedules to appropriate supervisors. Instructors are to post office hours and class hours for the convenience of the students and to comply with State Department guidelines.

Each full-time support or administrative person is expected to maintain a weekly schedule that includes 40 hours on campus, excluding the lunch period. Unless otherwise approved, this schedule should be between 7:30 a.m. and 4:00 p.m., Monday thru Friday.

In order to serve the needs of the students, it is necessary to spend more than the minimum hours during registration period. Faculty schedules during the final days of each semester and non-instructional personnel schedules during the break between semesters may be adjusted to compensate for longer hours worked at the beginning of the semester.

Flexible Work Schedule Policy for Public Service

It is the policy of Gadsden State Community College to permit the participation of its employees in public service. Any employee who holds an elected or appointed position in the public service of the state, or of any county or municipal government, or of any instrumentality of such government, may request of the president a flexible work schedule. (*See Appendix H*) The President must determine that an employee's job responsibilities will be completely satisfied with the approval of the employee's request. Extra duties or responsibilities shall not be imposed on any other employee as a result of the approval of the request. The College shall not discriminate among its employees in providing the opportunity for public service, except military service, which is determined by law.

Each employee granted permission by the President to have a flexible work schedule must keep a weekly log of their work hours. This log must be supplied by the employee upon request of the President. (*See Appendix KK*)

Instructor Load and Hours

The duties of an instructor are determined by the President, with the understanding that good professional judgment will be exercised. The number of preparations, the number of students taught, and the number of contact hours are considered in determining instructor loads. No distinction is made between day, extended day, weekend, evening, and off-campus programs. Personnel are employed to provide education for those enrolled, regardless of the day and time of day. Each full-time academic instructor at any institution under the authority, direction, and control of the State Board of Education shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, at such institution. The maximum number of contact hours per week for a full-time technical instructor is determined by the President but shall not exceed thirty (30). The President determines equivalent credit hours for non-teaching assignments in accordance with guidelines established by the Chancellor.

Online Office Hour Policy

1. Faculty may request in writing from their direct supervisor one (1) hour per week of flex-time/off-campus office hours for each online course taught on a full-time basis, up to a total of five (5) hours per week, one hour per week per online class.
2. For the development of a new online course or substantial revision of an online course, an instructor may request in writing from their direct supervisor up to three (3) hours of flex-time/off-campus office hours per week per course. (This policy does not pertain to hybrid or any form of partially online classes.)

Overload Classes

Full-time academic instructors may be employed to teach a maximum of four additional credit-hours per semester for pay if approved by the President. A full-time technical division instructor may be employed to teach a maximum of 15 additional contact hours per week for pay if approved by the President. The overload course must be taught outside the normal 35-hour work week of the instructor, and the overload pay is at the prevailing part-time instructor salary rate. A faculty member is considered a full-time instructor, for purposes of overload classes and pay, once that instructor's teaching assignment is 15 or 16 credit-hours, depending on the credit-hours assigned to courses in specific disciplines or areas. For example, a science instructor teaching four (4) courses of four credit-hours each would be granted overload pay beginning with the seventeenth credit-hour, so long as the instructor works 35 hours per week. An English instructor teaching five (5) three-credit-hour courses would be granted overload pay beginning with the sixteenth credit-hour, so long as the instructor works 35 hours per week. Proposed faculty overloads not in accordance with these standards must be approved by the Chancellor.

Full-time instructors are not entitled to first-refusal or to any priority over part-time staff in the assignment of extra duty classes. Further, seniority and/or rotation within a division or department are not determining factors in assigning overload classes. Only Salary Schedule D employees are eligible for overloads. Counselors and librarians may be approved to teach beyond their full-time assignments a maximum of four credit-hours for overload pay.

FACULTY CREDENTIALS AND RECLASSIFICATION

Faculty Credentials and Professional Growth Plan

To advance in rank, all faculty members, in consultation with the respective Dean, are required to develop professional growth plans. The President must approve the plan based on the recommendation of the Dean. (*See Appendix I*)

Faculty Qualifications and Professional Growth Plans

A Professional Growth Plan must be approved by the President prior to advancement in rank. The Dean of the employee's area is responsible for assisting in the development of the Professional Growth Plan, establishing the instructor's initial rank (with the President's approval), and assisting the instructor in advancing in rank.

An instructor who does not hold Rank IV credentials and seeks to advance by completing a College degree must provide the President with an approved course of study with appropriate College/University advisor signature(s). This course of study must lead to the appropriate degree required to advance to the next highest rank. A College/University advisor, in conjunction with the instructor, may change the course of study, but the changes must lead to the same degree with the same major to allow the instructor to advance to the appropriate higher rank. A course of study is defined as a complete list of all courses required by the College/University granting the degree. All changes to the course of study must be submitted to the President. An instructor who changes instructional programs at the request of the President prior to achieving the higher rank may change majors included in the Professional Growth Plan with approval by the President. The new Professional Growth Plan will include the new course of study signed by the College/University advisor.

Instructor rank may change only at the beginning of the academic year. September 1 is defined as the start of the academic year. All activities must be completed by September 1, and the instructor must provide documentation to the President no later than September 30 for rank changes. Instructors cannot change rank during the academic year after September. The College must maintain the instructors' Professional Growth Plans in individual faculty files. Professional Growth Plans will be utilized to verify instructor changes in rank. An approved Professional Growth Plan will be the only means by which an instructor can advance in rank. The College is subject to audits of its faculty files. Instructors must meet the credential standards required to advance in rank. In no case will a growth plan lower the credential standards as approved by the State Board.

An instructor who has a nine-month contract (fall and spring semesters), and has on file an approved Professional Growth Plan complete with the Plan of Study signed by the College/University advisor, and who fulfills 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.

1. The credentials are organized according to teaching areas. The following groups are presented:

- 1.1. Group A. This group of requirements shall be used for instructors teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/mathematics; and in professional, occupational, and technical areas that are components of associate degree programs designed for College transfer. This group of requirements shall also be used for librarians and counselors.
- 1.2. Group B. This group of requirements shall be used for instructors teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in College transfer to senior institutions.
- 1.3. Group C. This group of requirements shall be used for instructors teaching credit courses in diploma or certificate occupational programs. The associate degree program may be authorized, but is not usually required. A doctoral degree is not available in these teaching areas or related areas.

*(Teaching Discipline Group Assignments are presented in **Appendix J**.)*

2. All instructors will be "grandfathered" in their current rank or level placements. For salary purposes, Ranks I/B, I/A, II, III, and IV shall be equivalent to Levels O, I, II, III, and IV, respectively.

2.1. Level IV-Group A

2.1.1. Degree Requirement: Earned Doctorate

2.1.2. In-field Requirement:

Option (a) Earned doctorate in-field

Option (b) Fifty-four (54) graduate semester hours of coursework in the teaching field.

Option (c) (Accepted only when fifty-four (54) graduate semester hours of coursework in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours of course-work in a combination of teaching field, related field, and/or education.

Option (d) (Acceptable only when an instructor has two teaching assignments) Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) hours in a second teaching area.

2.2. Level IV-Group B

2.2.1. Degree Requirement:

Option (a) Specialist degree (minimum thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

Option (b) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.2.2.(c) below.

2.2.2. In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field in unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours is a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Twenty-four (24) graduate semester hours in accordance with Option (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor and composed of two technical Deans of Instruction and two instructors in each program area. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.2.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

2.3. Level IV-Group C

2.3.1. Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program)

2.3.2. In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) Six (6) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The thirty (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle or as needed.

2.3.3. Work Requirement:

Six (6) years of successful full-time experience as a master craftsman/journeyman in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.4 Level III-Group A

2.4.1. Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

2.4.2. In-field Requirement:

Option (a) Fifty-four (54) graduate semester hours in the teaching field

Option (b) (Acceptable only when fifty-four (54) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.)
Thirty-six (36) graduate semester hours in a major teaching field with eighteen
(18) graduate semester hours in a second teaching area.

2.5. Level III-Group B

2.5.1 Degree Requirement:

Option (a) Specialist degree (minimum of thirty (30) graduate semester hours
beyond the master's degree in a planned program).

Option (b) Master's degree plus the equivalent of thirty (30) graduate semester
hours equivalent as stipulated in 2.5.2.(c) below.

2.5.2 In-field Requirements:

Option (a) Thirty-six (36) graduate semester hours in teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the
teaching field is unavailable at an accredited institution of higher education.)
Thirty-six (36) graduate semester hours in a combination of the teaching field
and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a
combination of teaching field, related field, or education.

Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or
(b) above plus the equivalent of fifteen (15) graduate hours of corporate or other
external formal training as determined below:

The fifteen (15) graduate semester hours equivalent will be determined for each
program area by a program standards committee appointed by the Chancellor. The
standards committee will revise the equivalent experience criteria on a three-year
cycle.

2.5.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational
field and successful completion of an approved occupational examination (e.g.,
NOCTI) within the first year of employment

2.6. Level III-Group C

2.6.1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.6.2.(c) below.

2.6.2. In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in teaching field

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.6.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

2.7. Level II-Group A

2.7.1. Degree Requirement:

Specialist degree (minimum of a master's degree plus thirty (30) additional graduate semester hours in a planned program

2.7.2 In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in the teaching field

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.)
Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.)
Eighteen (18) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.8. Level II-Group B

2.8.1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2.8.2.(c) below.

2.8.2 In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in the teaching field

Option (b) (Acceptable only when eighteen (18) semester hours in the teaching field is unavailable at an accredited institution of higher education)
Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.8.3 Work Requirement:

Three (3) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.9. Level II-Group C

2.9.1. Degree Requirement: Bachelor's Degree

2.9.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field or related field

2.9.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.10. Level I-Group A

2.10.1. Degree Requirement:

Option (a) Master's Degree

Option (b) (Acceptable only for creative and applied arts and occupational programs.) Baccalaureate degree plus in-field requirements in 2.10.2. (c) below.

2.10.2. In-field Requirement:

Option (a) Eighteen graduate semester hours in the teaching field

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) (Acceptable only for 1(b) above) Bachelor's degree with twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area.

2.11. Level I-Group B

2.11.1. Degree Requirement: Bachelor's Degree

2.11.2. In-field Requirement:

Option (a) Twenty-seven (27) semester hours in the teaching field

Option (b) Specialized coursework equivalent to the community or technical College program

2.11.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the occupational, technical, or vocational field.

2.12. Level I-Group C

2.12.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core)

2.12.2. In-field Requirement:

Specialized coursework equivalent to the community or technical College program.

2.12.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first two years of employment.

2.13. Level 0-Group A

(Instructors using these minimum requirements may only teach basic computation and communication skills in diploma or certificate programs or remedial courses.)

2.13.1. Degree Requirement: Bachelor's Degree

2.13.2. In-field Requirement:

Twenty-seven (27) semester hours in the teaching field

2.14. Level 0-Group B

2.14.1. Degree Requirement: Associate Degree

2.14.2. In-field Requirement:

Major in assigned teaching area.

2.14.3. Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field

2.15. Level 0-Group C

2.15.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core)

2.15.2. In-field Requirement:

Specialized coursework equivalent to the community or technical College program.

2.15.3. Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field

Salary Schedule E Reclassification Policies

The Salary Schedule E Personnel Committee has been established to oversee the Gadsden State Community College support personnel classification system, to ensure compliance with the Alabama College System statewide classification system. The Committee maintains job descriptions and establishes guidelines for advancement within job levels. (*See Appendix K*) It also conducts support personnel needs analysis for the College, considers individual requests for reclassification, and makes recommendations to the President. The deadline for making application for reclassification will be **June 15** each year.

Employees must serve at the current salary level and grade for a minimum of three (3) years before being eligible for reclassification in that position. All approved reclassifications will be effective the following budget year.

The following procedure applies for lateral movement of employees when vacant positions are posted or when employees are assigned to other positions on the Salary Schedule E Classification System:

An employee considered for lateral movement to a position *outside their assigned classification* must meet all educational and experience requirements listed in the job description, and appropriate testing requirements will apply. Exceptions to this procedure should only apply if the President is reassigning personnel in compliance with State Board Policy.

Reclassification Procedures

1. Submit a Salary Schedule "E" - Application for Reclassification to the Office of Human Resources by June 15. (*See Appendix L*) This form must be signed by the employee and immediate supervisor. After Committee review and approval, the form will be forwarded to the appropriate Dean and President for final approval.
2. Prepare two (2) copies of the following:
 - a. Transcript(s) documenting educational qualifications
 - b. Documentation of minimum experience requirement
 - c. Documentation of professional memberships, participation in workshops, seminars, etc.
 - d. Supervisor's letter of recommendation based on duties and responsibilities of the position
 - e. Support personnel evaluation forms for the past two (2) years.

3. After Committee review, the applicant will be notified of any test(s) required for the requested reclassification. Tests will be given only after other criteria are met, and candidates will be notified of testing dates and times. Only scores from a controlled testing environment may be used; scores resulting from independent testing will not be considered. Test scores must be valid as of June 15. A 75% pass rate must be earned on each part of a test, except on keyboarding, where the net words-per-minute requirements are specified.
4. Appeals to the decision of the Salary Schedule E Personnel Committee should be made in writing to the President within five (5) working days.

CPS Rating

All support personnel are “grandfathered” at their current pay grade, but anyone who voluntarily accepts employment outside their current classification will forfeit the “add-on” pay level previously achieved through CPS certification. Additionally, all administrative assistants who earned CPS status after June 1, 1996 must maintain that certification or forfeit the “add-on” pay level.

For employees classified as Administrative Assistant, the CPS rating may be used as an alternative to the Computer and Office Procedures tests. The CPS rating may be used once in each level.

Assignment of Administrative Assistant/Clerk Classifications*

Salary Level	Supervisor	Classification	Grade
E-1	President	Administrative Assistant IV/V	02/01
E-2	Dean-Level Supervisors	Administrative Assistant III/IV	03/02
E-3	Some C1, C2, C3 and D Salary Supervisors	Administrative Assistant I, II, III	05/04/03
E-4	Some C1, C2, C3, and D Salary Supervisors	Clerk I/II	06/05

*This section provides general guidelines for placement, but placement may vary according to the level of duties and responsibilities assigned to the “E” Salary employee.

FAIR LABOR STANDARDS ACT

State Board Policy Guidelines for Compliance

When a Nonexempt Employee may be Required to Work Overtime

- A. A nonexempt employee may, upon mutual agreement of the employee and institution, work more than forty (40) hours during a workweek.
- B. A nonexempt employee may be required to work more than forty (40) hours in any workweek if (a) the institution directs the employee to do so, and (b) an "emergency condition" exists. For purposes of this procedure, an "emergency condition" exists if in the opinion of the President one or more of the following is present:
 - 1. A situation which endangers or potentially will endanger the physical, mental, or emotional health or safety of property for which the institution is ultimately responsible, and the performance of overtime work would or reasonably may be expected to contribute to the reduction of said danger or perceived danger;
 - 2. A situation in which the performance of necessary overtime work will increase the effectiveness of registration, enrollment, orientation, graduation, or commencement activities, but under such circumstances that a given employee shall not be required to work overtime unless the institution has previously taken reasonable action to obtain the services of all other qualified employees who were willing and able to voluntarily perform services of the nature of the work required of the employee;
 - 3. A situation in which the performance of overtime work will or may reasonably be expected to significantly contribute to the success of institution goals or efforts to obtain institution or program accreditation from recognized accreditation agencies or organizations, but under such circumstances a given employee shall not be required to work overtime unless the institution has previously taken reasonable action to have the work performed during normal working hours and determined that reasonably good planning would not have ensured the timely performance of the work so as to avoid an "emergency" concerning accreditation; or
 - 4. A situation in which the performance of overtime work is reasonably necessary in order for the institution to respond to the legal directives of governmental agencies or bodies which are "external" to the State Board of Education, Department of Postsecondary Education, or any System institution; i.e., a situation where there is a need for assistance in retrieving court-ordered documents.

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- C. As an alternative to requiring an employee to work more than forty (40) hours during a workweek in which an emergency condition exists, the President or his/her designee may adjust the schedule of one or more employees so as to require such employee(s) to work a greater number of work hours than normal for one or more workdays and a lesser than normal number of work hours for one or more other workdays during the workweek in which the emergency condition exists.

(Reference: 29 USCA sec. 207 (a); 29 CFR 778.102)

Nonexempt Employees – Holidays and Weekends

- A. Any employee whose workweek does not ordinarily include a Sunday and who works on a Sunday shall be compensated at the rate of one and one-half (1½) times his or her normal rate for each hour worked on the given Sunday. This rate shall apply whether or not the workweek exceeds forty (40) hours.
- B. Any employee who works on a holiday on which the employee would ordinarily be entitled to be off shall be compensated at the rate of two (2) times his or her normal rate for each hour worked on the holiday. Provided that, if the employee shall work the holiday and take off another day during the same workweek as an alternative to taking the holiday off, then the employee shall be entitled to only his or her normal rate of pay for all hours actually worked or taken as an alternative holiday during the subject workweek. In a situation where an employee is required by the respective institution to work on a holiday on which the employee would ordinarily be entitled to be off, it shall be the discretion of the employee to take an alternative day off during the same workweek, unless the employee is disallowed by the employing institution to take an alternative holiday due to an emergency condition as defined by Section II. hereof.

(References: 29 CFR 778.201; 29 CFR 778.203)

Use of Compensatory Time Off

An employee who has earned compensatory time off and requests to use such time shall be permitted to use such time within a “reasonable period” subsequent to the request if the granting of such request does not “unduly disrupt” the operations of the institution. Mere inconvenience is not considered to be unduly disruptive. However, a request to use compensatory time at the beginning of an academic quarter or semester, or to use such time during a period of final examinations or grades, may be unduly disruptive regardless of when the request is made.

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

Employees Working Two or More Types of Jobs

- A. In a situation where an employee's normal employment involves two or more different types of nonexempt work with the same institution, the hours worked in both types of work shall count toward the determination of whether the employee has worked more than forty (40) hours in any workweek.

- B. In the event the different assignments are subject to different rates of pay, then the rate of pay for those hours worked over forty (40) shall be calculated on the basis of one and one-half (1½) times a "regular hourly rate" consisting of the weighted average of the hourly rates for both (or all) types of work assignments, or, in the alternative, the employee and the institution may agree in advance that any overtime work shall be compensated on the basis of the one and one-half (1½) times the appropriate rate for the type of work performed after the forty-hour point is reached.

- C. The above provision shall not apply where an employee voluntarily chooses to work, on an occasional, temporary, or sporadic basis, a job in addition to, and different from, his or her normal work assignment. For example, if a bookkeeper works forty hours in his or her regular job then voluntarily works an additional fifteen hours during the same week painting the gymnasium, the fifteen hours spent painting would not be considered overtime, and the employee would be compensated at whatever rate is appropriate for that job. On the other hand, if a secretary is called upon to work as part of a registration team in addition to her normal forty hour workweek, that work assignment would be considered subject to overtime, even though occasional, if it consisted of clerical activities. The rationale for considering the secretary's additional hours as overtime is that they fail to pass the test with respect to being different in nature from the employee's normal duties, since both sets of activities would be clerical in nature.

(References: 29 CFR 778.115; 29 CFR 778.419)

Averaging Hours Prohibited

In computing hours worked, each workweek stands alone. Hours worked in two or more workweeks may not be averaged for purposes of computing hours worked in a workweek.

(Reference: 29 CFR 778.104-.105)

Working Extra Hours in a Day

An employee is not necessarily entitled to overtime pay (that is, pay at one and one-half times the normal rate), either in the form of pay or compensatory time off at one and one-half times the normal rate of compensation, for hours worked in a day beyond those normally worked in such day. However, under those circumstances described in this procedure, a nonexempt employee may be entitled to overtime compensation for hours worked during a workweek in excess of forty (40).

(Reference: 29 CFR 77.102)

Options for Compensation

- A. When a President or an authorized designee has determined that a need for overtime work exists, he/she shall make a request to the respective employee or employees to work overtime (for a given day or days or for the workweek). Before an employee shall agree to perform such overtime work, the President/designee shall make the employee aware of which types of compensation and/or alternative scheduling shall be available to the employee. The employee shall make it known to the President/designee which of the options presented by the President/designee the employee has selected regarding how such overtime will be treated, and the employee's selection shall be honored by the respective institution. The options which are to be made available to the employee shall be from among, but need not necessarily include all of, the three options described below:
1. The employee will receive compensatory time at one and one-half (1 ½) times the rate of actual overtime hours worked for the workweek. For example: if an employee works four (4) hours of overtime, the employee will receive six (6) hours of compensatory time which can be used at employee's discretion. (See also, use of compensatory time off.)
 2. The employee will receive overtime pay at one and one-half (1 ½) times the employee's normal hourly rate for each hour of overtime work performed for the workweek. For example: if an employee's normal hourly rate computes to \$5.00 per hour, the employee will receive \$7.50 for each hour of overtime work performed.
 3. If an employee works hours beyond the normal number of hours for a given workday or workdays, the employee may choose to decrease the number of hours worked in another workday or workdays in that same workweek on an hour- for- hour basis, so long as such reduction does not cause an undue disruption to the normal operation of the institution and so long as the total number of hours worked during the week is not less than that which would have ordinarily been worked by the employee during a workweek. The employee shall nevertheless be entitled appropriate overtime compensation in the event that the total number of work hours for the workweek exceeds forty (40).

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- B. However, except in emergency conditions, as defined in Section II hereof, the President/designee cannot require the employee to adjust his or her work schedule so as to use such additional work hours during the same workweek as the overtime work is performed. This option shall be at the sole discretion of the employee, subject to the exceptions stated above. No employee shall ever be compelled or forced to adjust his or her work schedule as described above except during an emergency condition as described in Section II hereof.

(References: 29 USCA sec. 207(o); 29 CFR 778.100; 29 CFR 778.113)

Leave and Holidays

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.

Compensatory Time Off

- A. If an employee receives entitlement to compensatory time off in lieu of overtime pay in cash, the employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the employing institution.
- B. The maximum compensatory time which may be accrued by an affected employee shall be 240 hours (160 hours actually worked). An employee shall be paid overtime compensation in cash for additional overtime hours of work.
- C. Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is higher.

(Reference: 29 USCA sec. 207(o))

Lectures, Meetings, and Training Programs

The following is excerpted from 29 CFR 785 of the Federal regulations adopted to carry out the FLSA.

785.27 General.

Attendance at lectures, meetings, training programs, and similar activities need not be counted as working time if the following four criteria are met:

- (a) Attendance is outside of the employee's regular working hours;
- (b) Attendance is in fact voluntary;
- (c) The course, lecture, or meeting is not directly related to the employee's job, and;
- (d) The employee does not perform any productive work during such attendance.

785.28 Involuntary attendance.

Attendance is not voluntary, of course, if it is required by the employer. It is not voluntary in fact if the employee is given to understand or led to believe that his present working conditions or the continuance of his employment would be adversely affected by nonattendance.

785.29 Training directly related to employee's job.

The training is directly related to the employee's job if it is designed to make the employee handle his job more effectively as distinguished from training him for another job, or to a new or additional skill. For example, a stenographer who is given a course in stenography is engaged in an activity to make her a better stenographer. Time spent in such a course given by the employer or under his auspices is hours worked. However, if the stenographer takes a course in bookkeeping, it may not be directly related to her job. Thus, the time she spends voluntarily in taking such a bookkeeping course, outside of regular working hours, need not be counted as working time. Where a training course is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee's job even though the course incidentally improves his skill in doing his regular work.

785.30 Independent training.

Of course, if an employee on his own initiative attends an independent school, College or independent trade school after hours, the time is not hours worked for his employer even if the courses are related to his job.

785.31 Special situations.

There are some special situations where the time spent in attending lectures, training sessions and courses of instruction is not regarded as hours worked. For example, an employer may establish for the benefit of his employees a program of instruction which corresponds to courses offered by independent bona fide institutions of learning. Voluntary attendance by an employee at such courses outside of working hours would not be hours worked even if they are directly related to his job, or paid for by the employer.

Travel Time

The following is excerpted from 29 CFR 785 of the Federal regulations adopted to carry out the FLSA.

785.35 Home to work; ordinary situation.

An employee who travels from home before his regular workday and returns to his home at the end of the workday is engaged in ordinary home to work travel which is a normal incident of employment. This is true whether he works at a fixed location or at different job sites. Normal travel from home to work is not work time.

785.36 Home to work in emergency situations.

There may be instances when travel from home to work is overtime. For example, if an employee who has gone home after completing his day's work is subsequently called out at night to travel a substantial distance to perform an emergency job for one of his employer's customers, all time spent on such travel is working time. The Divisions are taking no position on whether travel to the job and back home by an employee who receives an emergency call outside of his regular hours to report back to his regular place of business to do a job is working time.

785.37 Home to work on special one-day assignment in another city.

A problem arises when an employee who regularly works at a fixed location in one city is given a special one-day work assignment in another city. For example, an employee who works in Washington, D.C., with regular working hours from 9 a.m. to 5 p.m. may be given a special assignment in New York City, with instructions to leave Washington at 8 a.m. He arrives in New York at 12 noon, ready for work. The special assignment is completed at 3 p.m., and the employee arrives back in Washington at 7 p.m. Such travel cannot be regarded as ordinary home-to-work travel occasioned merely by the fact of employment. It was performed for the employer's benefit and at his special request to meet the needs of the particular and unusual assignment. It would thus qualify as an integral part of the "principal" activity which the employee was hired to perform on the workday in question; it is like travel involved in an

emergency call (described in Section 785.36), or like travel that is all in the day's work (see Section 785.38). All the time involved, however, need not be counted. Since, except for the special assignment, the employee would have had to report to his regular work site, the travel between his home and the railroad depot may be deducted, it being in the "home-to-work" category. Also, of course, the usual meal time would be deductible.

785.38 Travel that is all in the day's work.

Time spent by an employee in travel as part of his principal activity, such as travel job site to job site during the workday, must be counted as hours worked. Where an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and to carry tools, the travel from the designated place to the work place is part of the day's work, and must be counted as hours worked regardless of contract, custom, or practice. If an employee normally finishes his work on the premises at 5 p.m. and is sent to another job which he finishes at 8 p.m. and is required to return to his employer's premises arriving at 9 p.m., all of the time is working time. However, if the employee goes home instead of returning to his employer's premises, the travel after 8 p.m. is home-to-work travel and is not hours worked. (*Walling v. Mid-Continent Pipe Line Co.*, 143 F. 2d 308 (C.A. 10, 1944))

785.39 Travel away from home community.

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly worktime when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is worktime on Saturday and Sunday as well as on the other days. Regular meal period time is not counted. As an enforcement policy the Divisions will not consider as worktime that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

785.40 When private automobile is used in travel away from home community.

If an employee is offered public transportation but requests permission to drive his car instead, the employer may count as hours worked either the time spent driving the car or the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.

785.41 Work performed while traveling.

Any work which an employee is required to perform while traveling must, of course, be counted as hours worked. An employee who drives a truck, bus, automobile, boat, or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding, except during bona fide meal periods or when he is permitted to sleep in adequate facilities furnished by the employer.

Time Sheet

A time sheet shall be completed for all nonexempt employees, to record hours worked, sick leave, annual leave, personal days, and holiday time. (*See Appendix M*) Each institution shall be responsible for developing its own system for the management of this process. Time sheets may be maintained manually or through the utilization of a computerized system. A time sheet shall be completed by the employee and submitted to the immediate supervisor for approval. The supervisor shall be responsible for the review of the hours reported on the time sheet. It shall be the responsibility of the employee's supervisor to monitor the work hours. If approved, the time sheet shall be submitted to the appropriate department for payroll purposes. The completed and approved time sheets shall be retained in accordance with applicable state and federal regulations.

Copies of the complete guidelines are available for review in the Office of Human Resources.

Grievance Procedure

Professional Employees Grievance Procedure

The purpose of the Gadsden State Community College Grievance Procedure is to provide a means for resolving legitimate grievances at the earliest possible time and at the most immediate level of supervision. It is the policy of Gadsden State Community College to assure all employees that they have a right to file what they believe to be legitimate grievances and to follow the formal procedure through the appeal process, if necessary, without fear of censure or reprisal. All complaints will be handled promptly and impartially when such need arises in the course of employees performing their duties.

"Grievance," as used in this context, is limited to a complaint of an employee which involves the interpretation of, application of, or compliance with a school policy, procedure, rule or regulation pertaining to the employee's employment conditions. "Grievant," as used in this context, is an employee with at least ninety (90) days continuous service who is stating a grievance.

When a grievance arises, a sincere effort will be made to settle it in the following manner:

First, an employee having a complaint for grievance should discuss the matter orally with his/her immediate supervisor within five (5) work days after the incident. The supervisor and the grievant will make every effort to resolve the grievance at this point.

If a mutually satisfactory agreement is not reached within five (5) work days from the time of the notification by the employee to the supervisor, the employee may within three (3) further days, submit the grievance in writing to the next appropriate dean, with copies to any immediate supervisors. The dean will give written response to the grievant within five (5) work days following receipt of the grievance.

If, following this procedure, a mutually satisfactory agreement is still not reached, within three (3) work days the employee may submit the grievance in writing to the President. The President will attempt to resolve the complaint within ten (10) work days, if possible. If the complaint is not resolved at this point, the President may call on the Professional Employees Grievance Committee to research the issue and present facts and recommendations to the President. The Committee is composed of five (5) members. Four (4) Schedule D employees are elected (two each from the Academic and Technical Divisions) and one (1) Schedule B or Schedule C employee (selected by the Executive Staff). The Committee functions in an advisory capacity. The final decision is made by the President.

The Committee will hold a hearing of all parties concerned and may call witnesses. The Committee will record its factual findings and transmit a record of those findings to the President. Further, the Committee will submit a recommendation to the President for consideration in his arriving at a decision.

The foregoing report and recommendations, which are to be considered advisory only, shall be submitted to the President within ten (10) work days. At his/her discretion, the President

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Grievance Procedure**
**SUBJECT: Professional Employee Grievance Procedure/
Support Personnel Grievance Procedure**
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may elect to hold an additional review prior to rendering a final decision. The decision of the President is final at the institutional level.

Failure of the employee to appeal any decision to the next level within the prescribed time set forth for such appeal shall be deemed an acceptance of the decision made at that level. A grievance may be withdrawn at any level; however, once withdrawn, it may not be refiled by the same grievant.

Support Personnel Grievance Procedure

The purpose of a grievance procedure is to provide a means for resolving legitimate grievances at the earliest possible time and at the most immediate level of supervision. It is the policy of Gadsden State Community College to assure all employees that they have a right to file what they believe to be legitimate grievances and to follow the normal procedure through the appeal process, if necessary, without fear of censure or reprisal. All complaints will be handled promptly and impartially when such need arises in the course of employees performing their duties.

When a grievance arises, a sincere effort will be made to settle it in the following manner:

First, an employee having a complaint for grievance should discuss the matter orally with his/her immediate supervisor within five (5) work days after the incident. The supervisor and the grievant will make every effort to resolve the grievance at this point. If a mutually satisfactory agreement is not reached within five (5) work days from the time of the notification by the employee to supervisor, the employee may within three (3) further days, submit the grievance in writing to the next appropriate Dean, with copies to any immediate supervisors. The Dean will give written response to the grievant within five (5) work days following the receipt of the grievance. If, following this procedure, a mutually satisfactory agreement is still not reached within three (3) work days, the employee may submit the grievance in writing to the Office of the President for the calling of a fact finding committee. This committee will be composed of two (2) full-time faculty members, one each from the academic and technical divisions, elected by the faculty; one (1) administrator, selected by the Executive Staff; and two (2) full-time support persons, elected by the support personnel from all three campuses. The chairman will be selected by the committee. The committee will hold a hearing of all parties concerned and may call witnesses. The committee will record its factual findings and transmit a record of those findings to the President. Further, the committee will submit a unanimous recommendation to the President for consideration in his arriving at a decision. The foregoing report and recommendations, which are to be considered advisory only, shall be submitted to the President within ten (10) work days. At his/her discretion, the President may elect to hold an additional review prior to rendering a final decision. The decision of the President is final at the institutional level. Although time limits are prescribed in this grievance procedure, every effort will be made to resolve grievances in less time when it is feasible. Furthermore, failure of the employee to appeal any decision to the next level within the prescribed time set forth for such

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appeal shall be deemed an acceptance of the decision made at that level. A grievance may be withdrawn at any level; however, once withdrawn, it may not be refiled by the same grievant.

GENERAL PERSONNEL POLICIES AND PROCEDURES

Abandonment of Position

All absences from work shall be approved in accordance with procedures established by the College. 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 the College.

Academic Freedom

The instructor is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution. The teacher is entitled to freedom in the classroom in discussing the subject, but should be careful not to introduce into teaching controversial material which has no relation to the course. The teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a teacher, one should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he or she is not an institutional spokesperson.

Cell Phone and Pager Use

Cell phones, pagers, and their attending noise are distracting to both faculty and students in classrooms, labs, and libraries. These areas are also inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, phones and pagers should be turned off or set to "text" or "no ring" inside campus buildings. Telephone conversations and page returns should be conducted in building lobbies or outdoors, rather than in classrooms, labs, and libraries.

Computer Use and Internet Access

Acceptable Use Policy for Technology Resources

The College provides technology resources for use by students, faculty, staff, and the general public. This technology includes but is not limited to, all College computing equipment, software, systems, networks, electronic mail, web site, and Internet access. These resources are the property of the College and are provided to the campus community to support the College's mission and institutional goals. The College reserves the rights to grant, restrict, or deny privileges and access to technology resources.

Use of the technology resources must be consistent with the stated mission, goals, policies, procedures, and priorities of the College. Use of College resources is a privilege and requires that users agree to abide by all relevant College policies and procedures, as well as all applicable federal, state, and local laws. Users are expected to conduct themselves in a responsible and ethical manner at all times.

Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Respect for intellectual property or copyright, ownership of data, security measures, and personal rights and privacy must always be demonstrated.

It should be clear that all personal use of computers to access pornographic websites will result in appropriate disciplinary action and may result in civil and criminal penalties for users. Personal use of computers for business purposes is prohibited and may constitute violation of the Alabama Ethics law. It is illegal to download music through the College computer network system. Employees who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts.

Email Monitoring

Gadsden State Community College may monitor all information stored, transmitted, received, or contained in the College email systems. Workplace files, internet use, and email may be monitored by the College. Information flowing through or stored on computers within the network is not considered confidential and is subject to monitoring by network administrators.

Personal Blogs and Websites

This policy is also applicable to content that you publish on the internet (e.g. your contributions to blogs, message boards and social networking or content-sharing sites) even if created, updated, modified or contributed to outside of working hours or when using personal IT systems.

When you post content to the internet that identifies you as an employee of the College and discusses your work, the College, or employees of the College, it is expected that you will conduct yourself appropriately and in a manner that is consistent with the policies of the College and the Alabama State Board of Education.

If you already have a personal blog or website which indicates in any way that you work for the College, or you intend to create a personal blog or website that will identify you as an employee of the College, you should report this to your immediate supervisor. Any blog or posting that clearly identifies that you work for the College in which you express any idea or opinion should also include a disclaimer stating that the views expressed are personal and do not represent the views or opinions of the College. Online publications which do not identify the author as an employee of the College and does not mention the College and are purely concerned with personal matters will normally fall outside the scope of this policy.

Violation of College and Alabama State Board of Education policies on internet sites is subject to investigation and sanctions within this policy and other applicable policies.

Computer Hardware/Software

Any personally-owned computing property or peripheral equipment (including wireless devices) brought to the College cannot be connected to the College network without the approval of the employee's Supervisor and Computer Services. Personally-owned software cannot be loaded onto a College-owned computer unless it is directly related to the job position and is approved by the Supervisor. If any approved personally-owned computer software is loaded onto a College-owned computer, the license and documents must remain with the College computer on campus in the event of an audit. Computer software may be audited by Computer Services and others.

Complete Policies on Computer Use and Internet Access may be found in the Catalog & Student Handbook.

Consensual Relationships Involving Employees with Authority

Policy Statement, Scope and Intent

It is the policy of Gadsden State Community College that certain consensual relationships involving certain employees are prohibited. This policy applies only to Consensual Relationships involving Employees with Authority, as defined below. It is not the intent for this policy to intrude on the privacy of employees or students of the Gadsden State Community or to interfere with appropriate mentoring relationships.

Employees should recognize and respect the ethical and professional boundaries that must exist in the College atmosphere and need to be aware of the potential for sexual harassment as well as conflicts of interest that exist with such relationships. Gadsden State's policies on *Sexual Harassment and Discrimination* and *Conflicts of Interests and Ethics and Procedures* should be referred to and complied with regarding such relationships.

Definition: Consensual Relationships Involving Employee with Authority

Consensual Relationship is defined as a romantic, intimate, or sexual relationship that is mutually-acceptable between the parties.

Employee with Authority is defined as any employee who has supervisory, teaching, evaluating or advising roles or authority over the other party in the consensual relationship.

Prohibited Conduct

Consensual Relationships involving Employees with Authority are prohibited. These relationships generally take on two forms, those between two employees in the College workforce and those between employees and students.

Employee/Employee

Consensual relationships between employees with supervisory, evaluative, or advisory authority over the other party in the consensual relationship are expressly prohibited. These types of consensual relationships have the potential for risk to both parties and for interfering with the ability of the employee to act and make decisions without the appearance of bias. Even in situations where the participating employee can avoid being biased, other employees may perceive that they are being treated negatively or are being put at a disadvantage because of the relationship.

In the event that a consensual relationship exists or begins to develop, the employee must immediately disclose the relationship to his/her immediate supervisor (or another supervisor when the consensual relationship is with the immediate supervisor), who will take steps to resolve the matter in accordance with Gadsden State's Conflict of Interests and Ethics Policy and Procedures.

Except where approval has been obtained from the President, no employee of the College may participate in an employment action for an employee with whom they have or have had a consensual relationship.

Employee/Student

Consensual relationships between employees and students are not recommended or advised. Such consensual relationships are, in fact, prohibited between students and employees with authority. The employee-student relationship represents a special case, because the integrity of this relationship is often of such fundamental importance to the mission of the College. Students look to employees such as instructors, coaches, guidance counselors, and others, for guidance and depend upon them for assessment, advancement, and advice. These types of consensual relationships create an obvious potential for abuse of authority and conflict of interest, whether the conflict is actual or perceived.

An employee should not accept authority over a student with whom they have had a consensual relationship without disclosure to the employee's immediate supervisor. If such disclosure is made, the immediate supervisor shall then inform the appropriate Executive Staff member. Absent the appropriate approval, the employee should not allow the student to enroll in his/her class, should not supervise, coach, teach, instruct, advise, or counsel the student, and should not participate in any decisions affecting the student.

If a consensual relationship exists or begins to develop between a student and an employee with authority, that situation of authority must be terminated.

Reporting of Violations

Persons with information regarding suspected violations of this policy should report the information to an appropriate Executive Staff member. The College will take reported violations seriously, by promptly investigating and taking action as necessary.

Confidentiality and Assurance against Retaliation

Every effort will be made to ensure confidentiality of information received as a part of this policy and to protect the privacy of all parties involved. Adverse action will not be taken against those making good faith reports of suspected policy violations. Retaliation against employees and/or students who report concerns about consensual relationships is strictly prohibited and may be grounds for disciplinary action.

**SECTION: Personnel Policies and Procedures/
General Personnel Policies and Procedures**

NUMBER: F/8.3

SUBJECT: Consensual Relationships Involving Employees with Authority

SOURCE REFERENCE:

Disciplinary Sanction

Employees found in violation of this policy will be subject to disciplinary action in accordance with the Employee Conduct Code as stated in the Employee Handbook and State Board Policies.

Evaluation Procedures

State Board of Education policy requires that all College personnel be evaluated annually. Faculty evaluation procedures include student assessment, faculty self-assessment, and assessment by the academic director or division chairperson. Student assessment of instruction forms shall be completed by at least one class in the Fall Semester to be selected by the academic director or division chairperson. Part-time faculty shall be evaluated by students in at least one class every semester. Administrative and support personnel shall be evaluated each year by their immediate supervisors.

After the evaluations for each employee are completed, the supervisor shall conduct an evaluation interview, review the evaluation form, have the employee sign and record comments, and submit the evaluation form to the Office of Human Resources for placement in the employee's personnel file. Additionally, each faculty member and the faculty member's immediate supervisor (usually the academic director/division chairperson) will agree on and implement a plan for improvement based on the faculty member's evaluations from students and the supervisor. Progress on the plan for improvement of the faculty member will be documented by the supervisor at intervals at the supervisor's discretion, with the maximum interval being one year.

Each employee shall have the opportunity to complete evaluation forms on all administrative personnel within his/her chain of command. In addition, each employee shall be given the opportunity to complete an evaluation form that assesses the quality of services rendered by the various areas of the College. These assessments shall be anonymous. Copies of all evaluation forms are contained within the Appendix section of this handbook. (*See Appendix N*)

Infectious Disease Policy

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

Significant Infectious Disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. These diseases shall include, but not be limited to:

- Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
- Chickenpox
- Hepatitis A, B, C and D
- Influenza
- Measles
- Meningitis
- MRSA
- Positive HIV antibody status
- SARS
- Sexually Transmitted Diseases including Chancroid, Chlamydia Trachomatis, Gonorrhea and Syphilis
- Staph Infections
- Tuberculosis
- Whooping Cough

For additional reportable diseases, see Chapter 420-4-1 of the Administrative Code of the Alabama State Board of Health. Gadsden State will follow the procedures for providing notification as specified by the State Board of Health.

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

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

Due to the contagious nature of infectious diseases and the requirements imposed on Gadsden State by law, it is necessary for the College to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of a significant infectious disease. Students and employees who have been diagnosed, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, are required to share that information with the appropriate College administrator listed below. Gadsden State also urges all students to report their diagnosis of any other communicable infectious diseases, including conjunctivitis and infectious mononucleosis to the appropriate College administrator. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible Gadsden State officials only on a strictly limited need-to-know basis.

Procedures for Employees and Students with a Significant Infectious Disease:

1. An employee who is diagnosed as having a significant infectious disease, or who requests special accommodations should notify the Director of Diversity and Compliance/Title IX Coordinator, Michele Bradford, or her designee.
2. A student who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious disease, or who requests special accommodations, should notify the Director of Student Services who will coordinate with the ADA Coordinator and the Director of Diversity and Compliance/Title IX Coordinator as necessary.
3. Gadsden State will report all necessary information, as required by law, to the County or State Health Department.
4. If necessary, Gadsden State will develop a plan and procedure for addressing the reported significant infectious disease in conjunction with and after consulting the County or State Health Department.

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

If Gadsden State, in consultation with the State or County Health Department, determines that the significant infectious disease requires limited contact with others, some of the restrictions available are to prohibit attendance at class or work or College functions until a diagnosis has been made and clearance given by a healthcare provider or the State or County Health Department. It is also possible that students who reside in College housing may be restricted from that residence until cleared by a physician or the State or County Health Department.

**SECTION: Personnel Policies and Procedures/
General Personnel Policies and Procedures**
SUBJECT: Infectious Disease Policy
SOURCE REFERENCE:

NUMBER: F/8.5

Confidentiality and Assurance against Retaliation

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

Disciplinary Procedure

Employees found in violation of this policy will be subject to disciplinary action in accordance with the Employee Conduct Code as stated in the Gadsden State Community College's *Employee Handbook* and Alabama State Board of Education Policies. Students found in violation of this policy will be subject to disciplinary action in accordance with the Student Code of Conduct for Non-Academic Misconduct.

Media Contact

Effective relationships with the news media are important to the College and to us as employees. They provide excellent opportunities for sharing the story of the good things happening at Gadsden State Community College and enable us to deal appropriately with difficult issues as they arise. This is a reminder that in the event a Gadsden State Community College employee is contacted by the media, i.e. newspaper, radio, television, etc. in reference to Gadsden State Community College, or any issue related to the College or one's employment, the policies listed below must be followed. This will ensure prompt and accurate responses to all inquiries from the news media.

The President is the only official spokesperson for Gadsden State Community College and may delegate this responsibility.

When contacted by a media representative, refer them to Kay Smith-Foster, Public Relations Coordinator, at 256-549-8224 (office) or 256-312-1523 (cell phone). She will in turn clarify and confirm the nature of the request and make the necessary referral to the President or his/her designee.

Requests for media interviews are coordinated through the Public Relations Office in coordination with the President or his/her designee and the appropriate Executive Staff member.

Adherence to this policy will ensure the coordination of all communication to the media for maximum desired effect. These few, simple steps are intended to help achieve greater awareness of the College and to maintain credible partnerships with the media.

No Smoking Policy

Pursuant to State law, it is the official policy of Gadsden State Community College that smoking in any structure of the College and within 30 feet of any building is prohibited.

Political Activity

All personnel are encouraged to participate actively and freely as citizens in their community. However, no employee may use his or her position or scheduled work hours for political purposes, nor shall the employee use any College property, equipment, or facilities for any political activity. Prior to seeking election or appointment to a political office, the employee must give notice to the appropriate administrator and to the President.

Professional Attire Policy

All employees of Gadsden State Community College serve as role models for the students with whom they work and as leaders in 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.

Employees may wear Gadsden State Community College logo apparel on Friday. All logo apparel should be neat, clean, and present a professional image. Questions regarding appropriate Gadsden State Community College logo apparel should be directed to the employee's immediate supervisor.

The College requires all employees to wear identification (ID) badges while on duty. ID badges are worn for security, identification, and customer service purposes. ID badges should be displayed for ease of visibility on the upper body. If wearing the ID badge in this manner presents a safety concern, the employee should consult the immediate supervisor.

Resignations

To enable the College to meet its obligation to students and to develop appropriate schedules, all instructional personnel intending to resign are requested to so notify the President in writing at least thirty (30) days prior to the beginning of a semester. Each instructional staff member shall complete all instructional duties and be cleared by the President for any semester started, except by mutual written agreement by both parties. All other personnel shall give written notice of resignation at least 30 calendar days prior to the effective date of resignation, except by mutual written agreement of the President or designee and employee.

Student Communication

It shall be the policy of Gadsden State Community College that all forms of student communication that are shared with persons outside the College shall adhere to community standards of decency. These forms of student communication may include, but are not limited to, spoken and written communication in any medium, musical and dance performances, and art displays. It shall be the responsibility of the instructor, club sponsor, or program director to review all communications prior to display or presentation to ensure that the sensibilities of all people in our service area are considered.

Further, College personnel who instruct or supervise students who display works or engage in performances within the College are directed to exercise similar caution. Student work products in the classroom should not be obscene or offensive to other students, College employees, or visitors to campus.

This policy is not intended to stifle creativity in the classroom or freedom of speech. However, it is important that we consider the community standards and comfort level of all citizens in our area of the country in order to avoid possible sexual harassment charges and/or adverse public relations.

Student Transportation in Private Vehicles

Policy

Employees of Gadsden State Community College (hereinafter the “College”) shall, unless otherwise expressly approved, only transport College students utilizing College owned vehicles for official school related activities or field trips that have received prior approval by their immediate supervisor. Official school related activities **do not** include personal student trips for shopping, routine medical visits, church services, social functions, community projects, or activities merely incidental to the student’s academic obligations.

Use of Private Vehicles-Official Purpose

The College recognizes that, in special circumstances, when College vehicles are not available, College employees may need to use private vehicles for official College purposes. The employee’s immediate supervisor or designee must authorize the transportation of students for official activities or field trips in private vehicles for any of the following purposes:

1. To transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or
2. To transport a student or students to College-sponsored events when regular College owned vehicle transportation is unavailable.

When this occurs, employees and students are required to complete a *Private Transportation Release Form*. (*See Appendix NN*)

In the event of an emergency, employees should first call 911. To the extent possible, transportation for the student should be provided through 911. The College assumes no liability for any damages for any personal injuries or property damage arising from use of an Employee’s private passenger vehicle.

Insurance and Registration

When College vehicles are not available and the employee uses their personal vehicle, the College assumes no responsibility for the student(s) and the employee’s personal insurance will be considered the primary insurance.

The private vehicle shall be operated at all times by an Employee with a valid and unrestricted driver’s license.

The vehicle used for the transportation of students shall be insured for a minimum of the insurance requirements provided under current Alabama law.

The vehicle shall be operated at all times in accordance with the laws, rules and regulations pertaining to the operation of a motor vehicle under the Laws of the State of Alabama.

The vehicle used to transport students shall be registered as a passenger vehicle only.

**SECTION: Personnel Policies and Procedures/
General Personnel Policies and Procedures**
SUBJECT: Student Transportation in Private Vehicles
SOURCE REFERENCE:

NUMBER: F/8.8

Use of Private Vehicles-Unofficial Purposes

The College does not provide personal transportation services, as a part of its tuition or student fees and each student is responsible for their own personal transportation. Students should utilize publicly available means of transportation and not depend upon College personnel for such services.

The College shall not be responsible for any liability or damages arising out of the operation of a private vehicle to transport a student.

Miscellaneous

For further guidance, please refer to Section K1.1, Accidents and Accident Reporting, and Section M1.5, Field Trip Policy of the Employee Handbook.

Employees found in violation of this policy will be subject to disciplinary action in accordance with the Employee Conduct Code as stated in the *Employee Handbook* and State Board Policies.

FRINGE BENEFITS

Compensation for Part-time College Employees

I. Instructors, Counselor, and Librarians

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

- A. *Part-time employees should be paid in accordance with qualifications. In other words, a part-time instructor, counselor, or librarian should be evaluated in terms of where he/she would be on the D salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.
- B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.
- C. If a College uses a local schedule for a given job title or type of position (for example, instructor), then the same schedule should be used for all part-time employees in similar positions. In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.
- D. **There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

II. Administrative or Professional Personnel

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

- A. *Part-time employees should be paid in accordance with qualifications. In other words, a part-time professional should be evaluated in terms of where he/she would be on the C salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.
- B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.
- C. If a College uses a local schedule for a given job title or type of position (for example, instructor) then the same schedule should be used for all part-time employees in similar positions. In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.
- D. **There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

III. Support Personnel

Support personnel on Salary Schedule H will be granted leave as outlined below on a prorated basis with a day defined as four (4) hours for persons paid from Salary Schedule H-20, five hours (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35.

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

- A. *Part-time employees should be paid in accordance with qualifications whether on local or statewide schedule although a local salary schedule need not have the same number of qualification levels as a state schedule.
- B. In No event should a part-time employee be paid a higher wage under a local salary schedule than he/she would be entitled to if paid a pro-rata rate or salary under a statewide schedule.
- C. **There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

Employee/Dependent Tuition Assistance

This tuition waiver program is designed for all full-time and Salary Schedule H-35 employees of The Alabama Community College System and their dependents as defined below. The program is coordinated by each state two-year College for employees within the two-year Colleges. An application form for the tuition assistance program is available at each College and should be completed prior to registration for classes. A copy of the completed form must be maintained by the employing institution and the College offering courses (if different). (*See Appendix O*)

An employee is defined as a full-time or Salary Schedule H-35 employee of Gadsden State Community College. This program does not include temporary or part-time employees (other than Salary Schedule H-35), or persons serving as independent contractors to the College. A dependent is defined as a spouse of any full-time employee, the unmarried, natural or adopted children of any full-time employee, residing in the household of the employee or the employee's former spouse; the unmarried stepchildren of any full-time employee, residing in the household of the employee; a legal ward (a minor child placed by the court under the care of a guardian).

Employees must have been employed by the College for one full academic year or at least 12 months, whichever is less restrictive, prior to the first scheduled day of class for the semester for which the employee is applying. Dependents will be eligible when said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified. Eligibility terminates if the employee discontinues full-time employment at the College for any reason except on an approved leave of absence. Dependents will be ineligible when said employee becomes ineligible, except that dependents of an employee who has 25 years or more of continuous service in The Alabama Community College System upon retirement from the Alabama Community College System are eligible to participate in the program for a five-year period commencing with the date of the employee's retirement from the System.

All eligible employees and their dependents will be allowed a waiver of one-third of the normally charged tuition after the first year (full academic year or 12-month period) of employment, a waiver of two-thirds tuition after the second year of employment, and a waiver of full tuition after the third year of employment (partial tuition adjustments are to be rounded down to the nearest dollar). Salary Schedule H-35 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. There is no limitation as to the number of credit hours taken, other than the regular academic limitations that apply at the respective Colleges. All students are required to abide by the academic policies that are in effect at the institution they are attending.

To be eligible for tuition waiver, the student-employee or dependent must maintain at least a "C" (2.0 on a 4.0 scale) in the courses for which he/she receives tuition assistance. Failure of the student employee or dependent to meet this grade requirement will result in the employee or dependent's having to pay tuition for courses taken until his/her average grade is "C" or better. The student-employee or dependent can then again be eligible when his/her cumulative grade point average is brought back up to the "C" requirement. The student-employee or dependent will be allowed to audit one course (up to five credit hours) per semester at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students; however, the final

examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation as an audit student in credit-hour producing courses. Tuition costs for courses repeated is the responsibility of the student employee or dependent and consideration under the tuition assistance program will be disallowed. Tuition assistance will be disallowed for repeating a class for which the grade of "W" was originally received.

The student-employee or dependent must re-certify eligibility, as specified above, prior to registering for a new semester by providing verification of course completion to the appropriate Dean who will forward the verification to the President for placement in the employee's/dependent's permanent file. Those not registering for the next semester must, within twenty (20) days after course completion, present official documentation of course completion as outlined above.

Participation in this program is in addition to the employee's full-time work week and should not be considered when computing the employee's time for financial compensation. However, in certain cases the employee's work schedule may be adjusted to permit course attendance. Adjustments to an employee's weekly work schedule must be recommended by the employee's supervisor and/or dean, and approved by the President. Only tuition fees are waived under this tuition assistance program. Facility renewal, technology and other applicable fees should be paid by the enrolling employee or dependent.

Holidays

The College may be closed Saturdays, Sundays and the ten official holidays, as follows: New Year's Day, Martin Luther King/Robert E. Lee's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day. Five additional days may be designated by the President for inclusion in the College Calendar.

Insurance -- Medical

Full-time employees and permanent part-time non-instructional employees working twenty (20) or more hours per week are entitled to a State allocation, the amount to be legislated annually. Permanent part-time instructional employees are also eligible for a pro rata allocation. An employee receives the insurance allocation for each month as long as that employee is in pay status at least one-half of the working days of the month. The employee can use this allocation toward a basic hospital/medical plan or select from the optional plans offered by the Public Education Employee's Health Insurance Program. All optional coverage provided by the State allocated funds shall be under PEEHIP.

The State allocation may be transferred to a spouse who is employed with a unit that participates in PEEHIP coverage to be applied to a family hospital-medical plan. Spouses who are combining allocations must complete a Health Insurance Enrollment or Status Change Form and return it to their respective employer's payroll/insurance office. Spouses can begin combining insurance allocations only at designated times. More information concerning transfer of allocation is available in the Office of Human Resources.

Insurance -- General

The State Board of Education urges Colleges to offer employees the opportunity to consider various types of insurance plans. If the benefits and costs are comparable, particular attention should be directed to Alabama firms. All insurance contracts should be bid, or insurance companies be offered the opportunity to submit proposals for contracts.

Leave Policies

Personnel Absences

Planned absences from the job--such as annual leave, personal leave, military leave, and court attendance--must be requested and approved on the Leave Request Form prior to the occurrence of the absence. All forms of leave may be taken in no less than 15 minute increments. (*See Appendix P*)

Sick leave and emergency leave should be requested in advance whenever possible. Since illness of staff members or their immediate families can seldom be anticipated, the Leave Report Form must be completed immediately upon return to work. However, each person absent due to an unanticipated illness or emergency must notify the immediate supervisor and/or administrative office as soon as possible on the day of his/her absence.

Annual Leave

Instructors, counselors, and librarians do not earn annual leave. Full-time non-instructional personnel shall earn annual leave for each month of employment at the following rates:

0-4 years of experience	1.00 day per month
5-9 years of experience	1.25 days per month
10-14 years of experience	1.50 days per month
15-19 years of experience	1.75 days per month
20 or more years of experience	2.00 days per month

The term "years of experience," as used above, is defined as years of full-time experience at one or more State of Alabama public two-year Colleges; the Department of Postsecondary Education, any public school, College or university in Alabama; or any combination of the foregoing. Each range of numbers within the table is intended to represent a category that includes employees who have completed the smaller number shown as of each September 1. For example, an employee will qualify for the range of "5-9" on the September 1 following the completion of five years of full-time employment.

A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited. Persons who leave employment shall be paid for the actual number of annual leave days earned and not used, up to a maximum of 60 days.

Court Attendance

Full-time employees who are required by a court to attend such court in the capacity of jurors or witnesses will be granted special leave with pay to attend such court.

Emergency Leave

Personnel Employed on Salary Schedule D

Emergency leave with pay is not available to Schedule D personnel beyond the five (5) personal leave days.

Full-Time Personnel Other Than Salary Schedule D Employees

According to State Board policy, employees must exhaust annual and sick leave before being granted emergency leave. The employee seeking emergency leave should notify his or her immediate supervisor as soon as possible and complete the appropriate leave request form. In general, an emergency is an unforeseen circumstance which requires immediate action by an employee.

A maximum of three (3) days of emergency leave with pay may be granted to any full-time employee during any fiscal year if, in the judgment of the President or the immediate supervisor, it is essential that the employee be absent. Emergency leave with pay is noncumulative. Leave for emergency reasons may be granted, without pay, for up to maximum of one year upon written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave will not be affected.

Maternity Leave

A full-time employee may be granted up to a maximum of one year of maternity leave without pay. Persons on maternity leave without pay resulting from pregnancy will be paid for earned sick leave on request. Sick Leave may be used only during the time of one's disability. A person who resigns instead of taking maternity leave cannot be paid for accumulated sick leave. Persons taking maternity leave to stay home with adopted children will not be paid for earned sick leave. Leave earnings will continue for the period covered by maternity leave payments. The tenure status of persons on maternity leave will not be affected.

**Family and Medical Leave Act
(Also see Sick Leave)**

The College complies with requirements of the Family and Medical Leave Act (FMLA), and shall administer the FMLA in conformance with regulations and guidelines promulgated by the Chancellor.

The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Designation of leave as FMLA leave must be made “up-front” whenever possible. Accrued sick leave must be exhausted before the employee is entitled to unpaid FMLA leave. Any sick leave accrued and used by an employee which would qualify for FMLA leave will count towards the twelve (12) weeks of unpaid FMLA leave available to the employee. Upon return from FMLA leave, an employee is entitled to be restored to the same job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College’s leave request procedures.

Supervisors should contact the Office of Human Resources when an employee has requested FMLA leave, or is absent from work for more than five (5) days due to an FMLA qualifying reason.

The FMLA also covers Military Family Leave Entitlements.

See *Appendix OO* for a notice of Employee Rights and Responsibilities under the Family and Medical Leave Act.

Military Leave

Full-time employees of the College who are active members of military services will be granted required military leave without loss of pay, time, efficiency rating, or leave, for up to a maximum of 168 hours in any calendar year. A copy of the orders must be presented to the President prior to taking military leave. Pursuant to the Military leave Bill (Act No.2002-430), the College will pay an employee who is called to active duty during the war on terrorism (which began September 11, 2001), a pay differential for days on active duty beyond the first 168 hours.

Personal Leave

Personnel Employed on Salary Schedule D

Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay should be requested prior to its occurrence. The immediate supervisor shall approve this personal leave unless its occurrence will hamper the normal routine operation of the College. The Chancellor may grant up to one year of personal leave without pay to a full-time employee upon the written request of the President to the Chancellor, stating that such leave without pay will not hamper the normal routine operation of the College. The tenure status of persons on personal leave will not be affected. Personal leave will not be paid upon resignation or termination of employment.

Full-Time Personnel Other Than Schedule D Employees

Up to two (2) days of personal leave with pay will be granted to each full-time employee during any leave year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay should be requested prior to its occurrence. The immediate supervisor shall approve this personal leave unless its occurrence will hamper the normal routine operation of the College. The Chancellor may grant up to one year of personal leave without pay to a full-time employee upon the written request of the President to the Chancellor, stating that such leave without pay will not hamper the normal routine operation of the College. The tenure status of persons on personal leave will not be affected. Personal leave will not be paid upon resignation or termination of employment.

NOTE: Unused personal leave will be converted to sick leave at the end of the year.

Professional Leave

Up to a maximum of one year of professional leave without pay shall be granted to a full-time tenured faculty of Gadsden State Community College if, in the judgment of the President, the purposes of the institution and the objectives of the department are not hampered by the instructor's absence.

Other full-time employees may be granted professional leave without pay for a period not to exceed one year if, in the opinion of the President, the purpose of the institution and the objectives of the department are not hampered by such leave without pay.

Professional leave with pay may be granted to any full-time employee when Federal or other noninstitutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two years or repay the monies received while on leave. The tenure status of persons on professional leave will not be affected.

Professional Development Leave

According to State Board Policy 612.01, full-time personnel employed by Gadsden State shall be granted professional and/or vocational leave with pay for up to ten (10) days per year provided, in the opinion of the President, that the professional and/or vocational development activity will enhance significantly the employee's direct contributions to the institution and that it is consistent with the goals of the employee's professional and/or vocational development plan. A written statement must accompany each request, and a written report must be submitted to the President upon completion of the activity. Documentation of the activity, its purpose, and the benefits derived from the activity, must be placed in the official personnel file or appropriate professional development files.

Sick Leave

(Also see Family and Medical leave Act)

Each full-time employee of Gadsden State Community College shall earn one day of sick leave per month of employment. An employee may accumulate an unlimited number of sick leave days. (*See Section G/1.5 for Sick Leave Bank information.*)

The accrual of sick leave for schedule D personnel for summer employment is as follows:

Full-time summer employment	3 days
Half-time but less than full-time summer employment	2 days
Less than half-time summer employment	1 day

Sick leave may be utilized during a contractual period of employment. However, sick leave may not be utilized to extend the employment period beyond the contractual arrangement. Personnel must work one-half of the working days in the initial month of employment to accrue a day of sick leave. Accumulation of one (1) day per month will continue while an employee is on paid sick leave. If an employee receives sick leave pay for one-half ($\frac{1}{2}$) of the working days in the month, a day will be accumulated for that month, and accumulation will cease the following month.

Paid sick leave for prolonged illness or pregnancy will be granted on request via Request for Leave Form. The employee's immediate supervisor may request medical certification in cases involving prolonged periods of paid leave. Reinstatement to the same position will be made on the employee's return to work from paid sick leave. Accumulated sick leave will not be paid on resignation or termination of employment.

An eligible employee is entitled to sick leave for attendance on an ill member of the immediate family, including husband, wife, father, mother, son, daughter, brother, sister, or an individual with a close personal tie to the employee. For purposes of application of this policy, an individual with a close personal tie to the employee is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to an employee's having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; granddaughter; grandson; grandfather; grandmother; aunt; uncle. Sick leave may also be used in the case of death of a family member.

All persons are eligible to receive credit for accrued sick leave when they:

- a. retire with service of 10 years at age 60 or have more than 25 years of service; or
- b. retire on disability and are otherwise eligible for service retirement.

Retirement service will be granted based on a ratio of accrued sick leave days, rounded to the nearest whole month.

Supervisors should contact the Office of Human Resources when an employee has requested FMLA leave, or is absent from work for more than five (5) days due to an FMLA qualifying reason.

School Business Absence

School business absences are those that require the employee to be away from his/her regular station. Examples of such school business include travel to off-campus sites to teach or to help with registration, travel to various clinical sites, recruiting trips, and representation of the College at community activities. Approval is given by the academic director/division chairperson, or other administrator of a similar level. Completion of the School Business Leave Request Form is necessary even if the traveler does not intend to seek reimbursement for expenses. A copy of the School Business Leave Request Form must be attached to the "Statement of Official Travel" for reimbursement. (*See Appendix Q*)

Absences Due to Job-Related Injuries

The President, upon the request of an employee, and recommendation of immediate supervisor and appropriate Executive Staff member, may authorize that the salary of an employee be continued during absences due to job-related injuries upon presentation to the President of satisfactory evidence that demonstrates that the absence is due to or arising from a job-related injury. (*See Appendix R*) The decision of the President is to be based upon his/her judgment in accordance with the rules and regulations and procedures established by the Chancellor's Office as to what is in the best interest of the institution. Eligibility for salary payments is contingent upon the injured employee's giving notice to the President/designee within 24 hours after occurrence of the injury. The President may require medical certification from the employee's physician that the employee was injured and cannot return to work. The President may require a second opinion from another physician at the expense of the institution. Payments, from whatever public or publicly-supported source derived, to an employee shall not exceed 100 percent of the employee's regular daily salary for each day absent. Salary continuation for an employee for absences due to a job-related injury may be made only for temporary disabilities where there is a reasonable expectation of the employee's returning to work and salary continuation in no event shall exceed 90 working days.

Postsecondary institutions shall establish procedures to ensure that employees who are absent from work due to job-related injuries that result in partial or total permanent disability shall be informed about their rights to proceed before the Alabama State Board of Adjustments.

**CHANCELLOR'S GUIDELINES FOR POLICY
610.02: ABSENCES DUE TO ON-THE-JOB INJURIES**

Definitions

- A. **Employee** - Anyone employed by the respective System institution to perform regular services, full-time or part-time. External contractors, consultants, work-study students, and interns are not employees for the purposes of these guidelines.
- B. **Institution** - Athens State University, any Alabama state community or technical College, or any Alabama Community College System entity.
- C. **Work Day** - A day which the employee worked or would have worked except for a disability caused by or resulting from a job-related injury.
- D. **Regular Daily Salary** - An amount calculated on the basis of an employee's current salary or wages for a designated period of time divided by the number of duty days, including official holidays, within that designated time period.
- E. **Temporary Disability** - A physical injury or malady necessitating absence from regular duties but allowing for a reasonable expectation that the employee will return to duty.
- F. **Permanent Disability** - An injury or malady of such severity that there is no reasonable expectation that the employee will return to duty.
- G. **On-the-Job Injury or Job-Related Injury** - Any accident or injury to the employee occurring during the performance of duties or when directed or requested by the President or designee to be on the property of the institution which prevents the employee from working or returning to his or her job. Incidents that occur during rest breaks or lunch periods, accidents resulting from carelessness or violation of published safety rules, and injuries caused by the behavior of fellow employees are subject to the judgment of the President as to whether they are job related. A job-related injury may be an injury caused by physical trauma (such as a broken bone or a laceration), or it may be an injury or malady caused by job-related stress (i.e., peptic ulcer, high blood pressure, heart ailment, etc.).

General Provisions

- A. Employees are not precluded from using sick leave for an absence or absences resulting from a job-related injury.
- B. Continuation of an employee's salary or wages paid under these guidelines shall be computed based on a daily rate. The amount authorized for each work day lost due to the temporary disability shall be the full regular daily salary or wage the employee would have earned if the employee had worked as normally scheduled.
- C. The following requirements shall apply to approval of salary continuation due to job-related injury:

1. The employee must submit proper notification of the on-the-job injury to the President or designee within twenty-four (24) hours after the occurrence of the injury. If the employee is not clinically able to submit the written notification, such notification may be made by an individual representing the employee or on behalf of the employee. Such individual must be reasonably knowledgeable concerning the injury and the condition of the employee.
 2. Satisfactory evidence that the injury was job-related in the form of a statement from one or more witnesses who saw the incident causing the injury, or a signed, notarized statement from the injured employee if there were no witnesses. (In the event of an alleged stress-related injury, a sworn statement from the employee and a supporting statement from the employee's physician may be required.) (*See Appendix R*)
 3. In the event of a temporary disability extending beyond the third (3rd) day of absence, a physician's certification, obtained at the employee's expense, as to the injury's severity and prognosis.
 4. Notification to the respective President promptly upon the employee's being able to return to work.
- D. The President or designee of the employing institution may require: that a medical certification be obtained from the employee's physician that the employee was injured and cannot return to work as a result of the injury; that there is a reasonable expectation that the employee will be able to return to work. The President/designee may require a second opinion from another physician at the expense of the employing institution.
- E. In no event shall the salary and benefits continuation exceed ninety (90) working days.
- F. The authorization for salary and benefits continuation shall apply only to temporary disability of the employee as applicable to the job-related injury. Continuation of salary and benefits for the appropriate number of working days shall be consistent with the employee's injury and the subsequent absence from work resulting from the injury.
- G. Upon the President's receipt of a physician's certification that a job-related injury is the cause of partial or total permanent disability, the employee shall be informed promptly about his or her right to bring a claim before the Alabama State Board of Adjustment.
- H. Acceptance by an employee of salary and benefits continuation payments for a perceived temporary disability due to a job-related injury shall be upon the condition that the employee agrees to the deduction of the amount paid for temporary disability from any subsequent award by the State Board of Adjustment in the event the disability is subsequently determined to be permanent.
- I. The President or designee of the employing institution shall inform in writing the employee who is injured on the job of the employee's rights through the State Board of Adjustment to claim unreimbursed medical expenses and costs incurred by the employee as a result of an on-the-job injury. The President or designee of the employing institution shall inform in writing the injured employee regarding any applicable State Board of Education policies. Such notifications by the President or designee shall be made within thirty (30) calendar days of notification of the on-the-job injury.

- J. The President or designee of the employing institution shall determine if the approval of request for special leave for an on-the-job injury is in the best interest of the institution on the basis of such relevant factors as, but not limited to, the following:
1. That there is clear and convincing evidence that the injury was job related;
 2. That the injury was not a result of intentional harm, carelessness, intoxication, provocation, or other inappropriate behavior of the injured employee;
 3. That the injury was not the result of a pre-existing condition;
 4. That there is not alternative work which the employee could perform in lieu of a temporary absence from work.

If any of the factors listed above, or any equally material and relevant factor, is not fully satisfied, then the President may determine that it is not in the best interest of the institution to approve the requested leave of absence.

- K. The employing President may require the written recommendation of a physician before readmitting to working status an employee who is on special leave due to a job-related injury.

Sick Leave Bank

Pursuant to action of the State Board of Education, the College has established a sick leave bank for employees. The purpose of the Bank is to provide a loan of leave days for its participating members after their accumulated sick leave days have been exhausted. Additionally, the Sick Leave Bank shall provide for donations of sick leave in cases of catastrophic illness as authorized by the State Board of Education. Presented below is a brief summary of the Sick Leave Bank guidelines. A more comprehensive description of the operational guidelines is available in the College Business Office.

The Bank is operated, managed, and governed by a Sick Leave Bank Committee subject to State Board Guidelines. The Gadsden State Community College Sick Leave Bank Committee shall consist of five members. One (1) member shall be the College President or designee. Four (4) members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year. Those four (4) members receiving the most number of votes shall serve on the Sick Leave Bank Committee. All Committee members shall participate in the sick leave bank. Members of the Committee will serve terms of one (1) year. The College President shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process. The Committee shall review and make decisions regarding loan applications and catastrophic leave requests. Any full-time employee of the College who has completed a Sick Leave Authorization Form contributing five days to the bank is eligible for membership. An eligible employee may enroll during the annual enrollment period of August 1 through September 15. New employees may enroll as soon as they become eligible after initial employment. Contributing members shall be able to borrow up to fifteen (15) days from the bank. To be eligible for a loan from the Bank, a member must have exhausted all accumulated sick leave in his/her personal account.

An individual may appeal a decision of the Sick Leave Bank to the President. The President has the authority to affirm, reverse, modify, or remand such decision back to the Committee. An individual cannot resign or retire from the College employment without repaying any outstanding Sick Leave Bank loans. If an employee has no sick leave days or an insufficient number of days to pay a sick leave indebtedness, his/her final payroll check shall be reduced in accordance with the prevailing rate for the number of days owed to the Bank. Retiring members may withdraw their days contributed to the Bank.

When a participating member suffers a catastrophic illness or injury, or when a participant's family member is suffering a catastrophic illness or injury, the Sick Leave Bank member upon depleting all sick leave, personal leave, annual leave, and compensatory leave days may be eligible to receive sick leave days from other members of the Bank. The beneficiary of the contributed days shall not be required to repay donated catastrophic leave days. Any member of the Gadsden State Community College Sick Leave Bank or any other Sick Leave Bank in the State may donate sick leave days to the beneficiary employee. Thirty (30) days is the maximum days to be donated by an employee to the beneficiary employee. Certification of the catastrophic leave is required by a physician. The beneficiary employee must use any sick leave, personal leave, annual leave, and compensatory leave days that are earned each month before utilizing

donated days. Donated catastrophic leave may be used to repay borrowed sick leave days if the donating employee agrees. (See *Appendix S for Sick Leave Bank forms*).

Tax-sheltered Annuities

The College will provide payroll deductions for tax-sheltered annuities upon the request of the employee. Personnel who have tax-sheltered annuities and are employed by two-year institutions under the control of the Board may upon request transfer their annuities from one institution to another. All insurance companies domiciled in the State and all companies represented in the State may be approved by the President with the approval of the Chancellor. A list of companies currently offering tax-sheltered annuity plans at Gadsden State Community College may be obtained from the Office of Human Resources. A minimum of twenty (20) employees is required to establish a payroll deduction for a company.

Teacher Retirement System

Under 1975 Legislative Act No. 1108, The Full-Time Public Education Act, all permanent full-time employees of any public institution of learning in the State shall become members of the Teacher Retirement System as a condition of employment, except those persons who are age 61 at the time of their employment. The employee's contribution of 5% of his or her earnings is refundable upon termination. Information booklets on the Teacher Retirement System are available in the Office of Human Resources. Personnel are encouraged to familiarize themselves with the booklet entitled TRS Member Handbook: Teachers' Retirement System, which is published by the State. Permanent part-time employees who work 20-39 hours per week are eligible to participate in the Teacher Retirement System.

TRAVEL

Official Travel

It is necessary from time to time for employees of the College to travel in the service of the institution. Approval must be obtained prior to the occurrence of the official travel. The School Business Leave Request (*See Appendix Q*) should be submitted through established administrative channels for approval by the appropriate administrative officer. A copy of the approval will be returned to the person making the request. This copy must be attached to the Request for Reimbursement Form in order for the employee to receive payment for the official travel. Requests for travel reimbursements are to be submitted fully completed, signed and notarized, to the Accounts Payable Office within 30 days after the date of travel.

In-State Travel

The following rules and regulations govern in-state travel:

1. No travel allowance shall be paid for a trip of less than six hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of \$11.25 for a trip of from six to twelve hours duration, and the traveler shall be paid \$30.00 if the trip exceeds 12 hours duration but does not involve an overnight stay. For travel requiring an overnight stay, the traveler shall be paid \$75.00 per diem for each day that requires an overnight stay. The employee must enter the hour of departure from base and hour of return to base on the reimbursement form.
2. Reimbursement at the rate of .51 cents per mile will be made to employees traveling by private car at State expense.
3. Where, for traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical usually traveled route.
4. Under no circumstance will per diem be allowed for an employee at his official station or base. The base includes the city limits in which the base is located.
5. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Otherwise, odometer readings should be recorded at the beginning and ending of the trip. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated, (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed.

(See Appendix T)

Out-of-State Travel

Out-of-state travel is permitted when consent of the Academic Director/Division Chairperson, Dean, and President of Gadsden State Community College is obtained through their approval of the Request for Out-of-State Travel. Purchase orders for out-of-state travel expenses can be approved by the Purchasing Agent once the approval has been obtained and the Purchasing Agent has received a copy of the completed Out-of-State Travel Request. (*See Appendix U*)

Out-of-State Travel Reimbursement Forms are paid as soon as the trip is completed and all criteria have been met. To request reimbursement of out-of-state travel expenses, the following must be sent to the Accounts Payable Office: (1) the approved Request for Out-of-State Travel, (2) the completed Out-of-State Travel Reimbursement Form, and (3) the original receipts.

To be reimbursed for transportation expenses, miles driven to and from destination must be recorded. All vicinity mileage should be recorded as such, and if it exceeds more than twenty miles on any day, major points of travel covered must be indicated. Reimbursement at the rate of .51 cents per mile is paid to employees traveling by private car at State expense. In the case of the traveler driving a great distance, if the current airfare is cheaper than the amount of mileage requested, the current airfare rate is paid. If airfare is reimbursed, a receipt is required to be attached.

To be reimbursed for meals, receipts for meals are required. Meal receipts must include:

1. Name and location of restaurant
2. Number of people served
3. Date and amount of meal

State of Alabama policies allow for reimbursement of only the person in travel status. Money spent for alcoholic beverages is not reimbursed. Tips are reimbursed when added with the price of the meal. Tax is reimbursed.

Room fees and taxes associated with the fee are reimbursed. An original, itemized receipt of paid expenses is required. Movies charged to the room are not reimbursed. If nights stayed for business purposes exceed the number of nights approved and the expense does not exceed the amount approved, the extra nights can be reimbursed.

Postage, telephone, telegraph and e-mail expenses are reimbursed only if business-related. Phone calls made to home are not reimbursed. Miscellaneous items for reimbursement may include car rental, parking fees, taxi fares, and registration fees. Receipts are required for those items. Baggage handling or portage fees should be itemized on the appropriate date in the miscellaneous section of the claim for reimbursement.

An employee's registration fee can be paid by one of the following methods: (1) the vendor can accept a purchase order and be paid after the meeting is held; (2) the traveler can pay the registration fee and be reimbursed by the use of the out-of-state travel reimbursement form; or (3) the College may issue a check for the traveler to carry to the vendor, provided the President approves pre-payment.

Prepayment of travel expenses is defined as payments made directly to the vendor on behalf of an employee. Out-of-state travel expenses that may be prepaid by the College are airfare and registration fees. The following guidelines apply:

1. Prepayment is not to be made directly to the traveler.
2. No prepayment of expenses will be made from one fiscal year's funds if the trip is to be made in a different fiscal year. Payment must be processed in the fiscal year the trip occurs.
3. In the event the trip is not made due to personal, professional, or business reasons, any prepayment of travel expenses made on behalf of an employee must be reimbursed to the College.

If the College pays for airfare by purchase order and frequent flier miles are awarded, they are the property of the College. As soon as the traveler returns from the trip, the traveler is to deliver to the Accounts Payable Office a receipt for the registration fee paid and/or a boarding pass (or some other document) showing that the conference/flight did take place.

Complete, official travel information is available on the Financial Services Webpage at <http://gadsdenstate.edu/finance/index.html>.

COPYRIGHT

Copyright, Trademark, and Patent Ownership

1. An employee has the right to trademark or copyright any literary material and to patent any inventions unless duties of the employment contract or program agreement charges the employee with, or includes, the duty of producing material for the institution to copyright or trademark, or to develop an invention for the institution to patent.
2. The employee shall be entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the employee's time and without the use of institution funds, materials, or facilities.
3. Copyrighted or trademarked material or patented inventions developed totally or partially on institution time with the use of institution materials or facilities or with institution funding shall be owned by the institution.

Guidelines for Policy

The development by an instructor of an instructional text or other instructional resources or technology partially on his/her own time and expense and partially on institution time using institution resources results in the complete and exclusive ownership by the institution of all resulting copyrights and/or patents. Under certain circumstances, however, the institution may distribute a portion of the royalties received from the publication and/or sale and/or use of the instructional text or other instructional resources or technology in a manner that is reasonable and that will not conflict with applicable state or federal laws or other State Board of Education policies. The following conditions must be met:

- A. The institution must have or must implement a policy by which all instructors who develop a marketable instructional text or other instructional resources or technology are treated on an equal and fair basis with regard to any compensation supplemental to the instructors' pay.
- B. Any such payment of additional compensation made to the instructor must be made solely from the proceeds derived from the publication, sale, or distribution of the instructional text or other instructional resources or technology, and not from any other state or federal funds.
- C. The portion of any royalties to be received by an instructor must have a direct relationship to the verifiable amount of an instructor's personal time, resources, and funds which will be reasonably and necessarily used in the development of the instructional text or other instructional resources or technology, as compared to the verifiable total amount of all time, resources, and funds to be devoted to the development of the instructional text or other instructional resources or technology.

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- D. Any agreement between the institution and the instructor for any such compensation must be prospective, occurring prior to the development of the instructional text or other instructional resources or technology, and must be approved in writing by the Chancellor prior to the payment of any such compensation to the instructor.
- E. Any agreement between the institution and the instructor for such compensation must contain a *caveat* that the execution of such agreement does not provide an exemption from and does not imply compliance with the *Alabama Ethics Law*. Within ten (10) days of the execution of such agreement, a copy of the agreement should be filed with the Alabama Ethics Commission.

Fair Use Policy

Print Materials

You may not photocopy materials that are protected by copyright law without permission of the copyright owner. Exceptions to this are outlined in the discussion of “Fair Use” below. “Fair Use” exceptions allow an instructor in a non-profit educational institution to make copies for use in teaching, research, or scholarship.

You may:

1. Make a single copy of a book chapter, journal article, short story, essay, short poem, or a chart, graph, diagram, drawing, cartoon, or picture from a book, journal, or newspaper for research or in preparation for teaching a class.
2. Make multiple copies of a journal article, book chapter, short story, essay, or poem for classroom or reserve room use, if
 - a. The item copied does not exceed 2500 words.
 - b. The decision to use the copyrighted material for a particular class is spontaneous and would not allow time to obtain permission from the copyright owner.
 - c. The copies are made for only one course in the College.
 - d. There are no more than two excerpts from one author.
 - e. There are not more than three copies made from the same book or journal volume.
 - f. There are not more than nine instances of multiple copying for one course during one semester.

You may not:

1. Use copies to take the place of purchases of anthologies, compilations, or collections of readings.
2. Make copies from consumable works, such as workbooks, exercises, or standardized tests.
3. Make or use copies from the same copyrighted material from semester to semester.
4. Charge the student more than the actual cost of the photocopying.

Audiovisual Materials

Copyright protects the format in which the producer expresses an idea, since ideas themselves are not protected. Making copies or changes from one format to another are not allowed. The following applies to educational use of audiovisual materials protected by copyright, unless you have obtained permission to do otherwise.

You may:

1. Use a program taped off broadcast television (not subscription cable television) if you show it within 10 school days of the original broadcast and erase it within 45 calendar days.
2. Show the above tape in several classes within the 10 school day period.
3. Make multiple copies of locally produced, non-copyrighted materials.
4. Show lawfully purchased materials owned by the College.
5. Show videotapes purchased, rented, or borrowed from outside entities (video stores, public libraries, colleagues, etc.)
6. Make a single slide or transparency from a book

You may not:

1. Record subscription/cable programs for later off-air use.
2. Make duplicates of audio or video tapes (without obtaining permission).
3. Use off-air tapes of broadcast television after 10 school days.
4. Transfer one format to another, e.g. $\frac{3}{4}$ in to $\frac{1}{2}$ in video, film to video, etc.
5. Edit or combine off-air recording to create a new work.
6. Make duplicates of slide sets.
7. Use College equipment to show or play unlawfully obtained audiovisual material.
8. Use copyright music as part of a video or multimedia presentation.
9. Instruct someone else to make unlawful copies.

Computer Software

Purchase of a software package grants you a license from the copyright holder to use that software under certain restrictive conditions. All documentation and licensing agreements must be available in the department for possible review by Computer Services or outside parties. Unless specifically stated otherwise on the license agreement of the package, the following restrictions apply on all software purchased for use on College computer equipment. Failure to follow licensing agreement provisions may result in disciplinary actions, fines, and possible imprisonment.

You may:

1. Make a single backup copy of original disks.
2. Use the software on only one machine at a time.
3. Transfer the package to another person or department provided all original materials plus backups accompany the transfer.

You may not:

1. Install the product on more than one machine at a time.
2. Install the product on your home computer (unless specifically allowed by license agreement).
3. Allow copies of the product to be distributed to other departments.
4. Make copies of documentation manuals (unless specifically allowed by license agreement).
5. Change the software in anyway with permission of the copyright holder.

Music

Copyrighted music may not be copied or performed without permission. Additional information about “Fair Use” of copyrighted music by educational institutions is available on the Web and in campus libraries. All photocopies of music must display a copyright notice.

Multimedia Presentations

Copyright Law covers all copying, digitalizing, or scanning of copyrighted materials into multimedia products (PowerPoint, web pages, etc.). When multimedia creations are used in support of educational goals, “fair use” exceptions may apply. When in doubt, request permission from the copyright owner.

“Fair Use” and Copyright

A fair use of a copyrighted work may include reproduction for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. The “fair use” limitation found at 17 USC § 107, is not defined in the statute and does not provide specifics as to what is or is not a fair use. Rather it identifies four factors that should be evaluated on a case-by-case basis in order to determine if a specific use is “fair.” These factors, which should be considered together when determining fair use, are:

1. **Purpose** and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. **Nature** of the copyrighted work;
3. **Amount** and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. **Effect** of the use upon the potential market for or value of the copyrighted work.

The distinction between “fair use” and infringement can be unclear. Unfortunately, there is no invariant formula available to help you determine “fair use.” Keep these four factors and the general considerations below in mind as you make your decisions.

Generally considered Fair Use

Generally considered Infringement

PURPOSE

Teaching
Research
Scholarship
Nonprofit educational institution
Criticism, comment, or parody
News reporting
Transformative use (work changed for new use)

Commercial activity
Profiting from use of material
Entertainment
Bad faith activity
Plagiarism

NATURE

Published work
Factual/nonfiction work

Supports stated educational goals/outcomes

Unpublished work
Creative work (art, music, novels, films, Plays)
Fiction

AMOUNT

Small Quantity
Excerpted portion not significant to entire work
Quantity used appropriate to stated education goals/outcomes

Large part of work or entire work
Excerpted portion is central to work

EFFECT

User owns lawfully acquired or purchased copy
One or few copies made
No significant effect on market or potential market
No licensing mechanism available
No similar product marketed by copyright holder

Replaces sale of copyrighted work
Substantially impacts market or potential market for work
Permission/licensing available for using work
Numerous copies
Made available on Web or other public forum
Repeated or long term use

For More Information

Consult the copyright materials available in campus libraries. Use the College web page (Gadsden State Community College Legal Services button) to link to resources such as the United States Copyright Office, the Digital Millennium Copyright Act, and the TEACH Act. Information regarding obtaining permission from copyright owners is also available. (*See Appendix V*)

Intellectual Property Policy Regarding Ownership of Student Work

The College recognizes and values creativity and innovation as part of the learning process. Similarly, the College recognizes the importance of, and wishes to encourage, the transfer of new knowledge, generated in the College, to the private sector for the public good. At the same time, as a publicly funded institution, the College must be a good steward of the public resources provided to it, and must safeguard against the use of public funds for private gain.

This policy addresses the rights to, interest in, and protection and transfer of Intellectual Property created by the College's students.

For purposes of this policy:

"Intellectual Property" means inventions, discoveries, innovations, and copyrightable works.

"Invention" means a tangible or intangible discovery, whether or not reduced to practice, and tangible research products whether or not patentable or copyrightable. Such research products include, but are not limited to, computer programs, integrated circuit designs, industrial designs, databases, technical drawings, biological materials, and other technical creations.

"Copyrightable Works" mean original works of authorship fixed in tangible media of expression.

Ownership of any Intellectual Property created by a student enrolled at the College such as written compositions, musical scores, sculptures, paintings, photographs, films, videotapes and computer software, shall be vested in the student unless the student has been employed by the College to create the Intellectual Property.

Submitted Work as Part of Course Requirements

1. When a student submits work as a course requirement, the student retains ownership of the work, but ownership of the physical or electronic document shall be vested in the College. The College is granted a perpetual, royalty-free license by the submitting student to make copies of the work for administrative and educational purposes.
2. The College and its students recognize that some Intellectual Property may arise or be developed by students from interaction with the instructor and other students. Under those circumstances, the Intellectual Property may not be the exclusive property of the student.
3. When a student's work has been accepted for publication by a journal or a publisher, absent an agreement to the contrary, the work becomes the property of the publisher.

Computer Programs

1. Computer programs that are written within the scope of employment duties with the College become the property of the College.
2. When a program is developed for a course project or assignment, ownership is retained by the student with the College having a perpetual and royalty-free license to make and distribute copies to faculty, staff, and students for administrative and educational purposes.

Equipment

1. If College resources (materials, workspace) have been used to construct or design equipment, the equipment becomes the property of the College.
2. Equipment constructed without the use of College resources or designed as part a course is the property of the student.

Digital Millennium Copyright Act Policy

Statement

Gadsden State Community College complies with the provisions of the Digital Millennium Copyright Act (DMCA) and respects all rights that exist in any material protected by the copyright laws of the United States while also encouraging usage of the material that furthers the educational mission of the College. This site provides guidance to faculty, staff, and students on the usage of copyrighted material.

Federal law (Title 17 of the US Code and the Digital Millennium Copyright Act), contains provisions that prohibit the downloading, uploading, or distribution of copyrighted material in any form without permission or a license to do so from the copyright holder except in accordance with the exemptions provided under the copyright law. Gadsden State neither condones nor supports in any way the use of copyrighted material in ways that are contrary to copyright law. For more information, please read the College's Copyright Policy.

Designated Agent

In accordance with the Digital Millennium Copyright Act (DMCA), an agent must be designated to receive notification of claimed copyright infringements. Gadsden State's designated agent is Michael Gibson, Public Services Librarian.

Claims

The DMCA specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include the following:

- A physical or electronic signature of the copyright holder or a person authorized to act on his or her behalf;
- A description of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
- A description of the material that is claimed to be infringing or to be the subject of infringing activity, and information reasonably sufficient to permit the service provider to locate the material;
- Information reasonably sufficient to permit the service provider to contact the complainant, such as an address, telephone number, and, if available, an electronic mail address;
- A statement that the complainant has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and

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- A statement that the information in the notification is accurate, and under penalty of perjury, that the complainant is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Procedure to Resolve the Matter

Complaints involving students:

The designated agent will meet with the student whose computer contains the information that is the subject of the complaint. The student will be informed of the College's Copyright, Computer Use, and DMCA policies and asked to produce proof that they have explicit permission or license to use the material in the manner described in the complaint.

If the student does not produce the proper documentation, the student will be instructed to remove the specific material and other similar material from his or her computer. When the student complies with this request, the student will sign a document acknowledging removal of the copyrighted material.

If the student does not comply with the request, access to the student's College's email account and use of the College's computer technology will be blocked and the issue will be referred to the Vice President under the Student Code of Conduct and discipline-Non Academic Policy.

Complaints involving employees:

The designated agent will meet with the employee whose computer contains the information that is the subject of the complaint. The employee will be informed of the College's Copyright, Computer Use, and DMCA policies and asked to produce proof that they have explicit permission or license to use the material in the manner described in the complaint.

If the employee does not produce the proper documentation, the employee will be instructed to remove the specific material and other similar material from his or her computer. When the employee complies with this request, the employee will sign a document acknowledging removal of the copyrighted material.

If the employee refuses or does not comply with the designated agent's request, the employee's access to or from the employee's College's account or computer will be blocked and the action will be referred to the employee's supervisor or Executive Staff Member.

The designated agent will notify the complainant of how the issue was resolved.

The designated agent will retain records for three years from the date of receiving the complaint

INSTRUCTIONAL

ACADEMIC HONESTY POLICY

All students enrolled in the College are expected to conform to the College's Academic Honesty Policy. This policy requires that all students act with integrity in the performance of their academic work. Any student who fails to comply with this policy may be charged with a violation of the Academic Honesty Policy. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

1. Cheating—using or attempting to use unauthorized materials, information, study aids, or computer-related information or unauthorized copying or collaboration in the preparation of any assignments or in the taking of any tests or examinations; looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator.
2. Plagiarism—representing the words, data, works, ideas, computer program or output of someone else as one's own. The student should be aware that an electronic means may be used to discover plagiarism and cheating.
3. Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.

Procedure

Academic misconduct cases shall be resolved by the division chair in which the alleged action took place.

1. A course instructor who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the division chair/academic director.
2. The division chair/academic director will discuss the circumstances involved with the faculty member and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred.
3. If the division chair/academic director concludes that there is a reasonable basis for believing that academic misconduct may have been committed, a conference will be arranged with the faculty member and student. The student will be informed at the start of the conference that an issue of possible academic misconduct exists and will be given a copy of the Academic Honesty Policy.

- a. The student is not required to make any statement at all regarding the matter under investigation.
 - b. The student may make a voluntary statement if he or she chooses.
 - c. The student has a right to present any evidence, supporting witnesses, and other information to the misconduct monitor.
 - d. The student has a right to be advised and represented by anyone of his or her choice. However, the representative will not be able to be present or actively participate in the proceedings. In the case of an international student or a student with a disability, such as a hearing or speech impairment, the division chair will determine the appropriateness of allowing a representative to speak on behalf of the student.
 - e. The student is entitled to a recess of the conference for one week in order to take advantage of the rights listed in Items 3 and 4.
4. At the conference, the student will be informed that the division chair will take one of the following steps.
- a. The matter will be dismissed if evidence is presented to conclude that there is not convincing proof that the student engaged in an act of academic misconduct.
 - b. The matter will be concluded at the conference level and a penalty imposed if the student makes a voluntary written admission that he or she engaged in an act of academic misconduct. The student will be given written notice of the penalty.
 - c. The matter will be forwarded to the appropriate Executive Staff member within one week from the date the conference is concluded if the matter is not resolved at the conference level. The Executive Staff member may act alone or in conjunction with the Academic Honesty Committee. The student will be allowed to make a statement and to present evidence, witnesses, and other relevant materials; the student may be accompanied and advised or represented by anyone the student chooses. Notice of the decision will include a statement of the academic misconduct charges and will be sent to the student.
 - d. Within 15 days of the date of mailing the decision, the student may appeal the decision of the Executive Staff member and Academic Honesty Committee to the President.

Penalty for Violating the Academic Honesty Policy

A student found to have violated the Academic Honesty Policy may receive a grade of “F” for the course, overriding a student withdrawal from the course. Other disciplinary sanctions include:

1. A verbal or written warning;
2. Disciplinary admonition and warning;
3. Disciplinary probation with or without the loss of privileges for a definite period of time;
4. Suspension from the College for a definite period of time (i.e., suspension of the privilege to attend Gadsden State Community College for a definite period of time); and,
5. Expulsion from the College (i.e., removal of the privilege to attend Gadsden State Community College).

Adding New Programs

The request for a new program may originate at any level, but details of the program should come from the faculty and academic director/division chairperson to the supervising instructional officer. The instructional officer may request that community surveys be conducted by the Director of Institutional Research to determine the need for the program.

Attendance Policy

Class Attendance

Class attendance is considered essential to the educational process. The College subscribes to the philosophy that academic success is directly proportional to class attendance. It is important that students regularly and punctually attend all class sessions. **Attendance will be recorded from the first day the class meets through the final exam.**

Student Absences

Recognizing that situations may arise to prevent a student from attending a class, the College will accommodate occasional absences but recommends that students who attend less than 80%* of the scheduled class meetings submit a withdrawal request to the Registrar's Office according to the Withdrawal Procedures described in the *College Catalog and Student Handbook*. Instructors may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructor's syllabus concerning make-up work. Failure to complete make-up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an "F" based on grade performance in the course.

**Some programs require a higher percentage of attendance to enable the student to sit for licensure exams.*

Absences for Approved College Activities

Absences for students participating in approved official College activities are considered official school business and are thereby excluded from and are not affected by the attendance policy. Faculty must receive written notification prior to the absences concerning the class days to be missed from the activity director/coach/sponsor. This notification will meet the following guidelines.

1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus.

Students engaged in approved College activities are to be excused no more than 30 minutes prior to the beginning of the activity or 30 minutes prior to the latest time at which they must leave campus in order to arrive safely at their destination. It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, exams, etc., at a time convenient for the instructor. To the degree possible, students should schedule classes on days and at times which will not be affected by participation in official College activities so as to minimize their absences. A student participating in approved College activities should make every effort to arrange class responsibilities such as oral reports, speeches, recitals, group presentations, demonstrations, etc., around the schedule of College-approved activities so that no hardship is placed on other class members or the instructor. Instructors are not required to “re-teach” classes for students who miss class for approved College activities.

Since most official College activities are scheduled months ahead of time, the activity director/coach/sponsor may notify instructors at the beginning of the semester of all absences as long as the notification meets the guidelines above.

Tardiness or Leaving Class Early

Attendance for less than a full class period will be counted as one-half of an absence.

Make-Up Work

Make-up work MAY be provided at the discretion and convenience of the instructor. Possible acceptable, documented excused absences include accidents, court appearances, illness of the student or an immediate family member or the death of an immediate family member. Instructors are not obligated to provide make up work for pop quizzes or for other in-class daily assignments. Make-up work will be provided for class work missed when the student is participating as a representative of the College in a College-sponsored activity. Students will in no way be penalized for work missed when the student is participating as a representative of the College. Reasonable accommodation, meeting federal and state guidelines, will be granted to students who are called to military service (appropriate documentation is required).

Appeals Process

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the Dean of Instructional Services or to the Dean of Technical Programs, as appropriate, or their designee. The appeal must be submitted within one week of the incident.

Class Syllabi

For each course taught, each instructor must provide a syllabus whether hardcopy or electronic version to each student enrolled in the classes taught by the instructor.

A syllabus (1) must include all the details necessary for each student to know the full range of requirements in a class; (2) must include an outline that gives the class activities for each class session; and (3) must follow the OFFICIAL SYLLABUS MODEL and incorporate the content from the state-wide syllabus when available for the particular course, a copy of which can be obtained from the academic director/division chairperson (*See Appendix W*); (4) The following statement is to be included in all syllabi:

It is illegal to download music through the College computer network system. Students who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts. Additionally, Gadsden State Community College "Policies on Computer Use and Internet Access" published in the College *Catalog and Student Handbook* states the following: "Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited. Respect for intellectual property or copyright, ownership of data, security measures, and personal right and privacy must always be demonstrated."

Each semester, a complete copy of each syllabus must be filed with the academic director/division chairperson.

Final Examinations

Final examinations must be given according to the examination schedule. If an individual student needs to take a final examination early or late, approval of the instructor is required. If it is necessary for an instructor to give a final examination early or late for an entire class, approval of the academic director/division chairperson and Dean of Instructional Services or Dean of Technical Programs, as appropriate, is required.

Grade Reporting

Grades are reported to the Records Office through the Gadsden State Community College Online Grade Reporting System. The System may be accessed as follows:

1. From the Gadsden State Community College Home Page, log onto the Faculty & Staff Online System.
2. Enter your Faculty ID and PIN. (Call the Records Office, #8263, if you need assistance.)
3. Select Course for which grades are to be entered.
4. Enter grades using the drop-down boxes to the right of each student's name.
5. When all grades have been entered, click on "Update Grades."
6. When all grades have been updated, the instructor may opt to View a complete roster with grades or print the roster with grades.
7. Log Off at the end of the session.

Deadlines for grades to be submitted to the Registrar are very important. End-of-term transcripts and reports cannot be completed until all grades have been submitted. It is essential that all faculty comply with the published deadline each semester.

Grading System

Letter grades are assigned by the following system for all courses for which students have registered. Some programs, per accreditation requirements, may have different grading scales.

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
0-59	F	Failure
	S	Satisfactory
	U	Unsatisfactory
	W	Withdrawn
	AU	Audit
	I	Incomplete

Satisfactory grades are “A”, “B”, and “C”. Senior Colleges and universities may or may not grant credit for a course in which the student has made a grade of “D”. A grade of “W” is assigned to a student who officially withdraws from any class on or prior to the published deadline date for withdrawal. The abbreviation “AU”, which is actually not a grade, is used to indicate the status of a student enrolled in a course for which he will receive no academic credit. An “audit” student should attend all class meetings of the course but is not required to participate in discussions, undertake assignments, and take tests. A student may change to “AU” status in a given course if the change is made by the last day of registration.

A grade of “I” (Incomplete) is assigned when a student has been meeting the attendance policy requirements and is passing the class but is prevented by illness or other justifiable cause from completing the required work or from taking the final exam. In order to receive an “I”, the student must request that the instructor assign the “I” by the end of the scheduled final examination period for the class which the student is unable to complete. An “I” may be removed only by the student’s completing the examination and/or the work missed.

Students receiving an “I” during the Fall semester have until the end of the fourth week of class of the following Spring semester to complete the missed assignments and/or examination. Students who receive an “I” for the Spring semester or the Summer term have until the end of the fourth week of class of the following Fall semester to complete the missed assignments and/or examination. The “I” grade will be changed to an “F” when the missed assignments and/or examination are not completed in the prescribed time allowed by this policy. **NOTICE:** “I” (Incomplete) is not considered a grade by the Veterans Administration (VA). To avoid reimbursing the VA the tuition paid on a course, the student should see his/her instructor to complete course requirements within two weeks from final examinations.

Changes in a grade should be made to correct an error or to remove an “I” (incomplete) grade. Grade changes are to be initiated by the instructor who assigned the original grade and approved by the division chair/Academic Director. Routine grade changes do not require the signature of the appropriate Dean if less than one year old; if over one year, the Dean must approve.

To evaluate the academic standing of students, quality points are assigned to grades according to the following system:

A	4 quality points per hour
B	3 quality points per hour
C	2 quality points per hour
D	1 quality point per hour
F	0 quality points per hour

For academic honors and continued residency, a student’s quality point average (QPA) is determined by dividing the total quality points earned by the total hours attempted. For graduation purposes only, those hours that count toward graduation are used to calculate eligibility for a diploma.

Instructors must retain final examination papers, as well as grade and attendance records, for a minimum of one year and must make these records available when requested by the appropriate Dean.

Technical Division Work Orders

The customer contacts the shop instructor concerning the work to be done and completes a work order request form. (*See Appendix X*) The instructor determines if the work is legal and beneficial to training. In a case requiring diagnostics or evaluation (for example, auto mechanics), the instructor may take a reasonable time to evaluate the problem and propose a solution to the customer. Then, the instructor completes the remainder of the work order request and forwards it to the East Broad Business Office or the Ayers Campus Business Office, where it is placed on a department waiting list. When the instructor is ready to begin work on a job, the Business Office is notified for a work order number. The instructor notifies the customer who brings in the work. The instructor tags the work with the name of the customer. When expenditures reach \$200, payment will be required before the work continues. If a job is expected to cost more than \$200, the customer is expected to pay (before the work begins) any amount estimated in excess of the \$200. The only exception to this policy is that tax-supported organizations may issue a purchase order for the work to be done. Under no circumstances will work begin until the tax-supported organization furnishes Gadsden State Community College with a written Purchase Order. The instructor purchases material as needed and charges it to the job by the work order number.

Each work order shall have submitted with it an invoice or invoice copy of the materials purchased for use on the project. Work orders presented for payment without proper documentation shall be returned to the instructor.

Items purchased in bulk by the department and used on work order projects are to be listed separately and charged according to the price paid for the materials. In addition, any materials charged for and not used on the project are to be offered to the customer who is paying for those items.

When a job is completed, the instructor totals the charges recorded on the work order, adds the applicable 10% or 20% service charge, and then adds applicable sales tax. A base minimum service charge of \$5 is to be added if the normal service charge does not equal or exceed \$5.

The instructor notifies the Business Office and the customer that the work is completed. The customer pays the Business Office the amount due and takes a copy of the receipt to the instructor who releases the work to the customer. An instructor who releases work before it is paid for is personally liable to the College for the amount owed by the customer and is subject to College disciplinary action.

If the customer does not pick up the work 30 days after notification by the instructor, the Business Office will notify the customer by registered mail that if the work is not picked up in 30 days, the work will become state property and normal surplus property procedures will apply.

The appropriate academic director/division chairperson will review and approve the waiting list each Monday. If a job is estimated to cost more than \$2,500, the academic director/division chairperson will confer with the President before accepting the job.

Textbooks

All texts and supplemental material required of students will be sold through the College bookstore. Under no circumstances are instructors to sell or take orders personally for such items. Instructors must use only those textbooks/materials approved for the course taught, unless the alternatives are approved by Academic/Technical Director/Division Chairperson and the appropriate Dean. Textbooks/materials provided by the instructor's department/division remain the property of that department/division.

1. Each division will have a textbook/materials adoption committee that is to be appointed by the academic/technical director/division chairperson.
2. The textbook/materials adoption committee will be composed of full-time and/or part-time faculty members in each subject area of the division.
3. The textbook/materials to be considered must meet the course description in the catalog.
4. A consideration of the committee shall be the cost of the textbook/materials to the student.
5. If the textbook/materials will lead to personal profit for the author who is a member of the division seeking to adopt the textbook/materials, the author shall not be permitted to be a member of the textbook adoption committee.
6. If the author of the text to be considered for adoption is the academic/technical director/division chairperson, the appropriate Dean will appoint the textbook/materials adoption committee.
7. The committee will make recommendations for adoption of textbook/materials to the academic/technical director/division chairperson.
8. The academic/technical director/division chairperson will present the committee's textbook and materials recommendation to the appropriate dean for approval.
9. The academic/technical director/division chairperson will be responsible for informing the bookstore, in a timely fashion, of the approved textbook/materials.
10. Textbook/materials adopted by a multi-instructor department must be used by all instructors who teach the course for which the textbook/materials were selected.
11. The use of any supplementary textbook/materials which the instructor requires the student to purchase must be approved by the academic/technical director/division chairperson.
12. New editions of textbooks should be adopted for the first term that the textbook is available.
13. New additions must be adopted using the Textbook/Materials Adoption Form. (*See Appendix Y*)

Video/Audio Recording of Lecture and Presentations

Where applicable, College employees are subject to video and/or audio recording of lectures and presentations for institutional use.

Withdrawal from Class

From the end of the add/drop period until the published last day to withdraw, a student may officially withdraw from a class and will be assigned the grade of "W." The withdrawal form must be initiated by the student. A student who fails to complete the form to withdraw from a class will be assigned the grade of "F." The form for withdrawal is available in the Registrar's Office.

Instructors are authorized to process an administrative withdrawal, known as "unofficial" in state policy, for a student who registers for a course and never attends a class session or stops attending class after initial attendance. The withdrawal date is the last recorded date of class attendance or the first day of class in the case of no attendance, as documented by the College. The faculty member is required to make this determination at least 30 days prior to the end of the term. If attendance for the class is not recorded, the faculty member may use the last known date of the student's attendance at any academically-related activity. It is the discretion of the faculty member whether or not to contact the student prior to administrative withdrawal. The student is not eligible for refund of tuition or fees in the event of an administrative withdrawal.

SAFETY AND SECURITY

(Complete policies may be found in the Gadsden State Community College Safety & Security Handbook)

Accidents and Accident Reporting

1. What should be done in the event of an accident cannot be stated in a simple set of rules. Remaining as calm as possible and exercising as much common sense are the best tools for coping with an accident. This section of the Safety and Security Handbook will, therefore, establish guidelines which will generally be useful in the event of an accident.
2. In the event of a serious accident, call **EMERGENCY 9-911** from campus phones, **THEN CALL YOUR CAMPUS SECURITY OFFICER**. Calmly explain to the operator (1) How many were injured, (2) how serious the injuries appear to be, and (3) the location of the accident.
3. If the accident does not warrant the emergency response personnel but, nevertheless, warrants medical attention, **911** should be called. Explain to the operator that the injury does not appear to be serious, but the victim needs to be checked by emergency medical personnel. Most College staff are not trained in how to manage an emergency; therefore, medical decisions need to be made by medical personnel. It is the policy of Gadsden State Community College to call 911 for all emergencies. College personnel should not transport an injured person in College vehicles. Personal vehicles may be used to carry an accident victim to the Emergency Department only after authorization from responding emergency medical personnel.
4. If the accident involves acid or base spillage, immediately flush the area with large amounts of water. Flushing should continue until emergency medical personnel arrive. (Eye washes and chemical showers should be used without delay.) Victims should be transported to the Emergency Department by ambulance for further treatment.
5. If the accident results in inhalation of toxic fumes or gas, take the victim outside immediately and then call **911**, and then call your Campus Security Officer.
6. All accidents, simple or complex, must be reported using the standard Incident and Offense Report to the Director of Safety & Security or any other Campus Security Officer. Copies of the report will be furnished to the appropriate supervisors.
7. Remember, if there is any doubt regarding the seriousness of an injury, summon the appropriate help needed. **It is better to be safe than sorry.**

After-hour Employee Working Policy

1. There are certain types of work which require being continued after normal working hours. Occasionally, the nature of this after-hour work involves some risk. Should this be the case, **an individual should not work alone, if possible.**
2. When the above condition exists, the judgment risk involved rests with the academic director or supervisor and he/she must decide whether or not this person should work alone during the necessary after-hours.
3. Except for regularly scheduled hours, **all personnel must notify their Campus Security Officers when and where they will be working.**
4. All personnel working at night should have a flashlight for use in the event of a power failure.

Cardinal Alert

Cardinal Alert powered by Schoolcast is an emergency notification service that will allow us to contact all enrolled students and employees via cell phone, text message, home phone, and e-mail. The service will only be used when there is imminent danger to your campus; i.e., tornado warnings, chemical spills, orders to evacuate or shelter in place, and active shooters.

SECTION: Maintenance
SUBJECT: Maintenance
SOURCE REFERENCE:

NUMBER: L/1.1

MAINTENANCE

A new web-based system is now available to report a maintenance request. Fix-it is no longer operational. To report a maintenance request access the Gadsden State Community College Internal Web Page (<http://home>) and follow the simple instructions.

GENERAL INFORMATION

Automobile Regulations

All students, faculty, and staff members are required to register their vehicles and obtain parking hangtags. This is done through the Switchboard/Information Office on Wallace Drive, East Broad Business Office, Registrar's Office/Valley Street, Security Office on the Ayers campus, the McClellan Center and the Cherokee Center. There is no charge for the parking hangtags.

At the time the vehicle is registered, the operator will receive an identification hangtag which is to be hung from the inside rear-view mirror. Each person will be issued only ONE (1) hangtag. It is his/her responsibility to keep this hangtag available for use in the vehicle to be parked on campus. The hangtag may be moved from one vehicle to another vehicle. If the hangtag is lost or stolen, a new one must be purchased. Cost for replacement hangtag is \$10.00. Parking tickets will be issued to automobiles unregistered, improperly parked or those parked in unauthorized parking areas.

Cafeteria Services

The Gadsden State Community College cafeteria, which is operated by Sodexo Services, is located on the lower level of the Inzer Student Center on the Wallace Drive Campus. This facility offers "hot-line" meals for breakfast, lunch, and dinner, with a complete salad bar, a dessert bar, and a beverage station. A complete catering service is offered for large and small groups in the cafeteria or at any location on the Wallace Drive, East Broad, and Valley Street Campuses. Meal tickets are available for faculty and staff by contacting the Cafeteria Manager.

Computer and Telephone Services

Administrative computer and telephone services are available for use by the College community. No one among the College personnel is authorized to release technical specifications of software, hardware, and access codes used by the mainframe, network, or telephone system without administrative approval.

Requests for new mainframe applications, changes in programs, information reports, and new data fields must be submitted through a request for service to the Director of Computer Services. Requests shall be reviewed for administrative approval, feasibility, availability of resources, and to ensure that requests are not redundant.

Requests for new telephone installation, moving of existing service, and telephone repair should be submitted through a request for service to the Director of Computer Services. Requests shall be evaluated for cost, feasibility, and validity of need. All costs of new telephones or replacement of existing phones are the responsibility of each departmental user.

Requests for campus network connections, wireless access, e-mail accounts, web hosting, and all personal computer-related issues must be submitted through a request for service to the Coordinator of Computer Systems. Requests shall be reviewed for availability of resources, administrative approval, and costs involved. All computer supplies and repair parts are the responsibility of each departmental user.

Contracts and Leases

All existing and/or new contracts and/or agreements (including leases) between the College and other institutions/agencies/organizations for services/programs/staff utilization must be properly prepared and initialed by the appropriate personnel indicating their approval. The initialed contracts or agreements are then to be given to the President or the Dean of Financial and Administrative Services well in advance of expiration/renewal/submission date for execution.

Time is needed to verify the legality of the documents, bid if necessary, seek State Board of Education approval if necessary, as well as time for the Dean of Financial and Administrative Services and/or the President to check budgets and other items binding the College. Only the President or Dean of Financial and Administrative Services may sign a contract to bind the College. Contracts signed by others will be binding upon them as individuals and not as a representative of the College. A copy of the completed contract should be forwarded to the Purchasing Agent to be filed with the approved purchase order.

Duplication Services

Duplication Center
Inzer Hall-Room 110

Contact Information: (256) 549-8414 or jkennedy@gadsdenstate.edu

Policy Statement

To meet the duplication needs of the faculty, staff, and administration the College operates the Duplication Center under the supervision of the Director of Library Services. The Duplication Center is located in Meadows Library, room 110, on the George Wallace Drive Campus. The Duplication Center is organized and operated to provide quality service using the most efficient means at the least possible cost.

Hours

Monday through Thursday.....8:00 a.m. - 4:00 p.m.

Friday8:00 a.m. - 3:00 p.m.

User Guidelines and Procedures

In order for the Duplication Center to provide necessary service, the following guidelines or procedures must be followed:

1. Only materials which support instructional or administrative needs at Gadsden State community College will be duplicated or reproduced. Users must pay a nominal charge for personal copying.
2. When dropping off print jobs at the counter (Room 110) please put the department or staff name on the folder or envelope in which you send the work.
3. Print jobs must indicate a department and instructions (number of copies, stapled, color, back and front, etc.). Unless specifically requested in writing, copies will be printed front and back in order to save paper.
4. When sending work via e-mail, please send a detailed request along with attachment(s) to jkennedy@gadsdenstate.edu. You will receive a reply e-mail when your duplication is complete. Please call 549-8414 if you have questions or do not receive a reply e-mail.
5. Inform the staff when the print job involves exams or confidential information. These items should not be left on the counter.
6. The user must provide a clear, dark master copy.
7. To get materials duplicated on time, users must get materials into the Duplication Center in advance. The center will operate on a first come, first served basis. The following schedule is observed:
 1. "While you wait" service may be available on already prepared copy of short runs.
 2. Twenty-four hours or longer for long runs

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3. During examination periods (mid-terms, finals), the above schedule may be adjusted to a longer time period.
 8. The Duplication Center will collate, sort and staple duplication jobs of various quantities.
 9. Equipment will be operated by the Duplication Center staff only. No exceptions.
 10. Paper will be provided by the Duplication Center.
 11. A schedule of the hours of operation is posted in the Breezeway of Inzer Hall. In order to provide security for your test and other materials, no one will have access to the Duplication Center at times other than those posted. If you need to pick up your copies after 400 p.m., please write this on your duplication request. You may then pick up your copies at the Meadows Library Circulation Desk which is open until 8:30 p.m.
 12. Copyright regulations relative to the copying of materials must be followed. If copyrighted permission is required, the person requesting copying must obtain the necessary copyright permission and furnish proof of this permission to the Duplication Center in writing.
 13. Pick up print jobs at the counter (Room 110). Make sure the person picking up the work knows what identification system you are using, especially if you are sending student workers. To prevent possible loss of materials, do not pick up duplication jobs intended for other departments or look through other completed jobs or folders on the counter. Do not send students to pick up exams or confidential information.

To Save Money on Duplication Expenses

Use the Duplication Center for all copy runs of more than 20 pages. Be conservative, curtail extensive handouts. Consider other ways of distributing materials to students. Lengthy handouts can be duplicated and sold through the campus bookstore. Instructional material can be uploaded to departmental web pages or placed on Reserve in the library.

Departmental Copies

If your departmental copier requires service please call 1-800-239-3025. This contact information as well as the copier I.D. number is located on the front of the copier. If toner or staples are needed, please call (256) 549-8414 and have the copier I.D. number available.

If you have questions or concerns about the duplication center please call or e-mail Julie Kennedy at (256) 549-8414 or jkennedy@gadsdenstate.edu.

Emergency Class Dismissal

When, in the opinion of the President or the person designated as acting in the absence of the President, inclement weather or other emergency situations create a hazard for faculty and students, the President or his/her designee shall notify designated Administrators on the Ayers and Gadsden campuses and the McClellan and Cherokee Centers that the College will be closed.

Closing of the Ayers and Gadsden campuses during the day does not necessarily mean the Evening School of the Ayers and Gadsden campuses and the McClellan Center and Gadsden State Cherokee will be closed. Announcements of closing of each of these will be made through the procedures stated above.

Equipment

Equipment purchased by the College is owned by the State of Alabama and is subject to all State procedures. Equipment is to be used only for official College purposes. All College employees are under a duty to preserve and use wisely College equipment even though the equipment is under the supervision of a particular Budget Manager.

Equipment is defined as property which costs greater than \$5,000.00. It is the responsibility of the budget manager to whom equipment is assigned to:

1. Safeguard all equipment.
2. Track the location of equipment (including items with a value of less than \$5,000) with an Asset Sign-Out Form. (*See Appendix AA*)
3. Conduct a physical inventory annually of all equipment valued at \$5,000.00 or more, or as required by grant agencies. (SBE 324.01)
4. Return a signed, accurate inventory listing to be used during the annual audit.
5. Contact College Security to report lost or stolen equipment in a timely manner by completing a Report of Missing Equipment Form, available online under the links Faculty & Staff, Financial Services, and then Equipment. (*See Appendix BB*)
6. Prior to relocating inventoried equipment, complete an Equipment/Furniture Transfer Form and send to the Property Manager. (*See Appendix CC*)
7. Contact the Property Manager regarding any equipment to be scrapped or sold at public auction. Any item sold at auction must be reported on a Form DPE-22 completed by the Property Manager, signed by the President, and approved by the Chancellor. (*See Appendix DD*)
8. For donated equipment, complete the Donated Equipment Form and forward to the Property Manager.

State law provides for the transfer of surplus property of the two-year colleges to local public school boards of education for use by public high schools, public middle schools, and public elementary schools. Please contact the Property Manager for the required forms.

SECTION: General Information
SUBJECT: Facility Use
SOURCE REFERENCE:

NUMBER: M/1.4

When transferring equipment not listed on the inventory surplus, use a Non-Capitalized Equipment Transfer Form. No employee is to dispose of any College property by giving it away, regardless of value.

Facility Use

The following is a list of individuals responsible for the scheduling of activities in College facilities:

Wallace Drive Campus

Allen Hall

First Floor--Dr. Jim Prucnal

Financial Conference Room--Ms. Carol Wilcutt

Second Floor--

Business--Ms. Angie Waits

Computer--Ms. Sheila Lancaster

Beck Field House--Mr. Mike Cancilla

Bevill Hall--Ms. Brenda Lockridge

Rooms 105, 106--Sunita Graves, Clinical Lab Tech

Rooms 107, 207--Gay Utz, Radiology Tech

Browder Hall--Ms. Marilyn Collins

Fowler (Residence) Hall--Mr. Jack Page

Helderman Hall--Ms. Terri Rinehart

Inzer Hall

Cafeteria--Ms. Shandall Foster

Small Auditorium--Ms. Terri Riddle and Ms. June Bearden

Sound Equipment--Ms. Terri Riddle and Ms. June Bearden

Breezeway Classroom--Ms. Regina Evans

Library--Ms. Carolyn Jacobs

Naylor Hall

Basement & Room 9A--Dr. Paula Ross-Derrick

1st Floor--Regina Evans

2nd Floor--Dr. Susan Brown, Tammy Potter, and Janet Reynolds

Pool (currently closed)--Mr. Mike Cancilla

Softball Fields, Tennis Courts, Soccer Fields, & Community Park--Mr. Mike Cancilla

Wallace Hall--Dr. Charles Hill

(Bookings)--Ms. Ginger Weeks-Deru

Ayers Campus

Classrooms/Cafeteria--Ms. Cindy Haynes
LRC Auditorium/Computer Lab--Dr. Tom Humphrey
Student Center--Ms. Cindy Haynes
Computer Science Auditorium--Ms. Cindy Haynes
Learning Resource Center--Dr. Tom Humphrey
Cheaha Career Classroom--Ms. Cindy Haynes

East Broad Campus Auditorium--Ms. Angela Ross
Ford Center Board Room 1st Floor--Ms. Kathy Gillison-Parker
JSU 2nd Floor--Ms. Deb Hood
3rd Floor Conference Room--Ms. Nona Bridges

McClellan Center--Ms. K. Haynes
Auditorium--Dave Ziegler, JSU

Gadsden State Cherokee—Linda Abernathy

Valley Street Campus

Computer Lab, 2nd Floor Prater Hall--Ms. Dawn Bush
Conference Room, 2nd Floor Prater Hall--Mr. Carl Byers
Media Room, Learning Resource Center--Ms. Tarva Vaughn
Classroom, Learning Resource Center--Ms. Tarva Vaughn

It is the policy of Gadsden State Community College to treat all groups on an equal basis without regard to their affiliation and economic status. The use of facilities by groups may be restricted if it is determined by the responsible staff member that use by a particular group would cause damage to the facility or cause harm to students or staff members of the College. Staff members are encouraged to contact the Dean of Administrative and Financial Services when questions arise regarding use of facilities. Any time space is utilized, a charge is rendered to the group for normal housekeeping, heating and lighting, and other costs associated with facility use, as determined by the responsible staff member. The College switchboard/information desk should be notified regarding any meetings of groups which are not directly affiliated with the College so that the operator may be aware of time, place, audience, and contact person. The switchboard/information desk may also alert security to facility use or traffic/parking concerns. If classes are not in session and/or switchboard/information desk is not open, contact security at 549-8425.

Field Trip Policy

Faculty or staff planning a class or group field trip must request approval from his or her immediate supervisor. This request must be completed one week prior to the field trip and must be signed by the immediate supervisor. The faculty member or group sponsor employed by the College must attend with the students. Participating students 18 and over must sign the Participant Release of Liability. Students under 18 years of age must sign the Participant Release of Liability and their parents must sign the Addendum to the Release for parents, appropriate for this age group. (*See Appendix EE*)

Fundraising Activity

Gadsden State Community College requires that all fund-raising activities clearly relate to the overall mission of the College. Gadsden State Community College will comply with all pertinent State and Federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain appropriate legal and administrative practices, as well as accreditation criteria.

All requests to conduct fund-raising activities—whether by individuals, groups of students or employees, or the Foundation—must be submitted to the Vice President, 107 Allen Hall. This is also the office in which the *GADSDEN STATE COMMUNITY COLLEGE FUND-RAISING ACTIVITY REQUEST FORM* (*See Appendix FF*) may be obtained. The official form must be completed by the applicant and approved by the Dean of Financial and Administrative Services, the Vice President, and the President of the College. A copy of the approved request form will be given to the applicant (originator), and one copy will be sent to the Public Relations Director. The original form will be filed in the Office of the Vice President.

Library Services

Library services are available at the Wallace Drive Campus, Ayers Campus, McClellan Center, Gadsden State Cherokee and the Valley Street Campus. Services and collections support the programs and courses offered by the College, as well as the general education and information needs of faculty and students. Each campus library offers a collection of instructional materials, reference assistance, Internet computers, interlibrary loan, and photocopiers. To borrow books and multi-media items from campus libraries, one must have a valid library card or student identification card and be enrolled for College coursework. Faculty and students at all instructional sites have access to the Alabama Virtual Library (AVL). Funded by the state of Alabama to support the educational needs of its citizens, the AVL is available from any Internet connected computer. Additional online resources and databases are available to supplement the AVL.

The Meadows Library is located in the center of the Wallace Drive Campus in Gadsden. The Library collection consists of more than 110,000 books, periodicals, microforms, videotapes, films, and other educational materials. As a member of Library Management Network (LMN), a north Alabama consortium with combined holdings of over one million volumes, the Meadows Library, the Cain Library, and the McClellan Center library provide a wide range of services. LMN membership expands the number and variety of resources available to students, including the access to 30,000 electronic books (ebooks).

The Meadows Library is open while classes are in session on the following schedule: Monday through Thursday from 7:30 AM until 8:30 PM; Friday from 7:30 AM until 3:00 PM. Hours between semesters and around holidays may vary. Any changes in hours will be posted at the entrance to the library and on the library website.

The Cain Learning Resource Center, located at the Ayers Campus on Coleman Road in Anniston, has a collection of over 20,000 items in various formats. The Library provides media resources to the campus community. The LRC is open on the following schedule: Monday through Thursday 7:30 AM until 8:00 PM; Friday 7:30 AM until 3:00 PM; and Saturday hours as required by the academic schedule. Hours between semesters and around holidays may vary. Any changes in hours will be posted at the entrance to the library and on the library website.

The Library at the McClellan Center supports the needs of its faculty, staff, and students. The Library is open on the following schedule: Monday through Thursday 8:00 AM until 7:00 PM. Any changes are posted at the entrance to the library and on the library website.

The Library at Gadsden State Cherokee supports the needs of its faculty, staff and students. The Library is open 8:00 A.M. until 6:30 P.M. Monday through Thursday and 8:00 A.M. until 12:00 p.m. on Friday. Any changes are posted at the entrance to the library and on the library website.

The Library at the Valley Street Campus supports the needs of its faculty, staff and students. The Library is open 8:00 A.M. until 4:00 P.M. Monday through Friday. Any changes are posted at the entrance to the library and on the library website.

Purchasing Policies and Procedures

Purchase Requisition

The College is responsible for the payment of purchases made only through the approved purchase procedures. The following procedures are followed for the acquisition of all materials, supplies, equipment, repair, rent, services, and other obligations of the institution.

1. If the requesting department wishes to suggest a source of supply, the name, address, telephone number, fax number and EIN (Employer Identification Number) should be submitted by e-mail or in writing to the Purchasing Agent for a vendor number assignment. After a vendor has been assigned, the originator may key a requisition into the accounting system.
2. The department making the request is responsible for verifying that funds are available in the appropriate budget unit. If necessary, a completed copy of the Budget Revision Request Form (*See Appendix GG*) is forwarded to the Director of Financial Services for entry into the computerized budgeting system. Any expenditure greater than \$10,000 requires approval of the appropriate Dean and any expenditure greater than \$25,000 requires approval of the President. All purchases exceeding \$100,000 must be pre-approved by the State Board of Education before a purchase order will be released.
3. Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between the Purchasing Agent and the requesting department.
4. After the purchase requisition has been entered into the accounting system, the approved purchase order is faxed or mailed to the vendor and copies to the appropriate Budget Manager. (*See Appendix HH*)

Purchase Orders

1. A properly executed purchase shall constitute a contract which is binding upon both the institution and the vendor. All purchase orders, adjustments, cancellations, and/or revisions to purchase orders must be in writing from the Purchasing Agent. In some cases an additional contract is needed. This contract shall precede the purchase order and must be signed by the President or Dean of Financial and Administrative Services before the purchase order is approved.
2. All negotiations with a vendor pertaining to changes in prices, terms, conditions, substitutes, deliveries, etc., are to be handled through the Purchasing Agent in coordination with the budget manager.
3. The Purchasing Agent will provide for the consolidation of purchases whenever possible and thus obtain quantity discounts for volume purchases.
4. When a purchase order has been assigned by the Purchasing Agent, copies are distributed as follows: Original to vendor and Master returned to Budget Manager.
5. The master copy of the purchase order (approved by the budget manager) and original invoice should be forwarded to accounts payable for payment upon receipt of goods and/or services. Encumbrances will be liquidated when payment is made. Partial payments may be made if indicated on a copy of the master purchase order.

Bookstore Purchases

A purchase order is not necessary for items purchased from the Barnes & Noble Campus Bookstore. A completed and approved Interdepartmental Transfer Form (*See Appendix II*) should be presented to the bookstore cashier. The purchase will be charged to the departmental budget. All legal requirements, including bid procedures, apply to purchases made in the bookstore.

Competitive Bids

State-supported institutions are required to obtain sealed bids for like items which exceed \$15,000 institution-wide during a fiscal period (October 1 through September 30) in accordance with state law. It is imperative that all persons responsible for purchasing obtain and familiarize themselves with "The Alabama Competitive Bid Law." Purchases cannot be split to avoid the bid law.

Petty Cash

Budget managers may purchase "emergency and incidental" items \$50.00 and under and be reimbursed through petty cash. Purchases made in one day to a vendor should not exceed the \$50 limit. Reimbursement will not exceed \$50 in the event several petty cash forms are submitted for payment when purchases were made to the same vendor on the same day *or* for the same event. Purchases reimbursed through petty cash are subject to the same legal requirements as requisitioned purchases, including bid law, sales tax exemption, and documentation requirements.

Approved, completed Petty Cash Vouchers (*See Appendix JJ*), paid receipt or invoice marked "paid," and required documentation should be submitted to one of the following locations for reimbursement:

Wallace Drive Campus Business Office, Allen Hall
East Broad Campus Business Office, Administration Building
Ayers Campus Business Office, Administration Building

Suicide Prevention Policy

Introduction

Student suicide is a growing concern in the United States. The Americans with Disabilities Act (ADA), which provides that no qualified individual with a disability may be denied participation in College programs and activities, protects suicidal students.

Purpose

The purposes of the Gadsden State Suicide Policy are to prevent suicides, to assist suicidal individuals in finding professional help and to facilitate re-entry in the College environment. Gadsden State Community College does not provide campus healthcare facilities or healthcare providers. The faculty and staff cannot advise suicidal individuals, or make specific recommendations for treatment or treatment facilities. Gadsden State faculty, staff and students are not professionally qualified to offer advice of this nature.

Organization

The Counseling and Advising Office will administer the Suicide Prevention Policy. The ADA Compliance Officers for the various campuses will manage the program for their areas of responsibility and report directly to the supervisor of the Counseling and Advising Office:

- | | |
|-----------------------------|---------------------------------------|
| 1. Ayers | Campus Director |
| 2. Gadsden State Cherokee | Campus Coordinator |
| 3. East Broad/Wallace Drive | Director, Counseling Services |
| 4. McClellan | Counselor |
| 5. St. Clair | Division Chair Correctional Education |
| 6. Valley Street | Director of Job Corp Program |

Emergency response will be the responsibility of campus security under the command of the Director of Safety and Security.

Management

Detailed planning, organization, administration, training, records, follow-up, feed-back and control is the responsibility of the Counseling and Advising Office, the ADA Compliance Officers and the Director of Safety and Security.

Lethal Means

All departments and campus security will insure that access to lethal means is denied: such as cafeteria knives, laboratory chemicals, aquaculture ponds, rooftops, etc. Current rules regarding the presence of guns and knives on campus and in the dormitory will be reviewed, communicated to faculty, staff and students and vigorously enforced.

Crisis Intervention

In a suspect situation that poses no immediate danger, the director of the Counseling and Advising Office should be notified who will in turn notify Campus Security, the Vice President for Student Services and the appropriate ADA Compliance Officer. An investigation will be initiated to ascertain the seriousness of the situation and take appropriate action.

In an emergency that poses imminent danger, contact Campus Security and 911. Stay with the suicidal individual until help arrives. Record the event details in writing immediately after authorities arrive. It is important to maintain an accurate record. Campus Security will notify the director of Counseling and Advising and the ADA Compliance Officer for the campus involved.

The Counseling and Advising Office will refer the suicidal individual to the appropriate mental health providers in the area. If a student is involved in an incident, the students will be required to sign a document that gives, or denies, Gadsden State permission to notify parents, or other designated individuals, in the event of mental or other serious health problems or emergencies.

The suicidal individual's privacy must be protected. Do not discuss the event with anyone other than the responsible authorities who have a need to know.

These procedures apply to any suicidal individual on Gadsden State property: student, faculty, staff, visitor, etc.

Crisis Follow-Up

The director of Counseling and Advising or his/her designee will follow-up an incident in one day. If a student is involved, the student's emergency contact will be notified (with permission or without permission in case the student's life is at risk), medical leave provided and re-entry proceedings determined as appropriate. Involuntary withdrawal, with due process and legal advice, may be necessary when there is an established direct threat to self or others. Appropriate College staff will be notified on a "need-to-know" basis. The individual's privacy must be protected consistent with the student's safety and the safety of other students, faculty and staff.

Formal Review

A formal review will be scheduled one day following any suicide incident. The purpose will be to review and record the facts and to brainstorm program improvements. Review participants will include the director of Counseling and Advising, the ADA Compliance Officer, campus security and anyone with knowledge of the event.

Suicide Event

Campus Security, Gadsden City Police, the director of Counseling and Advising, the Vice President for Student Services and the President will be notified immediately should a suicide be committed on campus. A formal investigation will be launched. The President will make a public announcement when appropriate.

The director of Counseling and Advising will schedule a meeting for the student body, faculty and staff and arrange for counseling to those in need.

Awareness and Training

The Counseling and Advising Office will develop a suicide prevention-training program for the students, faculty and staff of Gadsden State. The training can be accomplished through annual publications, orientations, professional development workshops, etc. Topics may include suicidal warning signs, risk factors, risk groups, preventative measures, crisis management, local mental health resources and hot lines, privacy considerations, FERPA disclosure requirements, parental notification, follow-up and review procedures and student re-entry and tracking.

Suicide prevention procedures, hot lines and local mental health facilities are to be included in student orientations and in appropriate other College publications that are provided to current students

Mental Health Providers

The Counseling and Advising Office will develop a relationship with the local mental health providers, hospitals and emergency medical support groups. Some of these providers may be able to offer training support in the form of workshops, presentations, etc. Note that our focus will be on the identification of suicidal individuals, our response procedures and the professional help available in the community from which a suicidal individual can seek assistance. The faculty and staff at Gadsden State are not qualified to offer advice or treatment.

High Risk Groups

The following are considered to be high-risk groups:

1. Substance Abusers
2. Risk-Takers (including violent behavior)
3. Athletes
4. International Students
5. Late adolescence (15 to 25 years old)
6. Non-traditional groups
7. Resident hall occupants
8. Job Corp students
9. Armed Services Veterans

Risk Factors

The following are considered to be suicide risk factors

1. Mental illness
2. Depression
3. Anxiety
4. Loneliness
5. Loss of sweetheart
6. Traumatic events (death of parent or close friend, divorce, job loss, accidents, post military service)
7. Change in medications

Warning Signs

The following are suicide-warning signs:

1. Drug Use
2. Self-inflicted Injuries
3. Criminal Activities
4. Changes in appearance, personality, attitude, grades, social behavior, sensitivity and type of friends
5. Violence
6. Eating disorders
7. Cutting classes
8. Direct threats to self or others
9. Becoming withdrawn from society
10. Lack of sleep
11. Anger management problems

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