

Guidelines for Payroll Submissions

- The leave or time sheet must be checked for accuracy. Electronic timesheets are provided for employees and must be completed by computer (no handwritten sheets). The electronic timesheet calculates totals both horizontally and vertically to help with accuracy.
- Leave and Time sheets must be received in Payroll on or before the deadline. The due date will be located at the bottom of the timesheet. Late timesheets may not be accepted by the Payroll Department; therefore, the employee will be required to wait until the following pay period to receive pay for the previous month.
- Leave and Hours will be processed through Banner Self-Service when it becomes available. At that time, only Leave and Hours that did not meet the scheduled due dates in Banner would need to be sent to payroll to be processed manually.
- It is the responsibility of the supervisor to verify and certify the accuracy of leave and hours as well as reporting leave and hours to payroll in a timely manner.

Fair Labor Standards Act

Bevill State Community College has adopted ACCS Policy 614.01 as its institutional policy.

Students First Act of 2011

Bevill State Community College complies with the guidelines of Students First Act of 2011.

Employee Grievance Procedure

Bevill State Community College has adopted ACCS Policy 620.01 as its institutional policy.

Reorganizations

Bevill State Community College has adopted ACCS Policy 602.05 as its institutional policy.

Reduction in Force

Bevill State Community College has adopted ACCS Policy 624.01 as its institutional policy.

Academic Freedom

Bevill State Community College has adopted ACCS Policy 719.01 as its institutional policy.

Political Action Committees

Bevill State Community College has adopted ACCS Policy 216.01 as its institutional policy.

Intellectual Property Rights

Bevill State Community College has adopted ACCS Policy 321.01 and the associated procedures as its institutional policy.

Copyright Policy

(Reference ACCS Policy 321.01)

Employees are expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as adapted by the Technology, Education and Copyright Harmonization Act (TEACH). Copyright law must be followed when performances, displays, copies, or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material on Canvas or other online sites. Under the TEACH Act, it is permissible to make copyrighted materials available to students, provided that students are notified that the materials may be subject to copyright protection, and that materials: (1) do not exceed an amount or duration comparable to that typically displayed in a live classroom setting, (2) are directly related to the course content, (3) are an integral part of the teaching content, (4) are intended solely for and are available only to students enrolled in the course, (5) are retained only for the class session.

Copyright Act 1976 Fair Use Clause: The Fair Use clause of the 1976 Copyright Act applies to material used for nonprofit educational purposes, when only the amount of material necessary for instruction is used, and when no impact is made on the market.

General Guidelines: You are adhering to the copyright law if:

1. You are the copyright owner;
2. You have express written permission;
3. The material is in the public domain, or
4. The Fair Use clause applies to the material.

Examples for Employees and Students:

The following are intended to aid in implementing the Copyright Policy:

1. Journal articles may be scanned and placed on websites as long as course access is limited to the students currently enrolled in the class.
2. Presentations using copyrighted photographs and music may be used in an online presentation without permission as long as access is restricted to the students enrolled in the class.
3. A book chapter may be added to a library reserve or online course as long as access is limited to students enrolled. The chapter must be removed at the end of the semester
4. Books may not be copied for students. Only one library reserve copy of the textbook is allowed for students. More than one would be an infringement on the marketing ability of the copyright holder.

Rules of Thumb for Employees and Students:

1. Link to files, instead of downloading, whenever possible.
2. Assume that a work is copyrighted unless it states that it is not.
3. Read the terms of use for each file-sharing site.
4. Always provide attribution for all downloaded files.
5. Do not download files with private affirmation such as phone numbers and addresses.

Bevill State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tana Collins-Allred, Bevill State Community College, Director of Public Relations 1411 Indiana Avenue, Jasper, AL 35501; email: tana.collins@bscc.edu; telephone number: (205)-387- 0511, Extension 5742.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include 1) identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.); 2) identification and URL of the material that is claimed to be infringing; 3) information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and 4) other information relating to the claim. Any copyright concerns or questions about the Bevill State website should be directed to Tana Collins-Allred at: tana.collins@bscc.edu