

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 ACCS Policies 615.01, 205.03, and 205.04.

Employment of Relatives

Bevill State Community College has adopted ACCS Policies 205.03, 205.04, 205.05 as its institutional policy.

Criminal Background Checks

Bevill State Community College has adopted ACCS Policy 623.01 and the associated procedures as its institutional policy.

Letters of Appointment

Faculty letters of appointment are for nine months and can be for any campus assigned. Summer employment for faculty is determined by student need. Letters of appointment for administrative and support personnel begin September 1, unless otherwise specified. Written letters of appointment are issued at the beginning of the employment periods covered by the letters of appointment.

Duty Calendar

Bevill State Community College has adopted ACCS Policy 608.02 and the associated procedures as its institutional policy.

Flexible Work Schedule

Each full-time support or administrative person is expected to maintain a weekly schedule that includes 40 hours on campus, excluding the lunch period.

In the interest of allowing college employees the opportunity to serve in various public service roles, all Alabama Community College System institutions have been asked to adopt a uniform policy regarding flexible work schedules. Employees who hold an elected or appointed public office or who serve on other boards, commissions, consortia, or in other public service roles such as civic organizations, United Way volunteers, etc., and whose public service takes them away from their work at the College, may submit a request for a flexible work schedule. The request should be submitted to the appropriate supervisor, who will forward such requests, along with their recommendation, to the appropriate College-wide administrator. The College-wide administrator will forward the request to appropriate Cabinet member who will forward the request to the President. Upon approval of the President, the employee and appropriate supervisor will construct an approved flexible schedule.

Salary Schedule E, H, hourly and Federal Program employees are required to fill out Leave or Time sheets. Sheets will be emailed to all employees each month. Employees on E and H salary schedule may work occasional overtime. Any overtime MUST be approved by the supervisor before the work is done and documented on Overtime Work Report (Appendix G).

The normal work week for full-time, non-instructional personnel employed by System institutions is at least forty (40) hours, exclusive of lunch. Days that the institution is officially open are duty days for full time, non-instructional employees of each institution. The normal work week of a full-time instructor, librarian, or counselor shall be a minimum of 35 clock hours, exclusive of lunch and other regularly scheduled breaks. This does not mean that each instructor is to be on duty seven hours per day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, advising, planning, and institutional duties.

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