



Bevill State  
Community College

EMPLOYEE  
HANDBOOK

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# General Information

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## History and Service Areas

Bevill State Community College is a part of the State system of community, junior, and technical colleges authorized by the Alabama Legislature under Act. No. 93, approved May 3, 1963, Act No. 94, approved May 3, 1963. At the same time, Act No. 94 vested the authority and responsibility for the operation and maintenance of Alabama's two-year colleges with the Alabama Community College System Board of Trustees.

Bevill State Community College was created in 1992, by the consolidation of two premier two-year colleges which were a part of the original two-year college legislation: Walker State Technical College (Sumiton) formerly a vocational/technical institution, which opened in 1966, and Brewer State Junior College (Fayette), a two-year academic transfer institution created in 1969. The Hamilton Campus of Northwest Alabama Community College, primarily a vocational/technical campus which was created in 1966, merged with Bevill State in 1993 as one of its main campuses. Walker College (Jasper), established in 1938 as a two-year academic transfer college, completed the Bevill State four-campus college in 1998. In 2007, the College built the Pickens County Educational Center in Carrollton.

Bevill State offers academic transfer courses, career technical education, health sciences programs, adult education classes, workforce solutions, and community education at its four main campuses and one instructional site. Bevill State's service area spans over 4600 square miles in a seven county area, reaching more than 200,000 people from the Birmingham city limits to the Mississippi state line.

## Vision Statement

Bevill State Community College will set the standard of excellence for education, workforce training, partnerships, and economic development.

### Values:

- Acknowledging the dignity, self-worth, and uniqueness of each individual.
- Providing service for our students and the community. Fostering a culture of integrity.
- Demonstrating accountability in all actions, obligations, and duties.
- Developing leadership by example.
- Facilitating collaboration among all stakeholders.
- Promoting diversity

- Instilling an ethic of professionalism.
- Striving for excellence in all endeavors

## Goals

- Connect
- Complete
- Contribute

## Copyright Infringement

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 web site, he or she should notify Tana Collins-Allred, Director of Enrollment Management, Public Relations, and Recruiting, Bevill State Community College, 1411 Indiana Ave, Jasper, AL 35501; email: [tanacollins@bscc.edu](mailto:tanacollins@bscc.edu); telephone number: (205) 387-0511.

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
4. Other information relating to the claim.

Any copyright concerns or questions about the Bevill State web site should be directed to Tana Collins-Allred at [tana.collins@bscc.edu](mailto:tana.collins@bscc.edu)

## Disclaimer Statement

Any policy in this handbook that is contrary to the language or intent of applicable State statutes or of policies found in the current Alabama Community College System Board of Trustees found at [www.accs.edu](http://www.accs.edu) is null and void.

Copies of the Alabama Community College System Board of Trustees Policies and Procedures referred to in this handbook may be found online at [www.accs.edu](http://www.accs.edu).

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

Institutional policies and procedures not included or inadvertently omitted from this handbook are considered to be binding. Policies are subject to change without advance notice. Employees are expected to comply with College approved handbooks, manuals, and the College Catalog.

## Alabama Community College System Board of Trustees

The Honorable Kay Ivey, Governor of Alabama President

334-242-7100

District	Name	Address	Contact
First	J.E.B. Shell	20 South Royal Street Mobile, AL 36602	251-476-0605 <a href="mailto:jeb.shell@accs.edu">jeb.shell@accs.edu</a>
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Ex-Officio Member	Dr. Yvette Richardson	P.O. Box 302101 Montgomery, AL 36104	205-527-7186 <a href="mailto:Yvette.Richardson@accs.edu">Yvette.Richardson@accs.edu</a>

## Administrative Position Descriptions

### Board of Trustees

The Alabama Community College System Board of Trustees (the "Board") is the governing board for the Alabama Community College System. The Board shall be authorized to:

1. Make policies, rules and regulations for governance of community and technical colleges; the Chancellor shall assist the Board in its policymaking function by presenting to the Board for consideration new or revised policies for the governance of the System. The adoption of policy is the responsibility of the Board.
2. Subject to regulatory and accreditation authorities, prescribe for community and technical colleges the courses of study to be offered and the conditions for granting certificates, diplomas, and/or degrees;
3. Appoint or terminate the employment of the Presidents of the community and technical colleges, upon recommendation of the Chancellor.
4. Direct the expenditure of legislative appropriations of community and technical colleges including, but not limited to, the allocation of the annual legislative appropriation as the board determines is in the best interests of the Alabama Community College System.
5. Prescribe qualifications for faculty and establish an annual salary schedule and tenure requirements for faculty of community and technical colleges;
6. Accept gifts, donations, and devises and bequests of money and real and personal property for the benefit of community and technical colleges;
7. Establish a performance-based allocation process that is equitable and compatible with the services and programs offered by each individual community and technical college campus; and,
8. Promote interest in the Alabama Community College System among the citizens of Alabama.
9. The Board may acquire and hold real and personal property and may lease, rent, convey and dispose of real and personal property under its control as may be for the best interest of the community and technical colleges.

### Chancellor

For the purpose of assisting the Board in carrying out its authority and responsibility for the community and technical colleges, the Board shall appoint a Chancellor who will also be Chief Executive Officer of the Alabama Community College System. The Chancellor shall serve at

the pleasure of the Board and perform such duties as are provided in Alabama law or otherwise as are assigned by the Board. The Board may enter into a contract with the Chancellor for his or her services for a period not to exceed four years. The Chancellor shall be a person of good moral character with academic and professional education equivalent to graduation from a regionally accredited university or college, who is knowledgeable in postsecondary institution administration, and has training and experience sufficient to qualify him or her to perform the duties of the office.

## President

Each President of a community or technical college, shall be appointed by the Board of Trustees upon the recommendation of the Chancellor. Each President of a community or technical college shall serve at the pleasure of the Board of Trustees. The President of an Alabama Community College System institution is responsible to the Chancellor for the day-to-day operation of the institution. The President is responsible for operating the institution within Board of Trustees policy and all applicable state and federal laws.

## President's Cabinet

The President's Cabinet is a policy-making body and shall meet on a regular basis to plan and evaluate operations of the College. The Cabinet functions to initiate long-range planning, budgeting, and evaluation. The Cabinet includes senior-level administration. The membership may change as directed by the President.

## College 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.

## Standing Committees

Purpose Statements & Structure

### Curriculum Committee

The purpose of the Curriculum Committee is to review recommendations from discipline specific committees which relate to curriculum, course and program development and/or changes in current offerings. The committee will ensure the curriculum is comprehensive

and responsive to needs of students and the college communities while adhering to the policies and guidelines of SACSCOC, ACCS, and BSCC.

### Curriculum Chairperson

Elected according to committee's By-Laws.

### Curriculum Membership Structure

- Instructional Discipline Chairpersons
- College-wide Instructional Deans
- Distance Ed Division Chair
- Dean of Students
- Director of IE & Research
- Director of Financial Aid
- Dean of Instruction (Ex-Officio)

## Diversity Committee

The Diversity Committee is committed to valuing diversity and recognizes the critical role of an educational institution in preparing its students, faculty, and staff to become contributing members of the global community. The committee promotes conversation, exchange, and an increased awareness of diversity issues affecting the college community.

### Diversity Chairperson

Appointed by President's Cabinet with two-year term limit.

### Diversity Membership Structure

- 4 Faculty
- 4 Staff
- Dean of Students (Ex-Officio)

## Finance Committee

The purpose of the Finance Committee is to ensure the long-term viability of the College. In that process, the committee will recommend policies and procedures that work toward maximizing efficiency of the limited resources of the College.

### Finance Chairperson

Determined by relevant College position.

### Finance Membership Structure

- 2 Central Business Office Personnel
- Director of Safety & Security
- 1 Instructional Dean
- IT Representative
- 2 Faculty
- 1 SS Representative
- 1 Campus Maintenance Supervisor
- Dean of Finance (Ex-Officio)

## Financial Aid & Scholarship Committee

The purpose of the Financial Aid / Scholarship Committee is to review and recommend financial aid and scholarship policies and procedures. This committee ensures that the delivery of student financial aid equitably supports the mission and goals of the college.

### Financial Aid & Scholarship Chairperson

Determined by relevant College position.

### Financial Aid & Scholarship Membership Structure

- Director of Financial Aid
- 1 Instructional Administrator
- Directors of SS (4)
- 1 Faculty Member or Campus Chair from each campus
- Dean of Students (Ex-Officio)

## Institutional Effectiveness

The Institutional Effectiveness Committee provides broad representation from the College community and is responsible for reviewing the assessment processes and instruments at BSCC. The committee members serve as advocates and mentors for institutional effectiveness within their functional units. They ensure that all institutional effectiveness processes are beneficial to the College stakeholders while also meeting the federal, state, and regional accrediting requirements.

### Institutional Effectiveness Chairperson

Determined by relevant College position.

### Institutional Effectiveness Membership Structure

- Director of Institutional Effectiveness & Research
- 3 Faculty
- 1 Staff
- Business Office Representative
- IT Representative
- 1 Director of Student Services
- Dean of Instruction (Ex-Officio)

## Professional Development

The Professional Development committee will be responsible for developing and recommending professional development opportunities for all employees of the College. This will include responsibility for recommending the program for the Annual Professional Development Day at the beginning of each academic year as well as programs offered on each campus throughout the year.

### Professional Development Chairperson

Appointed by President's Cabinet – host campus personnel.

## Professional Development Membership Structure

- 2 Students Services Directors
  - Current Host SS Dir./Chair
  - Recent Host SS Director
- HR Director
- Director of Facilities & Security
- HR Representative
- 3 Division Chairpersons
- 3 Staff
- PR Director
- Site Maintenance Supervisor
- DE Chair
- Dean of Instruction (Ex-Officio)

## Safety & Security

The purpose of the Safety and Security Committee is to provide guidance, planning, and promotion of safety and security, to the extent possible, for all campus communities to ensure that procedures are in place for employees to report safety and security infractions; to monitor and update plans for emergency procedures; and to serve as an advisory committee to the President concerning campus safety and security.

### Safety & Security Chairperson

Determined by relevant College position.

### Safety & Security Membership Structure

- Director of Facilities & Security
- 2 Directors of Student Services
- PR Director
- 2 Maintenance Supervisors
- IT Representative
- Chief of Police
- Dean of Students (Ex-Officio)
- Dean of Instruction (Ex-Officio)

## Strategic Enrollment Management

The Strategic Enrollment Management Committee will continuously improve and help lead the College's comprehensive enrollment management process, to include instruction, marketing, recruitment, enrollment, and services to students. The committee will meet at least once in the fall and spring semesters to gauge ongoing performance outcomes as they relate to enrollment management.

### Strategic Enrollment Management Chairperson

Determined by relevant College position.

### Strategic Enrollment Management Membership Structure

- Director of Enrollment Management & Athletics
- Director of Institutional Effectiveness & Research
- PR Director
- 2 Directors of Student Services
- 4 SSI
- 4 Faculty
- 1 Staff
- 1 IT Representative
- 1 SSS
- Dean of Student Success (Ex-Officio)
- Dean of Students (Ex-Officio)
- Dean of Instruction (Ex-Officio)

## Technology

The Technology Committee will periodically review Technology policies, use of information technology within the institution and exploration of innovative applications to enhance data driven decisions. The Committee will meet periodically and ensure that the Technology Plan is current and relevant.

### Technology Chairperson

Determined by relevant College position.

### Technology Membership Structure

- IT Director
- Administrative Systems Manager
- eLearner/Instructional Designer
- Distance Ed Chair
- 1 Faculty per Division
- 4 Staff
- Dean of Instruction (Ex-Officio)

## Dean of Students

The Dean of Students has the overall responsibility of providing an adequate student record system. This activity includes the maintenance and continuous updating of student records as controlled by provisions in this policy and governed by Public Law 93-380. The Dean of Students will be assisted in this responsibility by:

- Director of Student Services
- Director of Financial Aid
- Dean of Finance

## Directors of Student Services

The Directors of Student Services are charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Directors of Student Services are responsible for

continuously maintaining all students' files on campus in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

## Director of Financial Aid

The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of the individual student records policy are properly carried out.

## Dean of Finance

The Dean of Finance will have the responsibility of compliance with all provisions as set forth in this policy as they apply to the release of financial information concerning individual students.

# Compliance with Federal Law

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## General Policy

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, the reasons for such release, and to whom records are to be released.

Exceptions to this policy apply when satisfying compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders or subpoenas. The student will have ten days to respond to the College concerning the notification of subpoena in advance of the compliance by Beville State Community College. Additionally, records may not be withheld from appropriately authorized representatives, including educational and governmental officials, as provided by law. Students shall have access to all such information, with the exceptions as noted below, in accordance with the procedure outlined within this policy.

## Americans with Disabilities Act (ADA)

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The employee and the Disability Services coordinator work together to determine the employee accommodation needs. A good faith effort is made to provide appropriate accommodations and to fully comply with both the letter and the spirit of Section 504 and ADA guidelines.

An Accommodations Request Form (Appendix A) must be completed, identifying accommodations requested and other pertinent information. Accommodations will not be considered until the employee has submitted the ADA Accommodations Request Form and any required documentation to the Disability Services Coordinator. If accommodations are granted, they begin on or after the date of approval. Under no circumstances will accommodations be granted retroactively.

## Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, and in compliance with Board Policy 613.01 Drug-Free Workplace, the following policy is in effect for Beville 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. Beville State Community College has and shall maintain a drug-free awareness program to inform employees about:
  1. The danger of drug abuse in the workplace;
  2. Beville State Community College's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance program; and
  4. The penalties that may be imposed upon employees for drug abuse violations.
3. All employees of Beville 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, Beville State Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Beville 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. Beville 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. Beville State Community College shall make a good faith effort to ensure that paragraphs 6 above are followed.

## Equal Opportunity in Education and Employment

The Board of Trustees and the entities under its direction and control are equal opportunity employers. It is their policy to provide equal opportunity for employment and advancement to all applicants and employees as required by appropriate federal and state law. This policy is enforced by Federal law under Civil Rights Act of 1964, as amended in 1972 and 1991; Title VI; Title VII; Executive Order 11246, 1965, amended by Executive Order 11375; Equal Opportunity Act of 1972; Title VII Education Amendments of 1972; Title IX (P.L. 92-318) 45 CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 11, 1975); Section 504 of the Rehabilitation Act of 1973 (Federal Register, May 4, 1977); Pregnancy Discrimination Act of 1978; Americans With Disabilities Act of 1990. (GAAA). Inquiries regarding compliance with these statutes may be directed to the Title IX Senior Coordinator or the Title IX Coordinator, at 1411 Indiana Avenue, Jasper, Alabama, 35501, or to OCR.

Conscious effort is made to assure that all College regulations are within the scope of the lawful mission of public higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United

States. However, the Administration will take direct and appropriate action in any case involving the integrity of the College and well-being of the employee.

## Family Education Rights and Privacy Act (FERPA)

To comply with the Family Education Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. This policy also serves as the annual notification of students rights under FERPA, which is published annually in the College Catalog. It is the responsibility of the Office of Student Services to protect the privacy of student educational records. FERPA affords students the right to file a written complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Written complaints should be sent to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

## Harassment/Sexual Harassment (ACCS Policy 601.04 Harassment)

### Introduction

The Alabama Community College System Board of Trustees 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, disability, or any other protected class. Such harassment is a violation of ACCS policy. 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 any institution's property and while engaged in any institutionally 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 community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at Bevill State Community College.

A nondiscriminatory environment is essential to the mission of Bevill State. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student and employee and creates a hostile work environment. It is essential that institutions

maintain an environment that affords equal protection against discrimination, including sexual harassment. Bevill State Community College shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President.

Employees and students of Bevill State shall strive to promote an 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 professionally functioning institutions and to guarantee equal educational opportunities for all students.

Grievances against students will be handled according to usual and customary student discipline procedures as outlined in the Student Handbook's Grievance Policy/ Procedure.

### Definitions of Harassment

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, disability, or any other protected class.

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

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical

conduct of a sexual nature, when perceived by the recipient that: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities; or submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault;
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 nature;
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 that includes one or more of the following:
  1. Touching, patting, pinching, hugging, or brushing against another's body;
  2. Commentary of a sexual nature about an individual's body or clothing; or

3. 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 that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed.

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

## Location of and Individuals Responsible for Student Records

Student records are maintained in the Office of Student Services on each campus. The College has designated the following officials as responsible for student records.

## Open Records Policy

Bevill State Community College adheres to the ACCS Board of Trustees Policy and Chancellor's Procedures for Policy 222:01: Open Records Requests. The Open Records/Data Request Form is Appendix UU.

## Disclosure of Student Records to the Student

The student is accorded the right to inspect, in the presence of a Bevill State Community College staff member, records, files, and data primarily or directly related to his/her file. To inspect a file, a student must make a written request to the Dean of Students or designee. If a student desires to obtain copies of items in the educational record rather than personally reviewing the record, the written request to the Dean of Students must be signed and notarized to prevent disclosure to persons other than the student.

A time for inspection shall be granted within 45 days of the date of request, and copies will be mailed within the same time period. Copies shall be made and provided to the student at a cost equal to the actual cost of reproduction,

payable in advance. The right of inspection does not include financial statements of parents nor confidential recommendations placed in the file prior to January 1, 1975, (provided that such recommendations were solicited) with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited and other confidential recommendations, access to which has been waived by the student in accordance with the "Waiver of Access" provision of this policy.

## Providing Records to Third Parties

The general policy of Bevill State Community College is to refuse access to or disclosure of information from student records to third parties without the written consent of the student. Should a student wish to have such records released, a signed and dated written request must be directed to the Dean of Students or designee, specifying the records to be released, the reason for release, the party or class of parties to whom records are to be released, and a request for copies to the student, if desired. Bevill State may then transfer or grant access to the information. The transferred information shall contain a statement that the information may be used by the receiving party or, if an organization, by its officers, agents, and employees for the purpose requested, but that the party shall not transfer the information to any other party except with the written consent of the student. A charge not to exceed the actual cost of reproduction will be assessed against the student when copies are made. Student records will be made available to the following under the conditions noted, without the written consent of the student:

- College officials, including administrators, division chairpersons, instructional staff, counselors, staff, and other members serving on various committees who have legitimate educational interests. Legitimate educational interest exists if the information requested is necessary to (a) perform appropriate tasks that are specified in job description or contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student's family.
- Officials of other schools, colleges, or school systems in which the student seeks enrollment.
- To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152

of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody when only one parent declares the student as dependent, the College will grant equal access to the student's educational records upon demonstration of dependency as described above.

- Certain representatives of federal departments or agencies or state educational authorities, as provided by law, for the purpose of compliance with audit evaluation requirements of federally supported educational programs or enforcement of Federal legal requirements of such programs.
- Persons or organizations providing financial assistance to students or to determine eligibility for financial assistance. ("financial assistance" does not include payments made by parents).
- Recognized educational accrediting organizations.
- Organizations conducting studies for administrative evaluation tests, etc., provided that studies are not conducted in a manner which will permit personal identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.
- In response to judicial order, or pursuant to any lawfully issued subpoena.
- An institution is not required to obtain a subpoena to produce educational records of a student if the records produced are needed by the institution to proceed with legal action as plaintiff or to defend itself.
- Other appropriate persons, in an emergency to protect the health or safety of the student or other individuals attending the institution.
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State authorities) may allow access to your records and PII without your consent to any third party designated by a Federal or State authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State authorities may allow access to your education records and PII

without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Bevill State will maintain a record indicating the name and legitimate interest of all disclosures except those made at the student's request, those made pursuant to written consent, those designated as directory/public information, and those made pursuant to the exceptions noted above. This record of disclosure will become a part of the educational record, subject to inspection and review. As a multi-campus institution there are situations which warrant a transfer of a student's permanent record to another campus. When deemed necessary the courier service personnel are requested by the transferring campus to hand deliver the records to the receiving campus Office of Student Services. The receiving campus then acknowledges the receipt by contacting the transferring campus Office of Student Services. The College ensures the security, confidentiality, and integrity of our student records.

## Challenging the Contents of the Record

Bevill State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed by presenting a written request to the Dean of Students. If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his/her privacy, the student may present a written request that the record be amended to the Dean of Students. A request for record amendment shall be answered by the Dean of Students within fifteen days of its receipt with information that the record has been amended as requested, or that the record has not been amended, and that the student has the right to a hearing on the matter. A written request for a hearing should be addressed

to the Dean of Students, who will set the date and time for the hearing with reasonable notice of same to the student within 45 days of receiving the request. The request for a hearing should identify the item or items in the file to be challenged and state the grounds for the challenge; e.g., inaccuracy, misleading nature, or inappropriateness. The Dean of Students shall examine the contested item with the Director of Student Services, hear the person responsible for placing the item in the file, if appropriate, and examine any documents or hear any testimony the student wishes to present.

The Dean of Students may decide that the item should be retained or that it should be deleted/changed. There may be a decision that the material is accurate and appropriate but that the student should be allowed to place a written explanation in the file. If the decision is adverse to the student, the notice of decision shall include a statement that he/she has the right to place a statement in the record, commenting on the information and/or setting forth reasons for disagreeing with the decision. The Dean of Students shall issue a final written decision within ten working days of the conclusion of the hearing.

## Waiver of Access

Bevill State Community College may request that a student waive his/her right to inspect confidential recommendations regarding that student's Application for Admission, application for employment, or the receipt of an honor or other recognition. If a student receives a request for waiver, the student has three options:

1. He or she may sign and return the waiver.
2. He or she may request a list of the names of persons who will be asked for recommendations before signing.
3. He or she may refuse to waive the right of access. Such a waiver shall not be a condition for admission to the institution, financial assistance or any other benefits or services received by Bevill State Community College students.

## Agents, Vendors, and Solicitors Policy

See Appendix XX for policy and form to be distributed to any agents, vendors, and solicitors.

## Changes in the Policy

This policy statement is subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of the regulations of Public Law 93-380.

## Definition of Student

For the purposes of this policy, a “student” is defined as “any individual currently or previously enrolled in any course offered by Bevill State Community College.” This definition does not include prospective students.

## Definition of Educational Records

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Bevill State Community College or a party acting for Bevill State. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by institutional counselors or other professionals or paraprofessionals and which are maintained in connection with personal counseling or treatment and are not available to anyone who could not be involved within the College are also excluded from a student’s educational record. Such records are, however, available to a physician or appropriate professional of the student’s choice, if requested. Records created and maintained by the college law enforcement unit (Director of Student Services and/or Campus Police) solely for the purpose of law enforcement are also excluded from a student’s educational record and are therefore exempt from the privacy restrictions of FERPA.

## Release of Directory/Public Information

The College will disclose the following “Directory Information” without prior consent of the student. It is considered part of the student’s public record.

1. Name, address (local and permanent), and telephone number;
2. Place and date of birth;
3. Major field of study/program;
4. Participation in officially recognized activities;
5. Enrollment status (full time or part time);
6. Dates of enrollment;
7. Certificates and degrees received;
8. The most recent, previous educational agency or institution attended by the student;
9. Awards and/or scholarships;
10. Student photograph;
11. E-mail address.

Students must submit a written objection to the release of any specific item or category of directory/public information to the Dean of Students or designee. This information will generally be released only to employers, prospective employers, representatives of the news media, and State or Federal education officials; however, Bevill State Community College reserves the right to disclose the information to other parties when its officials determine such disclosure is in order. Necessary information “in connection with a student’s application for, or receipt of, financial aid” may be legally released without obtaining prior permission from the student.

## Faculty Policies and Procedures

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### Adjunct Instructors

Applications for adjunct instructors are accepted at any time. Credentials are evaluated by the appropriate college-wide administrator to determine qualifications. Adjunct instructors must meet the minimum qualifications set forth by the College, Alabama Community College System, Southern Association of Colleges and Schools Commission on Colleges. In the event of unusual circumstances concerning qualifications, the determination will be made by the Dean of Instruction. Personnel requests are channeled from the Campus Division Chair, to the appropriate College-Wide Dean, to the Dean of Instruction, who then makes a recommendation to the President. Neither tenure nor seniority is attained through adjunct employment.

Division Chairs are responsible for the orientation of Adjunct Faculty relating to course syllabi and objectives, grading standards, and other instructional policies and procedures. Orientation relating to general institutional policies and regulations is also the responsibility of the Division Chair. Supervision of instruction is the responsibility of the College-Wide Deans working closely with the appropriate campus Division Chair.

Adjunct instructors are evaluated at least once a term through the use of the Student Evaluation of Instruction survey. Adjuncts will be evaluated with classroom observation at least once a year by the appropriate Division Chair. Original forms are reviewed and signed by all appropriate personnel, then filed in Human Resources.

## Fall and Spring Faculty Classes

If classes do not meet minimum qualifications for a full class in the Fall and/or Spring the College could prorate the class. In a case that the class could be coupled with a lab or extra duties for the Instructor they could take the place of the prorated amount and give the Instructor the full load for the semester. The classes would be evaluated by the Dean of Student Success and Dean of Instruction to determine if the classes would be prorated.

## Summer Employment-Instructional Division

Since employment in the summer term is a separate entity, distinct from the Fall and Spring semesters and not guaranteed to any faculty member, certain guidelines are necessary to support equitable procedures for selecting instructional personnel. Summer employment teaching appointments will be offered for up to 100% of a full summer appointment as specified by the current faculty salary table of the Alabama Community College System and can be prorated downward according to teaching credit hours assigned and credit hour production generated by the course enrollment. The number of classes offered will be based on institutional needs.

## Definition of Employment Status

Full employment: General Studies/Career Technical = 12 credit hours with a minimum of 8 students in each class.

Prorated employment: Instructors' salaries will be prorated if they have less than 12 credit hours with 8 students in each class. There will be no averaging of classes. Instructors will never be paid a percent of their salary less than the percent of time required on campus to meet the classes. Special consideration by the Deans may be used to extend full pay to an instructor who teaches 13 credit hours with 1 class of less than 8 students.

## Establishment of Classes Being Offered

A purge will be conducted at 7:30 AM on the day after the last day of regular registration. On this day the Deans will meet and decide before noon which classes will run. Instructors must select their classes by 2:00 PM. After the add/drop period, an FTL will be printed for each instructor to determine actual salaries.

## Explanation of Employment Opportunities

Since employment in the summer is a separate entity, distinct from the Fall and Spring semester and not guaranteed to any faculty member, certain guidelines are necessary to support equitable procedures for selecting instructional personnel. Summer employment teaching appointments will be offered for up to 100% of a full summer appointment as specified by the current faculty salary table of the Alabama Community College System and can be prorated downward according to teaching credit hours assigned and class size. The number of classes offered will be based on institutional needs. Overloads will be offered after all full-time employment requests are satisfied. Instructors should be paid an overload for a course if the instructors can have 12 credit hours without that course. Instructors must be paid an overload for all hours over 13 credit hours.

Examples:

- The instructor who teaches four 3-credit hour classes and one 1-credit hour class will be paid 1 hour overload.
- The instructor who teaches three 3-credit hour classes and one 4-credit hour class will not be paid an overload.
- The instructor who teaches five 3-credit hour classes will be paid 3-credit hours overload.

## Explanation of Seniority Rotation

Courses that are not Web-based will be assigned to full-time faculty members on a campus-based seniority rotation. After full-time faculty have met their requested teaching loads, not to exceed 13 hours, on their assigned/base campus(es), remaining unassigned courses are available to full-time instructors on a college-wide seniority rotation.

Seniority is defined as the faculty member with the longest employment at the college within that faculty member's assigned teaching field(s).

A faculty member may not claim seniority in a field in which the faculty member is not normally assigned regular duties. Instructors that teach online classes will count the online classes with at least 8 students as their first picks if the instructor is involved in a campus-based or college-wide seniority rotation.

Web-based and IITS courses will be assigned on an as-needed basis determined by the Chair for Distance Education in conjunction with the Dean of Instruction. Instructors who have recently taught the course online will have first consideration.

## Calculations of Prorated Salaries

Option One: If the instructor has less than 12 credit hours, and all of the classes have at least 8 students or if it includes a high/low enrolled class (See page 30 for list of approved high/low classes), calculate the salary in the following manner.

$$\frac{\text{\# of credit hours}}{12} \times \text{full salary} = \text{prorated salary}$$

Option Two: If the instructor has 12 credit hours or less and chooses to teach one or more classes with less than 8 students, those classes will be prorated in the following manner. This equation is for an instructor teaching 12 hours or less with at least 1 prorated class.  $n$  = the number of prorated classes.

To include high/low enrolled classes (See page 4 for list of approved high/low classes), you must count the total number of students as 5; therefore, 5 replaces 8 in the denominator. There can be no fractions greater than one. See Example 4.

$$\left[ \frac{\text{total number of credit hours of classes not being prorated}}{12} + \sum_{i=1}^n \left( \frac{\text{number of students in the } i\text{th prorated class}}{8} \cdot \frac{\text{number of credit hours for the } i\text{th prorated class}}{12} \right) \right] \times \text{full salary}$$

Examples:

1. The instructor with a full salary of \$10,000 teaches one 3-credit hour class with 17 students and three 3-credit hour classes with 5, 6 and 7 students.

$$\left[ \frac{3}{12} + \left( \frac{5}{8} \cdot \frac{3}{12} \right) + \left( \frac{6}{8} \cdot \frac{3}{12} \right) + \left( \frac{7}{8} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$8125$$

2. The instructor with a full salary of \$10,000 teaches two 3-credit hour classes with 8 students and two 3-credit hour classes, one with 5 students and one with 6 students.

$$\left[ \frac{6}{12} + \left( \frac{5}{8} \cdot \frac{3}{12} \right) + \left( \frac{6}{8} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$8437.50$$

3. The instructor with a full salary of \$10,000 teaches one 3-credit hour class with 25 students, one 3-credit hour class with 15 students, one 3-credit hour class with 6 students and one 3-credit hour class with 6 students requiring a minimum of 5 students for full pay.

$$\left[ \frac{9}{12} + \left( \frac{6}{8} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$9,375$$

4. The instructor with a full salary of \$10,000 teaches one 3-credit hour class with 25 students, one 3-credit hour class with 30 students, one 3-credit hour class with 6 students and one 3-credit hour class with 4 students requiring a minimum of 5 students for full pay.

$$\left[ \frac{6}{12} + \left( \frac{6}{8} \cdot \frac{3}{12} \right) + \left( \frac{4}{8} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$8875$$

## Summer Enrollment Guidelines

Low-end, High-end classes to run with a minimum of 5 students for full pay

RDG 114

ENR 098

ENR 099

HED 231

MTH 099

MTH 098

MTH 110

MTH109

MTH111

MTH 113

MTH 115

MTH116

MTH 120

MTH 125

MTH126

MTH 227

MTH 238

MTH 265

CHM 111

CHM 112

PHS 111

PHS 112

PHY 201

PHY 202

PHY 213

If class does not have 5 students, the following may be used as justification to offer the class:

1. Career Technical offerings with the need to build program or to provide program continuity, with the recommendation of the Division Chair and the Division Dean along with the instructor agreement to prorated pay.
2. New offerings with need to build program.
3. Finishing a sequence.

## Work Schedule Policy for Full-Time Faculty

Each full-time instructor, librarian, or counselor employed on Schedule D is required to maintain a weekly schedule that includes a minimum of 35 hours on campus excluding lunch breaks or other activities considered time off-the-clock. Faculty must schedule a minimum of 30 consecutive minutes off-the-clock break if six consecutive hours of work time are scheduled.

Ten office hours per week should be scheduled to serve students. An exception to this policy includes faculty whose contact hours exceed 25 hours per week as part of their normal teaching load. Office hours cannot begin before 7:30 a.m. unless faculty are teaching classes scheduled before 8:00 a.m. If classes are scheduled before 8:00 a.m., office hours should be scheduled a maximum of 30 minutes prior to class. **A total of at least three hours, office hours or in-class hours, must be scheduled on each of the College workdays, except for faculty who primarily teach day classes or a day program and have been assigned by administration to teach an evening course(s) during a specific term. In this case, the faculty member does not have to schedule hours on Fridays.** If an instructor teaches an overload, these overload hours should be scheduled outside the regularly scheduled thirty-five hours (excluding lunch and breaks) per week. Work schedules must be approved each term by the Division Chair and College-Wide Dean by the fifth day of classes.

Work schedules are then reviewed by the Dean of Instruction. Office hours must be posted online and on syllabi. Any deviations from approved schedules must be approved by the Division Chair. Full-time faculty members are required to maintain campus office hours. Faculty teaching online courses are required to schedule online hours to assist students enrolled in Internet courses. Faculty at Bevell State Community College are allowed two online office hours per online class and one per hybrid class off campus that are included in their typical work

week schedule, not to exceed 5 hours per week. As part of the faculty evaluation process these office hours are verified annually for tenured faculty and every semester for non-tenured, part-time, and adjunct faculty. Faculty schedules will be retained in the respective Campus Division Chair's office and the office of the appropriate College-wide Dean.

## Faculty Job Responsibilities

Faculty members are directly responsible to the appropriate Division Chair and College-wide Dean. Instructors are required to meet classes as scheduled and devote adequate planning time to provide quality instruction for the prescribed time. Classes begin on the first day of class each semester and should be taught the entire time period. Instructors are expected to conduct class in a professional manner and in a pleasant/helpful atmosphere. All classes will meet according to the time and date scheduled unless prior approval has been given by appropriate College-Wide Dean. Every attempt should be made by a faculty member to contact the Division Chair prior to a scheduled class when that instructor anticipates being late or absent. Faculty anticipating absences should request leave approval of the Campus Division Chair on the base campus and any other campus where classes are assigned. In emergency situations, the Campus Division Chair should contact his/her counterpart on other campuses where classes are assigned. If an instructor is teaching on-line or at a remote site, the appropriate Division Chair and/or Chair for Distance Education (on-line classes only) must be notified.

Faculty are required to disseminate an approved college-wide course syllabus to each student in each course at the beginning of the semester and must also provide students with a daily/weekly schedule of course work.

In keeping with the College's policy of assisting students and promoting student success, faculty members are encouraged to assist students outside of class whenever possible. This may entail arriving early and staying beyond the scheduled time for the class. Faculty are required to serve as academic advisors and keep posted office hours.

## 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 courses. 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 Alabama Community College System shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters. The minimum contact hours for technical faculty per week cannot fall below 25 hours, not to exceed 30 hours. The minimum contact for health science is 24 hours, not to exceed 30 hours.

The President will determine equivalent credit hours for non-teaching assignments in accordance with guidelines established by the Chancellor. The summer term requires 12-13 credit hours for both academic and technical faculty to be considered full-time.

## Overload Classes/Under-Enrolled Classes

### Full-time Academic Instructors

Full-time academic instructors may be employed to teach one additional course and/or lab per term for pay. The overload course must be taught outside the normal 35-hour work week of the instructor. A faculty member is considered a full-time instructor, for purposes of overload classes and pay, once that instructors 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 in addition to the 35 hour work week. An English instructor teaching five (5) three-credit-hour courses would be granted overload pay beginning with the sixteenth credit- hour in addition to the 35 hour work week.

### Full-time Career Technical and Health Science Instructors

A full-time technical instructor may be employed to teach a maximum of 7 additional contact hours per week for pay. Technical faculty's overload is based on contact hours exceeding 30 contact hours per week.

### Under-Enrolled Adjunct or Overload Classes

Under-enrolled classes taught by faculty on an adjunct rate or overload basis will be taught if instructor cost is equal to or less than the total tuition paid by students enrolled. If this condition is met, classes will not be canceled and the instructor will be paid the prevailing rate per credit hour.

However, courses determined to be essential by the College Wide Dean and Dean of Instruction that do not meet this standard may be run on a prorated basis.

## Professional Development Form

All B and C personnel are required to submit professional development forms in consultation with their respective supervisor. All D personnel are required to submit professional development form in consultation with their College-Wide Dean. Professional development forms are optional for E and H personnel. See Appendix H for Professional Development Form for Faculty and Appendix I for Professional Development Form for B, C1, C2, C3, E and H Personnel.

## Faculty Rank Increase

Faculty seeking a salary rank increase must submit a completed Faculty Rank Increase Certification Form (Appendix J). Faculty rank increase is usually granted upon completion of additional graduate coursework and/or graduate degrees as well as addition certifications of technical excellence. Faculty Rank Increase Certifications are reviewed by the appropriate College-wide Dean and approved by the President upon recommendation of the Dean of Instruction.

An instructor who seeks to advance in rank that required an additional academic degree must provide a course of study with appropriate college/university advisor signature(s) along with the Faculty Rank Increase Certification (FRIC).

The Faculty Rank Increase Certification form must be updated on an annual basis indicating progress and seeking approval for course of study changes. All approved rank increases must be completed within the time frame as indicated on the form or must be submitted for re-approval. Instructor rank may change only at the beginning of the contract year, with appropriate documentation. Instructors cannot change rank during the academic year. The College will maintain Faculty Rank Increase Certification forms in individual faculty files. An approved Faculty Rank Increase Certification will be the only means by which an instructor can advance in rank.

## Faculty Qualifications

Bevill State Community College complies with Alabama Community College System Policy 605.02: Postsecondary Faculty Credentials. Faculty are ranked and placed based on the guidance of policy.

## Faculty Role in Governance

The authority of faculty on academic and governance matters is established through faculty representation on standing committees and teams at the campus, college, and system level. These committees and teams recommend and review instructional policies and governance procedures. A description of the standing committees is provided on the College Committee section of the Employee Handbook. Faculty members also play a role in governance matters through participation in the annual needs and budget planning process. Their responsibilities include identifying needs, establishing program fiscal priorities, and submitting budget requests.

## Partial-Year Faculty Deferred Compensation

Bevill State Community College offers faculty the option to have their pay annualized over 12 months. Each faculty is required to complete and sign a Partial-Year Faculty Deferred Compensation Form (Appendix AA) within the first three days of each academic year. This completed form must be received in the Human Resource Office prior to the first day of fall semester classes.

Once this declaration is made, it is irrevocable during the contract covered and cannot be changed until the next contract.

Any faculty not completing a Partial-Year Faculty Deferred Compensation Form will automatically be paid compensation as it is earned (ex. nine equal payments for a faculty member's regular contract). IRS rules state that an employee who fails to make an election and, at a later date, requests a revision that makes their compensation not distributed as it is earned can be faced with a 20 percent income tax penalty.

## Personnel Policies and Procedures

### Appointment and Assignment of Personnel

**(Reference: ACCS Policy 602.01)**

1. The President of each institution shall appoint the faculty and staff of the institution and shall make assignments of faculty and staff at the local level. Faculty and staff will be appointed according to the

qualifications and policies approved by the Alabama Community College System Board of Trustees and the credentials, experience, and/or demonstrated competencies determined by the President. Any appointment or assignment of personnel determined to be contrary to any statute, ACCS policy or procedure, or college policy may be reversed, and the Chancellor will be notified of any reversals of appointments or assignments resulting from this policy.

2. A full-time consenting employee may be transferred from one college to another college, from the Alabama Community College System office to a college, or from a college to the Alabama Community College System office with the agreement of both the transferring and receiving Presidents or Chancellor, and with the approval of the Chancellor.
3. A full-time Alabama Community College System office employee seeking transfer to an institution must submit a written request for transfer and receive written approval from the receiving President and Chancellor. A full-time institution employee seeking transfer to the System office must submit a written request for transfer and receive written approval from the transferring President and the Chancellor.

## Hiring Process for Full-Time Positions

**Bevill shall post notices for all personnel vacancies per ACCS Policy 602.02**

1. Search Committees shall be appointed by the President with a chairperson designated.
  1. The Committee must be (1) at least 40% minority and (2) at least 50% female.
  2. If a faculty position is being filled in an area from which there is no representative on the Committee, an additional ad hoc member from that division or discipline may be added by the President to assist in the selection process. The appointment of this temporary member shall not compromise the Committee composition as specified in 1A above.
2. Each position to be filled should be justified and recommended by the appropriate administrator and approved by the President.
3. The position announcement shall be developed from the position job description, recommended by the appropriate administrator, approved by the President.
4. The position announcement shall be posted and distributed.

1. Position announcements for Salary Schedule B, C, D, E and H (Appendix B) positions shall be advertised. Position announcements for Schedule B, C, and D positions shall be advertised in at least one daily or weekly newspaper published in the College service area and at least one daily newspaper of regional or statewide coverage. Vacancies shall be reported to the Alabama Joblink, the Alabama Community College System, and to all colleges in the Alabama Community College System.
5. All application materials shall be received by Human Resources.
6. The Search Committee shall determine the selection criteria for each position based upon specifications outlined in the position announcement.
7. If more than ten (10) applications are received from persons who meet minimum qualifications, the President, in conjunction with the Search Committee, has the option of conducting a preliminary screening of these applicants to determine a “reasonable number” for interviews. This “reasonable number” cannot be less than ten (10), and the President’s participation in the preliminary screening cannot be delegated to anyone else.
8. At the request of the President, the Human Resource Office shall verify education, experience, and references for the finalists.
9. Selected candidates for B, C, D, E, and H positions shall be interviewed by the Search Committee. After the interviews, the Committee shall recommend to the President in alphabetical order the top three finalists and shall submit an applicant report on each candidate. The three finalists shall be interviewed by the President, who may elect to include appropriate administrators.
10. After interviews are concluded and recommendations have been reviewed, the President shall notify Human Resources regarding the employment decision via the applicant report.
11. A written offer of employment shall be extended by the President Board Policy 603.01.
12. The Human Resources office, upon receipt of a written acceptance of employment, shall notify all other applicants interviewed.
13. The Alabama Community College System shall be notified of the President’s selection for Salary Schedule B, C, and D positions.
14. Internal postings are permitted to fill a current institutional position with a current institutional employee.

## Internal Employee Transfers

Bevill shall comply with Board Policy 602.04: Internal Employee Transfers. The President is responsible for all internal College transfers and is responsible for complying with Alabama’s Students First Act found at Alabama Code §16-24C-7. The President has the authority to transfer or reassign any employee, at any time, as the needs of the college require, to any position or work location within the college, which the employee is qualified. Transfers are appropriate as permitted under the Students First Act or when moving an existing college employee to a previously-existing college position. Internal posting rules are appropriate and may be used for transfers. Notice must be provided to affected employees as stated in the Students First Act

## Classification of Personnel

A faculty member is a full-time instructor or librarian who has the minimum qualifications established by the Alabama Community College System and whose salary is derived from Schedule D adopted by the Alabama Board of Trustees.

An administrator is any professional staff person whose salary is determined from Salary Schedules A, B, C1, C2, or C3 adopted by the Alabama Community College System (Appendix B).

A support person is any support or technical staff person whose salary is determined from Schedules E or H adopted by the Alabama Community College System, or who is paid on an hourly basis.

For all purposes of the Students First Act of 2011, which is the State statute that sets the standards and conditions under which eligible employees may attain non-probationary status (“tenure”), employees shall be categorized as either “instructors” or “classified employees.”

All new employees are required to complete the appropriate paper work, which may be found in Human Resources or the College Website. Having this paperwork completed and turned in to HR is essential to new employees being paid in a timely manner.

## Method of Payment

All employees hired after August 1, 2019 are paid via Direct Deposit. Paper checks are mailed to employees who are not paid via direct deposit. Direct Deposit forms are available in the employment office/website.

The Bank Stop Payment Fee may be charged for any check that has to be stopped and reissued.

Changes to current Direct Deposit must be submitted via interoffice mail or in person. Changes to Direct Deposit may be accepted via a valid Bevill State Community College email address. For your safety and privacy, Payroll reserves the right to request any forms be sent via intercampus mail or delivered in person by the employee.

## Non-Instructional

Persons beginning or ending employment at a time that does not coincide with the regular beginning and ending of the fiscal year shall be paid on a daily rate basis for the actual number of working days they are on duty. The daily rate for persons on salary schedules A, 8, C, E, and H is the annual salary divided by 260, which includes holidays. Hourly employees shall be paid for the actual number of hours worked as recorded on time and attendance sheets submitted by their supervisor.

## Instructional

The salary for the academic year (nine months), or per semester, may be disbursed in equal monthly payments for convenience in bookkeeping. However, persons beginning or ending employment at a time that does not coincide with the regular beginning and ending of the academic year shall be paid on a daily rate basis for the actual number of working days they are on duty.

The daily rate for the nine-month (academic) year shall be determined by dividing the nine-month salary by the minimum required working days according to the schedule under which they were hired (exclusive of holidays). The same rate is also applied to compute payment of partial summer

## Types of Employment

Employees may be full-time, part-time, or temporary. Full-time employees work the standard college week and are employed on a semester, three-month, six-month, nine-month, or twelve-month letter of appointment. Full-time employees are eligible for leave and other benefits described in this handbook.

Permanent part-time support staff are employed on a three-month, six-month, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. Participation in the retirement system depends upon the part-time ratio worked.

Permanent part-time employees who work less than twenty (20) hours per week do not accrue leave and do not earn the healthcare insurance allotment. Permanent part-time faculty 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. Faculty members who are less than full-time do not accrue leave. Participation in the retirement system depends upon the part-time ratio worked.

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

## Uniform Guidelines for Advancement on Salary Schedule E

The College previously abided by the Uniform Guidelines for Advancement on Salary Schedule E, but these Guidelines have been repealed by Alabama Community College System effective 2017. No further advancements for Schedule E employees under these guidelines will be granted, absent extenuating circumstances as determined by the President.

## 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](mailto: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 Beville State website should be directed to Tana Collins-Allred at: [tana.collins@bscc.edu](mailto:tana.collins@bscc.edu)

## Resignations

### (ACCS Policy 617.01)

To enable the College to meet its obligation to students and to develop appropriate schedules, all personnel intending to resign are requested to so notify the President, with copies to appropriate supervisors, in writing at least fourteen (14) days prior to their last day.

## Exit Interview

It is the policy of Beville State Community College that all full-time employees and part-time employees will meet with the College-Wide Administrator or designee for an exit interview prior to or on the last day of employment. A copy of the exit interview form will then be forwarded to the Business Office where the employee's final pay can be processed. (Appendix O)

## 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 on any campus or work site of BSCC or at any function conducted or sponsored by BSCC or in which BSCC is a participant. Violations of the conduct code may result in reprimand, suspension, and/or dismissal. As specified in the applicable ACCS Policy, the activities outlined below are prohibited.

- Harassment (ACCS Policy 601.04)
- Gambling on College campuses
- Smoking, e-cigarettes, or the use of tobacco related products shall be prohibited in any enclosed, indoor area of any building or other educational facility, including state vehicles owned or operated by the

institution, and no area therein may be designated for smoking, e-cigarettes, or the use of tobacco related products. (ACCS Policy 514.01)

- Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions are prohibited on campus or on any other facility operated by the institution. Except for law enforcement officers, legally authorized to carry such weapons who are officially enrolled in classes or any acting in the performance of their duties or an instructional program in which firearms are required equipment. (ACCS Policy 511.01)
- Abandonment of Position (ACCS Policy 618.01)
- Disclosure of confidential information (ACCS Policy 616.01)
- Pursuit of individual interest resulting in a conflict with the interest of the College (ACCS Policy 615.01)
- Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (ACCS Policy 601.01, 601.02, and 601.04)
- Use of official position and influence to further personal gain or that of a family member or personal associate (ACCS Policy 615.01)

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

- Theft
- Tardiness
- Disruptive conduct
- Sleeping on the job
- Abuse of equipment or facilities
- Violation of published safety regulations
- Unauthorized solicitations on work premises
- Use of abusive or threatening communications
- Unauthorized use of equipment, facilities, or other resources
- Physical or verbal abuse of persons within the College community
- Possession, sale, distribution, or use of alcohol or other controlled substances
- Any form of fraud, dishonesty, or falsification of student records, employment applications, or records kept in performance of job duties

Applicable provisions of the Students First Act of 2011 further specify 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 cause, provided that such termination shall not be made for political or personal reasons.

When appropriate, a reprimand or suspension action, rather than a termination action, may also be initiated by the President for any of those same causes.

## Employee Dress Code

Bevill State Community College employees are expected to wear appropriate business attire at all times. Employees should present a favorable personal appearance and adhere to personal grooming and hygiene standards in the performance of their respective responsibilities. All employees shall avoid wearing clothing and accessories that would detract from the professional image of Bevill State. Other functional areas/departments may have specific dress code policies if approved by the appropriate College-wide administrator. Career Technical and Health Science areas/departments shall adhere to industrial standard dress code. An officially issued identification badge should be worn at all times.

## Electronic Devices

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with College phones. Excessive personal calls or texts during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls/texts during work time. Personal calls/texts should be kept to a minimum and should not interrupt the normal operation of the College. Personal calls/texts should be made and received during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy.

If an employee chooses to bring a personal cell phone on campus, the College is not liable should it be lost, stolen, or damaged.

Supervisors have the right to require employees to provide cell phone bills and usage reports for calls made during the working hours to determine if use is excessive.

## Field Trips

Faculty or staff planning a 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 both his or her immediate supervisor and the Director of Student Services. All trips must be approved on the Extracurricular and Fundraising form (Appendix P) prior to the trip. A faculty member or group sponsor employed by the College must accompany the students. Participants under 19 years of age and their parents/guardians must sign the Liability Release, Waiver, Discharge, and Covenant Not To Sue Forms (Participants 19 and Under)

(Appendix Q); participants over 19 years of age and their must sign the Liability Release, Waiver, Discharge, and Covenant Not To Sue Forms (Participants Over 19) (Appendix R).

## Fundraising Activities

BSCC requires that all fundraising activities clearly relate to the overall mission of the College. BSCC 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 internal fundraising activities--whether by individuals, groups of students or employees--must be submitted to the President. Student led groups should submit the Extracurricular and Fundraising Activities Form to the Director of Student Services. The form must be completed by the applicant and approved by appropriate administrators. All other internal fundraising groups should submit a detailed request in writing to the President.

## Children on Campus Policy

Bevill State Community College does not provide childcare services. Students, faculty and staff are expected to arrange for their personal childcare in a manner that does not involve college facilities or resources. Students who fail to comply with this policy will not be admitted to classes and may be asked to leave campus until off-campus childcare arrangements can be made. Bevill State Community College will not be liable for any injury, property loss, or damage, suffered by any party as a result of a violation of this policy.

## Academic Policies for Faculty

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### Course Syllabi

Faculty members will consult the Office of Instruction for copies of state-wide syllabi. Faculty members are required to disseminate an approved college-wide state-approved course syllabus to each student in each course at the beginning of the semester but must also provide students with a daily/weekly schedule of course work. A daily/weekly schedule (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) a grading structure. Each semester, a complete copy of each syllabus must be filed with the office of the appropriate Division Chair.

## Textbooks

All textbooks and supplemental material required of students will be sold through the Follett bookstores. 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. Textbooks/materials provided by the instructor's department/division remain the property of the department/division.

1. Each discipline committee will review and recommend textbooks/materials through appropriate administrative/instructional processes.
2. The textbook/materials to be considered must meet the course description in the catalog and state syllabus.
3. A primary consideration of the committee shall be the cost of the textbook/materials to the student.
4. If the textbook/materials will lead to personal profit for the author who is a member of the Instructional discipline committee seeking to adopt the textbook/materials, the author shall not be permitted to vote.
5. The committee will make recommendations for adoption of textbook/materials to the appropriate College-Wide Dean.
6. The use of any supplementary textbook/materials which the instructor requires the student to purchase must be approved by the curriculum committee.
7. The Discipline Chair will be responsible for informing the bookstore of the approved textbook/materials.
8. New books must be adopted using the Textbook Adoption Form (See Appendix NN).

## Final Examinations

Final examinations must be given according to the examination schedule, unless previous arrangements are made with the College-Wide Dean. If a student needs to take a final examination early or late, approval of the instructor and appropriate College Wide Dean is required. For changes in the final examination schedule for distance learning courses, approval of the Chair for Distance Education is required.

## Grading System

Letter grades are assigned by the following system for all courses (except certain health science courses) for which students have registered.\*

- A (Excellent) 90-100
- B (Good) 80-89
- C (Average) 70-79
- D (Poor) 60-69
- F (Failure) 0-59
- W Withdrawn prior to mid-term
- AU Audit
- I Incomplete

## Grade Reporting

It is essential that all faculty follow the published process for grade reporting by the appropriate deadline each semester. Grade processing cannot be completed until all grades are recorded.

Satisfactory grades are "A," "B," and "C." Senior colleges and universities 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 mid-term deadline date for withdrawal without grade penalty. 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/she 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. Audit requirements in programs that lead to board licensing, such as nursing and cosmetology, may differ from the policy above. A student may change to "AU" status in a given course if the change is made before the end of the schedule change period.

A grade of "I" (Incomplete) is assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or from taking the final examination. A student who misses a final examination has the responsibility of notifying the instructor prior to the examination, or as soon thereafter as possible, and to furnish acceptable evidence concerning the cause of his/her absence upon return. A grade of "I" must be cleared by the end of the next semester. Those not cleared will be automatically recorded as an "F." A grade of "W" is assigned without academic penalty when the student withdraws from class. A grade of "WP" is assigned without academic penalty when the student withdraws from class after midterm of a semester or mini-term and has maintained a passing grade in a course. A grade of "WF" is assigned with academic penalty when the student withdraws after midterm of a semester or mini-term and has not earned a passing grade in a course.

Instructors must retain records, such as final examination papers as well as grade and attendance records, for one

year. Faculty should follow the published process for grade reporting by the appropriate deadline each semester. Grade books with an explanation of grade calculations should be turned in to the Campus Division Chair at the end of each semester.

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 enrollment, a student's grade point average (GPA) is determined by dividing the total quality points earned by the total hours attempted. For graduation purposes, all hours attempted at the institution are used to calculate eligibility for a diploma.

**\*Letter grades for certain health science courses may differ from the policy above. For specific information, see the College Catalog.**

## Independent Study

Independent study courses are offered when a documented need exists for students to meet their program requirements. Instructors or advisors must complete an Independent Study Request form (Appendix OO) documenting how students will receive the required hours of instruction and attach a current course syllabus. The request form must be signed by the appropriate Division Chair and approved by the College-Wide Dean within five days of the request. Students will be required to complete a Student Independent Study Log form (Appendix PP), which should be signed by the student and the instructor and returned to the appropriate campus division chair at the end of each semester.

## Curriculum Changes and Instructional Discipline Committees

Instructional Discipline Committees (IDCs) meet to review pedagogy and curriculum for college-wide standardization. All full-time faculty and staff with instructional responsibilities are members of the appropriate committee. Full-time faculty and staff may serve on more than one IDC.

Following a three-year rotation, the appropriate College-wide Dean, or his/her designee, will hold an election for a chairperson of each IDC. This rotation is presented below. The chairperson shall serve a three-year term, unless elected to serve as the Curriculum Committee chair, at which time the IDC chair will remain IDC chair until their term as Curriculum Committee chair is complete. Division chairs are eligible to serve as IDC chairs.

Rotating Instructional Discipline Committee Chair Elections		
Fall 2019 & every third year after	Fall 2020 & every third year after	Fall 2021 & every third year after
Business	Health Sciences	Mathematics, Physics and Engineering
Computer Science/ BOMT	History	Natural Sciences
English	Social and Behavioral Science	Professional Services
Professional Services	Manufacturing	Transportation

The IDCs will meet during the fall and spring semesters; the IDC chairperson may call additional meetings as necessary.

The IDCs will consist of all full-time faculty and staff members teaching within the appropriate discipline. The IDCs responsibilities include: developing Torch exams; reviewing General Education Core Competencies; reviewing learning objectives in order to eliminate duplication; reviewing student learning-outcomes; developing instructional discipline specific goals and objectives; completing Institutional Effectiveness Reviews; reviewing syllabi for standardization; reviewing and recommending degree plans for each major; reviewing and recommending curriculum and/or program changes; reviewing and determining course textbooks, and participating in the program review process.

All full-time faculty members, full-time staff with instructional responsibilities, and adjunct faculty members may submit recommendations for curriculum and/or course modifications to the respective IDC chairperson. The IDC chairperson is responsible for submitting a formal motion for proposed modifications to all full-time faculty and staff members who teach within the respective discipline. Only full-time faculty and full-time staff members who teach within a respective discipline may vote; for course specific changes only full-time faculty members who have taught the course within the previous two years may vote. All full-time faculty/staff members have one vote with decisions determined by college-wide majority. Adjunct faculty are encouraged to attend and contribute to discussions but cannot vote on motions; if no full-time faculty exist for proposed changes involving a course, decisions are made by a majority vote of all full-time faculty and staff members on the respective IDC.

Responsibilities of the IDC chairperson include: receive and maintain a record of all proposed program, curriculum and course changes; initiate formal motions on proposed program curriculum and course changes; organize additional meetings when necessary; keep a formal voting record of all motions; inform the IDC of voting results; complete and submit Curriculum Modification Forms for proposed modifications which pass by college-wide majority to the appropriate College-Wide Dean; record and distribute formal minutes of each meeting and/or vote to all IDC committee members and to the appropriate College-Wide Dean.

IDC chairpersons must provide written notification to all college-wide IDC members eligible to vote on a motion, one week prior to each vote. IDC chairpersons may elect to use distance learning facilities, email or telephone conferencing in lieu of travel for meeting and voting purposes.

In the event of a tie-vote on course specific modifications, all members of the appropriate IDC will determine if a proposal is passed. If a tie vote occurs by all members of an IDC, the appropriate College-Wide Dean will determine if a proposal is submitted to the Curriculum Committee

## **IDC Committee Structure:**

### **Business**

Chair Elected 2019 – Wade Nixon

BUS  
ECO

### **Computer Science/BOMT**

Chair Elected 2017 – Mike Hagood

ACT  
CIS  
OAD  
DPT  
ETP

### **English**

Chair Elected 2019 – Jimmy Ellenburg

ENG  
COM  
RDG

### **Humanities and Speech**

Chair Elected 2019 – Carrie Williams

ART  
MUS  
PHL  
THR  
REL  
SPA  
SPH

IDS  
MUP  
MUL  
SPC

### **Health Sciences**

Chair Elected 2014 – Monica Muncher

EMS  
EMP  
NUR  
PHB  
SUR  
CLT  
EMP

### **History**

Chair Elected 2014 – Angie Lazarus

HIS

### **Social and Behavioral Science**

Chair Elected 2017 – Emily Rasberry

ANT  
CRJ  
POL  
PSY  
SOC  
ORI

### **Manufacturing**

Chair Elected 2017 – Toby Taylor

ACR  
AUT  
CNC  
DDT  
ELT|  
ETC  
ILT  
INT  
MTT  
WDT  
WKO  
REN  
EDT

### **Mathematics, Physics, & Engineering**

Chair Elected 2017 – Allison Hadder

EGR  
MAH  
MTH  
PHY

### **Natural Sciences**

Chair Elected 2016 – Nancy Earnest

AST  
BIO  
CHM

FOR  
PHS  
HED  
PED

#### **Professional Services**

Chair Elected 2016 – Robyn Houston

BAR  
CHD  
CIT  
COS

#### **Transportation**

Chair Elected 2014 – Chad Bryant

TRK  
VTR

### **Technical Division Live Work (Reference ACCS Policy: 710.01)**

Bevill will comply with ACCS Policy 710.01. The board authorizes the college to offer live work when the instructional program requires such projects for the acquisition of career and technical skills leading to employment provided it does not compete with private enterprise.

### **Technical Division Live Work (Reference ACCS Policy: 710.01)**

Bevill will comply with ACCS Policy 710.01. The board authorizes the college to offer live work when the instructional program requires such projects for the acquisition of career and technical skills leading to employment provided it does not compete with private enterprise

### **Emergency College Closure (Reference ACCS Policy 211.01)**

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 the College Community .  
Announcements of the closing will be announced on area television stations, radio stations and the College Bear Alert System.

## **Substantive Change Policy**

### **Implementation Date and Date of Subsequent Revisions**

2009, 2012, 2017, 2018

### **Purpose**

This policy is to ensure Bevill State Community College (BSCC) is compliant with the substantive change requirements set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in the Principles of Accreditation, Section 14.2: Substantive Change. This policy is applicable to all administrative units, divisions, departments, and campuses within the College.

### **Personnel Responsible for Implementation of Policy**

President / SACSCOC Accreditation Liaison

## **General Information**

BSCC is accredited by the SACSCOC. The accreditation indicates that the College “has 1) a mission appropriate to higher education, 2) has resources, programs, and services sufficient to accomplish and sustain that mission, and 3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers, and that indicate whether it is successful in achieving its stated objectives.”

In addition to the College’s five-year and ten-year reviews by the Commission, the College should follow substantive change procedures established by the Commission and “notify the SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.”<sup>2</sup> The term “substantive change” is defined by the SACSCOC as a “significant modification or expansion of the nature or scope of an accredited institution.”<sup>3</sup> Failure to comply with the SACSCOC substantive change policy and procedures may result in serious consequences for the College which may include suspending the activity until SACSCOC approval is received, repayment of financial aid funds dispersed to students, placing the College on sanctions, or removing the College’s accreditation entirely. Substantive changes can include, but are not limited to:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution • Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach- out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

Certain substantive changes require prior notification to the SACSCOC. Other substantive changes require submission of a substantive change prospectus prior to implementation of the substantive change. A substantive change may also require on-site committee reviews by the SACSCOC. In consultation with the SACSCOC policies and staff members, the Accreditation Liaison determines the applicability of the SACSCOC Substantive Change policy to the activities described above.

1 See The Principles of Accreditation: Foundations for Quality Enhancement, p. 3

2&3 See Substantive Change for Accredited Institutions of the Commission on College: Policy Statement, p. 1

## Policy & Procedures for Monitoring and Reporting Changes

The College is dedicated to the expansion of academic opportunities that support the overall mission of the College through the development and offering of programs and courses offered off-site or by electronic means. BSCC has developed procedures to ensure that all divisions and units of the College monitor and respond accordingly to any proposed changes at the institution that constitutes a substantive change under the SACSCOC substantive change policy. Before developing or delivering courses off-site, electronically, or for a new program and program level, closing a program, and/or entering into a contract or consortia agreement for instruction, please consult these procedures. The BSCC Substantive Change Policy and Implementation Checklist is published on the College's website or can be obtained by contacting the Accreditation Liaison.

In addition, the Accreditation Liaison will share the College's policy and any changes to the policy, as needed, with College administrators during President's Cabinet meetings which include senior level administrators, Academic Council meetings that involve divisional deans, and/or Strategic Planning meetings that include a variety of personnel from directors of departments, academic division chairs, and senior level administrators. This policy is reviewed annually at the College's Planning Summit.

Depending on the nature of the substantive change, it must be reported to the SACSCOC for notification and approval in a timely manner. All submissions will be coordinated through the College's SACSCOC Accreditation Liaison. Beginning Spring 2017, all substantive changes that require a submission of a prospectus for review and approval must be received at the SACSCOC by January 1 for fall implementation or July 1 for spring implementation.

Therefore, the Accreditation Liaison should be consulted prior to beginning a process that results in a substantive change.

All correspondence with the SACSCOC will be submitted by the College President in coordination with the SACSCOC Accreditation Liaison.

## Procedures

The following steps will be used by faculty/staff members, divisions, and units of the College when determining and reporting substantive change:

1. Directors, Division Chairs, Deans, etc., considering a change such as those identified in the bulleted list above must notify the Accreditation Liaison immediately of the proposed change for further guidance. If the Accreditation Liaison becomes aware of a potential change through other avenues, the Accreditation Liaison will immediately follow-up with the faculty/staff, division, or unit involved to obtain more information and provide guidance related to the next steps.
2. Directors, Division Chairs, Deans, etc., will be directed to complete the BSCC Substantive Change Implementation Checklist (Appendix S) to assist the Accreditation Liaison in determining the proper course of action related to the potential change.
3. The Accreditation Liaison will determine if the proposed change fits the definition of a substantive change as outlined in the SACSCOC substantive change policy and if required, consult with the College's SACSCOC Vice-President or the SACSCOC Director of Substantive Change. If any changes are considered substantive, the Accreditation Liaison will determine the specific procedure (1,2,3) for reporting the change to the SACSCOC and notifies the appropriate faculty / staff member, division, or unit of the College.
4. The Accreditation Liaison will work with the faculty / staff member, division, or unit involved to gather the data and documentation necessary to complete the specific procedure (1,2,3) as required by the SACSCOC. If a prospectus is required, the Accreditation Liaison will work with appropriate parties to meet the submission deadline of January 1 for fall implementation or July 1 for spring implementation.
5. The BSCC Substantive Change Implementation Checklist must be routed and approved by the College-wide Curriculum Committee if modifying a program or adding a new program, the College-wide Divisional Dean, and the appropriate President's Cabinet member before submission to the Accreditation Liaison for review.
6. The Accreditation Liaison will work with the President's Office for final approval and to notify the Commission in writing of the proposed change by the method identified in the SACSCOC Substantive Change policy.

## Evaluation Procedures

College personnel are to be evaluated annually. See Appendix K for Annual Performance Evaluation for Faculty form and Appendix K for Annual Performance Evaluation for Faculty form and Appendix L for Annual Performance Evaluation for B, C1, C2, C3, E and H Personnel form.

Each employee will be given the opportunity to complete evaluation forms on administrative/immediate supervisory personnel within his/her chain of command. In addition, each employee will be given the opportunity annually to evaluate the College President's Cabinet and the quality of services rendered by the various areas of the College. The administration assures that it will protect the anonymity of all personnel completing internal assessments and surveys.

## Appropriate Review Process

- When the evaluation packet is completed, the appropriate College-Wide Dean will sign the evaluations and forward the packet to the Dean of Instruction for review
- Once the Dean of Instruction reviews and signs the evaluations the packet will be forwarded the appropriate Division Chair who will review the documents with the faculty member and provide the instructor with the opportunity to make any written comments and sign the appropriate forms
- Signed evaluation packets will be returned to the Dean of Instruction for review of comments. Final signed packets will be housed in the individual's personnel file in Human Resources.

## Administrative Personnel (Salary Schedule A, B, and C)

Administrative personnel evaluation procedures will include evaluation of the employee by subordinates within his/her chain of command, professional development plans and annual assessment by the employee's immediate supervisor to provide a holistic approach to the evaluation process.

After the evaluation procedure is completed, the immediate supervisor will:

- Conduct an evaluation interview reviewing the evaluation packet
- Provide the employee with the opportunity to make any written comments and sign the appropriate forms
- Submit, if necessary, the evaluation packet to the appropriate college-wide supervisor.

The employee's completed evaluation packet will be placed in his/her official personnel file.

## Faculty (Salary Schedule D)

Faculty evaluations include student assessments, classroom observations conducted by the Division Chair for

the Traditional & IITS Class Observation form (Appendix M) and for the Web-based Class Observation Form (Appendix N), and faculty professional development accomplishments. Student assessment of instruction will be completed by all classes each semester. Instructors teaching IITS and web courses will be evaluated by students each semester.

## Support Personnel (Salary Schedule E and H)

Support personnel evaluation procedures will include an annual evaluation by the immediate supervisor. After the evaluation packet is complete, the supervisor will:

- Conduct an evaluation interview reviewing the evaluation packet
- Provide the employee with the opportunity to make any written comments and sign the appropriate forms
- Submit the evaluation packet to the appropriate college-wide supervisor.

The college-wide supervisor will review the evaluation packet prior to placement in the employee's official personnel file.

## Fringe Benefits

### Holidays

The College may be closed Saturdays, Sundays and ten other official holidays, as follows: New Year's Day, Martin Luther King/Robert E. Lee's Birthday, National Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. In addition, the President shall designate five other days for inclusion in the College Calendar.

### Teacher Retirement System

Under 1975 Legislative Section 16-25, 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. The employee's contribution of his or her earnings is refundable upon termination. Information booklets on the Teacher Retirement System are available on the TRS website ([www.rsa-al.gov](http://www.rsa-al.gov)). Permanent employees working 20-40 hours per week are eligible to participate in the Teacher Retirement System.

## 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 Beville State Community College may be obtained from the Payroll Office. A minimum of twenty-five (25) employees is required to establish a payroll deduction for a company.

## Insurance

The College participates with the Public Education Employee's Health Insurance Plan (PEEHIP) through the Retirement Systems of Alabama. Full-time employees and permanent part-time instructional and non-instructional employees working twenty (20) or more hours per week are entitled to a State allocation, the amount to be legislated annually. An employee receives the allocation for each month as long as the employee is in pay status for at least one half of the working days of that month. Employees may make insurance changes during the PEEHIP Open Enrollment period each year (July and August, to be effective October 1). Each June, PEEHIP will send an open enrollment email reminder to colleges and a postal card reminder to the employees' home address. All necessary forms and instructions can be found on the TRS web-page: [www.rsa-al.gov](http://www.rsa-al.gov).

New employees may enroll on their date of employment, the first day of the month following employment, or during open enrollment (July and August of each year) to be effective October 1.

An employee who chooses not to participate in any PEEHIP sponsored hospital-medical or supplemental plans is not entitled to a wage supplement.

The College encourages all employees to visit the PEEHIP website for detailed insurance information and miscellaneous forms: [www.rsa-al.gov](http://www.rsa-al.gov)

Employees may also call PEEHIP at 1-877-517-0020 and speak to a PEEHIP representative for a response to personal insurance questions.

# Leave Policies

## General Rules

*(Bevill State will comply with Policy 610.01, Fiscal Policy XI)*

*(Bevill State will comply with ACCS Policy 611.01)*

Requests for leave are to be made via the established procedures at the college or entity. Each college or entity is directed to establish local policies and procedures for requests, approvals, and use of leave including maintenance of appropriate records.

The immediate supervisors are responsible for assuring that leave approvals in their areas of responsibility are reported timely and accurately.

All employees engaged in outside employment or other activities during their normal work hours must use accrued compensatory time or request personal, annual, or unpaid leave.

In the event of an emergency where the employee is unable to complete the college's standard procedures for requesting leave, the employee must immediately contact the immediate supervisor or the appropriate supervisory chain of command to request that his/her leave be used. During periods of incapacitation, a designee, to include an immediate family member or a person having unusually strong personal ties to the employee, may request leave on the employee's behalf.

Employees who are in an approved leave status with pay are eligible to continue to receive benefits and leave accruals.

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

A leave year for earning, accrual, and use of leave by employees is September 1 through August 31. Leave accrual rate changes will only take effect with the beginning of the new leave year, September 1.

## Annual Leave

Earned annual leave may be taken at appropriate times as approved in advance by the appropriate supervisory chain of command. Annual leave shall be requested and approved prior to its occurrence. Annual leave may be denied if it is not timely requested or hampers the routine operations of the college.

Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H (prorated). Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees, except a "day" of annual leave shall be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35.

Annual Leave is earned based on years of service at the current employing entity:

0-4	1.00 day per month, equivalent to 8 hours
5-9	1.25 days per month, equivalent to 10 hours
10-14	1.50 days per month, equivalent to 12 hours
15-19	1.75 days per month, equivalent to 14 hours
20-above	2.00 days per month, equivalent to 16 hours

A "year of service" shall be a completed year of service at the current employing entity, not based on experience or service at other employers.

All new hires at an ACCS entity will begin accrual of annual leave under this policy at 0 years of service, with one exception: A President, upon request of a new employee within the first 90 days of employment, may award additional years of service for annual leave accrual purposes to an employee who has been hired directly from one ACCS college or the ACCS system office to an ACCS college with no time lapse between dates of employment. The years of service awarded by the President under this exception cannot be more than the number of years that the employee was employed at the ACCS system office or prior ACCS institution. This policy is not applicable to employee hires from any other location or entity. The President is not required to award any additional years of service under this policy.

In order to move to the next year of service for annual leave accrual purposes, an employee must have worked at least nine months of the leave accrual year. As an example, if a new employee is hired on January 2, then that employee will not have worked 9 months by September 1 of the same year (when the annual leave rate changes occur) and will be required to wait until the following year to move to the next year of service).

Employees must be in paid status for a minimum of one-half of the workdays in the month of employment to accrue a day of annual leave (except those under FMLA leave).

A maximum of 60 days of annual leave may be accrued and carried forward into each September. Annual leave may

exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited.

Any employee who leaves employment of an ACCS system college or entity will be paid for the actual number of annual leave days earned and not used up to a maximum of sixty (60) days. Payment of annual leave will be based on the employee's salary in effect at the time of separation.

If an employee who is eligible to accrue annual leave assumes a regular (nontemporary) assignment on the D or local salary schedules where annual leave is not earned or accrued, payment for the unused portion of the accrued annual leave will be made at the conclusion of the eligible assignment and will be based on the eligible salary schedule upon request of the employee.

Annual leave is not provided for Salary Schedule D or L personnel.

## Sick Leave

Accumulation of sick leave will be governed by Section 16-1-18.1, Code of Alabama of 1975, as amended. An employee may accumulate an unlimited number of sick leave days in accordance with Ala. Code 16-1-18.1.

**Sick Leave Definition:** Sick leave is defined as the absence from regular duty by an employee for one of the following reasons: personal illness; pregnancy, maternity leave, or doctor's quarantine; medical examinations and appointments; personal injury which incapacitates the employee; to provide care for an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or for an individual with a close personal tie to the employee; death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, 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); or illness, injury, or death of an individual not legally related to but having unusually strong personal ties with the employee. For purposes of application of this policy, an individual with a close or unusually strong personal tie 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.

### Accrual of Sick Leave.

- Each full-time employee employed on Salary Schedules A, B, C, and E, shall earn one day of sick leave which is the equivalent of 8 hours per month of employment. They will be required to request 40 hours of sick leave for absences totaling an entire work week.
- Each full-time employee employed on Salary Schedule H shall earn one day of sick leave per month of employment with a "day" defined as 4 hours for persons on H-20, 5 hours for persons on H-25, 6 hours for persons on H-30, and 7 hours for persons on H-35. Employees on H will be required to request the amount of sick leave equal to the normal amount of hours worked each week for absences totaling an entire work week.
- Each full-time employee employed on Salary Schedule D shall earn one day of sick leave which is equivalent to 7 hours per month of employment to a maximum of nine days or 63 hours during the academic year (fall and spring semesters) and up to a maximum of three days or 21 hours during the summer term. Employees on D will be required to request 35 hours of sick leave for absences totaling an entire work week.
- Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year.
- Employees must be in paid status for one-half of the work days in the month of employment to accrue a day of sick leave (except those on FMLA leave).
- Sick leave may be utilized during the employment period. However, sick leave may not be utilized to extend the employment period.
- The employee's immediate supervisor may request that an employee provide a medical certification by a licensed healthcare provider at the expense of the employee. After three (3) consecutive absences due to illness or after five (5) occurrences due to illness, within a thirty (30) calendar-day period, the president or designee may require that an employee furnish a medical certificate by a licensed healthcare provider. This is to be done at the expense of the employee. Consistent with this provision, colleges will implement local policies and procedures for requiring these medical certifications. When medical certification is required, requests for sick leave may be denied if the medical certification is not provided.
- Sick leave will not be paid upon separation of employment.
- For purposes of applying accrued sick leave as credit for retirement purposes, an employee is limited to the amount allowed by law and the Teachers Retirement System.
- **Transfer of Sick Leave:** Sick leave earned while employed by an Alabama public school system, higher education public institutions in Alabama, or the Alabama Community College System may be transferred into an ACCS college in accordance with Alabama Code Section 16-1-18.1.

## Sick Leave Bank

The College President shall establish, upon the request of 10 percent of its full-time certificated and full-time support personnel, a sick leave bank plan.

Any sick leave bank shall be operated, managed, and governed by a Sick Leave Bank Committee pursuant to Alabama Code § 16-22-9 and any accompanying procedures in place by the Chancellor.

The Alabama Community College System Board of Trustees designates its one representative on any Sick Leave Bank Committee as the President or the President's designee.

The purpose of the Sick Leave Bank shall be to provide a loan of sick leave days for its participating members or catastrophic leave after a member's accrued and compensatory leave has been exhausted, if warranted as determined by a Sick Leave Bank Committee.

### **Formation**

1. A President shall establish, upon the request of 10 percent of its full-time certificated and full-time support personnel, a sick leave bank plan for each of the two groups either jointly or separately. The decision whether to have a joint or separate sick leave bank shall be the exclusive decision of the employees, utilizing a secret balloting process. See Ala. Code 16-22-9(b).
2. A Sick Leave Bank Committee, if formed, will be comprised of five persons, one will be the President or President's designee, and four employees will represent the participating members of the sick leave bank. See Ala. Code 16-22-9(a)(5).

### **Election of Sick Leave Bank Committee**

1. The President shall be responsible for conducting elections in a fair and equitable manner, ensuring the confidentiality of the secret balloting process. See Ala. Code 16-22-9(c).
2. At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the sick leave bank committee. See Ala. Code 16-22-9(c). Those four members receiving the most votes shall serve on the Sick Leave Bank Committee.
3. The term of office for these four Committee members shall be one year. See Ala. Code 16-22-9(c). No representative on the Committee shall serve longer than five (5) consecutive years. See Ala. Code 16-22-9(f). If a vacancy occurs during the one-year term which needs to be filled, the remaining Committee members (inclusive of the President) shall vote on a person to fill the vacancy and whoever receives the most votes may fill the seat.
4. The President or President's designee shall be appointed as the Chair of the Committee and shall appoint one of the other Committee members to take minutes of meetings and all Committee action.
5. In the event of any election tie, the President or his designee has the authority to break the tie.

6. Committee meetings may be scheduled as determined by the Committee, or as set by the President, or by the written request of three consenting Committee members to the President.

### **Duties of the Committee**

1. The Committee shall establish procedures providing for the uniform administration of the sick leave bank. Ala. Code 16-22-9(d)(f).
2. The Committee shall develop guidelines for the operation of the sick leave bank. Ala. Code 16-22-9(d)(f). The guidelines shall be approved by a secret ballot vote of the participating members of the sick leave bank. Ala. Code 16-22-9(f).
3. The Committee shall develop all necessary forms for the orderly operation and administration of the sick leave bank. Ala. Code 16-22-9(d)(g)(2).
4. The Committee shall maintain copies of its guidelines, administrative procedures, and forms and immediately provide those upon adoption to the President's Office.
5. The Committee shall ensure that accurate records of contributors eligible to participate in the bank are maintained and shall work with the institution to maintain records of all member contributions to the sick leave bank, withdrawals from the bank, and the status of the bank. Reports shall be provided on a timely basis at the request of the Committee, the President, or the Chancellor.
6. The Committee shall review all applications for loans from the sick leave bank and make appropriate decisions on request for approval of such loans. The Committee has the discretion to deny an application for a loan or approve less days than requested. Factors to be considered include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days in the bank, the ability of the applicant to repay the loan (if applicable), and prior awards obtained from the sick leave bank.

### **Guidelines of the Committee**

1. The sick leave bank plan allows members to deposit an equal number of days (not to exceed five) of earned sick leave into the sick leave bank. The days deposited shall be available to be loaned to any participating member whose leave has been exhausted and who has been granted a loan by the Committee. Ala. Code 16-22-9(e).
2. No member employee is allowed to borrow or obtain catastrophic leave from the sick leave bank unless all accrued and compensatory leave time has been exhausted.

3. A member of the sick leave bank shall not be allowed to accumulate more days than allowed in Alabama Code 16-1-18.1, including days in the sick leave bank. Ala. Code 16-22-9(g)(4).
4. Employee membership in the sick leave bank shall be voluntary. Ala. Code 16-22-9(g)(5).
5. Any alleged abuse of the bank shall be investigated by the Committee (or its designee). On a finding of wrongdoing, the abusing member shall repay all of the sick leave credits drawn from the sick leave bank and be subject to appropriate disciplinary action as determined by the institution. Ala. Code 16-22-9(g)(6).
6. Upon retirement or transfer of a member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as allowable. Ala. Code 16-22-9(g)(7).
7. At the beginning of each leave year, or upon employment of a new employee, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account, in order to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable the employee to join the sick leave bank. Ala. Code 16-22-9(g)(9).
8. The Committee shall have the authority to designate open enrollment periods at least annually to non-participating members. Employees who did not join the sick leave bank will have an option to join upon deposit of the prerequisite number of sick leave days during any open enrollment period established by the Committee. Ala. Code 16-22-9(g)(9).
9. Additional guidelines may be adopted by the Committee as deemed appropriate provided they are uniformly applied to all employees and do not conflict with these guidelines and procedures. Ala. Code 16-22-9(g).

#### **Sick Leave Bank Loan Procedures**

1. An employee must apply for sick leave bank loan in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In cases where the member has been incapacitated, a member's agent or representative designated as such in writing, may apply to the Committee on behalf of the member. In case of mental incapacity of a member, the designated agent or representative must be a person who, by law, may serve in such capacity.
2. In order to apply for a sick leave bank loan: (a) an employee must be a member of the sick leave bank and (b) an employee must have exhausted all accrued and compensatory leave available.
3. The Committee determines whether a loan request will be approved or denied and, if approved, for how

- many days up to a maximum of fifteen (15) days per event. Factors to be considered in making these decisions include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days donated, ability to repay the loan, and prior awarded loans.
4. No employee shall be allowed to owe more than fifteen (15) days to the sick leave bank, unless more than fifty percent (50%) of the members of the sick leave bank vote to extend the limit. Ala. Code 16-22-9(g)(1).
5. Sick leave days borrowed from the sick leave bank shall be repaid to the sick leave bank monthly as re-earned by the member. Ala. Code 16-22-9(g)(3).
6. Upon the separation of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay. If portions of the loan remain outstanding after separation, the employee is responsible for paying the remaining value to the institution. Ala. Code 16-22-9(g)(3).

#### **Catastrophic Leave Procedures**

1. A catastrophic event is defined as any illness, injury, or pregnancy or medical condition related to childbirth certified by a licensed physician which causes the employee to be absent from work for an extended period of time. Ala. Code 16-22-9(a)(1).
2. Beginning January 1, 2019, no employee may be awarded more than forty-five (45) work days of catastrophic leave during any five-year period of employment.
3. An employee must apply for catastrophic leave in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In order to apply for Catastrophic Leave: (a) an employee must be a member of the sick leave bank at the time the catastrophic event occurs in order to be considered for catastrophic leave, (b) an employee must have exhausted all accrued and compensatory leave available, (c) the employee must provide certified evidence by a licensed physician of an illness (defined as an unhealthy condition of the body or the mind, a sickness, or disease), or of an injury (defined as physical harm to a person), or of a medical condition related to childbirth that causes the employee to be absent from work for a period greater than fifteen (15) work days, and (d) the employee must have applied, borrowed, and used the maximum number of sick leave days loaned by the Committee.
4. The Committee determines whether a request for catastrophic leave will be approved or denied and, if approved, for how many days up to the maximum. Factors to be considered in making these decisions

include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days donated, whether it is a personal event to the employee, and prior awards of loans or catastrophic leave.

5. Employees, at their discretion, may donate a specific number of days to the sick leave bank, up to a maximum of 30 days for any one employee, to be designated for a specific employee for use against a catastrophic event. Ala. Code 16-22-9(h).
6. Employees must be a member of the sick leave bank to donate or receive catastrophic leave.
7. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank.
8. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in *Code of Alabama* 16-1-18.1. Ala. Code 16-22-9(h).
9. Catastrophic days awarded are not required to be repaid. Ala. Code 16-22-9(h).
10. Donated catastrophic leave days may be used to repay days loaned by the sick leave bank to the credit of the affected member. Ala. Code 16-22-9(g)(8).
11. Employees who donate sick leave days to the sick leave bank for a particular employee's catastrophic event are not to be returned to the donor unless the days are not used. Ala. Code 16-22-9(h).
12. If catastrophic leave is approved by the Committee, the Committee shall notify members of the applying employee's request and approval for catastrophic leave one time. The Committee has no further obligation to continue requesting donations on the applying employee's behalf. The Committee may but is not required, no more than once per month, to communicate by email to the members to advise that the employee is approved for catastrophic leave and could use further donations.
13. There is no guarantee that, if catastrophic leave requests are approved by the Committee, the sick leave bank members will donate any leave or sufficient leave to cover an employee's absence related to a catastrophic event.
14. Catastrophic leave is not available for on-the-job injuries.

## Personal Leave

Personal Leave is granted for each leave year as shown below and, if not taken, will be converted to sick leave at the end of the leave year.

Personal leave with pay shall be requested and approved prior to its occurrence. Personal leave may be denied if it is not timely requested or hampers the routine operations of the college.

Personal leave will not be paid on separation from employment.

Employees who are not employed at the beginning of the leave year will accrue personal leave on a prorated basis based on their starting date.

### Personal Leave on Salary Schedules A, B, C, E, and H Granted Annually

- Up to two (2) regularly scheduled work days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (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.

### Personal Leave on Salary Schedule D Granted Annually

- Up to five (5) regularly scheduled work days of personal leave with pay will be granted to each full-time Schedule D employee on the first day of each academic year.

## Court Attendance

Full-time employees and Salary Schedule H employees who are required by a court to attend jury duty will be granted special leave with pay to attend. The jury duty summons must be presented in order to be granted leave with pay.

Any employee who is required by court order, valid subpoena, or by legal counsel representing ACCS or any of its entities, to appear in their capacity as an employee will be expected to attend as part of their normal work duties. Documentation will be required to be presented. This section does not apply to employees who are engaged in suit or charges against ACCS or any of its entities to include hearings, trials, depositions, meetings with lawyers, mediations, EEOC hearings, ethics commission interviews, meetings, or hearings, etc., as such is deemed a personal matter for which appropriate accrued leave must be taken.

Any employee expected to attend court for personal matters or matters unrelated to their employment within

ACCS (except jury duty) will not receive paid leave and must request and utilize other forms of accrued leave if applicable. If the employee does not have leave, leave without pay must be requested and approved prior to occurrence.

Any employee receiving leave under this court attendance policy who has been released is required to return to work immediately once the event has concluded.

## Institutional Support Leave

Institutional support leave with pay may be approved by the President for any full-time employee based on the availability of funds and if the absence will not hamper the normal routine operations of the college. Institutional support leave is related to the employee's expertise and/or position of employment. Institutional support leave directly benefits the college and the employee's participation is requested by the college.

Examples of institutional support leave include but are not limited to business and industry partnerships with the college, grant-specified training, community partnerships through the college, accreditation activities related to employee's college, etc.

Any activity requiring more than five (5) regularly scheduled work days of institutional support leave during the leave year will require the Chancellor's written approval.

Approved activities sponsored by ACCS or the employee's college are part of the employee's regularly assigned duties and are not a type of leave.

## Professional Development Leave

Professional Development leave with pay may be granted to any full-time employee when approved by the President based on the availability of funds, the absence will not hamper the normal routine operations of the college, and the event is directly tied to the employee's current or anticipated job duties.

A maximum of ten work days per leave year may be approved locally, but more than 10 days shall only be granted upon written approval of the Chancellor.

Professional Development leave is typically a direct personal benefit to the employee. Examples include but are not limited to leadership programs, training and

workshops, local, state and national board positions or assignments, accreditation activities unrelated to the employee's college.

If an employee who was granted professional development leave separates from the college within one year of the professional development event, the employee is required to reimburse the college for any funds expended on behalf of the employee. The College may deduct these amounts from an employee's paycheck. The President may elect not to require reimbursement due to special circumstances, such as separations due to medical reasons or layoffs.

Approved activities sponsored by ACCS or the employee's college are part of the employee's regularly assigned duties and are not a type of leave.

## Military Leave

All full-time and Schedule H employees (as prorated) are eligible for paid military leave in accordance with applicable state and federal law per calendar year. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

ACCS community and technical colleges and entities shall comply with the military leave provision of Alabama Code § 31-2-13.6.

Once the employee has exhausted all available paid leave, the employee may be considered to be on military leave of absence without pay. Employees on unpaid leave of absence under this section do not accrue benefits but may choose to continue health insurance coverage by paying the designated premiums.

On receipt of military orders, the employee will submit a leave request with a copy of the military orders to the college.

## Compensatory Time and Leave

### Exempt Full-Time Employees

The president has authority on a local level to award compensatory time to exempt full-time employees when that employee physically works over 45 hours in one week, if the President chooses to do so. Physical work hours do not include hours awarded for paid leave. If permitted by

the President, exempt full-time employees may be awarded straight compensatory time, meaning for every one hour physically worked over 40 hours, the employee may receive one hour in compensatory time. The supervisor of the exempt full-time employee must keep track of all compensatory time earned and the exempt employee must use the time with supervisor approval within sixty days of it being accrued, else it is forfeited. Compensatory time is not paid for exempt employees at the time of separation at the College. When exempt full-time employees do not work 40 hours each week, they are required to take compensatory time or appropriate accrued leave to make up for their failure to work 40 hours. Full-time exempt employees are required to work during the institution's regular business hours, unless the employee has express permission from the supervisor to work outside regular business hours.

### **Non-Exempt Full-Time Employees**

Non-exempt full-time employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Non-exempt full-time employees who work over 40 hours without the express requirement and approval of their supervisor will be disciplined. Non-exempt full-time employees are entitled to overtime pay unless compensatory time is awarded instead when they physically work over 40 hours in one week (physical work hours do not include any paid leave time). It is the policy of ACCS that all institutions and entities shall award compensatory time rather than overtime to non-exempt full-time employees physically working over 40 hours in one week. Supervisors and non-exempt employees have a duty to work together to ensure that the employee does not work over 40 hours each week, absent emergency. In emergency situations where it is necessary for non-exempt employees to work over 40 hours in one week (and this has been required and approved by the supervisor), non-exempt employees must be given one and one-half hour for every hour physically worked over 40 in compensatory time, meaning if the employee works 44 hours in one week, then the employee receives 6 hours (4 x 1.5) in compensatory time. The supervisor of the non-exempt full-time employee must keep track of compensatory time and the non-exempt employee must use the time with supervisor approval within a reasonable period of it being accrued (recommend within the next month). Supervisors are responsible for ensuring that compensatory time is being taken by non-exempt full-time employees so that overtime is not required to be paid. Non-exempt full-time employees may not accrue more than 80 hours of compensatory time, and any time over and above 80 hours in compensatory time will be required to be paid as overtime. Compensatory time for full-time non-exempt employees will be converted to overtime and paid at the time of separation at the College.

## **Personnel Absences**

Planned absences from the job--such as annual leave, personal leave, military leave, and court attendance--must be requested and approved through the online request process or on the Leave Request Form prior to the occurrence of the absence (Appendix T).

## **Abandonment of Position**

*(Bevill State will comply with ACCS Policy 618.01)*

Any employee who is absent from work for three (3) consecutive workdays without approval through the procedures established by each institution shall be considered to have abandoned the position and to have resigned from the employing institution.

## **Family and Medical Leave Act (FMLA)**

In August of 1993, the Federal Family and Medical Leave Act (FMLA) went into effect. The FMLA entitled eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for the following specified family and medical reasons:

1. For the birth and care of the newborn child of the employee, provided the leave is taken within twelve (12) months following birth;
2. For placement with the employee of a son or daughter for adoption or foster care, provided the leave is taken within twelve (12) months following placement;
3. To care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. To take medical leave when the employee is unable to work because of a serious health condition
5. Because of any qualifying exigency (as defined by regulations issued by the U.S. Department of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active military duty or has been notified of an impending call or order to covered active military duty.

The FMLA also provides for "Service Member Family Leave," by which "an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member." Service Member Family Leave shall apply to only

one 12-month period for a given employee but shall not affect the employee's eligibility to take up to 12 weeks of FMLA leave during a subsequent 12-month period.

An employee may be eligible to take Service Member Family Leave in a situation in which a covered service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Any employee who would like a determination on whether or not the employee would be eligible to take leave under the Service Member Family Leave provisions to care for a covered service member should contact the College's Human Resources Office for assistance.

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.

Any accrued leave, excluding compensatory time, must be used concurrently with FMLA leave. All accrued leave must be exhausted before the employee is entitled to unpaid FMLA leave. Any leave accrued and used by an employee which would qualify for FMLA leave will count towards the 12 weeks (or 26 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. The FMLA also requires that health insurance benefits that an employee may have been maintained during the unpaid leave, provided that the level of contribution of the employer and the employee remains the same as it was prior to the beginning of the leave. The following is a statement of Beville State Community College policy on family and medical Leave.

For the purposes of the College's Family and Medical Leave policy, a "leave year" shall be the period of time beginning from the first day of FMLA usage. For example: if an employee takes FMLA leave beginning June 1st, they will be eligible for another 12 weeks of FMLA leave the following year on June 1st. In order for a Beville State employee to be eligible for family and medical leave, the employee must have been employed with BSCC for at least

twelve months and have worked at least 1,250 hours during the previous twelve months. Temporary employees shall not be eligible for family and medical leave unless the employee has worked at least 1,250 hours at BSCC during the previous twelve-month period. Each eligible employee shall be entitled to a total of twelve workweeks of family and medical leave, paid and unpaid combined, during each leave year.

Leave without pay beyond the twelve-week period provided for in the FMLA will be administered in accordance with leave policies of Beville State Community College and the Alabama Community College System.

For the purposes of the application of the Family Medical and Leave Act, the following definitions shall apply:

1. PARENT: A biological or adoptive person or a person who stood in *loco parentis* (in the position or place of the parent) to an employee when the employee was a child.
2. CHILD: A son or daughter under the age of eighteen years, or one eighteen years of age or older who is incapable of self-care because of a mental or physical disability, who is:
  - a biological child,
  - an adoptive child,
  - a foster child,
  - a stepchild,
  - a legal ward, or
  - a child to whom the employee is standing in *loco parentis*.
3. SPOUSE: A husband or wife.
4. SERIOUS HEALTH CONDITION: an illness, injury, impairment, or physical or mental condition which involves inpatient care in a hospital, hospice, or residential medical care facility, or which involves continuing treatment by a health care provider.
5. NEXT OF KIN: For the purposes of Service Member Family Leave, the term "next of kin" means the nearest blood relative of the covered service member.
6. WORKWEEK: The days and hours an employee is generally scheduled to work each seven-day work period.

#### **Guidelines for FMLA Leave usage:**

- Accrued leave, excluding compensatory time, must be exhausted before the employee is entitled to unpaid FMLA leave.
- For leave taken for the birth of a child, the College will require the employee to use available accrued leave. However, leave may be used only during the period of labor, delivery, and recovery from delivery.
- A husband and wife who are both employed by Beville State Community College and are both eligible for

FMLA leave are permitted to take only a combined total of twelve weeks of family and medical leave during any twelve month leave period, when authorized for:

1. the birth of a son or daughter or to care for the child after birth;
2. placement of a son or daughter for adoption, for foster care, or to care for the child after placement; or
3. to care for a parent (not a parent-in-law) or spouse with a serious health condition.

The employee may not take FMLA leave intermittently or on a reduced schedule for childbirth and birth-related childcare or adoption unless the employee and the College agree to such an arrangement. When medically necessary, the employee may request intermittent leave or partial leave in combination with a reduced work schedule to care for the employee's child, spouse, or parent who has a serious health condition, or because the employee has a serious health condition. In such cases, the College may require the employee to be reassigned temporarily to an available alternate position for which the employee is qualified and which has equivalent pay and benefits and better accommodates recurring periods of leave or the reduced work schedule. The College will require the employee to provide written documentation of the medical necessity for the intermittent leave or reduced schedule. When an employee is on an FMLA reduced work schedule, time not worked during the workweek will be charged against the employee's FMLA leave balance.

In order to receive family or medical leave, the employee must request such leave in accordance with the following guidelines:

1. **BIRTH OR ADOPTION:** The employee shall give the College not less than 30 days written advance notice of the employee's intention to take leave, subject to the actual date of the birth or the adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as soon as possible.
2. **MEDICAL TREATMENT:** When the leave is being requested in order to care for the employee's child, spouse or parent or because the employee has a serious health condition requiring scheduled treatments, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt College operations, subject to the approval of the appropriate health care provider. Generally, the employee must give notification of his or her intent to take such leave at least 30 days in advance of the leave period. If the nature of the particular situation is such that the employee is not reasonably able to

give 30 days of advance leave notice, then the employee must notify the College as soon as possible regarding the beginning date of the leave.

The employee shall be deemed to have applied for leave under these guidelines whenever the employee is on approved sick leave, whether or not the employee has given written notice of the employee's intent to take family or medical leave, if the reason for the leave taken is any of those reasons provided for in the College guidelines for family and medical leave usage. In any situation where the College is aware that the employee is taking paid sick leave for any of the reasons designated through the family medical leave guidelines, the employee shall be notified in writing by the College that all time spent on paid leave or leave without pay for such reasons shall be considered part of the twelve workweeks of leave required under the FMLA. If, after written notification by the College of the expiration date of available family and medical leave, the employee does not receive approval to remain on leave and does not report for duties at the next scheduled work day, the employee's failure to report to work may be considered by the College to be a resignation of employment.

If an employee requests family and medical leave relating to an adoption, the College will require that the employee provide reasonable proof of the adoption.

In the event that the employee may request a leave because of a serious illness of the employee or of the employee's child, spouse or parent, the College will require that the employee submit medical certification, which shall include the following information:

1. the date on which the serious health condition began;
2. the probable or estimated duration of the condition;
3. significant medical facts relating to the condition;
4. statement that the leave is needed to care for the child, spouse, or parent, and estimate of the amount of time which is needed; or statement that the employee is unable to perform the essential functions of the employee's position, whichever statement is applicable; and
5. where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is scheduled or expected to begin and the duration of each treatment.
6. In any situation where the College has reason to question the validity of the medical certification submitted, the College may require the employee to obtain the opinion of a second health care professional designated or approved by the College. Where the second opinion differs from the original certification provided, the College may require the employee to get a third opinion from a physician or a health care professional designated or approved

jointly by the employer and the employee. In such cases, the third opinion shall be final and binding on the College and the employee. Where certification is required, the College may require that the employee submit subsequent recertification each thirty days. In any event where the College requires the employee to obtain a second or third opinion or submit a recertification, the co-payment or other out-of-pocket payment for the additional opinions and recertification shall be made by the College.

Employees taking leave under the FMLA are entitled to certain protection relating to their employment and benefits. In particular, they are entitled to the following:

- **REINSTATEMENT** - The employee shall be reinstated to the same position held when the leave began or one of the same pay grade, benefits, and other conditions of employment which the employee had at the time the leave began, unless the employee would otherwise have been transferred, terminated or laid off had the employee not taken the subject leave. The College may require the employee to submit periodic reports of his/her status and intention of returning to work. The College also may require that the employee submit a fitness for duty certification before returning to work.
- **SENIORITY** - Employees shall not earn any credit toward additional seniority for any period of time during which the employee is on leave without pay, but the employee shall retain any seniority which he or she holds at the time the leave began.
- **HEALTH BENEFITS** - The College shall maintain coverage for the employee under the College's group health plan the duration of the unpaid FMLA leave at the level and under the conditions which would have been provided if the employee had continued employment. If the employee does not return to work upon completion of the leave, the College may seek reimbursement from the employee for the premium payments made by the College, to the extent that such reimbursement is permitted under the State and Federal law. The exception to such reimbursement would include the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control, which would prevent return to work. Employees on FMLA leave without pay shall receive their normal individual PEEHIP allotment for health insurance but shall be responsible for payment of dependent health care premiums.
- **PROHIBITED ACTIONS** - It is unlawful for an employer to interfere with, restrain, or deny any right provided by these guidelines or to discharge or in any other

manner discriminate against an employee by imposing any practice made unlawful by these FMLA guidelines.

- **PROTECTED ACTIVITY** - It is unlawful for an employer to discharge or in any other manner discriminate against an employee because the employee does any of the following:
  - files any civil action, or institutes or causes to be instituted any proceeding under or related to the FMLA;
  - gives or is about to give information in connection with any inquiry or proceeding relating to any right provided by these FMLA guidelines;
  - testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under these guidelines.
- **ENFORCEMENT** - Any employee who believes that the College's FMLA guidelines and/or the FMLA have not been applied properly at the College should notify the Office of Human Resources.

## Absences Due to Job-Related Injuries

The President, upon the request of an employee, 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. 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 employees 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 (See Appendix U). 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 and in no event shall exceed 90 working days.

The employee, who is injured on the job, is eligible to claim unreimbursed medical expenses and costs through the State Board of Adjustment.

# Leaves Without Pay

*(Bevill State will comply with ACCS Policy 611.01)*

## General Rules

Requests for leave are to be made via the established procedures at the college or entity. Each college or entity is directed to establish local procedures for requests, approvals, and use of leave including maintenance of appropriate records. The immediate supervisors are responsible for assuring that leave approvals in their areas of responsibility are reported timely and accurately.

Time spent on unpaid leave will not count in computing the amount of time worked during a given academic year.

Time spent on unpaid leave will not be counted in computing tenure or non-probationary status.

Employees who are in an approved leave without pay status are not eligible to continue to receive leave accruals or benefits, unless covered by the Family Medical Leave Act (FMLA).

Except as provided under these leave policies, no employee shall be in an unpaid employment status with any ACCS college or entity. Being in an unauthorized unpaid employment status is a violation of policy and may result in disciplinary action, including termination. It is an employee's responsibility to monitor his or her own leave accounts and approvals to ensure he/she is not in an unauthorized unpaid employment status.

- **Maternity Leave** All full-time employees and Salary Schedule H employees of a System college or entity will be granted up to a maximum of six (6) consecutive calendar months of maternity leave without pay for the birth or adoption of a child. All accrued leave including compensatory leave unless in FMLA status must be exhausted before an employee is entitled to request unpaid maternity leave.
- **Personal Leave** The Chancellor may grant up to six (6) consecutive calendar months of personal leave without pay to a full-time employee or a Salary Schedule H employee on the written request of the President to the Chancellor based on special circumstances. All accrued leave and compensatory time must be exhausted before an employee is entitled to request unpaid personal leave.
- **Family and Medical Leave Act Leave** The Alabama Community College System Board of Trustees and the colleges and entities under its direction and control shall comply with the requirements of the Family Medical Leave Act (FMLA). Any accrued leave except

compensatory time, must be used concurrently with FMLA leave and must be exhausted before an employee is entitled to unpaid FMLA leave.

# Employee/Dependent Tuition Assistance

## Definitions of Employee & Dependent

### Employee:

Any full-time or Salary Schedule H-35 employee of any System institution and the Alabama Community College System. This program will not include temporary or part-time employees (other than Salary Schedule H-35 employees), or persons serving as independent contractors to any of the System institutions or to the Alabama Community College System.

### Dependent:

The 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).

## 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. Courses taught by Athens State University are also available for tuition waiver.

The program will be coordinated by each institution for employees within the Alabama Community College System. An application form for the tuition assistance program is available at each institution and should be completed prior to registration for classes. A copy of the completed form must be maintained by the employing institution and the institution offering courses (if different) (Appendix Z).

## Eligibility Requirements

**Employees:** Employees must have been employed by a System Institution or the Alabama Community College System for one full academic year or at least 12 months, whichever is less restrictive, prior to the first scheduled day of class for the term for which the employee is applying. Employee eligibility will remain in effect for the duration of their employment in the Alabama Community College System.

**Dependents:** Dependents will be eligible when said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified. B.

### Termination of Eligibility

**Employees:** Eligibility terminates if the employee discontinues full-time employment at the respective institution for any reason except on an approved leave of absence.

Dependents:

**Dependents** will be ineligible when said employee becomes ineligible, except that dependents of any employee who has 25 years or more of continuous service in 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.

## Amount of Assistance, Limitations, Conditions, and Auditing

### Tuition Cost

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. Each institution will be allowed to count the credit hours generated by these enrollees.

### Limitation

There is no limitation as to the number of credit hours taken other than the regular academic limitations that apply at the respective institutions. All students will be required to abide by the academic policies that are in effect at the institution they are attending.

### Conditions

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 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.

### Auditing

The student-employee or dependent will be allowed to audit one course (up to five credit hours) per term at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except 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 reported for funding purposes.

### Repeating Class

Tuition costs for courses repeated will be 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.

### Records Transmittal

The student-employee or dependent must re-certify eligibility, each semester, prior to registering for a new term by providing verification of course completion. After completion of the tuition waiver the form should go to:

1. The employee's supervisor, if the waiver is for the employee.
2. Human Resources department at the institution of employment.

3. Dean of Students at the institution of attendance.
4. The President at the institution of attendance.

## Work Week

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.

## Information Security (INFOSEC)

Code of Alabama 16-60-111.4

The Chancellor of the Alabama Community College System shall coordinate and is directed to develop and implement procedures for the protection, security and safekeeping of the information systems, information technology, data, information resources and records of the Alabama Community College System and its member institutions. The Chancellor is authorized to retain or engage technology or cyber security professionals to assist in protecting and securing all System and institutional data, information and records of the Alabama Community College System and its member institutions.

## Transportation Policy

(Reference: ACCS Board Policy 401.01)

No college-owned or college-operated vehicle shall be used for any purpose other than for the authorized official transportation of students, employees, visitors, and/or school property or for such other college-related purpose as shall be specifically authorized by the respective college president. No college president shall participate in, authorize, or condone the use of any college vehicle for any purpose, which is in violation of any applicable State statute or Alabama Community College System Board of Trustees rule, regulation, or policy.

## Automobile Regulations

All employees are required to obtain a parking hangtag upon initial employment. This is done in the Business Office at each campus.

The operator will receive an identification hangtag to be displayed from the vehicle's rear-view mirror. Employees must contact the Business Office if the hangtag is lost or

stolen. Parking tickets may be issued to automobiles unregistered, improperly parked, or those parked in unauthorized areas.

## Fleet Vehicles

The Director of Facilities and Security will be responsible for the administration of Fleet Vehicles. The Director of Facilities and Security will assign fleet vehicles to departments on each campus and will designate employees to directly supervise the day-to-day operations of fleet vehicles.

All departments to which fleet vehicles are assigned, shall adhere to the following:

### I. Maintenance

Periodic maintenance shall be performed at regular intervals, under the direction of the Director of Facilities and Security as recommended by the vehicle manufacturer's literature or accepted fleet standards. Maintenance shall include but not be limited to:

- Oil, lubrication, filter service, regular brake and tire inspections, rotations and replacement, cooling system service, transmission service, engine and tune-up service.
- Other maintenance as required, to maintain a safe and reliable vehicle.

### II. Maintenance Records

A record shall be kept for each vehicle containing, at a minimum, the following maintenance information:

- Maintenance schedules for the required services listed in Section I - A.
- Service provider, date, mileage, cost, and description of services performed.

### III. Mileage and Trip Logs

A separate monthly Mileage and Trip Log shall be kept in each vehicle at all times. It shall be the driver's responsibility to record the required information accurately and legibly on the log each time the vehicle is used for any purpose. Drivers purchasing gas must complete gas record on form and return receipt to Fleet Vehicle Supervisor. If vehicle is used for multiple trips during the same day for different purposes, each trip will be documented on separate line (See Appendix BB).

### Log Requirements

The vehicle logs shall require, at a minimum, the following information:

1. Beginning odometer reading. It shall be the driver's responsibility to verify that the beginning odometer reading agrees with the previous trip's ending odometer reading. If a discrepancy is noted, it is also the responsibility of the Driver to convey the information immediately to the appropriate supervisor for that vehicle.
2. Ending odometer reading.
3. Specific purpose of the trip.
4. Specific destination.
5. Trip origin date.
6. Total miles traveled. This figure must agree with the odometer difference.
7. The driver's signature. The driver's signature must be legible.
8. Gas record if purchased during the trip (gallons, price per gallon, and total purchase amount).

## Log Review

1. Vehicle log intervals will span the first through the last day of each calendar month.
2. Vehicle logs shall be reviewed, reconciled where necessary, signed and dated by the fleet vehicle supervisor.
3. After review, and within the first five working days of each month, the logs shall be sent to the Director of Facilities and Security, where they shall be filed for audit purposes.
4. The Director of Facilities and Security shall maintain a separate vehicle log file for each College-owned vehicle.

## IV. Vehicle Occupant Qualifications Drivers

1. It is the employee's responsibility to ensure coverage by the College's insurance plan before any vehicle is driven. Each employee must provide a copy of a valid current driver license and date of birth to the office of the Director of Facilities and Security in order to be considered for coverage under the insurance plan.
2. Drivers must be College employees at least 21 years of age with at least 2 years of driving experience and must possess a valid Driver's License of the class required for the vehicle(s) to be operated and/or that is required by pertinent job description. New employees must have the appropriate license prior to official start date. Additionally, before being permitted to transport passengers in College passenger vans, additional safety training will be provided prior to being permitted to transport passengers. The training may be waived at the discretion of the College President, or designee.
3. All drivers are required to report suspension of, revocation of, or violations resulting in points against

their licenses, to the Director of Facilities and Security in writing, within 30 days of the offense. A driver's right to drive College vehicles may be refused or revoked for any of, but not limited to, the following reasons:

1. Revocation of license by the state.
2. Suspension of license by the state within the most current 2 year period.
3. DUI conviction within the most current 3-year period.
4. Wreckless driving conviction within the most recent 3-year period.
5. Speeding conviction in excess of 19 MPH over the posted limit within the most current 2-year period.
6. Two or more at fault accidents or careless driving convictions within the most current 3-year period.
7. More than 10 accumulated points within the most recent three-year period.
8. Misuse or abuse of College vehicles or repeated violations of the procedures listed herein.
9. Failure to report violations as required herein.

**Note:** Employees may reapply for driving consideration at any time after their driving record can again meet the criteria in this section. Re-qualification will require the same procedures as required for initial consideration.

1. Any of the above violations in a College vehicle may result in a permanent revocation of College driving privileges.
2. Employees transporting more than 15 passengers (including driver) must have a valid Class "C" Alabama commercial driver's license (Class "B" for Bus Operators).
3. Prospective drivers are required to sign an acknowledgment form confirming that they have been informed of these procedures.

## Passenger

1. Must be a student, employee, or guest passenger(s) authorized by the President or designee.
2. To be a passenger in a College-owned vehicle requires that the trip be for a public purpose, including but not limited to, student field trips, student competition, student athletic participation and spectator events, educational or approved recreational trips for faculty and staff and such other trips as the President or designee may from time to time authorize.

## V. Priority of Reservations

Reservations are made on the basis of the availability of vehicles, subject to the following priorities:

## Priorities for car reservations

1. Priority #1: Transportation of College employees for instructional purposes.
2. Priority #2: Transportation of College employees with responsibilities on more than one campus.
3. Priority #3: Transportation of College employees for activities such as workshops, conferences, and off-campus meetings.
4. Priority #4: Transportation of College employees for Inter-Campus activities.

## Priorities for van reservations

1. Priority #1: Transportation of students for instructional purposes.
2. Priority #2: Transportation of students for non-instructional activities such as athletic practice or events, Federal Program events, and student activities.
3. Priority #3: Transportation of College employees for activities such as workshops and conferences.

## Priorities for bus reservations

1. Priority #1: Transportation of students for non-instructional activities
2. Priority #2: Transportation of students for instructional activities

Reservations for trips other than for priority #1 trips will be considered tentative up to seven (7) days prior to the trip. Departments with reservations of this type will be notified by telephone or by electronic mail if an activity with a higher priority takes precedence over their request.

All reservations received and confirmed within seven (7) days of the scheduled trip will be considered as firm reservations.

## VI. Reservation Procedure

1. Vehicle requests must be made in writing on a Vehicle Trip Sheet, (See Appendix CC) or Request for Bus transportation (Appendix DD) and must be submitted to the day-to-day supervisor of the Fleet Vehicle being requested. However, vehicle availability may be checked by telephone, but must be confirmed in writing within 24 hours.
2. Upon receipt of the Vehicle Trip Sheet requesting reservation of a vehicle, the vehicle schedule will be reviewed to determine if the request can be accommodated. Fleet Vehicle supervisor will notify requestor indicating vehicle availability. If vehicle is available, supervisor will log reservation.

## VII. Requestor/Driver Responsibilities

1. Requestor will pick up and return the vehicle(s) to its home site in accordance with timetable indicated on the request. Vehicles cannot be driven to a private residence and left overnight in preparation for or returning from a trip unless approved in advance by the Fleet Vehicle Supervisor, or necessitated by an emergency and the trip begins before 7:00 a.m. or ends after 9:00 p.m. If kept overnight after returning from a trip, vehicles must be returned to the College by no later than 8:00 a.m. on the following morning. As always, College vehicles may not be used for personal purposes and may not be used to transport individuals or materials other than those which are directly related to the approved trip.
2. Keys shall be returned at the conclusion of the trip to the Fleet Vehicle Supervisor. Fleet Vehicle Supervisor shall determine method of safeguarding vehicle gas credit card.
3. The Fleet Vehicle Supervisor must be notified immediately by phone of trip cancellation. Failure to notify the Fleet Vehicle Supervisor of the cancellation may result in suspended use of Fleet Vehicles, at the discretion of the Fleet Vehicle Supervisor.
4. Driver must perform a pre-trip safety inspection, prior to loading passengers. Such inspection shall include the following items:
  1. Horn, windshield wipers, lights, and flashers.
  2. Brake pedal and emergency brake for proper operation.
  3. Steering for excessive play.
  4. First aid kit for proper contents and access.
  5. Seat belts for security and adequacy for all passengers.
  6. Spare tire, lug wrench, and jack.
  7. Glass and mirrors for cleanliness.
  8. Light lenses for cleanliness.
  9. Tires for inflation tread wear, cuts or breaks, lug nuts for tightness.
  10. Fluid levels, engine oil, fuel, coolant, power steering, radiator, battery, windshield washer for proper service.
5. Remain current on safety rules posted in the vehicles.
6. Ensure that vans are loaded from front to rear. For safety reasons, no rear seats may be occupied unless the seat immediately in front is occupied to capacity by passengers. The extreme rear seat may not be used for any purpose other than passengers. No luggage or other cargo may be carried on any seat or in the space between the last installed seat and the rear doors. Limited luggage or cargo may be carried on the floor between the other seats.
7. Ensure that ALL occupants wear a safety belt.
8. Observe the posted speed limits while driving fleet vehicles and ensure safe vehicle operation.

9. Station a person outside of the vehicle to assist when backing for prevention against accidents. (Vans and Buses)
10. Driver is responsible for assuring that passengers do not abuse College vehicles, and must enforce the no smoking policy.
11. Remove trash from the interior of the vehicle upon return from a trip.
12. Report all malfunctions and abnormalities to Fleet Vehicle Supervisor.
13. The use or possession of alcohol or illegal drugs in College vehicles is strictly forbidden. Driver must assure adherence.
14. Ensure that College Harassment rules are enforced.
15. In the event of an accident immediately notify the Director of Facilities and Security by telephone and forward the police report and a written explanation giving complete details concerning the accident.

## VIII. Gas Card Usage

1. Vehicle gas credit card should be used whenever possible, especially for in-state travel. Driver should ask attendant before pumping gas if station accepts the Credit Card. Driver should attempt other stations in area if not accepted. Full transactions require driver I.D. and odometer reading. Driver I.D. should be obtained from the Fleet Vehicle Supervisor. If accepted, driver is to sign his/her name in the customer signature space and retain the customer receipt copy and turn in receipts to the Fleet Vehicle Supervisor at the conclusion of the trip. Fleet Vehicle Supervisor will maintain and batch all receipts on a monthly basis and forward to the Fleet Records Manager for audit purposes.
2. When vehicle gas credit card cannot be used, drivers may use their own credit card(s) or cash, get receipts, and be reimbursed using the appropriate travel reimbursement form for approved in-state and out-of-state travel. C. All gas purchases will be documented on the Mileage and Trip Log, including gas purchased with personal funds.

## Pre-Travel Approval

When employees are required to travel, approval must be obtained prior to the occurrence of the official travel. The Pre-Travel Authorization Form (Appendix EE) should be submitted through established administrative channels for approval. The approved document will be returned to the person making the request. Upon return, travel

reimbursement forms must be completed within 15 days accompanied by the original approved Pre-Travel Authorization Form.

- **In-state Travel:** The President is authorized to approve in-state travel for institution employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.
- **Out-of-state Travel:** The President is authorized to approve out-of-state travel for each institution's employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.
- **Foreign Travel:** The Chancellor must approve all foreign non-educational travel prior to the commencement of the travel. Refer to Policy 709.01 related to educational foreign travel. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all approved out-of-country travel to the Board of Trustees.

## Deviations from Pre-Authorized Travel

There are situations beyond a traveler's control which may cause the amount of actual expenses to exceed the amount of pre-authorized travel expenses. For example, a flight may be delayed or canceled, requiring a traveler to return to base a day later than expected and causing the traveler to incur additional travel expenses, such as an extra night in a hotel. In order for such unforeseen expenses to be reimbursed, a traveler should provide receipts along with an explanation of the circumstances when submitting a request for reimbursement. Additionally, the president or agency head should certify the increased expense as necessary.

## Payment Request

The business office personnel should review the travel request, place the account code on the form, and forward the travel request to the president or authorizer for approval. Payment will be processed upon completion of the appropriate forms and documentation. The Statement of Official Travel, with supporting documentation for, including required detailed receipts, must be retained in the business office file for audit.

## In-State Travel Per Diem

Complete Appendix FF for In-State Per Diem Travel. In-State Per Diem is a State of Alabama flat-rate allowance to cover cost as described below.

The following rules and regulations govern in-state travel for claiming per diem:

1. A traveler shall be paid a meal allowance of \$12.75 for a trip of six to twelve hours' duration.
2. A traveler shall be paid \$34.00 (\$12.75 meal allowance + \$21.25, 1/4 of the per diem allowance) for a trip that exceeds twelve hours' duration but does not require an overnight stay.
3. A traveler shall be paid \$85 per day for travel requiring one overnight stay. For travel requiring stays of two or more nights, the traveler will be paid \$100 per day.
4. The hour of departure from base and the hour of return to base shall be reported by the employee for each trip.
5. Reimbursement at the same rate utilized by the federal government will be made to employees traveling by private car at state expense.
6. Where, for travelers' 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 route.
7. 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.
8. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. 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. Reimbursement at the current state-mandated rate per mile will be made to employees traveling by private car at state expense.
9. Where the payment of cash is necessary for miscellaneous expenditures, receipts where practicable to obtain them will be required as follows:
  1. Operating expenses of state-owned automobiles, such as gasoline, and oil. Receipts must be itemized less federal tax.
  2. Repairs or expenses of state-owned automobiles. The receipt is to be itemized.
  3. Postage in excess of \$1.00
  4. Shipments, freight or express, or drayage.
  5. Stenographic or typewriting services in excess of \$1.00 (authorized or approved by the college).
  6. Tolls for tunnels and bridges.
7. Telegrams, cablegrams, fax messages. A copy of message required in lieu of receipt.
8. Telephone message, long distance, where the amount involved is in excess of \$1.00, a receipt will be required, except where a pay station is used at an automatic station and is so stated in the expense account.
9. Miscellaneous emergency expenditures.
10. Railroad and other transportation fares showing tax has been reduced.
11. Registration fees.
10. Receipts will not be required for meals and lodgings.
11. Tips will not be reimbursed unless unusual in nature and explained.
12. Receipts and/or proof of payment are required to support the following expenses, except when the disclosure of the identity of the traveler would be detrimental to the State's interest:
  1. Registration fees - include itemized breakdown, if applicable.
  2. Operating expenses of state-owned vehicles, such as gasoline and oil, emergency repairs or expenses of these vehicles, such as punctures, parts, etc. Receipts for repairs must be itemized. The State tag number may also be referenced on the receipt.
  3. Travel related fees such as parking, toll and/or taxi fees with notation of "to" and "from".
  4. Miscellaneous expenses. Receipts must be itemized, reasonable, approved by the department authority and be less than \$1,000.
13. Storing privately owned vehicles is a reimbursable item of expense when the traveler is on official business for the state. Receipts, when practicable to obtain, are required.
14. Travel expense statements should be submitted on a timely basis. Employees traveling on State-funded programs must properly report and submit statements within fifteen (15) days or on or before September 30, whichever is sooner. Employees traveling on federal-funded programs must properly report and submit statements within fifteen (15) days or on or before the end of the particular program.

## In-State Actual and Out-of-State Travel

In-State Actual and Out-of-State Travel: Changes Effective July 1, 2018

## General Guidance

The guiding principle behind the policies and procedures governing travel is to travel responsibly. The word “responsibly” means that the traveler exercises the same care in incurring expenses for travel in service of the state that a prudent person would exercise if traveling at personal expense.

## Traveler Responsibility

An individual traveling in service of the state is responsible for 1) obtaining authorization and any required certifications from the head of his or her agency prior to traveling; 2) incurring only those costs that are reasonable and necessary for carrying out service to the state; and 3) seeking reimbursement for qualifying expenses in accordance with the procedures outlined below. A traveler must seek pre-authorization to travel and include all foreseeable travel expenses including, but not limited to, registration, meals, hotels, and transportation expenses with the pre-authorization request. A traveler must submit a request for reimbursement within fifteen (15) days of the conclusion of travel.

Complete the Statement of Out-of-State Travel (Appendix GG) and Statement of In-State Travel Actual (Appendix FFF) to request reimbursement. To request reimbursement of In-State Actual or Out-of-State travel expenses, the following must be sent to the Accounts Payable Office: (1) the approved Pre-Travel Authorization Form (Appendix EE), completed In-State Actual or Out-of-State Statement of Travel form with appropriate signatures, (3) original itemized receipts for allowable expenses (excluding per diem), (4) a copy of the per diem for travel city, (5) a mileage map from your home address and from your base campus. Credit card statements alone are not sufficient for reimbursement and will not be accepted.

Federal Per Diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. Incidental expenses include tips and service charges related to lodging, baggage, and transportation. To determine the per diem, enter the city and state of your destination as instructed by this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. This documentation must be retained with the travel reimbursement request. A copy of the per diem must be submitted with each travel and reimbursement request. A traveler will not be required to submit receipts for these items, nor will they be allowed to claim any extra expense related to them.

- Note: If the conference or meeting provides meals for the traveler the per diem rate amount will be reduced by the meal rates per the GSA site. To determine the

per meal cap, enter the city and state of your destination as instructed by this link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>. As an example, if the travel destination

qualified for the \$51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12 lunch.

- On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. The daily rate of 75% for the day before and day after the conference/event will be evaluated based on the need to travel before or after the conference/event. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days. Travel will be reimbursed in the most economical method for the college.
- Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses.

In-State Travel Actual and Out-of-State travel must be approved by the employee's appropriate administrator and the President through the completion of the Pre-Travel Authorization Form. Actual reimbursement of expenses is allowed for employees traveling in-state to a state or nationally sponsored event for which the institution or the individual is a dues paying member. Documentation of the dues membership must be provided with the Pre-Travel Authorization Form. State of Alabama policies allow for reimbursement of only the person in travel status.

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 current state-mandated rate per mile is paid to employees traveling by private car at state expense. If an employee chooses to drive a personal car, providing the air fare rates of the time frame of travel is required. The College does not reimburse for travel insurance.

Room fees and taxes associated with the fee are reimbursed as applicable. An original, itemized receipt of paid expenses is required. Movies charged to the room are not 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 (the College does not reimburse for rental insurance), parking fees, taxi fares, and registration fees. Receipts and justification are required for these 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. The In-State Travel Actual and Out-of-State expense that may be prepaid by the College is a registration fee with the following guidelines:

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 should be reimbursed to the College.

## Transportation

The traveler is responsible for selecting the mode of transportation, preferably the least costly to the institution, and obtaining approval from the president or agency head. The traveler is entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of transportation. Below are policies and procedures regarding transportation. If a travel scenario exists that is not specifically addressed in the following policies and procedures, presidents will use discretion in deciding whether to approve a mode of transportation considering the best interest of the institution and sound fiscal judgment.

For short distance travel (i.e. less than 8 hours travel time via vehicle), the order of preference for mode of transportation is 1) an agency-owned vehicle; 2) the traveler's personal vehicle. Commercial airfare may be utilized for long distance trips. Personal vehicles may be utilized for long distance trips. However, mileage cost for the trip must be equal to or less than the cost of a round-trip commercial airline ticket or agency vehicle costs to the travel destination. Comparable quotes should be within a reasonable time from departure date.

Presidents may pre-approve up to \$150 for a traveler to utilize local transit such as taxi or subway service while at the travel location. A traveler must submit receipts for local

transit in order to qualify for reimbursement. A traveler who spends more than \$150 on local transportation may be reimbursed for actual expenses in excess of \$150 by providing receipts and additional written justification for the local transit in excess of the pre-approved amount.

If a traveler has a College-owned vehicle, or a personal vehicle at the travel site, the traveler may still be authorized by the president to utilize local transit during the travel provided that the use of local transit is work-related, reasonable and not excessive. For example, going to dinner while in travel status or to an off-site conference-sponsored event will qualify for reimbursement; going to a nightclub, bar, or sightseeing will not qualify for reimbursement. In cases that qualify for reimbursement, a traveler will be expected to provide an explanation for the expenditure, provide receipts, and will be reimbursed for actual expenses incurred. This is intended to provide flexibility to travelers who are working in a location where driving or parking is particularly difficult or onerous.

The College will reimburse reasonable parking fees. Criteria: self-parking unless valet parking is 1) the only option available; or 2) no more costly than self-parking; 3) medical, safety or other reasons justify paying for alternative parking options. If other than self-parking is authorized, the reimbursement should contain an explanation and justification for incurring a greater expense for parking. Tips related to transportation (shuttle, UBER, taxi) are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

## Receipts Required

Receipts will be required for the following expenditures, except where the disclosure of the identity of the traveler would be detrimental to the State's interest.

- Commercial transportation (economy fare), vehicle rental (the State does not pay for rental insurance), and gasoline purchases.
- Motel / hotel lodging (single rate only).
- Registration fees with itemized breakdown.
- Operating expenses of agency-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
- Travel related fees such as parking, toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event. Miscellaneous expenses must be itemized.

## Mileage Expenses

Reimbursement for mileage expenses for persons traveling in privately owned vehicles is covered by Code of Alabama § 36-7-22, as amended. The approved electronic map with mileage calculation must be attached. Mileage reimbursement must be approved by the president or agency head on the Request for Out of State Travel. Employees who are authorized to travel in either a State or privately-owned vehicle shall be reimbursed for the amount of parking paid while on travel status. Attorney General's Opinion issued September 8, 1952.

Mileage is to be reported in whole miles. The total number of miles is to be calculated and then multiplied by the current mileage rate for the entire travel statement.

## Lodging

A traveler should stay at the hotel that is hosting the conference or event for which travel occurred and obtain the government or conference lodging rate. A traveler may choose a less-expensive hotel provided that the choice of hotel will not substantially increase transportation costs. Incurring lodging costs that exceed the conference or government rate must be justified in writing and approved by the president or agency head prior to travel.

Tips for bellhop and maid services are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

## Annual Leave or Personal Time Before or After an Official Travel Event

Individuals traveling under this section may desire to take annual leave or personal time before or after official travel. In such cases, the institution will reimburse a traveler for costs incurred as if the personal time were not included. For example, a traveler attends a conference in service of the state in Scottsdale, Arizona. The conference begins on Monday and concludes on Friday. The traveler desires to spend the weekend sightseeing in Scottsdale, and returns to Montgomery on Sunday. The institution will reimburse the traveler the lesser of 1) actual costs of airfare; or 2) for the cost of a round-trip airline ticket as if the traveler departed on Sunday before the conference and returned to Montgomery on Saturday following the conference. The traveler will not be entitled to reimbursement for any expenses incurred following the official travel day. In the hypothetical involving travel to Scottsdale, the traveler would be entitled to reimbursement for lodging costs on

Friday night, and partial per diem for Saturday (the official return travel day), but no other expenses would be reimbursed.

# Use of Facilities

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## Computer and Telephone Services

Administrative computer and telephone services are available to College personnel. 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. All requests for service should be submitted through the Help Desk Portal: <http://10.1.0.41/portal/>

## Internet Agreement

All employees must sign the Administration, Faculty, Staff Internet/Network Access Agreement with Bevill State Community College (See Appendix HH).

## Scheduling/Cancellation Policy

- To officially reserve the facility, a "Request for Facility Use" form (Appendix KK) must be completed and returned along with the deposit. All other fees, excluding the attendant and security fees, are due within one week (five working days) of the scheduled event.
- Auditoriums, gymnasiums, civic rooms, club rooms, conference rooms, quads, fields and parking lots must each be rented separately.
- Notice of cancellation is required seventy-two (72) hours in advance in order to receive a refund.
- There will be no functions on the College campuses during holidays.
  - New Year's Eve
  - New Year's Day
  - Martin Luther King and Robert E. Lee Birthday
    - Easter Weekend
  - Fourth of July
  - Labor Day
  - Veterans Day
  - Thanksgiving (Thursday and Friday)

- Christmas Week
- Bevill State Community College reserves the right to reschedule an outside function, when an unforeseen need arises for the College to use its own facilities.
- The facilities coordinators and Director of Student Services, with the consent of the Dean of Students, reserve the right to refuse facilities for future events to groups that have abused the College facilities.

## Set-up, Clean-up, and Attendant's Fees

### Set-Up Fees

Set-up fees are not charged for fixed seating auditoriums. Set-up fees are not charged for events in which the individual or organization chooses to handle the set-up.

### Clean-Up Fees

Clean-up fees are charged for most events.

### Attendant's Fees

The attendant's fee is to be paid if the function is outside normal working hours, at night or on weekends. The attendant's fee is charged beginning thirty minutes prior to the scheduled event and ending when the event is cleaned up, the building locked, with a minimum of thirty minutes after the scheduled event. This is paid directly to the attendant at the time of the scheduled event.

## Equipment

Rental fees do not include the use of audio/visual equipment, projector screens, risers, etc. Easels used for signage purposes are not included in the rental fee and are not provided by the College. Items needed for the event should be requested on the "Request for Facility Use" form and additional fees may be charged for each item.

## Safety and Security

- A security officer is necessary if there are over three hundred (300) attendees, two officers if over six hundred (600) attendees, and three officers if over nine hundred (900) attendees. The security fee is charged beginning thirty minutes prior to the scheduled event and ending when the event is cleaned-up, the building locked, with a minimum of thirty minutes after the scheduled event. This is paid directly to the officer at the time of the scheduled event.
- The fire safety code must be paramount for all functions and the contracting organization or person

must follow this code which includes strictly enforcing the number the facility is approved to accommodate.

- Absolutely no alcoholic beverages will be allowed on college property.
- Firearms are not allowed on college property.
- No animals are allowed on college property. (i.e. pet shows), with the exception of service animals.
- There is to be no smoking inside the buildings; including restrooms, foyers, stairwells, and elevators.

## Damages

The user is responsible for any damages incurred. The deposit will be returned if facility is clean and no damage has occurred to furniture, equipment, or facility. If damage occurs that exceeds \$100, the group will be responsible for the repairs needed.

## Food Service

Contact campus food-service providers for coordination of food services. If the College food service is not available, the organization may bring in its own food, but the College's kitchens and concession facilities will not be open for private use.

## Decorations, Exhibits, and Signage

- The use of confetti, glitter, candles, live flower petals, and hay/straw are prohibited.
- All exhibits and/or decorations must be freestanding and floor supported.
- All signs and posters must be placed on easels and cannot be taped, tacked or adhered in any fashion to walls and doors. The College does not provide easels; it is the responsibility of the individual or organization to provide such easels for signage purposes.

## Capital Assets

**(Reference ACCS Policy 324.01)**

Each institution shall capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization.

Each institution shall conduct an annual physical inventory of capitalized items and reconcile to the financial statement for the corresponding fiscal year.

## Procedure:

1. A physical property inventory shall be established to include all non-consumable institutional personal property except all livestock, animals, farm and agricultural products under the control of a System institution. Each institution shall capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization. The inventoried amount is computed as the cost of the asset plus any and all costs associated with taking physical control of the asset. The inventory shall show the complete description, manufacturer's serial number, acquisition cost, date of purchase, location, responsible officer or employee, and the College property control number.
2. An employee must be designated as property manager. Except for books, the property manager shall make an annual physical inventory of all applicable personal property. A copy of the inventory shall be submitted to the Dean of Finance by September 30 of each year for reconciliation to the financial statement for the fiscal year. Each inventory shall include all property acquired since the date of last inventory. When a physical inventory fails to locate property items listed on the previous inventory, then a complete explanation accounting for the property or the disposition thereof shall be attached to the inventory and submitted to the Dean of Finance. All property managers shall maintain a copy of all inventories submitted to the Dean of Finance and the copies shall be subject to examination by any and all state auditors, employees of the Department of Examiners of Public Accounts, or the Chancellor or Alabama Community College System Office staff.
3. Each property manager shall be the custodian of, and responsible for, all physical property of the institution. When any property is entrusted to other employees or officers, the property manager shall require a written receipt of the property so entrusted, which receipt shall be executed by the person receiving the property. The employee or officer receiving the property will then be held responsible for that item of inventory.
4. No property shall be disposed of, transferred, assigned, or entrusted to any other department, division, or employee thereof without the written permission of the property manager on the Inventory Transfer Form. (Appendix QQ).
5. Whenever any property manager ceases for any reason to be the property manager, the Dean of Finance shall immediately notify the President in writing. College officials shall immediately check the inventories of all property for which the property

manager was responsible and the successor to the property shall execute a written receipt for all property received by him or her or coming into his or her custody or control. The last payment of salary due the property manager shall be withheld until a complete reconciliation of the property inventory has been made and approved. In the event of any shortages, the property manager shall not be held accountable for property entrusted to any other employee or officer and for which he or she holds a valid written receipt of the employee or officer. These guidelines do not negate any inventory requirements under Federal Regulations.

## Maintenance Requests

Requests for repairs should be submitted to the Director of Facilities and Security. These requests should be submitted on line from the following website [bsccmaintenance.on.spiceworks.com](https://bsccmaintenance.on.spiceworks.com) with a description of the repairs needed and the location (building name and room number).

## Contracts and Leases

**(Reference: ACCS Policy 205.6)**

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 must be given to the Dean of Finance and then to the President at least two weeks in advance of expiration/renewal/submission date for execution. This timing allows for verifying the legality of the documents and checking budgets and other issues binding the College. Health Sciences contracts with clinical agencies must be submitted to the Dean of Instruction for recommendation of approval to the President. Only the President of the College can sign a contract or lease.

## Purchasing Policies and Procedures

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. When making purchases, each institution shall refer to the Alabama Competitive Bid law to ensure that all legal requirements are met in the purchase process.

2. All personal property acquisitions estimated to exceed \$500,000 shall be submitted to the Board of Trustees for approval. The Chancellor shall be authorized to approve unforeseen increases in cost not to exceed ten (10) percent of the Board-approved purchase amount.
3. It shall be a breach of ethical standards for any employee who is involved in purchasing to become or be, while such an employee, the employee of any party contracting with the particular governmental body in which the employee is employed.
4. Institutions under the direction and control of the Board of Trustees must make every effort to afford equal access and opportunities to minority professionals and businesses.
5. The department making the request is responsible for verifying that funds are available in the appropriate budget unit. Budget transfers can be done online logging into [OneACCS](#). Click **Finance > My Finance > My Queries**. Additional information on creating a requisition can be found in the All Users Teams folder. Contact the Director of Accounting and Finance to be added to this folder if you do not have access.
6. All purchase requests shall be processed through the online requisition system. The online requisition system is accessed through [OneACCS](#). Inside OneACCS click **Finance** then find and click on the **My Finance** tab, then finally click **My Requisitions** to create. Additional information on creating a requisition can be found in the All Users Teams folder. Contact the Director of Accounting and Finance to be added to this folder if you do not have access.
7. After the purchase requisition has been processed through the purchasing system, the approved POs are only sent to the vendor via fax if requested, otherwise, the requestor orders items.

## Purchase Orders

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 submitted using Appendix JJ. Once all signatures are obtained, the form should be forwarded to the Purchasing Coordinator. Purchase orders totaling \$5000 or more require a disclosure statement to be signed by the vendor.

All negotiations with a vendor pertaining to changes in prices, terms, conditions, substitutes, deliveries, etc., are to be handled through the Purchasing Coordinator in coordination with the budget manager. The Purchasing

Coordinator will provide for the consolidation of purchases whenever possible and thus obtain quantity discounts for volume purchases.

When a purchase order has been assigned by Purchasing, a copy is sent to the requestor and the vendor if applicable.

Receipt of goods and/or services must be done before invoices are paid. Encumbrances will be liquidated when payment is made. Partial payments may be made if indicated.

## Bookstore Purchases

A purchase order is necessary for items purchased from the Campus Bookstores. 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. Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between Finance and the requesting department. 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.

## Check Request

Check Requests are for clubs, organizations, and student stipends. Other check request are not allowed except in extenuating circumstances that must be pre-approved by the Dean of Finance. All information must be filled out on the Check Request Form (Appendix MM).

## Conflict of Interest and Ethics

**(Reference: ACCS Policy 615.01)**

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

## Procedure for Conflict of Interest and Ethics

1. Full-time employees may engage in outside employment provided that such activity: (a) does not interfere with the performance of other responsibilities as a System employee; (b) does not require use of institutional resources or facilities.
2. In an effort to identify potential conflicts, each institution is responsible for developing procedures that require employees to notify the institution of activities in which they engage that might interfere with the performance of their job responsibilities or that diminishes the value or inhibits the operation of the institution.
3. In compliance with Alabama Community College System policy 615.01 and the BSCC local policies: Conflict of Interest and Ethics and Outside Employment, an employee is required to complete the "Notification of Secondary Employment" form and submit the form for review and approval to the President via his/her immediate supervisor and appropriate President's Cabinet Member prior to entering into an agreement of secondary (outside) employment. It is the responsibility of the employee to notify the College by submitting a revised "Notification of Secondary Employment" form if the status of a previously approved secondary employment changes. If no change occurs with the previously approved secondary employment, the employee is required to re-submit the "Notification of Secondary Employment" form for review and approval on an annual basis. (Appendix C)
4. Employees on C salary schedule must complete a "Request to Teach" form to document teaching hours within working hours. With an explanation of how regular work time will be made up. (Appendix D)

Employees must not allow a personal or outside interest to interfere with their duties and responsibilities to BSCC. 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:

1. a. Conducting business with an individual or entity in which you or your relative have a personal, managerial or substantial financial interest;
2. Maintaining an external consulting or other business or employment relationship with a supplier, vendor or competitor of BSCC which would impair your independence of judgment in the performance of your duties at BSCC;

3. Competing with BSCC, or competing with other external vendors for BSCC business, whether as an individual, as an employee of another organization, or through a separate entity owned or operated by you or your relative that exists outside of your employment duties with the College;
4. Directly supervising or evaluating the work of a relative; 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;
5. Making use of any BSCC asset, including the BSCC name and trademark, resources, or supplies outside the scope of employment;
6. Participating in any way in any negotiation or transaction between BSCC and a business entity in which you or your relative has a personal, managerial or substantial financial interest;
7. 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 relative;
8. Soliciting personal gifts or special favors from individuals or entities that provide, or seek to provide, services or supplies to BSCC.

## Conflict of Commitment

Employees owe professional loyalty to BSCC 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 BSCC. Faculty members who seek to be educators at other institutions concurrent with their holding a full-time position at BSCC must seek permission from the President in advance. All full-time employees holding positions outside of the institution must seek permission from the President 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

relationship with a relative employed by BSCC or with whom BSCC 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 relative, as defined under this policy. When in doubt concerning the possibility of a personal conflict of interest, consult the Office of Human Resources or 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 Human Resources. Family relationships shall be disclosed using the Family Relationship Form.

(Appendix E)

## 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.

## Publicity and Promotion Policy

The Public Relations Department is responsible for providing public information, publicity and promotion of the College and its activities. All promotional advertising, publications, and contacts with the media should be cleared through this office. Please use the Public Relations Request for Services Form (See Appendix TT).

### Contact with Media

In order to streamline Public Relations and publicity functions, all news releases or statements made on behalf of the College to the media are to be handled through the Public Relations Department. Any event (registration, GED testing, student honors, special program promotion, etc.) to be publicized in area newspapers, on television, or the radio, should be submitted to the Public Relations Department. Employees should be conscious of allowing the necessary “lead time” when making requests.

Any College employee who receives a request for College-related information from the media shall forward the request to the Public Relations Department. Only spokespersons representing Public Relations and the Office of the President are authorized to provide College-related information to the media. Exceptions to this policy may be made at the discretion of these offices.

### Advertising

All advertising of Bevill State programs and services through mass media (newspaper, magazine, radio, television, billboards/outdoor promotion, Web site, social media, etc.) must be approved by the Public Relations Department. The Public Relations Department will evaluate the purpose, content, presentation and cost of all advertising requests.

### Publications

To present a consistent image among all departments and divisions of the College, it is important that uniform formats, styles, and colors, be used in printing of college materials. To assure uniformity in presentation of the College’s image, certain guidelines should be followed. Any

printed material to be distributed off-campus for the purpose of information and/or promotion must be approved by the Public Relations department, including in-house production using laser printers as well as production for a commercial printer.

### Official Logo

Any use of the official College logo must be approved by the Public Relations department.

## Social Media Policy

It shall be the policy of Bevill State Community College to use social media to educate, inform, and collaborate with its students, staff, faculty, stakeholders, and members of the communities it serves. Content is guided by the Public Relations Department.

Bevill State expects its employees and students to be honest, respectful, and transparent in their social media communication as they would be in person and to respect privacy, confidentiality, and copyright laws. Posted content on the college’s social media sites should always be accurate, concise, student-oriented, sensitive to diverse audiences, and respectful of the college and its constituents.

Individuals engaging in and communicating through official Bevill State social media outlets must agree to respect the terms of the College’s social media policy and must understand that Bevill State officials have the right to remove any content that is deemed offensive, profane, inappropriate, of a threatening nature, or can be construed as a defamation of character. Bevill State reserves the right to block any individual who violates these guidelines. Bevill State is not responsible for posts or comments made by visitors using its social media outlets. Abusive content posted by visitors to Bevill State’s social media outlets should be reported to the Public Relations Office immediately. Concerns about any content posted on any official social media outlet of the College should also be reported to the Public Relations Office.

Because technology and terms associated with social media change and evolve continuously, this policy may be updated with additional guidelines related to the management and implantation of the College’s social media efforts as needed. Such changes will be published as quickly as possible.

## Employee Guidance for Institutional Social Media

Bevill State Community College employees should be mindful that all postings through the College's social media are public and are expected to follow acceptable behavior and comply with Alabama law, Alabama Community College System policies, and policies outlined in the Bevill State Employee Handbook.

The Bevill State Community College Public Relations Department is the primary administrator for the College's official website and social media outlets. Those who wish to contribute information, make suggestions for content, or request administration roles for the College's social media, should contact the Director of Advancement Public Relations via email.

Divisions/Departments /Program/College-Approved Clubs of Bevill State wishing to create a social media account for the benefit of BSCC must make a request to the Public Relations Department. Consideration should be given to whether information can be effectively communicated via social media, the intended (target) audience, and what is being communicated. The Public Relations Department will make decisions regarding social media sites, including authorization of sites; evaluating requests for usage; and, maintaining a list of social media accounts, domains, active account logins, and passwords. Club sites will be administered by the faculty or staff advisor, not student members or officers.

### REQUIRED DISCLAIMER

All BSCC department and student social networking platforms must include or link to the following disclaimer:

This [TYPE OF SOCIAL MEDIA] account and/or page is a resource of an organization affiliated with Bevill State Community College. Content on this page may not necessarily reflect the opinions of the College or its leadership. In addition, any and all content posted by "fans" is the property and responsibility of the fans, not BSCC, and the College accepts no liability or responsibility for any fan-posted content or target site linked to from this page. While we appreciate and encourage the thoughtful exchange of ideas, conversations will be monitored and comments may be deleted if threatening, inappropriate, offensive or libelous language is used, or if comments on a post veer off-topic from the original post. Any commercial offers may be removed from the site.

For Facebook pages, the above disclaimer verbiage should be copied and posted in the "Story" section, accessible

through the page's "About" area. In the case of social media platforms that do not include the ability to post a long disclaimer, such as Twitter and Instagram, the Communications Department will assist with the appropriate disclaimer process and link.

### PERMISSIBLE USE OF GRAPHICS INCLUDING BSCC LOGOS AND OTHER BRANDING

Departments maintaining social networking platforms are only permitted to use the College logos that have previously been approved by the Public Relations Department, unless the department is required by an outside, affiliated or parent organization to post a specific logo. Contact the PR Department for help with official College logos, or to gain approval of any personalization planned for the department/student social media logo. Graphics, videos and other content not specifically generated by the College, including content retrieved from a search engine, are not to be used without express legal permission. Contact the PR Department for assistance in obtaining appropriate forms of media.

### GENERAL RULES FOR POSTING

All BSCC faculty, staff and students should consider their messages, audiences and goals. Keep information on social media platforms frequent and up-to-date. Pages that are not being used regularly must be deactivated and removed. Social media channels at Bevill State must be continually updated and monitored. Accounts that have been inactive for more than one month may be subject to deactivation or deletion. Deactivation and deletion will be carried out by contacting and working with the department. Link back to content on Bevill State's website where possible: If you are unsure how to do this, please contact the Public Relations Department. Protect our institutional voice and reputation: Posts on social media platforms should support the College in a professional tone and with good taste. While online, faculty, staff and students should always be mindful that they are representatives of the College. Maintain confidentiality: Do not post confidential or proprietary information about BSCC, its students or its employees. Internet postings should respect copyright, privacy, fair use, financial disclosure and other applicable laws. Be discreet, respectful and accurate: Verify facts before you post. Use proper spelling, punctuation and grammar. Poor grammar and spelling reflect negatively on you and the College. If you are unsure about the content of a post, see the "Style Guide" below, or contact a member of the PR Department for assistance.

### PERMISSIBLE SOCIAL MEDIA CONTENT

Employee administrators are responsible for all content on the social networking platforms they manage. Examples of content permitted on BSCC social media include: · Links to media stories concerning the school (e.g. news releases, articles written by the local paper, videos produced by local TV broadcasters, etc.) · Event announcements with links to or images of fliers and recaps of events · Posts from instructors announcing they are available to tutor, information about student support services, career center information, etc. · Information on graduation · Interaction with "fans" such as polls about what kind of academic programs the College should offer · Important updates or announcements · Posting photos or videos of events, and marketing videos created by BSCC · Interesting facts (e.g. "This semester, Bevill State has students enrolled from ages 15 to 83; the oldest student to ever attend was 96.") · Updates on athletic teams and student clubs and activities · Announcements on discounts at the College's bookstores · Enrollment information with a link to student services.

Account administrators are also responsible for deleting inappropriate postings by external social media users and third parties from their page. These include, but are not limited to: derogatory language including any use of language that discriminates based on race, sex, sexual orientation, ethnicity or religion

### **STUDENT GUIDANCE FOR PARTICIPATING IN SOCIAL MEDIA**

All Students of Bevill State Community College should understand that all postings through the College's social media are public and are expected to follow acceptable behavior and comply with Alabama law, Alabama Community College System policies, and policies outlined in the Bevill State Student Handbook located in the College's Catalog.

Officially recognized student organizations are encouraged to develop a social media presence. Since these organizations are affiliated with the college, these social media activities should comply with all college policies found in the Catalog. College organizations seeking to have a social media presence should make a written request to the Dean of Students. The Dean of Students will approve requests. Maintenance and content development of the approved social media sites will be the responsibility of the student organizations.

Abusive content posted to Bevill State's social media outlets, or violations of the College's Social Media Policy should be reported immediately. Any student who believes that he or she has been treated unfairly or unjustly with regards to social media, should report it as outlined in the College's Student Grievance Policy.

### **EMPLOYEE GUIDANCE FOR PERSONAL SOCIAL MEDIA**

The College recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media. The College further recognizes that employees and students have free speech rights to engage in speech on topics that are of public concern. At the same time, employees and students' use of social media can pose risks to the Colleges' safety, operations, confidential information, or reputation. To minimize those risks, the College expects its employees and students to adhere to the following policy regarding social media use.

Social media should never be used in a way that violates any ACCS or Bevill State Community College policy. For example, employees and students are prohibited from using social media to violate confidentiality or privacy obligations, or to engage in unwelcome, harassing, threatening, or discriminatory conduct, regardless of forum.

True threats, intimidation, and stalking on social media directed at ACCS or College students or staff is prohibited. A true threat is (1) a serious expression of intent to commit an act of unlawful violence against a particular individual or identifiable group, if (2) the group would reasonably fear the threatened violence. This includes threats to self. Intimidation is physical conduct threatening a specific individual with the intent to place those individuals in fear of bodily harm or death. Stalking is (1) a course of conduct committed with the intent to kill, injure, harass, or intimidate another person that (2) places that person in reasonable fear of the death of, or serious bodily injury to (3) that person, an immediate family member, a spouse, or an intimate partner of that person; or (4) causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to a person listed above.

Employees and students shall not use College names, images, logo, or other branding in social media without the written approval of from the BSCC Public Relations Department.

Free speech rights apply in the classroom, in all other programs and activities of our institutions, and to the speech of students and employees. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom setting. Nonetheless, speech or conduct of a harassing, sexual, or hostile nature exceed the protections of academic freedom and constitute prohibited harassment.

Any speech by students or employees that prevent the Bevill State Community College from (a) operating

safely or effectively, (b) maintaining proper discipline, (c) that threatens the integrity and/or public trust of the College, or (d) causes reputational harm to the College as determined by the President can result in disciplinary action, including reprimands, suspension, or termination. This includes posts, comments, or likes that are or could be perceived as offensive to any current or potential student or employee of the college. The College may also require deletion, withdrawal, or apologies related to personal social media activity.

While the right to free speech applies to communication in all forms, including in social media, the College encourages civil and respectful discourse, especially by its employees. We are all responsible to one another and to the thinking and thoughtful community of which each of us is a valuable part. The College encourages and requires professionalism, maturity, and honesty in social media communications. The College believes that derogatory, incorrect, misleading, cruel, obscene, crude, vulgar, offensive, profane, threatening, harassing, hostile, racist, or sexist comments are unprofessional and have no place in the community or in public discourse.

The College encourages and requires its employees to use good judgment about what is posted on social media. Remember that anything you say can reflect on the College. Whether you identify yourself as a College employee or not in personal online social media profiles, even if such accounts are private or have otherwise restricted access, make it clear in your social media activity that you are speaking on your own behalf. However, be aware that making this statement will not shield employees from disciplinary action if the posts otherwise violates this policy.

This policy is not intended to restrict speech protected by state or federal law. However, unprotected social media speech that violates this policy can result in disciplinary action.

Additionally, please include the following disclaimer in the About/Bio section of any social media accounts: The opinions expressed on this site are my own and do not necessarily represent the views of Bevell State Community College or its agents.

Bevell State Community College's Internet access should only be used for College-related business as outlined in the Bevell State Community College Administration, Faculty, Staff Internet/Network Access Agreement. While it may be appropriate to engage in social media during work hours if activity is directly related to accomplishing work-related goals or official college business, maintenance and usage of personal social media sites should be during personal time and using nonwork computers.

## Employee Guidance for Institutional Social Media

Bevell State Community College employees should be mindful that all postings through the College's social media are public and are expected to follow acceptable behavior and comply with Alabama law, Alabama Community College System policies, and policies outlined in the Bevell State Community College Employee Handbook. The Bevell State Community College Public Relations Department is the primary administrator for the College's official website and social media outlets. Those who wish to contribute information, make suggestions for content, or request administration roles for the College's social media, should contact the Director of Public Relations via email.

Divisions/Departments /Program/College-Approved Clubs of Bevell State Community College wishing to create a social media account for the benefit of BSCC must make a request to the Public Relations Department. Consideration should be given to whether information can be effectively communicated via social media, the intended (target) audience, and what is being communicated. The Public Relations Department will make decisions regarding social media sites, including authorization of sites; evaluating requests for usage; and, maintaining a list of social media accounts, domains, active account logins, and passwords. Club sites will be administered by the faculty or staff advisor, not student members or officers.

## Employee Guidance for Personal Social Media

When an employee participates in a social networking environment, he or she should be free from institutional censorship or discipline. However, because employees of Bevell State Community College are representatives of the College, employees should remember that the public may interpret employees' comments as representing the College. Therefore, employees engaging in social media postings should be accurate, exercise good judgment, show respect to others, and not subject the College to embarrassment or negative attention. Employees should not post confidential or proprietary information about the College, students, or fellow employees. If posting to the College's official social media outlets, employees should site information from the College's website or official policy if appropriate.

Additionally, please include the following disclaimer in the About/Bio section of any social media accounts: *The opinions expressed on this site are my own and do not necessarily represent the views of Bevell State Community College or its agents.*

Bevill State Community College's Internet access should only be used for College-related business as outlined in the Bevill State Community College Administration, Faculty, Staff Internet/Network Access Agreement. While it may be appropriate to engage in social media during work hours if activity is directly related to accomplishing work-related goals or official College business, maintenance and usage of personal social media sites should be during personal time and using nonwork computers.

## Required Disclaimer

All BSCC department and student social networking platforms must include or link to the following disclaimer:

*This [TYPE OF SOCIAL MEDIA] account and/or page is a resource of an organization affiliated with Bevill State Community College. Content on this page may not necessarily reflect the opinions of the College or its leadership. In addition, any and all content posted by "fans" is the property and responsibility of the fans, not BSCC, and the College accepts no liability or responsibility for any fan-posted content or target site linked to or from this page. While we appreciate and encourage the thoughtful exchange of ideas, conversations will be monitored and comments may be deleted if threatening, inappropriate, offensive or libelous language is used, or if comments on a post veer off-topic from the original post. Any commercial offers may be removed from the site.*

For Facebook pages, the above disclaimer verbiage should be copied and posted in the "Story" section, accessible through the page's "About" area. In the case of social media platforms that do not include the ability to post a long disclaimer, such as Twitter and Instagram, the Communications Department will assist with the appropriate disclaimer process and link.

## Permissible Use of Graphics Including BSCC Logos and Branding

Departments maintaining social networking platforms are only permitted to use the College logos that have previously been approved by the Public Relations Department, unless the department is required by an outside, affiliated or parent organization to post a specific logo. Contact the PR Department for help with official College logos, or to gain approval of any personalization planned for the department/student social media logo. Graphics, videos and other content not specifically generated by the College, including content retrieved from

a search engine, are not to be used without express legal permission. Contact the PR Department for assistance in obtaining appropriate forms of media.

## General Rules for Posting

All BSCC faculty, staff, and students should consider their messages, audiences, and goals. Keep information on social media platforms frequent and up-to-date. **Pages that are not being used regularly must be deactivated and removed.** Social media channels at Bevill State Community College must be continually updated and monitored. Accounts that have been inactive for more than one month may be subject to deactivation or deletion. Deactivation and deletion will be carried out by contacting and working with the department. Link back to content on Bevill State's website where possible. If you are unsure how to do this, please contact the Public Relations Department. Protect our institutional voice and reputation. Posts on social media platforms should support the College in a professional tone and with good taste. While online, faculty, staff, and students should always be mindful that they are representatives of the College.

Maintain confidentiality. Do not post confidential or proprietary information about BSCC, its students, or its employees. Internet postings should respect copyright, privacy, fair use, financial disclosure, and other applicable laws. Be discreet, respectful, and accurate. Verify facts before you post. Use proper spelling, punctuation and grammar. Poor grammar and spelling reflect negatively on you and the College. If you are unsure about the content of a post, see the "Style Guide" below, or contact a member of the PR Department for assistance.

## Permissible Social Media Content

Employee administrators are responsible for all content on the social networking platforms they manage. Examples of content permitted on Bevill State Community College social media include:

- Links to media stories concerning the school (e.g. news releases, articles written by the local paper, videos produced by local TV broadcasters, etc.)
- Event announcements with links to or images of fliers and recaps of events
- Posts from instructors announcing they are available to tutor, information about student support services, career center information, etc.
- Information on graduation
- Interaction with "fans" such as polls about what kind of academic programs the College should offer important updates or announcements

- Posting photos or videos of events, and marketing videos created by BSCC
- Interesting facts (e.g. "This semester, Bevill State has students enrolled from ages 15 to 83; the oldest student to ever attend was 96.")
- Updates on athletic teams and student clubs and activities
- Announcements on discounts at the College's bookstores

Account administrators are also responsible for deleting inappropriate postings by external social media users and third parties from their page. These include, but are not limited to: derogatory language including any use of language that discriminates based on race, sex, sexual orientation, ethnicity or religion.

## Student Guidance for Participating in Social Media

All students of Bevill State Community College should understand that all postings through the College's social media are public and are expected to follow acceptable behavior and comply with Alabama law, Alabama Community College System policies, and policies outlined in the Bevill State Community College Student Handbook located in the College's Catalog.

Officially recognized student organizations are encouraged to develop a social media presence. Since these organizations are affiliated with the College, these social media activities should comply with all College policies found in the Catalog. College organizations seeking to have a social media presence should make a written request to the Dean of Students. The Dean of Students will approve requests. Maintenance and content development of the approved social media sites will be the responsibility of the student organizations.

Abusive content posted to Bevill State's social media outlets, or violations of the College's Social Media Policy should be reported immediately. Any student who believes that he or she has been treated unfairly or unjustly with regards to social media, should report it as outlined in the College's Student Grievance Policy.