

CALHOUN COMMUNITY COLLEGE

is accredited by the
Commission on Colleges by the
Southern Association of Colleges and Schools
to award Associate Degrees and Certificates. Contact the Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-4097 or call
404-679-4500 for questions about the accreditation of Calhoun Community College.
Specific questions regarding Calhoun's educational programs, admissions and other
matters related specifically to the College should be forwarded directly to the College.

Member of

American Association of Community Colleges
Alabama Community College System

February 15, 2021

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Statement of Purpose

This Manual is intended to serve as one of the information resources for employees of Calhoun Community College in their effort to carry out the mission of the College and meet the College's operational objectives. The policies, guidelines, and forms contained in this Manual are designed to be consistent with applicable Federal and State laws and regulations, policies and regulations of the State of Alabama Board of Trustees, and the mission, purposes, and objectives of Calhoun Community College. Alabama Community College System policy may be reviewed on the Alabama Community College System website at www.accs.edu.

This Manual is intended to foster the efficient operation of the College. It is not, and not intended to be, a contract between the College and any employee. If any statement contained herein is in conflict with any applicable Federal or State law or regulation, then that statement is deemed to be null and void except to the extent that any portion of it may be consistent with applicable laws, policies, and regulations. Calhoun Community College reserves the right to revise, supersede, or delete any policy, practice, procedure, or form contained herein, with or without prior notice, but shall make a reasonable effort to inform employees of any and all such changes.

NONDISCRIMINATION STATEMENT

Calhoun Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the regulations issued thereunder, to the end that no person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Calhoun to be in accordance that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Title IX Coordinator for administrators, faculty, and staff is Ms. Kim Gaines, Office of Human Resources and Payroll, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2592. The Title IX Coordinator for students is Dr. Ina Wilson Smith, Director of Student Disability Services/ADA, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2635.

In addition, the College does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93- 112, and the Americans with Disabilities Act of 1990 (ADA), ADAA 2008, Public Law 101-336. This policy extends to employment by and admission to the College. The Section 504 and ADA Coordinator for administrators, faculty and staff is Ms. Kim Gaines, Office of Human Resources and Payroll, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2592. The Section 504 and ADA Coordinator for students is Dr. Ina Wilson Smith, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2635. Moreover, the College does not discriminate on the basis of

age in its educational programs and activities pursuant to the Age Discrimination Act of 1975.

The College encourages any student who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, age, disability¹, sex or other protected classification to report the discrimination or harassment to the appropriate College official. The College is committed to conducting a prompt investigation of all allegations of discrimination or harassment based on race, color, national origin, age, disability, sex or other protected classification. Students, administrators, staff and/or contract staff found to have engaged in acts of discrimination or harassment based on an individual's race, color, national origin, age, disability, sex or other protected classification will be promptly disciplined, to include, if circumstances warrant, up to and including suspension or expulsion for students and suspension or termination of employment for staff, faculty and administrators. The College encourages students and College faculty, administrators and staff to work together to prevent acts of discrimination or harassment of any kind.

Persons or any specific class of individuals who believe they have been subjected to discrimination or harassment based on their race, color, national origin, age, disability, sex or other protected classification may, alone or with a representative, file a complaint with the United States Department of Education or with the College, or with both. The complaint process for students relating to claims of discrimination or harassment may be found beginning on page 272 of the Calhoun Student Handbook.

Notice of Available Accommodations for Employees and Students with Disabilities

The College does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93- 112, and the Americans with Disabilities Act of 1990 (ADA), ADAA 2008, Public Law 101-336. This policy extends to employment by and admission to the College. The Section 504 and ADA Coordinator for administrators, faculty and staff is Ms. Kim Gaines, Office of Human Resources and Payroll, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2592. The Section 504 and ADA Coordinator for students is Dr. Ina Wilson Smith, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2635. Moreover, the College does not discriminate on the basis of age in its educational programs and activities pursuant to the Age Discrimination Act of 1975. For students with a disability requesting academic adjustments and auxiliary aids and services see, SERVICES FOR PERSONS WITH DISABILITIES on page 279 of the Student Handbook.

Calhoun Community College reserves the right to require satisfactory documentation from a licensed physician, psychologist, counselor, or other appropriate professional as to the

¹ For students with a disability requesting academic adjustments and auxiliary aids and services see, SERVICES FOR PERSONS WITH DISABILITIES on page 279 of the Student Handbook.

physical, mental, or psychological limitation(s) for which an accommodation is being requested by a given student or employee.

Expressive Activities by the Campus Community

Calhoun Community College adopts and abides by the following Alabama Community College system Board of Trustees policy 224.01, effective January 1, 2021, in compliance with ACT2019-396 of the Alabama Legislature.

- A. A primary function of the Community and Technical Colleges within the Alabama Community College System is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, the Colleges will strive to ensure the fullest degree possible of intellectual freedom and free expression.
- B. It is not the proper role of the Colleges to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.
- C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.
- D. The Colleges should support free association and shall not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
- E. The Colleges shall strive to remain neutral, as institutions, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the Colleges, and the Colleges will not require students, faculty, or staff to publicly express a given view of a public controversy.
- F. The Colleges should prohibit all forms of harassment as defined in [Act 2019-396](#), which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

I. Speech and Expression in Outdoor Areas

- A. For purposes of this policy, the Campus Community includes a College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.
- B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.
- C. Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College, which may include but are not limited to areas adjacent to classrooms or places of residence; athletic facilities; areas being used as outdoor classrooms or educational training; or areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
- D. Except for Section II.H. below, this policy does not apply to expressive activities that take place in indoor areas of College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that all Colleges must be open to any speaker whom the institution's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under Board of Trustees Policies [500.01](#) and [507.01](#).

- E. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities.
- F. Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:
1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
 2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
 3. Violations of a state, federal or local law, regulation, or ordinance;
 4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
 5. Following, badgering, or forcibly detaining individuals;
 6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
 7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
 8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
 9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
 10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
 11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or

12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.
- G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the Colleges and the functions of educational institutions.
 - H. A College may employ police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in the policy shall prohibit the institution from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive or the anticipated reaction to the protected expressive activity. The Board of Trustees encourages Colleges to establish a security fee schedule for events that is based on factors unrelated to the content of the expressive activity, such as number of expected attendees or the time duration of the event.

Presidents may waive security fees at their discretion, but may not exercise their discretion on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the campus community or to the public.

Additional fees for the use of campus facilities, such as for the use of IT resources or cleanup costs, are not prohibited under this Policy, as long as such fees are not based on the content of the expressive activity.

- I. Individuals or groups who engage in expressive activity in outdoor areas on College property are subject to College policies relating to the use and operation of College and campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. A College may limit the possession or use of clubs, bats, weapons, open flames, or other material objects on campus property during such events.

- J. Each College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of the College who violate this subsection shall be handled through existing processes provided for under law and individual College policy. Each College shall ensure that it has in place appropriate disciplinary sanctions to address any such violations.
- L. Nothing in this policy shall be construed to prevent Colleges from regulating and restricting expressive activity that is not protected by the United States Constitution, the [Constitution of Alabama of 1901](#), or state law, including, but not limited to, any of the following:
1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
 2. Expressions that a court has deemed unprotected defamation.
 3. Harassment.
 4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
 5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
 6. An action that unlawfully disrupts the function or security of the institution.
 7. Any constitutional time, place and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.
- M. Complaints or questions regarding the application of this policy should be addressed by use of the ordinary complaint process at the College for students, faculty, and staff.

II. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to a College, may not conduct commercial transactions or engage in commercial speech on College property unless authorized pursuant to Board of Trustees Policy 515.01 and approved in accordance with the College's policy regarding solicitation on campus. Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and is therefore deemed commercial speech under this policy.

III. Policy Distribution

Colleges shall include in new student, new faculty, and new staff orientation programs a section describing this policy. Colleges shall disseminate this policy to all members of the campus community and shall make this policy available in College handbooks and on College websites.

IV. Inconsistent Policies

This policy shall supersede and nullify any previous policies of the Board of Trustees or of the institutions that restrict speech on the College campuses.

This policy is not intended to supersede, nullify, or amend any policies of the Board of Trustees or the institutions that regulate the reservations and use of interior spaces on the College campuses, or that charge incidental fees for the use of such spaces.

V. Reports

- A. The Chancellor, on behalf of the Board of Trustees, shall submit to the Governor and Legislature the adopted policy and course of action implemented to ensure compliance with Act 2019-396 within 30 days of the policy's adoption. Any changes or updates to the policy shall be submitted within 30 days after making the changes or updates.
- B. The Colleges shall prepare and submit reports to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that include the following:
 1. The date and description of each violation of the policy.

2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations the Colleges see fit to include.

The Chancellor, on behalf of the Board of Trustees, shall compile this information into a comprehensive report that shall be displayed in a prominent location on the ACCS website by September 1 of each year. In addition, a copy of the report shall be provided to the Alabama Commission on Higher Education in order to comply with its reporting requirements under [Act 2019-396](#).

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Chapter I

Introduction

I. Current Status

Calhoun Community College (CCC) is an open-admission, comprehensive two-year college and a member of the Alabama Community College System. Calhoun's Main Campus is located at 6250 U.S. Highway 31, North in Tanner, Alabama. Additional Off-Campus Instructional Sites are located throughout the College's service area of Lawrence, Limestone, Madison and Morgan Counties in North Alabama. CCC's service area is truly diverse as it includes rural, low-income areas, agricultural areas, industrial/manufacturing areas, and one of the world's leading science and technology business parks

Calhoun Community College is one of the leading institutions of higher education for Alabama and the Tennessee Valley region and a major economic driver. As the largest community college in the Alabama Community College System, Calhoun is a vital economic development partner that seeks to improve the quality of life for our students and the communities we serve. College leaders recognize that successful regional growth is heavily dependent upon access to talent, and national data indicates that most community college graduates remain in their communities to work. Calhoun is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

II. History

Calhoun Community College was originally formed as John C. Calhoun State Technical Junior College and Technical School in 1965 by the consolidation of Tennessee Valley State Technical School and John C. Calhoun State Technical Junior College. Tennessee Valley State Technical School had been established under the Wallace-Patterson Trade School Act of 1947, and Calhoun State Technical Junior College had been established by the Alabama Trade School Authority Act of 1963. In 1973, Calhoun was granted its present designation as a community college by the State Board of Education.

III. Our Mission

Calhoun Community College promotes student success and community development through quality education, cultural enrichment, and workforce training.

IV. Values

- Accountability
- Collaboration
- Diversity
- Equity
- Innovation
- Integrity

V. Vision

Success for every student, the community, and the College.

VI. Planning Process

The Planning Council of Calhoun Community College guides the College's strategic planning process. The President appoints members of the Planning Council and ensures representation from all areas of the College, including community members, students, faculty, staff, and administration. The Planning Council regularly evaluates the College's Mission Statement, Vision Statement, and Statement of Values. These three statements provide the framework for all departmental planning at the College.

Additional reports and planning documents are located on the Planning, Research and Grants website at: www.calhoun.edu/overview/planning-research-grants/

VII. Substantive Change Policy

Calhoun Community College has developed and implemented the following system to ensure that the institution stays in compliance with the Commission on College's Substantive Change Policy:

1. The following administrators will serve on the institution's Substantive Change Committee: Accreditation Liaison (Chairperson), Vice President for Academic Affairs, Dual Enrollment Coordinator, Dean of Health Sciences, Representatives from CIS, Technologies and Workforce Development, Dean of Math, Natural Sciences and Pre-Engineering, Dean of Social Science and Humanities, Distance Learning Coordinator, Digital Media and Distance Learning Manager, Director of Financial Aid, Administrative Assistant to the Vice President for Academic Affairs, and the Administrative Assistant in the Office of Planning, Research and Grants.

2. Changes are reported to the Chairperson of the Substantive Change Committee. The Substantive Change Committee meets in January and July of each year, or as needed, to review the Commission's Substantive Change policy, to discuss any possible changes planned for the College that might be substantive in nature, and to examine the institution's current offerings and operations to make certain that the College is in compliance with the Commission's Substantive Change policy.
3. Proposed changes are reviewed by the committee to determine if they are substantive according to SACS guidelines. If any of the changes are substantive, then the committee also determines the specific procedure (1, 2, or 3) for reporting the change to the Commission. These specific procedures include: The Review of Changes Requiring Approval Prior to Implementation (1); the Review of Changes Requiring Only Notification Prior to Implementation (2); and Closing a Program, Site, Branch Campus or Institution (3).
4. The Accreditation Liaison and President are responsible for notifying the Commission of any substantive changes.
5. If the Commission requires the institution to write a prospectus or prepare additional documentation beyond the notification letter, the Accreditation Liaison, with assistance from the Substantive Change Committee, is responsible for preparing the documentation and for organizing any onsite substantive change committee visits. Additional committees may also be organized to assist in these tasks.
6. Calhoun Community College's Substantive Change policy is published on the institution's website. In addition, the Substantive Change Committee shares the policy and/or any changes to the policy as needed with all of the College's administrators during President's Direct Reports and Deans' meetings.
7. All Substantive Change correspondence will be posted on the College's website under the Office of Planning, Research and Grants.

VIII. The Alabama Community College System

Calhoun Community College is a member of the Alabama Community College System. This system was established in 1963 with a network of state junior colleges and trade schools designed to make postsecondary educational opportunities accessible, affordable, and responsive to the needs of the citizens of Alabama. Over the life of the system, many positive changes have taken place, including the establishment of new institutions, the upgrading of trade schools to technical colleges and the mergers of numerous junior colleges and technical colleges into comprehensive community colleges. Today, the system consists of

24 community/technical colleges and Marion Military Institute. The system also includes extensive workforce development initiatives, including the Alabama Technology Network.

The nine-member Alabama Community College System Board of Trustees is led by the Governor of Alabama and functions as the governing board for the system. The Chancellor of the Alabama Department of Postsecondary Education is responsible to the Board of Trustees for day-to-day oversight of the Alabama Community College System. The Chancellor serves as liaison between the institution presidents and the Board, recommending to the Board policies and procedures necessary for the proper function of the various institutions. For a listing of the respective Board of Trustees Members and their respective districts, see the Alabama Community College System website at <https://www.accs.edu/about-accs/board-of-trustees/>.

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Chapter II

Institutional Functions and Organization

For the purposes of designating and evaluating institutional functions, Calhoun Community College has divided its functional areas into:

- I. Central Administration
- II. Finance and Business Operations
- III. Instruction
- IV. Student Services
- V. Facilities Maintenance and Safety
- VI. Adult Education
- VII. Business and Industry Services and Continuing Education

This chapter describes the operations designated for each functional area.

I. Central Administration

The central administration functions of Calhoun Community College include those of the President as well as those in the areas of Human Resources, Information Technologies, Planning, Research and Grants, Public Affairs, and the Calhoun Foundation. The President of the College functions as its chief executive officer and directs the central administration of the College in carrying out the mission of the College.

In addition to providing leadership and general management for the entire College, the staff of the central administrative offices coordinate the following functional areas:

A. Human Resources

The Calhoun Community College Office of Human Resources is responsible for the general management and/or monitoring of the College's personnel activities, including recruitment, screening, selection, training, professional development, classification, assignment, performance assessment, promotion, resignation, retirement, and termination. The Human Resources Office is also responsible for advising the President on the College's level of compliance with all applicable Federal and State statutes, regulations, and policies related to employees and applicants for employment.

Payroll Procedures. The College's Payroll Office is operated as a part of the Human Resources Office. The Payroll Office, in accordance with applicable Federal and State laws, regulations, and procedures, handles payroll and related benefits, deductions, contributions, etc. See Chapter

Three (Personnel Policies and Procedures) at Sections XXI and XXVII for more specific information on these matters.

B. Information Technologies

The Calhoun Community College Department of Information Technologies provides computer, network, phone, and audio and video services. Audio/video services are limited to the support of permanently manufacturer installed systems inside Calhoun facilities. I.T. provides hardware support for servers, personal computers, network devices, mobile devices, projectors and screens, and phone system peripherals. I.T. also provides software support for the College's administration system, student web system, library system, bookstore system, document imaging system, and distance education systems. The department advises the college on technology planning and approves the purchases of technology equipment. Help Desk services are provided to the College's faculty and staff, and also assists students with on-line service issues when needed. Computer, phone, or network problems should be reported to the Help Desk electronically at Calhoun.edu/information-technologies/help-desk/ or by calling 306-2700. Requests for audio/video support must be scheduled using the online form found at Calhoun.edu/information-technologies/av-event-request/ at least one week in advance of the event.

C. Planning, Research and Grants

The Office of Planning, Research, and Grants is charged with the responsibility of conducting research, compiling and analyzing relevant data, and developing grant proposals to support the mission of the College. Data is collected, analyzed, and reported regularly to support the following needs: demographic information on students and College personnel; economic and employment trends in the College's service area; state, federal, and accrediting agency reporting; strategic and unit planning; and other needs as they occur.

The Office of Planning, Research, and Grants assesses the degree to which the College's mission and goals are being accomplished and reports the results to the President and the President's Planning Council. The Office of Planning, Research, and Grants also conducts regular assessments such as the Community College Survey of Student Engagement (CCSSE), the Collegiate Assessment of Academic Proficiency (CAAP), student satisfaction surveys, college services survey, and others. The purpose of such assessments is to ensure the College is meeting its mission to facilitate student success and to strategically position the College to meet changing needs of students and employers.

D. Public Affairs

The College's Department of Public Relations is responsible for the development and/or procurement of methods and information by which the College can be presented to the general public, particularly potential students and supporters, in the best possible light.

The Director of Public Affairs is responsible for the coordination of marketing, publicity, advertising, and promotional services for the College. These services include market research and assessment, media relations, printing, publications and other marketing activities and materials which also include the College's website, and digital media. The Department of Public Relations may develop marketing plans or materials, or such plans or materials may be submitted to the department by another official or unit of the College. The department may also work in conjunction with one or more College officials or units to develop appropriate plans or materials. All media contact and inquiries to the College must be coordinated through this department.

E. Calhoun Foundation

The Calhoun Foundation operates under the direction of the Director of the Calhoun Foundation and has as its chief responsibility the procurement, either directly or in coordination with the Calhoun Foundation, of funding and other resources additional to the College's normal governmental appropriations. These resources may take the form of monetary grants, fees for services, or donations; or they may take the form of real property, equipment, supplies, or other items of value, as well as in-kind resources such as services provided by volunteers. In particular, the office seeks appropriate supplemental funding and other resources to enhance the instructional mission of the College.

The search for such resources is a continuing effort involving ongoing contacts with potential Federal, State, and local governmental resources, as well as private resources. The Calhoun Foundation greatly assists in meeting the College's goal of promoting positive, productive relationships with leaders of area businesses, industries, and community agencies by working with these entities in grant writing and fund raising activities. The office also maintains appropriate records and data on the procurement of the above-described resources.

II. Finance and Business Operations

The Dean of Business and Finance supervises the College's Business Operations. Functional areas within the scope of Business Operations

include the Business Office, the College Bookstore, other Auxiliary Services, and College budgets.

A. Business Office

The Business Office is charged with handling the overall accounting and financial activities of the College. These activities include managing the College's billing and receipt of funds from students as well as various other federal, state, and local sources, purchasing (including preparation of bid invitations in accordance with State law), tracking and insuring the College's fixed assets, providing reporting to various governing entities, administering the college-wide budget, and preparing annual financial statements in accordance with GASB standards.

The Business Office is responsible for ensuring that no vendor or other organization, including student organizations and charitable organizations, will conduct any sales or collection activities, including solicitation, without specific approval by the President or the President's authorized designee. For student events, sales of merchandise or services by vendors (other than the College) to students shall not be allowed except in situations where the President has authorized such sales to be sponsored by a student organization. In such cases, the respective student organization will be responsible for confirming the credibility and reliability of the vendor and ensuring that the sponsoring student organization shall receive a significant portion of the proceeds from the sales.

1. Purchasing Procedures. College funds are expended in accordance with an approved annual budget for the College at large, in conjunction with approved annual departmental budgets. Purchase Orders are required before the purchase of any items and items must be within the scope of an approved budget. All Purchase Orders are generated through OneACCS. Any employee who makes, or attempts to make, an unauthorized purchase in the name of the College shall be subjecting himself or herself to personal liability and appropriate administrative and/or disciplinary action.

B. College Bookstore

Located in the Kelley Gymnasium at the Decatur Campus, the College Bookstore carries a full inventory of instructional supplies and materials. The College Bookstore at the Huntsville Campus is located in the Sparkman building. The College Bookstore serves as the agent for ordering instructional texts and related materials. Calhoun has currently outsourced the Bookstore to Follett.

All College personnel are given a 10% discount on books and supplies (excluding computer software and already discounted items).

C. College Switchboard

Business Operations is responsible for operating and maintaining the College switchboard. Normal hours of operation for the switchboard are from 8:00 a.m. to 5:00 p.m. on Monday through Thursday, and from 8:00 a.m. to 11:30 a.m. on Friday. The switchboard is located in the Chasteen Student Services Center.

III. Instruction

The goals of the instructional unit are to:

- (1) provide quality, innovative instruction designed to support student success;
- (2) provide quality innovative student support services;
- (3) support quality professional development opportunities; and,
- (4) respond to community, workforce, and economic needs.

In accomplishing the College's mission and achieving its goals, Calhoun Community College's instructional unit and personnel are involved in all instructional functions of the College. These functions include:

A. Advising

Faculty members are available to assist students on an individual basis to plan their programs of study, to assist in scheduling classes, and to answer questions regarding program curricula. Faculty in Technology programs serve as their students' advisors after the first semester. Faculty in Health programs serve as their students' advisor once they are accepted into the program. Academic advising for students in Academic Transfer programs of study is provided by advising staff in the Advising Center.

B. Budget Development

Division Deans and Department Chair members are called upon for input into the development of annual budgets for the instructional unit. These budgets are, in turn, incorporated into the overall annual budget for the College.

C. Carl D. Perkins Vocational and Technical Education Act Grant

Calhoun Community College seeks, through the Carl D. Perkins Act, to develop more fully the academic, career and technical skills of students in career and technical education programs that prepare students for regional high skill, high wage, or high demand occupations through collaboration between secondary, postsecondary education, workforce investment programs and business and industry needs. This program requires the College to develop, implement, and report outcomes on a Plan for Career and Technical Education. The Calhoun Workforce Partnership serving as the Strategic Analysis Team will provide critical analysis and input to the college for this plan.

D. Curriculum Design and Revision

Curriculum review and revision is an ongoing process at Calhoun. Calhoun Community College places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. In an attempt to monitor the curricula, Division Deans work with Department Chairs, Program Directors, faculty members and business and industry representatives to conduct program reviews and to evaluate curricular issues. Program directors serve as the program's liaison with the program accrediting agency where applicable, and are responsible for assisting in preparation of all accrediting reports. Program directors are responsible for ensuring that program faculty have a voice in all curriculum matters that would impact their specific curriculum. In a few instances, such as Nursing and Business Administration, the Department Chair serves as the Program Director. All faculty, but in particular program directors and lead faculty members, gather information on curriculum changes and improvements and ensure the information is passed on to program advisory committees and college administration. In addition, the instructional curricula is reviewed on an annual basis by the College Catalog and Curriculum Committee, which is composed of a cross-section of faculty members from all areas of the college. Input from the workforce is provided by professional representatives serving on program advisory committees to ensure that curricula provides training that meets current workforce needs.

E. Faculty Development

Faculty development opportunities are provided on an on-going basis through department and division budgets. The Director for Faculty Development develops and implements various training sessions and workshops to keep faculty current in teaching methods.

Faculty are also encouraged and supported in pursuing other professional development activities on a state and national level.

F. Faculty and Program Evaluations

Evaluation, both summative and formative, is an integral part of the instructional unit at Calhoun, affecting both personnel and students. Both full and part-time faculty are evaluated on a regular basis by students and supervisors.

In addition, evaluation of programs, scheduling formats, and other issues affecting instruction are conducted on an “as-needed” basis.

G. Instructional Publications

The Curriculum and Catalog Committee, the Department of Public Affairs, Planning, Research and Grants and the other units of the College collaborate in a revision of the *Calhoun Community College Catalog* every year. In addition, the instructional units, in conjunction with the Department of Public Affairs, Community Relations and Special Events, are responsible for producing brochures specific to each program of study.

The academic calendar is prepared within the instructional unit and presented to the President’s Staff and the Alabama Community College System office for approval.

H. Instruction/Scheduling

Through its various units and extension sites, Calhoun provides instruction during the day, evenings, weekends, and through distance education. Semester class schedules are developed by the various academic divisions and site director. In an attempt to serve Calhoun’s diverse student population, classes are scheduled at a variety of times and in several formats. Classes are also scheduled on-site for businesses and industries.

The academic deans, in conjunction with the department chairs, assign faculty to classes, including but not limited to, face-to-face, hybrid, and distance learning formats, each semester as needed.

In addition to providing courses leading to an Associate Degree or Certificate, Calhoun also offers developmental courses to assist underprepared students in preparing for college-level coursework.

I. Library

The mission statement of the Albert P. Brewer Library, Decatur campus, and the Huntsville Campus Library, Research Park campus, is: ***We offer access to information and promote lifelong learning***, (revised March 2009.)

The Calhoun libraries offer a single Web site, www.calhoun.edu/library, that serves as an online portal to access a full array of library resources and services. Remote access requires authentication using the A Number as username and last name as password.

J. Live Work

“Live Work” is a term used to define hands-on work projects used to train students in occupational programs by giving them the opportunity to build, repair, or otherwise work on items ordered or brought in by persons or organizations outside the class. Live work projects might include such endeavors as auto body and mechanical repairs, furniture building or refinishing, carpentry, computer repairs or upgrades, etc. Those types of projects are intended to complement the regular instruction and laboratory exercises involved in technical and occupational courses. The College charges the live work customer only for its costs for materials plus a ten to twenty percent fee as designated by the Alabama Community College System live work policy.

Requests for live work must be reviewed and approved by the instructor for the particular course relating to live work projects in accordance with Alabama Community College System Policy and Guidelines 710.01.

K. Monitoring of Accreditation Standards

The instructional unit of the College continually monitors compliance with accreditation standards related to instruction set forth by the Southern Association of Colleges and Schools Commission on Colleges and requirements directed by the Alabama Community College System Board of Trustees. Various units must also adhere to national and state accrediting and certification agencies that govern certain programs of study.

L. Recruitment

The Academic Affairs unit at Calhoun believes that everyone at the College should participate in the recruitment of students. Therefore, in conjunction with Student Services staff, faculty members take an active role in recruiting students by visiting area high schools and technical

schools; conducting group and individual tours of their area for high school students and citizens in the community; speaking to civic groups; going on industry visits; and, establishing community partnerships promoting Calhoun's programs of study.

IV. Student Services

The belief of each member of the Student Services staff at Calhoun Community College is that all people should have the opportunity to reach their maximum potential. Dedicated to this belief are the functions of Student Services which are comprised of enrollment related services such as:

A. Student Recruitment. The major function of pre-admission services personnel is the recruitment of students. Calhoun representatives provide information to prospective students through various off-campus outreach programs. In addition, recruitment staff arrange campus-wide tours and other opportunities for college exploration. Contact the Recruitment Coordinator for additional information at 256-306-2634. This office is located in the Chasteen Student Services Center (building #15) on the Decatur campus, and in the Sparkman Building at the Huntsville campus.

B. Admissions and Records. Calhoun Community College seeks, through a systematic admissions process, to provide for the efficient admission and enrollment of students. The Admissions and Records Offices are located on the first floor of the Chasteen Student Services Center (building #15) on the Decatur campus and in the Sparkman Building on the Huntsville campus. The Admissions and Records Offices are staffed with clerks, transcript evaluators, graduation specialists and international student advisors. Staff receive training in all aspects of admissions/records and registration.

Students are encouraged to contact the office for assistance with admission, registration, dropping/withdrawing, major changes, incoming and outgoing transcripts, evaluation of transcripts, applying for graduation, and international questions. Office hours are 7:45 a.m. to 6:00 p.m. (Monday-Thursday) and 7:45 a.m. to 11:45 a.m. (Friday). Contact information: 256-306-2593 or www.calhoun.edu/admissions.

- C. Testing Services.** Enrollment testing function is composed of the following: **Course Placement Testing.** Applicants and students are required to meet with Advising prior to course placement to enroll in any English, reading, or mathematics course unless student qualifies for an exemption. Advising will determine if a course placement examination is needed. Placement testing is conducted in the College's Testing Centers located in the Adult Education and Testing Building (Building #9, Room 107) on the Decatur campus and in the Sparkman Building (Building #1, Room 122) on the Huntsville campus. Placement testing is administered using untimed computerized testing.
- D. Student Financial Services.** The Office of Student Financial Services provides students with advice and assistance in obtaining financial aid/assistance through federal, state, and institutional grants, loans, and work-study, as well as various institutional and non-institutional scholarships. The Student Financial Services Offices are located on the second floor of the Chasteen Student Services Center (building #15) on the Decatur campus, and the Sparkman Building on the Huntsville campus. The Student Financial Services Offices are staffed with clerks, and a VA Specialist. Staff receive training in all aspects of financial aid. Students are encouraged to contact the office for assistance with applying for financial aid, applying for student loans, completing outstanding requirements, satisfactory academic progress appeals, work study, verification, and any other questions or assistance needed. Office hours are 7:45 a.m. to 6:00 p.m. (Monday-Thursday), and 7:45 a.m. to 11:45 a.m. (Friday). Contact information: 256-306-2628 or www.calhoun.edu/financialaid.
- E. Advising Center.** Academic advising for students at Calhoun Community College occurs in the Advising Centers. The Advising Center is located on the first floor of the Chasteen Student Services Center (Building #15) on the Decatur campus, and in the Sparkman Building on the Huntsville campus. The Advising Centers are staffed by professional Academic Advisors and Freshman Seminar Advisors who have received training in all areas of academic advising including placement testing, interpersonal/communication skills, program information and scheduling. All incoming students must meet with an Academic Advisor prior to their first semester at Calhoun. Students enrolled in Academic Transfer programs of study continue to meet with Advising Center staff, while students accepted into Technologies and Health Science programs of study meet with faculty and staff within their major program. Transient students should visit Admissions for submission of transient letter and do not need to see an advisor.
- F. Orientation.** Freshman Seminar (ORI 105/ORI 110) is required for all first-time freshmen and is taught by Advising Center personnel to

introduce the beginning student to college life. The student will become aware of College policies and procedures and campus life, develop a portfolio of important college and career exploration information, and be provided assistance in selecting a career and major if needed.

- G. Student Disability Services/ADA.** Calhoun Community College provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and/or the Americans with Disabilities Act Amendment of 2008. The Office of Student Disability Services/ADA provides assistance with needed services for a disability such as classroom accommodations, physical access to facilities or programs, adaptive equipment, or other off- or on-campus resources. This office is located on the second floor of the Chasteen Student Services Center (Building #15) on the Decatur campus and in the Sparkman Building on the Huntsville campus. Office hours are 7:45 a.m. – 5:15 p.m. (Monday-Thursday) and 7:00 a.m. – 11:45 a.m. (Friday/Decatur campus only). Contact information: 256-306-2630. The Section 504 and ADA coordinator for administrators, faculty and staff is Ms. Kim Gaines, Office of Human Resources and Payroll, P.O Box 2216, Decatur, Alabama 35609-2216; telephone 256-306-2592.
- H. Career Services Center.** Career Services is located in building #4 on the Decatur campus and in Room 101J in the Sparkman Building on the Huntsville campus, and provides career information for all Calhoun students, alumni, and community members. The purpose of the career services department is to guide and direct students in navigating college and career pathways through classroom presentations, individual appointments, and on-campus events in addition to facilitating experiential learning through co-op and apprenticeship programs. Career Services also equips alumni to successfully navigate the employment process while tracking their progress. Career Services serves students throughout their time at Calhoun Community College by way of career advising, assessments, cooperative learning, job search strategies, and employer engagement. More information can be found at www.calhoun.edu/careers.
- I. Athletics.** Calhoun Community College engages in intercollegiate sports (baseball, golf, and softball) for both male and female students. The College's athletic programs instill positive values and practices for success including cooperation, teamwork, solid work ethic, sportsmanship, and a healthy lifestyle. Athletic visibility provides a

source of entertainment and good will for students, employees and the community.

- J. Student Advocate.** The Student Advocate Office was created to help students and potential students solve college-related problems by providing individual attention to each issue. It is important that these problems be handled in a direct, expeditious, and friendly manner. The role of the Student Advocate is to listen to students' needs, educate them regarding policies/procedures, and refer them to the appropriate office(s) if necessary. This office is located in Room 107 of the Chasteen Student Services Center (Building #15) on the Decatur campus, and in Room 101Ec of the Sparkman Building on the Huntsville campus (every first Monday and second Tuesday of each month).
- K. Student Activities.** Student activities at Calhoun present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Engagement Coordinator. The Student Activities Office is located in the Hawk's Lounge in the Math-Science, Administration Building, Room 122, (building #14) on the Decatur campus, and in the Sparkman Building, Room 250, on the Huntsville campus.
- a. Student Government Association.** The SGA is an active student self-government organization. Its purpose is to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in student activity events; to provide social and recreational outlets for all students. Calhoun Community College encourages student participation in institutional decision-making. The SGA presents students' views to the College administration through representation on the College Council and College Cabinet, as well as other special appointments. The offices of the SGA are located in the Hawk's Lounge, Room 120 in the Math, Science, Administration Building on the Decatur campus, and on the Huntsville campus Room 251 of the Sparkman Building with regular hours maintained by the student government officials. All students are urged to meet with their representatives and to take an active part in the affairs of the student government by (1) voting in every election; (2) taking the initiative to run for offices; and, (3)

conveying ideas and/or requests to elected student government representatives.

b. Student Organizations and Clubs.

Campus Organizations:

Student Government Association
Phi Theta Kappa
Sigma Kappa Delta
Warhawks (Ambassadors)

Clubs:

Additive Manufacturing Club (AMC)
The Art Club Box
American Society for Quality Student Chapter
Baptist Campus Ministries (Decatur & Huntsville)
Bass Fishing Team
Biological Sciences Research Group
Black Students' Alliance
Book Club
Child Development Club
Christians at Calhoun
College Autism Spectrum Organization (CASSO)
Criminal Justice Club
Drama Club
E.M.S. Club
Entrepreneurs Club
Gathering of Gamers
Green Team
Interfaith Club
International Club (Huntsville Campus)
La Vos/Spanish Club
Multimedia Club
C3 NASA Rover Team (C3NRT) Club
Nursing Club
Physical Therapist Assistant Club
SkillsUSA
Students for Life (SFL)
SPECTRUM
The Well Church
Women's Rights of Calhoun

V. Facilities Maintenance and Safety

Physical Plant staff handle shipping and receiving, janitorial requests, and maintenance work orders.

A. Janitorial Requests. Additional or Emergency Janitorial requests can be made by using the following:

Email: janitorial@calhoun.edu (Facilities office also receives a copy of request)

Phone: 256-306-2820

Janitorial Personnel are on Campus daily from 7:00 a.m. to 10:00 p.m.

B. Maintenance Requests. Maintenance requests are generated electronically by designated individuals for each Building or Unit. The Physical Plant Department reviews, assigns and completes work order requests. Originators of requests are notified at all stages of the process.

C. Non-College Use of College Facilities. The President may approve the use of a College meeting room, classroom, or other facility by an organization or group other than Calhoun Community College. In such cases, the use of the facility must be consistent with the philosophy, functions and objectives of Calhoun Community College.

Any non-College entity using a College facility shall be responsible for any damage to, or loss of, college property, that occurs as a result of the usage.

At the President's discretion, a non-College entity may be required to secure a liability insurance policy covering the event or activity and naming the College as an "additional insured". The Office of Business Operations will be responsible for ensuring that all criteria designated by the President for non-College use of facilities are met.

D. Campus Police. The primary function of the Campus Police is to provide a safe environment for students, faculty, staff and campus visitors. The Campus Police Office is located in building #6, (next to Noble Russell building) on the Decatur Campus and in the Administrative Offices on the Huntsville campus. The Decatur Campus Police Office also handles service for the Alabama Center for the Arts. Security personnel are available 24 hours a day, seven days a week, and can be reached by dialing (256) 306-2574 or (256) 306-2575. The Campus Police digital pager, available 24 hours a day, is (256) 219-3541. The Campus Police Office has responsibility for the following:

1. assisting students, faculty and staff, and visitors
2. enforcing traffic and parking regulations,
3. providing for parking and traffic flow for special events (Student, faculty, and staff must notify Campus Police when special events are scheduled on campus),

4. enforcing State laws and College regulations (Campus Police have full authority to make arrests for appropriate violations), and
5. ensuring the security of all campus buildings, vehicles and equipment.

Calhoun Community College Campus Police Officers provide security for faculty, staff and students on the Decatur campus, Huntsville site, and the Alabama Center for the Arts, during day, evening and weekend classes and special events.

Parking decals are issued at the College Switchboard in the Chasteen Student Services Center on the Decatur Campus and at Campus Security at the Huntsville site. Handicap parking decals are issued in the Disability Services office and proof is required that the employee is the legally registered recipient of the state issued handicap parking placard. Parking privileges are honored only when an employee has an up-to-date parking decal on his/her vehicle. Annual parking decals are available at no cost to employees.

E. Mail Services

Mail is distributed on a daily basis through designated offices. A courier delivers mail to the Huntsville site and Limestone Correctional Facility throughout the week. Mail (outgoing and interoffice) should be submitted to the Calhoun mailroom for appropriate processing.

VI. Adult Education

The purpose of the adult education program is to provide quality adult education and literacy services to Alabamians. The program's goal is to provide undereducated adults high quality instructional programs so that they may obtain the knowledge and skills necessary to enter the workforce, pursue postsecondary education/training, or earn a GED in preparation for entering the workforce. Classes are provided free of charge to persons who are 16 years of age and older and who are officially withdrawn from the public and private schools. Classes are offered 12 months of the year and are scheduled mornings, afternoons, and evenings throughout Limestone, Madison, and Morgan Counties.

Adult Education instructional programs include:

1. *Adult Basic Education Classes*: Reading, writing, and computing mathematically for learners entering at or below the 8.9 grade equivalency.
2. *Transition Programs*: Instruction specifically designed to prepare adult learners to enter postsecondary education, higher education, training programs, and/or to improve their employability.

3. *Adult Secondary Education Classes:* Reading, writing, computing mathematically, social studies, science, literature and the arts for learners functioning at the 9.0 –12.9 grade equivalency to prepare them to earn the State of Alabama High School Equivalency Diploma based on the results of the GED Test.
4. *Non-Traditional High School Diploma Options Program:* Remedial instruction designed for those learners who did not pass their high school exit exam or who did not earn enough credits to earn their high school diploma. The HSDO program results in a high school diploma from the Alabama high school in which the student attended.
5. *GED Online:* An on-line GED instructional program designed to prepare learners to earn the *State of Alabama High School Equivalency Diploma*. Students must qualify by making 9.0 or higher on their entering TABE assessment.
6. *MSSC CPT Manufacturing Certification:* This program is designed for those looking to develop foundational knowledge of manufacturing processes and production, safety, maintenance awareness, and lean manufacturing principles. Participants will have the opportunity to test for the nationally-recognized Manufacturing Skills Standards Council Certified Production Technician (CPT).
7. *Alabama's Ready to Work Program:* Provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. We are AIDT certified to teach Ready to Work, the employability curriculum preferred by the Region 1 Workforce Development Board. The training curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.
8. *English Literacy Classes:* Classes providing non-English speaking people with the English language skills needed to succeed in other educational/training programs and to cope more effectively with the challenges of their daily lives.
9. *English Literacy/Civics Education Classes:* Classes providing integrated English literacy and civics education services to immigrants and other limited-English proficient populations so that they may effectively participate in the education, work, and civic opportunities of this country. Instructional activities include, but are not be limited to, the rights and responsibilities of citizenship, U.S. history and government, and naturalization procedures.

VII. Business and Industry Services and Continuing Education

Calhoun's Workforce Solutions department delivers training to individuals looking to expand their current skills and certifications or explore a new career path, or both. These career track courses are designed to provide in-demand skills in a short timeframe.

Increasing the productivity of the existing workforce is one of the main ways of increasing the profitability of local companies in a very tight labor market. Continuous training and retraining of the workforce is important to the viability of local companies and the economy.

As part of Calhoun's economic development and enhancement mission, Calhoun Workforce Solutions plans and develops specialized skill training and professional education opportunities designed to ensure the availability of trained employees for businesses and industries in the College's service area. This training includes courses and programs designed for the employees to specifically meet a company's needs. Generalized short-term, non-credit professional or skill based educational tracks of training are also available for the general public.

Calhoun Workforce Solutions offers training for:

- Business & Industry
- CDL & Logistics
- Cyber and Information Technology
- Healthcare
- Industrial Maintenance Refresher Courses (Online)
- Industrial Skills
- Leadership
- Personal Development (Online)
- OSHA 10/30
- Quality & LEAN

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Chapter III

Personnel Policies and Procedures

I. Americans With Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (the ADA) is a Federal statute which prohibits a covered employer from discriminating “against a qualified individual with a disability because of the disability of such individual in regard to job application procedure, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment.”

A. Individual with a Disability

An “individual with a disability” is defined as a person who:

1. has a physical or mental impairment that substantially limits one or more major life activities; and/or
2. has a record of such impairment; and/or
3. is regarded as having such an impairment.

A “major life activity” is defined as a function such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

B. Qualified Individual

A “qualified individual with a disability” is a person with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires.

C. Reasonable Accommodation

Calhoun Community College endeavors to ensure that employees with disabilities and job applicants with disabilities receive the consideration that they are due under the ADA. In order to do so, the College has designated an ADA/Section 504 Coordinator who is charged with the responsibility of monitoring and coordinating the College’s effort to fully comply with the ADA. These responsibilities are provided with such reasonable accommodations as are appropriate to provide the applicant with an equitable opportunity to

be considered for employment, if fully qualified for the position sought.

With regard to employees, the term “reasonable accommodation” has been defined as including, but not necessarily being limited to:

1. making existing facilities used by employees readily accessible to and usable by persons with disabilities;
2. job restructuring, part-time or modified work schedules, or reassignment to a vacant position;
3. acquisition or modification of equipment or devices;
4. adjustment or modification of examinations, training materials, or policies; or
5. provision of qualified readers or interpreters.

The ADA does not require the College to make any modification, adjustment, or change in a job description or policy that would fundamentally alter the essential functions of the job at issue. Nor does the ADA require that the College provide an accommodation when the College is not aware of the employee’s disability.

D. Applying for an Accommodation

If an employee with a disability seeks an accommodation under the ADA, the employee should contact the Office of Human Resources and make application for the accommodation with the College’s employee ADA Coordinator.

In order to review the employee’s situation, the ADA Coordinator shall have the right to request documentation of the employee’s limitation from a licensed physician, psychologist, counselor, or other appropriate professional. The documentation need not reveal the employee’s underlying physical or mental condition, but must state with particularity the employee’s limitation(s), such as the inability to stand more than a stated period of time; the inability to work in the presence of certain odors, chemicals, or substances; the inability to hear certain sounds or levels of sounds, etc.

The accommodation that will be made will be determined with the input of the employee and such knowledgeable parties as may be consulted by the ADA Coordinator. However, the College shall

make the ultimate determination as to what accommodation or accommodations will be made available.

E. Undue Hardship

The ADA does not require the College to make an accommodation where the accommodation would impose an undue hardship upon the College in the form of a significant undue financial cost or a significant adverse impact on the College operations or upon the ability of other College employees to conduct their duties.

In a situation where an employee believes that he or she is not receiving the full consideration and services due under the ADA, the employee may file a grievance under the College's employee grievance procedure.

II. Anti-Discrimination Policy

Calhoun Community College is an equal opportunity employer. It is the College's policy to provide equal opportunity for employment and advancement to all qualified applicants and employees without basing any employment decision on race, color, national origin, religion, age, disability, marital status, or gender, as provided by law and Alabama Community College System Board policies.

No employee or applicant for employment or promotion, including applicants for full-time faculty, administrative, and supervisory positions, shall be discriminated against on the basis of any criterion or characteristic which is prohibited by law from use as a consideration for employment eligibility.

III. Anti-Harassment Policy

Revised 8/1/16

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

Harassment can be defined as but is not limited to:

- Disturbing conduct which is repetitive;
- Threatening conduct;
- Intimidating conduct;

- Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
- Unwelcome sexual advances or requests for sexual favors;
- Assault;
- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

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

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

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Office of Human Resources or President within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Office of Human Resources. Any employee or student who becomes aware of any harassment shall report the incident to the Office of Human Resources. 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:

- A. Physical assault;
- B. 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;
- C. Direct propositions of a sexual nature;
- D. Subtle pressure for sexual activity;
- E. 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;
- F. 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);
- G. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- H. 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.

Reports of an activity of a sensitive nature will be investigated and resolved in such a manner as to best protect the privacy of all victims and witnesses to the fullest extent possible under the circumstances.

IV. Employment of Relatives

No President shall employ any relative within the fourth degree of kinship by either birth or marriage to work in the institution, and any relative of a President within the aforementioned relationship now employed in the

institution shall not be assigned to any position which reports directly to the President, or in which the employee makes final decisions concerning the expenditure of funds. Alabama Community College System Policy No. 205.02

Neither the Chancellor nor any member of the Alabama Community College System Board of Trustees shall advocate or attempt to influence the employment of any relative of himself/herself. For the purposes of this policy, a "relative" includes any person related within the fourth degree of affinity or consanguinity to any job, position, or office of profit with the state or with any of its agencies. In the event that a candidate for a vacant position is a relative of the Chancellor or a Board member of the Alabama Community College System Board of Trustees, the President shall appoint a selection committee, the majority of whom are not employed within the Alabama Community College System. The racial and gender guidelines for selection committee composition shall also apply. In such circumstances, the College shall comply with Alabama Community College System Policy No. 205.03.

Each new employee appointed by the College shall complete a Family Relationship Disclosure Form within fifteen days of the effective date of initial employment.

It shall be considered a conflict of interest for any of the following to occur: a supervisor/subordinate relationship between two related persons within the same operating department or unit; the President or a relative having or appearing to have influence over a relative's compensation, performance evaluation, or job security; a President or a relative having an auditing or control relationship to a relative's job; a relative of the President or the chief executive officer of any other Alabama Community College System department, agency, entity, or institution reporting directly to the President.

In the event that any such conflict of interest shall occur, the College shall comply with the reporting and remedial provisions of Alabama Community College System Policy No. 205.05.

V. Code of Conduct for Employees

College personnel are subject to disciplinary action by the College, including official oral or written reprimand, suspension with or without pay, and/or dismissal for misconduct occurring on any property owned or controlled by the College or off campus at any function which is authorized, sponsored or conducted by the College. An employee may be terminated for conviction of a felony or misdemeanor involving moral turpitude, or if the nature of the offense is such that it results in the

imprisonment of the employee, or even if not an offense involving moral turpitude, if the nature of the offense is such that it reasonably can be construed to relate to the ability or the likelihood of the respective employee to properly carry out his/her official duties. For example, if a college payroll clerk is convicted of income tax evasion, it could be reasonably interpreted that the nature of the offense is such that it has a bearing on the employee's ability and/or likelihood to properly carry out his/her duties as a college payroll clerk.

Other conduct, which shall be defined as misconduct for which disciplinary action may be taken, shall include, but not be limited to, the commission of, or the attempt to commit, any of the following offenses on College property, at a College function, or at any function or event sponsored by or paid for by the College, including off-campus training activities:

1. any form of dishonesty, including theft, embezzlement, misappropriation of public funds or property, cheating, plagiarism, fraud, misrepresentation, or furnishing false information to the College or any educational or governmental institution or agency;
2. forgery, alteration, unauthorized destruction, or misuse of any College document, record, or identification source;
3. intoxication, or the display, possession, sale, distribution, or use of alcoholic beverage or any unprescribed controlled substance or illicit drug, or of any marijuana plant or part of a marijuana plant;
4. use, possession, or distribution of firearms, ammunition, any other weapon, or fireworks, or any incendiary or explosive device or material. Provided, however, that law enforcement officers properly authorized to carry weapons may do so if they are officially enrolled in classes or are acting in the performance of their duties, or any College students who are enrolled in an instructional program in which firearms are required equipment;
5. disorderly or disruptive conduct including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid College property or the property of another person or entity, as well as physical or verbal damage or abuse to another person. This offense includes any threat of violence, whether made in person, by telephone, in writing, or electronically, toward any person or toward any property of the College or the private property of any other person.

Any such threat made from a location off campus shall be considered to have been made on campus if it is received on campus or at a College function.

6. lewd, indecent, obscene, or unduly offensive behavior or expression, including oral, written, or symbolic expressions which would be offensive to a reasonably sensitive person;
7. participating in, or benefiting from, any form of gambling, except at a licensed gaming facility;
8. unauthorized entry to or use of a College facility or College equipment;
9. insubordination toward a supervisory College official;
10. misfeasance, malfeasance, or failure to perform assigned duties and responsibilities in a satisfactory manner; and
11. violation of any State or Federal law, any local or county ordinance, or any policy, rule or regulation of the Alabama Community College System, Calhoun Community College, or (with regard to any College correctional education program) the Alabama Department of Corrections or the respective correctional institution.
12. violation of any provision of an employment Letter of Appointment.

VI. Computer Acceptable Use Policy

Individuals are fully responsible for their own actions while using Calhoun Community College's "computer technology" (defined as Calhoun computers and computer-related equipment, programs, supplies, and network communications, including Internet access gained through Calhoun's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee questions concerning access, acceptable and unacceptable use, should be directed to the Director of Information Technologies. Student questions should be directed to the appropriate instructor or the Vice President for Academic Affairs (Appendix III-A).

VII. Conflicts of Interest

- A.** Employees of the College shall avoid all actual or apparent conflicts of interest between their college obligations and their outside activities.

Honesty and professional integrity are expected of all employees. It would be a serious violation of this trust if the interests of the College were to be compromised by an employee in the course of performing professional duties. The use of one's official position or influence to further personal gain of an employee or an employee's family or associates is unacceptable behavior and may also be subject to criminal prosecution under the Alabama Code of Ethics for Public Officers and Employees (the "Ethics Law").

All College employees have the right to acquire and retain status of a professional, personal, or economic nature. However, in a community as diverse and complex as Calhoun Community College, there is always the possibility that the pursuit of individual interests may result in a conflict with those of the College. This places an important responsibility on faculty and staff to recognize potential conflicts and prevent them. It is not expected that every employee will have a complete and current knowledge of the laws and regulations that apply to conflicts of interest. However, all persons, particularly those with significant exposure to potential conflict of interest situations, should develop a sensitivity to this issue and seek guidance when appropriate (Alabama Community College System Policy 615.01).

All proposals, bids, contracts, or grant proposals to the College shall be subject to the disclosure and approval provisions of Alabama Community College System Policy No. 205.06.

B. External Influence

The standard of behavior for Calhoun Community College is that all employees (Administration, Faculty and Staff) scrupulously avoid conflicts in interest in personal, professional, and business interest matters. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Calhoun Community College employees shall be free from influence from political, religious, or other external bodies and protect the institution from such influence in a number of ways, including the individual power and autonomous authority of the College. The Alabama Community College System Board of Trustees have adopted Policy 111.02 – Conflict of Interest – on external influence to further

ensure that colleges are free from influence from political, religious, or other external bodies.

If any College employee shall reasonably believe political, religious, or other external bodies are or are attempting to influence that employee, such employee may notify in writing the College's Director of Human Resources of such conduct stating specifically the basis for such belief. If the conduct involves the College's Director of Human Resources, then the employee may notify the College President. If the alleged conduct involves both the Director of Human Resources and the College President, then the employee may notify either College Vice-President. The recipient of such notice shall appoint three (3) other employees who shall seek to determine whether such conduct has or is occurring and who shall report the allegations and the results of their investigation to the persons involved and then to the appropriate Administrative person, if such conduct continues.

VIII. Letters of Appointment

A. Salary Schedule D Letters of Appointment

The President of Calhoun Community College may offer Letter of Appointments for one semester, two semesters, a summer term, or twelve months, as appropriate, to librarians, counselors, and instructors, provided enrollment is sufficient and funds are available.

- 1. Nine-month Letter of Appointments.** Full-time instructors, librarians, and counselors on Salary Schedule D may receive one-semester or two-semester Letter of Appointments for employment during the academic year and one-semester Letter of Appointments for employment during the summer term. However, summer employment for every full-time faculty member is limited by the availability of funds and by the seniority and rotation procedure as established by members of each division. Full-time employment for every employee on Salary Schedule D is not assured during the summer term. Therefore, a full-time faculty member may not be offered a summer Letter of Appointment or may be offered a pro-rated Letter of Appointment for a summer term.
- 2. Part-time Faculty.** Letter of Appointments for part-time instructors are limited to one academic semester. However, a part-time instructor may be offered Letter of Appointments for respective subsequent semesters if the instructor receives satisfactory student and supervisor evaluations and provided

there are sufficient funds and enrollment to support the subsequent Letter of Appointment or Letter of Appointments. All proposed Letter of Appointments for part-time instructors are subject to the sole discretion of the President.

- 3. Summer Employment (Full-time Faculty).** A full-time instructor may or may not be offered a Letter of Appointment for a summer term; and, if employed for the summer, the instructor may be employed for less than a full teaching load for a summer term. However, if a full-time instructor is employed for less than a full teaching load for a summer term, the instructor must be paid a *pro rata* amount of Salary Schedule D compensation based on:
 - a. qualifications and experience,
 - b. a full teaching load, and
 - c. the number of duty hours scheduled per week.

- 4. Rotation and Seniority (Full-time Faculty).** A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of a nine-month Letter of Appointment (fall and spring semesters) with the College shall have first option (over part-time or temporary employees) for employment in the summer term (three months), provided that:
 - a. there is sufficient student enrollment,
 - b. there is sufficient funding available,
 - c. the employee is qualified to provide the services scheduled, and
 - d. the employee is in line to be hired under the College's summer employment policy
 - e. an instructor in the College's Technical Division who attained tenure prior to September 1, 1979, and who is employed by virtue of an academic year Letter of Appointment, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time Technical Division instructors; and
 - f. instructors may be given priority for summer teaching only in those courses they taught at least once during the preceding academic year or, if a given course has not been taught during the preceding year, priority will be based on similar or related course(s) taught most often in the past.

Summer teaching assignments will be made by Division Deans who will begin those assignments with senior-most faculty who are qualified to teach scheduled course(s). Guidelines for summer employment are distributed during each spring semester.

Seniority is based on initial full-time date of hire as a faculty member. In the event that multiple faculty within the department have the same hire date, a tie breaker process will be used. The process includes: highest degree earned, number of hours in field, and number of years of full-time teaching experience outside Calhoun.

Distance Learning courses do not reduce the requirement that an instructor work a minimum of 35 scheduled hours on the College's campuses unless otherwise approved by the President or designee.

B. Letter of Appointments for Other Employees

The President has the authority to offer an employment Letter of Appointment for any period of time up to one calendar year to any full-time or part-time non-faculty employee. The President also has the authority to offer any non-faculty employee an open-ended letter of appointment, or a letter of appointment for a specified term. It is the general practice of Calhoun Community college to offer an open-ended letter of appointment for the employment of probationary non-faculty employees.

C. Contracts for Professional Services

The College may contract for the provision of professional services, such as legal, architectural, accounting, or training services, for example, as deemed appropriate by the President.

IX. Crime Awareness and Campus Security

The Federal Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires all public colleges to have a policy on reporting criminal activities on campus, ensuring the security of campus facilities, and protecting the safety of students and employees. The Act also requires that each college maintain and report statistics on all on-campus criminal incidents.

Calhoun Community College is firmly committed to providing a safe and secure campus environment. If a student, employee, or campus visitor is a victim of one of the following crimes, Sexual Assault, Domestic Violence crimes, Dating Violence or Stalking, Campus Police should be immediately notified. Calhoun Community College has an accredited Police Department that is certified by the Alabama Peace Officer's Standards and Training Commission. Calhoun Police will conduct a full investigation of the crime. If Calhoun Police need assistance from outside agencies, a request will be made to one of several local agencies. All information will be kept confidential by Alabama State Law. The victim will be informed of the steps of the investigation as well as the steps of the judicial system. The Vice President of Student Services will be notified of any of the above listed crimes in reference to Calhoun students. The Director of Human Resources & Payroll will be notified of any of the above listed crimes in reference to Calhoun Employees. If any of the above crimes occur on the Calhoun Campus, yearly statistics will be included in the College's Clery Act report.

1. **SEXUAL ASSAULT** - a police report will be taken. The crime will be investigated and processed through the Alabama State Code. Also Crisis Services of North Alabama will be notified.
2. **DOMESTIC VIOLENCE** – Alabama State Law 15-10-3C requires a mandatory written report regardless if an arrest is made. Depending on circumstances (e.g. Strangulation, etc.) Crisis Services of North Alabama may be contacted.
3. **DATING VIOLENCE** – is a continuous pattern of harm toward dating partner which is motivated by power and control. If an actual crime has not been committed, provide encouragement/empowerment and discuss options with the victim.
4. **STALKING** – a police report will be taken for each incident/offense. The crime will be investigated and processed through the Alabama State Code. The victim is strongly encouraged to keep a journal of events (create a paper trail) for court purposes.

Persons seeking a copy of the Calhoun policy on Crime and Campus Security, or the most current Calhoun annual report of criminal statistics, may obtain a copy from the Business Office.

X. Drug Free Workplace

Calhoun Community College maintains a drug-free workplace. According to Calhoun Community College policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Calhoun Community College. Employees found in violation of this act may be subject to disciplinary action.

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

- A. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance is prohibited on any property owned, leased, or authorized by or on behalf of Calhoun Community 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 Section 802) or in the Alabama Uniform Controlled Substance Act (*Code of Alabama* (1975), Section 20-2-1, *et seq.*).
- B. Calhoun has and shall maintain a drug-free awareness program to inform employees about:
 - 1. the dangers of drug abuse in the workplace;
 - 2. Calhoun’s policy of maintaining a drug-free workplace;
 - 3. any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. the penalties that may be imposed upon employees for drug abuse violations.
- C. All employees of Calhoun Community College shall comply with paragraph A above.
- D. Any Calhoun employee who is convicted by any Federal or State court of an offense which constitutes a violation of Paragraph A above shall notify the President of Calhoun Community College 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.” Failure to notify the President of Calhoun Community College of such a conviction shall be considered insubordination as well as a violation of this policy.
- E. In the event of a report of a conviction pursuant to paragraph D above where the employee is working in a project or a program funded through a Federal contract or grant, the College shall notify in writing within ten (10) days any Federal agency to whom such notification by the College is required under P.L. 100-690.
- F. In the event that an employee violates paragraph A above or receives a conviction as described in paragraph D above, the respective employee shall be subject to appropriate disciplinary

action which may include, but is not limited to, termination of employment. The College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

- G. Calhoun Community College shall make a good faith effort to ensure that paragraphs A-F above are followed.
- H. Each employee of Calhoun Community College shall receive a copy of the Calhoun Community College Drug-Free Workplace Policy.

XI. Emergency Procedures

In the event of an emergency or to report a crime, immediately dial 911. In order to file a mandatory crime report, contact Campus Police at 306-2911.

An Emergency Procedures Manual is located on the College's personnel website, <https://calhoun.edu/personnel>. The manual addresses various emergency situations that may be encountered. It is the responsibility of all Calhoun employees to become familiar with and reference this manual as needed.

Effective emergency response requires personal preparedness and planning. Employees are encouraged to sign up for CCC ALERT at <https://calhoun.edu/overview/emergency-procedures/cc-alert/>. CCC ALERT is the College's emergency notification system that sends messages to any device – cell phone (voice and/or text messaging), land lines, email accounts, or pagers – in the event of an emergency that poses an imminent threat or danger to Calhoun Community College students, faculty, or staff. It is only used for emergency communication purposes and will be used in conjunction with current communication system.

A. Emergency/Medical

When a health or safety emergency occurs, the first appropriate response is to **dial 911** to report the emergency, then to contact the Calhoun Campus Police Department. In an emergency, Calhoun personnel located at Limestone Correctional Facility should immediately call 911 through the most direct route (Calhoun office, switchboard or outside line), then contact the prison warden for the assignment of emergency aid and treatment until outside medical service arrives.

The Campus Police Department maintains telephones and two-way radios on a 24-hour basis to provide information, receive crime reports and to respond to emergencies. In order to maintain compliance with the national Campus Safety Act, please contact Campus Police to report any crime committed on campus.

B. Evacuation/Severe Weather

Emergency Management sirens will be the primary signal for any severe weather warning or other emergencies which require shelter. In addition to siren alerts, a CCC ALERT message will be sent, and Campus Police, using the speaker system, will alert faculty and staff in the event of severe weather, such as a tornado warning. Campus Police will inform each shelter location when it is safe to return to normal activities.

C. Shelter Locations

Employees and students shall proceed to the first floor hallways of the building in which they are located when notified of severe weather.

D. Notification of Inclement Weather

Revised 9/2019

In the event that the College will be closed due to inclement weather, the College will contact local radio and television stations and issue a CCC ALERT message to announce said closures.

Television stations on the notification list include WAAY (Channel 31), WAFF (Channel 48), WHNT (Channel 19), and WZDX (Channel 54). Radio stations include WRSA-FM, WDRM-FM, WEUP-AM and FM, WTAK-FM, WDJL, WAHR-FM, WZYP, WVNN, and WHRP-Gurly.

In the event of a closure due to inclement weather, full-time employees, and part-time employees who are under contract and on a designated straight salary, who were scheduled to work the day of the closing will be considered to have worked that day. Other part-time employees and hourly employees will not be paid for hours missed due to a closure for inclement weather.

XII. Employee Evaluation Process

The employee evaluation process occurs on an annual basis. The Office of Human Resources coordinates the evaluation process and monitors its completion. Evaluation of personnel at Calhoun Community College is a

cooperative process in which the supervisor and employee have responsibility to review job performance. Evaluations are used to (1) identify strengths and weaknesses, (2) assist with personal and professional goals, and (3) assist with achieving desired work performance. The evaluation process is designed to promote discussion concerning current job responsibilities and expectations, performance of duties, opportunities, concerns, and other pertinent information. It serves as the basis for effective human resource management and positive working relationships. The evaluating official has the responsibility to make an accurate, unbiased assessment of an employee's performance for the reporting period and to open discussion with the employee any deficiencies of apparent weaknesses that are discerned by the evaluator. Any employee who is required to submit a self-evaluation as a part of the annual evaluation process has a duty to submit an accurate, unbiased self-evaluation to the evaluating official. Each employee about whom any deficiency is identified as part of the evaluation process has a responsibility to fully cooperate with his or her supervisor in the development of a plan to resolve the deficiency or deficiencies that are identified as being in need of resolution.

Various instruments and procedures for collecting and evaluating data are used for the different levels of the organization. Evaluation results shall be kept confidential except to the extent necessary for appropriate supervisory and administrative personnel to ensure proper supervision and professional development of the respective employees.

A. Administrators

Administrator evaluations will occur in the Spring semester of each year. The following procedure will be used:

1. Administrative personnel evaluations are initiated and coordinated by the Office of Human Resources, and forms are available from that office.
2. The evaluation requires a self-evaluation by the employee. The employee will complete a self-evaluation using the Performance Evaluation tool prior to the supervisor completing the annual evaluation. The self-evaluation will be used to generate discussion during the evaluation meeting. The self-evaluation will not be included in the personnel file and does not require any signatures other than the employee's.
3. An evaluation meeting will be conducted between the supervisor and the employee to review the evaluation, the results from the Employee Assessment by Supervisor, and

self-evaluation, and to develop individual goals for the following year.

4. The Performance Evaluation must be signed by the reviewing supervisor and the employee; then forwarded to the appropriate President's Staff member, if applicable, for signature and distribution. Copies of the Administrator Performance Evaluation should be retained by the employee and the supervisor. The originals are returned to the Office of Human Resources and filed in the individual's personnel file.

B. Instructional Personnel

Evaluation of instructional personnel will occur during the Spring term of each year. The following procedures will be used:

1. **Full-time Faculty.** There will be three components to evaluation of full-time faculty: student evaluation, classroom observation, and supervisory evaluation. The procedures for the faculty evaluation process are located in Appendix I-F-1. The evaluation process for non-tenured faculty members is the same as for tenured faculty members. Evaluation results of the classroom observation and supervisory evaluation process will be maintained in the faculty member's personnel file.
2. **Counselors & Librarians.** Evaluations of Counselors and Librarians will be conducted in the Spring semester and coordinated by the Office of Human Resources. The evaluation requires a self-evaluation by the employee. The employee will complete a self-evaluation using the Performance Evaluation tool prior to the supervisor completing the annual evaluation. The self-evaluation will be used to generate discussion during the evaluation meeting. The self-evaluation will not be included in the personnel file and does not require any signatures other than the employee's.

An evaluation meeting will be conducted between the supervisor and the employee to review the evaluation and self-evaluation, and to develop individual goals for the following year.

The Performance Evaluation must be signed by the reviewing supervisor and the employee; then forwarded to the appropriate President's Staff member for signature and

distribution. Copies of the evaluation should be retained by the employee and the supervisor. The originals are returned to the Office of Human Resources and filed in the individual's personnel file.

3. **Part-time Faculty.** There are two (2) components of the part-time faculty evaluation: student evaluation and classroom observation. A representative of the Vice President for Academic Affairs may visit any class taught by a part-time faculty member at any time to complete a Classroom Observation. Every attempt will be made to conduct a Classroom Observation during the faculty member's first semester of teaching. After the initial observation, classroom observations will generally be conducted every other year or at the discretion of the instructional officer. The faculty member, the supervisor, and the personnel file will receive a copy of the observer's written comments within one week of the classroom evaluation. Procedures for conducting the evaluation process for part-time faculty can be found in Appendix I-F-7.

C. Support Personnel

1. Each support person will be evaluated in the Spring Semester of each year by his/her immediate supervisor.
2. Support personnel evaluation is initiated and coordinated by the Office of Human Resources, and forms are available from that office.
3. The evaluation requires a self-evaluation by the employee. The employee will complete a self-evaluation using the Performance Evaluation tool prior to the supervisor completing the annual evaluation. The self-evaluation will be used to generate discussion during the evaluation meeting. The self-evaluation will not be included in the personnel file and does not require any signatures other than the staff member's.
4. An evaluation meeting will be conducted between the supervisor and the employee to review the evaluation and self-evaluation, and to develop individual goals for the following year.
5. The Performance Evaluation must be signed by the reviewing supervisor and the employee; then forwarded to the appropriate President's Staff member for signature and distribution. Copies of the Performance Evaluation should be retained by the employee and the supervisor. The originals

are returned to the Office of Human Resources and filed in the individual's personnel file.

XIII. Employment Ending

A. Exit Responsibilities

Revised 6/1/2019

An employee whose employment with the College is ending must notify the Office of Human Resources and complete off-boarding tasks before the final paycheck is released. The employee, with assistance from his/her supervisor, will be responsible for completion of the off-boarding tasks.

B. Abandonment of Position

All absences from work shall be approved in accordance with procedures established by the College. Any employee who is absent from work without approved leave or without appropriate notification to his or her supervisor shall forfeit compensation and shall be subject to disciplinary action. Any employee who is absent from work for three (3) consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from the College (Alabama Community College System Policy No. 618.01).

C. Resignation

Revised 9/2019

All faculty and staff shall give written notice of resignation to the President at least 14 calendar days prior to the effective date of resignation, unless the President approves a shorter notice period. Failure to do so may result in documentation being placed in the employee's personnel file about the failure to follow policy and may affect your ability to be rehired at any ACCS entity or system office. Copies of the letter should be sent to the employee's supervisor on the organizational chart and to the Office of Human Resources. The employee, with assistance from his/her supervisor, will be responsible for completion of off-boarding tasks prior to the last day of employment.

In the event of the death of an employee, his or her office will remain locked until the Director of Human Resources & Payroll, a security person, the immediate supervisor, and a family member are available to determine personal and College property. Maintenance employees will assist with the portage of personal property. Arrangements for the return of grade books, keys, library books, equipment, and any other College property should be made

at this time. Family members should contact the Payroll Office for any possible compensation adjustments and/or death benefits.

D. Retirement

Revised 9/2019

Persons who are retiring must submit a resignation letter to the President, stating the employee's date of resignation of employment, with a copy to the Office of Human Resources, at least thirty days (30) prior to the retirement date. The Teachers' Retirement System of Alabama requires that an applicant for retirement file a retirement request not less than thirty days (30) but not more than ninety days (90) before the first of the month in which retirement is to be effective. The employee, with assistance from his/her supervisor, will be responsible for completion of off-boarding tasks prior to the last day of employment. Appropriate forms and information regarding retirement are available from the Retirement Systems of Alabama website.

E. Termination or Non-Renewal of Employment

1. **Probationary Instructors.** All full-time instructors at Calhoun who are eligible to attain non-probationary status (tenure) but who have not yet attained tenure shall be on probationary status unless, and until such time as, non-probationary status is attained. An eligible instructor employed by Calhoun shall attain non-probationary status upon the completion of six consecutive semesters in the capacity of instructor at Calhoun, unless the President issues a notice of termination or non-renewal to the instructor on or before fifteen (15) calendar days prior to the end of the sixth consecutive semester of employment, excluding summer terms. No probationary instructor shall attain tenure during or at the completion of a summer term.

Service performed in the capacity of a classified employee may not be converted to, recognized, or otherwise credited to a probationary instructor for the purpose of attaining tenure as an instructor. Nor may an instructor attain tenure in or by virtue of employment in temporary, part-time, substitute, summer term, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special programs, projects, or purposes, the funding and duration of which are finite.

During an instructor's probationary period, the President may discontinue the instructor's employment by providing the instructor with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date. If an instructor's probationary employment is terminated within the period of a current written Letter of Appointment for a specified period of employment, the employee will be given notice of cause and an opportunity for a hearing before the President.

With regard to instructors who are in positions that do not make them eligible for the attainment of tenure, the President may discontinue the employment of such an instructor at any time by providing the instructor with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date. If such an instructor's employment is terminated within the period of a current written Letter of Appointment for a specified period of employment (in other words, if the stated termination date is prior to the final day of the specified Letter of Appointment period), the termination must be for good cause; and, in such a case, the employee will be given notice of cause and an opportunity for a hearing before the President.

2. **Probationary Classified Employees.** All classified employees at Calhoun who are eligible to attain non-probationary status (tenure) but who have not yet attained non-probationary status shall be on probationary status unless, and until such time as, non-probationary status is attained. An eligible classified employee of Calhoun shall attain tenured status upon the completion of thirty-six (36) consecutive months of probationary employment at Calhoun, unless the President issues a notice of termination to the employee on or before fifteen (15) calendar days prior to the end of the thirty-sixth consecutive month of probationary employment. Service performed in the capacity of an instructor may not be converted to, recognized, or otherwise credited to a probationary classified employee for the purpose of attaining tenure as a classified employee. Nor may a classified employee attain tenure in or by virtue of employment in temporary, part-time, substitute, summer term, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special programs, projects, or purposes, the funding and duration of which are finite.

With regard to classified employees who are in positions that do not make them eligible for the attainment of tenure, the President may discontinue the employment of such a classified employee at any time by providing the employee with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date.

It is the general practice of Calhoun College to employ classified employees under an open-ended letter of appointment. However, if a classified employee is employed by virtue of a written Letter of Appointment for a specified period of employment, and the employment is terminated within the period of that Letter of Appointment for a specified period of time (in other words, if the stated termination date is prior to the final day of the specified Letter of Appointment period), the termination must be for good cause; and, in such a case, the employee will be given notice of cause and an opportunity for a hearing before the President.

3. **Non-probationary (“Tenured”) Employees.** Once a Calhoun employee (whether an instructor or classified employee) has attained non-probationary status, a discontinuation of the employee’s employment by the College shall not be carried out except in a manner consistent with the applicable provisions of the Students First Act of 2011 and applicable policies of the College and the Alabama Community College System. Under the Act, the employment of a non-probationary employee may be terminated because of a justifiable decrease in the number of positions, or for incompetency, insubordination, neglect of duty, immorality, failure to perform duties in a satisfactory manner, or other good and just cause, provided that the termination decision is not made for political or personal reasons. A termination for cause of the employment of a non-probationary employee shall be subject to the notice and hearing provisions of the Students First Act of 2011. However, the notice and hearing provisions that are applicable to a termination for cause under the Act shall not be applicable to a situation in which employment of a non-probationary employee is terminated or reduced as part of an approved reduction-in-force action conducted by the College. In such a case, the termination or reduction in employment will be carried out in accordance with the College’s approved reduction-in-force policy.

XIV. Firearms on Campus

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

XV. Grievance Procedure

Revised 9/2019

Calhoun Community College promotes the exchange of ideas among all members of the Calhoun community including students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential to intellectual growth and positive change. However, the College recognizes that, at times, people may have differences that they are unable or unwilling to resolve between or among themselves, and that employees and students must feel confident that the appropriate authorities will promptly address any valid complaint or grievance concerning the College. Therefore, in order to accommodate the resolution of such situations, Calhoun Community College offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems incurred by employees of the College.

This policy is intended to cover grievances between and amongst employees of Calhoun Community College about general workplace issues, conduct, or professionalism. This policy does not apply and cannot be used against a President. This policy is not intended to cover complaints regarding discrimination, harassment, hostile work environment, ethical concerns, or other legal-related matters, which are covered under the XVI. Employee Complaint policy.

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

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

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

The President's decision will be final.

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

XVI. Employee Complaint Policy

New 9/19

Calhoun Community College is committed to providing both employment and educational environments free of discrimination, harassment in any form, a hostile work environment, ethical concerns, or other legal-related matters. Employees shall adhere to the highest ethical standards and professionalism. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. In this spirit, the College offers the following complaint procedure as the appropriate course of action for employees with complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with the College. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed by the Employee Grievance policy. This policy does not apply and cannot be used against a President.

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

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

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

by any person associated within the College (other than a President), shall report the action immediately by completing an Employee Complaint Form (Appendix III - D), and in no event less than ten (10) calendar days following the event, to the Director of Human Resources & Payroll, or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

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

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

XVII. Immigration Reform and Control Act

The Immigration Reform and Control Act requires that all employers must attest, under penalty of law, that they have verified that a newly hired worker is not an unauthorized alien. This attestation must be made on Form I-9 issued by the Immigration and Naturalization Service within the first three (3) days of employment. Copies of this form are available in the Office of Human Resources. The College also participates in the E-verify system to verify employment eligibility of all newly-hired employees.

The completed I-9 form and E-verify case result will be kept within the College's Human Resources' office for at least three years after an

individual begins work or one year after termination of employment, whichever period is longer.

XVIII. Job Descriptions

Every employee of the College on salary schedule B, C, D, E, and H will be provided a job description at employment. The job description will contain (1) duties and responsibilities of the job; (2) required education and work experience; (3) required license, certification, or other credentials; (4) and, all other special qualifications or requirements for the position. Employees, in conjunction with their respective supervisor will review the job description annually and make such revisions to the job description as may be appropriate. Any changes to a job description must be approved in advance by the President.

XIX. Leaves and Absences

Revised 9/19

A leave year for earning, accrual, and use of leave by College employees is September 1 through August 31 (Alabama Community College System Policy 610.01). Any request for leave must be made through the College's leave request process, including the submission of an appropriate leave request form. No leave will be considered approved until all required signatures have been obtained. It is the responsibility of the immediate supervisor to assure that leave approvals in their areas of responsibility are reported timely and accurately. On the occasion that the College is closed unexpectedly while an employee is on approved leave, the approved leave may not be cancelled or revised.

Any employee who is absent from work without the necessary designated prior approval will be considered to be absent without authorization. Any employee who is absent from work for three or more consecutive workdays without approval shall be considered to have abandoned his/her position and to have resigned his/her employment at Calhoun College. (Alabama Community College System Policy No. 618.01)

For the purposes of leave accrual, a "day" is defined by the following:

Salary Schedules A, B, C, & E:	Eight (8) hours.
Salary Schedules D & D-3:	Seven (7) hours
Salary Schedule H-20:	Four (4) hours
Salary Schedule H-25:	Five (5) hours
Salary Schedule H-30:	Six (6) hours
Salary Schedule H-35:	Seven (7) hours.

A. Absences Due to Work-Related Injury

Revised 9/19

In accordance with Alabama Community College System Policy & Procedures No. 610.02, the President is authorized to approve payment of salaries and fringe benefits for the equivalent of up to ninety (90) working days for absences arising from job-related injuries to college employees without requiring the employee to use accrued leave days. An on-the-job injury is defined as “any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to be on the property of the employer which prevents the employee from working or returning to his or her job.” Incidents that occur during rest breaks or lunch periods, accidents resulting from carelessness or violation of published safety rules, and injuries caused by the behavior of fellow employees are subject to the judgment of the President as to whether they are on-the-job injuries. There must be clear and convincing evidence that the injury was job-related, was not a result of intentional harm, carelessness, intoxication, provocation, or other inappropriate behavior of the injured employee and was not the result of a pre-existing condition for the President to determine an employee had an on-the-job injury.

Eligibility for salary and benefits under this policy is contingent upon proper notification by the injured employee to the President within twenty-four (24) hours after the occurrence of the injury. When the employee is not clinically able to give such notice, notification may be made by a representative of the employee.

The following requirements shall apply to approval of salary continuation due to job-related injury:

1. The employee must provide notification of the on-the-job injury to the President within twenty-four (24) hours after the occurrence of the incident that caused the injury. If the employee is not clinically able to submit the written notification, such notification may be made by another party on behalf of the employee. The reporting party must be reasonably knowledgeable concerning the injury and the condition of the employee. In no event will this policy be utilized if notification is not made by the employee or the employee’s representative within five (5) work days of the injury.
2. The President or Office of Human Resources must receive an “Application for Salary Continuation for Absence Due to Job Related Injury” within 72 hours after the notification of

the on-the-job injury. This form can be found on the College's Personnel website. Satisfactory evidence that the injury was on-the-job in the form of a statement from one or more witnesses who saw the incident causing the injury, or a signed, notarized statement from the injured employee if there were no witnesses. (In the event of an alleged stress-related injury, a sworn statement from the employee and a supporting statement from the employee's licensed healthcare provider shall be required.)

3. In the event the employee incurs the third absence related to the on-the-job injury, the college must receive certification from a licensed healthcare provider, obtained at the employee's expense, as to the injury's severity and prognosis. The President or Office of Human Resources must receive the certification within three (3) work days from the third absence.
4. The employee must provide to the college notification from the licensed healthcare provider that the employee is released to return to regular duty. The college must receive the notification immediately upon release by the licensed healthcare provider.
5. Upon the President's receipt of a licensed healthcare provider's certification that an on-the-job injury is the cause of partial or total permanent disability, the employee shall be informed promptly about his or her right to bring a claim before the Alabama State Board of Adjustment.
6. Acceptance by an employee of salary and benefits continuation payments for a perceived temporary disability due to an on-the-job injury shall be upon the condition that the employee agrees to the deduction of the amount paid for temporary disability from any subsequent award by the Alabama State Board of Adjustment in the event the disability is subsequently determined to be permanent.

B. Annual Leave

Revised 9/2019

Full-time employees of Calhoun Community College who are compensated from Salary Schedules A, B, C, and E earn annual leave. Employees paid from the H salary schedules also earn annual leave, but on a prorated basis, as indicated above. Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees. Requests for annual leave must be made in advance and approved by the immediate supervisor via a Payroll Leave Report. A request for annual leave will generally be approved if the employee has sufficient accrued leave; however, the request may

be denied if the requested leave is not timely requested, would hamper the routine operations of the College, or for other sound business reasons.

Annual Leave is earned based on years of service at the College:

0-4	1.00 day per month
5-9	1.25 days per month
10-14	1.50 days per month
15-19	1.75 days per month
20-above	2.00 days per month

In order to be counted toward the number of years accrued for annual leave purposes, a year of employment (meaning at least nine calendar months) must have been completed at the College before the respective September 1. 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.

All new hires will begin accrual of annual leave under this policy at 0 years of service, with one exception: the 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.

Each employee may carry forward from one leave year to the next a maximum of 60 days of accrued annual leave. An employee may accrue annual leave in excess of 60 days during an academic year; however, the employee must either take leave in excess of 60 days on or before August 31 of an academic year or forfeit all accrued leave over 60 days.

If an employee who is eligible to accrue annual leave assumes a regular (non-temporary) assignment on the D or local salary schedules where annual leave is not earned or accrued, payment for the unused portion, up to a maximum of 60 days, of the accrued annual leave will be made at the conclusion of the eligible assignment and will be based on the eligible salary schedule.

Annual leave is an institutional fringe benefit and is not transferable. Persons leaving employment at Calhoun shall be compensated for accrued annual leave, up to a maximum of 60 days, based on the employee's then-current daily rate of compensation. Payment for unused annual leave days will be made during the month following the employee's severance from the College.

C. Compensatory Time and Leave

Revised 9/2019

1. **EXEMPT FT EMPLOYEES:** The President has authority 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 45 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.

2. **NON-EXEMPT FT 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.

D. Court Attendance

Revised 9/2019

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 with the Payroll Leave Report 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 and submit documentation provided by the court of their service. (Alabama Community College System Policy 610.01).

E. Family and Medical Leave

Revised 9/2019

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 be 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 the Calhoun 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 that period of time beginning on September 1 of each year and continuing through August 31 of the following year. In order for a Calhoun employee to be eligible for family and medical leave, the employee must have been employed with Calhoun 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 Calhoun 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

Calhoun 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. a biological child,
 - b. an adoptive child,
 - c. a foster child,
 - d. a stepchild,
 - e. a legal ward, or
 - f. 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:

1. Accrued leave, excluding compensatory time, must be exhausted before the employee is entitled to unpaid FMLA leave.
2. 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.

4. A husband and wife who are both employed by Calhoun 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:
 - a. the birth of a son or daughter or to care for the child after birth;
 - b. placement of a son or daughter for adoption, for foster care, or to care for the child after placement; or
 - c. 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:

- a. the date on which the serious health condition began;
- b. the probable or estimated duration of the condition;
- c. significant medical facts relating to the condition;

- d. 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
- e. 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.
- f. 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:

1. **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.

2. 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.
3. 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.
4. 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.
5. 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:
 - a. files any civil action, or institutes or causes to be instituted any proceeding under or related to the FMLA;
 - b. gives or is about to give information in connection with any inquiry or proceeding relating to any right provided by these FMLA guidelines;
 - c. testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under these guidelines.

6. 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.

F. Institutional Support Leave

Effective 9/2019

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.

G. Maternity Leave

A full-time employee of Calhoun may be granted up to a maximum of one year of maternity leave without pay. Maternity leave without pay shall be distinguishable from paid sick leave taken by the employee for the purpose of a pregnancy, and the amount of time taken for paid sick leave shall not count against the maximum period of one year available for unpaid maternity leave. For the purposes of this policy, maternity leave is defined as leave taken immediately prior to delivery of a baby or taken during the first year after the birth of a child. Either a father or a mother of a newborn child will be eligible to take maternity leave. Calhoun employees who adopt a newborn child shall also be eligible to take unpaid maternity leave for up to one year. In the event that an employee takes unpaid maternity leave, the employment status of the employee shall remain as it was as of the first day of the period of maternity leave, and the tenure of no employee will be adversely affected by the fact that the employee took approved maternity leave. An employee who takes maternity leave for the birth or care

of a newborn child who is the natural (not adopted) child of the employee shall also be eligible to cash in any or all of the employee's accrued sick leave at the rate of pay which the employee was receiving when the leave started.

H. Military Leave

Revised 9/2019

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. (Alabama Community College System Policy No. 610.01).

On receipt of orders, employees must submit a Payroll Leave Report, with a copy of the orders attached. This form, once approved will be retained in the Payroll Office.

I. Personal Leave

Revised 9/2019

Personal leave is granted for each leave year 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 normal routine operations of the College. Personal leave will not be paid on separation of employment (Alabama Community College System Policy No. 610.01).

- 1. Salary Schedule D.** Personnel employed on Salary Schedule D receive up to five (5) days of personal leave with pay during any leave year. When a new employee on Salary Schedule D is hired after the first duty day of the fall term, the amount of personal leave for that year will be prorated to

the nearest quarter hour based on the number of work days in the academic year.

For the purposes of granting personal leave to full-time employees on Salary Schedule D, a 'day' is defined as seven hours. In taking approved personal leave, an employee shall be charged one hour of personal leave for each duty hour that would otherwise have been worked by the employee during the period for which the leave is approved. (Examples: (1) If the employee is approved to be off for four duty hours of a duty day, the employee will be charged four hours of leave; (2) If the employee is approved to be off for nine duty hours that the employee is scheduled to work on a given day, the employee will be charged nine hours of leave.) The employee shall also have the right to request a partial personal leave hour to be calculated and charged in 15 minute increments. For example, an employee could be approved to take 5 $\frac{3}{4}$ hours of personal leave.

2. **Salary Schedules A, B, C, E, and H.** Personnel employed on Salary Schedules A, B, C, E, and H may receive up to two (2) days of personal leave with pay during any leave year. When a new employee on Salary Schedule A, B, C, E and H is hired after the first duty day of the fall term, the amount of personal leave for that year will be prorated to the nearest quarter hour based on the number of work days in the salary schedule year.

J. Professional Development Leave

Revised 9/2019

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 College are part of the employee's regularly assigned duties and are not a type of leave. (Alabama Community College System Policy 610.01)

K. Sick Leave

Revised 9/2019

Each full-time College employee shall earn one day of sick leave per month of employment. 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. Accumulated sick leave will not be paid on resignation or termination of employment.

In taking approved sick leave, an employee shall be charged one hour of sick leave for each duty hour that would have otherwise been worked by the employee during the period for which the leave is approved. Scheduled meal breaks are not calculated as duty hours. (Examples: (1) If the employee is approved to be off for four duty hours of a duty day, the employee will be charged four hours of leave; (2) If the employee is approved to be off for nine duty hours that the employee is scheduled to work on a given day, the employee will be charged nine hours of leave.) The employee shall also have the right to request a partial sick leave hour to be calculated and charged in 15 minute increments. For example, an employee could be approved to take 5 $\frac{3}{4}$ hours of sick leave.

Employees must be in pay 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). Accumulation of one (1) day per month will continue while an employee is on paid sick leave. If an employee receives sick leave pay for one-half (1/2) of the working days in the month, a day will accumulate for that month, accumulation will cease the following month.

Sick leave is defined as the absence from regular duty by an employee for one of the following reasons:

1. personal illness;
2. pregnancy, maternity leave, or doctor's quarantine;
3. medical examinations and appointments;
4. personal injury which incapacitates the employee;
5. 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;
6. 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);
7. 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.

The procedure for requesting sick leave will be:

1. In the case of a medical or dental appointment or other situation where the employee has advance notice of the date, the employee should request sick leave at the earliest reasonable time. In the event of an unanticipated death, injury, or illness, the employee must personally notify his or her immediate supervisor on the date of the death or the first day of the illness or injury.
2. The employee must notify his or her immediate supervisor the morning of each subsequent day in the event of a continued absence or, in the alternative, notify the immediate supervisor of approximately how long the employee expects to be out with the particular situation, and then notify the immediate supervisor in the event that the employee's projected length of absence is either shortened or lengthened.
3. The employee must complete a Calhoun Community College Payroll Leave Report form and submit it to the Payroll Office,

with all necessary signatures, during the first day on which the employee returns to work.

Sick leave may be utilized during the employment period only. 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. When medical certification is required, requests for sick leave may be denied if the medical certification is not provided.

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. (Alabama Community College System Policy 610.01).

Sick Leave Bank. Calhoun Community College has established a Sick Leave Bank operated, managed and governed by a Sick Leave Bank Committee pursuant to Alabama Code § 16-22-9 and any accompanying policy and procedures in place by the Chancellor (Alabama Community College System Policy 610.01). The purpose of the Sick Leave Bank is to provide a loan of sick leave days for its participating members or catastrophic leave after a member's accrued and compensatory leave has been exhausted, if warranted as determined by a Sick Leave Bank Committee. The Sick Leave Bank Committee 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 subject to the Sick Leave Bank Guidelines (Appendix III-H) See Ala. Code 16-22-9(a)(5).

For purposes of a sick leave bank, the term "catastrophic illness" is defined as any illness, injury, or pregnancy or medical condition related to child birth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time (Alabama Community College System Policy 610.01).

Full-time employees have the opportunity to deposit five sick leave days to Calhoun's Sick Leave Bank. Open enrollment is August 1 through September 30 each year. However, new employees may join within 30 days of the employee's first day of employment. A member may borrow up to 15 days from the bank. Proper application for a loan of sick leave days must be made by the employee and approved by a Sick Leave Bank Committee.

L. Unauthorized Leave

Any leave taken without all proper approval from all officials from whom leave is required shall be deemed unauthorized leave and shall subject the employee to appropriate disciplinary action. Any employee who takes three (3) or more consecutive duty days of unauthorized leave shall be subject to dismissal. Depending on the circumstances of the particular situation, the employee may be considered to be subject to Alabama Community College System Policy No. 618.01, which provides that "Any employee who is absent from work for three (3) consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from the employing institution."

XX. Orientation

To acquaint new employees with the College, and its operations, policies, and procedures, an orientation session is conducted on the employee's first day of employment or within three days of the first day of employment.

XXI. Overtime Procedures

Nonexempt employees are employees whose positions do not meet the FLSA tests for exemption from the overtime provisions, and the employee must be compensated for authorized overtime. (Appendix III-B, FLSA Procedures).

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. For the purposes of these guidelines, the normal workweek constitutes the period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday.

A nonexempt employee may be required to work more than forty (40) hours in any workweek if (a) the College directs the employee to do so, and (b) an "emergency condition" exists if the following is present:

- a situation which endangers or potentially will endanger the physical, mental, or emotional health or safety of property for which the College is ultimately responsible, and the performance of overtime work would or reasonably may be expected to contribute to the reduction of said danger or perceived danger;
- a situation in which the performance of necessary overtime work will increase the effectiveness of college registration, enrollment, orientation, or commencement activities, but under such circumstances that a given employee shall not be required to work overtime unless the College has previously taken reasonable action to obtain the services of all other qualified employees who were willing and able to voluntarily perform services of the nature of the work required of the employee;
- a situation in which the performance of overtime work will or may reasonably be expected to significantly contribute to the success of college goals or efforts to obtain college or program accreditation from recognized accreditation agencies or organizations, but under such circumstances a given employee shall not be required to work overtime unless the College previously has taken reasonable action to have the work performed during normal working hours and determined that reasonably good planning would not have ensured the timely performance of the work so as to avoid an "emergency" concerning accreditation; or
- a situation in which the performance of overtime work is reasonably necessary in order for the College to respond to the legal directives of governmental agencies or bodies which are "external" to the Alabama Community College System, the Alabama Community College System Board of Trustees, or any Alabama State College (e.g., a situation where there is a need for assistance in retrieving court-ordered documents).

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

Before an employee performs such overtime work, the employee and President/designee shall make the employee aware of compensatory leave and/or alternative scheduling available to the employee. The employee shall make it known to the President/designee which of the options he/she has selected regarding how such overtime will be treated through the Overtime Work Agreement (Appendix III-E, Overtime Work

Agreement Form). An employee who has earned compensatory time off and requests to use such time shall be permitted to use such time within a "reasonable period" subsequent to the request if the granting of such request does not "unduly disrupt" the operations of the institution. For the purpose of this policy, the term "reasonable period" shall mean within the same or next pay period.

With regard to faculty members, professionals, administrators, and other employees who are exempt from coverage by Federal overtime provisions, those persons shall not be entitled to receive payment or other compensation for overtime worked. Provided, however, the President reserves the right to make or approve schedule adjustments to accommodate periods of concentrated work efforts and unusually long workdays, such as registration periods, completion of grant applications or reports, or preparation for a SACS review. Any request for such a schedule adjustment must be made in writing and approved prior to the adjustment being carried out. If permitted by the President, exempt full-time employees may be awarded straight compensatory time, meaning for every one hour physically worked over 45 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

XXII. Payroll Information

A. Method of Payment

All full-time administrative, faculty, support employees, hourly support or part-time faculty employees will have his or her salary check electronically deposited directly into his or her own bank account on the last work-day of each month. Employees must complete an Electronic Paycheck Deposit Form, attach a preprinted check from their bank, and forward to the Payroll Office. Direct deposit advices will be sent in a secure email to the employees' College email account. Pay stubs are also available for viewing in the employees' MyCalhoun account.

Faculty on nine-month Letter of Appointment may have the nine-month salary paid in twelve equal monthly payments over each given academic year. (This ensures continuous insurance payments for each summer semester). Employees may check with payroll personnel for details.

B. Monthly Rate of Payment

All persons paid on Salary Schedules E and H are paid for a calendar month. An electronic timesheet must be completed by Salary Schedules E and H employees each month to record the time worked and leave taken for the month. It is the responsibility of the employee to complete the monthly timesheet accurately. Banner Web Time Entry is the time sheet tool Calhoun Community College employees will use to enter hours worked for payroll. Banner Web Time Entry can be accessed via MyCalhoun through the College's main web page.

Twelve-month salaried support employees are paid for two hundred sixty (260) workdays per year, September 1 through August 31, with the pay being equally divided by twelve (12).

C. Daily Rate

Persons beginning or ending employment at times other than those coinciding with the regular academic year shall be paid on a daily rate for the actual number of working days on duty. The pay is calculated on a daily basis and the person is paid for the actual number of days worked, including paid holidays and paid leave.

All hourly employees (19 hours or less per week) must submit an Electronic Time Sheet to his/her supervisor to be approved each month. It is the responsibility of the employee to complete the monthly timesheet accurately. Banner Web Time Entry is the time sheet tool Calhoun Community College employees will use to enter hours worked for payroll. Banner Web Time Entry can be accessed via MyCalhoun through the College's main web page. The period covered will run from the 16th of the previous month through the 15th of the current month. Notice will be given of changes in reporting date.

D. Payroll Deductions

Within the first three days of employment, an employee must have completed an employment packet which includes: application for employment, personnel data form, Form I-9 (employment eligibility verification), IRS W-4 form (Federal tax withholding), A-4 form (State tax withholding), and computer usage agreement form. Employment packets are available from the Office of Human Resources.

The College is required by law to deduct Federal and State withholding taxes from each salary at the rate determined by the number of exemptions claimed by the employee on the W-4 and A-4 forms.

The terms, conditions, requirements, reservations, benefits, privileges, and other conditions of the Social Security Act, as amended, apply to all College employees. The amount withheld is based upon the prevailing rates.

All payroll information is confidential to the fullest extent allowed under Alabama Public Records law, unless the employee has signed the release form included in the employment packet. Telephone numbers and addresses are not released.

Additional information may be obtained in the Office of Human Resources.

Optional individual payroll deductions may be arranged by an employee for allowable payments for annuities, professional organization dues, savings bonds, United Way, Calhoun Foundation, credit union, and various insurance plans from approved companies.

For additional information regarding specific approved companies, College employees may contact the Payroll Office.

XXIII. Personnel Files

A personnel file for each employee includes the employee's application, resume', official transcripts, job description, performance evaluations, personnel actions such as rank changes, commendations, etc., and other appropriate forms and documents. It is the responsibility of each employee to notify the Office of Human Resources of any changes that need to be made in the information included in the personnel file. Each employee has access to his/her file. In addition, supervisors having the "right to know" have access. Personnel files may be viewed by the employee in the office of Human Resources on the employee's personal time. All College personnel files are subject to the Alabama Public Records law and maintained in accordance to Alabama Community College System Policy 616.01.

XXIV. Pets on Campus

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional or special programs.

XXIV. Professional Development

The College encourages and provides reasonable opportunities for the continued professional development of full-time employees. Professional development activities are generally defined as workshops, seminars, conferences, courses, internships, etc., which are intended to enhance the skills and knowledge of the participant in areas which are directly related to the participant's ability to carry out his or her professional responsibilities and duties.

A. Local Professional Development Activities

From time to time the College provides staff development activities locally. These vary from specialized departmental seminars and workshops to programs of more general concerns to faculty, staff, and administration.

B. In-State Activities

The Alabama Community College System frequently provides professional development activities in state. Calhoun personnel are expected to avail themselves of these opportunities when appropriate. All travel for such activities must be approved in advance by both the appropriate Dean and the President. Rationale/justification must accompany each request for approval to attend such activities. In-state travel reimbursement is based on the prevailing mileage and subsistence rates.

C. Out-of-State Activities

Subject to the final approval of the President of the College, full-time employees shall be eligible to attend professional development seminars, workshops, and conferences held outside the State of Alabama. Any employee seeking to obtain permission to attend an out-of-state event must first submit an application to the appropriate Dean. If the Dean approves the request, the President will consider it. The request for out-of-state training must include a completed travel request form; a memorandum of justification addressed to the President explaining the benefits of the event to the employee and

to the College; a schedule or agenda of the event, as well as any other relevant information, such as the conference objectives; a copy of any contract or other agreement which is necessary for the event; and the College account number(s) to which the employee's expenses will be charged. The employee shall not be allowed to travel to the event until receiving signed approval from the President. Oral approval will not suffice.

D. Travel and Reimbursement

If possible, College vehicles should be utilized for all College-related travel, including travel to and from training activities, and the College will pay for gas purchases. Employees using personal vehicles will be reimbursed for all approved College-related travel (other than between home and work) at the prevailing mileage rate only when a college vehicle is not available for use.

Reimbursement will take place only after a detailed reimbursement for mileage form has been completed by the employee and signed by the immediate supervisor. Reimbursements submitted to the Business Office by noon on Tuesday will be direct deposited into the employee's bank account by end of business on Thursday.

XXVI. Progressive Discipline

Calhoun Community College is a proponent of the concept of progressive discipline. This means that, except in cases of very serious violations of College policies or rules or of multiple violations, an employee will not generally receive a suspension or termination of employment on the employee's first infraction of established policies or rules. Instead, the employee will generally be counseled as to the inappropriateness of the particular act or omission and be given the opportunity to discontinue or correct the act or omission for which the employee was counseled. When appropriate, an employee may also receive a written letter of counsel or directive not to continue or repeat the inappropriate behavior. Depending on the nature of an initial infraction, the employee may receive a formal written reprimand from the President or President's designee. No formal disciplinary action of any kind shall be taken against any employee except in a manner consistent with applicable provisions of the Students First Act of 2011 and applicable College and Alabama Community College System policies. The only College official with the authority to issue a formal disciplinary action is the President, who shall make a determination, upon the recommendation of the respective employee's supervisor and Dean, as to whether or not formal disciplinary action is appropriate; provided, however, the President hereby reserves the right to delegate in writing to the appropriate College official or officials the authority to issue a formal reprimand. In lieu of, or in addition to, formal disciplinary action, an

employee who is guilty of an infraction may be placed on probation for a designated period of time, and the probation may include certain corrective or restrictive conditions, including but not limited to reimbursing the College for any financial or property loss incurred by the College in relation to the employee's misconduct.

For second and subsequent infractions of College policies or rules, or for a serious initial violation (or multiple violations) of College policies or rules, the President may determine that a suspension, with or without pay, or a termination of employment would be the appropriate action to take. In any such case, the action will be carried out in a manner that is consistent with applicable provisions of the Students First Act of 2011 and such College and System policies as are applicable."

XXVII. Public Disclosure of Personnel Information

As a State institution, Calhoun Community College is subject to State laws on the disclosure of public information. Alabama laws on public disclosure are very broad in terms of allowing citizens to review and copy the business records of a State institution. However, there are certain personnel items the disclosure of which can be limited for reasons of confidentiality or because their disclosure would create a detrimental effect on the operations of the institution.

XXVIII. Salary Schedules and Benefits

A. Salary Schedules, Guidelines, and Placement *Revised 9/2019*

Personnel employed at Calhoun Community College shall be paid in accordance with salary schedules adopted by the Board of Trustees of the Alabama Community College System, except for part-time faculty who shall be paid on the basis of a local salary schedule established by the College. The Board of Trustees of the Alabama Community College System has established salary schedules for the following respective categories: salary schedule B is for deans and business managers; salary schedules C1, C2, and C3 are for professional and administrative personnel not included in other schedules; salary schedule D-1 is for instructors, librarians, and counselors; salary schedule D-3 is for Adult Education teachers; salary schedule E is for full-time technical and support personnel not included in other schedules; and salary schedule H is for support personnel working twenty (20) or more but less than 40 hours per work week. Current salary schedules are available from the Office of Human Resources and are published on the College's webpage.

1. **Determining Initial Salary Placement.** Each full-time Calhoun Community College employee's beginning salary level shall be established in accordance with Board policies and will be based on academic qualifications and relevant work experience.

Placement on salary schedules B, C1 or C2 must be approved by the Chancellor's office. Therefore, the President will make a determination as to how much related prior experience should be granted to each prospective employee and seek approval from the Chancellor for the prior experience credit to be received by the employee. Placement on salary schedule E or H arising from prior related work experience will be determined by the President or his designee. Advancement in steps after initial placement on the salary schedule will be based on years completed in the respective position of employment at Calhoun.

Personnel who are paid on salary schedules B, C, E & H are entitled to receive full credit for prior work experience in the public schools, colleges, and adult education programs of Alabama. It is the policy of the College to grant full credit for full-time work-related experience outside the public schools and colleges of Alabama. For the purposes of determining the appropriate amount of credit for prior education experience, one year's teaching experience, including librarian or counseling experience, will count as one year's credit toward a step on the salary schedule. For the purposes of this determination, a year shall mean the equivalent of at least nine months of full-time teaching during the same twelve-month academic period.

Schedule D personnel will be granted credit, for salary placement purposes, for prior full-time teaching, counseling, or librarianship experience in K-12, public colleges, and universities in the same manner as persons paid from salary schedule B or C.

For the purposes of this policy, a year's teaching experience will be defined as any combination of a year of teaching experience (including librarian and counseling experience), full-time and/or part-time within the same academic year, which equals at least nine months of full-time experience, provided that the employee will not receive more than one month's credit for such experience for any given month regardless of whether the employee worked an overload.

Part-time experience will be recognized in accordance with its pro-rata relationship to the minimum requirements of an equivalent full-time postsecondary education position. For example, for instructors, full-time shall be considered 15 to 16 credit hours per semester or the equivalent, for an academic year. For the purposes of evaluating prior experience, an academic year shall be considered to begin on September 1 of a respective calendar year and end on August 31 of the following year.

In order to be acceptable for consideration as prior experience, educational experience must be earned at an institution accredited by either a regional or national accrediting agency. Step placement, and step advancement is earned on the basis of whole year's experience, and there will be no step advancement by any Calhoun Community College employee until such time as the employee has earned the equivalent of an additional whole year of experience.

2. **Documentation of Experience and Education.** Individual employees are responsible for supplying to the College's Office of Human Resources the necessary documentation to establish their educational and experience credentials. The personnel file of each employee must contain signed statements and/or other documentation attesting to all experience considered by the President determining step placement. A signed statement of the employee attesting to the accuracy of the experience evaluation must also be in the personnel file.

For new employees, all experience applicable toward initial step placement must be completed and documented within 30 days following employment at the College. Otherwise, the employee will not necessarily receive credit for all related prior experience.

3. **Employment Changes Necessitating Step Placement Re-Evaluation.** In the event that an employee has his or her salary schedule changed due to accepting a new position, there will be a re-evaluation of the employee's prior work experience, and the employee will be placed in the proper step on the respective salary schedule in accordance with the work experience related to the new position. Therefore, it is possible that an employee, after such re-evaluation, may be moved either upward or downward on the steps within a

given salary schedule and rank. Advancement in step after the initial placement on a different salary schedule will be based on years completed in the new position.

4. Salary Placement for Full-Time Faculty.

- a. Persons classified on Schedule D will advance according to the Salary Schedule adopted by the Alabama Community College System.
- b. The Vice President for Academic Affairs is responsible for assisting in the evaluation of the instructor's credentials to establish initial rank to determine appropriate starting salary and assists the instructor in advancing in rank by approving the appropriate Course of Study. Credentials for full-time instructors shall be designated in accordance with standards adopted by the Alabama Community College System Board of Trustees (Appendix I-C, Standards for Instructor Credentials).
- c. Qualifications for a rank must be documented in the personnel folder at the College by August 15 of each academic year in order for the instructor to be classified at that rank. Rank will not be changed during an academic year.
- d. Persons holding the juris doctorate and teaching courses related to that specialization may be classified no higher than Rank II on the basis of the juris doctorate.
- e. Persons completing graduate programs that require more than 36 graduate semester hours may apply the excess over 36 hours toward graduate hours for Rank II.
- h. Persons enrolled in doctoral programs that do not require a master's degree may be classified at Rank I/A based on 36 graduate semester hours completed or credited in the doctoral program. However, Rank II or III shall not be assigned in the absence of the earned master's degree.
- i. All graduate course work and advanced degrees applied to rank classification must be earned from

institutions accredited by regional or national accrediting agencies. It is the responsibility of the employee to have course work and degrees earned at institutions in foreign countries translated by an accredited translation service. An acceptable translation is defined as an evaluation report with a detailed description of academic records (course-by-course) with their corresponding value in U.S. terms.

5. **Rank Change Procedures.** An instructor who does not hold Rank IV credentials and seeks to advance must provide the Vice President for Academic Affairs with an approved Course of Study with appropriate college/university advisor signature(s). The Course of Study must lead to the appropriate standard required to advance to the next highest rank. The Vice President for Academic Affairs will review and approve the Course of Study as meeting the standards to advance to the next highest rank. The Vice President will then recommend the Course of Study to the President for approval. The approved Course of Study will be maintained in the instructor's personnel file to be utilized as verification of the instructor's changes in rank. The approved Course of Study will be the only means by which an instructor can advance in rank. Any changes to the Course of Study must be submitted to and approved by the Vice President for Academic Affairs and the President prior to advancing to the next rank.

A "Request for Rank Change" form must be completed by an instructor who has amassed sufficient graduate credits to warrant a rank change. Official transcripts in support of the rank change must be requested by the instructor to be sent from the institution(s) attended directly to the Office of Human Resources. For a rank change to be within the parameters of Alabama Community College System policy, documentation must be received by the Office of Human Resources prior to August 15. Standards for part-time faculty have also been included.

Salary Schedule E employees are eligible for advancement in grade if they meet the listed requirements in the job description for their position. An employee may move only one level during any given academic year. If an employee changes positions, whether it be hired through a search or a re-organization, advancement in grade will not occur until the

employee has been in the new position for three (3) years regardless of credentials held by the employee.

Salary Schedule E employees who anticipate meeting the advancement options listed in their current job description must complete a "Support Personnel Request for Rank Change" form in the Office of Human Resources. Requests for rank changes require official transcripts and documentation for approval. All official information related to the rank change request must be received in the Office of Human Resources by August 15 to be evaluated and approved for the next salary schedule year. Approved request for rank changes will be effective September 1st.

6. **Part-time Faculty.** The College has established an institutional salary schedule for part-time instructors. Part-time faculty at Calhoun are paid on the basis of credit hours taught. Information on the part-time faculty schedule may be obtained from the Vice President for Academic Affairs Office.

B. Benefits

1. **Athletic Passes.** All full-time College employees are eligible to receive passes to home games for all of Calhoun's athletic teams. For information, employees may call the Athletics/Physical Education Department.
2. **Public Education Employees' Flexible Benefits Program.** As of October 1, 2005, PEEHIP offers a Flexible Benefits Program to all active members of PEEHIP. This program is for actively working members of PEEHIP ONLY and consists of the following three programs:
 - **Premium Conversion Plan (PCP)** requires all active members to pay premiums for PEEHIP using pre-tax dollars. This plan is strictly a function of the payroll system in which the member no longer has to pay Federal and State of Alabama income taxes on their health insurance premium.
 - **Dependent Care Reimbursement Account Plan (DCRA)** allows eligible active members the opportunity to pay dependent care expenses using pre-tax dollars.
 - **Health Care Reimbursement Account Plan (HCRA)** allows eligible employees to set aside tax-free money in an account to pay themselves back for eligible health care expenses incurred by them and their dependents.

3. **Insurance.** A comprehensive group health insurance plan under the Public Education Employee's Health Insurance Program (PEEHIP) Hospital Medical, or VIVA Health Plan (HMO) is available through the College for full-time employees. Rates are evaluated and fixed each September for the succeeding 12 months.
4. **Library Borrowing Privileges.** In addition to the Brewer Library, Decatur Campus, and the Huntsville Campus Library, Research Park Campus, Calhoun employees have access and borrowing privileges at the libraries of Athens State University, Alabama A & M University, and Drake State Technical College through contractual arrangements between the Calhoun Libraries and these area libraries. The Salmon Library at the University of Alabama in Huntsville offers free access but charges an annual fee of \$15 for checkout privileges that include 5 items and a 28-day loan period. All libraries require valid and current identification as a Calhoun employee.
5. **Notary Services.** Calhoun employees have access to the services of Notaries Public located in the College Business Office.
6. **Teachers' Retirement System Benefits.** All personnel appointed to permanent full-time positions are required to participate in the Teachers' Retirement System of Alabama (TRSA) while they are employed by Calhoun Community College.

Permanent part-time staff working at least 50% FTE must also participate in the TRSA. Temporary staff working at least 50% FTE must participate if and when they enter a thirteenth month of employment.

Any member of the Retirement Systems of Alabama who had service for which he or she received credit in the Employees' Retirement System or in the Teachers' Retirement System prior to January 1, 2013, is considered a Tier 1 member. Any member of the Retirement System of Alabama who first began eligible employment with an Employees' Retirement System or a Teachers' Retirement System participating employer on or after January 1, 2013, and who had no eligible service in the Employees' Retirement System or the Teachers' Retirement System prior to January 1, 2013, is considered a Tier 2 member. Tier

1 members of TRSA contribute 7.5% of their gross salaries to a retirement fund through payroll deduction as required by law. Contributions are also made at the same rate for all extra compensation. Tier 2 members of TRSA contribute 6% of their gross salaries to a retirement fund through payroll deduction as required by law. Contributions are also made at the same rate for all extra compensation. TRSA members may withdraw their accumulated contributions and interest when their employment with the College is terminated, if the respective member does not retire or accept immediate subsequent employment with another institution or agency covered by the State Retirement Systems. Applications for refunds are available on-line at www.rsa-al.gov or in the Payroll Office. Members may also choose to have the contributions remain with TRSA to be applied in the event of further State employment.

For employees desirous of retiring, and eligible to retire, the TRSA requires that an applicant for retirement file his or her request to begin the retirement not less than thirty (30) days nor more than ninety (90) days before the first day of the month in which the retirement is to begin. Appropriate forms are available on-line at www.rsa-al.gov or in the Payroll Office.

7. **Tuition Assistance** (*revised 9/2019*). Full-time (Salary Schedules A, B, C, D, and E) and Salary Schedule H employees of The Alabama Community College System and their dependents are eligible for tuition assistance for courses taught by community and technical colleges under the control of the Alabama Community College System Board of Trustees, as well as, Athens State University. An application form for the tuition assistance program is available in the Business Office and on the College's Personnel webpage. Completed Tuition Waiver forms must be in the Business Office no later than the last drop/add date for each session. A copy of the completed form must be maintained by Calhoun Community College and the college offering courses (if different).

Employees must have been employed by Calhoun Community College for one full academic year or at least 12 months, whichever is less restrictive, prior to the first scheduled day of class for the term for which the employee is applying for tuition assistance.

Eligibility for the tuition assistance program terminates if the employee discontinues full-time employment at the College for any reason except an approved leave of absence. Dependent eligibility ceases when the employee becomes ineligible except that dependents of any employee who has 25 years or more of continuous service in The Alabama Community College System upon retirement from The Alabama Community College System are eligible to participate in the program for a five-year period commencing with the date of the employee's retirement.

All eligible employees will be allowed a waiver of one-third (1/3) of the normally-charged tuition after the first year (full academic year or 12-month period) of employment, a waiver of two-thirds (2/3) 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). Expenses for supplies, books, and fees other than tuition will not be waived. Each college will be allowed to count the credit hours generated by these enrollees.

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

To be eligible for tuition waiver, at least a "C" average must be maintained. Failure to meet this grade requirement will result in the employee's having to pay tuition for courses taken until the employee's average grade becomes "C" or better. Once the cumulative grade point average is brought back up to the "C" requirement, the student-employee or dependent must re-certify eligibility prior to registering for a new semester. This is done by providing verification of course completion to:

- a. the academic or technical dean at the institution of attendance; and/or
- b. the academic or technical dean at the institution of employment who will forward it to the President for the student-employee's or dependent's permanent file.

Those not registering for the next semester must, within twenty (20) days after course completion, present official documentation of course completion to:

- a. the academic or technical dean at the institution of attendance; and/or
- b. the academic or technical dean at the institution of employment who will forward it to the President for the student-employee's or dependent's permanent file.

Up to one course (up to five credit hours) may be audited per semester at no cost. All attendance requirements, class participation, and assignments as required of credit enrolled students must be met except for the final examination. Failure to comply with these requirements will result in the loss of eligibility for further participation as an audit student in credit hour producing courses reported for funding purposes.

Tuition costs for courses repeated will be the responsibility of the student-employee and reimbursement 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.

Participation in this program is **in addition** to the employee's full-time workweek, 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.

8. **Wellness Program.** To promote the excellent health of our employees, all full-time Calhoun employees are entitled to thirty minutes per day of wellness activities during their work week. If combined with lunch, wellness time and lunch should not extend beyond one hour. Employees should work with their supervisor to establish a schedule for wellness time that does not hamper the operations of their department. In support of this wellness program, all full-time Calhoun employees are entitled to membership in Calhoun's Wellness Center housed in the Kelley Gymnasium on the Decatur Campus and in the Sparkman Building Room 26 on the 1st Floor on the Huntsville Campus.

C. Teaching and Service Awards

Calhoun Community College provides for the following awards to appropriate College employees:

1. **Outstanding Academic Faculty Member.** This award is given to a full-time Academic faculty member who has demonstrated outstanding performance by exhibiting excellence in the areas of teaching and/or assigned duties, professional service and service to community and students, personal efforts toward professional development and education attainment, and demonstrated contributions toward planning and program development.
2. **Outstanding Technical Faculty Member.** This award is given to a full-time Technical faculty member who has demonstrated outstanding performance by exhibiting excellence in the areas of teaching and/or assigned duties, professional service and service to community and students, personal efforts toward professional development and education attainment, and demonstrated contributions toward planning and program development.
3. **Outstanding Administrator.** This award is given to recognize and award individuals who have served in an exceptional administrative capacity at Calhoun. This individual should exhibit excellence in the performance of assigned duties, in professional service and service to community and students, and personal efforts toward professional development and educational attainment. Any full-time, tenured administrative person whose primary duties are non-teaching oriented is eligible for this award.
4. **Outstanding Support Staff.** This award is given to recognize and award individuals who have served in an exceptional support capacity at Calhoun. This individual should exhibit excellence in the performance of assigned duties, in professional service and service to community and students, and personal efforts toward professional development and educational attainment. Any full-time, tenured support person whose primary duties are non-teaching oriented is eligible for this award.

Students, full- or part-time faculty members, administrators, support personnel, or persons in the larger community served by Calhoun

may make nominations. Nomination information is distributed each year by the President's office. The recipients are honored at the annual ACCA Conference in the fall and at Calhoun's spring Honor's Day program.

XXIX. Selection Process

A. Appointment Authority

The President of the College has the authority to appoint the faculty and staff of the College according to applicable policies, rules, regulations, and practices adopted by the College and the Alabama Community College System Board of Trustees. The President may issue Letter of Appointments to librarians, counselors, and instructors for one semester, two semesters, a summer term, or a full year as needed by the College, provided that there is sufficient enrollment and funding. For all other employees, the President may issue Letter of Appointments of such length and conditions as may best meet the needs of the College, provided sufficient funding is available. Appointments for probationary employees who are not on the D Salary Schedule shall generally be made by an open-ended letter of appointment that shall state an effective beginning date and provide for continuing employment, subject to discontinuation upon written notice from the President of the College. However, the President shall also have the right to appoint a classified employee under a Letter of Appointment for a specified period of time, if to do so serve the best interests of the College.

The President may also employ such part-time instructional and non-instructional personnel as may be in the best interests of the College.

The President also has the authority to assign qualified faculty members to serve as Department Chairs. These assignments are at the pleasure of the President and may be revised at any time.

B. Compliance with Alabama Community College System Recruitment and Selection Policies and Guidelines

All recruitment, selection, appointments, lateral transfers, and temporary appointments of full-time professional, administrative, and management personnel shall be made in compliance with The Alabama Community College System policies and guidelines, as well as all Court Orders, Executive Orders, and Administrative Orders as may then be in effect. Guidelines for compliance with

such orders shall be retained in, and monitored by the staff of the Office of Human Resources.

C. Criminal Background Checks

Criminal background checks are conducted on all employees and applicants selected for employment at Calhoun Community College in compliance with Alabama Community College System Policy 623.01. An applicant chosen for employment will be required to sign a consent form and to submit a non-refundable payment for a criminal background check. Any applicant or employee who has been convicted of a felony or crime of moral turpitude shall be ineligible for employment at the College, unless that person's employment is approved by the Chancellor upon a recommendation from the President. Factors that will be taken into account in such a situation shall include, but not be limited to:

- a. the proximity or remoteness in time of the conduct underlying the conviction
- b. the risk of harm to persons or property of the College
- c. the likelihood of the recurrence of the type of conduct underlying the conviction
- d. any extenuating circumstances.

For the purposes of this policy, a "conviction" shall also include a plea of guilty or no contender. Within 10 days, any employee convicted of a felony or crime involving moral turpitude subsequent to a criminal background check must report the conviction to the President.

XXX. Tobacco-Free Policy

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Calhoun's tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any visitor or contractor found to be violating this policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the college premises by campus police.

Student Fines

Any Calhoun student found to have violated this policy shall be subject to the following fines: 1st ticket – Warning, 2nd ticket - \$25.00 fine.

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount.

A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Vice President for Student Services, Dr. Patricia Wilson.

Employee Fines

Any Calhoun employee found to have violated this policy shall be subject to the following fines: 1st ticket – Warning, 2nd ticket - \$25.00 fine.

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount.

Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Dean for Business and Finance.

With the exception of advertising in a newspaper, magazine, or similar

publication that is not produced by Calhoun College, no tobacco-related advertising or sponsorship shall be permitted on Calhoun Community College property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Calhoun Community College. For the purposes of this policy, the term "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

XXXI.Tenure (Non-Probationary Status)

Non-probationary status (also referred to as "tenure" or "permanent status") for employees at Calhoun College is governed by the Students First Act of 2011. Certain employment situations are excluded by the Act from making the attainment of tenure available. Neither the President nor any Vice President of Calhoun shall be eligible to attain tenure under the Students First Act of 2011. Nor may tenure, or credit toward tenure, be attained "in or by virtue of employment in temporary, part-time, substitute, summer school, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special positions, projects, or purposes, the funding and duration of which are finite." Provided, however, that all Calhoun employees who had attained tenure prior to the effective date of the Students First Act (July 1, 2011) shall retain that non-probationary status.

For full-time instructors who are not excluded by the Act from the attainment of non-probationary status, the standard for the attainment of tenure is completion of six consecutive semesters, excluding summer terms, of full-time employment at Calhoun, unless the President issues notice of termination to the instructor on or before fifteen (15) days prior to

the end of the sixth consecutive semester of employment, excluding summer terms. No Calhoun instructor shall attain tenure during or at the end of a summer term.

For full-time classified employees who are not excluded by the Act from the attainment of non-probationary status, the standard for the attainment of tenure is thirty-six (36) consecutive months of full-time employment at Calhoun, unless the President issues notice of termination to the classified employee on or before fifteen (15) days prior to the end of the thirty-sixth consecutive month of employment.

It is also allowable under the Students First Act of 2011 for tenure to be attained by other classified employees who are not excluded by the Act from the attainment of non-probationary status and whose scheduled duties require twenty (20) or more hours in each normal working week of the academic year. As with full-time classified employees, tenure at the rate of hours at which the respective employee normally works per week is attained upon the completion of thirty-six (36) consecutive months of employment at Calhoun, unless the President issues notice of termination to the employee on or before fifteen (15) days prior to the end of the thirty-sixth consecutive month of such employment.

Service performed in the capacity of a classified employee may not be converted to, recognized, or otherwise credited to a probationary instructor for the purpose of attaining tenure as an instructor; nor shall service performed in the capacity of an instructor be converted to, recognized, or otherwise credited to a probationary classified employee for the purpose of attaining tenure as a classified employee.

For the purposes of attaining credit toward tenure, time spent on scheduled holidays or approved paid leave is considered to be scheduled duty hours. However, time spent on unpaid leave shall not count toward tenure, nor shall work weeks regularly consisting of less than twenty (20) hours of scheduled duties.

The President of Calhoun Community College has the right to discontinue the employment of any probationary employee of Calhoun, with or without cause, upon written notice at least fifteen (15) days prior to the effective date of the discontinuation of employment. For a probationary employee who is employed pursuant to a written Letter of Appointment for a specified period of employment, the President has the right to issue a written notice of non-renewal, with or without cause, at least fifteen (15) days prior to the last day of the specified period of employment.

In a situation where a probationary employee is employed pursuant to a written Letter of Appointment for a specified period of employment, and

the employee is given written notice that the employee's probationary employment is to be terminated effective a date within the period of that current Letter of Appointment for a specified period of time, the employee will be given notice of cause and an opportunity for a hearing before the President.

Except for situations in which an employee is employed pursuant to a written Letter of Appointment for a specified period of employment, and the employee receives notice that the employee's probationary employment is to be terminated effective a date within the period of that current Letter of Appointment, the termination of probationary employment may be without cause with no right to an opportunity for a hearing on the decision.

Once a Calhoun employee (whether an instructor or classified employee) has attained non-probationary status, a discontinuation of the employee's employment by the College shall be not be carried out except in a manner consistent with the applicable provisions of the Students First Act of 2011 and applicable policies of the College and the Alabama Community College System.

Under the Act, the employment of a non-probationary employee may be terminated because of a justifiable decrease in the number of positions or for incompetency, insubordination, neglect of duty, immorality, failure to perform duties in a satisfactory manner, or other good and just cause, provided that the termination decision is not made for political or personal reasons. A termination for cause of the employment of a non-probationary employee shall be subject to applicable notice and hearing provisions of the Students First Act of 2011. However, the notice and hearing provisions that are applicable to a termination for cause under the Act shall not be applicable to a situation in which employment of a non-probationary employee is terminated or reduced as part of an approved reduction-in-force action conducted by the College. In such a case, the termination or reduction in employment will be carried out in accordance with the College's approved reduction-in-force policy.

Except as expressly provided in the Students First Act of 2011, non-probationary status does not create any enforceable right or protected interest in or to a specific position, rank, work site or location, assignment, title, or rate of compensation. Under the Act, reductions in or modifications to employee compensation or benefits, or to the length or the employee's work year, are not subject to the notice and hearing provisions of the Act provided that the action is all of the following:

- a. prospective in effect;
- b. based on the recommendation of the President; and

c. applied to similarly situated employees within Calhoun, or within designated operating divisions, departments, or employment classifications therein.

Under the Students First Act of 2011, the President may reassign an instructor to any position or work location within the same campus or work site of Calhoun, as the needs of the College require. For a tenured instructor, except as required by acts of God or disasters that are beyond the reasonable control of the College, the instructor shall receive written notice of the reassignment by no later than the twentieth calendar day after the first day of classes for the respective semester. A tenured instructor may not be reassigned more than once per academic year, excluding the summer term, and such a reassignment may not entail a reduction in compensation. Such reassignments are not subject to review under the Act. However, in the event of a reassignment due to an Act of God or disaster, the instructor may request a hearing before the President prior to the President's final decision on the reassignment.

The President may reassign a tenured instructor to a teaching position at a different campus or work site of Calhoun provided that the position to which the instructor is being reassigned is one that the instructor is qualified to hold and that the reassignment does not entail a reduction in compensation. Except as required by acts of God or disasters that are beyond the reasonable control of the College, the instructor shall receive written notice of the reassignment by no later than the twentieth calendar day after the first day of classes for the respective semester. A tenured instructor may not be reassigned to a different campus or work site more than once per academic year, excluding the summer term, and such a reassignment may not entail a reduction in compensation. Such relocations are not subject to review under the Students First Act of 2011. However, in the event of a relocation due to an Act of God or disaster, the instructor may request a hearing before the President prior to the President's final decision on the relocation.

Non-probationary classified employees of Calhoun may be reassigned to any position for which the respective employee is qualified, or to any work location of Calhoun, provided that (1) the reassignment is without loss of or reduction in compensation, (2) written notice of the proposed reassignment is issued to the employee by the President no less than fifteen (15) calendar days prior to the final decision of the President, and (3) the reassignment is effective not less than fifteen (15) calendar days after the date of the President's final decision. Except as required by acts of God or disasters that are beyond the reasonable control of the College, a tenured classified employee shall not be reassigned to another position or another work location more than one time per academic year, excluding summer term.

A non-probationary instructor or classified employee may be involuntarily transferred to another position that provides for a lower rate of pay or a shorter term of employment subject to the following terms and conditions: (1) the employee receives written notice of the proposed transfer that meets the applicable notice requirements of the Students First Act of 2011, (2) the proposed transfer is subject to the same substantive and procedural standards and requirements that would apply to a termination action under the Act, (3) the transfer would be subject to the same appeal process as would apply to a termination action under the Act, (4) the transfer is not for political or personal reasons. Notwithstanding the foregoing requirements, a transfer or reassignment that is made as part of an approved reduction-in-force action, or that is made in order to comply with State or Federal law, would not be subject to the challenge or review procedures of the Act.

XXXII. Visitors on Campus

Visitors are welcomed to the campuses of Calhoun Community College. However, loitering is prohibited. No visitors will be allowed to disrupt instruction and/or normal business operations of the College. Children are not allowed to attend classes with students. No minors should be left unattended in any building of Calhoun Community College.

XXXIII. Work Hours and Responsibilities

The President of Calhoun Community College has the ultimate authority, under Board policies and State law, to schedule and/or approve the work hours, duties, and responsibilities of each employee of Calhoun Community College, so long as these work hours, duties, and responsibilities are consistent with said policies and law.

In particular, full-time instructors, librarians, and counselors are required to work a minimum of 35 scheduled, approved duty hours per normal working week, exclusive of lunch breaks and other regularly scheduled breaks. All other full-time personnel of Calhoun Community College are required to work a minimum of 40 scheduled duty hours, exclusive of lunch breaks. The President has the authority to establish whatever number of scheduled duty hours each position calls for, so long as the number of hours is not less than the minimum set by policy; provided, however, that for those employees who are covered by the overtime provisions of the Fair Labor Standards Act, the College must follow the guidelines established by the Chancellor under Alabama Community College System Policy 614.01.

It is the policy of Calhoun Community College to allow supervisors to coordinate the lunch breaks and other breaks taken by employees under their supervision, so long as the employees comply with the scheduled work days and duty hours for the particular position as established or approved by the President.

A. Administrators

Administrators will be employed to provide appropriate administrative services and work a minimum of forty (40) hours per regular workweek.

B. Faculty

Instructors will be employed to provide education for those enrolled regardless of the day or time of day. Full-time instructors' scheduled approved duties include advising, preparing, and teaching within the thirty-five hour workweek. The number of days for full-time instruction is 229 duty days for the scholastic year (175 for fall and spring terms and 54 days for summer term). Fifteen to sixteen credit hours per semester (fall and spring semesters) and twelve to thirteen credit hours (summer semester) or thirty contact hours per week per semester (for vocational instruction) is the range for the teaching portion of instructors' duties. Full-time faculty may request to teach overload classes for pay. Overload classes must be approved by the President and the faculty member shall be paid on the institution's adjunct salary schedule. Part-time faculty may teach a maximum of five courses over a nine-month period.

Substitute teachers may be employed to provide instruction when a full- or part-time faculty member must be absent from class. Arrangements for such a substitution should be implemented on a departmental or divisional level and require approval of the Vice President for Academic Affairs.

Each semester, instructors will post official hours and file with the Divisional Dean and the Vice President for Academic Affairs a copy of their weekly schedule of classes and office hours.

In order to be considered full-time for tenure purposes, an instructor, librarian, or counselor must work a minimum of thirty-five hours of scheduled work duties, approved by the President or his designee, during each regular workweek.

C. Support Personnel

Days that the College is officially open are duty days for all support personnel, unless the respective employee is on an approved alternate schedule based on institutional needs. Employees who work eight consecutive hours during their assigned workday are entitled to a 30-minute meal break. Supervisors or administrators are responsible for scheduling meal breaks.

The annual work period for support personnel begins on each September 1 and consists of two hundred sixty (260) working days. Full-time support personnel are paid from Salary Schedule E. Salary Schedule E employees will generally work forty (40) hours per workweek, twelve (12) months per year.

Salary Schedule H employees are part-time employees assigned to work no less than twenty (20) or more than thirty nine (39) hours per week, for such periods of time as are needed by the College.

Employees who are hired to work a given number of hours per week on the H salary schedule shall not be scheduled or allowed to work more than the designated number in any given week, except upon the prior written approval of the President or his designee. In other words, if an employee is hired to work on the H-30 schedule, then that employee shall not work more than thirty hours in any given workweek, except upon the prior written approval to work more than thirty hours by the President or his designee.

D. Outside Employment

Revised 9/2019

Calhoun Community College complies with Alabama Community College System Policy No. 615.01 (Conflict of Interest) with regard to the outside employment of full-time College employees. That means that no outside employment of a full-time College employee will be allowed if the outside employment:

- a. interferes with the performance of the employee's current College job duties or responsibilities; or,
- b. requires the use of College resources, facilities, or personnel.

A full-time employee of Calhoun Community College who wishes to engage in any outside employment must submit written notification to the President to ensure that the employment does not violate policy.

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Chapter IV

College Committees

Calhoun Community College has established several committees to help carry out its many areas of responsibility. These committees include standing committees, which may be either executive or advisory in nature, ad hoc committees, search committees, and program advisory committees. Calhoun Community College does not discriminate in any program or activity on the basis of race, color, religion, gender, age, national origin, disability or any other protected class. Calhoun makes every effort to ensure that committee membership is representative of the college's and community's profile. Even though the primary responsibility of the faculty is to provide competent instruction within the credentialed areas of expertise, faculty members also have a responsibility to serve on institutional committees. The chair of any committee, whether standing, ad hoc, search, or program advisory, is responsible for the work of the committee and for ensuring that appropriate records are created and maintained.

All standing and ad hoc committees are facilitated through the Committees Committee. Any employee may request the formation of a standing or ad hoc committee. If the Committees Committee agrees there is a need for the proposed committee, a formal request will be made to the President for the formation of the new committee. Standing committees may be disbanded upon request to the President. Ad hoc committees shall be disbanded once their purpose has been fulfilled or one year has passed since the formation of the committee. Search committees are formed for the limited time needed to select candidates for open positions. Program advisory committees remain active as long as the curriculum program is active.

I. Ad Hoc Committees

An ad hoc committee is defined as a group appointed on a temporary basis to accomplish a particular task. Such committees will be charged by the President or by the appropriate administrator and will have their length of service designated at the time of the charge.

II. Standing Committees

The College has several standing executive committees. Each of these committees is responsible for providing advice and counsel to the President on matters as requested by the President, as well as completing relevant projects within the scope of the respective committee's area of interest. The committees are also responsible for the dissemination of information as deemed necessary by the President.

Standing advisory committees are established for the purpose of reviewing certain operational areas and advising the administration on any additional

changes in policies, procedures, or practices which are deemed to be needed.

All current standing committees are described in the Calhoun Community College Committee Handbook, which may be found on the college web page.

III. Program Advisory Committees

Program Advisory Committees are approved by the President, based on recommendations from the Vice President of Academic Affairs and the Division Deans, to assist with planning and evaluating instructional programs. These committees, made up of volunteer community representatives, work with faculty to give constructive evaluations to programs of study to ensure that they are meeting needs of students, service area employers, and the State of Alabama. The program or department chair serves as the Chair of the advisory committee. Meetings are held semiannually or at the call of the committee Chair.

The membership of the respective Program Advisory Committees includes between five and twenty community representatives. Members represent private or public sector companies that employ persons that graduate from the designated program of study. Members should be highly knowledgeable in their area(s) of expertise, enthusiastic about establishing and maintaining a quality program of study and willing to devote the necessary time and energy to ensure the success of the program. Consideration should be given to representation from large and small business sectors, majority and minority populations, gender, age, and the various types of business and employment in the program area. A program student representative should be chosen each year.

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Chapter V

Instructional Guidelines

I. Academic Advising

Academic Advising for students at Calhoun Community College occurs in the College's Advising Centers. The Advising Center has offices on the first floor of the Chasteen Student Center at Calhoun Community College Decatur Campus and at Calhoun Community College's Huntsville Campus. Academic advisors staff the Center. Advisors receive training in all areas of academic advising, including admissions and records, placement testing, computer training, interpersonal/communication skills, and program/scheduling.

Incoming students must meet with Advising Center personnel prior to or during their initial semester. Subsequently, students can meet with advisors at any point to discuss major, career, and academic options. Students are encouraged to schedule appointments ahead of time to meet with an advisor; however, walk-ins are also accommodated.

Among the objectives of Academic Advising are that students will feel welcome and comfortable at Calhoun, know the process of selecting a career, develop a "plan of personal study" appropriate for their goals, know where information can be obtained, and become aware of campus and community resources available to them.

II. Academic Freedom

The concept of academic freedom should be viewed in the context of the constitutional concept of "free speech." The term "free speech" as included in the Constitution was not intended to mean that a citizen could say anything and everything he or she wanted to without consequence. It was meant to ensure that all citizens could freely comment on and criticize the government and its officials, so long as they did not commit or solicit treasonous acts, or violate laws against public disturbances. The U.S. Supreme Court has established that the First Amendment was not intended to protect libelous statements, obscenity, or statements intended to create a public disturbance, hence, the oft-used example of yelling "Fire" in a crowded theater as not being "free speech."

Likewise, academic freedom is the freedom of academicians to freely research, explore, and test ideas related to their respective fields of study, but it does not include the freedom to state untruths, obscenities, disruptive statements, or to use derogatory language which would unduly discomfort students or fellow employees of the College.

Therefore, it is the policy of Calhoun Community College that its faculty should have freedom in teaching, learning, and exchanging ideas in their respective subject areas, but not to do so in a manner that is untruthful, obscene, disruptive to the operations of the College, or unduly disrespectful of the dignity of their students and colleagues. Nor should an instructor introduce or discuss in class controversial or discomforting matters that have no relationship to the subject being taught.

A faculty member is a citizen, a member of a learned profession, and an official representative of Calhoun Community College. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community, as a learned professional, imposes special obligations. As an educational officer, a Calhoun faculty member is to remember that the public might judge his/her profession and his/her institution by his/her expressions. Therefore, a faculty member should at all times endeavor to be accurate in his/her statements, exercise appropriate restraint, show respect for the opinions of others, and make every effort to ensure that the listener to his/her comments understands that unless the instructor has been designated by the College to act as a spokesperson, he or she is only speaking as an individual.

III. Academic Honesty

One of the primary goals of Calhoun Community College is the promotion of an atmosphere conducive to studying and learning. Conditions and actions that encourage true scholarship are to be applauded. Conditions or actions that would tend to deter or discourage intellectual growth and development are to be avoided. Without academic honesty, there can be no genuine scholarship. Without integrity, there is no worthwhile knowledge. Therefore, academic dishonesty, including cheating and plagiarism, is defined as follows at Calhoun Community College:

1. *Cheating* includes, but is not be limited to, the use of unauthorized aids (such as crib sheets or other items such as written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from, another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing); or similar or equivalent acts contrary to the principles of academic honesty; and/or
2. *Plagiarism* includes the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.

With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Dean for Student Affairs and the College Disciplinary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean for Student Affairs for disciplinary review. (Appendix I-E).

IV. Appointment and Compensation of Department Chairs, Program Directors, and Lead Faculty

The President of Calhoun Community College may designate a faculty member to serve, at the pleasure of the President, as Department Chair of an instructional area. Department Chairs receive release time equal to one course and a salary supplement of \$400 per month. The President reserves the right to remove a faculty member from the assignment as Department Chair at any time, with or without cause, and with or without prior notice.

Program Directors are appointed for certain Health Science programs, and Lead Faculty are assigned in programs which are not accredited by program specific accrediting agencies. Both Program Directors and Lead Faculty serve on a voluntary basis, and do not receive any additional compensation.

V. Attendance Policy for Faculty

Faculty members are expected to be present and provide competent instruction for the total class time for each class they are scheduled to teach. If a faculty member knows beforehand that he or she must be absent from a class, the appropriate leave form must be completed and approved in advance of the absence. If a faculty member is unexpectedly absent and could not give prior notice, he or she must contact the direct supervisor or designee to inform him or her of the absence and to provide instructions for the class. If possible, the Division Dean will arrange for a qualified substitute instructor for class(es). Upon return, the faculty member must complete and submit the appropriate leave form.

Unless excused by the President or designee, all full-time faculty members shall attend all mandatory College-wide events including the annual Honors Day and

Graduation Ceremonies, as well as all Professional Development activities designed for the respective faculty member.

Part-time faculty are expected to attend activities scheduled to provide them information regarding College policies and procedures that will assist them in completing their contracted obligations.

It is the duty of the Division Dean to monitor and enforce the Faculty Attendance Policy.

VI. Attendance Policy for Students

Regular class attendance is important for students to gain and demonstrate competency in course concepts and skills. Students are expected to accept responsibility for class attendance and to complete in-class work assignments and examinations as scheduled by the instructor. Syllabi for each class will include policies or guidelines about applicable class attendance requirements.

Each instructor will take daily class attendance and record it on the computerized class attendance roster in Blackboard. Class attendance will not be used in determination of grades; however, some programs require attendance for program accreditations and/or certification. Faculty who do not report accurate attendance on the computerized class attendance roster may be liable for financial aid funds incorrectly issued to students. Accurate reporting and documentation of student attendance/non-attendance is critical.

Student attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Vice President for Academic Affairs or designee. Any student who must miss a final examination has the responsibility of notifying his/her instructor to make arrangements to take the final examination on an alternate date, if possible. This is accomplished by filling out a form entitled "Permission to Alter Final Examination Schedule" which may be obtained in divisional offices. One copy of the form is retained by the faculty member and one copy is retained by the student. Faculty members shall not change the class examination schedule as published without prior approval from the Vice President or designee.

VII. Catalog

The College catalog is prepared under the auspices of the President. The Curriculum and Catalog Committee is responsible for accuracy of content. The catalog is available in digital format on the College website. Offices on campus may request printed copies from the campus print shop.

The catalog contains general procedures and guidelines, which serve to direct the students and employees of the College. The College programs of study and course descriptions printed in the catalog serve as guides for advisors as well as students.

When applying for graduation, a student may use as a guide either the catalog for the year in which he or she first entered Calhoun or the catalog currently in use, but not both. A student whose original program of study is no longer available in the College catalog should request program planning assistance from the Division Dean in charge of his/her program of instruction.

VIII. Children in Classrooms

The President has approved the following addendum to Alabama Community College System Policy 510.01: Children are not allowed to attend classes with students. No minors should be left unattended in any building of Calhoun Community College.

IX. Course Syllabi

All faculty members are required to adhere to the standard course syllabus adopted by the department/division and shall include as a minimum the following:

- Name of course, section number, synonym number, time class meets, location of class, name of instructor, office phone number (if available), location of instructor's office, office hours and e-mail address;
- Textbook and materials;
- Weekly or daily list of assignments, including tentative dates and topics;
- Attendance policy, including how to make up missed work, if allowed;
- Goals of course/Course objectives;
- Pre-/Co-requisite courses;
- Methods of teaching;
- Withdrawal policy;
- Date, time, and place of final exam;
- Description of how grades will be determined
- A notice of the availability of reasonable accommodations under the ADA.

The instructor may individualize the syllabus by adding other information that would be needed by or be helpful to the student for that class. Each instructor shall

prepare and follow a course syllabus for each class taught. The syllabus for each course shall be given to each student at the first class meeting.

Each full and part-time faculty member must submit to the Division Dean or Department Chair prior to the first day of class, his or her syllabus for each course taught. Generic course syllabi shall be kept on file in the Office of the Vice President for Academic Affairs. Instructor specific syllabi shall be kept in the offices of the respective Division Dean, Department Chair and Huntsville Campus Dean if a faculty member teaches at that campus.

X. Curriculum Review and Revision

Curriculum review and revision is an ongoing process at Calhoun. Calhoun Community College places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. In an attempt to monitor the curricula, Division Deans work with Department Chairs, faculty members and business and industry representatives to conduct program reviews and to evaluate curricular issues. In addition, the instructional curricula is reviewed on an annual basis by the College Curriculum Committee. Input from the workforce is provided by professional representatives serving on program advisory committees and to insure that curricula provides training that meets current workforce needs.

Additions, alterations, and deletions in academic programs are considered by the Curriculum and Catalog Committee. Recommendations regarding changes in curricula are made to the Vice President for Academic Affairs. In addition, each instructional program is reviewed on a rotating basis, usually once every three years. Course revisions may be addressed in accordance with the Alabama Community College System Common Course Directory. The URL address is as follows: <https://www.accs.edu/academics/course-directory/>.

XI. Distance Learning & Faculty Load

Distance Learning courses are designed to provide a flexible environment or to provide students the opportunity to view instructional programs by CD or Web. Faculty may teach distance learning as part of their regular load or as overloads. The Distance Learning portion of a full-time instructor's normal teaching load of 15-16 credit hours should be determined by the Division Dean, in consultation with and the approval of the Vice President for Academic Affairs. This policy shall apply during Fall and Spring semesters. The policy shall also apply during Summer semesters, except where it conflicts with any rotation or seniority policies that may be in effect. Faculty who teach fully online courses may take a portion of their required thirty-five on-campus office hours as virtual hours in order to be available for online students during the time periods in which these students are working on

coursework and need assistance. These virtual hours can include nights, weekends, and holidays as needed. The parameters for the virtual hours are covered under the "Virtual Hours Policy." Details regarding the development of distance education are outlined in the *Distance Education Guidelines* (Appendix I-D-1).

XII. Evaluation of Faculty

Evaluation of instructional personnel will occur prior to the end of the contract period in the Spring term of each year. The following procedures will be used:

A. Full-time Faculty. There will be three components to evaluation of full-time faculty: student evaluation, classroom observation, and supervisory evaluation. The procedures for the faculty evaluation process are located in Appendix I-F-1. The evaluation process for non-tenured faculty members is the same as for tenured faculty members. The decision for tenure will be made in the spring semester before the end of the third year of teaching. Evaluation results of all three components of the process will be maintained in the faculty member's personnel file.

B. Counselors & Librarians. Evaluations of Counselors and Librarians will be conducted in the Spring semester and coordinated by the Office of Human Resources. The evaluation requires a self-evaluation by the employee. The employee will complete a self-evaluation using the Annual Faculty Evaluation tool prior to the supervisor completing the annual evaluation. The self-evaluation will be used to generate discussion during the evaluation meeting. The self-evaluation will not be included in the personnel file and does not require any signatures other than the employee's.

An evaluation meeting will be conducted between the supervisor and the employee to review the evaluation and self-evaluation, and to develop individual goals for the following year.

The Annual Faculty Evaluation must be signed by the reviewing supervisor and the employee; then forwarded to the appropriate President's Staff member for signature and distribution. Copies of the evaluation should be retained by the employee and the supervisor. The originals are returned to the Office of Human Resources and filed in the individual's personnel file.

C. Part-time Faculty. There are two (2) components of the part-time faculty evaluation: student evaluation and classroom observation. A representative of the Vice President for Academic Affairs may visit any class taught by a part-time faculty member at any time to complete a Classroom Observation.

Every attempt will be made to conduct a Classroom Observation during the faculty member's first semester of teaching. After the initial observation, classroom observations will generally be conducted every other year or at the discretion of the instructional officer. The faculty member, the supervisor, and the personnel file will receive a copy of the observer's written comments within one week of the classroom evaluation. Procedures for conducting the evaluation process for part-time faculty can be found in Appendix I-F-5.

XIII. Faculty Committee Assignments

The primary responsibility of faculty members is to teach. However, faculty members are also required to serve on various institutional committees at the discretion of the Vice President for Academic Affairs and the President.

XIV. Faculty Office Hours/Weekly Schedule

The normal work week for a full-time instructor, librarian, or counselor is a minimum of 35 clock hours during the College's normal hours of operation. Time taken for lunch or other regularly scheduled breaks does not count towards the weekly minimum of 35 hours. An instructor is to take his/her lunch break during the reasonable and customary lunch time rather than taking it at the end of the day. This does not necessarily mean that each instructor is to be on duty seven hours each day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, committee work, student counseling, preparation, and other appropriate activities performed on the College's campuses.

Meetings scheduled on Friday for College-wide attendance are to be attended by all full-time faculty.

Full-time instructors are to keep office hours for the purpose of offering individual assistance to students. Scheduled office hours are to be submitted to the Division Dean and the Vice President for Academic Affairs for approval and are to be posted and adhered to so that students know when instructors are available to provide assistance. During Fall and Spring Semesters, office hours for full-time instructors are to be scheduled for each week day (Monday-Friday) of each work week. During Summer term, office hours may be scheduled for each Monday through Thursday of each work week if College classes are primarily scheduled on a Monday through Thursday schedule and on Friday as an instructor's class schedule dictates. Attendance at scheduled Friday meetings is required.

Part-time faculty must also arrange times to offer assistance to students, either during class hours or outside class hours. These times should be stated on the

course syllabus and distributed to the students at the first class meeting of the semester.

By the first week of classes each semester, instructors are to post their hours and file with their Division Dean, Department Chair, Vice President for Academic Affairs and Dean of the Huntsville Campus, if they teach at that campus, a copy of their weekly schedule of classes and office hours. The Vice President shall have the authority to adjust a faculty member's schedule to accommodate the needs of the College.

Virtual Hours Policy

Faculty who teach fully online courses may take a portion of their required thirty-five on-campus office hours as virtual hours in order to be available for online student during the time periods in which these student are working on coursework and need assistance. These virtual hours can include nights, weekends, and holidays as needed. The parameters for the virtual hours are as follows:

- A. Opting In/Opting Out:** Full-time online instructors opting to request virtual hours must inform their chairperson/dean in writing at the beginning of each instructional term.
- B. Number of Virtual Hours Permitted:** Full-time online instructors may take three virtual hours per online course taught 3:1 with a maximum of fifteen (15) virtual hours per week permitted. Note: No more than 3.75 hours are to be taken per day M-F. The number of teaching hours, traditional office hours, and virtual hours must add up to thirty-five (35) hours.

Example: Instructor Smith teaches three traditional courses and two online courses. Two online courses qualify Smith to flex six virtual hours throughout the week.

In class hours:	9
Virtual hours:	6
Office hours:	<u>20</u>
Total hours:	35

- C. Responsiveness to Students:** Full-time online instructors will respond to student inquiries within twenty-four hours. More flexible response times (forty-eight hours) are extended for inquiries received on longer holidays such as Thanksgiving and Spring Break. Any time instructors anticipate their response

time to a student exceeding forty-eight (48) hours, an announcement will be post in Bb.

D. Communication Policy: Full-time online instructors will provide chairs/deans a copy of their syllabus containing the communications policy and response time for student inquiries.

E. Oversight of Virtual Hours: If students indicate to the department chair and/or instructional dean or the distance learning office that their instructor is not responsive to their queries, and the instructional dean determines the faculty member is not responding in a timely manner, the instructor's virtual hours may be revoked.

XV. Faculty Summer Employment

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year contract (fall and spring semesters) will have first option (over part-time or temporary employees) for employment at the College in the summer term, provided that (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee is in line to be hired by the College's summer employment policy; (5) an instructor in the College's Technical Division who attained tenure prior to September 1, 1979, and who is employed by virtue of an academic year contract, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time Technical Division instructors; and (6) instructors may be given priority for summer teaching only in those courses they taught at least once during the preceding academic year or, if the course has not been taught during the preceding year, priority will be based on course(s) taught most often in the past. Summer teaching assignments will be made by Division Deans who will begin those assignments with senior-most faculty who are qualified to teach scheduled course(s).

Seniority is based on initial full-time date of hire as a faculty member. In the event that multiple faculty within the department have the same hire date, a tie breaker process will be used. The process includes: highest degree earned, number of hours in field, and number of years of full-time teaching experience outside Calhoun.

A full-time instructor may be employed for less than a full teaching load for a summer term. The instructor, however, must be paid a *pro rata* amount of Salary Schedule D compensation based on (1) qualifications and experience, (2) a full teaching load, and (3) the number of duty hours scheduled per week. A full teaching load in the summer for an academic instructor is twelve to thirteen credit

hours. A full teaching load for a technical instructor is thirty (30) contact hours per week or the equivalent.

XVI. Faculty Teaching at Extension Sites

Unless specified by College policy, no instructional distinction is made between day, extended day, and evening programs. Therefore, full-time faculty will teach at the College's various campuses, as assigned by the administration. Full-time faculty teaching at these sites should continue following normal reporting channels; however, the administrator of the site is to be notified if a faculty member will be unable to meet a class session or sessions.

XVII. Faculty Teaching Loads

The scheduled duties of an instructor will be determined by the President or his/her designee, 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 should be considered in determining instructor loads. No distinction shall be made between day, extended day, weekend, evening, web based and off-campus programs with regard to evaluating instructional loads. Faculty will be employed to provide an appropriate education to those enrolled, regardless of the day or time of day.

Each full-time instructor shall teach 15 to 16 credit hours per semester, or the equivalent, as determined by the President. The maximum teaching load under a full-time contract will be 16 hours. However, under Alabama Community College System Policy, an academic instructor may teach one additional three or four credit hour course under an overload contract. The maximum number of contact hours that an instructor in the technical division will be assigned per week is 30 hours. However, a technical instructor may teach up to 15 additional contact hours under an overload contract. In either case, the overload course/contact hours must be taught outside the normal 35 hour workweek of the instructor, and the pay must be at the prevailing part-time salary rate at the College (See Alabama Community College System Policy No. 608.03). Equivalent credit hours will be determined by the President or his/her designee in accordance with guidelines established by the Chancellor. Examples include studio courses, and laboratory, clinical and shop classes. The President will determine equivalent credit hours for nonteaching assignments. (Alabama Community College System Policy No. 608.01).

XVIII. Field Trips

Revised 12/20/16

Faculty or staff planning a field trip must request approval from his or her immediate supervisor by submitting a *Field Trip Request* form. This request must be completed one week prior to the field trip and must be signed by both his or her

immediate supervisor and an appropriate Dean. A faculty/staff member or club/group sponsor employed by the College must accompany the students. The employee accompanying students on the field trip must also complete a *Request for Travel* form. All participants (including minors) must sign the *Calhoun Community College Activity Travel General Release and Waiver of Liability* form. It is the responsibility of the faculty/staff member in charge of the field trip to obtain completed and signed forms for each participating student. These forms must then be submitted to the Vice President of Student Services office where they will be held until after the field trip is complete.

XIX. Final Examinations

Dates for final examinations are indicated on the official College calendar. Specific times for final examinations are published in the schedule of classes. Each faculty member will adhere to the published examination schedule and is not permitted to change the published class examination schedule without prior written approval from the Vice President for Academic Affairs. Should leave be approved for an instructor assigned to a course, the Division Dean shall be responsible for assuring that final examinations are monitored by another faculty member.

Permission for students to take final examinations early or late may be granted by the faculty member. Should such permission be granted, the faculty member and the student must complete the form entitled "Permission to Alter Final Examination Schedule." Permission will be granted if adequate reasons exist for the request. Students are responsible for all course requirements even though an early final examination is approved. Request forms may be obtained from the appropriate Division Office. One copy of the form is retained by the faculty member and one copy retained by the student. Faculty members may not, however, change the published class examination schedule without prior approval from the Vice President for Academic Affairs.

XX. Grading Policies and Procedures

A. Grading System

Each faculty member will keep individual students informed of grades recorded in the Blackboard gradebook and will explain to each class his or her method of grading. In addition, each faculty member will support the grading method with a written description in the course syllabus. Faculty will adhere to the following grading policy:

- A = Excellent (90 - 100)
- B = Good (80 - 89)
- C = Average (70 -79)

D = Poor (60 - 69)
F = Failure (Below 60)
I = Incomplete (Must be changed by the end of the following semester or it will convert to an F)
W = Withdrawal (a W is not to be assigned by an instructor and is only recorded when the student officially withdraws him or herself from a class)
AU = Audit (Course taken for no credit)
IP = In Progress (Optional but only available in developmental credit courses, practicums, and internships.)

Some programs/courses may have a higher grading system than noted above.

A student may request an incomplete grade (an "I") from an instructor at or near the conclusion of a course provided adequate and documented reasons exist. The instructor will evaluate the reasons offered and decide whether or not to assign an incomplete grade. The student must make satisfactory arrangements with the instructor to remove the "I" during the following semester. If the "I" is not removed during the subsequent semester, it will convert to an "F." The instructor may set a deadline for completion of the course earlier than the end of the subsequent semester.

The Admissions Office periodically issues directives for the submission of grades and other records. Faculty members **MUST** respond within the time limitations stated in the directives.

B. Grade Reporting and Changes

Course grades are reported to and recorded by the Registrar at the end of each semester. The grades become the property of the College and will not be changed except by the instructor who taught the course, or by the President. In the event that the President should direct a change of an official grade, the student will be given the grade directed by the President. However, the instructor will retain the discretion not to concur with the change and will not be compelled to change the grade in the instructor's own class records.

Failure to submit grades by the due date established by the College potentially impacts students' financial aid. Therefore, submission of grades by the due date is a requirement for both full-time and adjunct faculty.

C. Grade Appeals

Student grade appeals may be expected to occur in a large and complex institution. The prevailing philosophy of the College is that such appeals be handled informally and resolved at the lowest possible level on the College's organizational chart. Full and comprehensive attempts to resolve grade appeals must have been made by the affected student(s) and faculty within five weeks of the semester subsequent to the one in which the grade was issued. A formal procedure should be initiated only after these informal attempts have been made and have not produced acceptable results.

There shall be no appeal procedure available if six calendar months have elapsed since the grade was awarded. Therefore, the grade appeal must be initiated by the student within six months from the time the grade is received by the student. Two procedures exist for appealing a final grade. The first applies if the appeal is within the first eight weeks of the semester immediately following the one for which the grade was received. The second final grade appeal procedure applies if the appeal is after the first eight weeks of the succeeding term. (The summer term may be excluded.)

1. **Procedure for appealing a final grade during the first eight weeks of the following semester.** A student may appeal the final grade received for a course by following the procedures outlined here. Grades received during the academic term for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by the procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know" and handled in such manner so as to maintain confidentiality.
 - a. The student should consult with the instructor promptly after receiving a final grade that he or she feels is unwarranted. If the appeal is not resolved at that level, the Division Dean should meet with either or both the student and the instructor in an informal attempt to reach closure. The initiation, continuation, and burden of proof in a grade appeal lies with the student. If the appeal is resolved by the Division Dean, then a "memorandum of record" should be prepared by the Dean and be maintained on file. The memorandum will serve as the institution's record that the disagreement was resolved informally.

- b. If closure is not reached by using the informal approach, a student may file a formal grade appeal with the appropriate Division Dean. This appeal must be in writing and must be dated and filed with the appropriate official prior to the midpoint of the succeeding semester. (The summer term is excluded from the definition of “succeeding semester” except in cases when the instructor who assigned the grade is teaching during the summer term.) The formal grade appeal must state the reasons for the request including the dates involved, the name of the instructor who assigned the grade, and a description of the previous attempts at resolving the situation informally. The burden of proof in the grade appeal lies with the student.

- c. Prompted by the Division Dean, the divisional grade appeal committee shall, within two calendar weeks from the date of the appeal, convene, gather evidence, and conduct a hearing. Appropriate evidence in support of the appeal must be provided by the student. However, the committee may request the student’s materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. However, neither tangential issues nor individual personalities will be considered by the committee. To maintain the confidentiality of the hearing, only committee members, the instructor, and the student may be present at the proceedings.

Each division shall maintain a Divisional Grade Appeal Committee. Divisions may elect members, or members may be appointed by the Division Dean. The Divisional Grade Appeal Committee shall contain no fewer than three full-time faculty members. Members shall rotate off the committee on a yearly basis. If a committee member is unable to serve due to involvement in the specific case being heard, the Division Dean will appoint a substitute for that particular case. The Chairperson of the Divisional Grade Appeal Committee will be elected by the membership and will have the following duties: arranging times and places for the committee meetings and hearings; informing in writing all parties of the committee’s activities; ensuring that proper records are prepared, maintained, and safeguarded; and chairing all meetings and hearings.

The Chair of the committee shall ensure that hearings are reasonable and fair, that only matters properly before the committee are discussed, that meetings and hearings are conducted in a professional atmosphere, and that every attempt is made to protect the integrity of the parties involved.

Committee members must be present at all hearings in order to vote following deliberations. If, in the committee's opinion, special experience or expertise is necessary for sufficient information to be available or if the appeal is of such sensitivity that the committee should not hear the appeal, the Chairperson shall so advise the Vice President for Academic Affairs or designee. The Vice President will then appoint a special appeals committee of institution-wide membership to hear the specific case.

Following the conclusion of the hearing, the committee will deliberate privately as appropriate and prepare a written recommendation for the Vice President for Academic Affairs to be submitted no later than seven calendar days after the date of the hearing. The committee's recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after alteration will be stated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the committee's decision. The deliberation and recommendation of the committee shall be confidential. The committee may meet with the Vice President for Academic Affairs or designee at the Vice President's discretion to discuss actions, deliberations, and recommendations.

The Vice President for Academic Affairs will provide a statement of his/her decision to the student within one calendar week following the committee's recommendation. Copies of the statement of decision will be provided to the appeal committee members, the Division Dean, and the faculty member involved. The decision of the Vice President for Academic Affairs or designee shall be final.

2. **Procedure for appealing a final grade after the first eight weeks of the following semester, but still within six months from the time that the student received the grade being appealed.** The student must initiate the process with the instructor of the course for which the grade was received. This appeal process is strictly

informal in nature and must remain a discussion between the student and the instructor of the course. The instructor's decision is final. There is no appeal procedure for final grades if six months of calendar time has elapsed since the receipt of the grade by the student.

- D. Posting Grades.** Grades shall not be posted except through Blackboard.
- E. Student Withdrawals.** Students may withdraw from class, or the College, prior to the last day of the withdrawal period for the semester or term, as published in the College Class Schedule. To withdraw from class or the College, students must withdraw using their MyCalhoun account. Students who withdraw prior to the deadline will be assigned a grade of "W". However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.
- F. Student Papers.** For each course, faculty members will keep student papers and exams on file for at least twelve months after grades are turned in.
- G. Roll/Grade Book.** Each faculty member will maintain accurate, day-by-day student attendance records in Blackboard. Faculty who do not report accurate attendance on the class attendance roster may be liable for financial aid funds incorrectly issued to students. Accurate reporting and documentation of student attendance/non-attendance is critical. Grades will be maintained in the Blackboard gradebook for all classes and these grades will be archived once the course is concluded.

XXI. Graduation and Honors Day

The day of graduation is a scheduled duty day for full-time faculty members. Graduation exercise attendance is mandatory for all full-time Schedule D employees, and typically leave will not be approved for graduation day. Students are to apply for graduation in the Admissions Office one semester prior to their planned date of graduation.

The Honors Day ceremony is a scheduled campus-wide activity and is mandatory for all full-time Schedule D employees and typically leave will not be approved for Honors Day.

XXII. Instructor Overload

A full-time instructor may be employed to teach a maximum of one additional three or four credit hour course beyond the standard maximum per term for pay, if approved by the President. A full-time instructor in the technical division may be employed to teach a maximum of 15 additional contact hours beyond the standard maximum per week for pay, if approved by the President. Overloads with pay will be approved only for instructors who are already scheduled to teach at least the minimum full-time load or equivalent as determined by the President (Alabama Community College System Policy No. 608.03).

After the assignments for full-time faculty have been made, the course schedule will be made available to full-time faculty who wish to select a course for overload. Adjunct faculty assignments are made after this selection. If a full-time instructor's overload class does not make, he or she will not be assigned a replacement course for which a part-time instructor has already been employed.

An overload course for full-time instructors must be taught outside of the faculty member's regular workweek. The Request for Teaching Overload form will be completed in the appropriate division and sent to the office of the Vice President for Academic Affairs for approval.

XXIII. Outstanding Teaching Awards

Under the auspices of the President's Office the process to recognize the outstanding teaching performance of an academic and technical full-time faculty member will begin each fall with College winners advancing to the Chancellor's Awards competition. Nominations are made by faculty, support staff, students, and members of the community. Details are announced in writing each year by the President's Office.

XXIV. Part-Time Faculty

Part-time faculty members are a necessary and important part of the instructional program at Calhoun Community College. Part-time instructors are employed based on need and may be employed to teach a maximum of nine (9) semester hours per semester. In no instance will a part-time instructor have scheduled duties in excess of nineteen hours per week for each normal work week. Compensation for part-time faculty is based on Calhoun's Part-Time Faculty Salary Schedule. Qualifications for part-time faculty are the same as for full-time faculty. To assist Division Deans and Department Chairs in employing part-time faculty, the Office of Human Resources maintains a database including all part-time

applicants who are qualified to teach at the institution. Part-time faculty are evaluated on a regular basis. The procedures for the part-time faculty evaluation process are located in Appendix I-F-1.

XXV. Policy on Copyright Royalties

Faculty-created Instructional Materials - Copyrights, Patents, and Royalties.

It is the policy of the Alabama Community College System Board of Trustees that in a situation where a College instructor or administrator develops an instructional text or other instructional resource or technology, and such development arises in whole or in part from the use of College resources (including the work time of any College employee), the College shall have complete and exclusive ownership of all resulting copyrights and/or patents. However, it shall be the policy of Calhoun Community College that in such a situation, the employee who develops the textbook, workbook, technology, or other product shall be entitled to a designated share of any royalties or license fees received by the College from such a copyright or patent, provided that prior to the development of the respective product, there shall be a contract executed between Calhoun Community College and the employee by which the employee will be authorized to use the resources of Calhoun Community College in the product's development. In particular, the contract shall specify:

- A. The nature, scope, type, and number of Calhoun Community College resources which are anticipated to be used in the product's development.
- B. The proportionate share of royalties or fees which the employee shall be eligible to receive and shall further specify the types of documentation to be provided to the College as to what College resources were used and what outside resources were used to develop the product.
- C. That the portion of any royalties or fees to be received by the employee must have a direct relationship to the verifiable amount of the employee's personal time, resources, and/or funds which are to be used in the product's development, as compared to the verifiable amount of all time, resources, and funds to be devoted to the development of the product.
- D. That any compensation to the employee arising from the development of the product must be made from proceeds derived directly from the publication, manufacture, sale, lease, or distribution of the products, and not from any state or federal funds.
- E. That the contract does not provide an exemption from, and does not imply compliance with, the Alabama Ethics Law, and that it shall be subject to the

scrutiny of the Alabama Ethics Commission, which shall be provided with a copy of the contract.

- F. That prior to the payment of any compensation to any College employee under a contract of the type described above, such contract or payment must be approved in writing by the Chancellor.

Any Calhoun Community College employee who is interested in entering into an agreement with the College for the development of an instructional product subject to this policy shall begin the process by submitting to the Vice President for Academic Affairs a written proposal which describes in detail the proposal, and which contains a list of all anticipated College resources needed for the development of the product as well as all resources to be provided by the employee or any other person or source other than the College.

Intellectual Property for Students

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/her work without any authorization from the College. The student must get written consent from the College in order to use or publish material that the student is not an author or collaborator.

XXVI. Professor Emeritus Award

Upon the recommendation of the Chancellor, the Alabama Community College System Board of Trustees, may recognize outstanding contributions to an institution and/or to the Alabama Community College System by conferment of the title of "Emeritus" upon certain retiring Presidents, faculty or staff. To be eligible for such consideration, such individuals must have had at least ten (10) years of honorable and distinguished service to the institution from which they are retiring. Additional criteria to be used in determining eligibility for selection for the award can be found in Community College State Board of Trustees Policy 217.01. The title of "Emeritus" is an honorary distinction and provides for no remuneration or tangible benefits to the conferee.

XXVII. Schedule Preparation and Review

The schedule of classes for each semester is prepared by Division Deans in coordination with the Dean of the Huntsville Campus and with input from Department Chairs and others responsible for segments of instruction. Proposed classes are presented for approval by the Vice President for Academic Affairs at least one semester in advance. The proposed schedule of classes is reviewed by the Vice President, proofed by the appropriate units, processed by the secretarial staff, and forwarded to the Office of Public Affairs, Community Relations, and

Special Events for publication and posting on the College website. The schedule of classes is a proposed listing of classes to be offered and may be adjusted prior to classes beginning. Classes included on the schedule may be canceled if there is not sufficient student enrollment.

XXVIII. Student Conduct and Discipline

The College assumes that its students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief.

Students are guaranteed procedural **due process** in all cases involving formal discipline charges. The Vice President of Student Services, in his/her role as student advocate, will attempt to deal informally with discipline problems prior to the filing of formal charges. Emphasis, either informally or with a formal charge, will be placed on achieving a satisfactory resolution rather than upon emphasizing guilt and punishment. In the event resolution of the conflict cannot be informally mediated by the Vice President of Student Services, formal procedures will be followed as outlined in the "Due Process for Student Disciplinary Cases" (Appendix I-E). The Code of Conduct for Students is as follows:

A. Misconduct Defined

A student is subject to disciplinary action by the College, up to and including dismissal, for misconduct on any property owned or controlled by the College; or off campus at any function which is authorized, sponsored or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of, the attempt to commit, or the solicitation of any of the following offenses:

1. Any form of dishonesty including cheating, plagiarism, or furnishing false information to the College.

Cheating is defined, for academic purposes, to include, by not limited to, the use of unauthorized aids (such as crib sheet or other items such as written materials; drawings; lab reports; discarded computer printouts, stored information or programs); unauthorized assistance on take-home exams or projects; copying, or copying from another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing) or similar or equivalent acts contrary to the principles of academic honesty.

Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.

2. Forgery, alteration, or misuse of College documents, records or identification.
3. Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the *Code of Alabama*, unless the student has a valid prescription for the use of the respective controlled substance; or the display or possession of marijuana, a marijuana plant, or the seeds or stems of a marijuana plant.
4. Use, possession, or distribution of firearms, ammunition, fireworks, and/or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.
5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid College properties. This offense also includes in-class behavior, which, in the opinion of the respective instructor, unduly disrupts the order of a class.
6. Lewd, indecent, obscene or unduly offensive behavior or expression. This offense includes but is not limited to the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling, or receiving proceeds from any gambling activity.
8. Unauthorized entry to College facilities.
9. Unauthorized possession of a key to College facilities.
10. Unauthorized interference with the use of or access to a College facility.
11. *Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College.

12. *Intentional misuse of any College fire alarm or fire-fighting equipment.
13. *Actual or threatened physical abuse of any person, including hazing or any other act that would tend to endanger the health or safety of any person.
14. *Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers.
15. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it would tend to disrupt the educational process and/or infringe upon the rights of any other student or employee of the College
16. Violation of any College policy or regulation as published or referred to in the College Catalog or student handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; and use of parking or motor vehicles on the campus.
17. Violation of any Federal, State, or local law or ordinance.

*The commission of any of these particular offenses will subject the student to immediate, automatic disciplinary suspension or expulsion from the College, if the Vice President of Student Services has probable cause to believe that the respective student committed such an offense. In such case, the Vice President of Student Services will set a hearing for the earliest reasonable date after the alleged occurrence of the violation.

B. Class Disruptions

Instructors shall have the authority to direct students conducting themselves in such a manner as to disturb or disrupt a class to leave the classroom. The student may return to class as soon as the instructor is convinced that the student is capable of conducting himself/herself as a mature adult. However, the second such offense would require the student to meet with the Vice President of Student Services and could result in charges being brought against the student by the Vice President of Student Services. The instructor of each class session shall have the discretion to determine

whether or not a student is acting in a manner that would tend to unduly disturb or disrupt the class session.

C. Disciplinary Action

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Vice President of Student Services and/or Disciplinary Committee:

1. **Disciplinary Reprimand.** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary action.
2. **Disciplinary Probation.** This type of action is designated to encourage and require a student to cease and desist from violating College regulations. Students who are placed on probation are notified in writing that any further misbehavior on their part will lead to a more severe action.

Disciplinary Probation will be for the remainder of the existing semester and for all of the following semester of attendance.

3. **Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two semesters. While on suspension, a student will not be allowed to take any course at the College. At the end of the designated period of time, the student must make formal reapplication for admission.
4. **Class Suspension.** A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of "F" for each course from which he/she is suspended.
5. **Library Suspension.** A student may be suspended from using the Library for improper or disruptive behavior in the Library. Library suspension will be for a period of time not to exceed the remainder of the semester.
6. **Disciplinary Expulsion.** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who were guilty of chronic misbehavior or a major breach

of conduct. The College reserves the right, but has no duty, to lift the prohibition against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one calendar year from the date of expulsion.

7. **Payment of Damages.** Payment will be assessed against a given student or students for the amount necessary to repair damage to, or compensate for a loss of, property which is caused by student's or students' behavior.

Disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. A notice that a student is currently on suspension or expulsion and ineligible to return to the College until a certain date shall be attached to the student's file. In the event that the student becomes eligible to re-enroll, the notice shall be removed. The College reserves the right to impose reasonable conditions upon the re-enrollment or retention of a student who has received a disciplinary suspension or expulsion.

XXIX. Student Employment Data

The employment and tracking of students in their programs of study are important components of Calhoun Community College. Faculty will complete Student Employment Data Forms each semester for those students enrolled in Associate of Applied Science Degree Programs. These forms indicate the employment status and wages of Calhoun students and identify their employers.

XXX. Substitute Teachers

Substitute teachers may be employed to provide instruction when a full- or part-time faculty member must be absent from class. Substitute teachers are compensated on a pro-rated amount based on the adjunct faculty pay scale. Substitutes must have the appropriate academic credentials and have an evaluation/transcripts on file with the Office of Human Resources. Arrangements for employing substitute teachers shall be implemented on a divisional level and require approval of the Vice President for Academic Affairs or Division Dean (Appendix I-B).

XXXI. Teaching Outside Assigned Discipline

Instructors desiring to teach in a discipline outside their primary teaching appointment must petition their Division Dean to request a credentials review by the Division Dean in the other discipline in which they wish to teach. Instructors wishing to teach another discipline within their division must petition their Division Dean to request a credentials review by the Department Chair and Dean for that discipline.

Teaching outside a faculty member's primary assigned discipline will be approved only after an official evaluation has been conducted by the Division Dean and teaching credentials have been affirmed. In exceptional cases, outstanding professional experiences and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members. Such exceptions must be justified by the Division Dean and approved by the Vice President for Academic Affairs on an individual basis. In such cases, a file must be created that contains documentation of expertise.

Once a faculty member has been approved to teach in another discipline, the Division Dean must submit the form "Request to Teach Outside Assigned Discipline" to the Vice President for Academic Affairs. Appeals may be made to the Vice President for Academic Affairs.

XXXII. Textbooks

Each Division shall have Textbook Committees for each specific discipline to make requests for textbook adoptions. Department Chairs are to serve on these committees. Chairpersons of Textbook Committees shall submit to the Division Dean the textbook adoption requests for approval. These requests for textbook adoptions are to be submitted to the Vice President for Academic Affairs two semesters prior to the anticipated use of the materials.

Full-time faculty shall request textbooks from their Division Office one semester prior to their teaching assignment.

Part-time faculty teaching at Calhoun Community College Huntsville Campus shall secure textbooks through the Huntsville Campus Office. Part-time faculty teaching at Calhoun Community College Decatur, shall secure textbooks through the appropriate Division Dean's Office.

Textbooks acquired as a result of an instructor's employment with the College are considered college property and, as such, selling those textbooks is considered an unethical act.

XXXIII. Web Pages

Calhoun Community College does not have personal web pages outside of those that are available for faculty through Blackboard or for divisional/departmental/unit use. Employee contact information may be included on these web pages. The content of the pages should be suitable and beneficial to the website audience. The following are general guidelines used in determining whether or not a web page may be posted on Calhoun's website:

- Web pages should provide useful information to the audience. Information specific to courses, subject content, etc., is appropriate for these pages. Additional information related to a particular faculty member's course should be posted through Blackboard.
- Web pages that are intended for personal gain will not be posted to Calhoun's website and should not be included in Blackboard (i.e., to advertise services for pay or information that is romantic in nature).
- Pages of a religious or political nature or offensive in any manner are strictly prohibited. Religious and political information may be included in a faculty member's Blackboard shell when it aligns with the course content and objectives.
- Web pages should only link to other sites that are appropriate in nature.
- The use of material that violates any and all copyright laws is strictly prohibited.

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CHANCELLOR'S PROCEDURES FOR POLICY
723.01 Calendar: Instruction

Colleges will develop a local policy that will include a prescribed instructional calendar to include:

- 175 duty days for fall and spring semesters; 156 (78 for fall and 78 for spring) of which must be instructional days.
- 54 duty days or equivalent for the summer term; 50 of which must be instructional days.
- The calendar shall include registration, final examination days, drip/add, and holidays.
- The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
- The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.
- Days that the institution is officially open are duty days for all full-time non-instructional personnel.

PART-TIME FACULTY AND SUBSTITUTE INSTRUCTOR COMPENSATION

1. Part time faculty will be compensated for their work based upon a combination of the degree requirements and contact hours for each course and the academic/occupation degree held by the instructor.
2. Instructors substituting for the instructor of record in a course will be compensated at a flat rate based upon the number of contact hours per class (academic courses) or contact hours per day/evening (occupational/technical courses).
3. In general, degree requirements for part-time faculty and substitute instructors are the same as those for full-time faculty teaching the same course. .
I
4. For certain developmental courses (i.e., math, English, reading), adult basic education courses, basic study skills courses, and orientation courses, part-time faculty and/or substitute instructors require only a Bachelor's degree credential. Part-time faculty teaching developmental courses and holding a Master's degree outside the teaching discipline will be paid at the Bachelor's level. Exceptions must be approved by the Vice President for Academic Affairs and appropriate documentation maintained.
5. In certain exceptional cases, unique experience and demonstrated competency may substitute for advanced academic preparation. The Vice President for Academic Affairs must approve such exceptions, and appropriate documentation must be maintained.
6. Part-time faculty holding a JD will be paid at the Master's level. Part-time faculty holding an MD and teaching biology courses will be paid at the Doctorate level.
7. The Part-time Faculty Salary Schedule is reviewed, revised, and approved by the College President as required. A copy of the approved schedule is available at the office of the Vice President for Academic Affairs, in each division, and at each instructional site.

POLICY NAME:	605.02: Postsecondary Faculty Credentials
EFFECTIVE:	03-24-05
SUPERSEDES:	605.02 issued 08-27-04; 08-30-77
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

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

Group A. This group of requirements shall be used for instructors teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/mathematics; and in professional, occupational, and technical areas that are components of associate degree programs designed for college transfer. This group of requirements shall also be used for librarians and counselors.

Group B. This group of requirements shall be used for instructors teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer to senior institutions.

Group C. This group of requirements shall be used for instructors teaching credit courses in diploma or certificate occupational programs. The associate degree program may be authorized, but is not usually required. A doctoral degree is not available in these teaching areas or related areas.

All instructors will be “grandfathered” in their current rank or level placements. For salary purposes, Ranks 1/B, 1/A, II, III, and IV shall be equivalent to Levels 0, I, II, III, and IV, respectively.

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL 0
GROUP A**

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

1. Degree Requirement:

Bachelor's degree

2. In-field Requirement:

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

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL 0
GROUP B**

1. Degree Requirement:

Associate's degree

2. In-field Requirement:

Major in assigned teaching area

- 3. Work Requirements:** Three (3) years of successful full-time experience as a practitioner in the occupational, or technical field

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL 0
GROUP C**

1. Degree Requirement:

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

2. In-field Requirement:

Specialized coursework equivalent to the community or technical college program

3. Work Requirements: Three (3) years of successful full-time experience as a practitioner in the occupational or technical field

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL I
GROUP A**

1. Degree Requirement:

- Option (a) Master's degree
- Option (b) (Acceptable only for creative and applied arts and occupational programs) Baccalaureate degree plus in-field requirements in 2 (c) below

2. In-field Requirement:

- Option (a) Eighteen graduate semester hours in the teaching field
- Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or; if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education
- Option (c) (Acceptable only for 1 (b) above) Bachelor's degree with twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL I
GROUP B**

1. **Degree Requirements*:** Bachelor's Degree
2. **In-field Requirement:**
 - Option (a) Twenty-seven (27) semester hours in the teaching field
 - Option (b) Specialized coursework equivalent to the community or technical college program
3. **Work Requirements:** Three (3) years of successful full-time experience as a practitioner in the occupational, technical, or vocational field

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL I
GROUP C**

- 1. Degree Requirements*:** Associate degree or equivalent*
(at least 60 semester hours in a planned program including associate degree core)
- 2. In-field Requirement:** Specialized coursework equivalent to the community or technical college program
- 3. Work Requirement:** Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstration through successful completion of an approved occupational examination (e.g., NOCTI) within the first two years of employment

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL II
GROUP A**

1. **Degree Requirement:** Specialist Degree (minimum of a master's degree plus thirty (30) additional graduate semester hours in a planned program)

2. **In-field requirement:**
 - Option (a) Thirty-six (36) graduate semester hours in the teaching field

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

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

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL II
GROUP B**

1. Degree Requirement:

- Option (a) Master's Degree
- Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2 (c) below

2. In-Field Requirement:

- Option (a) Eighteen (18) graduate semester hours in the teaching field
- Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education). Eighteen (18) graduate semester hours in a combination of teaching field and/or related field, or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education
- Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

3. Work Requirement:

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

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL II
GROUP C**

1. **Degree Requirement:** Baccalaureate Degree
2. **In-field Requirement:** Twenty-seven semester hours in the teaching field or related field
3. **Work Requirement:** Six (6) years of successful full-time experience as a practitioner in the vocational field, with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL III
GROUP A**

- 1. Degree Requirement:** Specialist Degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours

- 2. In-field requirement:**
 - Option (a) Fifty-four (54) graduate semester hours in the teaching field

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

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

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL III
GROUP B**

1. Degree Requirement:

- Option (a) Specialist degree (minimum of 30 graduate semester hours beyond the master's degree in a planned program)
- Option (b) Master's degree plus the equivalent of thirty (30) graduate semester hours equivalent as stipulated in 2(c) below

2. In-Field Requirement:

- Option (a) Thirty-six (36) graduate semester hours in the teaching field
- Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education). Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education
- Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of fifteen (15) graduate hours of corporate or other external formal training as determined below:

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

- 3. Work Requirement:** Three (3) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL III
GROUP C**

1. Degree Requirement:

- Option (a) Master's Degree
- Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2 (c) below

2. In-Field Requirement:

- Option (a) Eighteen (18) graduate semester hours in the teaching field
- Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education). Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, and/or education
- Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

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

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL IV
GROUP A**

1. **Degree Requirement:** Earned Doctorate
2. **In-field requirement:**
 - Option (a) Earned doctorate in-field
 - Option (b) Fifty-four (54) graduate semester hours of coursework in the teaching field
 - Option (c) (Acceptable only when fifty-four (54) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education) Fifty-four (54) graduate semester hours of course-work in a combination of teaching field, related field, and/or related field
 - Option (d) (Acceptable only when an instructor has two teaching assignments) Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL IV
GROUP B**

1. Degree Requirement:

- Option (a) Specialist degree (minimum of 30 graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours
- Option (b) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2(c) below

2. In-Field Requirement:

- Option (a) Thirty-six (36) graduate semester hours in the teaching field
- Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education). Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education
- Option (c) Twenty-four (24) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate hours of corporate or other external formal training as determined below:

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

- 3. Work Requirement:** Three (3) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

**FACULTY CREDENTIALS
POSTSECONDARY
LEVEL IV
GROUP C**

- 1. Degree Requirement:** Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program)

- 2. In-Field Requirement:**
 - Option (a) Thirty-six (36) graduate semester hours in the teaching field

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

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

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

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

**GUIDELINE FOR POLICY
605.02 POSTSECONDARY FACULTY CREDENTIALS
(MAY 2005)**

I. Advance Degrees

1. The Professional Growth Plan is to be used by the instructor to indicate which Credential Standards (1977-78 or 1989) will apply to advancement in rank.
2. The instructional Dean (academic or technical) of the institution is the administrator responsible for assisting in the development of the Professional Growth Plan, establishing the instructor's initial rank (with the President's approval) which determines appropriate starting salary and assists the instructor in advancing in rank by approving the appropriate Professional Growth Plan. Each time the President is referred to later in these guidelines it is understood that the instructional Dean (academic or technical) has been involved at the appropriate level.
3. An instructor who does not hold Rank IV credentials and seeks to advance must provide the President with an approved Course of Study with appropriate college/university advisor signature(s). This Course of Study must lead to the appropriate standard required to advance to the next highest rank. A college/university advisor, in conjunction with the student's permission, may change the Course of Study but the changes must lead to the same standard with the same major to allow the instructor to advance to the appropriate higher rank. A Course of Study is defined as a complete list of all courses required by the college/university granting the degree. All changes to the Course of Study must be submitted to the instructor's President.
4. An instructor who changes instructional programs prior to achieving the higher rank may change majors included in the Professional Growth Plan with approval by the President. The new Professional Growth Plan will include the new Course of Study signed by the college/university advisor.
5. An instructor who has selected the Credential Standards to advance in rank must continue to use that set of Credential Standards to advance in rank. Example: a "grandfathered" instructor who has selected the 1977-78 Credential Standards will continue to use the 1977-78 Credential Standards for the remainder of his/her career. A new Professional Growth Plan must be submitted to the President prior to advancing to the next rank.

6. The institution must maintain the instructor's Professional Growth Plans in individual faculty files. Professional Growth Plans will be utilized to verify instructor changes in rank. An approved Professional Growth Plan by the specific institution will be the only means by which an instructor can advance in rank. Systems institutions will be subject to audits of their faculty files.
7. Instructor rank may change only once a year. The instructor must provide documentation to support accomplishment of planned activities to qualify for advancement in rank prior to September 1 each year. The President may establish a date prior to September 1 to provide time for evaluating documents needed to support the instructor's request for advancement in rank.
8. An instructor who has a nine-month contract and has on file an approved Professional Growth Plan complete with the Course of Study signed by the college/university advisor, and fulfills the Doctoral requirements therein agreed upon prior to commencement of the summer term, and who then contracts to teach a full load during the summer term, shall be advanced in rank and receive commensurate salary for the employment period.
9. An instructor who has been "grandfathered" into a rank or level placement is not required to meet the credentialing standards under this policy so long as the instructor remains employed at the institution where he/she was "grandfathered" and remains in the same teaching field as the "grandfathered" institution. An instructor who changes institutions or who changes teaching fields is not covered by the "grandfathering" provision of this policy and will be required to meet credentialing standards in effect at the time of employment at the new institution or at the time of the change in teaching fields.

II. In-Service and Academic Points

- A. Effective October 1, 1981: Certification Guidelines for In-service Points defined in-service activities as follows:

"In-service activities which are eligible for in-service points include those workshops, seminars, institutes, and other professional or technical activities which enhance an instructor's mastery of in-field subject matter and/or directly improve an instructor's specific teaching skill. Furthermore these activities must be considered beyond the expected professional job responsibilities of an

instructor. Summer conferences, new teacher institutes, in-service activities occurring on campus during the instructional day, student organization meetings, tours, and conventions such as AEA, AJCCA, ACA, AVA, and SACS are considered normal instructional responsibilities and should not be reported nor requested as in-service activities for certification.”

- B. In 1987, the Chancellor wrote an interpretation of in-service points during professional development days. The memorandum states:
- “...because participation in college-sponsored experiences is a part of the faculty’s expected professional job responsibilities, in-service points will not be approved for participation in college-or system-sponsored services on these dates.”
- C. In-service points for instructor hired before December 14, 1989 (or grandfathered), and who hold a Bachelor’s degree and complete coursework for points should be enrolled in graduate-level courses. Coursework below the graduate level may be approved by the instructor’s Dean at 300 or above level. No 100 or 200 level coursework may be approved for in-service points by instructors who hold a Bachelor’s degree.
- D. Instructors may not use coursework below the 300 level to receive academic points toward rank advancement.
- E. Instructors may use coursework at the 100 and 200 level toward a Bachelor’s degree but not for academic or in-service points.
- F. The 1977-78 Credential Standards state the following:
- “In-service workshops, seminars, institutes, and appropriate documented experiences must be approved by the President/Director and certifying officer of the Postsecondary Education Services in advance in order to be counted for meeting certification requirements. Points will be assigned on the basis of one point for each fifteen (15) clock hours of approved seminars, workshops, institutes, and appropriate documented experiences.”
- G. Academic and in-service points are awarded for coursework by semester hours. A quarter hour conversion to semester hour is provided as part of the instructor’s “Request for Approval In-Service

Activities and Continuing Education Courses.” This conversion should be given to the instructors to inform them of this semester hour point requirement. All institutions must use the attached conversion table for converting quarter hours to semester hours.

H. The 1977-78 Credential Standards state the following:

“Minimum specified requirements in each category (Appropriate Formal Postsecondary Education and In-service Activities) and total points must be met in order to receive certification for a rank.”

Example: For trade and industrial areas and data processing instructors to receive a Rank II Credential, the instructor must have at least three (3) years in-field occupational experience (minimum thirty (30) points); Appropriate Formal Postsecondary Education, VED, and General Education Cluster, and one (1) additional year (minimum seventy-five (75) points); In-Service Activities (minimum three (3) points); and Certificate of competency required (minimum thirty (30) points); for Total Required Points of 180.

I. The 1977-78 Credential Standards state the following:

Vocational Education cluster courses not applied to the Bachelor’s or Master’s degrees will be accepted for in-service points on the basis of one point for each semester hour of credit. (The Vocational Education courses taken in twenty (20) quarter hours are equal to thirteen (13) semester hours or thirteen (13) in-service or academic points. If the Vocational Education cluster is used toward a degree, the Approved Vocational Education cluster is worth fifteen (15) points.)

J. The 1977-78 Credential Standards state the following:

“Persons teaching accounting and holding the Certified Public Accounting certificate and persons teaching secretarial courses and holding the Certified Professional Secretary certificate will be awarded (30) points toward formal education requirements beyond the Bachelor’s degree.” For Trade and Industrial Areas and Data Processing instructors “Thirty (30) points will be assigned for a State Department of Education approved certificate of competency.” The approved examination for competency is the NOCTI examination.

- K. Continuing Education Units (CEUs) are converted to in-service points at a rate of one and one-half (1.5) CEUs equal to one (1) in-service point. Example: Three (3) CEUs are equal to two (2) in-service points.

Quarter Hour Conversion to Semester Hour Credit
Approved by Alabama Department of Postsecondary Education
November 27, 1990

Quarter Hour(s)	Conversion to	Semester Hour(s)
1		0
2		1
3		2
4		2
5		3
6		4
7		4
8		5
9		6
10		6
11		7
12		8
13		8
14		9
15		10
16		10
17		11
18		12
19		12
20		13
21		14
22		14
23		15
24		16
25		16
26		17
27		18
28		18
29		19
30		20
31		20
32		21
33		22
34		22
35		12
36		24
37		24
38		25
39		16
40		26
41		27
42		28
43		28
44		29
45		30
46		30
47		31
48		32
49		32
50		33

General Distance Learning Guidelines

This document is for the purpose of providing "guidelines." The Vice President for Academic Affairs may grant exceptions to any or all of these guidelines.

1. Distance Learning (DL) courses offered at Calhoun Community College may be produced in a variety of ways including, but not limited to:
 - A Hybrid course is one in which a majority of instruction is delivered in a structured alternative delivery format including, but not limited to, the Internet and/or other off-campus formats. Calhoun identifies hybrid courses with an "H" in the course schedule.
 - A Web course is one in which instruction is delivered entirely online through Blackboard, a learning management system that uses the Internet for delivery and interaction. Calhoun identifies Web courses with a "W" in the course schedule.
2. The Vice President for Academic Affairs, in consultation with the Director of Distance Learning and the appropriate Division Dean, has final authority in deciding the courses to be included in the Distance Learning Program.
3. Only faculty who have completed Calhoun's Distance Learning Certification program are eligible to be assigned to teach Distance Learning courses.
4. If an instructor has developed unique course content for a Distance Learning course, another faculty member can only gain permission to use said course if written approval is obtained from the faculty member who developed the course.
5. Distance Learning courses will be subject to the institutional summer rotation and selection policy. In the spirit of community and proprietary interest, Distance Learning courses in the summer schedule, which contain unique intellectual property, should be chosen first. Should the course developer not select his or her course in the first round, the course may be removed from the schedule of courses.

This policy will apply to appropriate Distance Learning courses as long as the course developer is an employee at Calhoun Community College. Once the developer of the course is no longer associated with Calhoun Community College, use of the course in Distance Learning will be evaluated by the Division Dean.

6. All Blackboard course shells used in conjunction with a Distance Learning course must meet the Quality Matters essential standards **before** being activated for student access.
7. Students taking Distance Learning courses will be surveyed periodically to assess their perceptions of the quality of the program.
8. Faculty that teach in Distance Learning and support personnel involved in Distance Learning will be surveyed periodically to assess their perceptions of Distance Learning.

9. Faculty designing courses to be included in Distance Learning may do so as part of their regular job responsibilities, on their personal time, or a combination of these. Interested parties should contact the Director of Distance Learning.
10. Distance Learning courses must maintain sufficient enrollment to be taught and are subject to the same course deletion policies as are all courses offered by the College.
11. An instructional activity must be scheduled to record attendance for the first week of class. Emails and discussion forum introductions can NOT be used for the attendance activity during the first week. Recommended instructional activities include a submitting an academic assignment, completing an academic quiz, and participating in an online discussion about academic matters.
12. All Web and Hybrid sections should be active no later than 8 a.m. on the first day of classes for the semester.

Procedure for the Development of a Distance Learning Course

Faculty members must obtain approval before developing an online course. To get approval, the *Intent to Develop a Distance Learning Course* form should be completed and submitted to the department head or dean and then to the Director of Distance Learning (<https://calhoun.edu/dl-develop>). Once approved for development, courses must meet specific quality standards as defined by the *Quality Matters™ Rubric* before being delivered.

Once a faculty member has fully developed an online course, approval must be obtained before delivering that course. To get approval to deliver a course the *Intent to Deliver a Distance Learning Course* form should be completed and submitted to the department head or dean and then to Distance Learning (<https://calhoun.edu/dl-deliver>). Once Distance Learning receives the intent to deliver form, an instructional designer will ensure the course meets the essential Quality Matters standards through a informal review. Once approved, the instructor will be able to deliver the course. After the course is delivered a minimum of two semesters, the course will go through an official Quality Matters review.

Quality Matters certification lasts for 5 years as long as no more than 20% of the course is changed.

This process is outlined in the following graphic:



Calhoun Community College Distance Learning Intent to Develop Form

Applicant Information			
Instructor Name:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Position:	<input type="radio"/> Full-Time <input type="radio"/> Adjunct
Division:	<input type="text"/>	Department:	<input type="text"/>

Division Dean or Department Chair:	
Name	<input type="text"/>
Email	<input type="text"/>

Course Information	
Intent to Develop	<input type="radio"/> Web Course <input type="radio"/> Hybrid Course
Course to be developed for the	<input type="text"/> Semester. <i>(i.e., Fall 2019)</i>
Course Prefix/Number:	<input type="text"/> <i>(i.e., ENG 101)</i>
Course Name:	<input type="text"/> <i>(i.e., English Comp 1)</i>
Will this course be a Master Shell for the department?	<input type="radio"/> Yes <input type="radio"/> No
If yes, upload your master course design plan here:	<input type="button" value="Attach"/>
Other Developers:	<input type="text"/>

Calhoun Community College Distance Learning Intent to Develop Form

In addition to Blackboard and Bb features, the Development Team intends to include resources such as the following:

- | | | |
|--|---------------------------|--------------------------|
| Third Party and Publisher Content and/or Assessments | <input type="radio"/> Yes | <input type="radio"/> No |
| Video Capture Software | <input type="radio"/> Yes | <input type="radio"/> No |
| Interactive Institutional Content | <input type="radio"/> Yes | <input type="radio"/> No |
| Proctor online assessments | <input type="radio"/> Yes | <input type="radio"/> No |
| Calhoun DE policies | <input type="radio"/> Yes | <input type="radio"/> No |
| Other (Please specify) | <input type="radio"/> Yes | <input type="radio"/> No |

Previous

Submit

Calhoun Community College Distance Learning Intent to Develop Form

Division Dean or Department Chair	
Instructor	<input type="text"/>
Course	<input type="text"/>
	Decision <input type="radio"/> Approve <input type="radio"/> Denied
Notes:	<input type="text"/>
Dean/Department Chair: <input type="text"/>	

Director of Distance Learning	
Instructor	<input type="text"/>
Course	<input type="text"/>
	Decision <input type="radio"/> Approve <input type="radio"/> Denied
Is this Instructor DL Certified?	<input type="radio"/> Yes <input type="radio"/> No
Notes:	<input type="text"/>
Director of Distance Learning: <input type="text"/>	

Previous

Submit

Calhoun Community College Distance Learning Intent to Deliver Form

Applicant Information			
Instructor Name:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Position:	<input type="radio"/> Full-Time <input type="radio"/> Adjunct
Division:	<input type="text"/>	Department:	<input type="text"/>
Division Dean or Department Chair:			
Name	<input type="text"/>		
Email	<input type="text"/>		
Course Delivery Information			
Intent to Deliver:	<input type="radio"/> Web Course	<input type="radio"/> Hybrid Course	
Semester that course will be delivered:	<input type="text"/>	<i>(i.e., Fall 2019)</i>	
Course Prefix/Number:	<input type="text"/>	<i>(i.e., ENG 101)</i>	
Course Name:	<input type="text"/>	<i>(i.e., English Comp 1)</i>	
Instructor State of Residency:	<input type="text"/>		
Will you be using a master shell?	<input type="radio"/> Yes	<input type="radio"/> No	

Admin

Submit


Calhoun Community College Distance Learning Intent to Deliver Form

Division Dean or Department Chair	
Instructor	<input type="text"/>
Course	<input type="text"/>
Notes:	<input type="text"/>
Decision	
<input type="radio"/> Approve <input type="radio"/> Denied	
Dean/Department Chair: <input type="text"/>	

Director of Distance Learning	
Instructor	<input type="text"/>
Course	<input type="text"/>
Notes:	<input type="text"/>
Decision	
<input type="radio"/> Approve <input type="radio"/> Denied	
Is this Instructor DL Certified?	Has this course been reviewed by the essential QM standards?
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Director of Distance Learning: <input type="text"/>	


Previous

Submit

 Specific Review Standards from the QM Higher Education Rubric, Sixth Edition		
General Standards	Specific Review Standards	Points
Course Overview and Introduction	1.1 Instructions make clear how to get started and where to find various course components.	3
	1.2 Learners are introduced to the purpose and structure of the course.	3
	1.3 Communication expectations for online discussions, email, and other forms of interaction are clearly stated.	2
	1.4 Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided.	2
	1.5 Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided.	2
	1.6 Computer skills and digital information literacy skills expected of the learner are clearly stated.	1
	1.7 Expectations for prerequisite knowledge in the discipline and/or any required competencies are clearly stated.	1
	1.8 The self-introduction by the instructor is professional and is available online.	1
	1.9 Learners are asked to introduce themselves to the class.	1
Learning Objectives (Competencies)	2.1 The course learning objectives, or course/program competencies, describe outcomes that are measurable.	3
	2.2 The module/unit-level learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies.	3
	2.3 Learning objectives or competencies are stated clearly, are written from the learner's perspective, and are prominently located in the course.	3
	2.4 The relationship between learning objectives or competencies and learning activities is clearly stated.	3
	2.5 The learning objectives or competencies are suited to the level of the course.	3
Assessment and Measurement	3.1 The assessments measure the achievement of the stated learning objectives or competencies.	3
	3.2 The course grading policy is stated clearly at the beginning of the course.	3
	3.3 Specific and descriptive criteria are provided for the evaluation of learners' work, and their connection to the course grading policy is clearly explained.	3
	3.4 The assessments used are sequenced, varied, and suited to the level of the course.	2
	3.5 The course provides learners with multiple opportunities to track their learning progress with timely feedback.	2
Instructional Materials	4.1 The instructional materials contribute to the achievement of the stated learning objectives or competencies.	3
	4.2 The relationship between the use of instructional materials in the course and completing learning activities is clearly explained.	3
	4.3 The course models the academic integrity expected of learners by providing both source references and permissions for use of instructional materials.	2
	4.4 The instructional materials represent up-to-date theory and practice in the discipline.	2
	4.5 A variety of instructional materials is used in the course.	2
Learning Activities and Learner Interaction	5.1 The learning activities promote the achievement of the stated learning objectives or competencies.	3
	5.2 Learning activities provide opportunities for interaction that support active learning.	3
	5.3 The instructor's plan for interacting with learners during the course is clearly stated.	3
	5.4 The requirements for learner interaction are clearly stated.	2
Course Technology	6.1 The tools used in the course support the learning objectives or competencies.	3
	6.2 Course tools promote learner engagement and active learning.	3
	6.3 A variety of technology is used in the course.	1
	6.4 The course provides learners with information on protecting their data and privacy.	1
Learner Support	7.1 The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.	3
	7.2 Course instructions articulate or link to the institution's accessibility policies and services.	3
	7.3 Course instructions articulate or link to the institution's academic support services and resources that can help learners succeed in the course.	3
	7.4 Course instructions articulate or link to the institution's student services and resources that can help learners succeed.	1
Accessibility* and Usability	8.1 Course navigation facilitates ease of use.	3
	8.2 The course design facilitates readability.	3
	8.3 The course provides accessible text and images in files, documents, LMS pages, and web pages to meet the needs of diverse learners.	3
	8.4 The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners.	2
	8.5 Course multimedia facilitate ease of use.	2
	8.6 Vendor accessibility statements are provided for all technologies required in the course.	2

* Meeting QM Specific Review Standards regarding accessibility does not guarantee or imply that the specific accessibility regulations of any country are met. Consult with an accessibility specialist to ensure that accessibility regulations are met.

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Student Disciplinary Procedures

Students are guaranteed procedural due process in all cases involving formal discipline charges. College disciplinary procedures are designed to assure a student's right to procedural and substantive due process and to the fullest extent feasible, safeguard personal and confidential information concerning the student.

Disciplinary Action by Instructor. With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Vice President of Student Services and the College Disciplinary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Vice President of Student Services for disciplinary review.

In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within three (3) business days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of three (3) business days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations.

Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Vice President of Student Services. The appeal must be filed with the Vice President within five (5) business days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegation of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the

allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Vice President the act of academic dishonesty and proposing an alternative sanction.

The Vice President of Student Services shall, within fifteen (15) business days after receipt of the appeal, issue a report by which the Vice President will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Vice President of Student Services shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

The decision of the Vice President shall be final and binding as to each party, and any grade affected by the Vice President's decision shall be recorded so as to reflect the Vice President's decision.

Disciplinary Action by Vice President or Disciplinary Committee. With regard to all alleged violations of the Student Code of Conduct other than those handled at the faculty level, the Vice President of Student Services shall have the authority to make disciplinary decisions at the administrative level and shall refer appropriate appeals to the College Disciplinary Committee who shall ensure that the fundamental elements of due process are followed through a fair and reasonable hearing. The Vice President shall also have the discretion of referring a case to the Disciplinary Committee for the initial hearing. The Vice President shall maintain appropriate records of all reports of student misconduct and all disciplinary proceedings.

Alleged violations of College regulations must be filed, within sixty (60) calendar days of their respective occurrence or the first discovery of their occurrence, in writing with the Vice President in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President. The Vice President will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one or more of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for personalized assistance.
3. Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."
4. Refer the case directly to the College Disciplinary Committee for a hearing and determination as to disciplinary action.

Upon communicating his/her decision to the student, the Vice President will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Vice President. If the student wishes to appeal a decision by the Vice President, he/she must file a written request, stating the

reason(s) for the appeal, with the Vice President within 48 hours after the student is made aware of the decision. The Vice President will then have 48 hours to refer the case to the Disciplinary Committee along with his/ her recommendation for disciplinary action. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President of Student Services within five (5) business days after the hearing. The Vice President of Student Services will in turn inform the accused student and the complainant as to the Disciplinary Committee's decision. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President and the accused student.

College Disciplinary Committee. Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

The College Disciplinary Committee shall consist of three (3) members of the administration, faculty, library or counseling staff, appointed by the Vice President of Student Services (at least two of the three should be teaching faculty) and two (2) students appointed by the President of the Student Government Association in consultation with the Student Activities Facilitator. If the Committee is selected at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Vice President of Student Services. A faculty representative serving on the Disciplinary Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Disciplinary Committee are as follows:

1. Hear charges and evidence concerning alleged student misconduct and direct action to be taken in cases appealed by students referred to the Committee by the Vice President of Student Services.
2. Impose appropriate disciplinary action when such action is warranted by evidence presented in a disciplinary hearing.
3. Review and make recommendations to the Vice President of Student Services on student disciplinary policies and procedures.

PROCEDURES FOR EVALUATION OF FULL-TIME FACULTY

There will be three components to evaluation of full-time faculty: student evaluation, class observation, and supervisory evaluation.

Student Evaluation

1. Each full-time instructor will be evaluated by students each semester in all courses. The evaluation should occur between the 12th and 14th weeks of the semester. Students will complete the Student Assessment of Teaching and Learning electronically. Faculty members should encourage their students to complete the evaluation.
2. Electronic evaluations will be summarized with the results and student comments available to the Vice President for Academic Affairs, appropriate Division Dean, appropriate Department Chair, and the faculty member. Results should be retained by the Division/Department for use at the faculty member's annual review. A copy of the results and written comments will be available electronically to the instructor.

Classroom Observation

Revised 5/10/16

Each tenured faculty member will be visited once every three years by a Division Dean or Chairperson. Probationary full-time faculty will be visited a minimum of one class each academic year by a Division Dean or Chairperson. Such visits may be announced or unannounced. On each visit, the faculty member will be evaluated for class structure, methods, teacher-student interaction, content, and laboratory (if applicable). The observer may also add general comments. A copy of the written evaluation (Appendix I-F-5) will be given to the faculty member within one week of the course visitation. The original evaluation will be sent to the Vice President for Academic Affairs, then forwarded to the Human Resources office to be placed in the faculty member's personnel file.

Supervisory Evaluation

During spring semester of each year, each faculty member will be evaluated by the Division Dean with input from the Department Chair. This evaluation is initiated and coordinated by the Office of Human Resources. The faculty member and the Division Dean will have a conference and review the evaluation and goals. One week before the conference, the faculty member will be asked to self-evaluate his/her performance utilizing the Annual Faculty Evaluation form (Appendix I-F-6). The performance evaluation must be signed by the reviewing Division Dean and the faculty member; then both forms are forwarded to the Vice President for Academic Affairs for signature. The originals are returned to the Office of Human Resources and filed in the faculty member's personnel file. It is the duty of the Division Dean to ensure that each

faculty evaluation is fair and accurate to the best of the Dean's knowledge and belief.

Calhoun Community College
Student Assessment of Teaching and Learning
 (Students complete online)

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
The instructor follows the course syllabus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a student, I refer to the course syllabus throughout the semester.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor is well prepared for class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a student, I studied the material covered in the course to prepare for tests and other assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor presents the material in a clear and understandable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a student, I contact the instructor with questions when I do not understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor meets class regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Missed fewer than 2 classes	Missed 2 or 3 classes	Missed 4 or 5 classes	Missed 6 to 10 classes	Missed more than 10 classes
Which of the following best describes your attendance in this course? Note: This question has possible follow ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
The instructor makes efficient use of class time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a student, I pay attention in class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor provides constructive feedback on tests and assignments in a timely manner (usually within two class periods).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was enthusiastic about teaching the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor treated the students with dignity and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor is available outside of class through office hours and by email and / or telephone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a student, I seek help outside of class when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was knowledgeable about course content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a student, I accept my share of responsibility for learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Classroom Observation Evaluation Form

Instructor Observed: _____
Meeting Day(s)/Time: _____
Date: _____

Course Name: _____
Semester: _____

	Excellent	Acceptable	Needs Improvement*	Not Observed*	NA
1. Class Structure					
Starts class on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses class time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adopts an appropriate pace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ends class on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
2. Delivery Method					
Uses a variety of teaching methods/techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporates current and appropriate technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presents material in an engaging manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appears confident and at ease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can be clearly heard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes legibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
3. Teacher-Student Interaction					
Encourages active student participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates awareness of and addresses individual student learning needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stimulates students to think independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answers questions, responds, and interacts with students in a professional, student-oriented manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains order and control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

4. Content					
Uses required course material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows the syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates sufficient knowledge of course content and subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appears well-organized and prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesson objectives are clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explains concepts and material clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses appropriate vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing and evaluation methods are fair and consistent with material covered in class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
5. Laboratory (If Applicable)					

*All items in the *Needs Improvement* and *Not Observed* categories should be explained in comments.

6. Other comments, recommendations, or suggestions for improvement (note either effective or ineffective teaching practices observed):

Observer Signature: _____ **Date:** _____
Division Chair/Site Coordinator _____ **Date:** _____
Dean/Vice President _____ **Date:** _____

=====

Instructor Signature:** _____ **Date:** _____

** My signature indicates only that this evaluation as been discussed with me. It does not necessarily signify concurrence.
(If desired, faculty member may attach own comments.)

Original to Human Resources

One Copy to Faculty Member

One Copy to Supervisor

Name: _____
Evaluation Period: _____



Annual Faculty Evaluation

Prepared by Faculty Member

Prepared by Supervisor

Please rate the faculty member from 5 (Exceptional) to 1 (Unsatisfactory) using these definitions:

- 1 = **Unsatisfactory** (Performance is consistently below expectations. Deficiencies should be addressed as noted in the performance appraisal.)
- 2 = **Improvement Needed** (Performance does not consistently meet expectations. Areas of improvement should be addressed as noted in the performance appraisal.)
- 3 = **Solid Performance** (Performance consistently fulfills expectations and at times exceeds them.)
- 4 = **Above Expectations** (Performance is consistently beyond expectations.)
- 5 = **Exceptional** (Performance well exceeds expectations and is consistently outstanding. Exceptional areas should be addressed in performance appraisal.)

PLEASE NOTE THAT A RATING OF 3 IS SOLID PERFORMANCE. SOME ITEMS ARE SCORED ONLY FROM 1 TO 3.

Comments on each question are encouraged with all ratings; however, scores of 5, 2, or 1 **must** include comments. The faculty member will complete a self evaluation using this form before the supervisor completes the annual evaluation. The self evaluation will be used to generate discussion during the evaluation meeting. The self evaluation will not be included in the personnel file and does not require any signatures other than the faculty member's. The Annual Evaluation is only one tool in the faculty evaluation process. It will be used in conjunction with the Student Assessment, Classroom Observation, and any informal discussions to determine overall performance. Some of the statements listed below have specific references to questions from the Student Assessment. Please use the students' responses from the past year (spring, summer, and fall) for each referenced statement to assist in scoring the faculty member.

A. Instructional Management (If the instructor teaches only face to face classes, please rate only questions 1-4. If the instructor teaches only online classes, please rate only questions 3-6. If the instructor teaches both face to face and online classes, please rate all questions in this section.)

If the faculty member teaches only face to face classes, answer the question below numbered 1-4. If the faculty member teaches only online classes, answer the questions numbered 3-6. If the faculty member teaches both face to face and online, answer questions numbered 1-6.

Exceptional.....Unsatisfactory

3 2 1 1. The faculty member meets face to face classes as scheduled. A rating of 3 indicates consistence with schedule. (Relates to Question 4A on Student Assessment).

Comments:

5 4 3 2 1 2. The faculty member makes efficient use of face to face class time. (Relates to Question 5A on Student Assessment)

Comments:

5 4 3 2 1 3. The faculty member maintains office hours as posted, is available to students outside of class, and provides academic guidance. (Relates to Question 9A on Student Assessment)

Comments:

5 4 3 2 1 4. The faculty member incorporates use of current and appropriate technology into classroom and/or online instruction.

Comments:

5 4 3 2 1 5. The faculty member is active in their online courses and responds to students in an appropriate and timely manner.

Comments:

5 4 3 2 1 6. The faculty member follows college policies related to online classes, including the consistent navigational experience.

Comments:

B. College/Divisional/Department Responsibilities

Exceptional.....Unsatisfactory

5 4 3 2 1 1. The faculty member follows policies/procedures regarding duties and assignments, such as syllabi, grades, attendance, catalog materials, etc., in a timely manner.

Comments:

5 4 3 2 1 2. The faculty member participates in college activities and committee assignments.
Comments:

5 4 3 2 1 3. The faculty member promotes positive and productive relationships with service area businesses, industries, organizations, and agencies.
Comments:

5 4 3 2 1 4. The faculty member participates in divisional/department meetings and college-wide required meetings.
Comments:

C. Professional Conduct and Development

5 4 3 2 1 1. The faculty member treats students with dignity and respect. (Relates to Question 8 on Student Assessment)
Comments:

5 4 3 2 1 2. The faculty member maintains current knowledge in the field through involvement in professional organizations, attendance at seminars and conferences, and participation in in-service assignments.
Comments:

5 4 3 2 1 3. The faculty member works well with others and contributes to a team effort.
Comments:

5 4 3 2 1 4. The faculty member has prepared and follows a Professional Development Plan.
Comments:

5. By initialing in each blank below, the faculty member indicates that (s)he has reviewed and adheres to the institutional policies and procedures as outlined in the following:

_____ Calhoun Community College Catalog and Student Handbook
_____ Harassment Policy
_____ Personnel Handbook
_____ Emergency Procedures Manual

1. Professional Development Plan: This should include specific activities during the next evaluation year to address any weaknesses or to develop knowledge/skills/abilities areas related to work performance.

D. Additional Comments

The faculty member's signature below confirms only that the faculty member has reviewed this evaluation and discussed it with his/her reviewing supervisor. The signature does not necessarily indicate concurrence with the contents of the evaluation. The faculty member is aware that (s)he may attach a written objection to, or other comments on, the contents of this evaluation form and that the objection and/or comments will be maintained in the personnel file along with this evaluation form.

Faculty Member's Signature _____ **Date** _____

Reviewing Supervisor's Signature _____ **Date** _____

President's Staff Member's Signature _____ **Date** _____

Original to Human Resources

One Copy to Employee

One Copy to Supervisor

PART-TIME FACULTY EVALUATION

There will be two components of the part-time faculty evaluation: student evaluation and classroom observation evaluation.

1. Students will evaluate each part-time faculty member in each course each semester. The evaluation should occur between the 12th and 14th weeks of the semester. Students will complete the Student Assessment of Teaching and Learning electronically. Faculty members should encourage their students to complete the evaluation.
2. A representative of the Vice President for Academic Affairs may visit any class taught by a part-time faculty member at any time to complete a Classroom Observation. Every attempt will be made to conduct a Classroom Observation during the faculty member's first semester of teaching. The faculty member, the supervisor, and the personnel file will receive a copy of the observer's written comments within one week of the classroom evaluation.

Name: _____

Evaluation Period: _____



**Performance Evaluation for Librarians, Counselors, and
B, C, E, & H Salary Schedule Employees**

Prepared by Employee

Prepared by Supervisor

Please rate the employee from 5 (Exceptional) to 1 (Unsatisfactory). A detailed description of each rating is attached. Comments on each question are encouraged with all ratings; however, scores of 5, 2, or 1 **must** include comments. The employee will complete a self-evaluation using this form before the supervisor completes the annual evaluation. The self-evaluation will be used to generate discussion during the evaluation meeting. The self-evaluation will not be included in the personnel file and does not require any signatures other than the employee's.

A. Professional Conduct

Exceptional.....Unsatisfactory

5 4 3 2 1 1. The employee exhibits principles of good customer service.

Comments:

5 4 3 2 1 2. The employee exhibits enthusiasm and maintains a positive attitude in carrying out his/her duties.

Comments:

5 4 3 2 1 3. The employee works well with others and contributes to a team effort.

Comments:

5 4 3 2 1 4. The employee responds positively to suggestions, instructions, or criticisms from supervisors.

Comments:

5 4 3 2 1 5. The employee is punctual and works assigned work hours.

Comments:

B. Performance of Job Duties and Responsibilities

5 4 3 2 1 1. The employee uses good judgment in resolving job problems.

Comments:

Exceptional.....Unsatisfactory

5 4 3 2 1 2. The employee makes an effort to participate in college activities.

Comments:

5 4 3 2 1 3. The employee participates in professional development and committee assignments.

Comments:

5 4 3 2 1 4. The employee participates in area/unit meetings.

Comments:

5 4 3 2 1 5. If the employee had any absences during the period being evaluated, those absences did not unduly interfere with or disrupt the operations of the college.

Comments:

5 4 3 2 1 6. The employee performs Essential Duties and Responsibilities as outlined in the Job Description as well as other assignments given to the staff member.

Comments:

7. By initialing in each blank below, the employee indicates that (s)he has reviewed and adheres to the institutional policies and procedures as outlined in the following:

_____ Calhoun Community College Catalog and Student Handbook
_____ Harassment Policy
_____ Personnel Handbook
_____ Emergency Procedures Manual

C. Professional Development

5 4 3 2 1 1. The employee adapts well to new and/or changing conditions.

Comments:

Exceptional.....Unsatisfactory

5 4 3 2 1 2. The employee incorporates use of current job related technologies as needed for job duties.

Comments:

5 4 3 2 1 3. The employee properly maintains current knowledge of the job in order to improve performance of job duties.

Comments:

1. Professional Development Plan: This should include specific activities during the next evaluation year to address any weaknesses or to develop knowledge/skills/abilities areas related to work performance.

D. Employees with Supervisory Responsibilities

This section is to be completed by the supervisor of employees with supervisory responsibilities.

Exceptional.....Unsatisfactory

5 4 3 2 1 1. The employee encourages and supports excellence in performance of personnel in the supervised unit. (Relates to Question 1 on Employee Assessment.)

Comments:

5 4 3 2 1 2. The employee creates a culture of continuous improvement within the supervised unit. (Relates to Question 2 on Employee Assessment.)

Comments:

5 4 3 2 1 3. The employee makes wise use of available funding within the supervised unit.

Comments:

5 4 3 2 1 4. The employee stays current and responds to issues affecting the College and the supervised unit. (Relates to Question 3 on Employee Assessment.)

Comments:

5 4 3 2 1 5. The employee leads the supervised unit in achieving established, measurable unit goals. (Relates to Question 4 on Employee Assessment.)

Comments:

Exceptional.....Unsatisfactory

5 4 3 2 1 6. The employee leads the supervised unit in achieving the College's vision, mission and goals. (Relates to Question 5 on Employee Assessment.)

Comments:

5 4 3 2 1 7. The employee maintains an atmosphere that encourages communication and collaboration within the supervised unit. (Relates to Question 6 on Employee Assessment.)
Comments:

5 4 3 2 1 8. The employee maintains positive external professional relationships for the College.
Comments:

E. Additional Comments

The staff member's signature below confirms only that the staff member has reviewed this evaluation and discussed it with his/her reviewing supervisor. The signature does not necessarily indicate concurrence with the contents of the evaluation. The staff member is aware that (s)he may attach a written objection to, or other comments on, the contents of this evaluation form and that the objection and/or comments will be maintained in the personnel file along with this evaluation form.

Employee's Signature _____ **Date** _____

Reviewing Supervisor's Signature _____ **Date** _____

President's Staff Member's Signature _____ **Date** _____

- 1 = **Unsatisfactory** (Performance is consistently below expectations. Deficiencies should be addressed as noted in the performance appraisal.)
- 2 = **Improvement Needed** (Performance does not consistently meet expectations. Areas of improvement should be addressed as noted in the performance appraisal.)
- 3 = **Solid Performance** (Performance consistently fulfills expectations and at times exceeds them.)
- 4 = **Above Expectations** (Performance is consistently beyond expectations.)
- 5 = **Exceptional** (Performance well exceeds expectations and is consistently outstanding. Exceptional areas should be addressed in performance appraisal.)

Original to Human Resources

One Copy to Employee

One Copy to Supervisor



Employee Assessment of Supervisor

Please evaluate your supervisor by responding to the statements below. Your responses/comments to this survey are used as part of this supervisor's evaluation conducted by his/her supervisor. Comments are strongly encouraged.

Exceptional.....Unsatisfactory

- 5 4 3 2 1 1. Your supervisor encourages and supports excellence in performance in the supervised unit.

Please give specific examples on which you base your ratings:

- 5 4 3 2 1 2. Your supervisor creates a culture of continuous improvement within the supervised unit.

Comments:

- 5 4 3 2 1 3. Your supervisor stays current and responds to issues affecting the College and the supervised unit.

Please give specific examples on which you base your ratings:

- 5 4 3 2 1 4. Your supervisor leads the supervised unit in achieving established, measurable unit goals.

Please give specific examples on which you base your ratings:

- 5 4 3 2 1 5. Your supervisor leads the supervised unit in achieving the College's vision, mission and goals.

Please give specific examples on which you base your ratings:

- 5 4 3 2 1 6. Your supervisor communicates with employees within the supervised unit.

Please give specific examples on which you base your ratings:

- 5 4 3 2 1 7. Your supervisor responds to requests and completes paperwork in a timely manner.

Please give specific examples on which you base your ratings:

1 = **Unsatisfactory** (Performance is consistently below expectations. Deficiencies should be addressed as noted in the performance appraisal.)

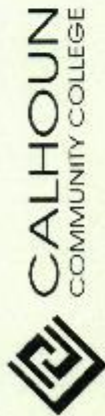
2 = **Improvement Needed** (Performance does not consistently meet expectations. Areas of improvement should be addressed as noted in the performance appraisal.)

3 = **Solid Performance** (Performance consistently fulfills expectations and at times exceeds them.)

4 = **Above Expectations** (Performance is consistently beyond expectations.)

5 = **Exceptional** (Performance well exceeds expectations and is consistently outstanding. Exceptional areas should be addressed in performance appraisal.)

Huntsville/Research Park Campus



Huntsville Campus

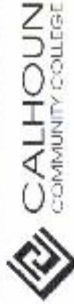
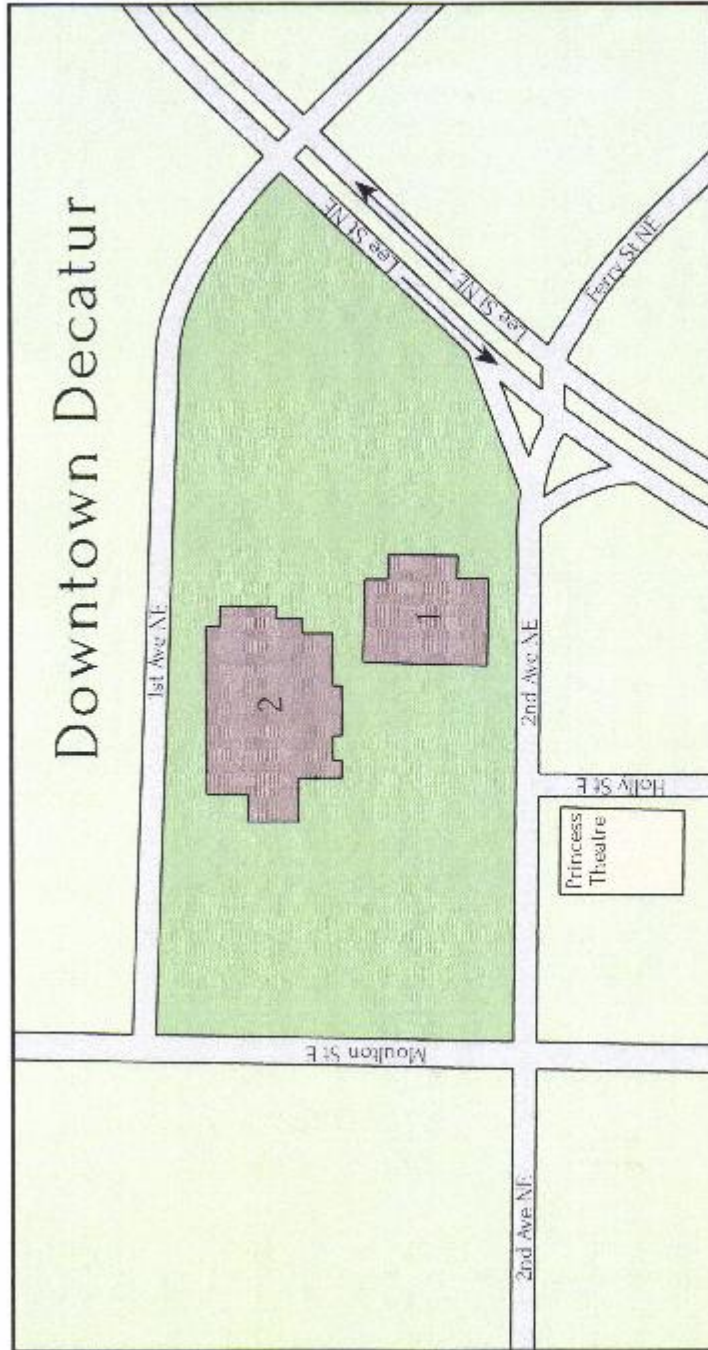
1. Sparkman Building

- Administrative Offices
- Adult Education
- Admissions
- Advising
- Bookstore
- Financial Aid
- Humanities and Social Sciences
- Library
- Student Center
- Student Learning Center
- Testing Center
- Workforce Solutions

2. Math, Science and CIS

- Biotechnologies
- Computer Information Systems
- Faculty Offices
- Mathematics Classes and Labs
- Science Classes and Labs

Alabama Center for the Arts



ALABAMA



CENTER FOR THE ARTS

- 1. Visual Arts Center
 - Painting Classroom
 - Drawing Classroom
 - Computer Graphics Lab
 - Art Appreciation
 - Classrooms
 - Faculty Offices
 - Gallery
 - Courtyard
 - Ceramics Lab
 - Studio Space
- 2. Performing Arts Center
 - Recital Hall
 - Black Box Theatre
 - Recording Studio
 - Jazz Rehearsal Hall
 - Piano Lab
 - Box Office
 - Practice Rooms
 - Music Computer Lab
 - Private Piano Studios
 - Scene Shop

CALHOUN COMMUNITY COLLEGE COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY

Individuals are Fully Responsible for their own actions while using Calhoun Community College's (Calhoun) "computer technology" (defined as Calhoun computers and computer-related equipment, programs, supplies, and network communications, including Internet access gained through Calhoun's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee questions concerning access, acceptable and unacceptable use, should be directed to the Director of Information Systems. Student questions should be directed to the appropriate instructor or the Dean of Instruction.

Limited Access: Calhoun reserves the right to limit the access of any and all employees to certain software programs or directories. Each user is provided with a certain access level. A user may not access a computer without authorization or exceed authorized access. A user's activity is restricted to access of only those programs or directories in that user's respective access level. Likewise, a user may not obtain access to another level by means of another user's access. Any user who exceeds their respective level, assists another user to gain access to an otherwise inaccessible level, or allows another user to gain access to an otherwise inaccessible level will be held accountable for the violation of this policy. A user may not continue to enter an access level which was previously assigned to the user, but which has since been suspended, revoked, or otherwise discontinued.

No Use of Calhoun Computer Technology: computer technology or personal technology to "break into" or "hack into" college or other computers and storage devices for the purpose of reading, copying, deleting, modifying or distributing data and/or information of others, or any other purpose;

- Give passwords, access codes or other security level access information to others;
- Share personal E-mail accounts.

Internet Access: Any employee or student access to the Internet through Calhoun's computer network is limited to the acceptable use as set out below. Likewise, any employee or student who accesses the Internet through Calhoun's computer network for an unacceptable use as defined herein or causes an unacceptable result will be held accountable for the violation.

The use of the Internet must be in support of education, research, college-related service activities, or college administration and consistent with the mission of Calhoun Community College. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Any use of the Internet through Calhoun's computer network for political advertisement or political lobbying is also strictly prohibited.

Users of the Internet through Calhoun's computer network are expected to abide by the rules of *network etiquette*. Any swearing, vulgarities or other inappropriate language is prohibited. Users are also prohibited from revealing personal addresses or phone numbers of students or colleagues.

Users are hereby warned that electronic mail (e-mail) is not guaranteed to be private. Authorized individuals who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Acceptable Use: It is acceptable to use Calhoun computer technology for purposes relating directly to education, educational research, college-related service activities, and administration of the College. Examples of acceptable use are:

- Using the software/hardware only in the condition and settings provided by Calhoun. User may not modify software settings, to add or delete hardware components or modify software features, unless so instructed by appropriate college officials.
- Using the network for the purpose of instructional support. This may include class assignments, research, skill development, and/or the production of materials used in the educational process.

Unacceptable Use: It is unacceptable to use Calhoun computer technology for any illegal purpose or to interfere with or disrupt other users, services or equipment. Such unacceptable use includes, but is not limited to, the following:

- Engage in activities to damage or disrupt computer, computer system, network information, data or a program by such acts as virus creation and propagation, wasting system resources, or overloading networks with excessive data.
- Engage in activities for the purpose of promoting personal gain and/or profit or use of college technology for organizations other than Calhoun.

- Engage in any activity which is in violation of the Code of Alabama (1975) §§36-25-1 through 36-25-30, as amended (the “State Ethics Law”), or which, in the opinion of the Calhoun administration, may be contrary to such law.
- Use of any computer technology in a manner that violates patent protection or license agreements.
- Engage in any activity that violates any and all copyright laws. Such activity may include utilizing Calhoun technology to copy and/or distribute copyrighted materials of any type that the user does not have a valid and legal right to copy.
- Engage in any use that is illegal or results in the commission of any illegal activity.
- Use Calhoun computer technology to support or oppose any candidates or candidates for public office, or for any other political purpose. (Use of State property for political purposes is against Alabama law.)
- Transmit messages of a romantic or sexual nature to any person or persons.
- Create, display, transmit or make accessible threatening, racist, sexist, offensive, annoying or harassing language and/or material.
- Knowingly access or transmit information which contains obscene or indecent material as defined by law.
- Knowingly and willingly not participating in any required Security Awareness Training. Continued awareness training is mandatory for continued access to CCC provided data and network infrastructure.
- Knowingly perform an act, which will interfere with the normal operation or use of computers, terminals, peripherals, or networks.
- Create copies, or take into the user’s personal possession copies of Calhoun owned software and/or hardware technology such as computers, components, disks, or peripherals.
- Using another person’s computer account or allowing someone else to use your account.
- Connect to or extend the physical network without proper authorization(e.g., adding wiring, jacks, wireless connections, routing devices, monitoring or display devices)
- Masking the identity of an account or machine or in any manner misrepresenting your identity in e-mail or other electronic communication.
- Communicating any information concerning password, identifying code, personal identification number or other confidential information without the permission of its owner.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as “Messages,” including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Attempts to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords, and any attempts to circumvent data protection schemes or uncover security loopholes. It also includes electronic eavesdropping or communication facilities.

Access is a Privilege, Not a Right: Calhoun reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate this Acceptable Use Policy. Users may also be held accountable for violations of Federal and/or Alabama Laws (i.e, Computer-Related Crime, etc.). Violations of this policy may result in the termination or suspension of employment, suspension of computing privileges, disciplinary review, any other forms of employee or student discipline, and/or financial restitution to Calhoun for any damages and costs related to inappropriate or unacceptable use, and/or criminal or civil legal action. Calhoun reserves the right to revise this policy at any time.

Computer Crimes: The Alabama Computer Crime Act, codified at Code of Alabama (1975) §§13A-8-101 – 13A-8-103, makes it a crime for a person to damage, or without authorization to modify, computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony (imprisonment for 2-20 years and/or a fine up to \$10,000 or double the damage or loss to the victim). Federal law also makes it a crime to without authorization access level to computers or computer networks devoted in part to Federal purposes. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Calhoun Computer Technology Acceptable Use Policy. Furthermore, this policy prohibits various actions (described above) which may or may not constitute a crime.

COMPUTER USE AGREEMENT

I, _____, have read and accept and agree to abide by Calhoun State Community College's Computer Technology Acceptable Use Policy. I accept full responsibility for the results of my actions with regards to my use of the Calhoun Computer Technology, including, but not limited to, all hardware, software and network connections, including Internet access gained through Calhoun's computer network. I release Calhoun, and its representatives, from any and all liability or damages that may result from my use of any of its computer technologies or related services.

Signature: _____ Date: _____

Printed Name: _____

**GUIDELINES FOR STATE BOARD POLICY 614.01:
FAIR LABOR STANDARDS ACT COMPLIANCE**

I. Introduction

- A. On November 13, 1985, the *Fair Labor Standards Amendments of 1985* were enacted. These amendments changed certain provisions of the *Fair Labor Standards Act* (FLSA) as they relate to employees of state and local governments, most notably non-excluded employees in education. After the decision by the U.S. Supreme Court in *Garcia v. San Antonio Metropolitan Transit Authority, et.al. (Garcia)*, 105 S. Ct. 1005 (1985) many state and local government employers and representatives of their employees identified several areas in which they believed they would be adversely affected by immediate application of FLSA. This legislation responds to these concerns by amending certain FLSA provisions with respect to employees of state and local governments. The effective date of these amendments was April 15, 1986.
- B. These guidelines addressing the issue of overtime compensation only apply to these employees who come under the provisions of the *Fair Labor Standards Act* (FLSA).
- C. For purposes of these guidelines, the normal workweek constitutes the period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday.
- D. For your convenience, relevant provisions of the United States Code and the Code of Federal Regulations are cited following each parts I through X hereof.

(References: 29 USCA sec. 203, as amended; 29 USCA sec. 207, as amended, 29 USCA sec. 213; 29 CFR 553.2-.3; 29 CFR 778.100: 29 CFR 778.105)

II. Definition of Nonexempt Employee

Nonexempt employees are employees whose positions do not meet the FLSA tests for exemption from the overtime provisions, and the employee must be compensated for overtime. The FLSA includes provisions that are applicable to all employers employing covered employees, including the requirements relating to the posting of notices, the preservation and location of records, and the record keeping requirements for employers of employees to whom both the minimum wage provisions or the minimum wage provisions and the overtime pay provisions of the Act apply. Nonexempt employees perform work other than that performed by bona fide executive, administrative, or professional employees (including academic administrative personnel) and the activities directly and closely related to such work. Where it is more

difficult to determine the status of a particular employee, a careful analysis of the employee's duties that are directly and closely related to the work described as executive, administrative, or professional will usually be necessary in arriving at a satisfactory determination of the employee's status. Job descriptions and employment conditions should be periodically reviewed to ensure that the status of an employee is current with the provisions of the Act.

III. When a Non-exempt Employee May Be Required to Work Overtime

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

- 4) a situation in which the performance of overtime work is reasonably necessary in order for the institution to respond to the legal directives of governmental agencies or bodies which are "external" to the State Board of Education, Department of Postsecondary Education, or any system institution; i.e., a situation where there is a need for assistance in retrieving court-ordered documents.
- C. As an alternative to requiring an employee to work more than forty (40) hours during a workweek in which an emergency condition exist, the President or his/her designee may adjust the schedule of one or more employees so as to require such employee(s) to work a greater number of work hours than normal for one or more workdays and a lesser than normal number of work hours for one or more other workdays during the workweek in which the emergency condition exists.

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

IV. Non-exempt Employees – Holidays and Weekends

- A. Any employee whose workweek does not ordinarily include a Sunday and who works on a Sunday shall be compensated at the rate of one and one-half (1 ½) times his or her normal rate for each hour worked on the given Sunday. This rate shall apply whether or not the workweek exceeds forty (40) hours.
- B. Any employee who works on a holiday on which the employee would ordinarily be entitled to be off shall be compensated at the rate of two (2) times his or her normal rate for each hour worked on the holiday. Provided that, if the employee shall work the holiday and take off another day during the same workweek as an alternative to taking the holiday off, then the employee shall be entitled to only his or her normal rate of pay for all hours actually worked or taken as an alternative holiday during the subject workweek. In a situation where an employee is required by the respective institution to work on a holiday on which the employee would ordinarily be entitled to be off, it shall be the discretion of the employee to take an alternative day off during the same workweek, unless the employee is disallowed by the employing institution to take an alternative holiday due to an emergency condition as defined by Section II hereof.

(References: 29 CFR 778.201; 29 CFR 778.203)

V. Use of Compensatory Time Off

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

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

VI. Employees Working at Two or More Types of Jobs

- A. In a situation where an employee’s normal employment involves two or more different types of non-exempt work with the same institution, the hours worked in both types of work shall count toward the determination of whether the employee has worked more than forty (40) hours in any workweek.
- B. In the event the different assignments are subject to different rates of pay, then the rate of pay for those hours worked over forty (40) shall be calculated on the basis of one and one-half (1 ½) times a “regular hourly rate” consisting of the weighted average of the hourly rates for both (or all) types of work assignments, or, in the alternative, the employee and the institution may agree in advance that any overtime work shall be compensated on the basis of the one and one-half (1 ½) times the appropriate rate for the type of work performed after the forty-hour point is reached.
- C. The above provision shall not apply where an employee voluntarily chooses to work, on an occasional, temporary, or sporadic basis, a job in addition to, and different from, his or her normal work assignment. For example, if a bookkeeper works forty hours in his or her regular job then voluntarily works an additional fifteen hours during the same week painting the gymnasium, the fifteen hours spent painting would not be considered overtime, and the employee would be compensated at whatever rate is appropriate for that job. On the other hand, if a secretary is called upon to work as part of a registration team in addition to her normal forty hour workweek, that work assignment would be considered subject to overtime even though occasional, if it consisted of clerical activities. The rationale for considering the secretary’s additional hours as overtime is that they fail to pass the test with respect to being different in nature from the employee’s normal duties, since both sets of activities would be clerical in nature.

(References; 29 CFR 778.115; 29 CFR 778.419)

VII. Averaging Hours Prohibited

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

(Reference: 29 CFR 778.104-.105)

VIII. Working Extra Hours in a Day

An employee is not necessarily entitled to overtime pay (that is, pay at 1½ times the normal rate), either in the form of pay or compensatory time off at 1½ times the normal rate of compensation, for hours worked in a day beyond those normally worked in such day. However, under those circumstances described in this procedure a non-exempt employee may be entitled to overtime compensation for hours worked during a workweek in excess of forty (40).

IX. Options for Compensation for Overtime Hours Worked

- A. When a President or an authorized designee has determined that a need for overtime work exists, he/she shall make a request to the respective employee or employees to work overtime (for a given day or days or for the workweek).

Before an employee shall agree to perform such overtime work, the President/designee shall make the employee aware of which types of compensation and/or alternative scheduling shall be available to the employee. The employee shall make it known to the President/designee which of the options presented by the President/designee the employee has selected regarding how such overtime will be treated, and the employee's selection shall be honored by the respective institution. The options which are to be made available to the employee shall be from among, but need not necessarily include all of, the three options described below:

1. The employee will receive compensatory time at one and one-half (1½) times the rate of actual overtime hours worked for the workweek. For example: if an employee works 4 hours of overtime, the employee will receive six (6) hours of compensatory time which can be used at employee's discretion (See also, use of compensatory time off.)

2. The employee will receive overtime pay at one and one-half 1½ times the employee's normal hourly rate for each hour of overtime work performed for the workweek. For example: if an employee's normal hourly rate computes to \$5.00 per hour, the employee will receive \$7.50 for each hour of overtime work performed.
 3. If an employee works hours beyond the normal number of hours for a given workday or workdays, the employee may choose to decrease the number of hours worked in another workday or workdays in that same workweek, on an hour-for-hour basis, so long as such reduction does not cause an undue disruption of the normal operation of the institution and so long as the total number of hours worked during the week is not less than that which would have ordinarily been worked by the employee during a workweek. The employee shall nevertheless be entitled appropriate overtime compensation in the event that the total number of work hours for the work week exceeds forty (40).
- B. However, except in emergency conditions, as defined in Section II hereof, the President/designee cannot require the employee to adjust his or her work schedule so as to use such additional work hours during the same workweek as the overtime work is performed. This option shall be at the sole discretion of the employee subject to the exceptions stated above. No employee shall ever be compelled or forced to adjust his or her work schedule as described above except during an emergency condition as described in Section II hereof.

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

X. Leave and Holidays

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

XI. Compensatory Time Off

- A. If an employee receives entitlement to compensatory time off in lieu of overtime pay in cash, the employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the employing institution.

- B The maximum compensatory time which may be accrued by an affected employee shall be 240 hours (160 hours actually worked). An employee shall be paid overtime compensation in cash for additional overtime hours of work.
- C. Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is the higher.

XII. Lectures, Meetings, and Training Programs

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

785.27 General.

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

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

785.28 Involuntary Attendance

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

785.29 Training directly related to employee's job.

The training is directly related to the employee's job if it is designed to make the employee handle his job more effectively as distinguished from training him for another job, or to a new or additional skill. For example, a stenographer who is given a course in stenography is engaged in an activity to make her a better stenographer.

Time spent in such a course given by the employer or under his auspices is hours worked. However, if the stenographer takes a course in bookkeeping, it may not be directly related to her job. Thus, the time she spends voluntarily in taking such a bookkeeping course, outside or regular working

hours, need not be counted as working time. Where a training course is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee's job even though the course incidentally improves his skill in doing his regular work.

785.30 Independent training.

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

785.31 Special situations.

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

XIII. Travel Time

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

785.35 Home to work; ordinary situation.

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

785.36 Home to work in emergency situations.

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

785.37 Home to work on special one-day assignment in another city.
A problem arises when an employee who regularly works at a fixed location in one city is given a special one-day work assignment in another city. For example, an employee who works in Washington, D.C., with regular working hours from 9 a.m. to 5 p.m. may be given a special assignment in New York City, with instructions to leave Washington at 8 a.m. He arrives in New York at 12 noon, ready for work. The special assignment is completed at 3 p.m., and the employee arrives back in Washington at 7 p.m. Such travel cannot be regarded as ordinary home-to-work travel occasioned merely by the fact of employment. It was performed for the employer's benefit and at his special request to meet the needs of the particular and unusual assignment. It would thus qualify as an integral part of the "principal" activity which the employee was hired to perform on the workday in question; it is like travel involved in an emergency call (described in Section 785.36), or like travel that is all in the day's work (see Section 785.38). All the time involved, however, need not be counted. Since, except for the special assignment, the employee would have had to report to his regular work site, the travel between his home and the railroad depot may be deducted, it being in the "home-to-work" category. Also, of course, the usual meal time would be deductible.

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

785.39 Travel away from community.
Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on non-working days. Thus, if an employee regularly works from 9 a.m. to 5 p.m.

from Monday through Friday, the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Regular meal period time is not counted. As an enforcement policy the Divisions will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

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

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

785.41 Work performed while traveling.

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

XIV. Time Sheet

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



EMPLOYEE GRIEVANCE FORM

This form should be completed by the aggrieved employee and delivered to the appropriate supervisor in the employee's chain of command.

Name of person making grievance: _____

Address to send correspondence: _____

Telephone number: _____ Email address: _____

Name of person your grievance is against? _____

What date/s did the actions occur? _____

What do you allege occurred? (Please be specific, provide details, and use the reverse of this sheet if needed)

Is there a specific law or College/ACCS policy/guideline that you believe has been violated? _____

If so, which one/s?

In your opinion, what could be done to reasonably resolve this grievance?

Print Name

Signature

Date

This section should be completed by the college official who receives the form.

Signature of College Official Receiving Form

Date Form Received

Revised, April 2019

Instructions to employee filing the report: Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within 10 calendar days from the date of the alleged incident, otherwise the grievance will not be reviewed under this policy. Oral grievances do not comply with this policy. Complete and deliver this report to your direct supervisor, unless your direct supervisor is the alleged offender. If this is the case, deliver the form to the next supervisor in your chain of command whom the grievance is lodged. The supervisor (or person receiving a written grievance) will notify HR personnel and/or the President as appropriate.

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

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



CALHOUN
COMMUNITY COLLEGE

EMPLOYEE COMPLAINT FORM

This form should be completed by the complainant and delivered to the Human Resources Director or President.

Name of Complainant: _____

Department: _____

Address to send correspondence: _____

Telephone number: _____ Email address: _____

Name of the accused: _____

Department: _____

Relationship of the Accused to the Complainant (administrator, supervisor co-worker, etc.): _____

Date of Incident: _____

(If more than one event, please report each event on a separate form)

Provide the specific details of the complaint. *(Attach additional sheet(s) if necessary)*

How did you react to the complained of conduct? Have you taken any action in response to the complained of conduct?

Created May 2019

Describe any harm you claim to have suffered as a result of the complained of conduct.

Were there any witnesses to this specific event? (if yes, please provide their names.)

Is there any physical, digital or documentary evidence that supports your complaint? If so, please describe or attach copy of evidence.

What is your desired outcome resolution of your complaint?

Print Name

Signature

Date

This section should be completed by the college official who receives the form.

Signature of College Official Receiving Form

Date Form Received

Created May 2019

Instructions to employee filing the report: Any employee who has a complaint (or who is reporting an observed action) must report the action immediately, and in no event less than ten (10) calendar days following the event, to the Human Resources Director, or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

Instructions to college official receiving the report: The appropriate person shall review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation shall be conducted promptly and within 45 calendar days if practical, but no later than 60 days, unless the period is extended by agreement of the complaining and responding parties. The President or his/her designee shall issue a written response to reporting employee within 15 calendar days if practical, but not later than 30 days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response shall be final.

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

Procedures for Approval to Receive an In-Kind or Cash Donation

Calhoun Community College welcomes in-kind donations of equipment, material, and other tangible items and cash contributions. Such donations must support the mission of the college. The associated costs of accepting some in-kind gifts might be sufficiently high as to make their acceptance prohibitive.

The Request for Approval to Receive an In-Kind or Cash Donation form is designed to help the college work through the decision of whether to accept a gift and requests such information as the value of the gift, the relationship the donor has with the college and what, if any, costs will be associated if the gift is accepted. State Board Policy 315.01: Gifts and Bequests states “The President is authorized and designated by the State Board of Education to accept designated gifts and donations to the institution and to use these for the purposes designated insofar as these purposes are in keeping with the philosophy of the institution and the policies and general guidelines of the State Board of Education.”

Process:

1. CCC Employee completes the attached form
2. Forward to applicable Dean or Vice President for signature
3. Forward to Dean of Business and Finance / CFO for signature
4. President’s office for approval / denial
5. Calhoun Foundation Accountant

Request for Approval to Receive an In-Kind or Cash Donation

1. Name of Donor:

2. Address of Donor:

3. Donor's Connection to Calhoun Community College

(Friend, Employee, Parent, etc.)
4. Description of Gift:

5. Value of Gift \$ _____ (NOTE: Must attach documentation to support the established value of the gift.)
6. Purpose of Gift

7. College Representative to Receive Gift

8. Department: _____
9. Does the Donor Wish to Remain Anonymous? YES _____ NO _____
10. Costs associated if the gift is accepted: \$ _____ Description of Costs:

Donation Supported by: _____ **Date:** _____
Dean or Vice President

Business Office: _____ **Date:** _____
Dean of Business and Finance / CFO

APPROVED for Acceptance: _____ **Date:** _____
President

<p><u>Routing Order:</u> (1) CCC Employee completes form (2) Forward to applicable Dean or Vice President for signature (3) Forward to Dean of Business and Finance / CFO for signature (4) President's office for approval / denial (5) Calhoun Foundation Accountant</p> <p style="text-align: right;">Revised 1/2020</p>

OVERTIME WORK AGREEMENT

Employee Name _____ Date _____

Work Area/Department _____ Supervisor _____

Date of overtime work _____ Number of overtime hours _____

The supervisor and employee agree that such overtime work will be treated by one of the following options (please check one):

_____ The employee will receive compensatory time off at 1½ times the rate of actual overtime hours worked. The employee will be permitted to take compensatory time off within a reasonable period after it is requested and if the request does not “unduly disrupt” the operations of the college or work area.

_____ The employee will receive overtime pay at 1½ times his/her normal hourly rate for each hour of overtime work.

_____ The employee will work hours beyond the normal workday and will decrease time worked on a workday later in that same workweek. The rate of decrease will be one hour for one hour.

I agree to the above schedule and option for compensation of overtime worked.

Employee’s Signature

Supervisor’s Signature

_____ Approved _____ Disapproved

President’s Cabinet Member’s Signature

Date

cc: Employee
Supervisor
President’s Cabinet Member

SICK LEAVE BANK GUIDELINES

ACCS Policy 610.01

Revised 4/10/19

A. Purpose

Any sick leave bank shall be established and operated only in accordance with these guidelines. The purpose of the 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. The bank shall be operated, managed, and governed by a Sick Leave Bank Committee pursuant to Alabama Code § 16-22-9 and any accompanying procedures set in place by the Chancellor of the Alabama Community College System. The sick leave bank shall allow full-time employees to deposit 5 days of his or her earned leave into the sick leave bank. The days shall be available for loan to any participating member of the institutional sick leave bank whose accrued and compensatory leave have been exhausted.

B. Sick Leave Bank Committee

The Sick Leave Bank Committee (hereinafter referred to as the "Committee") shall consist of five (5) members. One (1) member shall be the President or designee. Four members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year. Those four (4) members receiving the most number of votes shall serve on the Sick Leave Bank Committee.

Members of the Committee will serve a term of one (1) year. The President shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process. No representative on the Committee shall serve longer than five (5) consecutive years. 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.

Duties of the Committee:

It shall be the exclusive responsibility of the Committee to develop the guidelines and administrative procedures of the institutional sick leave bank, including provisions for catastrophic leave. Each institutional Committee shall also develop all necessary forms for the orderly operation and administration of the sick leave bank. All guidelines must be

approved by a secret ballot vote of the participating members of the institutional sick leave bank. Such guidelines and procedures must be filed with the President's Office and with the Chancellor's Office within fifteen (15) calendar days after their adoption.

Meetings of the committee shall be scheduled on a regular basis as determined by the Committee. The Committee shall annually elect by majority vote, a recording secretary, whose duty it shall be to take minutes of all Committee action. *Robert's Rules of Order*, latest edition, shall be observed by the Committee during all its meetings.

The Committee shall have the authority to re-open the bank to non-participating members, upon the deposit of the prerequisite number of sick leave days.

The Committee will distribute contribution forms to all eligible employees. Forms for requesting loans from the bank will be available in the Payroll Office of the College.

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.

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.

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).

C. Sick Leave Bank Guidelines

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.

Sick leave days borrowed from the sick leave bank shall be repaid to the sick leave bank monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding deficit balance of sick leave days, the value of the deficit balance shall be deducted from the final paycheck at the employee's prevailing rate of pay.

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.

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).

Employee membership in the sick leave bank shall be voluntary. Ala. Code 16-22-9(g)(5).

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).

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).

D. Sick Leave Bank Loan Procedures

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.

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.

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.

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).

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).

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).

E. Catastrophic Leave Procedures

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).

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.

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.

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.

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).

Employees must be a member of the sick leave bank to donate or receive catastrophic leave.

A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank.

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).

Catastrophic days awarded are not required to be repaid. Ala. Code 16-22-9(h).

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).

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).

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.

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.

Catastrophic leave is not available for on-the-job injuries.

A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness. An employee must be a member of the sick leave bank to donate or received catastrophic sick leave days from one sick leave bank to another, only a uniform form provided by the State Board of Education may be used.

Calhoun Community College REDUCTION IN FORCE GUIDELINES

Purpose of Guidelines

The following Guidelines have been adopted by Calhoun Community College under Alabama Community College System Policy No. 624.01 for the purpose of stating the conditions under which, and the means by which, Calhoun Community College will implement a reduction-in-force action should such an action become necessary and appropriate under Policy No. 624.01, which is attached as Exhibit A hereto.

For the purpose of these Guidelines see Exhibit B for an Organizational Chart designating these Units and the positions included in each unit.

The conditions under which a reduction-in-force action may be taken by Calhoun Community College

The President of Calhoun Community College shall have the authority to request the Chancellor of the Alabama Department of Postsecondary Education to seek approval from the State of Alabama Board of Education for Calhoun Community College to implement a reduction-in-force action under these Guidelines and under Alabama Community College Policy No. 624.01.

For the purposes of these Guidelines and the Policy pursuant to which they have been adopted, a "Reduction-in-Force Action" is defined as "A reduction in the total number of full-time equivalent employees at a respective college made necessary by extraordinary circumstances such as, but not limited to, a lack of sufficient funds; declining enrollment in a given course or program to the extent that further offering of the course or program is, or will likely become, impractical or economically unreasonable; or a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes."

Not every release of an employee shall be considered to be a "reduction-in-force." An isolated employee termination or non-renewal, particularly if done for just cause or as the result of a lack of satisfactory performance, shall not be considered a reduction-in-force for the purposes of these Guidelines. Reduction-in-force decisions will be made without regard for the employee's race, color, sex, religion, national origin, age, or for any other unlawful reason, including discrimination against any employee covered by the Americans with Disabilities Act of 1990.

Effects of a proposed reduction-in-force action

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President of Calhoun Community College, the President shall identify to the Chancellor each Organizational Unit that would be affected and

each employee who would be affected by the proposed reduction-in-force action, and the manner in which each Unit and each employee would be affected if the action were to be carried out.

Priority of employees to be affected

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President, the President shall ensure to the Chancellor in the proposal that temporary and/or part-time employees, and consultant and/or contract personnel performing the same duties as non-temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s). The President may request from the Chancellor an exception to the general guidelines relating to the release of consultants or contract personnel who are performing work that requires possession of a certain license, certification, or job skill (the loss of which would be severely detrimental to the operation of the College).

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President, the President shall also assure the Chancellor that if any non-temporary full-time personnel would be affected by the proposed action, then any probationary employee performing the same duties as a non-probationary full-time employee shall be released prior to the release of the non-probationary full-time employee.

Factors relating to the release of non-probationary employees

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President by which one or more non-probationary full-time employees could be affected, the President shall take into account the following factors in constructing the proposal:

- (1) The requirements of any applicable court order or consent decree;
- (2) The seniority of each such employee at Calhoun Community College in the respective job classification, taking into consideration minimum qualifications for the respective position;
- (3) The seniority of each such employee at Calhoun Community College in the employee's respective Organization Unit; and
- (4) The seniority of each such employee in general at Calhoun Community College.

Provided, however, that if the President determines that a non-probationary full-time employee is not the senior person in a given type of position but possesses a certain license, certification, or job skill (the loss of which would be severely detrimental to the operation of the College), the President may request from the Chancellor an exception to the general guidelines relating to the release of non-probationary full-time employees.

If the reduction-in-force action is necessitated by a lack of sufficient funds from one or more funding sources other than tuition or other State funds, the President shall also take into account which particular positions are funded by the respective non-State funding source(s).

Adherence to the Students First Act

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President, the President shall include a statement in the proposed action that the College will ensure that any and all potentially affected employees who are covered by the Students First Act or by any applicable Alabama Community College System dismissal policy or procedure will receive all such due process, if any, as may be required under the circumstances at hand by the applicable statute and/or policy and/or procedure.

Process for placement and rehiring opportunities

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

1. The person who formerly held a position which again becomes available shall be notified in writing by the President of the availability of the position for the person, provided that the person shall have ten working days after such notice to notify the President in writing of his/her acceptance or rejection of the opportunity for reemployment. Otherwise, the former employee will be deemed to have declined the offer of reemployment. The President shall have the option of delivering the written notice to the former employee by personal service or by registered or certified mail. In the event that the former employee's written acceptance is sent to the President by mail, the date of postmark of the acceptance shall be deemed the date of response.
2. For cases in which more than one such former employee held a given type of position, the person who was last released shall have first right of refusal in the event of a re-opening of that position. In the event that person declines the offer, or if a subsequent opening (or openings) should develop, the respective opening shall be offered to those former employees who hold a right of refusal to the type

of position available in reverse order from that in which the respective employees were released.

3. In those cases in which more than one former employee held a given type of position and were released on the same date, the former employee with the greatest seniority will be given first consideration of the opening.

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

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

Retraining of Released Employees

In order to assist released employees in retraining for other job opportunities, any former employee (employee only) who was eligible for the College's tuition assistance program prior to his/her release by the College as part of a reduction-in-force action shall retain his/her eligibility for the College's tuition assistance program for a period of twelve months after the effective date of release. The College's Financial Aid Office shall also be available to released employees to assist the employees in examining what other financial assistance may be available to the former employee, including aid for educational or training opportunities at other colleges and universities.

Assistance in future job placement for released employees

In order to assist released employees in searching for other job opportunities, any released full-time employees will have access to any resources available to them through the College's Career Services office to include consultation about preparation of resumes, preparing for job interviews, etc.

Reporting and Record-Keeping

With regard to any approved reduction-in-force action that is carried out by Calhoun Community College, the President shall file a report with the Chancellor

describing each employment action taken by the President, including the manner in which, and basis upon which, each such action was taken. The President shall include in the report an up-to-date Organizational Chart showing all positions and employees who remain after the completion of the reduction-in-force action.

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

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

5.4.3.2 Payment for Reimbursement of Travel Expenses

The Code of Alabama 1975, Section 41-4-57 states, "All officers and employees who travel at the expense of the state or any of its departments, agencies, boards, bureaus, or commissions shall file with the comptroller an itemized statement of expenses incurred including those for transportation in connection with such travel at the expense of the state agency, institution, board, bureau, or commission, verified by affidavit, before any warrant shall be issued for such expenses."

Request approval to travel by completing a Request for Travel form (found at <https://calhoun.edu/personnel/forms-and-applications-for-calhoun-employees/>) and getting appropriate signatures. Attach all required documentation pursuant to the checklist at the bottom of the travel request form (completed request form, seminar brochure or agenda, travel cost inquiry, travel distance documentation, memo of justification for in-state actual and out-of-state). Travel reimbursement cannot be made nor will purchase orders for registration and/or flights be printed unless an approved Request for Travel form is on file in the Business Office.

If you are required to do a significant amount of travel in our service area you can complete a Request for Travel form and specify "Blanket Travel" for a specified period of time and submit a reimbursement request at the end of the month. A short justification as to why the travel is necessary should be included on the Request for Travel form. Personal vehicles may be used to travel campus to campus, if a College vehicle is not available. Availability of vehicle should be checked as soon as travel is approved.

In-State Travel

Employees who travel in-state must submit an In-State Travel Reimbursement Form on a timely basis, no later than 10 days into the following month, for travel completed during the month. The approved Request for Travel form must accompany the travel expense form. The expense form must be typed or in ink and be signed by the traveler and their supervisor. Both signatures are required to be original signatures. The points of travel must be shown for reimbursement of mileage. In addition, **the hour of departure from and the hour of return to base should be shown on the expense form.** Emergency and necessary expenditures incurred in connection with travel require supporting documentation (itemized receipts) and should be held to a minimum. If attending a conference was the purpose of the in-state travel, the nametag provided by the conference will need to be attached to the reimbursement form when submitted to the Business Office.

Reimbursement for Mileage Expenses

The reimbursement rate for mileage expenses is equal to the mileage rate allowed by the Internal Revenue Service. Effective January 4, 2021, persons traveling on official business for the College in privately owned vehicles shall receive **\$.56 per mile** in lieu of their actual expenses for transportation. This rate is updated at least annually.

Mileage is to be reported in whole miles, rounded to the nearest whole number. To calculate the amount to be reimbursed, all mileage listed on the travel form must be totaled and then multiplied by the applicable rate.

All employees must request the use of a College vehicle. If a College vehicle is not available, then and only then, will mileage be approved for personal vehicles at the IRS approved rate.

College vehicle availability should be checked by the Mail Clerk (Decatur – ext. 2638) or Cashier (Huntsville – ext. 4727). When a college vehicle is not available, the traveler may use a personal vehicle and charge the applicable mileage rate.

Just a reminder, due to insurance liability family members cannot be transported in a college vehicle.

If the employee prefers, he/she can rent a mid-sized car, in lieu of being reimbursed mileage. When renting a car for college travel, the rental agreement should be in the college's name and the employee listed as the driver. If the employee chooses to rent the vehicle in their name, the employee will be liable for any possible damages.

A purchase order to Enterprise Rent-a-Car (A01349421) should be printed before the car is reserved. The PO should include all the pertinent travel details (the who, what, when, where, and why). When reserving the car use Customer #L55M052 and Billing #870859.

For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Map mileage can be obtained from several sources including www.mapquest.com, www.maps.google.com, www.maps.yahoo.com, www.mapblast.com, www.randmcnally.com, etc. The printout of the current map mileage must be attached to the expense form. If none of the above websites can locate your destination, check the odometer readings at the beginning and ending of the trip and state on the bottom left corner of the expense form.

If travel involves more than one city, indicate the route taken. For example, Decatur – Montgomery – Gadsden – Decatur. Record all vicinity mileage as such and indicate major points of travel covered.

Each employee has one and only one base at the Decatur Campus, Huntsville Campus, ACA Downtown Decatur, or Limestone Correctional Facility. If an employee works at more than one location, his/her base is the location in which he/she spends more time.

Mileage between your home and your base are personal commuting expenses. Employees cannot be reimbursed for personal commuting expenses no matter how far his/her home is from his/her base. Employees cannot be reimbursed for personal commuting expenses even if he/she works during the commuting trip.

Employees are entitled to mileage allowance from base station to destination and return or for miles actually traveled from home to destination and return, whichever is less. (Attorney General Opinion 80-00144)

Employees that work at two campuses in one day can be reimbursed for the mileage required of getting from one campus to the other. Travel from the campus that is not your

base to home will be reimbursed if that distance is less than from your base to the other campus. (Attorney General Opinion 86-00326)

Per Diem Allowance

No travel allowance shall be paid for a trip of less than six hours' duration. For travel that does not require an overnight stay, the traveler shall be paid a meal allowance of \$12.75 for a trip of six to twelve hours' duration. For travel in excess of twelve hours' duration but does not require overnight stay, the traveler shall be paid \$34.00, which represents one meal allowance and one-fourth of the per diem allowance.

If any meal is provided to the traveler, they are not entitled to the meal allowance. When meals are provided to the employee, the amount allowed for meals is to be adjusted downward by \$12.75 for any meal provided. Therefore, no meal allowance will be paid to travelers for a trip of six to twelve hours' duration and travelers with a trip in excess of twelve hours' duration will only be entitled to \$21.25, which is one-fourth of the per diem allowance.

Under no circumstances will an employee be paid a meal allowance at the official base or primary residence. If College business requires the traveler to be away from the official base on weekends or holidays, the traveler will be entitled to reimbursement for travel on those days. No meal allowance will be paid if the traveler remains in the city where his/her home or base is located.

For travel requiring an overnight stay, the travel allowance is set at \$85.00 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. The travel allowance includes all charges for meals, lodging, fees, and tips.

If the individual's travel is interrupted for personal convenience or through taking of leave, the travel allowance may not exceed the costs that would have been incurred for authorized uninterrupted travel.

Required Receipts

Receipts are required to support the following expenses:

1. Registration fee receipts - must name the individual registered.
2. Operating expenses of state-owned vehicles such as gas, oil, emergency repairs, or parts. Receipts must be itemized less federal tax.
3. Postage in excess of \$1.00.
4. Shipments, freight, or express.
5. Tolls for tunnels and bridges.
6. Telegrams, cablegrams, and fax messages. A copy of the message is required.
7. Parking fees. Traveler will only be reimbursed for the most economical method of parking.

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 President 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.

President or Agency Head Responsibility

The President is expected to exercise good judgment and sound fiscal policy when approving travel. The traveler’s President must authorize, in writing, any travel for which a traveler intends to seek reimbursement from the state. The written authorization must contain the President’s certification that the traveler’s estimated reimbursable travel expenses have been reviewed and approved by the President as being necessary. Additionally, for in-state travel where actual expenses are authorized, the President must certify 1) that the person is traveling in service of the state for the purpose of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state, regional or national organization; and 2) the institution or person traveling is a dues-paying member of the state, regional, or national organization and has documentation of membership on file.

Travelers will seek pre-approval from their President following the policies and procedures outlined below.

The President shall be responsible for recovering public funds paid to a traveler in the event 1) duplicate expenses are claimed and reimbursed; or 2) expenses are claimed as personal, but the institution was billed directly. Should the President be unable to recover funds owed to the institution, he or she shall immediately notify the Comptroller and the Attorney General so that appropriate legal action may be instituted to recover public funds owed under this chapter.

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 should certify the increased expense as necessary.

In-State Actual Expenses

Persons traveling in the service of the College inside the State of Alabama can request to be reimbursed their actual expenditures if the state or individual is a dues paying member. The institution must ensure 1) the traveler, in the service of the institution, is attending or assisting in hosting a convention, conference, seminar, or other meeting that is a state or national organization, 2) the traveler, or the represented institution, is a dues-paying member of the **state or national organization** and that documentation of the dues payment is on file with the institution, and 3) the traveler's expenses are actual and necessary to the travel and have been verified by supporting documentation that is retained on file. In-state travel authorized under this section is subject to the same documentation requirements as out-of-state travel.

Note: While overnight per diem may be substituted at the request of the traveler (standard travel approval procedures must be followed), the institution must offer the traveler the option of the actual in-state expenses and retain documentation for reference. Travel expenses will be reimbursed as approved on the original Request for Travel.

Out-of-State Travel

Persons traveling in the service of the College outside the State of Alabama shall be allowed all of their **actual and necessary expenses**, in addition to the actual expenses for transportation provided that such travel shall have first been fully authorized by the President. Any person not in compliance with this provision must have their travel expenses approved by their Dean or department head and the President before submitting their reimbursement request to the Business Office. Approval for the reimbursement of unauthorized travel expenses will be on a case-by-case basis and may be denied.

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

The traveler must submit an Out-of-State Travel Request Package to the President at least one month prior to the date of the anticipated trip. The package should include the following:

- 1) Complete and approved Request for Travel
- 2) A justification memo
- 3) An event agenda
- 4) Travel cost documentation (lodging, food, transportation)
- 5) Verification of most economical transportation method

As of October 1, 2017 employees will be limited to no more than 2 out-of-state trips per budget year. This does not include employees who will be traveling on behalf of a grant or a contracted vendor.

All out-of-state travel must be reported by the President to the Chancellor prior to the actual travel. Guidelines and reporting format are as follows:

1. Use Excel file provided for reporting out-of-state travel.
2. Send monthly report in Excel format by email to the Alabama Community College System Office by the 15th of the following month.
3. Travel approved for a period for which a report has already been submitted should be included on the next report submitted.
4. The content of the report should be as follows:
 - a. Calhoun Community College should be put where the word “College” is on the form.
 - b. Dates of Travel - The dates of travel should include day travel began to day travel ended. Trips which do not include overnight travel (day trips) need not be reported.
 - c. Employee Name - No travel need be reported for trips by students; only the employees of the College.
 - d. Title - Please include the full title (no abbreviations). If an employee has multiple titles, use the one which most closely identifies with the purpose of the travel.
 - e. Travel Location - One line should be used for each destination.
 - f. Cost - The entire cost of the travel paid by the College should be included.
 - g. Purpose - The name of the meeting to be attended or other purpose of the travel should be noted. Please do not use abbreviations.
 - h. Note any exceptional circumstances for any of the categories, such as, cost is paid by the organization for the person to attend that particular meeting.
 - i. Please list the person’s name, phone number and email address who is submitting the form.

The Chancellor will report all out-of-state travel to the Alabama Community College System Board of Trustees.

The Out-of-State Travel Request Form must be amended and approved by the President if there are deviations from the original travel itinerary. Travel that was approved but not accomplished should be cancelled.

Mode of Transportation

If travel is more than 8 hours to the destination (per the most efficient MapQuest route), the College will only approve commercial transportation as the mode of travel. All commercial travel must be of tourist class. If a traveler chooses to drive their personal vehicle in lieu of commercial transportation, the employee must state

the following in the justification memo that is required for a complete travel package:

- 1) The reasons why the traveler is using a personal vehicle in lieu of commercial travel,
- 2) Any travel plans that differ from the conference agenda (i.e. leaving early or returning later), and
- 3) That the traveler will only be requesting reimbursement for the most economical mode of transportation.

Travel reimbursement on an authorized out-of-state trip for one employee by private automobile will be the prevailing plane fare rate, tourist class, and not the usual rate per mile, or the lesser of the two. Comparison should be made and submitted with travel request form. If an employee desires to use his private automobile on such out-of-state trips and claims tourist class plane fare, he must take annual leave for travel time to and from his destination beyond that time which is required for commercial air travel.

College vehicles may not be left at airports. The traveler will be reimbursed the mileage rate for the use of their personal vehicle from their base location to the airport and economy parking fees.

If travel is less than 8 hours to the destination (per the most efficient MapQuest route), the traveler must request the use of a college vehicle. If a college vehicle is not available, the employee can choose to rent a vehicle or drive their personal vehicle and be reimbursed the applicable IRS mileage rate. If the employee prefers to rent a mid-sized car, in lieu of being reimbursed mileage, the rental agreement should be in the college's name and the employee listed as the driver. If the employee chooses to rent the vehicle in their name, the employee will be liable for any possible damages. A purchase order to Enterprise Rent-a-Car (A01349421) should be printed before the car is reserved. The PO should include all the pertinent travel details (the who, what, when, where, and why). When reserving the car use Customer #L55M052 and Billing #870859.

Once the President has approved the mode of transportation, **deviations are not allowed unless an amended request is submitted and approved.** If no amended request is approved, the traveler is only entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of travel. Reimbursement will not be made for private automobile use when the approved mode is commercial or for commercial travel when the approved mode is private automobile use.

The agency will reimburse reasonable parking fees. The President should only authorize 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.

The President 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.

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.

Reimbursement for Mileage Expenses

All employees must request the use of a College vehicle. If a College vehicle is not available, then and only then, will mileage be approved for personal vehicles at the approved IRS rate.

College vehicle availability should be checked by the Mail Clerk (Decatur – ext. 2638) or Cashier (Huntsville – ext. 4727). When a college vehicle is not available, the traveler may use a personal vehicle. A MapQuest showing the miles traveled must be submitted to the Business Office for reimbursement along with approved travel request.

Lodging

A traveler should stay at the hotel 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 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 prior to travel. If a traveler chooses a different hotel than the one designated for a particular meeting/conference, then they must ensure that the hotel/lodging allows for full refunds for cancellations within 24 hours or more of the reservation. In the event of a lodging cancellation, travelers will be liable financially for choosing lodging options that do not offer refunds for cancellations made with at least 24 hours of the reservation.

Hotel receipts must be itemized and in the name of the traveling employee.

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

Reimbursement of Actual Expenses

Employees who travel outside the State of Alabama in the service of the College should complete and submit an itemized Out-of-State Travel Reimbursement Form within two weeks of completion of the trip. The approved Out-of-State Travel Request Form must accompany the travel expense form. The expense form must be typed or in ink and be signed by the traveler and their supervisor. Both signatures are required to be original

signatures. The points of travel must be shown for reimbursement of mileage. In addition, the hour of departure from and the hour of return to base should be shown on the expense form. Emergency and necessary expenditures incurred in connection with travel require supporting documentation and should be held to a minimum.

Meals and Incidental Expenses

Individuals traveling under this section will receive a daily per diem for meals and incidental expenses (M&IE) based upon the location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States (“CONUS”). Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Per Diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. 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. A traveler will receive per diem, as outlined above, regardless of actual expenses.

The screenshots below walk you through the process of obtaining your daily per diem rate.

The first screenshot shows the GSA website navigation menu with 'TRAVEL' selected. Below the menu, there is a breadcrumb trail: Home > Travel > Plan & Book > Per Diem Rates >. The main heading is 'Per Diem Rates'. A search bar is visible on the right side of the page.

The second screenshot shows the search results for 'FY 2018 Per Diem Rates for Orlando, Florida'. It includes a 'Meals & Incidentals (M&IE) Rates' section with a 'View Rates' button. Below this is a table of rates for various months.

Primary Destination	County	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$129	\$129	\$129	\$129	\$129	\$129	\$121	\$121	\$121	\$121	\$129	\$129

GSA TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATIONS ABOUT US

Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-Up >

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Search:

Primary Destination	County	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Orlando	Orange	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 1 of 1 entries

[Print Results](#) [New Search](#)

Note:

- 1) 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. 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.
- 2) Incidental expenses include tips and service charges related to lodging, baggage, and transportation. The traveler will not be reimbursed for these tips.
- 3) 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. 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.
- 4) Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses

Breakfast will only be allowed for travel that begins at 6:00 a.m. or before and a dinner meal will be allowed if the traveler returns to base after 6:00 p.m.

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.

Reimbursement for Travel

Employees who have acquired approval and travel on behalf of the college must complete a Statement of Official Travel in order to be reimbursed for travel expenses. The form must be submitted to the appropriate supervisor for processing. Requests for reimbursement should include all required forms, receipts, nametag, itineraries and other required documentation. These forms, receipts, itinerary and any other attachments to the payment request should be audited by the employee's department before submission for reimbursement.

Completing and Assembling the Payment Request

The hour of departure from and the hour of return to base should be shown on the itemized travel form for audit purposes. The approved travel request, pre-authorization, and any required receipts should be attached to requests for reimbursement. If the official travel is attendance at a conference or other planned event, attach a copy of the itinerary. All pre-approval travel requests should be submitted and reimbursement requests should utilize the form found on the College's website.

<https://calhoun.edu/personnel/forms-and-applications-for-calhoun-employees/>

Payment will be processed upon completion of the appropriate forms, documentation, and approvals. The Statement of Official Travel, with supporting documentation for in-state actual and out-of-state travel, including detailed receipts, will be retained in the business office file for audit.

Required Receipts

Receipts will be required for the following expenditures:

1. Commercial transportation - coach/tourist class
2. Vehicle rental – the College does not pay for rental insurance.
3. Gasoline purchases – itemized less federal tax.
4. Motel/hotel lodging – single rate only.
5. Registration fees with itemized breakdown. Request for reimbursement for additional meals is illegal and will be disallowed when included in registration fee.
6. Operating expenses of state-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
7. Parking fees. Traveler will only be reimbursed for the most economical method of parking.
8. Taxi / Uber costs – 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.
9. Miscellaneous expenses – receipts must be itemized.
10. Baggage fee receipts are required for reimbursement.

All supporting documentation should be securely attached to the expense form. The expense form should be assembled so that all information is visible and easy to read. All receipts should be taped to a piece of paper. Do not tape over pertinent information, tape will dissolve the receipt ink.

5.4.3.3 Payment of Travel for Group Functions

Code of Alabama 1975, Section 36-7-20, as amended, provides that a department may contract with a facility whereby expenses for meals and lodging are paid by such contract on behalf of the employees who are required to attend training sessions, schools, seminars, or other group functions. The department may pay the cost of room and board directly to the facility providing the services. Employees who must travel a distance that would require a meal while in route will be allowed a meal allowance based on the amount of time required for the commute. In no case can the cost of these services, including any meal allowances, exceed the amount allowed an individual employee for per diem for in-state travel.

When submitting for payment of contract travel, an itemized invoice will be required, as well as the purpose of the seminar, location and date of the meeting, a list of individual names attending, the number of nights lodging and room cost for each individual, the number of meals served and meal cost for each individual, and the total cost for each individual.

If an employee is filing for mileage reimbursement, the name and the location of the training session or seminar must be indicated on the travel claim form. Also, the date and time of departure and return to base, and each day's attendance at the session must be shown, even though no per diem is due. If a meal is being claimed while in route, the travel claim must indicate the time the contract travel takes effect. It should be noted on the form that no per diem is claimed due to contract travel status. If no mileage and/or meal allowance is claimed, no travel claim should be filed.

Employees taking possession and/or using the Calhoun Community College Visa Purchasing Card must adhere to the following guidelines:

- The Calhoun Community College Visa Purchasing Card will be protected and properly used in accordance with college policies and procedures, Alabama Community College System policies and guidelines, and the laws governing the State of Alabama.
- The card cannot and will not be used for personal purposes, nor will it be used to make any personal purchases for any friend, relative, neighbor, or associate.
- A receipt will be obtained from the establishment providing the goods or service itemizing the products purchased and will be submitted to the Business Office. Any charges applied to the card without an itemized receipt will result in repayment via payroll deduction from the responsible employee.
- The credit card will be returned to the Business Office of Calhoun Community College upon completion of the season.
- If the card is lost or stolen, notification will be made to the Business Office immediately.

- If improper use of the card transpires, the employee will be personally responsible for unauthorized charges, will be revoked of credit card privileges, and may be grounds for termination.
- Charges may not be applied to the credit card until the proper travel request form and purchase orders have been approved.

5.4.3.4 Payment for Prepaid Travel Expenses

The Code of Alabama 1975, Section 36-7-24 and 36-7-25, as amended, authorizes prepayment of travel expenses for employees when traveling within or outside of the state on official business. It will be the departments' responsibility to maintain detail accounting records of prepaid travel expenses for audit purposes. The College will prepay registration fees and airline fares upon completion of the Prepayment Agreement and purchase order.

No prepayment of expenses will be made from one fiscal year's appropriation when the trip is to be made in a different fiscal year. Travel advance and prepayment of expenses cannot be made with funds from the current budget fiscal year appropriation when the trip will occur in the following budget fiscal year. Payments related to advance travel or prepayment of travel expenses must be processed in the fiscal year that the trip occurs.

Prepaid Travel Expenses

Prepayment of travel expenses is defined as payments made directly to a vendor prior to the travel event. The individual must be a full-time employee of the College. Contract individuals are not eligible. The trip must be for official College business.

The traveler must complete a travel request form with the dollar amount to be prepaid indicated on the form. It must be signed by the traveler and approved by the employee's supervisor. The trip must also be authorized by the President and the Chancellor. A properly completed and signed Prepayment Agreement for In-State and Out-of-State Travel Expenses is to be attached for each employee for whom prepaid expenses are being made.

Upon completion of travel, the traveler is to complete and submit an itemized Out-of-State Travel Reimbursement Form within two weeks of completion of the trip. The approved Out-of-State Travel Request Form must accompany the travel expense form. The expense form must be typed or in ink and be signed by the traveler. Both signatures are required to be original signatures.

It shall be the responsibility of the employee's supervisor to recover public funds paid as prepaid travel expenses from the person to whom or on whose behalf such payments were made should any of the following events occur:

1. The travel for which payments were made did not take place, except prepaid travel expenses where situations beyond the individual's control such as business conflicts, family emergency, illness, etc. prevents the trip from being made.
2. The person to whom funds were prepaid, fails, or refuses to submit a travel form.

Should the department director be unable to recover funds owed to the College, he or she shall immediately notify the Chief Financial Officer so that appropriate legal action may be instituted to recover public funds owed.

5.4.3.5 Student Travel

Regardless of whether the travel is out-of-state or in-state, all students travelling in the service of the College should be reimbursed for their actual allowable expenses only.

POLICY NAME:	515.01 Agents, Vendors, and Solicitors
EFFECTIVE:	03-24-05
SUPERSEDES:	515.01 issued 12-08-94
SOURCE:	
CROSS REFERENCE:	

1. An agent, vendor, or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee.
2. An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.
3. On-campus solicitation or other solicitations originated by students to raise funds for institution-related activities may be permitted only with prior approval of the President or appropriate Dean. Solicitation for non-institution-related activities shall not be permitted on campus except with the approval of the President or a designee.

POLICY NAME:	710.01 Live Work
EFFECTIVE:	August 9, 2017
SUPERSEDES:	
SOURCE:	<i>ACT #2015-125</i>
CROSS REFERENCE:	

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

CHANCELLOR'S PROCEDURE FOR POLICY
710.01 LIVE WORK

Live work is a paid or contracted service performed by students under real-world working conditions as an integral part of a course of study to enhance their knowledge and skills.

1. Administration

The President of each college is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The President shall be responsible for maintaining appropriate records and ensuring that the state prescribed and approved accounting procedures are followed.

The Chancellor or Chancellor's designee must be notified in advance of all off-campus live work projects. In addition, the Chancellor must approve requests to build structures on campus for resale that exceed five thousand dollars (\$5,000). Colleges must adhere to state bid laws when providing live work.

2. Live Work

The scope and extent of live work will be well defined in writing before approval. Individuals and organizations requesting live work assume all associated risks. The following individuals and organizations may request live work:

- a. Tax supported programs and institutions
- b. Active and retired public employees/officials
- c. Students in Alabama Community College System institutions
- d. Program advisory committee members
- e. Charitable organizations
- f. The general public when the live work is of a recurring, small-scale nature, such as health and beauty services
- g. Other individuals and organizations when the President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative

3. Each College must document all live work performed during the fiscal year (October 1 – September 30) and prepare a Live Work Summary Report for submission to the Director of Career and Technical Education by October 31.

4. Release of Institution Liability

POLICY NAME:	710.02: Live Work: Off Campus
EFFECTIVE:	06/26/08
SUPERSEDES:	710.03 issued 3-26-98; 12-08-94; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

1. The President or designee must approve off-campus live work projects.
2. Off-campus live work projects for any authorized individual or organization involving more than 30 clock hours must be approved by the Chancellor or Chancellor's designee.
3. Guidelines for implementation of this policy shall be established by the Chancellor.

POLICY NAME:	710.03: Live Work: Building Structure on Campus for Resale
EFFECTIVE:	06-26-08
SUPERSEDES:	710.04 issued 12-08-94; 08-30-77; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

1. The State Board of Education authorizes college to build structures on campus for resale.
2. The Chancellor must approve requests for structures exceeding five-thousand dollars (\$5,000).
3. The college must adhere to state bid laws.
4. Guidelines for implementation of this policy shall be established by the Chancellor.

Alabama Community College System Board of Trustees



Governor Kay Ivey
President
Alabama Community College System
Board of Trustees

Alabama State Capitol
600 Dexter Avenue
Montgomery, AL 36130

Phone: 334.242.7100
Fax: 334.353.0004



Board Position: Member-At-Large
**Occupation: Owner/President, Pugh Wright McAnally, Inc. Civil
Engineering and Land Surveying | Current Term: 2019-2023**

Mr. Blake McAnally
P.O. Box 2419
Decatur, AL 35602

Phone: 256.566.4009
blake.mcanally@accs.edu



Board Position: Congressional **District 1**
Occupation: Owner, Thompson Properties | Current Term: 2015-2021

307 Hand Avenue
Bay Minette, AL 36507

Phone: 251.937.2941
al.thompson@accs.edu



Board Position: Congressional **District 2**
Current Term: 2019-2023

206 Aberdeen Avenue
Enterprise, AL 36330

Phone: 334.406.8000
jmitchell@mitchellauto.com



Board Position: Congressional **District 3**
Occupation: Director of Marketing, Russel Medical Center | Current Term: 2015-2021

423 Auburn Drive
Alexander City, AL 35010

Phone: 256.749.5113
sfoy@russellmedcenter.com

susanfoy63@gmail.com



Board Position: Congressional **District 4**
Occupation: Mr. Woods is a second-generation entrepreneur and Manager of Jasper Auto Sales | Current Term: 2019-2023

3103 Old Birmingham Hwy
Jasper, AL 35501

Phone: 205.275.1084
mattw.jas@gmail.com



Board Position: Congressional District 5
Occupation: Vice President of Development, Decatur-Morgan County Chamber of Commerce | Current Term: 2015-2021

P.O. Box 2003
Decatur, AL 35602

Phone: 256.303.2020
crystal@dcc.org



Board Position: Congressional District 6
Occupation: Director, Industrial Business Development, BL Harbert International, LLC | Current Term: 2019-2023

P.O. Box 43412
Birmingham, AL 35243

Phone: 334.328.8070
milton.davis@accs.edu



Board Position: Congressional District 7
Occupation: Human Resources Manager, RockTenn Paper and Forest Products | Current Term: 2015-2021

P.O. Box 29
Demopolis, AL 36732

Phone: 251.752.3351
chuck.smith@accs.edu



Board Position: Ex officio
Mr. Jeffrey Newman
P.O. Box 266
Millport, AL 35576

Phone: 205.712.0011
newmanjef@hotmail.com

POLICY NAME:	510.01: Safety and Security
EFFECTIVE:	03-24-05
SUPERSEDES:	510.01 issued 12-08-94; 1982
SOURCE:	
CROSS REFERENCE:	

Each institution shall provide a safe environment for students, faculty, staff, and other campus visitors. A person who is not a student, officer, or employee of the institution; who is not authorized by employment or by status as a student of the institution to be on campus or at any other facility owned, operated, or controlled by the governing board of the institution; or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility; or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the institution to leave the campus or facility. If the person fails to do so, trespass charges may be made by the institution through the appropriate local law enforcement agency or court.