

# EMPLOYEE HANDBOOK

Authorized By: Alabama State Board of Education

**Revised July 2013**

H. Councill Trenholm State Technical College is accredited by the  
The Accrediting Commission of the Council on Occupational Education  
(41 Perimeter Center East, NE - Suite 640 Atlanta, GA 303461-800-917-2081)  
to award Associate Degrees, Certificates and Short Term (Specialized Training) Certificates

## ACCREDITATION AND CERTIFICATIONS

The College is accredited by the Council on Occupational Education.

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898  
Website: <http://www.council.org/>

In addition, individual programs are accredited or certified by the following agencies:

Culinary Arts	American Culinary Federation, Inc. (ACF)
Dental Assisting	American Dental Association, Commission on Dental Accreditation (ADA)
Diagnostic Medical Sonography	Joint Review Committee on Diagnostic Medical Sonography JRC-DMS (CAAHEP)
Emergency Medical/ Paramedic	Commission on Accreditation of Allied Health Education Programs (CAAHEP)  Joint Review Committee on Education for the EMT/ Paramedic
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP)  Association of Medical Assistants' Endowment
Medical Radiologic Technology	Joint Review Committee on Education in Radiologic Technology JRCERT
Practical Nursing	National League for Nursing Accrediting Commission  Alabama Board of Nursing

Automotive Service Technology	National Automotive Technician Education Foundation (NATEF)
Computer Information	Cisco Certified Network Associate (CCNA) Systems Technology
Industrial Electronics Technology	National Association of Radio and Telecommunications Engineers (NARTE)
Massage Therapy	Alabama Board of Massage Therapy  National Certification Board for Therapeutic Massage (NCBTMB)  Associated Bodywork and Massage Professionals (ABMP)
Truck Driver Training	U. S. Department of Transportation (DOT)

## **Equal Opportunity In Education and Employment**

It is the official policy of the Alabama Department of Postsecondary Education and H. Councill Trenholm State Technical College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

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## PREFACE

This handbook serves as one of the sources of information which supports the mission of the College and which guides the faculty and staff toward accomplishing the objectives of the College. It contains several guidelines developed in support of the Alabama State Board of Education policies. These guidelines include statements about advising, benefits, employment, evaluation, instruction and services. This handbook also contains several specific Alabama State Board of Education policies about which inquiries often arise. Various forms referenced in the body of the handbook which are used in the operation of the College can be located on College intranet at [http://intranet.trenholmstate.edu/TTECH/forms\\_page.htm](http://intranet.trenholmstate.edu/TTECH/forms_page.htm).

This handbook is meant to be a resource for the faculty and staff to foster the smooth operation of the College. It is not intended to be a contract between the employee and the College. In addition, statements inadvertently in conflict with a Federal or state statute or Alabama State Board of Education policy have no legal force or effect.

Any policy found in this handbook which is contrary to the language or intent of policies found in the current edition of Policies, Procedures, and Regulations Governing Alabama State Community, Junior, and Technical Colleges/Institutes is null and void. A copy of the State Policy Manual referenced above may be found in the President's offices on both campuses. State Board Policies are available for review at [www.accs.cc/BoardPolicies.aspx](http://www.accs.cc/BoardPolicies.aspx). All College employees, programs and services are subject to the policies of the Alabama State Board of Education, regardless of whether or not the policy is discussed or presented in this handbook. Any policy in this handbook which is contrary to federal or state law or to State Board Policy is null and void.

## **COMPLIANCE POLICY**

It is the official policy of the Alabama Department of Education, Department of Postsecondary Education, and H. Council Trenholm State Technical College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. H. Council Trenholm State Technical 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 Acts of 1964 and the Regulations issued thereunder. It is also the policy of H. Council Trenholm State Technical College 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 College adheres to Federal Policies under Title IX prohibiting discrimination on the basis of sex and provides protection against acts of sexual harassment. The Title VI and IX Coordinators for the College are:

### **Title VI**

Geneva Patterson  
Library Tower  
Trenholm Campus  
1225 Air Base Boulevard  
Montgomery, AL 36108  
Telephone (334) 420-4330

### **Title IX**

Martha Arrington  
Building B  
Patterson Campus  
3920 Troy Highway  
Montgomery, AL 36116  
Telephone (334) 420-4292

## **AMERICANS WITH DISABILITIES ACT (ADA)**

In addition, the College is in compliance with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in the recruitment and employment of faculty and staff, or the operation of any of its programs and activities as specific by Federal Law and Regulations. The College is actively pursuing the guidelines in compliance of the Americans with Disabilities Act. ADA prohibits discrimination on the basis of disability for employees or students. The coordinator for compliance is:

**Section 504 (ADA)**

Beverly Ross  
Building F  
Trenholm Campus  
1225 Air Base Blvd.  
Montgomery, AL 36116  
Telephone 334-420-4332

Persons who believe they have been subjected to discrimination prohibited by Title VI, IX, Section 504, or an Act or Regulation issued thereunder may file with this College a written complaint.

**Accommodations:**

Students, visitors, and employees requesting accommodations or further information should contact the ADA coordinator. Requests for accommodations will be considered on a case-by-case basis. The college is not required to evaluate students or others requesting accommodation, or pay for such an evaluation. It is the requesting party's responsibility to provide appropriate documentation or evidence of disability and request accommodations.

**Handbook Changes**

Any changes needed in policies or procedures should be addressed with the person or committee with primary responsibility for that section and Dean of Instruction or the President. To incorporate such changes, the assigned person or committee should submit to the Office of Human Resources an edited section of the handbook or replacement pages, with the source of approval noted. Any new policies or procedures will be communicated to the employees through memorandum by the President or Dean of Instruction. The Office of Human Resources will be responsible for the inclusion of new policy and procedures into the handbook and will issue page updates annually at the beginning of the academic year.

The Office of Human Resources will make revisions that need to be made to the handbook, due to policy changes made by the State Board of Education. These revisions will be prepared and page updates will be issued as needed. The entire handbook is revised on alternating years beginning with the year 2006-2007.

# COLLEGE INFORMATION

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## INTRODUCTION

H. Councill Trenholm State Technical College is a comprehensive two-year technical college located in Montgomery, Alabama. The College provides technical certificate and degree programs; adult learning opportunities; civic, social, cultural and personal development opportunities; business and industry training opportunities; and support of economic development for the central Alabama region. The College is part of the Alabama Community College System, a statewide system of postsecondary colleges governed by the Alabama Board of Education.

The College operates two campuses, the Patterson Campus and the Trenholm Campus, and provides educational services for Montgomery and the surrounding area.

H. Councill Trenholm State Technical College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic growth; and enhance the quality of life for the people of central Alabama. The College operating as a single entity, integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Councill Trenholm State Technical College helps students obtain real educational opportunities, offering promising students a better beginning. The college's efforts are focused by its mission and vision statements and guided by the values and goal statements developed and reviewed regularly by its employees as part of the college's annual planning process.

## PURPOSE

H. Councill Trenholm State Technical College provides vocational, technical, academic, and lifelong educational opportunities; promotes economic growth; and enhances the quality of life for the people of central Alabama. The College, operating as one entity, integrates all programs and services where feasible into a single delivery system that is committed to providing comprehensive technical services to its community.

## VISION STATEMENT

H. Councill Trenholm State Technical College will provide a dynamic learner-centered environment where excellence in teaching, learning, and serving improves the lives of its students and the community it serves.

## **INSTITUTIONAL MISSION**

H. Councill Trenholm State Technical College is an associate degree granting institution with the mission to provide accessible educational opportunities, including credit and non-credit courses and certificates, for career preparation, advancement, and life-long learning as well as to promote economic growth and enhance the quality of life for residents of Central Alabama.

The President's Cabinet will review periodically and will conduct a mission review with stakeholders as needed.

## **VALUES**

We believe:

- Each employee, student, and graduate of the College must live by a code of conduct that reflects integrity, professionalism, and caring for the dignity, value, and cultural diversity of individual human beings.
- Quality educational opportunities must be affordable, convenient, and geographically accessible for all students, no matter where they are in life.
- Learning is a lifelong process reflected in an academic continuum of transitional, pre-college, general, technical, continuing, and adult education; customized skill training; and, one-stop career development.
- In ensuring an accessible and supportive environment that empowers and nurtures students, graduates, and employees to make a positive difference in people's lives and meaningful contributions to society.
- In developing and nurturing partnerships with business, industry, labor, government, educational systems, and our communities.
- In being focused on teaching, learning, and dedication to student success.
- In using the resources entrusted to us in an accountable and responsible manner.

## **INSTITUTIONAL GOALS**

- Goal 1: To ensure provision of and access to quality instruction and lifelong learning in current and emerging fields for a diverse population.
- Goal 2: To provide comprehensive services and resources to promote student success.
- Goal 3: To enhance economic and workforce development in the region by providing quality training programs and services for area employers and the community.
- Goal 4: To ensure the long-term viability of the College by maintaining a system of assessment and accountability.
- Goal 5: To ensure continual enhancement of student learning by integrating the most up-to-date technological, curricular and environmental resources into its teaching, service, support, and administrative functions.

## **THE COLLEGE CAMPUSES**

The physical resources of H. Councill Trenholm State Technical College consist of two campuses and several instructional sites. All College facilities are easily accessible to the public. Both campuses are located on and close to major thoroughfares.

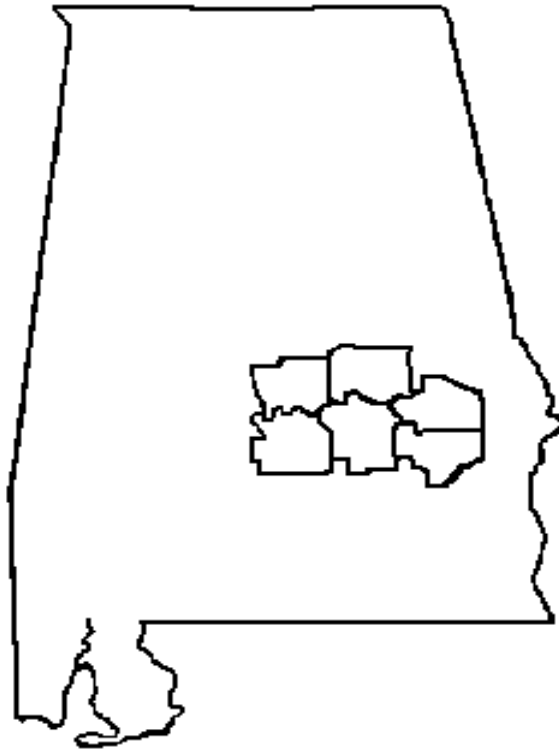
The Patterson campus is located at 3920 Troy Highway, Montgomery, Alabama. The campus rests on forty-three acres of land with fourteen buildings. The Patterson campus has two extended instructional sites, the Truck Driving Training Center, located at 5420 Troy Highway, and the Service Occupations Building, which is currently housing the Massage Therapy and Cosmetology programs, located at 6240 Brewbaker Boulevard.

The Trenholm campus is located at 1225 Air Base Boulevard, Montgomery, Alabama. This campus rests on thirty-five acres of land and consists of fourteen buildings, including the Learning Resource Center (Library Tower) located at 3086 Mobile Highway and the GED Program at 1625 Lake Street. The Culinary Arts program is located at 8 Commerce Street in the downtown area.

## **COLLEGE SERVICE AREA**

The College service area consists of primarily a six county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correctional education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; Lowndes County and Autauga County, in cooperation with Wallace Community College-Selma. The area consists of urban, suburban, and rural populations.

### ***SERVICE AREA MAP***





## **COLLEGE OPERATING HOURS**

### **College Normal Operating Hours shall be:**

7:30 a.m. - 10:30 p.m.	Monday – Thursday
7:30 a.m. - 11:30 a.m.	Friday
as needed	Saturday – Sunday

### **Class Time:**

Normal Class Time shall be:

8:00 a.m. – 10:30 p.m.	Monday – Friday
as needed	Saturday – Sunday

### **Admissions & Financial Aid**

Normal Operating Hours shall be:

7:30 a.m. - 5:30 p.m.	Monday – Thursday
7:30 a.m. - 11:30 a.m.	Friday

At the beginning of each Term through Add/Drop Period  
7:30 a.m. - 8:00 p.m.

### **Business Office**

Normal Operating Hours shall be:

7:30 a.m. - 5:30 p.m.	Monday – Thursday
7:30 a.m. - 11:30 a.m.	Friday

### **Cashier**

Normal Operating Hours shall be:

7:30 a.m. - 5:15 p.m.	Monday – Thursday
7:30 a.m. - 11:15a.m.	Friday

Patterson Campus

7:30 a.m. – 2:45 p.m.	Monday – Thursday
7:30 a.m. - 11:15a.m.	Friday

At the beginning of each Term through Add/Drop Period  
7:30 a.m. – 8:00 p.m.

### **Bookstore**

The Bookstore hours are dictated by the bookstore vendor (TBC OnCourse). The onsite bookstore is open the first eight days of the Fall and Spring semesters and is open the first four days of the Summer semester. The bookstore is available online after the onsite bookstore location closes.

## **HISTORY OF TRENHOLM STATE**

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College and H. Councill Trenholm State Technical College in April 2000. The Trenholm Campus was designated as the main campus of the combined institutions. Both institutions were accredited by the Council on Occupational Education, which granted approval for the merger in March 2002.

### **Patterson Campus**

The John M. Patterson State Technical School was established as a result of the 1947 passage of Regional Vocational and Trade School Act 673 by the Alabama State Legislature. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. The school opened on September 4, 1962. Patterson was named a technical college by action of the State Board of Education in 1974.

### **Trenholm Campus**

H. Councill Trenholm State Technical College was authorized by the Alabama State Legislature in May 1963. Construction was completed and classes began in August 1966, with the City of Montgomery and the Montgomery County Board of Revenue contributing to construction costs. The College was named for the late Dr. Harper Councill Trenholm, a past president of Alabama State University.

## **ORGANIZATION AND ADMINISTRATION**

H. Councill Trenholm State Technical College is a two-year public institution of higher education operating as part of the two-year Alabama Community College System. The organization and administration of H. Councill Trenholm State Technical College is under the supervision and direction of the elected Alabama State Board of Education and the appointed Chancellor of the Alabama Community College System.

The State Board of Education is composed of the Governor, as ex-officio member, and eight elected members. Alabama is divided into eight school districts and one member is elected from each district. State Board members serve four-year terms. The Governor is president of the State Board and a vice president is elected from its members annually on the second Tuesday in July.

For the purpose of assisting the State Board of Education in carrying out its authority and responsibilities for each of the colleges, the State Board appoints a Chancellor who also serves as Chief Executive Officer of the Department of Postsecondary Education. The Chancellor serves at the pleasure of the State Board of Education but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the Alabama State Board of Education and heads the College's organizational structure. Specific areas of operation include: Student Services; Instructional Services; Development Planning/Research; Finance and Administrative Services, and Information Technology. Each of these areas functions under the guidance of a Dean or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the State Board of Education policies and all applicable state and federal laws. This organizational structure is in compliance with the Handbook of Accreditation of the Council on Occupational Education and Guidelines of the Alabama State Board of Education.

A College Advisory Council composed of representatives of area industry, business and management assists the Administration. The Council serves in an advisory capacity to the President in promoting the interest and general welfare of the College.

## COLLEGE ADMINISTRATION

Sam Munnerlyn .....President

Wilford Holt .....Dean of Workforce Development

Vacant..... Dean of Finance & Administrative Services

Beverly Ross ..... Dean of Students

Dr. Suresh Kaushik .....Dean of Development

Barbara Anne Spears ..... Dean of Instructions

Charles Harris .....Assistant Dean of Information Technology  
& Campus Security

Dr. Mimi Johnson .....Director of Institutional Research &  
Advancement

Catherine Wright ..... Comptroller

Arlinda Knight .....Marketing & Title III Director

Angela Cone ..... Administrative Assistant to the President

## **INSTRUCTIONAL DIVISION DIRECTORS**

A Division Director shall be appointed for each instructional division to coordinate the activities of Program Coordinators in discharging the responsibilities assigned to the Division, including distributing information and materials to programs and instructors, collecting data, assisting in program development, and assisting in instructor evaluations.

Instructional Division Director is a temporary assignment which will be evaluated annually. The assignment of Instructional Division Director shall be made by the President upon recommendation of the Dean of Instruction.

## **INSTRUCTIONAL PROGRAM COORDINATORS**

A Program Coordinator shall be designated for each instructional program area. In programs with more than one instructor the President shall designate the Program Coordinator upon recommendation of the Division Director and the Dean of Instruction. The designation as Program Coordinator is a temporary assignment which will be evaluated annually.

## THE ALABAMA STATE BOARD OF EDUCATION

Governor Robert Bentley	President	Alabama State Capitol Room N-104 600 Dexter Avenue Montgomery, AL 36130
Ms. Tracy Roberts	District I	31490 Tara Boulevard West Spanish Fort, Alabama 36527
Mrs. Betty Peters	District II	526 Beatrice Road Kinsey, AL 36303
Mrs. Stephanie W. Bell	District III	3218 Lancaster Lane Montgomery, Alabama 36106
Dr. Yvette Richardson	District IV	P. O. Box 785 Fairfield, AL 35064
Mrs. Ella B. Bell	District V	2634 Airwood Drive Montgomery, Alabama 36108
Dr. Charles Elliott President	District VI	Post Office Box 1584 Decatur, AL 35602
Mr. Jeff Newman	District VII	261 Newman Drive Millport, Alabama 35576
Ms. Mary Scott Hunter	District VIII	Post Office Box 18572 Huntsville, Alabama 35801

## DEPARTMENT OF POSTSECONDARY EDUCATION

Dr. Mark Heinrich	Chancellor	135 South Union Street Montgomery, AL 36104
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## COLLEGE ADVISORY COUNCIL

Standards of quality are maintained through the assistance of an advisory council. The advisory council, whose membership reflects representation of business and industry, serves in an advisory capacity to the President of H. Councilll Trenholm State Technical College. The council makes recommendations concerning H. Councilll Trenholm State Technical College's programs; i.e., they stay abreast of current trends. In addition to the college advisory council there is a program advisory committee for each specific program.

### ADVISORY COUNCIL MEMBERS

Ms. Jacquie Allen  
AIDT  
One Technology Court  
Montgomery, AL 36116-3200  
280-4440  
[jallen@aidt.edu](mailto:jallen@aidt.edu)

Mr. James Bates  
313 S. Anton Drive  
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[jrbdiamond@charter.net](mailto:jrbdiamond@charter.net)  
285-9300

Mr. Terry Benton  
Dept. of Human Resources  
3030 Mobile Highway  
Montgomery, AL 36125  
293-3100  
[terry.benton@dhr.alabama.gov](mailto:terry.benton@dhr.alabama.gov)

Mr. Harold Boone  
Montgomery Chamber of Commerce  
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224-2371  
[joycbrown@uab.edu](mailto:joycbrown@uab.edu)

Ms. Donna Cooper  
Compass Bank  
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Montgomery, AL 36116  
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Montgomery, AL 36106-3078  
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**H. Councill Trenholm State Technical College  
List of Programs**

11/7/2012

Programs	Campus Location	Department Code	High School Diploma or GED Required	AAT Degree	Certificate	Short Term Certificate	Industry Certification/ Articulation Agreement	Time Offered Day or Night
Accounting Technology	Trenholm	ACT	Y	X	X		*	Both
A/C & Refrigeration Technology	Patterson	ACR	Y	X	X	X		Both
Apparel & Design	Patterson	CMS	N			X	*	Both
Automotive Collision Repair	Trenholm	ABR	N		X	X		Both
Automotive Manufacturing Technology	Patterson	AUT	Y	X	X	X		Both
Automotive Technology	Patterson	ASE	Y	X	X	X	*, @	Day
Computer Information Systems	Both	DPT	Y	X		X	*, @	Both
Cosmetology (Must complete 10th grade) Cosmetology Instructor Training # (Not Pell Eligible)	Patterson	COS CIT	N Y		X	X X	*, @	Both
Culinary Arts/Hospitality Management	Downtown	CUA	Y	X	X		*, @	Both
Dental Assisting Technology	Trenholm	DAT	Y	X	X	X	*, @	Day
Diagnostic Medical Sonography ^	Trenholm	DMS	Y	X			@	Day
Diesel Mechanics	Patterson	DEM	N		X	X		Day
Drafting & Design Technology	Patterson	DDT	Y	X	X	X		Day
Early Care & Education	Trenholm	CGM	Y	X	X		*	Both
Electrical Technology Electrical/Instrumentation	Patterson	ELT	Y Y	X X		X X	*	Both
Emergency Medical Technician/ Paramedic Emergency Medical Technician - Advanced Basic # (Not Pell Eligible)	Trenholm	EPT EMT	Y Y	X X	X		*, @ * *, @	Both
Entertainment Media Production	Patterson	RTV	Y			X		Night
Graphic Design	Patterson	GRD	Y	X	X	X	*	Day
Industrial Electronics Technology	Patterson	ILT	Y	X		X	*	Both
Industrial Maintenance Technology	Patterson	INT	Y	X		X	*	Both
Machine Tool Technology Injection Mold	Patterson	MTT	Y Y	X X	X	X	*	Day
Massage, Therapeutic	Patterson	MSG	Y			X	@	Day
Medical Assisting Technology Medical Billing & Coding	Trenholm	MAT MBC	Y Y	X			*, @ X	Day Day
Medical Radiologic Technology ^	Trenholm	RAD	Y	X			@	Day
Nursing Assisting/Home Health Aide	Trenholm	NAS	N			X	*, @	Day
Office Administration	Trenholm	SET	Y	X	X		*	Both
Practical Nursing ^	Trenholm	NUR	Y		X		*, @	Day
Truck Driving # (Not Pell Eligible)	Patterson	TRK	N			X	*, @	Both
Welding	Patterson	WDT	N		X	X	*	Both

\* Programs with High School Articulation Agreements @ Programs with certification or accreditation by the industry

# Not Pell Grant eligible

^ Selective admissions program – not all applicants will be admitted; specific program requirements apply

## **STANDING COMMITTEES/TEAMS OF THE COLLEGE**

A number of standing committees/teams is appointed to serve the College. Standing committees/teams serve the College by providing for a broad base of experience, perspective and knowledge into the planning, implementation and evaluation decisions effecting the operation of the institution. Each employee of the institution shall be appointed to one or more standing committees. Functioning on these committees/teams is an integral part of the employee's job responsibilities.

Below is a list of the teams of the college that are associated with governance of the college. All collegiate teams are required to meet at least annually and submit a copy of the minutes to the Office of the President. The purpose, structure and members of these committees/teams are published by the College in a separate publication each year.

### **STANDING TEAMS OF FACULTY AND STAFF 2012-2014**

Academic Calendar Team	Health and Safety Team
Academic Council	Information Technology Advisory Team
Administrative Council	Leadership Trenholm Steering Committee
Admissions Evaluation Team	Learning Resources Team
Catalog/Handbook Team	Lyceum Team
Climate and Culture Team	Marketing Team
College Advisory Council	President's Cabinet
Commencement Program Team	Program Advisory Teams
Curriculum Team	Registration Team
Distance Education Team	Retention
Employee Handbook Committee	Scholarship Team
Enrollment Management Team	Sick Leave Bank Team
Event Planning Team	Student Disciplinary Team
Facilities Master Plan Team	Sunshine/Flower Fund Team
Grievance Team	

### **ADVISORY TEAMS/COUNCILS**

College Advisory Council  
Program Advisory Teams

# EMPLOYEE RELATIONS

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## CODE OF CONDUCT

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

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

1. Sexual Harassment (SBE 601.04)
2. Gambling on College campuses (SBE 513.01)
3. Smoking in prohibited areas (SBE 514.01)
4. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions (SBE 511.01)
5. Absence from work without approved leave (SBE 618.01)
6. Disclosure of confidential information (SBE 616.01 and 809.01)
7. Failure to report for duty at the beginning of a semester (SBE 619.01)
8. Pursuit of individual interest resulting in a conflict with the interest of the College (SBE 615.01)
9. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (SBE 601.01, 601.02, and 601.04)
10. Use of official position and influence to further personal gain or that of a family member or personal associate (SBE 615.01)

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

Theft, tardiness, disruptive conduct, sleeping on the job, abuse of equipment or facilities, violation of published safety regulations, unauthorized solicitations on work premises, use of abusive or threatening communications, unauthorized use of equipment, facilities, or other resources, physical or verbal abuse of persons within the College community, possession or use of alcohol or other controlled substances on campus, and any form of fraud, dishonesty, or falsification of student records, employment applications, or records kept in performance of job duties.

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

## **CONFIDENTIALITY**

H. Councill Trenholm State Technical College (Trenholm State) maintains strict confidentiality and security of records in compliance with the Privacy Act of 1974 and Health Insurance Portability and Accountability Act (HIPAA), in addition to other federal and state laws. These laws pertain to the security of all records that contain information that could reveal private information concerning an employee.

Faculty, staff, and students or others may have access to such private information to the extent necessary to perform their duties. As an individual with access to private information of the college, you are required to protect against unauthorized access, ensure the security and privacy, and disclose any anticipated threats or hazards to such information. You must be very careful not to release this information to any individuals, including but not limited to unauthorized college employees or students who do not have a legitimate college or business need to know. If in doubt, you should act to preserve the confidence of information requested, until you have verified Trenholm State's policies through your supervisor or the Office of Human Resources.

Information may not be used, disclosed, copied, sold, loaned, reviewed, altered or destroyed except as properly authorized by the appropriate college official within the scope of applicable federal or state laws, including record retention schedules and corresponding policies. No Trenholm State employee, student or other individual is permitted to realize any personal gain as a result of disclosing or using confidential information. This obligation of nondisclosure or unauthorized use continues indefinitely, even after your relationship with Trenholm State ends.

As faculty, staff, student, or volunteer of Trenholm State, you must abide by the rules, regulations, policies and procedures of Trenholm State as well as federal and state laws applicable to your position at the college. Your failure to comply with any applicable law or procedure may result in the revocation of your access to confidential information; disciplinary action, including termination of employment; criminal and/or civil penalties, depending upon the nature and severity of the breach of confidentiality.

## **GRIEVANCE AND APPEAL PROCEDURE**

H. Council Trenholm State Technical College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by H. Council Trenholm State Technical College.

### **INITIAL STEPS TO RESOLVE A COMPLAINT**

#### **Employees**

Any College employee who wishes to make a complaint shall report that complaint in writing to his/her immediate supervisor. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence.

If, after discussion between the employee and the supervisor, it is determined that the complaint can be resolved immediately, the supervisor will take action to resolve the complaint and will submit a report to the President within ten (10) working days of the filing of the complaint and the resolution of the complaint. If an employee filing the complaint against an immediate supervisor who is a dean or who is the president, the complaint should go to the Human Resources Director. If the Human Resources Director has a complaint, it should go to the individual who is on file as being second in command at the college. In no case should a complaint go directly to the President.

#### **Students**

Any student enrolled at the College who wishes to make a complaint about a non-academic matter shall report that complaint in writing to the Dean of Students within ten (10) business days of the occurrence. The Dean of Students must refer complaints concerning Title IX, Section 504, and other such matters to the College Grievance Officer.

Any student who wishes to make a complaint about an academic matter shall report that complaint in writing to the instructor, or if related to the instructor's actions, the complaint goes to the Program Coordinator. If the Program Coordinator is the instructor, the complaint goes to the Division Chair; if unresolved, the complaint goes to the Dean. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence. The college Grievance Officer, Dr. Jackie Petterson is located in building F in Student Support Services on the Trenholm Campus and in building M on the Patterson Campus. Dr. Peterson may be contacted by calling 420-4298 or 420-4468. If, after discussion between the student and the

respective College official, it is determined that the complaint can be resolved immediately, the College official will take action to resolve the complaint and will submit a report within ten (10) working days of the filing of the complaint to the President, the College Grievance Officer and such other appropriate College official(s) as the President may designate, detailing both the complaint and its resolution.

## **PLAN OF RESOLUTION**

If the student's or employee's complaint cannot be resolved immediately, but requires instead a "plan of resolution," the College official to whom the complaint was made shall submit a written report to the President, the College Grievance officer and such other appropriate College official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

## **GRIEVANCE PROCEDURE**

If a student's or employee's complaint cannot be resolved at the first level of supervision as described in paragraphs above, such an unresolved complaint shall be termed a "grievance." An employee or student who submits a complaint to the appropriate College official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) business days, shall have the right to file with the College Grievance Officer a written statement detailing the grievance. The College Grievance Officer is Dr. Jacqueline Peterson located in building F, Trenholm Campus and Building M, Patterson Campus and can be reached at extensions 4298 and 4468. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation or policy which the Complainant believes to have been violated. The Complainant shall file any claim involving illegal discrimination within thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the Complainant knew or should have known that the alleged discriminatory act took place.

## **INVESTIGATION, HEARING AND FINDINGS**

The College shall have thirty (30) calendar days from the date of the receipt by the Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Complainant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President or designee to the Complainant either in person or by certified mail sent to the Complainant's home address.

## **INVESTIGATION PROCEDURES**

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation or policy, if any. The factual findings of the investigation by the Grievance Officer shall be stated in a written report which shall be submitted to the Complainant and to the party against whom the complaint was made (the "respondent") and shall be made a part of the hearing record, if a hearing is requested by the Complainant. Each of the parties shall have the opportunity to file written objections to any of the findings and to make their objections a part of the hearing record. In the event that the Complainant does not request a hearing, the Grievance Officer's report shall be filed with the President and a copy provided to the Complainant and respondent.

## **HEARING PROCEDURES**

In the event that the Complainant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or person or committee shall notify the

Complainant, and each respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing the Complainant and the respondent shall be read the grievance statement. After the grievance is read into the record, the Complainant will have the opportunity to present such oral testimony and other supporting evidence he/she shall deem appropriate to his/her claim. Each respondent shall then be given the opportunity to present such oral testimony and other evidence, as he/she deems appropriate to the respondent's defense against the charges. In the event that the College or the administration of the College at large is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witness. In the event that the College is the respondent, the College representative shall not be an attorney or use an attorney unless the Complainant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as a part of the hearing record.

## **REPORT OF FINDINGS AND CONCLUSIONS OF LAW**

Following the hearing, there shall be a written report to the President of the findings of the hearing officer or of the chairperson of the committee, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations or policy relevant to the grievance, and;
6. Recommendation(s) to the President arising from the grievance and the hearing thereon.



## **AVAILABLE APPEALS**

The President or designee shall submit a completed report, using Grievance Form A, to the Complainant and the respondent(s) and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of illegal discrimination, the Complainant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Community College System, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the Grievance Officer and the Chancellor of the Alabama Community College System within fifteen (15) calendar days following the Complainant's receipt of the committee report.
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Complainant's receipt of the report, the Complainant's right to appeal shall be forfeited.

## **CHANCELLOR'S REVIEW**

The Chancellor shall have thirty (30) calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the Chancellor) and to file a report of the Chancellor's findings of fact and conclusions of law. The Chancellor shall have authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part, the findings arising from the College grievance hearing. The Chancellor's report shall be served to the Complainant and respondent(s) by personal service or by certified mail, return receipt requested, to the Complainant and respondent(s) at their respective home addresses.

## **APPEAL TO THE ALABAMA STATE BOARD OF EDUCATION**

Except in cases involving a claim alleging illegal discrimination based on gender, handicap or disability, the Chancellor's report shall not be appealable. However, pursuant to the Alabama State Board of Education Policy, a Complainant who is alleging a claim of illegal discrimination based on gender, handicap or disability may file an appeal to the Alabama State Board of Education for a review of the Chancellor's findings and the findings arising from the College grievance hearing.

A Complainant who has grounds for appealing the findings of the Chancellor to the Alabama State Board of Education may do so by:

1. Filing the notice of appeal, using Grievance Form C, to the Alabama State Board of Education within fifteen (15) calendar days following the Complainant's receipt of the report of the Chancellor's findings and
2. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the Chancellor.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15) day following the Complainant's receipt of the Chancellor's report, the Complainant's right to appeal shall be forfeited.

## **REVIEW BY ALABAMA STATE BOARD OF EDUCATION**

The Alabama State Board of Education shall have thirty (30) calendar days following its receipt of the Complainant's notice of appeal, [which shall be presented to the Alabama State Board of Education, or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal] to investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College hearing officer/committee, to hold an appellate hearing and to file a report of the Alabama State Board of Education findings of fact and conclusions of law. The Alabama State Board of Education shall have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part the findings and conclusions of the Chancellor. The report of the Alabama State Board of Education shall be served to the Complainant and respondent(s) by personal service or by certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Alabama State Board of Education shall not be further appealable within the Alabama Community College System. However, the Complainant shall not be precluded from filing his/her grievance with an appropriate court or an administrative agency such as the Office for Civil Rights of the U.S. Department of Education or the Equal Employment Opportunity Commission.

## **GENERAL RULE ON FILINGS**

If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.

# EMPLOYMENT POLICIES

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## HIRING PROCESS

Trenholm State Technical College fills all full-time and part-time vacancies as pursuant to state board policy 602.02 and the Alabama Community College System Memorandum 2008-LGL-224.

### Hiring Authority

*Only* the President has hiring authority for all positions (full-time and part-time) at the college. A potential employee is not officially hired until approved by the President.

### Process

- I. The appropriate administrator must discuss justification to fill a position with the President prior to sending any correspondence to the Office of Human Resources.
- II. The Office of Human Resources will initiate the approval to fill a position from the Department of Postsecondary Education upon request from the President to fill a vacant or new full-time and part-time position with the college.
- III. The vacancy announcement will be developed from the job description and approved by the appropriate administrator and the President. The vacancy announcement shall include, but is not limited to, the following:

Job description and title;

1. Required qualifications;
2. Salary schedule and amount;
3. Information regarding the location for submitting applications;
4. Information regarding any deadline for receipt of applications;
5. Any other relevant information.

### Full-time Positions

- IV. Vacancy announcements will be posted and distributed upon approval from the Department of Postsecondary Education to fill position from the Chancellor.
  - A. Vacancy announcements for Salary Schedule B, C, D, E, and H positions will be posted and/or sent electronically to all employees. Vacancy announcements for

Schedule B, C, and D positions will be advertised in at least one daily weekly newspaper published in the College service area and at least one daily newspaper of regional or statewide coverage. Vacancies will be reported to the Alabama State Employment Service, the Alabama Department of Postsecondary Education, all colleges in the Alabama Community College System, four-year colleges and universities, IMDiversity.com, HBCUs, and CareerBuilder. When feasible, vacancies will be advertised in special journals, publications, and websites.

V. All application materials will be received by the Office of Human Resources. Human Resources will prepare all committee review packets and notify the committee chair when ready.

VI. Interview, Selection, and Recruitment:

- A. The Recruitment and Selection Committee shall be appointed by the President in accordance with the Alabama Community College System Guidelines.
- B. The Recruitment and Selection Committee will determine the selection criteria for each position based on acceptable pre-employment inquiries under the EEOC guidelines and will conduct a screening for minimum qualifications.
- C. For Salary Schedule B, C and D positions, the Committee must interview **all** applicants who meet minimum qualifications. If more than ten (10) qualified applicants are verified, the President shall participate in screening the applicants to ten.
- D. The Recruitment and Selection Committee will recommend the top three (3) applicants to the President who best matches the requirements of the job. If fewer than three qualified applicants apply, all qualified applicants must be submitted to the President in alphabetical order. The Search Committee or President may recommend that the search be reopened if none of the qualified and/or recommended applicants meets the needs of the institution.
- E. Upon the President's decision to hire the applicant who best matches the need of the college, the Office of Human Resources will send notification of hire to the Chancellor, Postsecondary Education.
- F. For Salary Schedule D, the Dean of Instruction must complete and forward a salary placement form (attachment) to the President for approval to properly place the

applicant. The Office of the President will forward the approved salary placement form to the Office of Human Resources for further processing.

- G. The Office of Human Resources will complete an appointment letter, contract, and payroll calendar. Upon completion, the President will make the employment offer to applicant. If the offer is accepted, the Office of Human Resources will arrange for the applicant to complete payroll forms and individual orientation.
- H. The Office of Human Resources will notify the appropriate dean or administrator of the new employee's start-date.
- I. The dean or designee will make arrangements to prepare for the new employee's arrival by ensuring that the employee has access to necessary tools need to perform his or her job such as a computer, phone, supplies, keys, email account, etc.

### **Part-time Positions**

- VII. All part-time positions will be advertised in accordance with the Alabama Community College System Uniform Guidelines.
- VIII. Vacancy announcements will be posted and distributed upon approval of the request to fill a position from the Chancellor.
  - A. Vacancy announcements for Salary Schedule L (local) positions will be posted and/or sent electronically to all employees. Vacancy announcements for Schedule L (local) positions at minimum will be advertised on the college website, college bulletin boards, the Alabama Department of Postsecondary Education and all colleges in the Alabama Community College System. The President can elect to post vacancies in at least one daily weekly newspaper published in the College service area. Vacancies will be reported to the Alabama State Employment Service, and four-year colleges and universities, CareerBuilder, other feasible areas.
- IX. All application materials will be received by the Office of Human Resources. Human Resources will prepare all committee review packets and notify the administrator and/or designee when ready.
- X. Interview process

- a. The appropriate dean and/or designee must interview qualified applicants, but the Dean of Instruction must review all adjunct credentials to ensure qualifications are met.
- b. The dean and/or designee must also determine and advise the applicants of pay rate as well as working hours prior to submitting an employment data sheet.
- c. A copy of all interview questions, responses, and interview schedule must be forwarded to the Office of Human Resources.

#### XI. Completion of Employment Data Sheet

- a. The employment data sheet must contain all of the necessary information, including account numbers and signature of the appropriate dean before further consideration. Incomplete data sheets will be returned to the originator for completion.
- b. An application, resume, and unofficial transcripts must be attached to the data sheet.
- c. The employment data sheet must be completed and approved *prior* to the date of employment.

#### XII. Completion of New Hire forms

- a. Upon approval to hire, the Office of Human Resources will notify the employee and arrange for completion of required payroll forms (W-4s, I-9s, new hire reporting form NH-1, etc.). The Office of Human Resources will also notify the dean or designee of approval to hire.
- b. The payroll accountant will also advise the applicant of timesheet deadline if applicable.

#### XIII. Employment Eligibility Verification Procedures: The Director of Human Resources is responsible for implementing, administering, and reviewing procedures necessary to comply with the employment eligibility verification and nondiscrimination requirements of the Immigration Reform and Control Act (IRCA), as amended. The Director of Human Resources must ensure that all new employees:

- i. Complete and sign the employee's portion of Form I-9, Employment Eligibility Verification;
- ii. Present original documentation supporting the employee's identity and employment eligibility. Employees must complete the employee section of Form I-9 on the day they begin work and provide the required supporting documentation within three business days of starting work; and

- iii. Are cleared to work in the United States through the E-Verify system.
- A. An employee's failure to produce required documentation within allotted time periods is grounds for immediate separation from employment. Employment can be resumed only when the required documentation is furnished.
- B. The Director of Human Resources arranges for a periodic audit of I-9s on file to ensure that Trenholm State Technical College is complying with employment eligibility verification requirements.
- C. Expiration of Work Authorization: The Director of Human Resources maintains a reminder system that tracks the expiration date of each nonresident employee's authorization to work in the United States. The Director of Human Resources notifies the employee of the need for the employee to show that his or her authorization to work in the United States has been renewed. It then must update an employee's Form I-9 to show the employee's renewed authorization to work. A single line should be drawn through the previous authorization information when the new information is entered. Updated information should be initialed and dated by the Director of Human Resources performing the re-verification. An employee's failure to provide proof of his or her renewed authorization to work prior to the expiration of the authorization documented on the employee's Form I-9 results in the immediate suspension of the employee without pay or the termination of the employee.
- D. An employee is eligible to continue working during a 30-day grace period after the expiration of the employee's original work permit if the employee has filed an application to extend his or her work permit. To be eligible for the 30-day grace period, the employee must provide the Director of Human Resources with proof of having filed a work permit renewal application prior to the expiration of the employee's original work permit.
- E. Nondiscrimination: Supervisors, hiring personnel, and other employees and agents of Trenholm State Technical College are prohibited from discriminating against an applicant or employee based on national origin or status as a legal immigrant. Hiring personnel should never infer from an individual's appearance or accent that he or she is unauthorized to work. The Director of Human Resources and any other employees involved in the hiring process are prohibited from asking employees for any document not specifically designated on Form I-9 as acceptable for purposes of verifying an employee's identity and employment

eligibility. The Director of Human Resources and any other hiring personnel cannot refuse to honor tendered documents that, on their face, reasonably appear to be genuine and relate to the employee in question. Any employee found to have engaged in illegal discrimination is subject to discipline, up to and including termination of employment.

- F. Recordkeeping: A copy of each employee's I-9 form is retained by the Payroll Accountant until three years after the employee's hiring date or one year after the employee's separation, whichever is later.
- G. Re-employment: If a terminated employee is re-employed within three years of initially completing an I-9 form, the Director of Human Resources is responsible for updating and verifying the information on the form.

### **Classification of Personnel**

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

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

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

A part-time faculty member and part-time support staff person is a person who works 19 hours or less, whose salary is computed based on contact hours and whose salary is determined from a local (L) salary schedule adopted by the college.

### **Types of Employment**

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

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



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

## **CRIMINAL BACKGROUND CHECKS**

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

Any individual selected for employment will be required to submit a full consent in addition to personal identifying information and pay a minimum non-refundable \$13.50 payment in order to complete a criminal history background check. Any offer of employment will be contingent upon an acceptable background check. The application for employment, and any contract or letter of employment, will contain a notice of contingency.

In the event of a finding of a felony or a crime involving moral turpitude, resolution will be in accordance with the Students First Act.

## **REDUCTION IN FORCE**

### **I. Purpose and Scope**

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

Reduction-in-Force (RIF) for the purpose of this policy means 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 a “reduction-in-force.” An isolated employee termination or non-renewal, particularly if done for just cause or as a result of a lack of satisfactory performance, shall not be considered a reduction-in-force for the purposes of this policy. Reduction decisions will be made without regard for the employee’s race, color, sex, religion, national origin, age, or any other unlawful reason.

## **II. Management Decisions**

- A. The college shall identify each of its employees in terms of each employee’s job description (to include minimum qualifications) and organizational unit and shall make this information available to each employee.
- B. The college shall identify each organizational unit and each employee to be affected by the reduction-in-force to the Chancellor and the manner in which unit and employee shall be affected.
- C. If the President determines that a full-time non-probationary employee who is not the senior person in a given job classification or occupational area possesses a certain license, certification, or job skill, the loss of which would be severely detrimental to the operation of Trenholm State, the President may request review and approval by the Chancellor of an exception to the general guidelines relating to the release of full-time personnel on continuing service status. (This exception shall not be available for part-time, temporary, or probationary employees.)

## **III. Execution of Reduction in Force**

The State Board of Education, at the request of the President and upon the recommendation of the Chancellor, shall determine when it is necessary for Trenholm State Technical College (Trenholm State) to execute the guidelines for reduction-in-force. Upon the formal approval by the State Board of Education of the execution of a reduction-in-force action, the President shall, as soon as possible, notify all employees affected by the reduction-in-force.

## **IV. Sequence of Reduction in Force**

- A. Temporary and/or part-time employee(s) performing the same duties as non-

temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s) or probationary employee(s).

- B. Any probationary employee(s) performing the same duties as a respective non-probationary employee(s) shall be released prior to the release of the non-probationary employee(s).

## **V. Implementation of the Reduction in Force**

- A. The college shall determine the following items prior to developing the reduction in force plan:
  - 1. What the reason (s) for the reduction in force;
  - 2. What area (s) of the college are to be impacted by the reduction in force;
  - 3. How many positions are to be eliminated
- B. In the event of an approved reduction-in-force, affecting a full-time, non-probationary employee, the following factors shall be taken into consideration:
  - 1. The requirements of any applicable court order or consent decree;
  - 2. Seniority at Trenholm State in the respective job classification taking into consideration minimum qualifications for the respective position;
  - 3. Seniority at Trenholm State in the respective organizational unit; and
  - 4. Seniority in general at Trenholm State.
- C. In the event of a termination of employment to which the Students First Act procedures apply, there will be strict adherence to the prescribed procedures.
- D. The Trenholm State Human Resources department shall provide to the released employee(s) the following assistance:
  - 1. COBRA Insurance information;
  - 2. TRS account information;
  - 3. Information and assistance regarding employment opportunities at other two-year institutions, the Department of Postsecondary Education, and other affiliated agencies and organizations via the Alabama Community College System Employment Opportunities site: <http://www.accs.cc>

## **VI. Recall and Reinstatement**

The following guidelines shall apply for recall and retraining of full-time non-probationary employees:

- A. A full-time non-probationary employee terminated pursuant to this policy shall have recall rights to the position from which he/she was terminated for one (1) calendar year from the effective date of his/her termination. If the terminated employee refuses an offer of employment pursuant to this policy, his/her rights of recall are forfeited.
- B. If a comparable position becomes available within one (1) calendar year from the effective date of a full-time non-probationary employee's termination he/she may request placement in the position with a retraining probationary period of six (6) months.
- C. Should the employee accept a job offer which receives benefits, he or she is entitled to the restoration of employee benefits. These benefits include the employee's accumulated sick leave, and an option of buying back all, some, or none of the annual leave at the rate at which it was paid out at the time of the separation from the college.
- D. Reverse order of termination applies to all recalls and/or retraining. The college will notify the employee in writing of the job offer and recall rights. If the employee does not accept the job offer within ten (ten) days, the employee's recall rights are waived.
- E. Temporary employees, non-state funded employees, regular employees scheduled less than 20 hours per week, and probationary employees may be separated without following this policy and are not eligible for recall.

## **VII. Implication of Students First Act**

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

## **VERIFICATION OF CITIZENSHIP**

Trenholm State Technical College is committed to meeting its obligations under United States immigration law and Beason-Hammon Alabama Taxpayer and Citizen Protection Act (the "Act"). Accordingly, Trenholm State Technical College neither hires nor continues to employ an individual who is not legally authorized to work in the United States. Moreover, Trenholm State Technical College does not discriminate on the basis of citizenship status or national origin in recruitment, hiring, or discharge.

## **COMPLIMENTARY PUBLICATIONS**

In an effort to encourage instructors to use textbooks, publishers furnish instructors with complimentary copies of their publications. The Alabama Ethics Commission has ruled that, effective November 1987, those publications which the instructors do not keep for their professional use are to be donated to H. Councill Trenholm State Technical College to avoid any possible violation of the Ethics law.

## **TRAVEL**

Employees on official College business, as approved by the President, are reimbursed at the per diem rate of \$75.00 per day when traveling in state. Effective September 8, 2005, reimbursement rate for in-state travel is \$11.25 meal allowance for trips away from base of 6 hours – 12 hours, and \$30.00 (meal allowance plus one unit) for trips away from base for more than 12 hours.

In addition to the per diem, mileage rate for use of private automobile is set at 56.5 cents per mile. The mileage is computed as indicated on an official State of Alabama map.

Instructors assigned to teach on both campuses in the same day shall be eligible for mileage for private automobile use between campuses if a college vehicle is not available. All other travel between campuses must be pre-approved to be eligible for mileage reimbursement.

The State Board of Education authorizes presidents to approve travel for individual college employees or students traveling on college-related activities. Approval of out-of-state travel for professional development activities for groups of three or more persons from a single college or ten or more persons from various colleges must be approved by the State Board of Education (Policy 316.01). A Prior Approval for Travel Request Form must be submitted to the employee/student's immediate supervisor at least 30 days in advance of the trip. In-State Travel reimbursement should be requested on an In-State Travel Reimbursement Form. Out-of-State travel reimbursement should be requested on an Out-of-State Travel Reimbursement Form (see Fiscal Procedures Manual). Reimbursement for out-of-state travel is paid for actual expenses as documented by itemized receipts. These forms are available on the college website.

## **TUITION ASSISTANCE FOR FULL-TIME EMPLOYEES**

Full-time employees of state community, junior, and technical colleges and Athens State University and their dependents are eligible for tuition assistance. A dependent is defined as the spouse of any full-time employee, the unmarried, natural or adopted children of any full-time

employee, residing in the household of the employee or the employee's former spouse; the unmarried stepchildren of any full-time employee, residing in the household of the employee. This waiver is not available to temporary or part-time employees or persons serving as independent contractors.

To qualify, employees must have been employed by their respective community, junior, or technical college or Athens State University or The Department of Postsecondary Education for a 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. This assistance is available for courses taught by postsecondary institutions and Athens State University under the direction and control of the State Board of Education.

All eligible employees and their dependents will be allowed a waiver of one-third of the normally-charged tuition after the first year of employment, a waiver of two-thirds tuition after the second year of employment, and a waiver of full tuition after the third year of employment.

An Employees' and Dependents' Tuition Waiver Application is available in the Business Office and should be completed prior to registration for classes. A copy of the completed form must be maintained by the employing College and the College offering the courses, if different.

## **INSTITUTIONAL SUMMER EMPLOYMENT POLICY**

Pursuant to Alabama State Board of Education Policy 603.02, the full teaching load for instructors in non-career/technical programs for a summer term is twelve (12) to thirteen (13) credit hours per week or the equivalent, as determined by the President. The full teaching load for instructors in career/technical programs is thirty (30) contact hours per week or the equivalent, as determined by the President. Full-time instructors may be employed for less than a full teaching load, but must be paid a pro rata amount of Salary D compensation based on: (1) qualifications and experience; and (2) a full teaching load.

A full-time instructor on Salary Schedule D who is employed by virtue of a nine month contract (Fall and Spring terms) shall have first option (over part-time or temporary employees) for employment at the College in the summer term to teach in the discipline(s) which said instructor taught on a regular basis during the preceding academic year (fall and spring semesters), provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; and (4) all other terms and conditions of Institutional Summer Employment Policy are met. In all instances tenured faculty with most seniority will be employed if they so desire, so long as the stipulations noted herein are met.

The minimum class size for the summer term is 7. Exceptions to the minimum class size of 7 must be approved on a case-by-case basis by the President. If an instructor's average summer class size falls below 7, the instructor may voluntarily opt to be placed on a nine (9) month employment contract, with summer employment as an additional three-month contract to be awarded by the President; or, in the alternative, the instructor may be placed on temporary assignment to perform such duties as may be determined by the President to fulfill the summer months covered by the employment contract. The President may opt not to offer courses in the program in which the average class size falls below 7 during the summer term, and may make such other arrangements as deemed appropriate.

General education courses will remain open as long as possible to accommodate students attempting to schedule a full-time summer load. General education courses will be the last courses closed due to insufficient enrollment.

Intermediate level courses will be reviewed first to determine classes with insufficient enrollment. Intermediate level courses will thus be the first courses closed in the event of insufficient class enrollment.

Identical courses (same course number and title) scheduled at different times by the same instructor may run with a total of 20 students in the two courses. It is unnecessary to change individual students' schedules to achieve a minimum of 7 students in two identical courses taught by the same instructor.

Courses having an enrollment of 20 or more students may not be split into two sections to achieve load. If an additional section of a given course is required, instructors should notify the dean of instruction who must secure approval of the President.

Except for those associated with the allied health fields which are otherwise required by accrediting entities, all practical, cooperative education, internships and other similar instructional experiences will be treated as experimental or manipulative laboratories for purposes of teaching load, as determined by the President.

For purposes of summer employment, per Alabama State Board of Education Policy 608.01 and subsequent guidelines, "equivalent" load for department chairs and directors shall be one (1) credit hour and one (1) contact hour.

No overload salary will be paid for work performed during the summer term. Requests for exceptions to the summer employment policy must first go to the Dean of Instruction. The appropriate instructional dean will evaluate the request. Requests for exceptions must be approved by the President. Requests for exceptions for graduating students will be based on a review of the students' transcripts. Exceptions will not be granted in cases involving the

enrollment of students who have dropped out and dropped in, and/or have previously passed up an opportunity to take courses. A single or a few graduating students in a course is not justification for an exception to be granted.

## **SALARY SCHEDULE**

A salary schedule for administrators, faculty, and support personnel is established annually by the Alabama State Board of Education. Salaries for faculty are based on years of experience and the type of certificate held by the instructor. Salaries for administrators and other personnel are based on job title and number of years' experience.

## **METHOD OF PAYMENT FOR NINE MONTH CONTRACT**

The salary for the academic year (nine-months) or term may be disbursed in equal monthly payments for convenience in bookkeeping under the following conditions:

Persons beginning or ending employment at a time that does not coincide with the regular beginning and ending of the academic year shall be paid on a daily rate basis for the actual number of working days they are on duty.

The daily rate for the nine-month term (academic year) shall be determined by dividing the nine-month salary by 175 working days (exclusive of holidays). This same rate is also applied to compute payment of partial summer employment (number of days times daily rate). Instructional personnel are not paid for holidays or for breaks between terms. Therefore, a person terminating employment before his/her contract is fulfilled may receive a reduced "last payment" or be required to reimburse the Alabama Community College System for salary overpaid. Certain inequities exist when the annual salary is computed on the basis of 260 workdays for full-time non-instructional personnel.

## **CERTIFICATION OF INSTRUCTIONAL PERSONNEL**

All full-time instructors must possess the appropriate credentials for their teaching assignment prior to employment unless otherwise specified. Instructors are required to present all documentation required in the postsecondary faculty credential standards to the President's designated representative prior to employment. Instructors may be employed on a full-time or part-time basis.



## **FACULTY QUALIFICATIONS**

All faculty employed in a faculty position before December 14, 1989, shall have the choice of advancing under the provisions of the certification requirements in place before December 14, 1989, or under the provisions of the new standards. All faculty employed in a faculty position on or after December 14, 1989 shall meet the certification requirements in place at the time of employment. A copy of the certification requirements can be found in the Dean of Instruction's office.

All points earned for rank change for a subsequent year must be earned by September 1. The application for the change must be submitted to the President before September 30.

## **OVERTIME COMPENSATION**

H. Councill Trenholm State Technical College has adopted a policy and practice that complies with the overtime provisions of the Fair Labor Standards Act of 1938, As Amended.

Copies of the detailed College policy on overtime may be reviewed in the Business Office. This policy provides for the granting and accrual (up to 240 hours) of compensatory time off for authorized overtime hours worked beyond 40 hours in any workweek to only those employees for which such compensatory time off is required to be granted by the Fair Labor Standards Act of 1938, As Amended. Individuals earning compensatory time may choose to be paid at 1½ times their normal hourly rate.

Such compensatory time off is not mandated by the law as to all employees. For example, instructors, librarians, counselors, most administrative personnel and some support personnel are generally not entitled to receive compensatory time off for such overtime. The College has classified each employee as eligible (non-exempt) or ineligible (exempt) to receive compensatory time. Please contact the Human Resource Office should you desire to inquire of your individual classification for such purpose.

If you are eligible to receive compensatory time off, College policy requires that certain written records be maintained as to your hours worked in each workweek. No employee eligible to receive compensatory time off is to work more than 40 hours in any workweek without prior authorization from the appropriate Dean. An Over-Time/Compensatory Time Earned Form must be completed, approved and submitted to the Business Office before any credit for overtime may be given. On this form, the employee must indicate whether he/she intends to take compensatory time in return for the additional work hours or whether he/she prefers to be paid at the 1½ times normal hourly rate. When compensatory time off is to be taken, a Leave Request Form must be completed,

indicating this is compensatory time, and submitted for approval the same way any other type leave would be requested.

## **SUBSTITUTE INSTRUCTORS**

It is the policy of H. Councill Trenholm State Technical College not to employ substitutes for instructors during routine day to day absences from the College due to illness, personal leave or absence while on College business, etc. However, in cases where it becomes necessary for an instructor to be absent for an extended period of time, which would be detrimental to the program and the progress of the students, every effort will be made by the administration to employ a qualified instructor temporarily.

In every case where it becomes necessary for an instructor to be absent, it is his/her responsibility to notify the President of the College or designee. Each full-time instructor should submit to the Dean of Instruction the names, addresses and telephone numbers of the qualified individuals who may serve as a substitute instructor.

## **DUTY DAYS**

### **Full-time Instructors**

Full-time instructors employed on a nine-month contract shall work a minimum of 175 days. Full-time instructors employed on a nine-three contract shall work a minimum of 229 days. Those employed full-time for the summer term shall work a minimum of 54 days.

### **Full-time Non-instructional Personnel**

The Alabama Community College System colleges shall be open all days except Saturdays, Sundays, the ten (10) official holidays and five (5) other days designated in the official approved calendar. Days that the College is officially open are the duty days of all full-time non-instructional personnel. The ten (10) official holidays are:

New Year's Day

Martin Luther King Jr./Robert E. Lee

Birthday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

## **EMPLOYMENT STATUS**

### **Termination and non renewal for Probationary Faculty/Staff Members**

A probationary faculty/staff members may be terminated in accordance with the procedures and requirements established in the Students First Act. Non-renewal does not imply that the work or conduct of a probationary faculty/staff member has been unsatisfactory.

## **RESIGNATIONS**

### **Faculty**

All instructional personnel intending to resign are required to give written notice of resignation at least thirty (30) days before the beginning of a term and each instructional staff member shall complete all instructional duties except by mutual written agreement by both parties. All property of the College shall be inventoried. Keys shall be returned to the Business Office and grade and attendance records, including all earned grades and attendance shall be submitted to the Director of Admissions and Records.

### **Other Personnel**

All other personnel shall give a minimum of fourteen (14) days' written notice before resignation, except by mutual agreement of the President and employee. All College property in the possession of the employee shall be returned to the Business Office.

# Evaluation of Personnel & Instruction

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## INTRODUCTION

Various instruments and procedures for collecting and evaluating data are used for the different levels of the organizational chart. All personnel at H. Councill Trenholm State Technical College will be annually evaluated to provide information for the improvement of instruction, communications and administration. As a part of a faculty member's evaluation, classroom observation is required. Each faculty member must allow the evaluator(s) admission to the classroom.

Annually, all employees will be evaluated by their immediate supervisors or designee. All results of the evaluations will be kept confidential.

## FULL-TIME NON-PROBATIONARY INSTRUCTORS

1. Each full-time non-probationary (tenured) instructor will be evaluated by students a minimum of one (1) time during the contract year. The Course Evaluation Form will be used.
2. The Dean of Instruction or designee will conduct the evaluation. The instructor will not be present during the evaluation process.
3. The Dean of Instruction will coordinate the analyses of the evaluations and supply the results to the instructor.
4. All classes may be visited at any time by the President, Dean of Instruction, , or designee. Such visit may be announced or unannounced. The instructor will be evaluated on all aspects of good teaching. A summary report will be provided within ten (10) working days after the visit with a copy placed in the personnel file.
5. The instructor and the appropriate instructional dean or designee will meet and discuss the results of the evaluations. If necessary, a plan for improvement will be developed, signed by both parties, and placed in the personnel file of the instructor.

## FULL-TIME PROBATIONARY INSTRUCTORS

1. Students will evaluate each full-time probationary instructor in each term. The evaluation will include the Course Evaluation Form.

Steps two (2) through five (5) above will be followed.

## **PART-TIME INSTRUCTORS**

1. Students will evaluate part-time instructors in each term. The Course Evaluation Form will be used.

Steps two (2) through five (5) above will be followed.

## **FULL-TIME PROFESSIONAL & SUPPORT STAFF**

All full-time professional and support staff members will be evaluated annually by the appropriate Dean and/or designee and supervisor. The instrument to be used for the personnel evaluation is on the intranet. The annual evaluation will occur in the summer term and is due by August 1 each year. A conference with the staff member, supervisor, Dean or designee, will be held to discuss the completed evaluation.

## **ADMINISTRATIVE PERSONNEL**

The President or designee will evaluate the administrative personnel. The President of the College is evaluated by the Chancellor of the Alabama Community College System.

# BENEFITS

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## Fringe Benefits:

### Instructors, Counselor, and Librarians

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

A. \*Part-time employees should be paid in accordance with qualifications. In other words, a part-time instructor, counselor, or librarian should be evaluated in terms of where he/she would be on the D salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.

B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.

C. If a College uses a local schedule for a given job title or type of position (for example, instructor), then the same schedule should be used for all part-time employees in similar

positions. In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.

D. \*\*There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

**Administrative or Professional Personnel**

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

A. \*Part-time employees should be paid in accordance with qualifications. In other words, a part-time professional should be evaluated in terms of where he/she would be on the C salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.

B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.

C. If a College uses a local schedule for a given job title or type of position (for example, instructor) then the same schedule should be used for all part-time employees in similar positions. In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.

D. \*There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

### Support Personnel

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

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



A. \*Part-time employees should be paid in accordance with qualifications whether on local or statewide schedule although a local salary schedule need not have the same number of qualification levels as a state schedule.

B. In No event should a part-time employee be paid a higher wage under a local salary schedule than he/she would be entitled to if paid a pro-rata rate or salary under a statewide schedule.

C. \*\*There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

## **RETIREMENT**

The "Full-Time Public Education Act" provides that all full-time employees employed by an agency of public learning in the state shall become members of the Teacher's Retirement System. **NOTE:** Temporary support personnel are not eligible to pay into teacher's retirement. Adjunct instructors and part-time non-instructional employees working less than 20 hours per week do not earn any benefits.

Act 2012-377 adopted by the Alabama Legislature which created a new defined benefit plan tier for employees hired on or after January 1, 2013 with no previous creditable service ("Tier 2"). As shown below, TRS employers will be required to contribute at a rate of 10.08% for Tier 1 employees (employees hired prior to January 1, 2013) and at a rate of 9.44% on behalf of each Tier 2 employee (hired on or after January 1, 2013).

<b>FY 2013 TRS Employer Contribution Rate</b>		
	<b>Tier 1 Employees</b>	<b>Tier 2 Employees</b>
Effective Date	10/1/2012 – 9/30/2013	1/1/2013 – 9/30/2013
Employer Contribution Rate	10.08%	9.44%
Employee Contribution Rate		

Regular Employee	7.50%	6.00%
FLC* Employee	8.50%	7.00%
Employer Contribution Factor		
Regular Employee	1.344000	1.573333
FLC* Employee	1.185882	1.348571
*FLC=Firefighters, Law Enforcement, and Correctional Officers		

The following chart summarizes the major changes that have been made to the retirement benefits of Tier 2 employees compared to Tier 1 employees as a result of legislative Act 2012-377.

<b>New Hire Retirement Comparison (Act 2012-377)</b>		
	<b>Tier 1 Employee</b>	<b>Tier 2 Employee</b>
Date of Employment	Prior to January 1, 2013	On or After January 1, 2013
Member Contribution Rate	7.5% for Regular Employees 8.5% for FLC Employees	6.0% for Regular Employees 7.0% for FLC Employees
Employer Contribution Rate	10.08%	9.44%
Retirement Eligibility	25 years of service at any age 10 years of service at the age of 60	No 25 years retirement 10 years of service at the age of 62 (56 for FLC Employees)
Retirement Factor	2.0125%	1.6500%
Average Final Salary	Average of the highest three years Out of the last ten years	Average of the highest five years out of the last ten years
Benefit Cap	None	80% of Average Final Salary
Retirement Contributions on Overtime Pay	Earnable Compensation cannot Exceed 120% of base pay	Earnable Compensation cannot Exceed 125% of base pay
Sick Leave Conversion	Yes	No
FLC Bonus Year	Yes	No

The Application for Retirement must be received no less than 30 no more than 90 days prior to the effective date of retirement. *It is the responsibility of the member to notify the TRS regarding intent to retire.*

## Retirement Formula

$$\begin{array}{ccccccccc} \text{Average} & & \text{Years (and} & & \text{Benefit} & & \text{Maximum} & & \text{Maximum} \\ \text{Final} & \times & \text{Partial Years)} & \times & \text{Factor} & = & \text{Annual} & / & \text{Monthly} \\ \text{Salary}^* & & \text{of Creditable} & & \text{2.0125\%} & & \text{Benefit} & & \text{Benefit} \\ & & \text{Service} & & \text{(.020125)} & & & & \end{array}$$

\*The average of the three highest years (July through June) out of the last 10 during which member contributed.

## INSURANCE

To help provide security in times of sickness or hospitalization, various insurance plans are available to the staff and faculty through the payroll-deduction plan. These include:

1. Hospitalization
2. Cancer
3. Dental
4. Vision
5. Intensive Care
6. Accident and Hospital Income

The Legislature of the State of Alabama enacted legislation that provides funds for health insurance coverage for the Alabama Community College System.

The State allocation for each eligible employee is set at a rate recommended by the PEEHIP Board and approved by the Legislature of the State of Alabama. To be eligible for full allocation, a teacher must be full-time and other employees must be employed at least twenty (20) hours per week. Temporary, seasonal, and adjunct employees are not eligible for insurance benefits. Part-time permanent employees are entitled to a pro rata allocation as shown below:

<u>Support Staff Works</u>	<u>Allocation Entitlement</u>
0 to 4.9 hours/week	0
5.0 to 9.9 hours/week	¼
10.0 to 14.9 hours/week	½
15.0 to 19.9 hours/week	¾
20 or more hours/week	1

<u>Faculty Works</u>	<u>Allocation Entitlement</u>
Less than ¼ time	0
At least ¼ time but < ½ time	¼
At least ½ time but < ¾ time	½
At least ¾ time but < Full-time	¾
Full-time	1

## **OPEN ENROLLMENT**

Open enrollment for all current and new employees is August and September of each year for coverage effective October 1. New employees may enroll on their date of employment, the first day of the month following employment or open enrollment. Information concerning open enrollment, insurance changes, premium rates and benefits will be distributed in July or August. Employees may add new coverage and change coverage types during this open enrollment period only.

In order to effect a coverage change, you must contact the payroll clerk in the Business Office to complete the proper forms. Once a member makes a change during open enrollment, he/she may not change again until the next open enrollment unless there has been a change in status.

## **SHARED ALLOCATIONS**

Spouses employed by the Alabama Public Schools are eligible to combine their allocations for insurance coverage. Employees may transfer their share of the State allocation to a spouse who is employed with a unit that participates in PEEHIP coverage or is a retired member of Teachers' Retirement. A retired member's allocation cannot be transferred to an active member. If you have problems in this unique area, please contact the Teachers' Retirement System Benefits Office in Montgomery.

## **CAFETERIA PLAN**

Employees may elect to participate in the cafeteria plan, which provides for tax-sheltered premiums of eligible insurance plans offered through payroll deduction. Employees may enroll at the time of employment or during open enrollment each year.

## **PAYROLL DEDUCTIBLE PROGRAMS**

Other programs available to full-time personnel through payroll deduction are as follows:

1. Credit Union –Tri Rivers
2. Prepaid Legal Services
3. Montgomery United Way
4. Tax Sheltered Annuities

6. AEA/NEA Dues
7. AEA - Insurance Benefits Package
8. College Foundation
9. Sunshine Flower Fund
10. YMCA

Any required garnishments are also deducted automatically.

Dues: NEA, AEA, ESPO Dues and political contributions are continuing annual deductions. Once you have signed up for these deductions, they will continue each year unless you cancel membership in writing between August 15 and September 15. In the event you resign or go on leave without pay, the balance of your dues payable for the current year will be deducted from the last payroll check.

# Student Forms and Procedures

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## STUDENT RECORDS

The Director of Admissions and Records supervises the handling and maintenance of student records. College officials having access to permanent student files and records are all administrative and Student Services personnel. Permanent student files and records are maintained on a document imaging system and backup files are stored, maintained on disk and kept in a fireproof vault. The Office processes student applications, advises students of available program offerings, disseminates appropriate brochures, literature, etc., to interested students, verifies student qualifications for specific certificate and degree programs, evaluates transfer credit, and handles state residency verifications. This office provides transcripts of students academic records (official and student copies), facilitates registration each semester for credit classes, verifies and certifies student enrollment status. In addition, the office processes grade changes, certificates and degrees, and changes in student information. Specific registration information is contained in instructions distributed before each semester begins. Confidentiality of student records is maintained according to the Alabama State Board of Education and Commission of the Council on Occupational Education guidelines and legal mandates. Policies concerning student record access, review, and content challenge are detailed in the *College Catalog*.

## PROVIDING FORMS OF IDENTIFICATION:

Effective spring semester 2009, Alabama State Board of Education policy 801.01, Admissions General, requires that applicants to Alabama Community College System institutions provide one primary form of identification **OR** two secondary forms of identification prior to enrollment.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

### TRANSCRIPT POLICY

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA *also known as the Buckley Amendment*), the College adheres to the practices established by the Federal Family Educational and Privacy Act. The Office of Admissions and Records will release a transcript of a student's academic record only upon

written request of the student. The request for the transcript release must bear the signature of the student along with identifying information. Official transcripts are issued to the student in a sealed envelope stamped, "Official Transcript Void if Seal Broken," to the institution, or to the agency listed on the request. Students wishing to send transcript requests by fax must furnish the following information: full name and any previous names under which enrolled, social security number, approximate dates of attendance, school or organization where transcript is to be forwarded, daytime phone number, and a COPY OF DRIVER'S LICENSE (or an officially recognized form of identification).

## **REGISTRATION**

Pre-registration and Open Registration are held during dates scheduled prior to the beginning of each term. All new students should meet with a new student advisor and returning students should meet with their program advisor (even if registering via web) each semester. During the scheduled advising period (usually the week prior to Pre-registration), currently enrolled students should meet with an advisor in their program of study to receive a printed schedule of their courses. Approval is required from the Dean of Instruction for students planning to enroll for more than 19 credit hours. Advisors will input the course information into the College computer system and a computer-generated schedule is produced that indicates the amount of tuition and fees due. All schedules must be processed in the cashier, even if no payment is due, in order to complete the registration process and receive a receipt. Schedules that have not been validated by the deadline date will be voided and classes will be deleted. During the registration days immediately preceding the first day of class, extended hours are in place. All faculty members are expected to adjust their schedules to ensure their availability for advising and registering students. Student Services and appropriate Business Office personnel will also be required to work an adjusted schedule in order to accommodate student registration.

## **DEGREE PLAN (PLAN OF STUDY)**

The process of advising students carries with it the responsibility of assisting students in selecting requirements in a planned sequence that will lead to graduation in a time frame that meets the requirements as advertised in publications or that meets the stated needs of the student. The Degree Plan OR Plan of Study will provide documentation that the advisor and the student have planned the sequence of courses. Any changes from the published degree plan must be approved by the Dean of Instruction. Students should be advised that they might not be able to graduate as planned if they do not follow the sequence of courses as advised. A degree plan is to

be maintained and updated each term for each student, showing the requirements for the selected award and the courses completed. When a student completes the program, the degree plan should indicate that all courses have been satisfactorily completed.

### **COURSE DROP/ADD**

Students may add and/or drop classes during the official drop/add period. The drop/add period is the first three days of Fall and Spring semesters and the first day of Summer term. The Drop/Add Form is available in the Office of Admissions and Records. The form must be completed and taken to Office of Admission and Records to be processed. Depending on the schedule change, students may or may not be required to have their new schedule validated.

### **CLASS WITHDRAWAL AFTER DROP/ADD PERIOD**

Students intending to withdraw from an individual class or completely withdraw from the College must obtain an Official Class Withdrawal form or an Official Total Withdrawal form from the Office of Admissions and Records. The form must be completed and signed by the student, the appropriate instructor(s), and returned to the Office of Admissions and Records for processing. Students who withdraw from a course after attending 70% of the term when the student is failing the class at the time of withdrawal, will receive a grade of WF. If a student officially withdraws from a course after attending 70% of the term and is passing, a grade of WP must be assigned. If a student is unofficially withdrawn, initiated by the instructor, from a course for breaking the attendance policy prior to 70% of the term, a grade of “W” must be assigned. Refer to the Semester Class Schedule for the specific 70% date (listed as “Last Day to Withdraw Without Any Academic Penalty”). If a student never attended or the class is cancelled, the class will be deleted and no grade will be assigned. If the student is receiving financial assistance, the form must also be signed by a Financial Aid Official. All withdrawal forms must be on file in Office of Admissions and Records before the final examination in the class is given.

### **FINANCIAL AID CERTIFICATION OF ATTENDANCE FORM**

In order to charge books to a financial aid source, students must present to the Bookstore Cashier an Attendance Verification form which has been signed by each of the students’ instructors. This form verifies that the student has attended class, making financial aid eligible to charge books to their available credit balances.



## **FINANCIAL AID NON-ATTENDANCE LISTS (NO-SHOW ROSTERS)**

To be eligible to receive a Federal Pell Grant credit balance refund, students must attend each of their classes at least once. To identify the students who have not attended classes and are not eligible to receive a refund from their financial aid credit balances, “No-Show” Rosters are created and sent to all instructors after the Drop/Add period each semester/term. These “No Show” Rosters must be completed by instructors and submitted to the Office of Admissions and Records electronically by the published deadline. These “No-Show” Rosters are primarily for financial aid purposes. Students who are reported on the “No Show” Rosters will be unofficially withdrawn and removed from the class rolls by the Director of Admissions and Records in collaboration with the Director of Financial Aid.

## **TRADE READJUSTMENT ASSISTANCE CLASSROOM TRAINING TIMESHEETS**

The Trade Readjustment Assistance (TRA) Classroom Allowance by Worker in Training Timesheet is used to report attendance for students receiving Trade Readjustment Act (TRA) sponsorship. Students receiving this benefit must complete and submit weekly a timesheet to the Financial Aid Office in order for attendance to be verified to the Alabama Unemployment Compensation Agency.

## **GRADE REPORTS**

Instructors are required to submit grades electronically at the end of each semester. All instructors are asked to use GradeQuick for the purpose of recording grades. Grades are submitted to the Office of Admissions and Records by the working day following the end of each term. Instructors must also submit Class Attendance Rosters, Earned F Verification forms, I Contract (with appropriate signatures) and Grade Change forms for completion of I Contracts to the Office of Admissions and Records. Grade reports are processed and posted on the Internet. Students have the ability to access their grades via the Internet. Grade reports are not mailed to students.

## **GRADE CHANGES – GET APPROVAL**

If a student has reason to believe that the letter grade received in a particular course is incorrect, the student must make an informal effort to correct the error with the instructor who issued the grade. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. Refer to the Student Handbook and follow the Formal Grade Appeal Process. Unless extenuating circumstances exist, the grade change

must be made within one semester after the grade was initially assigned.

If it is determined that the grade on the transcript is incorrect, the instructor must complete a Grade Change Request form and submit it to the Dean of Instruction for approval. After approved by the appropriate Dean, the form is submitted to the Financial Aid Office and then to the Office of Admissions and Records for data entry. The approved form will be placed in the student's file. The student may request a copy of his or her transcript to verify the grade change.

## **“I” CONTRACT**

An "Incomplete Grade Contract" form must be signed by the student, instructor, division chair, and the appropriate Dean. The instructor is responsible for securing all signatures required on this form before submitting to the Office of Admissions and Records along with the Class Attendance Roster. Students are not allowed to secure these signatures.

An incomplete grade ("I") does not count toward course work completed and is not counted as a course attempted; therefore, it does not negatively impact the incremental measurement of progress. A GRADE OF "I" - INCOMPLETE - IS NOT COUNTED IN HOURS ATTEMPTED. However, the grade that replaces the "I" is counted in hours attempted and hours earned once the "I" is removed. An "I" grade is intended to be only an interim course grade. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F". When the deficiency has been corrected, the instructor should submit a Grade Change Request form with a copy of the signed "I" contract to the Dean of Instruction/ for approval. After approved by the appropriate Dean, the form is submitted to the Financial Aid Office and then to the Office of Admissions and Records for data entry. The approved form will be placed in the student's file. The student may request a copy of his or her transcript to verify the grade change.

## **TRANSFER/ALTERNATIVE CREDIT**

During a student's first term of enrollment, he or she must have official transcripts from each college he or she has previously attended, mailed to the Office of Admissions and Records. Upon receipt of these transcripts, the Admissions Office will evaluate them for academic course transfer credit and complete a Transfer/Alternative Credit Approval form listing the academic courses which are acceptable for transfer credit. If a student's transcript contains technical course credits which may be applied to his or her degree plan at this college, a copy of the

transcript will be forwarded to the respective instructor or advisor for evaluation. Instructors' recommendations regarding transfer of technical course credit must be submitted to the Dean of Instruction for final approval. After transfer credit information is entered into the computer, a copy of the student's transcript is given to his or her advisor to update the degree plan. Students who believe they have already mastered the material of a particular course may request an evaluation for alternative credit. The costs and guidelines of such credit are outlined in the *College Catalog*.

## **INTENT TO GRADUATE**

At the time of registration for the term in which a student will complete his or her graduation requirements, the student must obtain an Intent to Graduate form from the Office of Admissions and Records. The form should be completed by the student, approved and signed by the student's advisor, and submitted to the Office of Admissions and Records with the student's degree plan, which should be obtained from his or her advisor. Upon receiving the student's degree plan, Admissions personnel will direct the student to the Cashier to pay a graduation fee, if required. The Cashier will give the pink copy of the form to the student. The white copy of the form will be given to the Office of Admissions and Records, the yellow copy will be given to the student's advisor, and the gold copy will be retained by the Cashier.

## **FOLLOW-UP**

Instructors are responsible for maintaining a follow-up record for each student who completes a program, withdraws, or stops attending prior to completing a program. Information concerning job placement, which includes place of employment, name of employer, job title, and job description, is to be collected for each student who withdraws or stops attending. Annually, instructors will complete placement reports and an alternative completions report to illustrate program viability. Please refer to the Student Assessment, Placement and Follow-up Plan for further information.

# **STUDENT SAFETY**

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## **SAFE ENVIRONMENT**

All school personnel-administrators, maintenance staff, instructors, and students will be obligated to contribute their individual effort in order to develop, insure, and maintain a safe environment. Voluntary compliance is expected; however, the Safety Committee will serve in a supervisory capacity to assure continuity of performance and the continuation of a viable program. The Safety Committee will determine who inspects, when to inspect, how to inspect, and will conduct a follow-up study to evaluate progress. In addition to the safety information contained herein, all employees should be familiar with the Campus Safety and Security Procedures document located in the Forms section of the College intranet.

## **GENERAL PHYSICAL CONDITION**

It is the responsibility of the institution's maintenance personnel to supervise the upkeep of the school's building and grounds. Their efforts are augmented by student workers and the maintenance performed by the instructors within the individual departments.

The institution's maintenance personnel will devote attention to the condition of stairways, passageways, aisles, floors, walls, windows, ceilings, proper illumination, ventilation, and temperature controls.

The instructors will insure that their individual or departmental machines, benches, and other equipment are arranged to promote good safety habits. Further, attention will be devoted to insure that fire extinguishers are the proper type, adequately supplied, and properly located and maintained. Both the instructor and students are to be made aware of the location of fire extinguishers and their proper use.

In conjunction with fire considerations, exits are to be properly identified and of adequate number. Evacuation procedures are to be posted in conspicuous places, regularly referred to for student instruction, and practiced on occasion.

## **Housekeeping**

Housekeeping is an important aspect of the continued effect of maintaining a safe environment. Hazards must be discovered and corrected through regular and frequent inspection if an optimum environment is to exist. It is of primary consideration that personnel and students

are kept free from accident, the property is kept safe, and that legal retribution not confront this institution or its staff. Good housekeeping will largely contribute to the achievement of these goals.

A complete list of housekeeping duties will be found in the National Standard School Shop Safety Inspection Check List; however, it is absolutely imperative that machines, tools, and materials be maintained in an orderly manner, and that instructor personnel be familiar with this document. Flammable and dangerous materials are to be given highest caution. They are to be properly stored, properly utilized, and properly identified to eradicate any chance of possible misuse.

## **Equipment**

Equipment will be operated in accordance with standard operational techniques, and in accordance with school rules, maintained in a high state of readiness, and procedurally eliminated when no longer of safe and utilitarian value.

Machines will be situated to minimize hazards from other equipment or passing personnel. Danger zones will be properly indicated and moving parts will be protected by permanent enclosure. Further, close supervision will be imposed on student operators, with no student permitted machine usage without an instructor in the immediate area, and all machine or equipment control switches must be readily accessible for the operator's emergency use.

Again, attention will be given to machine maintenance, storage of component parts, and daily cleaning of the equipment. Complete and continued instruction must also be ongoing to assure machine safety.

## **Electrical and Gas Installation**

Utility installation is intended to be in compliance with applicable building codes. Usage will comply with established safety rules, and regular inspection will attempt to alleviate undue hazard. Electrical and gas usage items are of primary consideration.

## **Personal Protection and Instruction**

Personal protection must be afforded the highest priority in any safety consideration. A carefree attitude will not be tolerated, but should be dispelled by the arousing of the student's interest in safety, by proper instruction, and by the enforcement of established shop or departmental safety rules and regulations.

Each shop and department has developed and posted its individual safety rules. These

rules cover more than personal protection, but as a guide, include the following considerations:

1. No one will be allowed to perform any activity in the shop or department unless an instructor is present.
2. Students other than scheduled class members desiring to work in a shop or department must secure permission from the instructor in charge.
3. Students will not be allowed to use tools, equipment, or supplies without prior instruction and proper authorization. (Students absent during instruction and demonstration periods must obtain proper instructions before performing that activity).
4. Any injuries sustained during instructional time must be reported immediately to the instructor in charge.
5. Damages to tools and/or equipment must be reported to the instructor as soon as possible.
6. Shop attire that must be used while performing instructional activities include the following:
  - a. Tucked-in shirt with short or rolled sleeves.
  - b. Long pants.
  - c. Leather shoes.
  - d. Approved safety glasses or goggles.
  - e. Cap, band, or net to confine long hair.
7. Individual responsibility by the student must be assumed for the following:
  - a. Keeping work area clean and in order.
  - b. Replacing tools and equipment in designated storage area.
  - c. Returning fuel, oil, and solvent containers to storage area.
  - d. Replacing manuals on shelves.
  - e. Placing soiled rags in proper containers.
  - f. Storing project and unfinished work properly.
  - g. Disposing of unwanted fuel, oils, paints, and solvents in drain cans.
  - h. Removing unsafe clothing or jewelry while performing instructional activities.
  - i. Reporting any unsafe conditions existing in the area.

The instructor is responsible for teaching safety, for posting safety rules, and for determining that these rules are given allegiance.

Safety posters, lectures, tours of industrial plants, and audio-visual aids are only a few of

the resources available for the enhancement of the safety instructional program.

It is the responsibility of the student to know and practice all safety requirements.

## **FIRST AID**

First aid is the immediate and temporary care given to a person who has been injured or has suddenly taken ill. It includes self-help and shop care if medical assistance is not available or is delayed. It includes well-selected words of encouragement, evidence of willingness to help, and promotion of confidence by demonstration of competence.

As published by the American National Red Cross: "First aid begins with action, which in itself has a calming effect. If there are multiple injuries or if several persons are hurt, priorities must be set. Enlist the help of bystanders to make telephone calls, to direct traffic, to keep others at a distance if necessary, and perform similar duties...provide life support to victims with life-threatening injuries, then care for those with less critical injuries. Telephone or have someone else telephone the appropriate authorities regarding an accident...The circumstances surrounding the accident should be a guide as to whom to call. Always have a list of emergency numbers available; if the numbers are not readily available, ask the telephone operator for assistance. Describe the problem; indicate what is being done, and request the assistance needed, such as an ambulance, the fire department, the rescue squad, or utility company personnel. Give your name, the location of the accident, the number of persons involved, and the telephone number where you can be reached. Do not hang up the receiver until after the other party hangs up because he or she may wish to clarify some information."

First aid kits are readily available throughout the institution. These kits are to be kept in a high state of readiness, and a qualified individual for the administering of first aid is to be available.

## **Accident Records**

In the event of an accident, in which an individual is injured, it is the responsibility of the staff and instructor concerned to submit an Accident/Injury Report Form. The accident report form is so designed that proper procedure is outlined for the treatment of serious injury. The Accident/Injury Report Form is of further value, in that accidents will be necessarily reported to the proper administrative authority, and written record will be available for statistical studies. Accident forms are available on the College Intranet.

## **Emergency Health and Safety Procedures**

Safety is a primary concern of H. Council Trenholm State Technical College. In the case of a student accident or sickness that requires emergency assistance, the college faculty member or staff member responsible for the activity or, if that individual is not immediately available, a faculty or staff member in the area, shall:

1. Call 911 and give appropriate information.
2. Notify the applicable dean of the accident or sickness.
3. Keep other students or persons away from the injured person and do not administer any internal medicine.
4. Control the situation to avoid student exposure to a dangerous situation.
5. Remain with the victim until qualified emergency technicians arrive and take control of the situation.
6. Fill out accident/injury report within 24 hours. If the ill or injured person is a student, turn original report in to Student Services and make a copy for your files. If the ill or injured person is an employee, turn original report in to Human Resources.
7. The Dean of Student Services or the Human Resources Director will forward the accident/injury report to the Campus Safety Coordinator for investigation of accident. The Campus Safety Coordinator will forward a final copy of the report to Human Resources.
8. A copy of the **Campus Safety and Security Procedural Manual** may be found on the college intranet at <http://intranet.trenholmstate.edu/safetysec/safetyplan1213.pdf>

## **Fire Escape Routes and Severe Weather Procedures**

Due to the layout of the H. Council Trenholm State Technical College campuses and the separation of buildings housing the various programs, it is necessary to have a Fire Escape Route and a Severe Weather Cover Procedure for each building. Each classroom and shop area will have the Fire Escape Route posted on the bulletin board or other conspicuous place in clear view. The Alert Notification System will be used in the event of fire or severe weather in order to properly notify all faculty, staff, and students. Messages will also be sent via SchoolCast to the email addresses or phone numbers of all individuals who have provided contact information for this purpose.

Regular drills will be carried out in order to keep everyone in all areas of the campus familiar with the proper procedures to follow in case of a fire or severe weather outbreak. Administrative Personnel will monitor all drills to ascertain critical timing and that correct procedures are followed. Log sheets will be kept indicating time and date of fire drills and



severe weather practice drills. All drills will be unannounced and supervised by designated building captains.

See Severe Weather Procedures - Section VIII - Page 6 of this Handbook.

## **Fire Escape Procedure**

In the event of necessary evacuation, all personnel will have received prior and thorough instructions in fire escape procedures. If an UNCONTROLLABLE FIRE should occur, faculty, staff, and students will be notified via the Alert Notification System and SchoolCast email system; therefore, the following procedures will be followed:

1. Secure all machines in operation.
2. Make no attempt to extinguish the fire - GET OUT!
3. Move to appropriate exit as designated by wall charts located in all institutional spaces.
4. Do not run, push, or panic.
5. Proceed to area designated by arrows on wall charts.
6. Be cautious of vehicular traffic.
7. Students should immediately report missing individuals to their instructor.
8. Do not reenter the structure until so authorized by the Building Captain or Fire Department personnel.
9. Instructors should remain with their class at all times.
10. Do not in any way hinder the efforts of the Fire Department.

## **Fire Escape Plan**

Immediately report departmental fires to the Fire Department. The telephone number of the Montgomery Fire Department: Dial 9 - 911.

A copy of the fire escape plan is posted in all departments. It is the responsibility of the individual instructor to perform specific duties as follows:

1. Insure that all students are instructed in fire escape procedures.
2. Insure that all students are safely out of the structure.
3. Secure all windows and doors in the assigned instructional area.
4. Insure that all machines are secured.
5. Account for all students and restrict them to assigned areas until further instructed.
6. Ascertain that the students do not obstruct fire-fighting efforts of the Fire

Department.

## **Severe Weather Procedures**

Upon notification of severe weather from the National Weather Service, personnel will be alerted by the Alert Notification System and SchoolCast email system. The following procedures will be followed:

1. Proceed to area designated on wall charts located in all institutional spaces.
2. Do not run, push, or panic.
3. Do not leave designated area until "ALL CLEAR" is given via Alert Notification System.
4. Instructors should remain with your class at all times. It is the responsibility of instructors to follow rules outlined in the safety manual located at <http://intranet.trenholmstate.edu/safesec.htm>.
5. The President only has sole authority to cancel classes due to severe or inclement weather.

Note: Administrative Staff are expected to follow the same safety procedures outlined in the above referenced sections.

# DAILY WORK SCHEDULE

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## **Administrative, Professional, and Support Staff**

The work schedule for administrative, professional, and support staff shall include forty clock hours per week. The work schedule excludes the lunch period. This schedule will be approved by the President.

## **Full-time Instructional Staff**

The work schedule for full-time instructional staff shall Dean of Instruction includes 35 clock hours per week, exclusive of lunch and other regularly scheduled breaks. The student contact hours for technical instructors shall not exceed 30 hours per week. The credit hour load for general education faculty shall not exceed 16 credit hours during Fall and Spring semesters and 12 to 13 credit hours during the Summer Term.

## **Part-time Faculty/Staff**

All part-time members of the faculty and staff shall receive an assigned work schedule from their immediate supervisor or the President.

## **Time and Attendance**

The part-time staff must submit a Time Sheet as directed by the Business Office. This process will allow the Business Office to have the payroll ready on the last week day of the month.

## **Faculty and Staff Absences**

If a full-time faculty or staff member must be absent for any reason, he or she must complete an on-line leave request and receive prior approval from the immediate supervisor and the Dean. In the case of an anticipated absence, an instructor must make arrangements for each class and must inform his or her Division Director and the Office of the Dean of Instruction.

If a part-time faculty member must be absent for any reason, he or she must notify the Program Coordinator or Division Director, the Evening Supervisor or the Office of the Dean of Instruction.

## **TEACHING LOAD**

Each instructor's teaching load is assigned each term in accordance with State Board policy 608.01.

## **OVERTIME POLICY**

The policy of H. Councill Trenholm State Technical College concerning overtime compensation is as follows:

### **When a Non-Exempt Employee May Be Required to Work Overtime**

A Non-exempt employee shall 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. For purposes of this policy, an "emergency condition" exists if, in the opinion of the College President, one or more of the following is present:

1. A situation which endangers or potentially will endanger the physical 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 College registration, enrollment, orientation, graduation, or commencement activities. However, under such circumstances an employee shall not be required to work overtime unless the College previously has taken reasonable action to obtain the services of other qualified employees who are willing and able to perform 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 College goals or efforts to obtain a college or program accreditation from recognized accreditation agencies or organizations. Under such circumstances, the employee shall not be required to work overtime unless the College previously has taken reasonable action to have the work performed during normal work hours (that is, reasonably good planning would not ensure the timely performance of the work so as to avoid an "emergency" concerning accreditation); and
4. 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 others which are external to the State Board of Education, Department of Post-secondary Education, or any Alabama State College, i.e., assistance in retrieving

court ordered documents.

**B. Working Extra Hours in a Day**

An employee is not automatically entitled to overtime pay, either in the form of pay or compensatory time off, for hours worked in a day beyond those normally worked in such a day. However, under those circumstances described in the "emergency conditions" a non-exempt employee may be entitled to over-time compensation for hours worked in excess of forty (40) hours during a workweek, if correct procedures are followed.

**C. Options for Compensation for Overtime Hours Worked**

When the President or an authorized designee has determined that a need for overtime work exists, he/she shall make a request to the employee to work overtime. Once the employee has agreed to perform overtime work, then it is important to note that at such time the President/designee and the employee must agree as to how such overtime work will be compensated. There are three options available as follows:

- a. The employee will receive compensatory time at 1 ½ times the rate of actual overtime hours worked. For example: if an employee works 4 hours of overtime, he/she will receive 6 hours of compensatory time which can be used at the employee's discretion.
- b. If an employee works hours beyond the normal workday and then chooses to decrease hours worked in a workday later in that same workweek, he/she may do so but only on an hour-for-hour basis. The reason is that the employee has not worked over forty hours for the workweek and, therefore, the 1 ½ times rate of compensatory time is not applicable.
- c. The employee may elect to receive payment for compensatory time at 1 ½ times the regular hourly rate of pay.

**D. Procedures:**

1. If an employee elects to receive compensatory time off, the employee shall be permitted to use accrued compensatory time after it is requested if the operations of the College are not unduly disrupted. When compensatory time off is taken, a leave request must be completed utilizing the on-line leave system, indicating this is compensatory time, and submitted for approval the same way any other type leave would be requested.
2. The maximum compensatory time which may be accrued, shall be 240 hours (160 hours actually worked).

3. All earned overtime/compensatory time is required to be pre-approved on the proper form and signed by the employee and supervisor. The form is then forwarded to the appropriate Dean for approval prior to any hours being worked. If an employee works more than required 40 hours per week without pre-approval the time over the required 40 hours will be considered as a donation to the College.

The Business Office will maintain the on-line leave system and a current record of each employee's overtime/compensatory time.

# LEAVE

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## THE ALABAMA COMMUNITY COLLEGE SYSTEM LEAVE POLICIES

<u>Type</u>	<u>Description</u> <u>Employees Benefited</u>	
Annual	Earn based on years of experience in public education in Alabama See table	A, B, C, E, H
Emergency	Maximum of 3 days, noncumulative	A, B, C, E, H
Personal	Maximum of 2 days, noncumulative Maximum of 5 days, noncumulative	A, B, C, E, H D
Sick	Earn 1 day/month, unlimited accumulation (per Act No. 2001-671). Limited as credit for retirement purposes to one day per month of employment.	A, B, C, D, E, H
Maternity	Maximum of 1 year without pay (may request use of sick leave first)	A, B, C, D, E, H
Military	Maximum of 21 working days in a <u>calendar</u> year for required military service	A, B, C, D, E, H
Court	Special leave required court attendance	A, B, C, D, E, H

## LEAVE REQUESTS

All leave must be requested utilizing the on-line leave system. Leave requests must be approved by the employee's immediate supervisor and the appropriate Dean or his or her designee.

Faculty and staff should not request annual/personal leave that would occur during registration, the first week of classes, commencement, or any other times announced by the President. In extraordinary circumstances, if an employee must request annual leave that occurs during such times, the request must be accompanied by a memorandum explaining the circumstances. The request must be approved in advance by the President or his designee and notification of approval must be received by the requestor prior to taking leave.

## **SCHEDULE H PERSONNEL**

Permanent support personnel who work from 20 - 39 hours per week shall earn the same benefits as full-time employees with the following exception:

1. A "day" is defined as four (4) hours for persons paid from Schedule H-20, five (5) hours for persons paid from Schedule H-25, six (6) hours for persons paid from Schedule H-30, seven (7) hours for persons paid from Schedule H-35.

## **TEMPORARY SUPPORT PERSONNEL**

Temporary support personnel who work from 20 - 39 hours per week shall earn the same leave after being employed for four (4) months. When referring to leave policy, a "day" will be prorated based on the number of hours worked per week.

Temporary support personnel are not eligible for health insurance benefits.

## **SICK LEAVE**

Each full-time college employee employed on Salary Schedules A, B, C, D, E, and H shall earn one (1) day of sick leave per month of employment. Employees shall be allowed to accumulate an unlimited number of sick leave days. However, for purposes of applying accrued sick leave as credit for retirement purposes, the limit for credit shall be one day per month of employment. According to the situation, sick leave should be reported as soon as it is known to be needed or immediately after it is used.

The college administration has a duty to assure a minimal disruption of the College and continuity of instruction to the student. After five (5) days of absence 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 qualified physician acceptable to the institution. This is to be done at the expense of the employee. Sick Leave will be granted only for the following reasons:

- A. Personal illness;
- B. Routine physical examinations, dental appointments, eye examination, etc.;
- C. Bodily injury that incapacitates the employee;
- D. Attending to an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or to an individual with a close personal tie to the employee.
- E. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle or aunt).



- F. Illness, injury or death of an individual not legally related to but having a unique relationship with the employee. (Where unusually strong personal ties exist due to an employee's having been supported or educated by a person, or some relationship other than those listed, this relationship may be recognized for leave purposes.)
- G. Persons on maternity leave will be paid for earned sick leave on request.

## **SICK LEAVE BANK**

Upon the request of ten percent (10%) of the full-time employees of an institution, the president of the institution shall establish a sick leave bank plan for full-time instructional/professional/administrative employees and for full-time support employees, either jointly or separately. The employees, using a secret ballot process, shall make the decision of whether the sick leave bank will be joint or separate.

### **A. Purpose**

The purpose of the bank shall be to provide a loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted. The Bank shall be operated, managed, and governed by a Sick Leave Bank Committee subject to the guidelines of State Board Policy 610.01. Full-time employees shall be allowed to deposit an equal number of days (not to exceed five 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 sick leave has been exhausted.

### **B. Sick Leave Bank Committee**

1. The Sick Leave Bank Committee (hereinafter referred to as the "Committee") shall consist of five (5) members. One (1) member shall be the college president or designee, who will be the Board representative on the Committee. Four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year.
2. Members of the Committee will serve terms of one (1) year. The college president shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process. No representative on the Committee shall serve longer than five (5) years. Vacancies occurring on the Committee shall be filled by the respective parties.

3. Duties of the Committee

- a. It shall be the exclusive responsibility of the Committee to develop the guidelines and administrative procedures of the sick leave bank, including provisions for catastrophic leave. The Committee shall also develop all necessary forms for the orderly operation and administration of the sick leave bank. All guidelines and procedures must be approved by a secret ballot vote of the participating members and filed with the President's Office and the Chancellor's Office within fifteen (15) calendar days after their adoption.
- b. 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. The Committee during all its meetings shall observe *Robert's Rules of Order*, latest edition.
- c. 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.
- d. The Committee will distribute contribution forms to all eligible employees. Forms for requesting loans from the bank shall be available at the business office of the college.
- e. The Committee shall maintain accurate records of contributors eligible to participate in the bank.
- f. The Committee shall review all applications for loans from the Sick Leave Bank and make appropriate decisions on approval of such loans.
- g. Any alleged abuse of the bank shall be investigated by the Committee and, on a finding of wrongdoing, the violator 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 college.

C. Sick Leave Bank Guidelines

1. 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.
2. 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 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.

3. A member of the sick bank shall not be allowed to accumulate more days than allowed by Section 16-1-18-1, including days in the sick leave bank.
4. Employee membership in the sick leave bank shall be voluntary.
5. Upon retirement or transfer of the sick leave bank member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.
6. Before being eligible to use catastrophic sick leave days, the member of the sick leave bank shall first borrow and use days from the sick leave bank, up to a maximum of fifteen (15) days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the sick leave bank to the credit of the affected member.
7. At the beginning of each leave year, or upon employment of a new employee, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account, in order to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable the employee to join the sick leave bank.
8. The Committee must decide whether or not to allow employees who have previously failed or refused to join the sick leave bank the opportunity to join upon deposit of the requisite number of sick leave days.
9. The Committee shall have the authority to establish an annual enrollment period for participation in the sick leave bank.
10. The Office of Human Resources shall maintain records of all member contributions to the 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.
11. The number of days loaned to an applicant shall be determined by the Committee. Factors to be considered include, but are not limited to; need; circumstances of the illness or disability; years of service to the college; availability of days in the bank; and ability of the applicant to repay the loan.
12. In cases where the contributor has been incapacitated, his or her agent or representative, designated as such in writing, may apply to the Committee on behalf of the contributor. In case of mental incapacity of a contributor, the

designated agent or representative must be a person who, by law, may serve in such capacity.

13. At the discretion of the Committee, and upon the request of the applicant, a loan may be granted retroactively to the fifteenth (15) day of the absence.
14. Resignation from participation in the sick leave bank may only be made in writing on the proper form to the Committee with a copy to the president of the College.
15. Questions and information requests concerning the sick leave bank should be directed to the Director of Human Resources.

D. Catastrophic Sick Leave

1. With regard to catastrophic sick leave, employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness. 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 16-1-18-1. Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall have first exhausted all sick and personal leave.
2. Donated days shall become available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor. If an employee does not require all of the days donated to the credit of the employee, the days shall revert to the credit of the employee(s) who donated the days in accordance with the guidelines adopted by the Committee.
3. No employee may donate more than thirty (30) sick leave days, not including the initial deposit of five (5) days, to the sick leave bank for the catastrophic sick leave of any one employee.
4. 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 receive 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.
5. A catastrophic illness is 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.

## **TRANSFER OF SICK LEAVE**

Earned sick leave, not to exceed the limits as established by Alabama State Board of Education policy for institutions under its control, may be transferred from one public institution to another.

## **PERSONAL LEAVE**

Up to five (5) days of personal leave with pay will be granted to full-time instructional personnel and up to two (2) days for all other full-time personnel during any academic (September - August) year. With regard to Salary Schedule H employees, a day is defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35. Personal leave is noncumulative. Personal leave will not be granted if its occurrence will seriously hamper the normal routine operation of the College. Personal Leave not taken will be converted at the end of the leave year to sick leave. Election by the employee otherwise requires timely written notice by the employee to the institution.

## **MATERNITY LEAVE**

A full-time employee will be granted up to a maximum of one (1) year of maternity leave without pay. Persons on maternity leave without pay resulting from pregnancy will be paid for earned sick leave upon request. Persons taking maternity leave to stay at home with adopted children will not be paid for earned sick leave. The tenure status of persons on maternity leave will not be affected.

## **MILITARY LEAVE**

All full-time employees are eligible for paid military leave of up to 168 hours per calendar year in the event of being called to active duty. 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.

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

All full-time employees eligible for paid military leave shall also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state. On receipt of orders, the employee will complete a Leave Request Form, attach a copy of the orders and submit to the Business Office designee.

All returning employees following Annual Training or other types of extended military leave of absence must adhere to the time limits depending on the duration of the orders as follows:

1. Service of 1 to 30 days: The beginning of the next regularly scheduled work period on the first full day following completion of service and exploration of an 8 –hour rest period following safe transportation home.
2. Service of 31 to 180 days: Application for reinstatement must be submitted not later than 14 days after completion of military duty.
3. Services of 181 or more days: Application for reinstatement must be submitted not later than 90 days after completion of military duty.

Employee’s failure to return to work after 90 days of completion of military duty is subject to termination of employment. All employees returning from active duty must complete the check in process with the Office of Human Resources.

## **FAMILY AND MEDICAL LEAVE ACT – FMLA**

The *Family and Medical Leave Act of 1993* entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Designation of leave as FMLA leave must be made “up-front” whenever possible. Accrued sick leave must be exhausted before the employee is entitled to unpaid FMLA leave. Employees are not required to use personal or annual leave. Any sick leave accrued and used by an employee, who would qualify for FMLA leave, will count towards the twelve (12) weeks of unpaid FMLA leave available to the employee. Upon return from FMLA leave, an employee is entitled to be restored to the same job or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment. In addition, an employee’s use of FMLA

leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

To be eligible for FMLA benefits, a college employee must have been employed by the college for a total of 12 months from the date on which any FMLA leave is to begin and must have worked at least 1,250 hours over the previous 12 month period. The twelve (12) month period used to calculate eligibility and to be used as a “leave year” under the FMLA will be the same as that used by the college to determine annual and sick leave – September 1 through August 31.

Effective January 28, 2008, the Family Medical Leave Act (FMLA) has been extended to include military family leave. There are two changes to the FMLA:

1. **New Qualifying Reasons:** The College must provide 12 weeks of leave to eligible employees who have a spouse, parent, or child who has been called to active duty in the armed forces when they experience “any qualifying exigency”. In other words, active duty leave may be taken for issues related to the call to active duty status, and the leave may commence as soon as an individual receives notification of impending call to active duty status.
2. **New Leave Entitlement:** The college is required to provide up to 26 weeks of leave during a single 12-month period to eligible employees who are the spouse, parent, child or next of kin (Nearest blood relative) of a service member who is recovering from a serious illness or injury sustained in the line of duty on active duty. This military caregiver leave is available during a single 12 month period, during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Employees who wish to take leave under the FMLA are required to complete and return the appropriate forms to the Office of Human Resources. Forms and additional information pertaining to the *Family and Medical Leave Act* may be obtained from the Office of Human Resources or college intranet.

## **EMERGENCY LEAVE**

A maximum of three (3) emergency leave days with pay may be granted to full-time administrative and support personnel during an academic (September - August) year if, in the judgment of the President, it is essential that the employee be absent. Emergency leave with pay is noncumulative, and is not intended to be used to supplant sick leave or personal leave.

## COURT ATTENDANCE

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

## ANNUAL LEAVE

Instructors, counselors and librarians do not earn annual leave. Full-time personnel on schedules A, B, C, E and H (prorated) earn annual leave according to the following table:

<u>Years of experience</u>	<u>Annual Leave Earned</u>
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

No more than sixty (60) accumulated annual leave days may be carried forward to the next fiscal year. Annual leave may be taken at appropriate times as approved by the President. A “year of experience” shall be a completed year of full-time work experience at one or more two year colleges, the Department of Postsecondary Education, any public school, college or university in Alabama, or at any combination of the foregoing. A “year” shall be at least nine (9) months’ employment out of a twelve (12) month period. A twelve (12) month period shall be that period from September 1 to August 31. With regard to administrative, supervisory, or professional work experience, “full-time” shall mean employment having a normal workweek of forty (40) or more hours. With regard to instructional experience (including experience as a teacher, librarian, or counselor) full-time’ shall mean employment having a normal workweek of thirty-five (35) or more hours or such number of work hours as the respective school district or college designates as full-time. With regard to work experience as a support employee, “full-time” for the purpose of computing “years of experience” shall mean employment having a normal work week of twenty (20) or more hours. In order to receive consideration as a “year of experience” for annual leave accrual rate purposes, a “year” must be completed on or before August 31 prior to the academic year during which the leave accrual rate shall be applicable.

The number of "years of experience" will be established and certified by the President based on verified documentation provided by the employee. The President shall certify within 30 days after full-time employment but no later than October 31.



## **ABSENCES DUE TO JOB-RELATED INJURIES**

In the event of a job related injury and upon the request of the employee, the following may apply in accordance to State Board Policy 610.02:

1. The Presidents may approve payment of salaries and fringe benefits for up to ninety (90) working days for absences arising from job-related injuries to employees. Continuation of salary and fringe benefits for the appropriate number of working days shall be consistent with the employee's injury and the subsequent absence from work resulting from the injury. This policy shall apply to temporary disability of the employee as applicable to the job-related injury.
2. The President/designee may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury. The President/designee may, within his or her discretion, require a second opinion from another physician at the expense of the institution. The President/designee may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.
3. Sick leave shall not be deducted from the employee's account if absence from work results from an on-the-job injury.
4. The President/designee shall inform the employee who is injured on the job of the employee's rights to claim unreimbursed medical expenses and costs through the State Board of Adjustment and shall inform the injured employee regarding applicable State Board of Education policies. Such notification shall be made within thirty (30) calendar days of notice of the injury.
5. Eligibility for salary and benefits under this policy is contingent upon proper notification by the injured employee to the President/designee within twenty-four (24) hours after the occurrence of the injury. When the employee is not clinically able to affect such notice, notification may be made by a representative of the employee. Said representative must be reasonably knowledgeable concerning the injury and the condition of the employee.
6. The Chancellor is authorized to promulgate guidelines for compliance with and enforcement of this policy.

Questions regarding the claims process, job related injuries and the claims process in which to shall be directed to the Department of Human Resources.

## **PROFESSIONAL DEVELOPMENT**

Full-time personnel shall be granted professional leave with pay for up to ten (10) days per year provided, in the opinion of the President, the professional activity will significantly enhance the employee's direct contributions to the institution and that it is consistent with the goals of the employee's professional development plan. Professional activity is defined to include appropriate activities sponsored by professional associations and organizations such as ACCA, and other professional organizations serving the two-year college employees. A Request to Participate in a Professional Activity form is available on the forms page on the Intranet.

# EMERGENCY MANAGEMENT

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The basic emergency procedures outlined in this section are to enhance the protection of lives and property through effective use of the College and campus resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or designee, may declare a state of emergency and the guidelines may be implemented.

## DECLARATION OF CAMPUS EMERGENCY

The authority to declare a campus state of emergency rests with the President, or designee, as follows:

During the period of any major campus emergency, the college administration, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The designated person shall consult with the President regarding the emergency and possible need to declare a campus state of emergency.

When a campus emergency is declared, only registered students and college personnel are authorized to be present on campus. Those who cannot produce proper ID will be asked to leave the campus immediately.

In the event of fires, storms or major disasters occurring on or about the campus, or which involve College property, the College President, or designee, will be dispatched to determine the extent of any damage to the College property.

## COLLEGE NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at H. Councilll Trenholm State Technical College. This system is intended for the immediate transmission of specific information regarding an emergency.

**All emergency assistance requiring first aid for trauma will be sought by dialing 911.** A Montgomery County rescue facility is located within one quarter of a mile from each campus.

The Receptionist (extension 0) is the focal point for two-way communication. Each employee shall notify the Receptionist of any emergency. The Receptionist will notify the Campus Safety Coordinator and the President or designee. The Receptionist shall notify each department as needed concerning the emergency.

# REPORTING EMERGENCIES

Campus Emergency Service (Receptionist) 0

When calling, stay calm and carefully explain the problem and location to the Receptionist.

DO NOT HANG UP UNTIL TOLD TO DO SO.

1. In an emergency situation

Call 911

When Emergency Service (Receptionist) cannot be reached:

Patterson Campus..... 300-4990

Trenholm Campus..... 300-4969

Safety Team Committee Chairman..... Mr. Charles Harris

Location: Library..... 420-4232

Cellular Phone..... 799-6535

President.....Mr. Samuel Munnerlyn

Location: Patterson Campus..... Extension: 4214

Trenholm Campus.....4216

Cellular.....799-6540

Note: Refer to the Campus Safety and Security Procedures located at <http://intranet.trenholmstate.edu//safetysec/safetyplan1213.pdf> for additional safety information.

All employees are required to familiarize themselves with this manual and to have a copy available for use in the event of an emergency. Click on “Publications” to review or download a copy of the manual.

Trenholm Alert Emergency Notification System allows students, faculty and staff to receive time-sensitive emergency message in the form of email, voice and text messages. Please refer to Trenholm Alert FAQs by clicking the Trenholm Alert located at the lower-right link of the page. FAQs link will be on the far-right.

# **GENERAL POLICIES & PROCEDURES**

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## **FACULTY/STAFF MEETINGS**

All employees are required to attend divisional meetings, professional development activities, general assemblies, and special “called” meetings. In addition, faculty are required to attend all Faculty meetings. All programs must have at least (2) Advisory Committee meetings per year and minutes must be turned in to the Office of Institutional Research, and the Dean of Instruction or whomever is applicable to the division. Absences from such meetings must be approved in advance by the President.

## **USE OF SHOPS/LABS, TOOLS AND EQUIPMENT**

Each instructor is responsible for the classroom and shop/lab to which he/she is assigned, including all tools, supplies, furniture and equipment issued to that department. No work shall be done in the classroom or shop/lab outside the scheduled hours unless permission is granted by the President, or Dean of Instruction. Student work projects must be done during the regular scheduled hours, unless prior approval has been received from the President, or Dean of Instruction

## **SCHEDULING COLLEGE FACILITIES**

Any activity not on the Academic Calendar and utilizing College facilities must be scheduled through the President’s Administrative Assistant. The Administrative Assistant shall verify the eligibility of the group desiring to use the College facilities and if appropriate process a “Rental Application and Agreement Form,” and enter the event on the Academic Calendar. The Administrative Assistant shall coordinate arrangements for the event. Instructional programs operated by the college shall be given priority in scheduling college facilities.

## **USE OF COLLEGE FACILITIES BY EXTERNAL AGENCIES**

Community agencies and groups may be allowed to use the College campus or facilities in accordance with the policies and procedures presented in the “Rental Application and Agreement”. A facility use deposit may be required. Fees for opening and closing facilities, utilities, cleaning facilities and for any damages may be deducted when deposits are returned. The Rental Application and Agreement Form shall be available from and be processed through the President’s Administrative Assistant.

## **BUILDINGS AND FACILITIES**

A map of the College indicates the building & facilities location for each department on campus (Exhibits 2 & 3).

## **LEARNING ENHANCEMENT CENTER**

New or prospective students are encouraged to visit the Learning Enhancement Center (LEC) to address any questions they might have concerning transition to college, course material, study skills, career exploration or strengthening their skills in English, math or reading. State-of-art computers with Internet connection are available for student research and for accessing the Alabama Virtual Library. The LEC is staffed with personnel eager to help each student achieve optimum success. The LEC is located on the Patterson Campus in Building J and on the Trenholm Campus in Building F. For questions about the LEC or for COMPASS Assessment information, contact the Testing Coordinator.

## **OFF-CAMPUS USAGE OF COLLEGE PROPERTY**

The responsibility for institutional property rests with the custodian of the property and all members of the administration, faculty and staff holding supervisory positions to which institutional property is assigned. As a general policy, institutional property will not be removed from authorized locations, without prior approval of the President or Dean of Finance and Administrative Services. (State owned vehicles are subject to a separate policy.)

All property that is owned by the institution or property for which the institution is responsible may be used only for institutional purposes.

When it is necessary to remove property from its assigned location, there must be authorization by the President or Dean of Finance and Administrative Services and by the appropriate faculty or staff member to which the property is assigned.

All institutional property removed from the campus must be returned to its proper location promptly upon the completion of the approved activity.

## **VEHICLE REGISTRATION AND PARKING**

The following regulations shall apply to students, faculty and staff who operate motor vehicles on the campuses of H. Council Trenholm State Technical College.

## **REGISTRATION OF VEHICLES**

1. All persons who drive one or more vehicles on campus must register at Student Services. This includes motorcycles and all other motor-driven vehicles.
2. Vehicles must have a parking decal properly displayed based on the instructions provided at the time of registration, including handicap decal if applicable.
3. Each person driving a vehicle is responsible for legibility of the decal. If a decal is accidentally defaced, it must be removed from the vehicle and submitted to the bookstore for replacement.
4. Parking tickets will be issued to automobiles unregistered, improperly parked or those parked in unauthorized parking areas such as the President's parking spot, handicapped parking spots, and fire lanes.

## **ENFORCEMENT HOURS**

Traffic and parking regulations will be enforced Monday through Friday, from 7:30 a.m. to 10:30 p.m.

## **BUSINESS OFFICE HOURS**

The College's Business Office is open from 7:30 a.m. until 5:30 p.m., Monday through Thursday and Friday, 7:30 a.m. until 11:30 a.m.

## **GRADES**

Each instructor will maintain accurate, day-by-day student attendance records. All attendance records and grades must be submitted to Admissions and Records each term for every class. Attendance forms are available on the Intranet for instructor convenience; all instructors also have access to GradeQuick Web.

## **GRADUATION**

A graduation ceremony will be held annually. Graduation exercise attendance is required of all full-time employees with faculty status. All staff of the College is encouraged to attend graduation. Students should be directed to submit their Intent to Graduate information the term prior to the completion of their program.

## **VISITORS**

There may be occasions when friends and family of college employees visit the employee in the workplace; therefore, the employee assumes full responsibility for the visitor and visits shall not become disruptive to work routines. Under no circumstances should visitors stay and visit for long periods of time. Solicitation of business from students and employees is not permitted. Students should not bring family members and/or friends to attend classes with them without prior approval of instructors, Dean of Instruction. All visitors must follow all appropriate policies expected of students and/or employees while on campus.

## **FOOD AND DRINK**

No food or drink is allowed in classrooms or labs/shops at any time except on a special occasion with prior approval from the instructor. No food or drink is allowed in any computer lab. The Student Center located on each campus is provided for this function. Instructors are directed to enforce this policy in their classes and shops/labs.

## **SMOKING**

Pursuant to State law, it is the official policy that Trenholm State is a tobacco free, therefore, smoking or chewing will not be allowed in any building or in any College vehicle. Students will not be excused to leave class to smoke. This policy is to be enforced by all faculty and staff. Smoking within 30 feet of any campus building is prohibited.

Designated Areas for Tobacco Use:

Trenholm State Technical 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 designated tobacco use areas on its campuses. Consequently, the use of tobacco products is prohibited except in designated locations.

Designated locations are as follows:

- Trenholm Campus: Behind the A/B building in area where cement tables are located
- Patterson Campus: Central courtyard between buildings, B,C, and E in grassy area and



behind building L.

- Library Tower and JDEC: Rear parking lot
- Culinary Arts, Truck Driving, Massage Therapy, and Cosmetology: No less than 50 feet from the building

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or chewing 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 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 security.

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.

#### RESOURCES:

The Alabama Department of Public Health, Tobacco Prevention and Control (<http://www.adph.org/tobacco/Default.asp?id=785>)

## **DRUGS**

Trenholm State is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or any activity, which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor.

In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Trenholm State shall, within the scope of applicable Federal and State due process requirements, take administrative or disciplinary action, which may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may

include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease from such behavior.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

## **DUPLICATING EQUIPMENT**

Copiers located in the Administration Building on each campus, in the Library on the Trenholm Campus, in the Admissions and Financial Aid Office on Trenholm campus, and other areas on campus are available only for the instructors and staff members to use. No students are permitted to use the copiers. Copiers should be used for college business only.

Each employee should be aware of the copyright law as it pertains to the duplication of material. If you are unsure, the Dean of Instruction will assist you with the necessary information. Violation of copyright law is a serious offense. Each employee should familiarize himself with copyright law.

## **FACSIMILE EQUIPMENT**

A fax machine is located in the Administration Building and is available to authorized personnel for college business only. Please ask for assistance in sending a document if you are not familiar with the operation of the equipment. The fax machine is connected to a dedicated phone line and the numbers are (334) 420-4482 Patterson Campus and (334) 420-4201 Trenholm Campus.

## **REQUESTING MAINTENANCE SERVICES**

Faculty and staff are to follow the following procedures when requesting services from the maintenance department.

- A. **Emergencies:** Emergencies are to be reported directly to the Director of Physical Plant, Dennis Monroe. Mr. Monroe may be contacted on his cell phone 799-6544. If Mr. Monroe can not be reached, the emergency should be reported to the Dean of Finance and Administrative Services.
- B. **Routine Services:** A request for routine and non-emergency, such as replacing light bulbs, etc., should be submitted using the building work order on the college's intranet.
- C. **Repairs and Facility Modification:** Requests for repairs or facility modifications

are to be submitted using the building work order desk on the college's intranet.

## **INCLEMENT WEATHER**

In the event it becomes necessary to close the campus or to cancel classes and other activities due to the inclement weather, notices will be carried on the following radio and television stations: WACV-AM 1170, WBAM-FM 98.9, WHHY-FM 101.9, WLWI-FM 92.1, WMXS-FM 103.3, WRWO-FM 96.1, WVAS-FM 90.7, WAFX-FM 95.1, WZHT-FM 97.1, WZHT-FM 105.7, WAKA-TV CHANNEL 8, WCOV-TV CHANNEL 20, WNCN-TV CHANNEL 32, AND WSFA-TV CHANNEL 12.

All faculty and staff should be acquainted with safety policies and procedures to follow during weather emergencies. These policies and procedures are published on the Intranet in the Campus Safety and Security Plan.

Faculty should never cancel class in the event of anticipated severe weather unless directed to do so by the President. The President is the only person with the authority to cancel classes due to weather.

When severe weather is imminent, inquiring students should be advised to use their best judgment as to whether or not to travel to class based on weather conditions throughout the areas in which they must travel. Instructors should make every effort to work with students who must miss class when the college is open but severe weather is present in the area where the student lives or works.

## **TELEPHONE USE**

Telephones are provided to conduct college business. Personal calls should be kept to a minimum. Long distance calls placed for personal reasons should be charged to the employee's home telephone number. Students will not be called to the telephone except in the case of an emergency. Students should be discouraged from using the college telephone system.

## **CELL PHONE USE**

Cell phone noise is distracting to both faculty and students in classrooms, labs, and libraries. These areas are also inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, phones should be turned off or set to "silent" or "no ring" inside campus buildings. Telephone conversations should be conducted in building lobbies or outdoors, rather than in classrooms, labs, and libraries. Cell phone usage is also prohibited while driving a college owned vehicle.

## **BUSINESS AND INDUSTRY VISITS**

On faculty duty days, with approval by the President or designee, faculty should schedule visits to businesses and industries. These visits will assist the faculty in maintaining current practices within their programs. When a visit is made, a Business and Industry Visit Form should be completed and placed in the respective instructional Dean's office.

## **PROFESSIONAL DEVELOPMENT**

Opportunities for professional development exist for all employees of H. Council Trenholm State Technical College. Personnel should be guided by the regulations in the Alabama State Board of Education Policy Manual for professional activities. Attendance at professional development seminars, workshops and conferences is expected of the professional employees at H. Council Trenholm State Technical College. From time to time, the College professional development activities vary from specialized seminars and workshops to programs of more general concerns to the faculty and staff.

### **Faculty:**

Faculty members should refer to the requirements as specified in the Certification Guidelines for "Grandfathered" Faculty Members publication from the Department of Postsecondary Education. "An approved Professional Growth Plan by the specific college will be the only means by which an instructor can advance in rank." (Policy # 605.02)

### **Support Staff (Salary schedule E):**

Employees paid on the "E" salary schedule who are desirous of advancing in rank must submit a complete Professional Growth Plan to the Office of the President. Employees must serve at the current salary level and grade for a minimum of three (3) years before being eligible for advancement in that position. All approved growth plans will be effective the following budget year.

## **SYLLABI**

All course syllabi are to be on file in the Office of the Dean of Instruction. Course syllabi are to be the same for all sections of the same course whether taught by full-time or part-time instructors. The responsibility for keeping the syllabi current rests with the instructor. A copy of the course syllabus should be given to each student at the beginning of each term. Each course

syllabus must contain a minimum amount of required information that pertains to the policies and procedures of the College. A syllabus template is available from the office of the Dean of Instruction for use by all instructors. Division chairs and program coordinators must assure that all syllabi are current.

## **GUIDELINES FOR COLLEGE PROGRAM ADVISORY COMMITTEES**

Advisory Committees shall be established and maintained to provide advice for the college's instructional programs. Each instructional program shall operate under the guidance and recommendations of a program advisory committee.

The program advisory committee shall provide advice concerning the instructional program. The advice, guidance, or recommendations shall be made to the program instructional staff or to the college administration. The advisory committee members shall be informed of the disposition of their advice and recommendations.

The program advisory committee membership must include a minimum of three (3) persons external to the college who are representatives of area employers and other individuals associated with the mission of the program. Committee membership should include one or more program graduates employed in the field. A majority of the committee members shall be representatives from the private sector. Each program is required to include representatives from the Chamber of Commerce and/or economic development authority.

The program instructors shall serve as non-voting members of the committee. Committee members must be approved by the College President and submitted by the President to the Chancellor annually. Original appointments shall be for one year. Subsequent appointments may be up to three years.

The committee may recommend, to the College President, individuals to fill any vacancies on the committee or to expand the committee.

The members of the committee shall annually select one of its members from the private sector to serve as Chairperson. The members of the committee shall annually select one of its members as Vice-Chairperson. A program instructor shall serve as recording secretary for the committee.

The committee shall meet a minimum of twice per year. If feasible, the committee shall meet at least four times a year.

The Chairperson, after consultation with program instructors, shall call the committee meetings and set the meeting agenda. The Chairperson shall chair the committee meetings.

When the Chairperson is unavailable the Vice-Chairperson shall assume the duties of the Chairperson. Roberts Rules of Order shall be the reference authority for conducting all committee meetings.

Minutes shall be taken at all committee meetings, using the format provided by the college. Meeting minutes shall be distributed on a timely basis to each member of the committee, to the program instructional staff, and to the Dean of Instruction.

The committee, as a minimum, shall perform the following:

1. Annually review the Mission of the Program and recommend modifications as needed,
2. Annually assist in developing long-range plans for the program,
3. Assist in evaluating the curriculum, facilities, equipment, standards, and student outcomes of the program,
4. Assist in assessing the needs of the community,
5. Assist in identifying and acquiring instructional resources for the program, and program books and equipment.
6. At least biannually, complete the Employer Program Verification Forms for the Council on Occupational Education.
7. Annually complete the Advisory Committee Survey.

## **FIRST AID SUPPLIES**

It is the head of each unit's responsibility to insure that each First Aid Kit is stocked with available supplies for each department or unit.

## **INFECTIOUS DISEASE**

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

Significant Infectious Disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person

or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment.

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

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

### **Procedures for Employees with a Significant Infectious Disease:**

1. An employee who is diagnosed as having a significant infectious disease, or who requests special accommodations should notify the Director of Human Resources and the Title IX Coordinator.
2. Coordinator and the Director of Human Resources and Title IX Coordinator as necessary.
3. Trenholm State will report all necessary information, as required by law, to the County or State Health Department.
4. If necessary, Trenholm State will develop a plan and procedure for addressing the reported significant infectious disease in conjunction with and after consulting the County or State Health Department.

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

If Trenholm State, in consultation with the State or County Health Department, determines that the significant infectious disease requires limited contact with others, some of the restrictions available are to prohibit attendance at class or work or College functions until a diagnosis has been made and clearance given by a healthcare provider or the State or County Health Department.

## **Confidentiality and Assurance against Retaliation**

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

## **PROFESSIONAL ATTIRE**

All employees of H. Councill Trenholm State Technical College create a professional image and serve as role models for students with whom they work and as leaders in the community. Consistent with these roles, as well as the appearance of its facilities and grounds landscaping, all employees shall dress in a manner and have an appearance that is appropriate for the requirement of their job functions and working environment. Questions regarding appropriate dress should be directed to the employee's immediate supervisor or director of human resources.

Employees may wear H. Councill Trenholm State Technical College logo apparel on Friday. All logo apparel should be neat, clean, and present a professional image. Questions regarding appropriate college logo apparel should be directed to the employee's immediate supervisor or the director of human resources.

## **EQUAL ACCESS AND OPPORTUNITY FOR MINORITY AND BUSINESS PROFESSIONALS**

H. Councill Trenholm State Technical College will take all necessary affirmative steps to assure those minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps shall include:

1. Placing these firms on solicitation lists;
2. Assuring that these firms are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities to permit maximum participation;
4. Establishing delivery schedules which encourage participation;
5. Using the services and assistance of the:
  - a. Small Business Administration, and
  - b. Minority Business Development Agency of the Department of Commerce; and



6. Requiring the prime contractor, when using subcontractors, to take affirmative steps.

## **SEXUAL HARASSMENT AND DISCRIMINATION POLICY**

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

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

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

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

A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that the College maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of

each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students. Harassment of employees or students by nonemployees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the Title IX Coordinator.

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

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable or formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior. This policy encourages faculty, students, and employees who believe that they have been the victims of discrimination or sexual harassment to contact the Title IX Coordinator at the institution. Any reprisals shall be reported immediately to the Title IX Coordinator or the Director of Human Resources.

### **Definition of Sexual Harassment**

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the

Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not generally refer to a single sexual joke, offensive epithet or request for a date. Instead, it is conduct and/or behavior of a sexual nature which rises to the nature that it interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of either sex.

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

There are two kinds of sexual harassment; **Quid Pro Quo** and **Hostile Environment**. **Quid Pro Quo** describes a situation in which a student or employee is confronted with sexual demands to keep his or her job, or to obtain a promotion or raise, obtain a higher grade or educational benefit, and occurs when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities, or when submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual. **Hostile Environment** typically involves sexually offensive conduct that makes it difficult or unpleasant for an employee or a student. It occurs when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault or unwanted touching;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual activity;

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

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

### **Resolution of Harassment and Discrimination Complaints Procedure for Reporting Complaints**

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination should immediately bring the matter to the attention of the Title IX Coordinator to coordinate the investigation of such complaints. Upon receipt of the complaint, the appropriate designee shall meet and interview the complainant. During this initial meeting, in addition to gathering the additional information needed to initiate an investigation into the complaint, the appropriate designee shall explain the procedure and shall present a copy of this Harassment and Discrimination Policy. The President and the Vice Chancellor for Legal and Human Resources of the Alabama Department of Postsecondary Education shall be promptly notified of the complaint.

2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs, preferably within six (6) months of the incident. The complainant should submit a written statement of the allegations.
3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as promptly as possible after the complaint and/or report is made. All complaints and/or reports will be investigated and resolved within forty-five (45) days of receipt; except in extraordinary cases that require more time for completion of the investigation. Both the complainant and alleged offender shall be given periodical updates as to the status of the investigation.
4. The investigation record shall consist of formal and/or informal statements from the alleged victim, the alleged offender, witnesses identified by the victim or offender, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the incident. The investigation will afford the accused a full opportunity to respond to the allegations.
5. Complaints may be resolved through informal or formal procedures. Informal means are encouraged at the beginning point, but the choice of where to begin rests with the complainant. If the Title IX Coordinator believes that the matter is sufficiently grave because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then formal procedures shall be initiated.

### **Informal Procedures**

1. The complainant may, if he or she chooses, attempt to resolve the matter directly with the alleged offender and report to the Title IX Coordinator. However, if the complainant does not feel safe in confronting the alleged offender concerning the behavior or if the behavior does not stop, he/she shall immediately report such to the Title IX Coordinator.
2. The Title IX Coordinator may notify the alleged offender of the complaint and take whatever steps deemed appropriate to affect an informal resolution that is acceptable to both parties. The informal action stage will last no more than fifteen (15) days, unless extended by the consent and agreement of the complainant.

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

### **Formal Action**

If the complaint cannot be resolved on an informal basis within fifteen (15) days or such extended time as agreed to by the complainant, the complainant may file or pursue a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

1. If the formal complaint is against an employee of the College, it shall remain with the Title IX Coordinator for investigation and disposition pursuant to applicable law and grievance/discipline procedures.
2. If the formal complaint is against a student, not acting in an instructional or other employment capacity, the Dean of Students shall refer complaint to the Title IX Coordinator for disposition pursuant to applicable law and grievance/discipline procedures.

3. If the formal complaint is against a person not considered an employee or student of the College, it shall be directed to the Title IX Coordinator and Assistant Dean for IT and Campus Safety and Security for disposition pursuant to applicable law and grievance/discipline procedures.
4. If conflicts or other problems exist with the Title IX Coordinator handling the formal complaint, the complaint may be filed with the President.
5. In the event of complaints against employees and/or students, the Title IX Coordinator will notify the alleged offender in writing of the complainant's decision to take formal action. Formal action will consist of the Title IX procedures as set forth:
  - a. The original and two copies of Grievance Form A must be filed with the Title IX Coordinator within 30 calendar days following the date of the alleged violation(s). The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all forms.
  - b. The Title IX Coordinator will conduct whatever inquiry he/she deems necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations and offer any witnesses or evidence which are relevant to the resolution of the complaint. The Title IX Coordinator will make a record of the case, including a record of their decision, and a copy of that record will be retained in its confidential files. Within forty-five (45) days following the receipt of Grievance Form A, the Title IX Coordinator shall notify the complainant and the alleged offender of the outcome of the investigation; however, that information should be treated by both parties as confidential and private. Said notification shall be mailed to his/her home address by certified mail, return receipt requested.
  - c. Within fifteen (15) calendar days following receipt of the findings, a complainant or accused not satisfied with the resolution achieved by the formal procedures may seek an appeal by the completion and submission of Form B with the Title IX Coordinator and the President. If a notice of appeal is filed, appeal Form B must be

used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decision. Copies of Form B must be provided to

the Title IX Coordinator and the President. If complainant fails to file notice of appeal by the end of the 15<sup>th</sup> calendar day following receipt of the findings, the right to further appeal will be forfeited.

d. The President will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the written report of findings to complainant. At the completion of the President's review, the complainant and alleged offender shall be provided with a written report and disposition. Said notice shall be mailed to his/her home address by certified mail, return receipt requested. In addition, a copy of the written report and disposition shall be provided to the Title IX Coordinator and President.

e. An alleged offender not satisfied with the resolution achieved by the formal procedures may seek an appeal by the completion and submission of Form C with the Title IX Coordinator and the Chancellor. If notice of appeal is filed, appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the President. Copies of Form C must be provided to the Title IX Coordinator and the Chancellor. If complainant fails to file notice of appeal by the end of the 15<sup>th</sup> calendar day following receipt of the President's report, the right to further appeal will be forfeited. If the last day for filing notice of appeal falls on either a Saturday, Sunday or a legal holiday, complainant will have until the close of the first business day following the 15<sup>th</sup> calendar day to appeal.

f. The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate, study complainant's allegations and the report of the President, hold a formal hearing, and make a written report of findings to the complainant. At the completion of the Chancellor's review, the



complainant and alleged offender shall be provided with a written report and disposition. Said notice shall be mailed to his/her home address by certified mail, return receipt requested. A copy of the report and disposition shall be provided to the Title IX Coordinator. The decision of the Chancellor shall be final and binding upon all parties involved.

### **Sexual Harassment Training**

The Director of Human Resources shall review the Sexual Harassment & Discrimination Policy and coordinate annual harassment training workshops and recommend changes to the President.

### **Confidentiality and Assurance Against Retaliation**

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

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

### **Disciplinary Sanction**

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

It is the intent of this policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to

ensure a satisfactory conclusion to the investigation.

## **STUDENT CONDUCT**

Each employee of the College is expected to help enforce the policies of the College. Entrance into a public postsecondary institution is voluntary. Upon admission to this institution, the student has the obligation to adhere to the standards established by the College as long as there is no conflict with his or her legal rights.

H. Councill Trenholm State Technical College expects students to conduct themselves in a manner compatible with the lawful mission of this tax-supported college. The College prohibits any disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend this institution for the purpose for which the College exists—the right to utilize and enjoy facilities provided to obtain an education. Specific forms of prohibited conduct include the following:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
- Conduct in violation of federal, state, or local law;
- Destruction or theft of property;
- Obstruction or disruption of the College’s academic program or operations;
- Failure to comply with directions of college officials acting in performance of their duties;
- On-campus possession of dangerous weapons or firearms;
- The presence, sale, consumption or use, and/or being under the influence of alcoholic beverages and/or illegal drugs at H. Councill Trenholm State Technical College;
- Gambling in any form;
- Any violation of the rules and regulations of the College.
- Violation of the acceptable use policy for Internet access and technology use.

Violations of the above will render a student subject to disciplinary action, which provides for adequate notice and a fair hearing. Penalties for violations include reprimand, restitution, probation, suspension, and expulsion.

When there has been a serious violation of college regulations and a student’s continued presence might materially threaten the welfare of the College, the President or his designated representative may immediately suspend the student, pending a formal hearing by the H.

Council Trenholm State Technical College Student Disciplinary Hearing Committee. Such suspension shall be interim, and the student shall be entitled to a hearing at the earliest possible time.

## **ACADEMIC HONESTY**

The primary goal of H. Council Trenholm Technical College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions, which encourage scholarship, are applauded; those conditions and actions, which deter or discourage intellectual growth and development, are deplored. Therefore, academic dishonesty is defined as follows:

1. Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to: the use of unauthorized aids (such as crib sheets, written materials, drawings, etc.); copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without indicating that source.
3. Use of texts or papers prepared by commercial or non-commercial agents and submitted as a student's own work.

Charges of academic dishonesty made against a student by a faculty member must follow the principles of due process. Faculty members must bring charges against a student in writing. The grade "F" or any punitive punishment for academic dishonesty shall not be given by a faculty member unless guilt is established through the due process procedure.

## **ACADEMIC FREEDOM**

H. Council Trenholm State Technical College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student is free to express dissent to any college matter within the limits of good taste. H. Council Trenholm State Technical College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student is free to express dissent to any college matter within the limits of good taste. The instructor is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic

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

## **COPYRIGHT, TRADEMARK OR PATENT OWNERSHIP**

Copyrighted or trademarked material or patented inventions developed totally or partially on college time with the use of college materials or facilities or with college funding shall be owned by the college.

### **The Digital Millennium Copyright Act (DMCA) and Peer-to-Peer File Sharing Policy**

Copying, distributing, and downloading copyrighted materials, including music, videos, and games for which you do not have the owner's (copyright holder's) permission are a violation of federal law. Compliance with federal copyright law is expected of all students, faculty, and staff. If you download and/or distribute unauthorized copies of copyrighted music recordings and movies, you are breaking the law and may be held legally liable for thousands of dollars in damages. Federal law provides severe penalties for the unauthorized reproduction, distribution, or digital transmission of copyrighted materials. The FBI investigates allegations of criminal copyright infringement and violators are prosecuted.

**Alleged Repeat Offenders-Students:** The process for student alleged "repeat offenders", i.e. for students who are the subjects of more than one DMCA notice, is to file charges with the college's Student Services organization for prosecution as student misconduct. An additional procedure for alleged employee repeat offenders is that his/her department head will be informed that the complaint is not the first one. Faculty shall report any violations of this policy to the Dean of Student Services for disciplinary actions under student misconduct.

**Alleged Repeat Offenders-Faculty/Staff:** The process for faculty/staff alleged "repeat offenders", i.e. for faculty/staff who are the subjects of more than one DMCA notice, is to remove permanently access to the Internet and other disciplinary actions as determined by the

individual's supervisor, Dean and President as deemed appropriate.

Faculty, staff, students and affiliates utilizing college infrastructure must comply with U.S. copyright laws. The college reserves the right to remove or limit access to material posted on college-owned computers if it is alleged that U.S. copyright laws have been violated. If the college determines that U.S. copyright laws have in fact been violated, the infringing material will be permanently removed.

The Information Technology division shall periodically monitor the college network for violations of this policy and report findings to the appropriate Dean.

## **INTERNET ACCESS**

Internet access is provided on campus for college employees and students to use for college business. Further guidance can be found on the college Intranet under Publications/Computer Acceptable Use Policy.

# **BUSINESS OFFICE**

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Business Office Policies and Procedures can be found in the Fiscal Procedures Manual located on the college intranet at <http://intranet.trenholmstate.edu/in-service/BOPPM.pdf> .

## **CONFLICT OF INTEREST**

No employee or officer of H. Council Trenholm State Technical College shall have financial interest directly or indirectly in the purchase of or contract for property or contractual service or make any violation of the contract provisions. Any person involved in any violation shall be subject to disciplinary action.