

ADMINISTRATIVE POLICIES AND PROCEDURES

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION

1.0 Administrative Policies and Procedures 1
1.1 Institutional Statement 2
1.2 Mission Statement 4
1.3 Administrative Officers 5
1.4 Functions of the Human Resources Office 7
Organizational Chart

SECTION 2 - HIRING PRACTICES

2.0 Nondiscrimination/Equal Employment Opportunity and Workforce Diversity 9
2.1 Employment of Persons with Disabilities 11
2.2 Employment of Veterans 12
2.3 Nepotism 13
2.4 Outside Employment/Activities 14
2.5 Nominations and Appointments 18
2.6 Limitation on Contracts with Previous Employees 19
2.7 Credential Evaluation 20
2.8 Clear English Requirement 21
2.9 Criminal Background Searches 22
2.10 Selective Service Registration or Exemption 24
2.11 Volunteers 25

SECTION 3 - WAGE AND SALARY ADMINISTRATION

3.0 College Employees 25
3.1 Employment 26
3.2 Salary Administration 27
3.3 Differential Pay 28
3.4 Minimum Wage, Overtime and Compensation 30
3.5 Compensation – Faculty 33
3.6 Employee Performance Pay 34
3.7 Student Social Security Exclusion 35
3.8 Compensation Disaster Re-Call 36

SECTION 4 - ATTENDANCE AND LEAVE

4.0 Attendance 37
4.1 Annual Leave 40
4.2 Sick Leave 43
4.3 Catastrophic Sick Leave Pool 45
4.4 Leave Without Pay (LWOP) 47
4.5 Extended Leave Without Pay 48
4.6 Family Medical Leave 49
4.7 Other Leaves and Absences 53
4.8 Worker’s Compensation 57
4.9 Return - to - Work 59
4.10 College Closing 65

SECTION 5 - CONDITIONS OF EMPLOYMENT

5.0	Ethics	66
5.1	Standards of Conduct	70
5.2	Conflict of Interest	72
5.3	Fraud	76
5.4	Performance Ratings – Staff	79
5.5	Performance Ratings – Faculty	83
5.6	Discipline – Staff.....	84
5.7	Discipline – Faculty	86
5.8	Grievance	87
5.9	Terminations – Staff.....	90
5.10	Terminations – Administrative Officers.....	93
5.11	Use of State Property	94
5.12	Social Events with Alcohol	95
5.13	Drug and Alcohol Abuse.....	97
5.14	Smoke Free Workplace	101
5.15	Acquired Immune Deficiency Syndrome	102
5.16	Information Resources	103
5.17	Whistle Blower.....	171
5.18	Open Records Act	172
5.19	Sexual Harassment	173
5.20	Racial Harassment.....	177
5.21	Prohibition of Weapons.....	180
5.22	Recognition of Service and Retirement.....	181

SECTION 6 - EMPLOYEE BENEFITS

6.0	Insurance	182
6.1	Retirement Programs.....	183
6.2	Employee Education and Training Plan	189
6.3	Corporate Travel Card.....	192
6.4	Employee Assistance Program.....	194
6.5	Employee Health and Wellness.....	195
6.6	Tuition Assistance Program For Spouses and Dependents.....	197

SECTION 7 - OPERATION POLICIES

7.0	Traffic Safety and Fleet Management Program	199
7.1	Key Control.....	212