



# BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Adopted August 8, 2019

## COPYRIGHT INFRINGEMENT

Bevill State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's web site as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's web site, he or she should notify Tana Collins, Director of Public Relations, Bevill State Community College, 1411 Indiana Ave, Jasper, AL 35501; email: [tana.collins@bscc.edu](mailto:tana.collins@bscc.edu); telephone number: (205) 387-0511.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include 1) identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.); 2) identification and URL of the material that is claimed to be infringing; 3) information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and 4) other information relating to the claim. Any copyright concerns or questions about the Bevill State web site should be directed to Tana Collins at [tana.collins@bscc.edu](mailto:tana.collins@bscc.edu).

## DISCLAIMER STATEMENT

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

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

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

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



# BEVILL STATE COMMUNITY COLLEGE

## EMPLOYEE HANDBOOK



## GENERAL INFORMATION

### History and Service Areas

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

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

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

### MISSION STATEMENT

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

### VISION STATEMENT

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

### VALUES

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

### **FIVE BOLD GOALS**

- Develop One-Stop Centers on all campuses
- Re-imagine developmental education
- Engage in strategic enrollment management
- Reinvent BSCC Workforce Solutions, community and economic development
- Rethink all financial strategies



# BEVILL STATE COMMUNITY COLLEGE

## EMPLOYEE HANDBOOK



### ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

The Honorable Kay Ivey, Governor of Alabama  
President  
334-242-7100

District	Name and Address	Telephone
First	Al Thompson 307 Hand Avenue Bay Minette, AL 36507	251-937-2941 <a href="mailto:stateboarded1@gmail.com">stateboarded1@gmail.com</a>
Second	John Mitchell 206 Aberdeen Avenue Enterprise, AL 36330	334-406-8000 <a href="mailto:jmitchell@mitchellauto.com">jmitchell@mitchellauto.com</a>
Third	Susan Foy 423 Auburn Drive Alexander City, AL 35010	256-749-5113 <a href="mailto:susanfoy63@gmail.com">susanfoy63@gmail.com</a>
Fourth	Matthew Woods 2270 Creekside Lane Jasper, AL 35503	205-275-1084 <a href="mailto:mattw.jas@gmail.com">mattw.jas@gmail.com</a>
Fifth	Crystal Brown 1904 Weatherly Circle Decatur, AL 35603	256-303-2020 <a href="mailto:crystal@dcc.org">crystal@dcc.org</a>
Sixth	Milton Davis P.O. Box 43412 Birmingham, AL 35243	334-328-8070 <a href="mailto:milton.davis@accs.edu">milton.davis@accs.edu</a>
Seventh	Chuck Smith P.O. Box 29 Demopolis, AL 36732	251-752-3351 <a href="mailto:chuck.smith@accs.edu">chuck.smith@accs.edu</a>
Member at Large	Blake McNally PO Box 2419 Decatur, AL 35602	256-566-4009 <a href="mailto:blake.mcnally@accs.edu">blake.mcnally@accs.edu</a>
Ex-Officio Member	Jeffery Newman PO Box 266 Millport, AL 35576	205-712-0011 <a href="mailto:newmanjef@hotmail.com">newmanjef@hotmail.com</a>



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### ADMINISTRATIVE POSITION DESCRIPTIONS

#### Alabama Community College Board of Trustees

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

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

#### Chancellor

For the purpose of assisting the Board in carrying out its authority and responsibility for the community and technical colleges, the Board shall appoint a Chancellor who will also be Chief Executive Officer of the Alabama Community College System. The Chancellor shall serve at the pleasure of the Board and perform such duties as are provided in Alabama law or otherwise as are assigned by the Board. The Board may enter into a contract with the Chancellor for his or her services for a period not to exceed four years. The Chancellor shall be a person of good moral character with academic and professional education equivalent to graduation from a regionally accredited university or college, who is knowledgeable in postsecondary institution administration, and has training and experience sufficient to qualify him or her to perform the duties of the office.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **President**

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

### **President's Cabinet**

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



# BEVILL STATE COMMUNITY COLLEGE

## EMPLOYEE HANDBOOK



### COLLEGE COMMITTEES

Standing committees serve an important function in the implementation of College objectives and in long-range planning. Through designated committees, faculty and staff members are given opportunities to make recommendations and suggestions to the College administration relative to operations and policies.

#### STANDING COMMITTEES PURPOSE STATEMENTS & STRUCTURE

COMMITTEE	PURPOSE STATEMENT			
<b>Curriculum</b>	The purpose of the Curriculum Committee is to review recommendations from discipline specific committees which relate to curriculum, course and program development and/or changes in current offerings. The committee will ensure the curriculum is comprehensive and responsive to needs of students and the college communities while adhering to the policies and guidelines of SACSCOC, ACCS, and BSCC.			
Curriculum Chairperson	Elected according to committee's By-Laws.			
Curriculum Membership Structure	Instructional Discipline Chairpersons	College-wide Instructional Deans	Distance Ed Division Chair	
	Dean of Students	Director of IE & Research	Director of Financial Aid	Dean of Instruction (Ex-Officio)
<b>Diversity</b>	The Diversity Committee is committed to valuing diversity and recognizes the critical role of an educational institution in preparing its students, faculty, and staff to become contributing members of the global community. The committee promotes conversation, exchange, and an increased awareness of diversity issues affecting the college community.			
Diversity Chairperson	Appointed by President's Cabinet with two-year term limit.			
Diversity Membership Structure	4 faculty	4 staff	Dean of Students (Ex-Officio)	
<b>Finance</b>	The purpose of the Finance Committee is to ensure the long-term viability of the College. In that process, the committee will recommend policies and procedures that work toward maximizing efficiency of the limited resources of the College.			
Finance Chairperson	Determined by relevant College position.			
Finance Membership Structure	2 Central Business Office Personnel	Director of Safety & Security	1 Instructional Dean	
	IT Rep.	2 Faculty	1 SS Representative	
	1 Campus Maintenance Supervisor	Dean of Finance (Ex-Officio)		
<b>Financial Aid/Scholarship</b>	The purpose of the Financial Aid / Scholarship Committee is to review and recommend financial aid and scholarship policies and procedures. This committee ensures that the delivery of student financial aid equitably supports the mission and goals of the college.			
Financial Aid/Scholarship Chairperson	Determined by relevant College position.			
Financial Aid/Scholarship Membership Structure	Director of Financial Aid	1 Instructional Administrator	Directors of SS (4)	
	1 faculty member or Campus Chair from each campus	Dean of Students (Ex-Officio)		



# BEVILL STATE COMMUNITY COLLEGE

## EMPLOYEE HANDBOOK



<b><i>Institutional Effectiveness</i></b>	The Institutional Effectiveness Committee provides broad representation from the College community and is responsible for reviewing the assessment processes and instruments at BSCC. The committee members serve as advocates and mentors for institutional effectiveness within their functional units. They ensure that all institutional effectiveness processes are beneficial to the College stakeholders while also meeting the federal, state, and regional accrediting requirements.		
<b><i>Institutional Effectiveness Chairperson</i></b>	<b>Determined by relevant College position.</b>		
<b><i>Institutional Effectiveness Membership Structure</i></b>	Director of Institutional Effectiveness & Research	3 faculty	1 Staff
	Business Office Representative	IT Representative	
	1 Director of Student Services	Dean of Instruction (Ex-Officio)	
<b><i>Professional Development</i></b>	The Professional Development committee will be responsible for developing and recommending professional development opportunities for all employees of the College. This will include responsibility for recommending the program for the Annual Professional Development Day at the beginning of each academic year as well as programs offered on each campus throughout the year.		
<b><i>Professional Development Chairperson</i></b>	<b>Appointed by President's Cabinet – host campus personnel.</b>		
<b><i>Professional Development Membership Structure</i></b>	2 Student Services Directors: Current Host SS Dir./Chair Recent Host SS Director	HR Director	Director of Facilities & Security
	IT Representative	HR Representative	3 Division Chairpersons
	3 Staff	PR Director	Site Maintenance Supervisor
	DE Chair	Dean of Instruction (Ex-Officio)	
<b><i>Safety &amp; Security</i></b>	The purpose of the Safety and Security Committee is to provide guidance, planning, and promotion of safety and security, to the extent possible, for all campus communities to ensure that procedures are in place for employees to report safety and security infractions; to monitor and update plans for emergency procedures; and to serve as an advisory committee to the President concerning campus safety and security.		
<b><i>Safety &amp; Security Chairperson</i></b>	<b>Determined by relevant College position.</b>		
<b><i>Safety &amp; Security Membership Structure</i></b>	Director of Facilities & Security	2 Directors of Student Services	PR Director
	2 Maintenance Supervisors	IT Representative	Chief of Police
	Dean of Students (Ex-Officio)	Dean of Instruction (Ex-Officio)	
<b><i>Strategic Enrollment Management</i></b>	The Strategic Enrollment Management Committee will continuously improve and help lead the College's comprehensive enrollment management process, to include instruction, marketing, recruitment, enrollment, and services to students. The committee will meet at least once in the fall and spring semesters to gauge ongoing performance outcomes as they relate to enrollment management.		





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Strategic Enrollment Management Chairperson	Determined by relevant College position.			
Strategic Enrollment Management Membership Structure	Director of Enrollment Management & Athletics		Director of Institutional Effectiveness & Research	
	PR Director	2 Directors of Student Services	4 SSI	
	4 Faculty	1 Staff	1 IT Representative	1 SSS
	Dean of Student Success (Ex-Officio)	Dean of Students (Ex-Officio)		Dean of Instruction (Ex-Officio)
<b><i>Technology</i></b>	The Technology Committee will periodically review Technology policies, use of information technology within the institution and exploration of innovative applications to enhance data driven decisions. The Committee will meet periodically and ensure that the Technology Plan is current and relevant.			
Technology Chairperson	Determined by relevant College position.			
Technology Membership Structure	IT Director	Administrative Systems Manager	ELearner/Instructional Designer	
	Distance Ed Chair	1 Faculty per Division	4 Staff	Dean of Instruction (Ex-Officio)



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **COMPLIANCE WITH FEDERAL LAW**

#### **Americans with Disabilities Act (ADA)**

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

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

#### **DRUG-FREE WORKPLACE POLICY**

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, and in compliance with Board Policy 613.01 Drug-Free Workplace, the following policy is in effect for Bevill State Community College:

1. The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by the College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of the College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).
2. Bevill State Community College has and shall maintain a drug-free awareness program to inform employees about:
  - a. The danger of drug abuse in the workplace;
  - b. Bevill State Community College's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance program; and
  - d. The penalties that may be imposed upon employees for drug abuse violations.
3. All employees of Bevill State Community College shall comply with paragraph 1 above.
4. Any employee who is convicted by any Federal or state court of an offense which constitutes a violation of paragraph 1 above shall notify the President in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a Federal contract or grant, Bevill State Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Bevill State Community College is required under P.L. 100-690.
6. In the event an employee violates paragraph 1 above or receives a conviction as



## **BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK**



described in Paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Bevill State Community College shall also reserve the right to require said employee, as condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature. Bevill State Community College shall make a good faith effort to ensure that paragraphs 6 above are followed.

### **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

The Board of Trustees and the entities under its direction and control are equal opportunity employers. It is their policy to provide equal opportunity for employment and advancement to all applicants and employees as required by appropriate federal and state law. This policy is enforced by Federal law under Civil Rights Act of 1964, as amended in 1972 and 1991; Title VI; Title VII; Executive Order 1 1246, 1965, amended by Executive Order 11375; Equal Opportunity Act of 1972; Title VII Education Amendments of 1972; Title IX (P.L. 92-318) 45 CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 1 1, 1975); Section 504 of the Rehabilitation Act of 1973 (Federal Register, May 4, 1997); Pregnancy Discrimination Act of 1978; Americans With Disabilities Act of 1990. (GAAA). Inquiries regarding compliance with these statutes may be directed to the Title IX Senior Coordinator or the Title IX Coordinator, at 1411 Indiana Avenue, Jasper, Alabama, 35501, or to OCR.

Conscious effort is made to assure that all College regulations are within the scope of the lawful mission of public higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the Administration will take direct and appropriate action in any case involving the integrity of the College and well-being of the employee.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

### **GENERAL POLICY**

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, the reasons for such release, and to whom records are to be released. Exceptions to this policy apply when satisfying compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders or subpoenas. The student will have ten days to respond to the College concerning the notification of subpoena in advance of the compliance by



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Bevill State Community College. Additionally, records may not be withheld from appropriately

authorized representatives, including educational and governmental officials, as provided by law. Students shall have access to all such information, with the exceptions as noted below, in accordance with the procedure outlined within this policy.

### **Definition of Student**

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

### **Definition of Educational Records**

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Bevill State Community College or a party acting for Bevill State. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record.

Records which are made or maintained by institutional counselors or other professionals or paraprofessionals and which are maintained in connection with personal counseling or treatment and are not available to anyone who could not be involved within the College are also excluded from a student’s educational record. Such records are, however, available to a physician or appropriate professional of the student’s choice, if requested. Records created and maintained by the college law enforcement unit (Director of Student Services and/or Campus Police) solely for the purpose of law enforcement are also excluded from a student’s educational record and are therefore exempt from the privacy restrictions of FERPA.

### **Release of Directory/Public Information**

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

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Location of and Individuals Responsible for Student Records**

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

#### **Dean of Students**

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

#### **Directors of Student Services**

The Directors of Student Services are charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Directors of Student Services are responsible for continuously maintaining all students' files on campus in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

#### **Director of Financial Aid**

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

#### **Dean of Finance**

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

### **Disclosure of Student Records to the Student**

The student is accorded the right to inspect, in the presence of a Bevill State Community College staff member, records, files, and data primarily or directly related to his/her file. To inspect a file, a student must make a written request to the Dean of Students or designee. If a student desires to obtain copies of items in the educational record rather than personally reviewing the record, the written request to the Dean of Students must be signed and notarized to prevent disclosure to persons other than the student. A time for inspection shall be granted within 45 days of the date of request, and copies will be mailed within the same time period. Copies shall be made and provided to the student at a cost equal to the actual cost of reproduction, payable in advance. The right of inspection does not include financial statements of parents nor confidential recommendations placed in the file prior to January 1, 1975, (provided that such recommendations were solicited) with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited and other confidential recommendations, access to which has been waived by the student in accordance with the "Waiver of Access" provision of this policy.

### **Challenging the Contents of the Record**

Bevill State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



should be addressed by presenting a written request to the Dean of Students. If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his/her privacy, the student may present a written request that the record be amended to the Dean of Students. A request for record amendment shall be answered by the Dean of Students within fifteen days of its receipt with information that the record has been amended as requested, or that the record has not been amended, and that the student has the right to a hearing on the matter. A written request for a hearing should be addressed to the Dean of Students, who will set the date and time for the hearing with reasonable notice of same to the student within 45 days of receiving the request. The request for a hearing should identify the item or items in the file to be challenged and state the grounds for the challenge; e.g., inaccuracy, misleading nature, or inappropriateness. The Dean of Students shall examine the contested item with the Director of Student Services, hear the person responsible for placing the item in the file, if appropriate, and examine any documents or hear any testimony the student wishes to present.

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

### **Waiver of Access**

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

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

### **Providing Records to Third Parties**

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

- College officials, including administrators, division chairpersons, instructional



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



staff, counselors, staff, and other members serving on various committees who have legitimate educational interests. Legitimate educational interest exists if the information requested is necessary to (a) perform appropriate tasks that are specified in job description or contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student's family.

- Officials of other schools, colleges, or school systems in which the student seeks enrollment.
- To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody when only one parent declares the student as dependent, the College will grant equal access to the student's educational records upon demonstration of dependency as described above.
- Certain representatives of federal departments or agencies or state educational authorities, as provided by law, for the purpose of compliance with audit evaluation requirements of federally supported educational programs or enforcement of Federal legal requirements of such programs.
- Persons or organizations providing financial assistance to students or to determine eligibility for financial assistance. ("financial assistance" does not include payments made by parents).
- Recognized educational accrediting organizations.
- Organizations conducting studies for administrative evaluation tests, etc., provided that studies are not conducted in a manner which will permit personal identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.
- In response to judicial order, or pursuant to any lawfully issued subpoena.
- An institution is not required to obtain a subpoena to produce educational records of a student if the records produced are needed by the institution to proceed with legal action as plaintiff or to defend itself.
- Other appropriate persons, in an emergency to protect the health or safety of the student or other individuals attending the institution.
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State authorities) may allow access to your records and PII without your consent to any third party designated by a Federal or State authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State authorities may allow



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

### **Changes in the Policy**

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

### **HARASSMENT/SEXUAL HARASSMENT (ACCS POLICY 601.04 HARRASSMENT)**

Bevill State will comply with ACCS Policy 601.04. The Alabama Community College System is committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### FACULTY POLICIES AND PROCEDURES

#### Adjunct Instructors

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

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

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

#### Summer Employment-Instructional Division

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

### Summer Remuneration Guidelines

#### Definition of Employment Status:

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Establishment of Classes Being Offered:**

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

### **Explanation of Employment Opportunities:**

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

Examples:

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

### **Explanation of Seniority Rotation:**

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

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

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

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

### **Calculations of Prorated Salaries:**

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

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

Option Two: If the instructor has 12 credit hours or less and chooses to teach one or more classes with less than 8 students, those classes will be prorated in the following



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



manner. This equation is for an instructor teaching 12 hours or less with at least 1 prorated class. n = the number of prorated classes.

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

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

Examples:

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

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

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

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

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

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

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

$$\left[ \frac{6}{12} + \left( \frac{6}{8} \cdot \frac{3}{12} \right) + \left( \frac{4}{5} \cdot \frac{3}{12} \right) \right] \times \$10,000 = \$8875$$



# BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



## SUMMER ENROLLMENT GUIDELINES

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

RDG 114	MTH126
ENR 098	MTH 227
ENR 099	MTH 238
HED 231	MTH 265
MTH 099	CHM 111
MTH 098	CHM 112
MTH 110	PHS 111
MTH 113	PHS 112
MTH 115	PHY 201
MTH 120	PHY 202
MTH 125	PHY 213
	PHY 214



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

1. Career Technical offerings (to include MAH 101, COM 100, DPT 103, & SPC 103) with the need to build program or to provide program continuity, with the recommendation of the Division Chair, the Campus Dean, and/or the Division Dean along with the instructor agreement to prorated pay.
2. New offerings with need to build program
3. Finishing a sequence

### **Work Schedule Policy for Full-Time Faculty**

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

Ten office hours per week should be scheduled to serve students. An exception to this policy includes faculty whose contact hours exceed 25 hours per week as part of their normal teaching load. Office hours cannot begin before 7:30 a.m. unless faculty are teaching classes scheduled before 8:00 a.m. If classes are scheduled before 8:00 a.m., office hours should be scheduled a maximum of 30 minutes prior to class. A total of at least three hours, office hours or in-class hours, must be scheduled on each of the College work days. If an instructor teaches an overload, these overload hours should be scheduled outside the regularly scheduled thirty-five hours (excluding lunch and breaks) per week.

Work schedules must be approved each term by the Division Chair and College-Wide Dean by the fifth day of classes. Work schedules are then reviewed by the Dean of Instruction. Office hours

must be posted online and on syllabi. Any deviations from approved schedules must be approved

by the Division Chair. Full-time faculty members are required to maintain campus office hours. Faculty teaching online courses are required to schedule online hours to assist students enrolled in Internet courses.

Faculty at Bevill State Community College are allowed two online office hours per online class and one per hybrid class off campus that are included in their typical work week schedule, not to exceed 5 hours per week. As part of the faculty evaluation process these office hours are verified annually for tenured faculty and every semester for non-tenured, part-time, and adjunct faculty;

Faculty schedules will be retained in the respective Campus Division Chair's office and the office of the appropriate College-wide Dean.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Faculty Job Responsibilities**

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

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

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

### **Instructor Load and Hours**

The duties of an instructor are determined by the President, with the understanding that good professional judgment will be exercised. The number of preparations, the number of students taught, and the number of contact hours are considered in determining instructor loads. No distinction is made between day, extended day, weekend, evening, and off-campus courses. Personnel are employed to provide education for those enrolled, regardless of the day and time of day. Each full-time academic instructor at any institution under the authority, direction, and control of the Alabama Community College System shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters. The minimum contact hours for technical faculty per week cannot fall below 25 hours, not to exceed 30 hours. The minimum contact for health science is 24 hours, not to exceed 30 hours.

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### Overload Classes/Under-Enrolled Classes

#### Full-time Academic Instructors

Full-time academic instructors may be employed to teach one additional course and/or lab per term for pay.

The overload course must be taught outside the normal 35-hour work week of the instructor. A faculty member is considered a full-time instructor, for purposes of overload classes and pay, once that instructors teaching assignment is 15 or 16 credit-hours, depending on the credit-hours assigned to courses in specific disciplines or areas. For example, a science instructor teaching four (4) courses of four credit-hours each would be granted overload pay beginning with the seventeenth credit-hour in addition to the 35 hour work week. An English instructor teaching five (5) three-credit-hour courses would be granted overload pay beginning with the sixteenth credit-hour in addition to the 35 hour work week.

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

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

#### Under-Enrolled Adjunct or Overload Classes

Under-enrolled classes taught by faculty on an adjunct rate or overload basis will be taught if instructor cost is equal to or less than the total tuition paid by students enrolled. If this condition is met, classes will not be canceled and the instructor will be paid the prevailing rate per credit hour. However, courses determined to be essential by the College Wide Dean and Dean of Instruction that do not meet this standard may be run on a prorated basis.

### Professional Development Form

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

### Faculty Rank Increase

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

An instructor who seeks to advance in rank that required an additional academic degree must



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



provide a course of study with appropriate college/university advisor signature(s) along with the Faculty Rank Increase Certification (FRIC).

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

### **Faculty Qualifications (ACCS POLICY 605.02)**

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

### **Faculty Role in Governance**

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

### **Course Syllabi**

Faculty members will consult the Division Chair, College-Wide Dean, Instructional Site Director or Discipline Chair for copies of state-wide syllabi. Faculty members are required to disseminate an approved college-wide state-approved course syllabus to each student in each course at the beginning of the semester but must also provide students with a daily/weekly schedule of course work.

A daily/weekly schedule (1) must include all the details necessary for each student to know the full range of requirements in a class; (2) must include an outline that gives the class activities for each class session; and (3) a grading structure. Each semester, a complete copy of each syllabus must be filed with the office of the appropriate Division Chair.





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### Textbooks

All textbooks and supplemental material required of students will be sold through the College bookstores. Under no circumstances are instructors to sell or take orders personally for such items. Instructors must use only those textbooks/materials approved for the course taught. Textbooks/materials provided by the instructor's department/division remain the property of the department/division.

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

### Final Examinations

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### Grading System

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

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

### Grade Reporting

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

Satisfactory grades are “A,” “B,” and “C.” Senior colleges and universities may not grant credit for a course in which the student has made a grade of “D.” A grade of “W” is assigned to a student who officially withdraws from any class on or prior to the published mid-term deadline date for withdrawal without grade penalty. The abbreviation “AU,” which is actually not a grade, is used to indicate the status of a student enrolled in a course for which he/she will receive no academic credit. An "audit" student should attend all class meetings of the course, but is not required to participate in discussions, undertake assignments, and take tests. Audit requirements in programs that lead to board licensing, such as nursing and cosmetology, may differ from the policy above. A student may change to “AU” status in a given course if the change is made before the end of the schedule change period.

A grade of “I” (Incomplete) is assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or from taking the final examination. A student who misses a final examination has the responsibility of notifying the instructor prior to the examination, or as soon thereafter as possible, and to furnish acceptable evidence concerning the cause of his/her absence upon return. A grade of “I” must be

cleared by the end of the next semester. Those not cleared will be automatically recorded as an “F.” A grade of “W” is assigned without academic penalty when the student withdraws from class prior to midterm of the semester or mini-term. A grade of “WP” is assigned without academic penalty when the student withdraws from class after midterm of a semester or mini-term and has maintained a passing grade in a course. A grade of “WF” is assigned with academic penalty when the student withdraws after midterm of a semester or mini-term and has not earned a passing grade in a course.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Instructors must retain records, such as final examination papers as well as grade and attendance records, for one year. Faculty should follow the published process for grade reporting by the appropriate deadline each semester. Grade books with an explanation of grade calculations should be turned in to the Campus Division Chair at the end of each semester.

To evaluate the academic standing of students, quality points are assigned to grades according to the following system:

- A = 4 quality points per hour
- B = 3 quality points per hour
- C = 2 quality points per hour
- D = 1 quality point per hour
- F = 0 quality points per hour

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

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

### **Independent Study**

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

### **Partial-Year Faculty Deferred Compensation**

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

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Curriculum Changes and Instructional Discipline Committees**

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

The appropriate College-wide Dean, or his/her designee, will hold an election for a chairperson of each IDC every other fall semester. All full-time faculty may vote within their respective IDC. The chairperson shall serve a two-year term. Campus Chairs are not eligible to serve as Chair of an IDC.

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

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

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

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Substantive Change Policy Implementation Date and Date of Subsequent Revisions**

2009, 2012, 2017, 2018

#### **Purpose**

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

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

President and Director of Institutional Effectiveness & Research / SACSCOC  
Liaison

#### **General Information**

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

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

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours

<sup>1</sup> See *The Principles of Accreditation: Foundations for Quality Enhancement*, p. 3

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

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

### **Policy & Procedures for Monitoring and Reporting Changes**

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

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

### **Procedures**

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

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





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### PERSONNEL POLICIES AND PROCEDURES

#### Hiring Process for Full-Time Positions

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

1. Search Committees shall be appointed by the President with a chairperson designated.
  - a. The Committee must be (1) at least 40% minority and (2) at least 50% female.
  - b. If a faculty position is being filled in an area from which there is no representative on the Committee, an additional ad hoc member from that division or discipline may be added by the President to assist in the selection process. The appointment of this temporary member shall not compromise the Committee composition as specified in 1A above.
2. Each position to be filled should be justified and recommended by the appropriate administrator and approved by the President.
3. The position announcement shall be developed from the position job description, recommended by the appropriate administrator, approved by the President.
4. The position announcement shall be posted and distributed.
  - a. Position announcements for Salary Schedule B, C, D, E and H (Appendix B) positions shall be advertised. Position announcements for Schedule B, C, and D positions shall be advertised in at least one daily or weekly newspaper published in the College service area and at least one daily newspaper of regional or statewide coverage. Vacancies shall be reported to the Alabama Joblink, the Alabama Community College System, and to all colleges in the Alabama Community College System.
5. All application materials shall be received by Human Resources.
6. The Search Committee shall determine the selection criteria for each position based upon specifications outlined in the position announcement.
7. If more than ten (10) applications are received from persons who meet minimum qualifications, the President, in conjunction with the Search Committee, has the option of conducting a preliminary screening of these applicants to determine a “reasonable number” for interviews. This “reasonable number” cannot be less than ten (10), and the President’s participation in the preliminary screening cannot be delegated to anyone else.
8. At the request of the President, the Human Resource Office shall verify education, experience, and references for the finalists.
9. Selected candidates for B, C, D, E, and H positions shall be interviewed by the Search Committee. After the interviews, the Committee shall recommend to the President in alphabetical order the top three finalists and shall submit an applicant report on each candidate. The three finalists shall be interviewed by the President, who may elect to include appropriate administrators.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



10. After interviews are concluded and recommendations have been reviewed, the President shall notify Human Resources regarding the employment decision via the applicant report.
11. A written offer of employment shall be extended by the President Board Policy 603.01.
12. The Human Resources office, upon receipt of a written acceptance of employment, shall notify all other applicants interviewed.
13. The Alabama Community College System shall be notified of the President's selection for Salary Schedule B, C, and D positions.
14. Internal postings are permitted to fill a current institutional position with a current institutional employee.

### **Internal Employee Transfers**

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

### **Classification of Personnel**

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

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

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

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

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

### **Method of Payment**

#### **Non-Instructional**



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

### **Instructional**

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

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

### **Types of Employment**

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

Permanent part-time support staff are employed on a three-month, six-month, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. These employees accrue leave on a proportionate basis. Participation in the retirement system depends upon the part-time ratio worked. Permanent part-time employees who work less than twenty (20) hours per week do not accrue leave and do not earn the healthcare insurance allotment.

Permanent part-time faculty are employed on a semester, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. Faculty members who are less than full-time do not accrue leave. Participation in the retirement system depends upon the part-time ratio worked.

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Conflict of Interest and Ethics** **(Reference: ACCS Policy 615.01)**

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

#### **Procedure:**

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

Employees must not allow a personal or outside interest to interfere with their duties and responsibilities to BSCC. Even the appearance of a conflict of interest should be avoided. Any arrangements or relationships that may pose a conflict should be disclosed.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Although not an all-inclusive list, examples of conflicts of interest that should be disclosed under this policy include:

- a. Conducting business with an individual or entity in which you or your relative have a personal, managerial or substantial financial interest;
- b. Maintaining an external consulting or other business or employment relationship with a supplier, vendor or competitor of BSCC which would impair your independence of judgment in the performance of your duties at BSCC;
- c. Competing with BSCC, or competing with other external vendors for BSCC business, whether as an individual, as an employee of another organization, or through a separate entity owned or operated by you or your relative that exists outside of your employment duties with the College;
- d. Directly supervising or evaluating the work of a relative;
- e. Unauthorized use of confidential, privileged, or proprietary information obtained in connection with your position, or use of such information for your personal benefit or the personal benefit of another;
- f. Making use of any BSCC asset, including the BSCC name and trademark, resources, or supplies outside the scope of employment;
- g. Participating in any way in any negotiation or transaction between BSCC and a business entity in which you or your relative has a personal, managerial or substantial financial interest;
- h. Participating in any decision, such as decisions concerning initial appointment, retention, termination, promotion, salary, or leave of absence, that involves either a direct benefit or a detriment to a relative;
- i. Soliciting personal gifts or special favors from individuals or entities that provide, or seek to provide, services or supplies to BSCC.

### **Conflict of Commitment**

Employees owe professional loyalty to BSCC and shall be alert to the possibility that outside obligations, financial interests, or employment can affect that commitment. Any involvement in personal business ventures shall be conducted outside the work environment and not during times when the employee is required or expected to perform the duties and responsibilities of his or her position.

Faculty and staff must be careful that their work for others does not conflict with their obligations and commitments to BSCC. Faculty members who seek to be educators at other institutions concurrent with their holding a full-time position at BSCC must seek permission from the President in advance. All full-time employees holding positions outside of the institution must seek permission from the President in advance. Full-time faculty and staff may not hold other full-time concurrent positions elsewhere, except as part of an approved leave and/or where advance permission has been granted.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Personal Conflicts of Interests**

Faculty or staff should take all reasonable steps to avoid a conflict of interest or the appearance of a conflict of interest in his or her work that could arise from a relationship with a relative employed by BSCC or with whom BSCC has contracted to provide goods or services. In particular, a faculty or staff member shall not participate in any decision that involves either a direct benefit or a detriment to a relative, as defined under this policy. When in doubt concerning the possibility of a personal conflict of interest, consult the Office of Human Resources or your immediate supervisor.

### **Disclosure**

If an employee believes or suspects that a conflict of interest may exist, it should be disclosed to the employee's immediate supervisor, who shall then make disclosure to Human Resources. Family relationships shall be disclosed using the Family Relationship Form.

(Appendix E)

### **Non-Compliance**

Failure to disclose conflicts of interest under this policy may be cause for disciplinary action in accordance with the Employee Conduct Code as stated in the Employee Handbook and ACCS Policies 615.01, 205.03, and 205.04.

### **Employment of Relatives**

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

### **Criminal Background Checks**

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

### **Letters of Appointment**

Faculty letters of appointment are for nine months and can be for any campus assigned.

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

### **Duty Calendar**

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

### **Flexible Work Schedule**

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

The normal work week for full-time, non-instructional personnel employed by System institutions is at least forty (40) hours, exclusive of lunch. Days that the institution is officially open are duty days for full time, non-instructional employees of each institution.

The normal work week of a full-time instructor, librarian, or counselor shall be a minimum of 35 clock hours, exclusive of lunch and other regularly scheduled breaks. This does not mean that each instructor is to be on duty seven hours per day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, advising, planning, and institutional duties.

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

### **Uniform Guidelines for Advancement on Salary Schedule E**

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

### **Guidelines for Timesheets**

- Leave and Time sheets are required to be completed by the employee, signed by their supervisor (a full-time employee), and forwarded to Payroll monthly.
- All information must be completed in its entirety prior to Payroll processing (Name, Employee Number, Department, etc.). Missing or incorrect information will require



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Payroll to return the timesheet to the employee and therefore delay processing. Once timesheets are received and reviewed, any that need corrections will be returned electronically to the employee. He/she must make corrections and return the corrected sheet electronically to Payroll within 24 hours.

- The leave or time sheet must be checked for accuracy. Electronic timesheets are provided for employees and must be completed by computer (no handwritten sheets). The electronic timesheet calculates totals both horizontally and vertically to help with accuracy.
- Leave and Time sheets must be received in Payroll on or before the deadline. The due date will be located at the bottom of the timesheet. Late timesheets may not be accepted by the Payroll Department, therefore, the employee will be required to wait until the following pay period to receive pay for the previous month.

### **Fair Labor Standards Act**

Bevill State Community College has adopted ACCS Policy 614.01 as its institutional policy.

### **Students First Act of 2011**

Bevill State Community College complies with the guidelines of Students First Act of 2011.

### **Employee Grievance Procedure**

Bevill State Community College has adopted ACCS Policy 620.01 as its institutional policy.

### **Reorganizations**

Bevill State Community College has adopted ACCS Policy 602.05 as its institutional policy.

### **Reduction in Force**

Bevill State Community College has adopted ACCS Policy 624.01 as its institutional policy.

### **Academic Freedom**

Bevill State Community College has adopted ACCS Policy 719.01 as its institutional policy.

### **Political Action Committees**

Bevill State Community College has adopted ACCS Policy 216.01 as its institutional policy.

### **Intellectual Property Rights**

Bevill State Community College has adopted ACCS Policy 321.01 and the associated procedures as its institutional policy.

### **Copyright Policy (Reference ACCS Policy 321.01)**

Employees are expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as adapted by the Technology, Education and Copyright Harmonization Act (TEACH). Copyright law must be followed when performances, displays, copies, or other reproductions of copyrighted material are made available to students. This





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



includes the posting of copyrighted material on Canvas or other online sites. Under the TEACH Act, it is permissible to make copyrighted materials available to students, provided that students are notified that the materials may be subject to copyright protection, and that materials: (1) do not exceed an amount or duration comparable to that typically displayed in a live classroom setting, (2) are directly related to the course content, (3) are an integral part of the teaching content, (4) are intended solely for and are available only to students enrolled in the course, (5) are retained only for the class session.

Copyright Act 1976 Fair Use Clause: The Fair Use clause of the 1976 Copyright Act applies to material used for nonprofit educational purposes, when only the amount of material necessary for instruction is used, and when no impact is made on the market.

General Guidelines: You are adhering to the copyright law if:

1. you are the copyright owner;
2. you have express written permission;
3. the material is in the public domain, or
4. the Fair Use clause applies to the material.

Examples for Employees and Students:

The following are intended to aid in implementing the Copyright Policy:

1. Journal articles may be scanned and placed on websites as long as course access is limited to the students currently enrolled in the class.
2. Presentations using copyrighted photographs and music may be used in an online presentation without permission as long as access is restricted to the students enrolled in the class.
3. A book chapter may be added to a library reserve or online course as long as access is limited to students enrolled. The chapter must be removed at the end of the semester.
4. Books may not be copied for students. Only one library reserve copy of the textbook is allowed for students. More than one would be an infringement on the marketing ability of the copyright holder.

Rules of Thumb for Employees and Students:

1. Link to files, instead of downloading, whenever possible.
2. Assume that a work is copyrighted unless it states that it is not.
3. Read the terms of use for each file-sharing site.
4. Always provide attribution for all downloaded files.
5. Do not download files with private affirmation such as phone numbers and addresses.

Bevill State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tana Collins, Bevill State Community College, Director of Public Relations 1411 Indiana Avenue, Jasper, AL 35501; email: [tana.collins@bscc.edu](mailto:tana.collins@bscc.edu); telephone number: (205)-387-0511, Extension 5742.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



According to the Digital Millennium Copyright Act, the notification of claimed infringement must include 1) identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.); 2) identification and URL of the material that is claimed to be infringing; 3) information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and 4) other information relating to the claim. Any copyright concerns or questions about the Bevill State website should be directed to Tana Collins at: [tana.collins@bscc.edu](mailto:tana.collins@bscc.edu)

### **Evaluation Procedures**

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Faculty (Salary Schedule D)**

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

### **Appropriate Review Process**

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

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

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

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

- conduct an evaluation interview reviewing the evaluation packet;
- provide the employee with the opportunity to make any written comments and sign the appropriate forms; and
- submit, if necessary, the evaluation packet to the appropriate college-wide supervisor.

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

### **Support Personnel (Salary Schedule E and H)**

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

- conduct an evaluation interview reviewing the evaluation packet;
- provide the employee with the opportunity to make any written comments and sign the appropriate forms; and
- submit the evaluation packet to the appropriate college-wide supervisor.

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Resignations (ACCS Policy 617.01)**

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

### **Exit Interview**

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

### **Employee Conduct Code**

In the interest of creating an educational environment in which teaching and learning are optimized and in which each employee maximizes his/her effectiveness, the employee conduct code below is applicable to all employees. Outlined are various forms of conduct that are prohibited on any campus or work site of BSCC or at any function conducted or sponsored by BSCC or in which BSCC is a participant. Violations of the conduct code may result in reprimand, suspension, and/or dismissal.

As specified in the applicable ACCS Policy, the activities outlined below are prohibited.

- a. Harassment (ACCS Policy 601.04)
- b. Gambling on College campuses
- c. Smoking, e-cigarettes, or the use of tobacco related products shall be prohibited in any enclosed, indoor area of any building or other educational facility, including state vehicles owned or operated by the institution, and no area therein may be designated for smoking, e-cigarettes, or the use of tobacco related products. (ACCS Policy 514.01)
- d. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions are prohibited on campus or on any other facility operated by the institution. Except for law enforcement officers, legally authorized to carry such weapons who are officially enrolled in classes or any acting in the performance of their duties or an instructional program in which firearms are required equipment. (ACCS Policy 511.01)
- e. Abandonment of Position (ACCS Policy 618.01)
- f. Disclosure of confidential information (ACCS Policy 616.01)
- g. Pursuit of individual interest resulting in a conflict with the interest of the College (ACCS Policy 615.01)
- h. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (ACCS Policy 601.01, 601.02, and 601.04)
- i. Use of official position and influence to further personal gain or that of a family member or personal associate (ACCS Policy 615.01)



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

Applicable provisions of the Students First Act of 2011 further specify that an employee's employment may be terminated for failure to perform his/her duties in a satisfactory manner, neglect of duty, incompetence, insubordination, immorality, justifiable decrease in jobs in the institution, or other good and just cause, provided that such termination shall not be made for political or personal reasons.

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

### **Employee Dress Code**

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

### **Electronic Devices**

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

### **Field Trips**

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

### **Fundraising Activities**

BSCC requires that all fundraising activities clearly relate to the overall mission of the College. BSCC will comply with all pertinent State and Federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain appropriate legal and administrative practices, as well as accreditation criteria.

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

### **Children on Campus Policy**

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### FRINGE BENEFITS

#### Holidays

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

#### Teacher Retirement System

Under 1975 Legislative Section 16-25, The Full-Time Public Education Act, all permanent full-time employees of any public institution of learning in the State shall become members of the Teacher Retirement System as a condition of employment. The employee's contribution of his or her earnings is refundable upon termination. Information booklets on the Teacher Retirement System are available on the TRS website ([www.rsa-al.gov](http://www.rsa-al.gov)). Permanent employees working 20-40 hours per week are eligible to participate in the Teacher Retirement System.

#### Tax-sheltered Annuities

The College will provide payroll deductions for tax-sheltered annuities upon the request of the employee. Personnel who have tax-sheltered annuities and are employed by two-year institutions under the control of the Board may upon request transfer their annuities from one institution to another. All insurance companies domiciled in the State and all companies represented in the State may be approved by the President with the approval of the Chancellor. A list of companies currently offering tax-sheltered annuity plans at Bevill State Community College may be obtained from the Payroll Office. A minimum of twenty-five (25) employees is required to establish a payroll deduction for a company.

#### Insurance

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

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

### **Leave Policies (ACCS Policy 610.01)**

#### **Responsibility**

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

#### **General**

1. Sick leave and emergency leave should be requested in advance whenever possible. Since illness of staff members or their immediate families can seldom be anticipated, the Leave Request Form must be completed immediately upon return to work. However, each person absent due to an unanticipated illness or emergency must notify the immediate supervisor and/or administrative office as soon as possible on the day of his/her absence.
2. All employees engaged in outside employment or other activities during their normal work hours must use accrued compensatory time or request personal, annual, or unpaid leave
3. Employees who are in an approved leave status with pay are eligible to continue to receive benefits and leave accruals.
4. Any accrued leave, excluding compensatory time, must be used concurrently with FMLA leave. All accrued leave, excluding compensatory time, must be exhausted before an employee is entitled to unpaid FMLA leave.
5. A leave year for earning, accrual, and use of leave by employees is September 1 through August 31. Leave accrual rate changes will only take effect with the beginning of the new leave year, September 1.

#### **Abandonment of Position (ACCS Policy 618.01)**

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

#### **Personnel Absences**

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

#### **Annual Leave**

Earned annual leave may be taken at appropriate times as approved in advance by the appropriate





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



supervisory chain of command. Annual leave shall be requested and approved prior to its occurrence. Annual leave may be denied if it is not timely requested or hampers the routine operations of the college.

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

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

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

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

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

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

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

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

A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



days earned but not taken by September 1 is forfeited. Personnel who leave employment will be paid for the actual number of annual leave days earned and not used, up to a maximum of 60 days.

Employees who leave employment will be paid for the actual number of annual days earned and not used up to the maximum of sixty (60) days. Payment of annual leave will be based on the employee's salary at the time of separation.

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

### **Court Attendance**

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

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

Any employee expected to attend court for personal matters or matters unrelated to their employment within ACCS (except jury duty) will not receive paid leave and must request and utilize other forms of accrued leave if applicable. If the employee does not have leave, leave without pay must be requested and approved prior to occurrence.

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

### **Emergency Leave**

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

Emergency leave with pay is not available to Schedule D personnel beyond the five (5) personal leave days. Leave for emergency reasons may be granted without pay for up to a maximum of one year on written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave without pay will not be affected.

In situations where annual and sick leave have been exhausted a maximum of three (3) days of emergency leave with pay may be granted to A, B, C, and E employees during any fiscal year if, in the judgment of the President, it is essential that the employee be absent. Emergency leave with pay



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



is noncumulative.

Leave for emergency reasons may be granted, without pay, for up to maximum of one year upon written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave will not be affected.

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

The Family and Medical Leave Act (FMLA) was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal opportunity for women and men.

The Alabama Community College System Board of Trustees and the institutions under its direction and control shall comply with the requirements of the FMLA. Those institutions shall administer the FMLA in conformance with regulations and guidelines promulgated by the Chancellor.

FMLA 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. Any sick leave accrued and used by an employee which 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 leave, an employee must: 1) have worked for that employer for at least 12 months; 2) have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and 3) work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Information concerning FMLA eligibility and approval may be obtained in the Business Office or Human Resources.

### **Maternity Leave**

Bevill will Comply with Federal FMLA

### **Military Leave**



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



All full-time employees and Schedule H employees are eligible for paid military leave in accordance with applicable state and federal law 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. (Code of Alabama, § 31-2-13.6)

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

### **Personal Leave**

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

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

Personal leave will not be paid on separation from employment

#### **Personnel Employed on Salary Schedule D Granted Annually**

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

#### **Full-time Personnel Salary Schedules A, B, C, E, and H Granted Annually**

Up to two (2) regularly scheduled work days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35.

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

### **Institutional Support Leave**

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

Examples of institutional support leave include but are not limited to business and industry



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



partnerships with the college, grant-specified training, community partnerships through the college, accreditation activities related to employee's college, etc.

Any activity requiring more than five (5) regularly scheduled work days of institutional support leave during the leave year will require the Chancellor's written approval. Approved activities sponsored by ACCS or the employee's college are part of the employee's regularly assigned duties and are not a type of leave.

### **Professional Development Leave**

Full-time personnel employed by Bevill State Community College shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President. Professional and/or vocational leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor. Professional Development Leave will be provided if the professional and/or vocational development activity will enhance significantly the employee's direct contributions to the institution and is consistent with the goals of the employee's professional and/or vocational development plan. A written statement must accompany each request, and a written report must be submitted to the President upon completion of the activity. Documentation of the activity, its purpose, and the benefits derived must be placed in the official personnel file or appropriate professional development files.

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

### **Compensatory Time and Leave.**

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



employees will be converted to overtime and paid at the time of separation at the College.

### **Sick Leave**

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

**Sick Leave Definition.** Sick leave is defined as the absence from regular duty by an employee for one of the following reasons: personal illness; pregnancy, maternity leave, or doctor's quarantine; medical examinations and appointments; personal injury which incapacitates the employee; to provide care for an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or for an individual with a close personal tie to the employee; death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, uncle); or illness, injury, or death of an individual not legally related to but having unusually strong personal ties with the employee. For purposes of application of this policy, an individual with a close or unusually strong personal tie is limited to the following: a person standing in loco parentis; where unusually strong personal ties exist due to an employee's having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; granddaughter; grandson; grandfather; grandmother; aunt; uncle.

Each full-time employee employed on Salary Schedules A, B, C, and E, shall earn one day of sick leave which is the equivalent of 8 hours per month of employment. They will be required to request 40 hours of sick leave for absences totaling an entire work week.

Each full-time employee employed on Salary Schedule H shall earn one day of sick leave per month of employment with a "day" defined as 4 hours for persons on H-20, 5 hours for persons on H-25, 6 hours for persons on H-30, and 7 hours for persons on H-35. Employees on H will be required to request the amount of sick leave equal to the normal amount of hours worked each week for absences totaling an entire work week.

Each full-time employee employed on Salary Schedule D shall earn one day of sick leave which is equivalent to 7 hours per month of employment to a maximum of nine days or 63 hours during the academic year (fall and spring semesters) and up to a maximum of three days or 21 hours during the summer term. Employees on D will be required to request 35 hours of sick leave for absences totaling an entire work week.

Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year. For purposes of applying accrued sick leave as credit for retirement purposes, an employee is limited to the amount allowed by law and the Teachers Retirement System.

Sick leave may be utilized during a contractual period of employment. However, sick leave may not be utilized to extend the employment period.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



The employee's immediate supervisor may request that an employee provide a medical certification by a licensed healthcare provider at the expense of the employee. After three (3) consecutive absences due to illness or after five (5) occurrences due to illness, within a thirty (30) calendar-day period, the president or designee may require that an employee furnish a medical certificate by a licensed healthcare provider. This is to be done at the expense of the employee. Consistent with this provision, colleges will implement local policies and procedures for requiring these medical certifications. When medical certification is required, requests for sick leave may be denied if the medical certification is not provided.

Sick leave will not be paid upon separation of employment.

Transfer of Sick Leave: Sick leave earned while employed by an Alabama public school system, higher education public institutions in Alabama, or the Alabama Community College System may be transferred into an ACCS college in accordance with Alabama Code Section 16-1-18.1.

All TRS tier 1 persons are eligible to receive credit for accrued sick leave when they:

- a. retire with service of 10 years at age 60 or have more than 25 years of service; or
- b. retire on disability and are otherwise eligible for service retirement.

The service credit may be applied toward meeting the minimum service requirement for service retirement eligibility (age 60 with 10 years or 25 years of service, regardless of age.)

The following chart is used by TRS to convert accumulated sick leave days to months of service credit upon service retirement. The maximum number of days that may be converted is based upon



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



one (1) day of sick leave per month of employment (example: 25 years equals 300 days). The sick leave accrual limit of the employing agency determines the amount of sick leave eligible for conversion. (For calculation purposes, a day will be defined as 8 hours).

Accumulated Sick Leave Days	Months of Service Credit	Accumulated Sick Leave Days	Months of Service Credit
0-7	0	218-232	15
8-22	1	233-247	16
23-37	2	248-262	17
38-52	3	263-277	18
53-67	4	278-292	19
68-82	5	293-307	20
83-97	6	308-322	21
98-112	7	323-337	22
113-127	8	338-352	23
128-142	9	353-367	24
143-157	10	368-382	25
158-172	11	383-397	26
173-187	12	398-412	27
188-202	13	413-427	28
203-217	14	428-442	29

### **Absences Due to Job-Related Injuries**

The President, upon the request of an employee, may authorize that the salary of an employee be continued during absences due to job-related injuries upon presentation to the President of satisfactory evidence that demonstrates that the absence is due to or arising from a job-related injury. The decision of the President is to be based upon his/her judgment in accordance with the rules and regulations and procedures established by the Chancellor's Office as to what is in the best interest of the institution. Eligibility for salary payments is contingent upon the injured employees giving notice to the President/designee within 24 hours after occurrence of the injury. The President may require medical certification from the employee's physician that the employee was injured and cannot return to work (See **Appendix U**). The President may require a second opinion from another physician at the expense of the institution.





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Payments from whatever public or publicly-supported source derived to an employee shall not exceed 100 percent of the employee's regular daily salary for each day absent. Salary continuation for an employee for absences due to a job-related injury may be made only for temporary disabilities where there is a reasonable expectation of the employee's returning to work and salary continuation and in no event shall exceed 90 working days.

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

### **Sick Leave Bank**

The College has established a sick leave bank for employees. The purpose of the Bank is to provide a loan of leave days for its participating members or catastrophic leave after their accumulated sick leave days have been. Presented below is a brief summary of the Sick Leave Bank guidelines. The Sick Leave Bank guidelines shall include all regulations required by Code of Alabama 1975 Section 16-22-9.

The Bank is operated, managed, and governed by a Sick Leave Bank Committee subject to Alabama Board of Trustee Guidelines. The Sick Leave Bank Committee shall consist of five (5) members. One (1) member shall be the President or designee. Four (4) members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year. Those four (4) members receiving the most number of votes shall serve on the Sick Leave Bank Committee. Members of the Committee will serve terms of one (1) year. The President shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process. No representative on the Committee shall serve longer than five (5) years. Vacancies occurring on the Committee shall be filled by the respective parties.

Any full-time employee of the College who has completed a Sick Leave Bank Enrollment Form (Appendix V) contributing five days to the bank is eligible for membership. An eligible employee may enroll during the annual enrollment period of August 1 through September 15. New employees may enroll as soon as they become eligible after initial employment. Contributing members shall be able to borrow up to fifteen (15) days from the bank by sending a Sick Leave Bank Application for Loan (Appendix W) to the Sick Leave Bank Chair. To be eligible for a loan from the Bank, a member must have exhausted all accumulated sick leave in his/her personal account.

An individual may appeal a decision of the Sick Leave Bank to the President. The President has the authority to affirm, reverse, modify, or remand such decision back to the Committee. An individual cannot resign or retire from College employment without repaying any outstanding Sick Leave Bank loans. If an employee has no sick leave days or an insufficient number of days to pay sick leave indebtedness, his/her final payroll check shall be reduced in accordance with the prevailing rate for the number of days owed to the Bank. Retiring members may withdraw their days contributed to the Bank.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



A catastrophic event is defined as any illness, injury, or pregnancy or medical condition related to childbirth certified by a licensed physician which causes the employee to be absent from work for an extended period of time. Ala. Code 16-22-9(a)(1).

Beginning January 1, 2019, no employee may be awarded more than forty-five (45) work days of catastrophic leave during any five-year period of employment

When a participating member suffers a catastrophic illness or injury, or when a participant's family member is suffering a catastrophic illness or injury, the Sick Leave Bank member upon depleting all accrued and compensatory leave may be eligible to receive sick leave days from other members of the Bank through the Transfer of Catastrophic Leave (Appendix X). The beneficiary of the contributed days shall not be required to repay donated catastrophic leave days. Any member of the BSCC Leave Bank or any other Sick Leave Bank in the State may donate sick leave days to the beneficiary employee. Thirty (30) days is the maximum days to be donated by an employee to the beneficiary employee. The employee must provide certified evidence by a licensed physician of an illness (defined as an unhealthy condition of the body or the mind, a sickness, or disease), or of an injury (defined as physical harm to a person), or of a medical condition related to childbirth that causes the employee to be absent from work for a period greater than fifteen (15) work days, and the employee must have applied, borrowed, and used the maximum number of sick leave days loaned by the Committee.

The beneficiary employee must use any sick leave days that are earned each month before utilizing donated days.

Employees may withdraw from the Sick Leave Bank by completing the Notice of Resignation from the Sick Leave Bank form (Appendix Y) and sending it to the Chair of the Sick Bank Leave Committee. Employees will be responsible for paying back the Sick Leave Bank any borrowed days. Employees resigning with up to five sick leave days stored in the bank will have those days restored to their account at their request but may be left as a gift to the bank.

Catastrophic leave is not available for on-the-job injuries.

### **Employee/Dependent Tuition Assistance**

This tuition waiver program is designed for all full-time and Salary Schedule H-35 employees of The Alabama Community College System and their dependents. Courses taught by Athens State University are also available for tuition waiver.

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



different) (Appendix Z).

### **Definitions**

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

**Dependent:** The spouse of any full-time employee, the unmarried, natural or adopted children of any full-time employee, residing in the household of the employee or the employee's former spouse; the unmarried stepchildren of any full-time employee, residing in the household of the employee; a legal ward (a minor child placed by the court under the care of a guardian).

### **Eligibility**

#### **A. Requirements**

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

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

#### **B. Termination of Eligibility**

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

**Dependents:** Dependents will be ineligible when said employee becomes ineligible, except that dependents of any employee who has 25 years or more of continuous service in the Alabama Community College System are eligible to participate in the program for a five-year period commencing with the date of the employee's retirement.

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

#### **A. Tuition Cost**

All eligible employees and their dependents will be allowed a waiver of one-third of the normally-charged tuition after the first year (full academic year or 12-month period) of employment; a waiver of two-thirds tuition after the second year of employment; and a waiver of full tuition after the third year of employment (partial tuition adjustments are to be rounded down to the nearest dollar). Salary Schedule H-35 employees will be allowed a waiver calculated at a prorated rate of full-time employment. Expenses for supplies, books, and fees other than tuition will not be waived. Each institution will be allowed to count the credit hours generated by these enrollees.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### B. Limitation

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

### C. Conditions

To be eligible for tuition waiver, the student-employee or dependent must maintain at least a "C" (2.0 on a 4.0 scale) in the courses for which he/she receives tuition assistance. Failure of the student-employee or dependent to meet this grade requirement will result in the employee or dependent having to pay tuition for courses taken until his/her average grade is "C" or better. The student-employee or dependent can then again be eligible when his/her cumulative grade point average is brought back up to the "C" requirement.

### D. Auditing

The student-employee or dependent will be allowed to audit one course (up to five credit hours) per term at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except the final examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation as an audit student in credit hour-producing courses reported for funding purposes.

### E. Repeating Class

Tuition costs for courses repeated will be the responsibility of the student-employee or dependent and consideration under the tuition assistance program will be disallowed. Tuition assistance will be disallowed for repeating a class for which the grade of "W" was originally received.

### F. Records Transmittal

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

1. The employee's supervisor, if the waiver is for the employee.
2. Human Resources department at the institution of employment.
3. Dean of Students at the institution of attendance.
4. The President at the institution of attendance.

### G. Work Week

Participation in this program is in addition to the employee's full-time work week, and should not be considered when computing the employee's time for financial compensation. However, in certain cases the employee's work schedule may be adjusted to permit course attendance. Adjustments to an employee's weekly work schedule must be recommended by the employee's supervisor and/or Dean and approved by the President.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Automobile Regulations**

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

The operator will receive an identification hangtag to be displayed from the vehicle's rear-view mirror. Employees must contact the Business Office if the hangtag is lost or stolen. Parking tickets may be issued to automobiles unregistered, improperly parked, or those parked in unauthorized areas.

### **Transportation Policy**

**(Reference: ACCS Board Policy 401.01)**

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

### **FLEET VEHICLES**

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

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

- I. **MAINTENANCE:** Periodic maintenance shall be performed at regular intervals, under the direction of the Director of Facilities and Security as recommended by the vehicle manufacturer's literature or accepted fleet standards. Maintenance shall include but not be limited to:
  - A. Oil, lubrication, filter service, regular brake and tire inspections, rotations and replacement, cooling system service, transmission service, engine and tune-up service.
  - B. Other maintenance as required, to maintain a safe and reliable vehicle.
  
- II. **MAINTENANCE RECORDS:** A record shall be kept for each vehicle containing, at a minimum, the following maintenance information:
  - A. Maintenance schedules for the required services listed in Section I - A.
  - B. Service provider, date, mileage, cost, and description of services performed.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



- III. **MILEAGE AND TRIP LOGS:** A separate monthly Mileage and Trip Log shall be kept in each vehicle at all times. It shall be the driver's responsibility to record the required information accurately and legibly on the log each time the vehicle is used for any purpose. Drivers purchasing gas must complete gas record on form and return receipt to Fleet Vehicle Supervisor. If vehicle is used for multiple trips during the same day for different purposes, each trip will be documented on separate line (See Appendix BB).
- A. **LOG REQUIREMENTS:** The vehicle logs shall require, at a minimum, the following information:
- 1) Beginning odometer reading. It shall be the driver's responsibility to verify that the beginning odometer reading agrees with the previous trip's ending odometer reading. If a discrepancy is noted, it is also the responsibility of the Driver to convey the information immediately to the appropriate supervisor for that vehicle.
  - 2) Ending odometer reading.
  - 3) Specific purpose of the trip.
  - 4) Specific destination.
  - 5) Trip origin date.
  - 6) Total miles traveled. This figure must agree with the odometer difference.
  - 7) The driver's signature. The driver's signature must be legible.
  - 8) Gas record if purchased during the trip (gallons, price per gallon, and total purchase amount).
- B. **LOG REVIEW:**
- 1) Vehicle log intervals will span the first through the last day of each calendar month.
  - 2) Vehicle logs shall be reviewed, reconciled where necessary, signed and dated by the fleet vehicle supervisor.
  - 3) After review, and within the first five working days of each month, the logs shall be sent to the Director of Facilities and Security, where they shall be filed for audit purposes.
  - 4) The Director of Facilities and Security shall maintain a separate vehicle log file for each College-owned vehicle.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### IV. VEHICLE OCCUPANT QUALIFICATIONS:

#### A. DRIVERS

- 1) It is the employee's responsibility to ensure coverage by the College's insurance plan before any vehicle is driven. Each employee must provide a copy of a valid current driver license and date of birth to the office of the Director of Facilities and Security in order to be considered for coverage under the insurance plan.
- 2) Drivers must be College employees at least 21 years of age with at least 2 years of driving experience and must possess a valid Driver's License of the class required for the vehicle(s) to be operated and/or that is required by pertinent job description. New employees must have the appropriate license prior to official start date. Additionally, before being permitted to transport passengers in College passenger vans, additional safety training will be provided prior to being permitted to transport passengers. The training may be waived at the discretion of the College President, or designee.
- 3) All drivers are required to report suspension of, revocation of, or violations resulting in points against their licenses, to the Director of Facilities and Security in writing, within 30 days of the offense. A driver's right to drive College vehicles may be refused or revoked for any of, but not limited to, the following reasons:
  - a) Revocation of license by the state.
  - b) Suspension of license by the state within the most current 2 year period.
  - c) DUI conviction within the most current 3-year period.
  - d) Wreckless driving conviction within the most recent 3-year period.
  - e) Speeding conviction in excess of 19 MPH over the posted limit within the most current 2-year period.
  - f) Two or more at fault accidents or careless driving convictions within the most current 3-year period.
  - g) More than 10 accumulated points within the most recent three-year period.
  - h) Misuse or abuse of College vehicles or repeated violations of the procedures listed herein.
  - i) Failure to report violations as required herein.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

### **B. PASSENGER**

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

## **V. PRIORITY OF RESERVATIONS**

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

### **A. Priorities for car reservations**

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





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **B. Priorities for van reservations**

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

### **C. Priorities for bus reservations**

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

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

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

## **VI. RESERVATION PROCEDURE**

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

Fleet Vehicle supervisor will notify requestor indicating vehicle availability. If vehicle is available, supervisor will log reservation.

## **VII. REQUESTOR/DRIVER RESPONSIBILITIES**

- A. Requestor will pick up and return the vehicle(s) to its home site in accordance with timetable indicated on the request. Vehicles cannot be driven to a private residence and left overnight in preparation for or returning from a trip unless approved in advance by the Fleet Vehicle Supervisor, or necessitated by an emergency and the trip begins before 7:00 a.m. or ends after 9:00 p.m. If kept overnight after



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



returning from a trip, vehicles must be returned to the College by no later than 8:00 a.m. on the following morning. As always, College vehicles may not be used for personal purposes and may not be used to transport individuals or materials other than those which are directly related to the approved trip.

- B. Keys shall be returned at the conclusion of the trip to the Fleet Vehicle Supervisor. Fleet Vehicle Supervisor shall determine method of safeguarding vehicle gas credit card.
- C. The Fleet Vehicle Supervisor must be notified immediately by phone of trip cancellation. Failure to notify the Fleet Vehicle Supervisor of the cancellation may result in suspended use of Fleet Vehicles, at the discretion of the Fleet Vehicle Supervisor.
- D. Driver must perform a pre-trip safety inspection, prior to loading passengers. Such inspection shall include the following items:
  - 1) Horn, windshield wipers, lights, and flashers.
  - 2) Brake pedal and emergency brake for proper operation.
  - 3) Steering for excessive play.
  - 4) First aid kit for proper contents and access.
  - 5) Seat belts for security and adequacy for all passengers.
  - 6) Spare tire, lug wrench, and jack.
  - 7) Glass and mirrors for cleanliness.
  - 8) Light lenses for cleanliness.
  - 9) Tires for inflation tread wear, cuts or breaks, lug nuts for tightness.
  - 10) Fluid levels, engine oil, fuel, coolant, power steering, radiator, battery, windshield washer for proper service.
- E. Remain current on safety rules posted in the vehicles.
- F. Ensure that vans are loaded from front to rear. For safety reasons, no rear seats may be occupied unless the seat immediately in front is occupied to capacity by passengers. The extreme rear seat may not be used for any purpose other than passengers. No luggage or other cargo may be carried on any seat or in the space between the last installed seat and the rear doors. Limited luggage or cargo may be carried on the floor between the other seats.
- G. Ensure that ALL occupants wear a safety belt.
- H. Observe the posted speed limits while driving fleet vehicles and ensure safe vehicle operation.
- I. Station a person outside of the vehicle to assist when backing for prevention against accidents. (Vans and Buses)



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



- J. Driver is responsible for assuring that passengers do not abuse College vehicles, and must enforce the no smoking policy.
- K. Remove trash from the interior of the vehicle upon return from a trip.
- L. Report all malfunctions and abnormalities to Fleet Vehicle Supervisor.
- M. The use or possession of alcohol or illegal drugs in College vehicles is strictly forbidden. Driver must assure adherence.
- N. Ensure that College Harassment rules are enforced.
- O. In the event of an accident immediately notify the Director of Facilities and Security by telephone and forward the police report and a written explanation giving complete details concerning the accident.

### VIII. GAS CARD USAGE

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### Travel Pre-Travel Approval

When employees are required to travel, approval must be obtained prior to the occurrence of the official travel. The Pre-Travel Authorization Form (Appendix EE) should be submitted through established administrative channels for approval. The approved document will be returned to the person making the request. Upon return, travel reimbursement forms must be completed within 15 days accompanied by the original approved Pre-Travel Authorization Form.

#### Deviations from Pre-Authorized Travel

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

#### Payment Request

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

#### In-State Travel Per Diem

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

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

1. A traveler shall be paid a meal allowance of \$12.75 for a trip of six to twelve hours' duration.
2. A traveler shall be paid \$34.00 (\$12.75 meal allowance + \$21.25, 1/4 of the per diem allowance) for a trip that exceeds twelve hours' duration but does not require an overnight stay.
3. A traveler shall be paid \$85 per day for travel requiring one overnight stay. For travel requiring stays of two or more nights, the traveler will be paid \$100 per day.
4. The hour of departure from base and the hour of return to base shall be reported by the



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



employee for each trip.

5. Reimbursement at the same rate utilized by the federal government will be made to employees traveling by private car at state expense.
6. Where, for travelers' personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical route.
7. Under no circumstance will per diem be allowed for an employee at his official station or base. The base includes the city limits in which the base is located.
8. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated, (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed. Reimbursement at the current state-mandated rate per mile will be made to employees traveling by private car at state expense.
9. Where the payment of cash is necessary for miscellaneous expenditures, receipts where practicable to obtain them will be required as follows:
  - a. Operating expenses of state-owned automobiles, such as gasoline, and oil. Receipts must be itemized less federal tax.
  - b. Repairs or expenses of state-owned automobiles. The receipt is to be itemized.
  - c. Postage in excess of \$1.00
  - d. Shipments, freight or express, or drayage.
  - e. Stenographic or typewriting services in excess of \$1.00 (authorized or approved by the college).
  - f. Tolls for tunnels and bridges.
  - g. Telegrams, cablegrams, fax messages. A copy of message required in lieu of receipt.
  - h. Telephone message, long distance, where the amount involved is in excess of \$1.00, a receipt will be required, except where a pay station is used at an automatic station and is so stated in the expense account.
  - i. Miscellaneous emergency expenditures.
  - j. Railroad and other transportation fares showing tax has been reduced.
  - k. Registration fees.
10. Receipts will not be required for meals and lodgings.
11. Tips will not be reimbursed unless unusual in nature and explained.
12. Receipts and/or proof of payment are required to support the following expenses, except when the disclosure of the identity of the traveler would be detrimental to the State's interest:
  - a. Registration fees - include itemized breakdown, if applicable.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



- b. Operating expenses of state-owned vehicles, such as gasoline and oil, emergency repairs or expenses of these vehicles, such as punctures, parts, etc. Receipts for repairs must be itemized. The State tag number may also be referenced on the receipt.
  - c. Travel related fees such as parking, toll and/or taxi fees with notation of “to” and “from”.
  - d. Miscellaneous expenses. Receipts must be itemized, reasonable, approved by the department authority and be less than \$1,000.
13. Storing privately owned vehicles is a reimbursable item of expense when the traveler is on official business for the state. Receipts, when practicable to obtain, are required.
14. Travel expense statements should be submitted on a timely basis. Employees traveling on State-funded programs must properly report and submit statements within fifteen (15) days or on or before September 30, whichever is sooner. Employees traveling on federal-funded programs must properly report and submit statements within fifteen (15) days or on or before the end of the particular program.

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

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

##### **General Guidance**

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

##### **Traveler Responsibility**

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

a. Note: If the conference or meeting provides meals for the traveler the per diem rate amount will be reduced by the meal rates per the GSA site. To determine the per meal cap, enter the city and state of your destination as instructed by this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. As an example, if the travel destination qualified for the \$51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12 lunch.

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

c. Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses.

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

State of Alabama policies allow for reimbursement of only the person in travel status.

To be reimbursed for transportation expenses, miles driven to and from destination must be recorded. All vicinity mileage should be recorded as such, and if it exceeds more than twenty miles on any day, major points of travel covered must be indicated. Reimbursement at the current state-mandated rate per mile is paid to employees traveling by private car at state expense. If an employee chooses to drive a personal car, providing the air fare rates of the time frame of travel is required. The College does not reimburse for travel insurance.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Room fees and taxes associated with the fee are reimbursed as applicable. An original, itemized receipt of paid expenses is required. Movies charged to the room are not reimbursed. Postage, telephone, telegraph, and e-mail expenses are reimbursed only if business-related. Phone calls made to home are not reimbursed. Miscellaneous items for reimbursement may include car rental (the College does not reimburse for rental insurance), parking fees, taxi fares, and registration fees. Receipts and justification are required for these items. Baggage handling or portage fees should be itemized on the appropriate date in the miscellaneous section of the claim for reimbursement.

An employee's registration fee can be paid by one of the following methods: (1) the vendor can accept a purchase order and be paid after the meeting is held; (2) the traveler can pay the registration fee and be reimbursed by the use of the Out-of-State Travel Reimbursement Form; or (3) the College may issue a check for the traveler to carry to the vendor, provided the President approves pre-payment.

Prepayment of travel expenses is defined as payments made directly to the vendor on behalf of an employee. The In-State Travel Actual and Out-of-State expense that may be prepaid by the College is a registration fee with the following guidelines:

1. Prepayment is not to be made directly to the traveler.
2. No prepayment of expenses will be made from one fiscal year's funds if the trip is to be made in a different fiscal year. Payment must be processed in the fiscal year the trip occurs.
3. In the event the trip is not made due to personal, professional, or business reasons, any prepayment of travel expenses made on behalf of an employee should be reimbursed to the College.

### **Transportation**

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

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





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Presidents may pre-approve up to \$150 for a traveler to utilize local transit such as taxi or subway service while at the travel location. A traveler must submit receipts for local transit in order to qualify for reimbursement. A traveler who spends more than \$150 on local transportation may be reimbursed for actual expenses in excess of \$150 by providing receipts and additional written justification for the local transit in excess of the pre-approved amount.

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

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

### **Receipts Required**

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

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

### **Mileage Expenses**

Reimbursement for mileage expenses for persons traveling in privately owned vehicles is covered by Code of Alabama § 36-7-22, as amended. The approved electronic map with mileage calculation must be attached. Mileage reimbursement must be approved by the



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



president or agency head on the Request for Out of State Travel. Employees who are authorized to travel in either a State or privately-owned vehicle shall be reimbursed for the amount of parking paid while on travel status. Attorney General's Opinion issued September 8, 1952.

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

### **Lodging**

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

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

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

Individuals traveling under this section may desire to take annual leave or personal time before or after official travel. In such cases, the institution will reimburse a traveler for costs incurred as if the personal time were not included. For example, a traveler attends a conference in service of the state in Scottsdale, Arizona. The conference begins on Monday and concludes on Friday. The traveler desires to spend the weekend sightseeing in Scottsdale, and returns to Montgomery on Sunday. The institution will reimburse the traveler the lesser of 1) actual costs of airfare; or 2) for the cost of a round-trip airline ticket as if the traveler departed on Sunday before the conference and returned to Montgomery on Saturday following the conference. The traveler will not be entitled to reimbursement for any expenses incurred following the official travel day. In the hypothetical involving travel to Scottsdale, the traveler would be entitled to reimbursement for lodging costs on Friday night, and partial per diem for Saturday (the official return travel day), but no other expenses would be reimbursed.

### **Computer and Telephone Services**

Administrative computer and telephone services are available to College personnel. No one among the College personnel is authorized to release technical specifications of software, hardware, and access codes used by the mainframe, network, or telephone system without administrative approval. All requests for service should be submitted through the Help Desk Portal: <http://10.1.0.41/portal/>

### **Internet Agreement**

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



# BEVILL STATE COMMUNITY COLLEGE

## EMPLOYEE HANDBOOK



### Use of Facilities

#### Scheduling/Cancellation Policy

- To officially reserve the facility, a “Request for Facility Use” form (**Appendix KK**) must be completed and returned along with the deposit. All other fees, excluding the attendant and security fees, are due within one week (five working days) of the scheduled event.
- Auditoriums, gymnasiums, civic rooms, club rooms, conference rooms, quads, fields and parking lots must each be rented separately.
- Notice of cancellation is required seventy-two (72) hours in advance in order to receive a refund.
- There will be no functions on the College campuses during holidays.
  - New Year’s Eve
  - New Year’s Day
  - Martin Luther King and Robert E. Lee Birthday
  - Easter Weekend
  - Fourth of July
  - Labor Day
  - Veterans Day
  - Thanksgiving (Thursday and Friday)
  - Christmas Week
- Bevill State Community College reserves the right to reschedule an outside function, when an unforeseen need arises for the College to use its own facilities.
- The facilities coordinators and Director of Student Services, with the consent of the Dean of Students, reserve the right to refuse facilities for future events to groups that have abused the College facilities.

#### Attendant’s Fee

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

#### Set-up Fees

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

#### Clean-up Fees

- Clean-up fees are charged for most events.

#### Equipment

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Safety and Security**

- A security officer is necessary if there are over three hundred (300) attendees, two officers if over six hundred (600) attendees, and three officers if over nine hundred (900) attendees. The security fee is charged beginning thirty minutes prior to the scheduled event and ending when the event is cleaned-up, the building locked, with a minimum of thirty minutes after the scheduled event. This is paid directly to the officer at the time of the scheduled event.
- The fire safety code must be paramount for all functions and the contracting organization or person must follow this code which includes strictly enforcing the number the facility is approved to accommodate.
- Absolutely no alcoholic beverages will be allowed on college property.
- Firearms are not allowed on college property.
- No animals are allowed on college property. (i.e. pet shows), with the exception of service animals.
- There is to be no smoking inside the buildings; including restrooms, foyers, stairwells, and elevators.

### **Damages**

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

### **Food Service**

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

### **Decorations, Exhibits, and Signage**

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

### **Purchasing Policies and Procedures**

The College is responsible for the payment of purchases made only through the approved purchase procedures. The following procedures are followed for the acquisition of all materials, supplies, equipment, repair, rent, services, and other obligations of the institution.

1. The department making the request is responsible for verifying that funds are available in the appropriate budget unit. If necessary, a completed copy of the Budget Revision Request Form is forwarded to the Business Office for entry into the computerized budgeting system. See Budget Revision Request Form (Appendix LL).
2. All purchase requests shall be processed through the online requisition system. The



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



online requisition system is accessed through the “My BSCC” section of the “Employee” heading located on the College’s website. User I.D. and Password are required to enter the online requisition system. These may be obtained through the IT Department. Under extreme circumstances, a paper copy of the purchase requisition may be used for purchase requests. The paper copy must be completed in its entirety and sent to the Coordinator of Purchasing for processing. The paper purchase order form is a triplicate form and should be obtained from the Business Office.

3. After the purchase requisition has been processed through the purchasing system, the approved purchase order is mailed to the vendor and copies are sent to the appropriate College personnel.

### **Purchase Orders**

A properly executed purchase shall constitute a contract which is binding upon both the institution and the vendor. All purchase orders, adjustments, cancellations, and/or revisions to purchase orders must be in writing from the Purchasing Coordinator.

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

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

When a purchase order has been assigned by the Purchasing Coordinator, copies are distributed as follows: (a) Original (white copy) to vendor, (b) Yellow copy to Accounts Payable, (c) Pink and goldenrod to requestor.

The goldenrod copy of the purchase order should be signed and forwarded to accounts payable for payment upon receipt of goods and/or services. Encumbrances will be liquidated when payment is made. Partial payments may be made if indicated on the receiving copy.

### **Bookstore Purchases**

A purchase order is necessary for items purchased from the Campus Bookstores. The purchase will be charged to the departmental budget. All legal requirements, including bid procedures, apply to purchases made in the bookstore.

### **Competitive Bids**

State-supported institutions are required to obtain sealed bids for like items which exceed \$15,000



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



institution-wide during a fiscal period (October 1 through September 30) in accordance with state law. Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between the Purchasing Coordinator and the requesting department. It is imperative that all persons responsible for purchasing obtain and familiarize themselves with "The Alabama Competitive Bid Law." Purchases cannot be split to avoid the bid law.

All personal property acquisitions estimated to exceed \$500,000 shall be submitted to the Board of Trustees for approval. The Chancellor shall be authorized to approve unforeseen increases in cost not to exceed ten (10) percent of the Board-approved purchase amount.

### **Check Request**

Check Requests are not allowed except in extenuating circumstances that must be pre-approved by the Dean of Finance. All information must be filled out on the Check Request Form (Appendix MM).

### **Capital Assets (Reference ACCS Policy 324.01)**

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

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

### **Procedure:**

1. A physical property inventory shall be established to include all non-consumable institutional personal property except all livestock, animals, farm and agricultural products under the control of a System institution. Each institution shall capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization. The inventoried amount is computed as the cost of the asset plus any and all costs associated with taking physical control of the asset. The inventory shall show the complete description, manufacturer's serial number, acquisition cost, date of purchase, location, responsible officer or employee, and the College property control number.
2. An employee must be designated as property manager. Except for books, the property manager shall make an annual physical inventory of all applicable personal property. A copy of the inventory shall be submitted to the Dean of Finance by September 30 of each year for reconciliation to the financial statement for the fiscal year. Each inventory shall include all property acquired since the date of last inventory. When a physical inventory fails to locate property items listed on the previous inventory, then a complete explanation accounting for the property or the disposition thereof shall be attached to the inventory and submitted to the Dean of Finance. All property managers shall maintain a copy of all inventories submitted to the Dean of



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Finance and the copies shall be subject to examination by any and all state auditors, employees of the Department of Examiners of Public Accounts, or the Chancellor or Alabama Community College System Office staff.

3. Each property manager shall be the custodian of, and responsible for, all physical property of the institution. When any property is entrusted to other employees or officers, the property manager shall require a written receipt of the property so entrusted, which receipt shall be executed by the person receiving the property. The employee or officer receiving the property will then be held responsible for that item of inventory.
4. No property shall be disposed of, transferred, assigned, or entrusted to any other department, division, or employee thereof without the written permission of the property manager on the Inventory Transfer Form. **(Appendix QQ)**.
5. Whenever any property manager ceases for any reason to be the property manager, the Dean of Finance shall immediately notify the President in writing. College officials shall immediately check the inventories of all property for which the property manager was responsible and the successor to the property shall execute a written receipt for all property received by him or her or coming into his or her custody or control. The last payment of salary due the property manager shall be withheld until a complete reconciliation of the property inventory has been made and approved. In the event of any shortages, the property manager shall not be held accountable for property entrusted to any other employee or officer and for which he or she holds a valid written receipt of the employee or officer. These guidelines do not negate any inventory requirements under Federal Regulations.

### **Maintenance Requests**

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

### **Contracts and Leases (Reference: ACCS Policy 205.6)**

All existing and/or new contracts and/or agreements (including leases) between the College and other institutions/agencies/organizations for services/programs/staff utilization must be properly prepared and initialed by the appropriate personnel indicating their approval. The initialed contracts or agreements must be given to the Dean of Finance and then to the President at least two weeks in advance of expiration/renewal/submission date for execution. This timing allows for verifying the legality of the documents and checking budgets and other issues binding the College. Health Sciences contracts with clinical agencies must be submitted to the Dean of Instruction for recommendation of approval to the President. Only the President of the College can sign a contract or lease.



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

When, in the opinion of the President or the person designated as acting in the absence of the President, inclement weather or other emergency situations create a hazard for faculty and students, the President or his/her designee shall notify the College Community . Announcements of the closing will be announced on area television stations, radio stations and the College Bear Alert System.

### **Publicity and Promotion Policy**

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

### **Contact with Media**

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

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

### **Advertising**

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

### **Publications**

To present a consistent image among all departments and divisions of the College, it is important that uniform formats, styles, and colors, be used in printing of college materials. To assure uniformity in presentation of the College’s image, certain guidelines should be followed. Any printed material to be distributed off-campus for the purpose of information and/or promotion must be approved by the Public Relations department, including in-house production using laser printers as well as production for a commercial printer.

### **Official Logo**





## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

### **Social Media Policy**

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

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

Individuals engaging in and communicating through official Bevill State Community College social media outlets must agree to respect the terms of the College's social media policy and must understand that Bevill State Community College officials have the right to remove any content that is deemed offensive, profane, inappropriate, of a threatening nature, or can be construed as a defamation of character.

Bevill State Community College reserves the right to block any individual who violates these guidelines. Bevill State Community College is not responsible for posts or comments made by visitors using its social media outlets.

Abusive content posted by visitors to Bevill State's social media outlets should be reported to the Public Relations immediately. Concerns about any content posted on any official social media outlet of the College should also be reported to the Public Relations Department.

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

### **Employee Guidance for Institutional Social Media**

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

The Bevill State Community College Public Relations Department is the primary administrator



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



for the College's official website and social media outlets. Those who wish to contribute information, make suggestions for content, or request administration roles for the College's social media, should contact the Director of Public Relations via email.

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

### **Required Disclaimer**

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

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

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

### **Permissible Use of Graphics Including Bevill State Community College Logos and Branding**

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

### **General Rules for Posting**



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



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

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

### **Permissible Social Media Content**

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

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

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Employee Guidance for Personal Social Media**

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

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

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

### **Student Guidance for Participating in Social Media**

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

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

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

### **Open Records Policy**

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



## BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



### **Agents, Vendors, and Solicitors Policy**

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



# BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



## APPENDICES

ADA Accommodation Request .....	A
Salary Schedule .....	B
Notice of Secondary Employment .....	C
Request to Teach for Non-Faculty Employees .....	D
Family Relationship Disclosure Form .....	E
Overtime Work Report .....	G
Faculty Professional Development Form.....	H
Professional Development B, C, E, and H .....	I
Faculty Rank Increase .....	J
Faculty Annual Evaluation Form .....	K
Annual Performance Evaluation from B, C, E, and H .....	L
Classroom Observation Form IITS .....	M
Classroom Observation Web base .....	N
Exit Interview .....	O
Extracurricular or Fundraising Activities .....	P
Liability Release (Under 19 Years of Age) .....	Q
Liability Release (Over 19 Years of Age) .....	R
Substantive Change Implementation Form .....	S
Leave Request Form .....	T
Salary Continuation for Absence Due to Job Related Injury .....	U
Sick Leave Bank Enrollment.....	V
Sick Leave Application Loan .....	W
Sick Leave Bank Catastrophic Leave Request .....	X
Sick Leave Notice of Resignation .....	Y



# BEVILL STATE COMMUNITY COLLEGE EMPLOYEE HANDBOOK



Tuition Waiver .....	Z
Payment Method for Partial Year Employees .....	AA
Trip Log .....	BB
Vehicle Trip Sheet Request .....	CC
Request for Bus Transportation .....	DD
Pre-Travel Form.....	EE
Instate Travel .....	FF
Out of State Travel .....	GG
Internet Agreement .....	HH
Facility Use/Fees.....	KK
Budget Request Form .....	LL
Check Request .....	MM
Textbook Adoption Form .....	NN
Independent Study Request .....	OO
Independent Study Log .....	PP
Inventory Transfer Form .....	QQ
Live Work Order .....	RR
Cosmetology and Barbering Work Order .....	SS
Public Relations Request for Services Form .....	TT
Open Records/Data Request Form .....	UU
Agents, Vendors, and Solicitors Policy. ....	XX
Actual Expenses Travel Form.....	FFF