BISHOP STATE COMMUNITY COLLEGE

EMPLOYEE HANDBOOK

REVISED JUNE 16, 2024

351 North Broad Street
Mobile, Alabama 36603
(251) 405-7000
Bishop.edu

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commissions on Colleges to award Associate Degrees and Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions concerning the accreditation of Bishop State Community College.

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PREFACE

The Bishop State Community College's Faculty/Staff Handbook ("Handbook") has been developed for use by all permanent, probationary, and temporary employees of the college. The Handbook and the policies contained herein promote the mission of the College and guide the work of administrative, instructional, and support personnel in accomplishing the mission and goals of the College. It contains guidelines, which support the policies of the Board of Trustees of the Alabama Community College System. A comprehensive collection of the Alabama Community College System policies and guidelines, by which the College is governed, is available on the ACCS website, www.accs.edu under Board of Trustees Policies and Procedures.

The Handbook is intended as a resource to promote the smooth operation of the college, not as a contract between the college and employee. **Any statements inadvertently in conflict with federal or state statutes or the policies of the Alabama Community College System Board of Trustees have no legal force or effect.** Any policy or guideline found herein which is contrary to the language or intent of policies found in the current edition of the Alabama Community College System Policy Manual is null and void. Any updates and/or concerns should be submitted to the Office of Human Resources.

Since the information, policies, and benefits described in the Faculty & Staff Handbook are subject to change, the employee acknowledges and understands that revisions to the handbook may occur at any time, and that all such changes will generally be communicated through official notices, and that revised information may supersede, modify, or eliminate existing policies. Furthermore, the employee understands that this handbook is neither a contract of employment nor a legally-binding agreement.

ACKNOWLEDGEMENT

The employee understands that this handbook is accessible on Bishop State Community College website (www.bishop.edu) under the Human Resources tab.

Each employee is required to adhere to the policies and procedures found within this Handbook. Failure to comply with the policies and procedures may result in disciplinary action, up to and including termination of employment. If at any time the employee has a question regarding any of the policies, procedures, or guidelines outlined in this Handbook, they should contact their supervisor or the Human Resources Department.

Each employee is required to adhere to all applicable local, state, and federal laws, including but not limited to any and all motor vehicle laws, prohibitions on cell phone use while driving state vehicle, prohibitions on texting or using the internet while driving state vehicle, etc.

NONDISCRIMINATION STATEMENT

Bishop State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the regulations issued thereunder, to the end that no person in the United

States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Bishop State to be in accordance that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Title IX Coordinator is Mr. Claude Bumpers, Office of Institutional Research, 351 N. Broad Street, Mobile, Alabama 36603; telephone (251) 665-4139.

In addition, the College does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93- 112, and the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments (ADAA) 2008, Public Law 101-336. This policy extends to employment by and admission to the College. The Section 504 and ADA Coordinator is Ms. Cherry Watkins, located in the Office of ADA, 351 N. Broad Street, Mobile, Alabama 36603; telephone (251) 405-7156.

Moreover, the College does not discriminate on the basis of age in its educational programs and activities pursuant to the Age Discrimination Act of 1975.

The College encourages any employee who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, age, disability[1], sex or other protected classification to report the discrimination or harassment to the appropriate College official. The College is committed to conducting a prompt investigation of all allegations of discrimination or harassment based on race, color, national origin, age, disability, sex or other protected classification. Students, administrators, staff and/or contract staff found to have engaged in acts of discrimination or harassment based on an individual's race, color, national origin, age, disability, sex or other protected classification will be promptly disciplined, to include, if circumstances warrant, up to and including suspension or expulsion for students and suspension or termination of employment for staff, faculty and administrators. The College encourages students and College faculty, administrators and staff to work together to prevent acts of discrimination or harassment of any kind.

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

Notice of Available Accommodations for Employees and Students with Disabilities

The College does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93- 112, and the Americans with Disabilities Act of 1990 (ADA), ADAA

2008, Public Law 101-336. This policy extends to employment by and admission to the College. The Section 504 and ADA Coordinator is Ms. Cherry Watkins, Office of ADA (Delchamps Student Life Center) 351 N. Broad Street, Mobile, Alabama 36603; telephone (251) 405-7156, cwatkins@bishop.edu. Moreover, the College does not discriminate on the basis of age in its educational programs and activities pursuant to the Age Discrimination Act of 1975. For students with a disability requesting academic adjustments and auxiliary aids and services contact Ms. Cherry Watkins, located in the Office of ADA, 351 N. Broad Street, Mobile, Alabama 36603; telephone (251) 405-7156. For employees requesting accommodations, contact the Office of Human Resources, located on the Main Campus in the Business Technology Center, at (251)405-7052 or humanresources@bishop.edu.

Bishop State Community College reserves the right to require satisfactory documentation from a licensed professional as to the physical, mental, or psychological limitation(s) for which an accommodation is being requested by a given student or employee.

Expressive Activities by the Campus Community

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

A. A primary function of the Community and Technical Colleges within the Alabama Community College System is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, the Colleges will strive to ensure the fullest degree possible of intellectual freedom and free expression.

B. It is not the proper role of the Colleges to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.

D. The Colleges should support free association and shall not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.

E. The Colleges shall strive to remain neutral, as institutions, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the Colleges, and the Colleges will not require students, faculty, or staff to publicly express a given view of a public controversy.

F. The Colleges should prohibit all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

I. Speech and Expression in Outdoor Areas

A. For purposes of this policy, the Campus Community includes a College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

C. Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College, which may include but are not limited to areas adjacent to classrooms; athletic facilities; areas being used as outdoor classrooms or educational training; or areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.

D. Except for Section I.H. below, this policy does not apply to expressive activities that take place in indoor areas of College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that all Colleges must be open to any speaker whom the institution's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under Board of Trustees Policies 500.01 and 507.01.

E. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities.

F. Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections I.B. and I.C. above;
11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or

12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the Colleges and the functions of educational institutions.

H. A College may employ police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in the policy shall prohibit the institution from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive or the anticipated reaction to the protected expressive activity. The Board of Trustees encourages Colleges to establish a security fee schedule for events that is based on factors unrelated to the content of the expressive activity, such as number of expected attendees or the time duration of the event.

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

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

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

J. Each College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of the College who violate this subsection shall be handled through existing processes provided for under law and individual College policy. Each College shall ensure that it has in place appropriate disciplinary sanctions to address any such violations.

L. Nothing in this policy shall be construed to prevent Colleges from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.

2. Expressions that a court has deemed unprotected defamation.

3. Harassment.

4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.

5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.

6. An action that unlawfully disrupts the function or security of the institution.

7. Any constitutional time, place and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

M. Complaints or questions regarding the application of this policy should be addressed by use of the ordinary complaint process at the College for students, faculty, and staff.

II. Commercial Activity on Campus

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

III. Policy Distribution

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

IV. Inconsistent Policies

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

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

V. Reports

A. The Chancellor, on behalf of the Board of Trustees, shall submit to the Governor and Legislature the adopted policy and course of action implemented to ensure compliance with Act 2019-396 within 30 days of the policy's adoption. Any changes or updates to the policy shall be submitted within 30 days after making the changes or updates.

B. The Colleges shall prepare and submit reports to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that include the following:

1. The date and description of each violation of the policy.

2. A description of the administrative handling and discipline relating to each violation.

3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.

4. Any additional assessments, criticism, commendations, or recommendations the Colleges see fit to include.

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

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Chapter I

Introduction

I. Current Status

Bishop State Community College is an open-admission, comprehensive two- year college and a member of the Alabama Community College System. Bishop State's Main Campus is located at 351 N. Broad Street, Mobile, Alabama. Additional Off-Campus Instructional Sites are located throughout the College's service area of Mobile and Washington Counties in Southwest Alabama. Bishop State's service area is truly diverse as it includes rural, low-income areas, agricultural areas, industrial/manufacturing areas, and aviation industry.

Bishop State Community College is one of the leading institutions of higher education along the Gulf Coast of Alabama and a major economic driver. Bishop State is a vital economic development partner that seeks to improve the quality of life for our students and the communities we serve. College leaders recognize that successful regional growth is heavily dependent upon access to skill labor, and national data indicates that most community college graduates remain in their communities to work. Bishop State is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and hold other specialized accreditations.

II. History

Founded in the summer of 1927, Bishop State Community College was originally the Mobile Branch of Alabama State College (University) in Montgomery, Alabama, during the presidency of Dr. Harper Councill Trenholm. It was established as an in-service arm of Alabama State College that offered extension courses to African-American elementary and secondary teachers in Mobile.

In 1942, property was acquired on Broad Street where the present Main Campus is located. The campus consisted of a two-story framed building, which prior to the purchase of the property, was used by the Voluntary Fire Fighters Society #11. It was purchased with a loan that was later repaid by students through fund-raisings. In 1963, the name "Mobile Branch of Alabama State College" was changed to Alabama State College – Mobile Center.

In 1965, the Alabama State Legislature ratified the Alabama State Board of Education's action establishing the Alabama State College – Mobile Center as Mobile State Junior College and severed its relationship with Alabama State College in Montgomery.

On February 23, 1989, the Alabama State Board of Education re-named the college to Bishop State Community College to reflect its growth in vocational/career offerings, transfer offerings and community service activities. On August 22, 1991, the Alabama State Board of Education consolidated two technical colleges in Mobile – Southwest State Technical College and Carver State Technical College – with Bishop State Community College.

III. Our Mission

Bishop State Community College promotes career pathways through open access to an affordable, quality education in a diverse and inclusive environment.

IV. Core Values

- Access
- Student Success
- Integrity
- Workforce
- Collaboration
- Resources & Efficiency

V. Vision

Bishop State Community College will be a comprehensive learning institution that equips students and the community with the skills, knowledge, and ability to achieve real world success.

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VI. Planning Process

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

VII. Substantive Change Policy

Introduction:

Bishop State Community College welcomes and encourages the expansion of educational opportunities through the development of new programs, innovative instructional delivery methods, and the availability of program offerings on and off-campus.

In the pursuit of expanding educational opportunities, Bishop State Community College is committed to full compliance with all policies and procedures mandated by the Southern Association of Schools Commission on Colleges (SACSCOC), its accrediting body.

This policy states the institutional responsibilities for compliance with the SACSCOC Substantive Change Policy and details the internal processes that guide the notification and approval process.

Definition of Substantive Change:

Bishop State Community College is required to file a Substantive Change Request with the SACSCOC whenever changes are planned that qualify as substantial in nature as defined by the Commission.

Substantive changes may occur at any time and are not tied to, nor an integrated part of, the 10-Year Reaffirmation of Accreditation or of other reports due to the SACSCOC on a regular basis. Substantive change as defined by SACSCOC is a "significant modification or expansion of the nature and scope of an accredited institution". The Commission considers many different types of change to be substantive and therefore, review and approval prior to the proposed change is required. (Southern Association of Colleges and Schools, Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement, page 1).

Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program. (An educational program is defined as a coherent course of study leading to the awarding of a credential such as a short- term certificate, career certificate, or degree.)
- 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.

Procedures for Reporting Substantive Changes:

SACSCOC stipulates three procedures for addressing the different types of substantive change as follows:

1) Procedure One for the Review of Substantive Changes Requiring Approval Prior to Implementation (Notification may also be required.)

2) Procedure Two for the Review of Substantive Changes Requiring Only Notification Prior to Implementation (some changes also require submission of additional documents).

3) Procedure Three for Closing a Program, Site, Branch Campus or Institution.

Substantive Change Requests:

Substantive Change Requests are submitted to SACSCOC by the Accreditation Liaison of Bishop State Community College via a Notification Letter detailing the proposed change and the accompanying Substantive Change Prospectus. The Accreditation Liaison supports the requesting unit or program by handling the interaction with the Commission and working to clarify SACSCOC's expectations for each specific situation.

Pursuant to SACSCOC Substantive Policy, the following actions should be taken as appropriate.

a. All institutional procedures appropriate to the specific change for which notification and/or approval is sought must be followed. Approval of the proposed change by the appropriate senior level official should be obtained in writing prior to the development of the Substantive Change Prospectus by the Accreditation Liaison and the initiation of a Substantive Change Request.
b. Division Chairs will work with the Accreditation Liaison and the Office of Institutional Research to complete the Substantive Change Prospectus.
c. Submission of the Substantive Change Prospectus to SACSCOC must be made electronically via SACSCOC Institutional Portal and include the following in the order listed:

    1) Transmittal letter signed by an institutional representative which briefly explains the submission.
    2) Name, telephone number, and email address of the person who may be contacted concerning questions about the prospectus.
    3) A list of degrees and majors which the institution is authorized to grant. (photo copy from the catalog is acceptable)
    4) A list of existing approved off-campus sites and their addresses. Note: an approved site is one for which a prospectus has been submitted and which SACSCOC has approved offer 50% or more of a program. A site where 25-49% of a program is offered is not considered to be an "approved" site; it is a site for which only notification has been accepted by SACSCOC.
    5) Prospectus (should be no longer than 25 pages plus appendices)
        - Submit only one copy of the above materials to the SACSCOC Vice-President of Substantive Change at the address listed on the Cover Sheet.
        - The Transmittal Letter and Cover Sheet are to be submitted electronically.

- The body of the prospectus itself is to be submitted electronically via SACSCOC Institutional Portal.

OFFICIAL NOTIFICATION FROM SACSCOC IS REQUIRED PRIOR TO THE IMPLEMENTATION OF ANY PROPOSED CHANGE.

VIII. The Alabama Community College System

Bishop State Community College is a member of the Alabama Community College System. This system was established in 1963 with a network of state junior colleges and trade schools designed to make postsecondary educational opportunities accessible, affordable, and responsive to the needs of the citizens of Alabama. Over the life of the system, many positive changes have taken place, including the establishment of new institutions, the upgrading of trade schools to technical colleges and the mergers of numerous junior colleges and technical colleges into comprehensive community colleges. Today, the system consists of 24 community/technical colleges and Marion Military Institute. The system also includes extensive workforce development initiatives, including the Alabama Technology Network.

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

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Chapter II

Institutional Functions and Organization

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

I. Administration
II. Business Office
III. Human Resources
IV. Information Technology
V. Institutional Advancement & Community Affairs
VI. Instruction
VII. Student Services
VIII. Title III
IX. Workforce & Economic Development

This chapter describes the operations designated for each functional area.

I. Administration

The administration functions of Bishop State Community College include those of the President as well as those in the areas of Business Office, Human Resources, Information Technology (IT), Institutional Advancement & Community Affairs, Instruction, Student Services, Title III, and Workforce & Economic Development. The President of the College functions as its chief executive officer and directs the administration of the College in carrying out the mission of the College.

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

II. Business and Finance Operations

The Director of Accounting under the direction of the Regional Chief Financial Officer (CFO) supervises the College's Business Operations. Functional areas within the scope of Business Operations include the Business Office, Facilities & Maintenance, Grants Management, the College Bookstore, and Mail Services.

A. Business Office

The Business Office is charged with handling the overall accounting and financial activities of the College. These activities include managing the College's billing and receipt of funds from students as well as various other federal, state, and local sources, purchasing (including preparation of bid invitations in accordance

with State law), tracking the College's fixed assets, providing reporting to various governing entities, administering the institutional budget, and preparing annual financial statements in accordance with GASB standards.

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

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

B. Facilities

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

1. **Janitorial Requests**. Additional or Emergency
   Janitorial requests can be made by using the following:
   Email:
   help@bishopmaintenance.on.spiceworks.com
   (Facilities office also receives a copy of
   request)
   Phone: 251-405-7170
   Janitorial Personnel are on Campus from 7:00 a.m. to 4:00 p.m (Monday- Thursday) and 7:00am-1:00pm (Friday).

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

3. **Non-College Use of College Facilities**. The President may approve the use of a College meeting room, classroom, or other facilities by an organization or group other than Bishop State Community College. In such cases, the use of the facility must be consistent with the philosophy, functions and objectives of Bishop State Community College. Any non-College entity requesting use of a College facility shall complete a **Facility Usage Request Form** and be responsible for any damage to, or loss of, college property, that occurs as a result of the usage.

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

4. **Mail Services.** Mail can be picked up on a daily basis through the mailroom. A courier delivers mail to the Carver and Southwest Campuses throughout the week. Mail (outgoing and interoffice) should be submitted to the Bishop State's mailroom for appropriate processing.

C. Grants Management

Finding funds for program needs and projects can be challenging. Grants are an excellent resource for seeking these funds. The Grants Office serves as a centralized coordinating point for the administration of grants, contracts, and sponsored programs awarded through a written proposal, request, or an application often on a competitive basis. The mission is to support faculty and staff efforts to identify and secure appropriate external funding aligned with Bishop State's strategic priorities in order to enhance, expand, and improve Bishop State's many programs needed to meet the needs of the community and workforce.

III. Human Resources

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

Payroll Procedures. The College's Payroll Office is operated as a part of the Office of Human Resources. The Payroll Office, in accordance with applicable Federal and State laws, regulations, and procedures, handles payroll and related benefits, deductions, contributions, etc. See Chapter Three (Personnel Policies and Procedures) Sections XXI and XXVII for more specific information on these matters.

IV. Information Technology

Bishop State Community College Department of Information Technology (IT) provides computer, network, phone, and audio and video services. Audio/video services are limited to the support of permanently manufacturer installed systems inside Bishop State facilities. I.T. provides hardware support for servers, personal computers, network devices, mobile devices, projectors and screens, and phone system peripherals.

I.T. also provides software support for the College's administration system, student web system, library system, bookstore system, and distance education systems. The department advises the college on technology planning and approves the purchases of technological equipment. Help Desk services are provided to the College's faculty and staff, and also assist students with on-line service issues when needed. Computer, phone, or network problems should be reported to the Help Desk electronically at itservices@bishop.edu.

V. Institutional Advancement and Community Affairs

The Office of Institutional Advancement and Community Affairs is responsible for partnering and collaborating with faculty, staff, students, parents, alumni, external stakeholders, and the community at-large at Bishop State Community College to promote the mission and vision of the College.

A. Marketing and Public Relations. The Office of Marketing and Public Relations at Bishop State provides professional communication that reinforces the College's mission and goals. Through the promotion of programs, events, and activities, the Office of Marketing and Public Relations helps to increase enrollment and elevate the College's reputation.

VI. Instructional Services

The goals of the instructional unit are to:

(1) provide quality, innovative instruction designed to support student success;
(2) provide quality innovative student support services;
(3) support quality professional development opportunities; and,

(4) respond to community, workforce, and economic needs.

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

A. Career Technical Education

Career and Technical Education (CTE) provides students of all ages with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners. CTE prepares these learners for the world of work by introducing them to workplace competencies and by making academic content accessible to students by providing it in a hands-on context.

B. Distance Education

Distance education programs and/or correspondence courses are a significant part of Bishop State's educational enterprise.

The mission of the Distance Education Department at Bishop State is to develop and deliver innovative learning experiences and promote student success through the purposeful integration of teaching and learning with technology in order to foster continuous learning, communication, and collaboration throughout Bishop State Community College and the extended community.

C. Early College Programs

Early College is an exciting program for eligible high school students to receive college credit while satisfying requirements for their high school diploma. Students are able to save time and gain a jumpstart on their college education and career. The goal of Early College Programs is to increase college access, completion, and prepare students to enter the workforce with the skills they need to succeed. Classes are conducted on the various campuses of Bishop State and area high schools.

D. Health Sciences

The Division of Health Sciences offers a variety of health-related programs for students interested in helping, caring, & serving others.

The mission of Bishop State's Division of Health Sciences is to provide education and training that will improve health and healthcare services in our community.

E. Institutional Research

The Office of Institutional Research (OIR) aims to promote a culture of continuous improvement across the college. Assessment is an integral component of the college's commitment to sustaining and enhancing academic quality and student experiences.

The assessment activities permeate all levels of the college and target four primary areas: entry-level knowledge and skills, general education outcomes, program/divisional outcomes, and students, graduates and alumni satisfaction. These efforts span multiple institutional levels - from institutional-wide assessments to assessments conducted by individual academic programs and administrative and educational support service units.

F. Learning Assistance Center

The Learning Assistance Center (LAC) offers programs and services that are designed to enhance learning skills and help all Bishop State students succeed while promoting confidence and independent learning skills. Professional and Peer Tutors are available to assist students with their academic needs.

G. Library Services

The mission of Bishop State's Department of Library Services is to provide learning resources, professional services assistance needed to support the college's vision and mission, and to enrich its programs. It strives to provide a full range of resources including but not limited to printed materials, e-books, electronic databases, streamed videos, and virtual libraries to the college and its surrounding communities.

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

H. Budget Development

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

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

Bishop State Community College seeks, through the Carl D. Perkins Act, to develop more fully the academic, career and technical skills of students in career and technical education programs that prepare students for regional high skill, high wage, or high demand occupations through collaboration between secondary, postsecondary education, workforce investment programs and business and industry needs. This program requires the College to develop, implement, and report outcomes on a plan for Career and Technical Education.

J. Curriculum Design and Revision

The Curriculum Committee consists of faculty, financial aid staff, student services staff and College administration. Bishop State follows ACCS policy 702.01 and thereby all requests for approval of new programs and curriculum changes for existing programs must be reviewed and approved by the Curriculum Committee. In addition to following the ACCS policy, below are the procedures for a review of curriculum changes or additions at the local level.

i. The faculty member submits Curriculum Change Form and supporting documentation to the Department Chair.
ii. The Department Chair will review Curriculum Change Form and supporting documentation.
iii. Once reviewed and approved by Department Chair, the Department Chair then submits request to the Dean of Instruction for review and approval.
iv. Upon review and approval, the Dean of Instruction forwards to the Curriculum Committee Chairperson.
v. The Curriculum Committee Chairperson will then convene the Curriculum Committee.
vi. Representatives of the proposed change should attend the meeting.
vii. The Curriculum Committee will vote on the proposed change.
viii. Once the change is approved, the Curriculum Committee Chairperson will forward the form, supporting documentation and memo to the Dean of Instruction.
ix. The Dean of Instruction will route the request to the President for final approval.

All approvals for new programs or changes to existing programs may warranted a substantive change through SACSCOC. Deans are responsible for making sure a new program or existing program needs a substantive change.

K. Faculty Development

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

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

L. Faculty and Program Evaluations

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

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

M. Instructional Publications

The Curriculum and Catalog Committee, Student Affairs, Instructional Services and other units of the College collaborate in a revision of the Bishop State Community College Catalog and Student Handbook every year. In addition, the instructional units, in conjunction with Marketing & Public Relations are responsible for producing brochures specific to each program of study.

The academic calendar is prepared within the instructional unit and presented to the President and Executive Council for approval.

N. Instructions/Scheduling

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

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

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

O. Live Work

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

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

P. Monitoring of Accreditation Standards

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

Q. Testing Services.

Enrollment testing function is composed of the following: **Course Placement Testing.** Applicants and students are required to meet with Advising prior to course placement to enroll in any English, reading, or mathematics course unless student qualifies for an exemption. Advising will determine if a course placement examination is needed. Placement testing is conducted in the Learning Assistance Center located on the second floor of the Delchamps Student Life Center on the main campus. Placement testing is administered using untimed computerized testing.

VII. Student Services

The belief of each member of the Student Services staff at Bishop State

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

A. Admissions and Records.

Bishop State Community College seeks, through a systematic admissions process, to provide for the efficient admission and enrollment of students. The Admissions and Records Offices are located on the first floor of the Delchamps Student Life Center on the main campus. The Admissions and Records Offices are staffed with Clerks and Records Specialists. Staff receive training in all aspects of admissions/records and registration.

B. Advising and Student Success.

The mission of the Advising and Student Success Center is to assist students beginning, during and after their start at Bishop State. Assistance is provided with setting a goal, making a plan, getting connected and staying involved.

C. Athletics.

Bishop State Community College engages in intercollegiate sports (baseball, basketball, volleyball and softball) for both male and female students. The College's athletic programs instill positive values and practices for success including cooperation, teamwork, solid work ethic, sportsmanship, and a healthy lifestyle. Athletic visibility provides a source of entertainment and goodwill for students, employees and the community.

D. Campus Police.

The primary function of Campus Police is to provide a safe environment for students, faculty, staff and campus visitors. The Campus Police Office is located on the first floor of the Delchamps Student Life Center on the main campus. Security personnel are available 24 hours a day, seven days a week, and can be reached by dialing (251) 214-3330. Campus Police can be contacted at (251) 405-7060 (Main Campus), (251) 331-1815 (Carver), and (251) 331-1175 (Southwest). The Campus Police Office has responsibility for the following:

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

arrests for appropriate violations), and
4. ensuring the security of all campus buildings, vehicles and equipment.

Bishop State Community College Campus Police Officers provide security for faculty, staff and students on all campuses during day, evening and weekend classes and special events.

Parking decals are issued at the campus police office located in the Delchamps Student Life Center on the main campus. Handicap parking decals are issued in the campus police office and proof is required that the employee is the legally registered recipient of the state issued handicap parking placard. Parking privileges are honored only when an employee has an up-to-date parking decal on his/her vehicle. Annual parking decals are available at no cost to employees.

E. Financial Aid/Veteran Affairs.

The Office of Financial Aid/Veterans Affairs provides students with advice and assistance in obtaining financial aid/assistance through federal, state, and institutional grants, loans, and work-study, as well as various institutional and non-institutional scholarships. The Financial Aid Office is located on the first floor of the Delchamps Student Life Center on the main campus. The Financial Aid Office is staffed with clerks, and a VA Specialist and receive training in all aspects of financial aid. Students are encouraged to contact the office for assistance with applying for financial aid, applying for student loans, completing outstanding requirements, satisfactory academic progress appeals, work study, verification, and any other questions or assistance needed. Office hours are 8:00 a.m. to 5:00 p.m. (Monday- Thursday), and 8:00 a.m. to 2:00 p.m. (Friday). Contact information: 251-405-7015 or https://www.bishop.edu/financial-affairs/office-of-financial-aid.

F. Student Activities.

Student activities at Bishop State present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities program at Bishop State Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Activities Coordinator. The Student Activities Office is located on the first floor of the Delchamps Student Life Center on the main campus.

1. Student Government Association. The SGA is an active student self-government organization. Its purpose is to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in student activity events; to provide social and recreational outlets for all students. Bishop State Community College encourages student participation in institutional decision- making. The SGA presents students' views to the College administration through representation on various College Committees, as well as other special appointments. All students are urged to meet with their representatives and to take an active part in the affairs of the student government by (1) voting in every election; (2) taking the initiative to run for offices; and, (3) conveying ideas and/or requests to elected student government representatives.

2. Student Organizations and Clubs.
   Campus Organizations:
   Student Government Association Phi Theta Kappa
   Ambassadors

   Clubs:
   Campus Ministries
   Physical Therapist Assistant Club SkillsUSA

G. Student Support Services.

Student Support Services is a TRIO Program federally funded by the U.S. Department of Education. It is designed to provide supportive services to educationally disadvantaged and disabled participants to enhance their skills and increase their retention and graduation rates from college. In addition, the program provides academic and personal services to low-income and/or first-generation college students.

H. Student Disability Services/ADA.

Bishop State Community College provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and/or the Americans with Disabilities Act Amendment of 2008. The Office of Student Disability Services/ADA provides assistance with needed services for a disability such as classroom accommodations, physical access to facilities or programs, adaptive equipment, or other off- or on- campus resources. This office is located on the first floor of the Delchamps Student Life Center on the main campus. Office hours are 8:00 a.m. – 5:00 p.m. (Monday-Thursday) and

8:00 a.m. – 2:00 p.m. (Friday). Contact information: 251-405-7156. The Section 504 and ADA coordinator for students is Ms. Cherry Watkins, Office of ADA, 351 N. Broad Street, Mobile, Alabama 36603; telephone 251-405-7156.

I. Transfer and Career Counseling

Bishop State's Transfer & Career Service is a dedicated resource for students looking to advance their education or career. The office is committed to providing students with the necessary knowledge and resources to transition smoothly to four-year colleges and universities. Our primary goal is to raise awareness about transfer opportunities and to equip students with the tools and information they need to make informed decisions about their academic future. Additionally, the Center helps students build essential career decision-making skills that will prepare them for diverse professional paths during their college journey.

VIII. Title III

Title III, Part B, a program of the U. S. Department of Education, is funded by the Higher Education Act of 1965 (as amended). This program provides financial assistance to Historically Black Colleges and Universities (HBCUs) to establish or strengthen their physical plants, financial management, academic resources, and endowment-building capacity. More specifically, the Title III Program assists institutions like Bishop State Community College in funding activities that will help the College to fulfill its mission.

IX. Workforce and Economic Development

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

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

As part of Bishop State's economic development and enhancement mission, Bishop State Workforce and Economic Development plans and develops specialized skill training and professional education opportunities designed to ensure the availability of trained employees for businesses and industries in the College's service area. This training includes courses and programs designed for the employees to specifically meet a company's needs. Generalized short-term,

non-credit professional or skill based educational tracks of training are also available for the general public.

Bishop State Workforce and Economic Development offers training for:

- Business & Industry
- CDL & Logistics
- Healthcare
- Industrial Maintenance Refresher Courses (Online)
- Industrial Skills
- Leadership
- Personal Development (Online)
- OSHA 10/30

A. Adult Education.

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

Adult Education instructional programs include:

1. Adult Basic Education Classes: Reading, writing, and computing mathematically for learners entering at or below the 8.9 grade equivalency.
2. Transition Programs: Instruction specifically designed to prepare adult learners to enter postsecondary education, higher education, training programs, and/or to improve their employability.
3. Adult Secondary Education Classes: Reading, writing, computing mathematically, social studies, science, literature and the arts for learners functioning at the 9.0 –12.9 grade equivalency to prepare them to earn the State of Alabama High School Equivalency Diploma based on the results of the GED Test.
4. Non-Traditional High School Diploma Options Program: Remedial instruction designed for those learners who did not pass their high school exit exam or who did not earn enough

credits to earn their high school diploma. The HSDO program results in a high school diploma from the Alabama high school in which the student attended.

5. GED Online: An on-line GED instructional program designed to prepare learners to earn the State of Alabama High School Equivalency Diploma. Students must qualify by making 9.0 or higher on their entering TABE assessment.
6. MSSC CPT Manufacturing Certification: This program is designed for those looking to develop foundational knowledge of manufacturing processes and production, safety, maintenance awareness, and lean manufacturing principles. Participants will have the opportunity to test for the nationally-recognized Manufacturing Skills Standards Council Certified Production Technician (CPT).
7. Alabama Career Essentials: Provides trainees the entry- level skills required for employment with most businesses and industries in Alabama. We are AIDT certified to teach Alabama Career Essentials, the employability curriculum preferred by ACCS. The training curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.
8. English Literacy Classes: Classes providing non-English speaking people with the English language skills needed to succeed in other educational/training programs and to cope more effectively with the challenges of their daily lives.
9. English Literacy/Civics Education Classes: Classes providing integrated English literacy and civics education services to immigrants and other limited-English proficient populations so that they may effectively participate in the education, work, and civic opportunities of this country. Instructional activities include, but are not be limited to, the rights and responsibilities of citizenship, U.S. history and government, and naturalization procedures.

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Chapter III

Personnel Policies and Procedures

I. Americans with Disabilities Act (ADA)

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

A. Individual with a Disability

An "individual with a disability" is defined as a person who:

1. has a physical or mental impairment that substantially limits one or more major life activities; and/or

2. has a record of such impairment; and/or

3. is regarded as having such an impairment.

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

B. Qualified Individual

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

C. Reasonable Accommodation

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

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

1. making existing facilities used by employees readily accessible to and usable by persons with disabilities;

2. job restructuring, part-time or modified work schedules, or reassignment to a vacant position;

3. acquisition or modification of equipment or devices;

4. adjustment or modification of examinations, training materials, or policies; or

5. provision of qualified readers or interpreters.

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

D. Applying for an Accommodation

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

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

The accommodation that will be made will be determined with the input of the employee and such knowledgeable parties as may be consulted by the ADA Coordinator. However, the College shall make the ultimate determination as to what accommodation or accommodations will be made available.

E. Undue Hardship

The ADA does not require the College to make an accommodation

where the accommodation would impose an undue hardship upon the College in the form of a significant undue financial cost or a significant adverse impact on the College operations or upon the ability of other College employees to conduct their duties.

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

II. Anti-Discrimination Policy

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

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

III. Anti-Harassment Policy

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

Harassment can be defined as but is not limited to:

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

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

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

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

This policy encourages students who believe that they have been a victim to sexual harassment to contact the Title IX Coordinator and employees who believe that they have been the victims of harassment to contact the Office of Human Resources or President within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Office of Human Resources. Any employee or student who becomes aware of any harassment shall report the incident to the Office of Human Resources. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the *Civil Rights Act of 1964* for employees and under Title IX of the *Education Amendments of 1972* for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities; or submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also

consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

A. Physical assault;
B. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
C. Direct propositions of a sexual nature;
D. Subtle pressure for sexual activity;
E. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
F. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
    1. Touching, patting, pinching, hugging, or brushing against another's body;
    2. Commentary of a sexual nature about an individual's body or clothing; or
    3. Remarks about sexual activity or speculations about previous sexual experience(s);
G. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
H. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed.

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

IV. Employment Posting and Hiring

It is the policy of Bishop State Community College to adhere to the posting and hiring policy (602.02) as outlined by the Chancellor and the Alabama Community College Board of Trustees.

A. Posting: The President of each institution shall post notices for all personnel

vacancies, full-time and part-time, temporary, and non-temporary, for all salary schedules, except those for President.

All vacancy notices shall be posted on the institution's website for a minimum of seven (7) days before the position is filled, and a minimum of fourteen (14) days when the vacancy is supervisory, managerial, or newly created.

B. Notice of Vacancy: The vacancy notice shall include, but is not limited to, the following:

1. Job description;
2. Title;
3. Required qualifications;
4. Salary schedule;
5. Amount of Pay;
6. Information on where to submit an application;
7. Information on any deadlines for applying;
8. A contact telephone number for questions;
9. Any other relevant information.

C. Internal Posting: Internal postings are permitted to fill a current institutional position with a current institutional employee. These notices must be posted in accordance with Section I before the position is to be filled.

D. Continuous Posting: For adjunct instructors, clinical instructors, tutors, and part-time, on call, or hourly employees only, a continuous vacancy notice may be posted on the institution's website and may state "open until filled." However, if a continuous vacancy notice has not been posted at least 7 days prior to hiring, these positions must be posted in accordance with Section I.

E. Temporary/Interim Positions: Temporary/interim positions may be selected at the discretion of the President but must be for a duration for one year or less. No extension beyond one year may be granted without the written approval of the Chancellor. Notices for temporary/interim positions must be posted in accordance with Section I.

F. Hiring: The President is responsible for all searches and documentation thereof and retains all hiring authority for positions at the college, except the Presidency.

G. Transfers or Reorganizations: Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.

V. Background Check

DEFINITIONS

For purposes of this policy, the following definitions are utilized:

Alabama Resident –a person with a current Alabama address and a current/unexpired Alabama issued State ID (such as a driver's license or State of Alabama issued ID Card)

New Hire: An employee hired in any position with the College on or after July 1, 2024, to include current employees hired into a different position. Examples of a New Hire include but are not limited to: a new adjunct, an internal candidate who moves to a different position (but not transferred, reorganized, or appointed), a new temporary employee, a new part-time employee, a new work-study student employee, a new grant employee, a new employee hired on Salary Schedule H, E, D, C, B, or L, or a new contract employee.
New Volunteer: a person the College seeks to allow to volunteer at the College on or after July 1, 2024, regardless of whether the person volunteers at another ACCS institution.
Previous Hire: a current employee at the College who has not changed position or separated from the College since being hired in some capacity prior to July 1, 2024.

Previous Volunteer: a current volunteer at the College who began volunteering in the same position at the College before July 1, 2024.

GENERAL POLICY

Employment and volunteer service is and shall remain contingent upon an acceptable background check as determined by the College President or his designee in accordance with ACCS Policy 623.01 and ACCS Procedure 623.01 and this policy.

By or before July 1, 2024, every New Hire or New Volunteer at the College shall undergo a background check, unless exempted under this policy.

New Hires or New Volunteers, at the College, who:

- Work/Volunteer in the IT department, or
- Work/Volunteer in the Finance department, or
- Work/Volunteer in the Law Enforcement department, or
- Work at Salary Schedule B or above, or
- Do not meet the definition of an Alabama Resident, or
- Have unescorted access to criminal justice records

shall also be subject to a more detailed fingerprint-based background check prior

to employment/volunteering.

Individuals for whom background checks are to be completed will be required to sign an ACCS-provided standard Consent, Release, and/or Authorization Form (hard copy or electronic form in NeoEd).

Further, any New Hire or New Volunteer under the age of 18 shall require parental/guardian consent on the Consent, Release, and/or Authorization Form for a background check.

EXEMPTIONS FROM BACKGROUND CHECKS

Dual enrollment instructors or dual enrollment lab assistants who are currently employed by an Alabama K-12 institution are exempted from background checks at the College.

Previous Hires and Previous Volunteers (as defined above) are exempted from background checks at the College under this policy, unless the college has reasonable suspicion that an employee or volunteer has been convicted of a felony or a crime involving moral turpitude.

CONVICTION OF FELONY OR CRIME INVOLVING MORAL TURPITUDE

Employees or Volunteers, whether new or previous, convicted of a felony or crime involving moral turpitude will not be eligible for new or continued employment or volunteering except with the Chancellor's approval. Chancellor's approval must be obtained through written recommendation from the President that he/she is suitable for employment or volunteering, despite the conviction. Factors to be considered in determining whether the individual is suitable include, but are not limited to:

a. The proximity or remoteness in time of the conduct,
b. The risk of harm to persons or property of the institution,
c. The nature of the crime and likelihood of recurrence,
d. The nature of the job,
e. Any extenuating circumstances.

Within five (5) calendar days, any employee or volunteer, whether new or previous, convicted of a felony or a crime involving moral turpitude must report the conviction to the President. An unreported conviction will be subject to disciplinary measures for failure to report, up to and including termination.

REASONABLE SUSPICION OF CONVICTION OF FELONY OR CRIME INVOLVING MORAL TURPITUDE

A background check may be conducted on any person if the institution has reasonable suspicion that an employee or volunteer has been convicted of a felony or any crime involving moral turpitude.

ADJUNCTS AND OTHER TEMPORARY EMPLOYEES

Adjuncts and/or other temporary employees who may not receive consistent or routine pay or who may be on hiatus from campus for months at a time are not required to have background checks every time they return, but they are subject to annual background checks as determined by the College.

VI. Employment of Relatives

No President shall employ any relative within the fourth degree of kinship by either birth or marriage to work in the institution, and any relative of a President within the aforementioned relationship now employed in the institution shall not be assigned to any position which reports directly to the President, or in which the employee makes final decisions concerning the expenditure of funds. Alabama Community College System Policy No. 205.02

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

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

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

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

VII. Code of Conduct for Employees

College personnel are subject to disciplinary action by the College, including official oral or written reprimand, suspension with or without pay, and/or dismissal for misconduct occurring on any property owned or controlled by the College or off campus at any function which is authorized, sponsored or conducted by the College. An employee may be terminated for conviction of a felony or misdemeanor involving moral turpitude, or if the nature of the offense is such that it results in the imprisonment of the employee, or even if not an offense involving moral turpitude, if the nature of the offense is such that it reasonably can be construed to relate to the ability or the likelihood of the respective employee to properly carry out his/her official duties. For example, if a college payroll clerk is convicted of income tax evasion, it could be reasonably interpreted that the nature of the offense is such that it has a bearing on the employee's ability and/or likelihood to properly carry out his/her duties as a college payroll clerk.

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

1. any form of dishonesty, including theft, embezzlement, misappropriation of public funds or property, cheating, plagiarism, fraud, misrepresentation, or furnishing false information to the College or any educational or governmental institution or agency;

2. forgery, alteration, unauthorized destruction, or misuse of any College document, record, or identification source;

3. intoxication, or the display, possession, sale, distribution, or use of alcoholic beverage or any unprescribed controlled substance or illicit drug, or of any marijuana plant or part of a marijuana plant;

4. use, possession, or distribution of firearms, ammunition, any other weapon, or fireworks, or any incendiary or explosive device or material. Provided, however, that law enforcement officers properly authorized to carry weapons may do so if they are officially enrolled in classes or are acting in the performance of their duties, or any College students who are enrolled in an instructional program in which firearms are required equipment;

5. disorderly or disruptive conduct including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid College property or the property of another person or entity, as well

as physical or verbal damage or abuse to another person. This offense includes any threat of violence, whether made in person, by telephone, in writing, or electronically, toward any person or toward any property of the College or the private property of any other person.

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

6. lewd, indecent, obscene, or unduly offensive behavior or expression, including oral, written, or symbolic expressions which would be offensive to a reasonably sensitive person;

7. participating in, or benefiting from, any form of gambling, except at a licensed gaming facility;

8. unauthorized entry to or use of a College facility or College equipment;

9. insubordination toward a supervisory College official;

10. misfeasance, malfeasance, or failure to perform assigned duties and responsibilities in a satisfactory manner; and

11. violation of any State or Federal law, any local or county ordinance, or any policy, rule or regulation of the Alabama Community College System, Bishop State Community College, or (with regard to any College correctional education program) the Alabama Department of Corrections or the respective correctional institution.

12. violation of any provision of an employment Letter of Appointment.

VIII. Fraternization with Students Policy

A vital part of Bishop State Community College's mission is maintaining a safe, trusting, and respectful environment for its faculty, students, administrators, and staff members, as well as for receiving and extending respect as human beings to others. Mutual respect among faculty members, students, and administrators is essential to the educational process, and it must not be undermined in any way.

To maintain an educational environment that supports the College's goals, Bishop State prohibits romantic, sexual, and exploitative relationships between students and employees. Any such relationship reported and confirmed by an employee will be subject to employee

disciplinary procedures, which may result in termination for staff members or dismissal for cause for faculty. Please contact Human Resources with any questions regarding this policy.

Virtually, all Bishop State employees are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, is subject to their direct supervision, or has some form of business to transact with offices at the College.

Students are often at a point in their development when they may be particularly vulnerable to employees whose positions may affect the terms and conditions of their status at the College.

Even if a student consents to a romantic relationship with a Bishop State employee, the existence of such a relationship could have unintended adverse effects on both the student and the educational environment of the College. It is quite possible for such a relationship to end unhappily or become problematic, which may lead to charges of sexual harassment or even physical or psychological abuse.

The potential for exploitation of students may exist in some situations where employees work with students. For example, a work-study student might be asked to perform services that go beyond the work-study assignment, such as child care or personal business transactions. It must be clear to the student that such invitations can be declined without adverse consequences. In some cases, work-study students will accept invitations to provide personal assistance, but this relationship must not be influenced by whether the student continues the work- study assignment or how it is evaluated. In addition, the student must volunteer and accept a fair wage for the work-study assignment.

Occasionally, a spouse or partner of a College employee is enrolled at the College as a student. In such cases, this fraternization policy does not apply. It is the President or his designee who determines whether exceptional circumstance apply, in consultation with the Director of Human Resources.

IX. Computer Acceptable Use Policy

Individuals are fully responsible for their own actions while using Bishop State Community College's "computer technology" (defined as Bishop State computers and computer-related equipment, programs, supplies, and network communications, including Internet access gained through Bishop State's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee

questions concerning access, acceptable and unacceptable use, should be directed to the Director of Information Technologies. (Appendix III-A).

X. Conflicts of Interest

A. Employees

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

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

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

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

B. External Influence

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

Bishop State Community College employees shall be free from influence from political, religious, or other external bodies and protect the institution from such influence in a number of ways, including the individual power and autonomous authority of the College. The

Alabama Community College System Board of Trustees have adopted Policy 111.02 – Conflict of Interest – on external influence to further ensure that colleges are free from influence from political, religious, or other external bodies.

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

XI. Letters of Appointment

A. Salary Schedule D Letters of Appointment

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

1. **Nine-month Letter of Appointments.** Full-time instructors, librarians, and counselors on Salary Schedule D may receive one-semester or two-semester Letter of Appointments for employment during the academic year and one-semester Letter of Appointments for employment during the summer term. However, summer employment for every full-time faculty member is limited by the availability of funds and by the seniority and rotation procedure as established by members of each division. Full-time employment for every employee on Salary Schedule D is not assured during the summer term. Therefore, a full-time faculty member may not be offered a summer Letter of Appointment or may be offered a pro-rated Letter of Appointment for a summer term.

2. **Part-time Faculty.** Letter of Appointments for part-time instructors are limited to one academic semester. However, a part-time instructor may be offered Letter of Appointments for respective subsequent semesters if the instructor receives satisfactory student and supervisor evaluations and

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

3. **Summer Employment (Full-time Faculty).** Full-time instructors, counselors, or librarians employed by Bishop State Community College on nine-month appointments (Salary Schedule D) are not automatically guaranteed summer employment regardless of years of service. However, in the event that summer employment is available, a full-time instructor, counselor, or librarian on Salary Schedule D who is employed under an academic year Letter of Appointment (fall and spring semesters) shall have the first option (over part-time and temporary employees) for employment during the summer term provided that:
    1) there is sufficient student enrollment;
    2) there is sufficient funding available;
    3) the employee is qualified to provide the service scheduled, and
    4) the employee meets the criteria of the institution's local summer employment policy.

Additionally, Instructors:

5) may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semesters.

The local Summer Employment Policy for the College is based on a combination of the seniority principle and a rotation principle for instructors.

A full-time load during the summer term for an instructor teaching academic courses shall be 12-13 credit hours. A full-time load during the summer term for an instructor teaching technical courses shall be 24-25 contact hours and no less than 12-13 credit hours, as determined by the President. (System institutions may consider the equivalence of a course to be an assignment of a faculty member as: Department/Division Chairperson; SACSCOC accreditation chairperson, coaching duties studio courses, laboratory, clinical and shop classes; student organization sponsors.

A full-time instructor may be employed for less than a full teaching load for summer term. Such instructor, however, must be paid a pro rata amount of Salary Schedule D compensation

based on: (1) qualifications and experience; and (2) a full teaching load.

A full teaching load for an academic instructor is twelve (12) to thirteen (13) credit hours for the full summer (System institutions may consider the equivalence to a course to be an assignment of a faculty member as: Department or Division Chairperson; or Southern Association of Colleges and Schools Commission on Colleges assignments) any other equivalence for faculty load not included in these guidelines must be approved by the Chancellor. The course equivalence exception approved by the Chancellor will not alter the salary schedule or salary schedule placement granted to the faculty member by the institution.

Enrollment Requirement Sufficient enrollment for the summer term shall be defined as follows: any class will be considered to have met the minimum enrollment if the full-time load enrollment for the instructor of the class averages ten (10) students. All classes assigned to full-time faculty may be averaged to compute the students enrolled (e.g., if an instructor has two classes with eight (8) students and two classes with 12 students, the average is 10.)

4. **Rotation and Seniority (Full-time Faculty).** Courses for summer may be scheduled in a variety of formats including a full 10-week term, or in mini-terms.

   Hybrid or online courses must be approved by the Distance Education Department Chair and/or the appropriate Dean.

   Summer Class Schedules will be published without assigned instructors. After courses meet enrollment minimums, courses may be selected by instructors. If a department or program has more than one full-time instructor, classes will be assigned to instructors on a rotating basis, one class per instructor with classes assigned in seniority order. The following criteria must be met:

      1) Instructors may be given priority for summer teaching only in those areas in which they taught on a regular basis during the preceding academic year
      2) A desire for summer teaching has been expressed by completing the Intent to Teach Summer Term form.
      3) Instructors of hybrid and online courses must meet the Distance Education Guidelines for Basic Course Design/Organization.

   Seniority rotation will be followed per available class (the

faculty member with the highest seniority will be offered the first class and the faculty member with the next highest seniority will be offered the second class and so on until all classes are assigned.)

A faculty member with a full course load (12-13 credit hours) and teaching courses that generate 120 or more student credit hours will receive a full summer salary.

The decision to cancel or prorate a class will be made prior to the first meeting of that class, unless there are exceptional circumstances.

The appropriate Dean may decide to cancel any class based on insufficient enrollment, insufficient funding, or lack of availability of qualified faculty.

The following procedure will be followed to prorate courses that have not been canceled. If the average class enrollment, does not equal ten (10) students for any given instructor, the appropriate Division Chair will consult with faculty to determine whether or not the instructor wishes to teach for prorated pay.

The following examples include calculations that will be used to determine prorated salary amounts for a variety of course loads. These calculations will not apply to every situation, such as a faculty member teaching both three-credit-hour courses and four-credit-hour courses within the summer semester.

- A faculty member teaching 12 credit hours: # of credit hours generated/120 (10 student's x12 credit hours) x summer salary
- A faculty member teaching 9 credit hours: # of credit hours generated/90 (10 student's x 9 credit hours) x ¾ summer salary
- A faculty member teaching 6 credit hours: # of credit hours generated/60 (10 student's x 6 credit hours) x ½ summer salary
- A faculty member teaching 3 credit hours: # of credit hours generated/30 (10 student's x 3 credit hours) x ¼ summer salary

Faculty teaching a course load comprised of four-credit-hour classes will carry a three-course load of 12 credit hours in the summer. Salary for these courses will be prorated as follows:

- A faculty member teaching 12 credit hours: # of credit hours generated/120(10 student's x12 credit hours) x

summer salary
- A faculty member teaching 8 credit hours: # of credit hours generated/80 (10 student's x 8 credit hours) x 2/3 summer salary
- A faculty member teaching 4 credit hours # of credit hours generated/40 (10 student's x 4credit hours) x 1/3 summer salary

Should an instructor not wish to teach for prorated remuneration, the under-enrolled classes will be offered to other full-time faculty without a full load based on seniority rotation and then will be offered as an overload to full-time faculty based on seniority rotation. If there are no full-time faculty who can teach a course, it will be offered to adjunct faculty or canceled if adjunct instructors are not available. Exceptions to this process may be made in extenuating circumstances upon recommendation of the appropriate Dean and approval of the President.

Determination of Seniority

Faculty seniority is defined as faculty with the longest employment within the regularly assigned teaching field or fields at their home base.

Seniority will be established on salary schedule D beginning with the employment date entered on payroll records.

1) The accrual of seniority is interrupted by a leave of absence. Upon an officially sanctioned leave of absence, seniority is frozen for the time of absence and resumed at the date of return to fulltime duties.
2) Seniority is lost upon termination of employment (whether voluntary or involuntary) and must be newly established with re-employment.
3) An instructor cannot begin to accrue seniority in a position until fully qualified in that position.

If a tie exists in seniority, the tie shall be broken by:

1) Greater number of graduate hours in qualifying course work calculated from the official personnel file located in the Office of Human Resources. If equal,
2) Greater total number of graduate hours in field calculated from the official personnel file located in the Office of Human Resources. If equal,
3) Greater length of service as a full-time qualified employee of the institution on any salary schedule. If

equal,
4) Greater length of service as a full- or part-time employee of the institution on any salary schedule.

A. Letter of Appointments for Other Employees

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

B. Contracts for Professional Services

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

XII. Crime Awareness and Campus Security

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

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

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

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

XIII. Drug Free Workplace

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

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

A. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance is prohibited on any property owned, leased, or authorized by or on behalf of Bishop State Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code Section 802) or in the Alabama Uniform Controlled Substance Act (*Code of Alabama* (1975), Section 20-2-1, *et seq*.).

B. Any Bishop State employee who is convicted by any Federal or State court of an offense which constitutes a violation of Paragraph A above shall notify the President of Bishop State Community College in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of *nolo contendere*) or

imposition of sentence, or both." Failure to notify the President of such a conviction shall be considered insubordination as well as a violation of this policy.

C. In the event of a report of a conviction pursuant to paragraph B above where the employee is working in a project or a program funded through a Federal contract or grant, the College shall notify in writing within ten (10) days any Federal agency to whom such notification by the College is required under P.L. 100-690.

D. In the event that an employee violates paragraph A above or receives a conviction as described in paragraph B above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. The College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature at the expense of the employee.

E. Bishop State Community College shall make a good faith effort to ensure that paragraphs A-B above are followed.

F. Each employee of Bishop State Community College shall receive a copy of the College's Drug-Free Workplace Policy.

XIV. Emergency Procedures

In the event of an emergency or to report a crime, immediately dial 911. In order to file a mandatory crime report, contact Campus Police at (251) 405-7060.

An Emergency Procedures Manual is located on the College's website, https://www.bishop.edu/about-us/campus-safety . The manual addresses various emergency situations that may be encountered. It is the responsibility of all Bishop State employees to become familiar with and reference this manual as needed.

Effective emergency response requires personal preparedness and planning. Employees are encouraged to sign up for the Live Safe at **https://www.myschoolcast.com/go/bishop.** Live Safe is the College's emergency notification system that sends messages to any device – cell phone (voice and/or text messaging), land lines, email accounts, or pagers – in the event of an emergency that poses an imminent threat or danger to Bishop State Community College students, faculty, or staff. It is only used for emergency communication purposes and will be used in conjunction with current communication system.

A. Emergency/Medical

When a health or safety emergency occurs, the first appropriate response is to **dial 911** to report the emergency, then to contact the Bishop State Campus Police Department.

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

B. Evacuation/Severe Weather

Emergency Management sirens will be the primary signal for any severe weather warning or other emergencies which require shelter. In addition to siren alerts, a Live Safe message will be sent to alert students, faculty and staff in the event of severe weather, such as a tornado warning. A Live Safe message will be sent to inform ALL when it is safe to return to normal activities.

C. Shelter Locations

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

D. Notification of Inclement Weather

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

Television stations on the notification list include WKRG (Channel 5), Fox 10 (Channel 10), and WPMI (Channel 15). Radio stations include WBLX-FM, WABD-FM, WKSJ-FM, WDLT-FM.

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

XV. Employee Evaluation Process

Annual Performance Evaluations:
To demonstrate the overall effectiveness of the College's employees, Bishop State Community College evaluates its employees on an annual basis regarding their achievement of performance objectives. The College has implemented an evaluation system whereby each employee is evaluated annually by a supervisor with appropriate education and experience. Regular evaluations contribute toward the overall effectiveness of the College by focusing on the continuing development of the College.

PROCEDURES

1. **Annual Performance Evaluations:** All employees are to have an annual performance evaluation conducted by their immediate supervisor. Performance Evaluations are consistent with ACCS policy and are conducted in NEOED Perform. The evaluation documents the employee's performance as demonstrated during the prior year. Annual Performance Evaluation Procedures include the following:

a. Supervisor receives a Task notification email from NEOED Perform to begin the Evaluation Cycle in July. Supervisor and employee complete the goal section of the Performance Evaluation Form. Goals for the upcoming year should be aligned with the College's strategic objectives.

b. Employee acknowledges evaluation.

c. Supervisor complete a mid-year check in (December).

d. Supervisor completes the Evaluation Rating Section of the NEOED Perform evaluation for each direct report by due date.

e. After ratings section is completed by:
   1. Review and signature of manager's manager and
   2. Review and signature of supervisor (manager)

f. Supervisor schedules individual performance evaluation meetings with each employee to review and discuss the employee's performance evaluation.

g. Employee acknowledges evaluation. If an employee refuses to sign the evaluation, it will be noted on the evaluation.

h. Final signed Performance Evaluation Form is placed in the employee's personnel file.

If an employee disputes the performance appraisal, then the employee may submit a written statement detailing their position to be attached to their final performance appraisal.

XVI. Employment Ending

A. Exit Responsibilities

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

B. Abandonment of Position

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

C. Resignation

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

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

D. Retirement

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

E. Termination or Non-Renewal of Employment

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

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

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

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

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

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

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

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

XVII. Firearms on Campus

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

XVIII. Grievance Procedure

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

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

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

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

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

The President's decision will be final.

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

XIX. Employee Complaint Policy

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

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

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

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

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

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

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

XX. Immigration Reform and Control Act

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

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

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

XXI. Job Descriptions

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

XXII. Leaves with Pay

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

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

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

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

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

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

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

A. Annual Leave

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

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

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

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

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

1. 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.

2. 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).

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

4. A maximum of 60 days of annual leave may be accrued and carried forward into each September. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited.

5. Except as stated herein, any employee who leaves employment of an ACCS system college or entity will be paid for the actual number of annual leave days earned and not used up to a maximum of sixty (60) days. Payment of annual leave will be based on the employee's salary in effect at the time of separation. The one-day separation of a current employee transitioning to a contracted position shall not result in an annual leave payout or loss of accrual rate.

6. 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.

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

B. 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 Alabama *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.

C. Accrual of Sick Leave.

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

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

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

Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year.

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

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

The employee's immediate supervisor may request that an employee provide a medical certification by a licensed healthcare provider at the expense of the employee. After three (3) consecutive

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

Sick leave will not be paid upon separation of employment.

For purposes of applying accrued sick leave as credit for retirement purposes, an employee is limited to the amount allowed by law and the Teachers Retirement System.

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

Earned sick leave days which have been accrued by an employee are transferrable between the following: all public city and county school systems; the Board of Trustees of the Alabama Institute for the Deaf and Blind; the Alabama Youth Services Department District Board in its capacity as the Board of Education for the Youth Services Department District; the Board of Directors of the Alabama School of Fine Arts; the Board of Trustees of the Alabama High School of Mathematics and Science; the Alabama State Senate; the Lieutenant Governor; the Office of the Senate President Pro Tempore; The Speaker of the House of Representatives; the Alabama House of Representatives; the Legislative Reference Service; any organization participating in the Teachers' Retirement System (excluding state governmental departments not expressly listed); The Board of Trustees for ACCS; and all public four-year institutions of higher education.

The President may permit sick leave transfers from other Alabama State government departments not listed above who participate in the Retirement System of Alabama at his or her discretion, however the factors taken into consideration in exercising such discretion must be consistently applied.

D. Sick Leave Bank

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

2. Any sick leave bank shall be operated, managed, and governed by a Sick Leave Bank Committee pursuant to *Alabama Code § 16-22-9*

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

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

A. Formation

1. A President shall establish, upon the request of 10 percent of its full-time certificated and full-time support personnel, a sick leave bank plan for each of the two groups either jointly or separately. The decision whether to have a joint or separate sick leave bank shall be the exclusive decision of the employees, utilizing a secret balloting process. See *Alabama Code 16-22-9(b)*.

2. A Sick Leave Bank Committee, if formed, will be comprised of five persons, one will be the President or President's designee, and four employees will represent the participating members of the sick leave bank. See *Alabama Code 16-22-9(a)(5)*.

B. Election of Sick Leave Bank Committee

1. The President shall be responsible for conducting elections in a fair and equitable manner, ensuring the confidentiality of the secret balloting process. See *Alabama Code 16-22-9(c)*.

2. At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the sick leave bank committee. See *Alabama Code 16-22-9(c)*. Those four members receiving the most votes shall serve on the Sick Leave Bank Committee.

3. The term of office for these four Committee members shall be one year. See *Alabama Code 16-22-9(c)*. No representative on the Committee shall serve longer than five (5) consecutive years. See *Alabama Code 16-22-9(f)*. If a vacancy occurs during the one-year term which needs to be filled, the remaining Committee members

(inclusive of the President) shall vote on a person to fill the vacancy and whoever receives the most votes may fill the seat.

4. The President or President's designee shall be appointed as the Chair of the Committee and shall appoint one of the other Committee members to take minutes of meetings and all Committee action.

5. In the event of any election tie, the President or his designee has the authority to break the tie.

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

C. Duties of the Committee

1. The Committee shall establish procedures providing for the uniform administration of the sick leave bank. *Alabama Code 16-22-9(d)(f).*

2. The Committee shall develop guidelines for the operation of the sick leave bank. *Alabama Code 16-22-9(d)(f)*. The guidelines shall be approved by a secret ballot vote of the participating members of the sick leave bank. *Alabama Code 16-22-9(f).*

3. The Committee shall develop all necessary forms for the orderly operation and administration of the sick leave bank. *Alabama Code 16-22-9(d)(g)(2)*.

4. The Committee shall maintain copies of its guidelines, administrative procedures, and forms and immediately provide those upon adoption to the President's Office.

5. The Committee shall ensure that accurate records of contributors eligible to participate in the bank are maintained and shall work with the institution to maintain records of all member contributions to the sick leave bank, withdrawals from the bank, and the status of the bank. Reports shall be provided on a timely basis at the request of the Committee, the President, or the Chancellor.

6. The Committee shall review all applications for loans from the sick leave bank and make appropriate decisions on request for approval of such loans. The Committee has the discretion to deny an application for a loan or approve less days than requested. Factors to be considered include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days in the bank, the ability of the applicant to repay the loan (if applicable), and prior awards obtained from the sick leave bank.

D. Guidelines of the Committee

1. The sick leave bank plan allows members to deposit an equal number of days (not to exceed five) of earned sick leave into the sick leave bank. The days deposited shall be available to be loaned to any participating member whose leave has been exhausted and who has been granted a loan by the Committee. *Alabama Code 16-22-9(e)*.

2. No member employee is allowed to borrow or obtain catastrophic leave from the sick leave bank unless all accrued and compensatory leave time has been exhausted.

3. A member of the sick leave bank shall not be allowed to accumulate more days than allowed in *Alabama Code 16-1-18.1*, including days in the sick leave bank. *Alabama Code 16-22-9(g)(4).*

4. Employee membership in the sick leave bank shall be voluntary. *Alabama Code 16-22-9(g)(5).*

5. Any alleged abuse of the bank shall be investigated by the Committee (or its designee). On a finding of wrongdoing, the abusing member shall repay all of the sick leave credits drawn from the sick leave bank and be subject to appropriate disciplinary action as determined by the institution. *Alabama Code 16-22-9(g)(6).*

6. Upon retirement or transfer of a member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as allowable. *Alabama Code 16-22-9(g)(7).*

7. At the beginning of each leave year, or upon employment of a new employee, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account, in order to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable the employee to join the sick leave bank. *Alabama Code 16-22-9(g)(9)*.

8. The Committee shall have the authority to designate open enrollment periods at least annually to non-participating members. Employees who did not join the sick leave bank will have an option to join upon deposit of the prerequisite number of sick leave days during any open enrollment period established by the Committee. *Alabama Code 16-22-9(g)(9)*.

9. Additional guidelines may be adopted by the Committee as deemed appropriate provided they are uniformly applied to all employees and do not conflict with these guidelines and procedures. *Alabama Code 16-22-9(g).*

E. Sick Leave Bank Loan Procedures

1. An employee must apply for sick leave bank loan in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In cases where the member has been incapacitated, a member's agent or representative designated as such in writing, may apply to the Committee on behalf of the member. In case of mental incapacity of a member, the designated agent or representative must be a person who, by law, may serve in such capacity.

2. In order to apply for a sick leave bank loan: (a) an employee must be a member of the sick leave bank and (b) an employee must have exhausted all accrued and compensatory leave available.

3. The Committee determines whether a loan request will be approved or denied and, if approved, for how many days up to a maximum of fifteen (15) days per event. Factors to be considered in making these decisions include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days donated, ability to repay the loan, and prior awarded loans.

4. No employee shall be allowed to owe more than fifteen (15) days to the sick leave bank, unless more than fifty percent (50%) of the members of the sick leave bank vote to extend the limit. *Alabama Code 16-22-9(g)(1)*.

5. Sick leave days borrowed from the sick leave bank shall be repaid to the sick leave bank monthly as re-earned by the member. *Alabama Code 16-22- 9(g)(3)*.

6. Upon the separation of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay. If portions of the loan remain outstanding after separation, the employee is responsible for paying the remaining value to the institution. *Alabama Code 16-22-9(g)(3)*.

F. Catastrophic Leave Procedures

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

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

3. An employee must apply for catastrophic leave in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In order to apply for Catastrophic Leave: (a) an employee must be a member of the sick leave bank at the time the catastrophic event occurs in order to be considered for catastrophic leave, (b) an employee must have exhausted all accrued and compensatory leave available, (c) the employee must provide certified evidence by a licensed physician of an illness (defined as an unhealthy condition of the body or the mind, a sickness, or disease), or of an injury (defined as physical harm to a person), or of a medical condition related to childbirth that causes the employee to be absent from work for a period greater than fifteen (15) work days, and (d) the employee must have applied, borrowed, and used the maximum number of sick leave days loaned by the Committee.

4. The Committee determines whether a request for catastrophic leave will be approved or denied and, if approved, for how many days up to the maximum. Factors to be considered in making these decisions include, but are not limited to: need, circumstances of the illness of disability, years of service to the institution, availability of days donated, whether it is a personal event to the employee, and prior awards of loans or catastrophic leave.

5. Employees, at their discretion, may donate a specific number of days to the sick leave bank, up to a maximum of 30 days for any one employee, to be designated for a specific employee for use against a catastrophic event. *Alabama Code 16- 22-9(h).*

6. Employees must be a member of the sick leave bank to donate or receive catastrophic leave.

7. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank.

8. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in *Code of Alabama* 16-1-18.1. *Alabama Code 16-22-9(h).*

9. Catastrophic days awarded are not required to be repaid. *Alabama Code 16-22- 9(h).*

10. Donated catastrophic leave days may be used to repay days loaned by the sick leave bank to the credit of the affected member. *Alabama code 16-22-9(g)(8).*

11. Employees who donate sick leave days to the sick leave bank for a particular employee's catastrophic event are not to be returned to the donor unless the days are not uses. *Alabama Code 16-22-9(h).*

12. If catastrophic leave is approved by the Committee, the Committee shall notify members of the applying employee's request and approval for catastrophic leave one time. The Committee has no further obligation to continue requesting donations on the applying employee's behalf. The Committee may, but is not required, no more than once per month, to communicate by email to the members to advise that the employee is approved for catastrophic leave and could use further donations.

13. There is no guarantee that, if catastrophic leave requests are approved by the Committee, the sick leave bank members will donate any leave or sufficient leave to cover an employee's absence related to a catastrophic event.

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

E. 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.

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

Personal Leave on Salary Schedule D Granted Annually Up to five (5) regularly scheduled workdays of personal leave with pay will be granted to each full-time Schedule D employee on the first day of each academic year.

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.

F. 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.

G. Institutional Support Leave

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

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

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

Approved activities sponsored by ACCS or the employee’s college are

part of the employee's regularly assigned duties and are not a type of leave.

H. Professional Development Leave

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

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

Professional Development leave is typically a direct personal benefit to the employee. Examples include but are not limited to leadership programs, training and workshops, local, state, and national board positions or assignments, accreditation activities unrelated to the employee's college.

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

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

I. Military Leave

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

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

Once the employee has exhausted all available paid leave, the employee may be considered to be on military leave of absence without pay. Employees on unpaid leave of absence under this section do not accrue benefits but may choose to continue health insurance coverage by paying the designated premiums. (Alabama Community College System Policy No. 610.01).

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

J. Compensatory Time and Leave

A. EXEMPT FT EMPLOYEES: Each President has authority on a local level to award compensatory time to exempt full-time employees when that employee physically works over 45 hours in one week if the President chooses to do so. Physical work hours do not include hours awarded for paid leave. If permitted by the President, exempt full-time employees may be awarded straight compensatory time, meaning for everyone hour physically worked over 45 hours, the employee may receive one hour in compensatory time. The supervisor of the exempt full-time employee must keep track of all compensatory time earned and the exempt employee must use the time with supervisor approval within sixty days of it being accrued, else it is forfeited. Compensatory time is not paid for exempt employees at the time of separation at the College. When exempt full-time employees do not work 40 hours each week, they are required to take compensatory time or appropriate accrued leave to make up for their failure to work 40 hours. Full-time exempt employees are required to work during the institution's regular business hours unless the employee has express permission from the supervisor to work outside regular business hours.

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

full-time employees may not accrue more than 80 hours of compensatory time, and any time over and above 80 hours in compensatory time will be required to be paid as overtime. Compensatory time for full-time non-exempt employees will be converted to overtime and paid at the time of separation at the College.

K. Parental Leave

Beginning July 1,2025 paid parental leave for eligible employees may be available pursuant to the Alabama Public Employee Paid Parental Leave Act of 2025 in conformance with Alabama Code Section 36-6A-1, et seq., under the terms and conditions set forth in this policy.

A. Definitions. Unless stated otherwise herein, terms in this Policy shall have the same definition as provided in Alabama Code § 36-6-1, *et seq.*

1. Base Pay is defined as the eligible employee's current, ordinary rate of pay as reasonably determined by the college. Any supplement/stipend awarded for additional duties (such as $400 monthly division chair supplement, head librarian supplement, second-in-command pay, or extra duty pay of any kind) will not be considered part of base pay and shall not be paid while the eligible employee is on paid parental leave. Any supplement that is not tied to additional work (such as doctorate degree supplement) will be a part of base pay.

2. Healthcare Professional is defined as a physician, physician assistant, nurse practitioner, or midwife who is licensed to practice in his or her respective field in the State of Alabama.
3. Miscarriage is defined as "[t]he loss of an unborn child at or after 12 weeks gestation and is confirmed in writing by a healthcare professional." The term does not include an abortion as defined in Alabama Code Section 26-23H-3 unless necessary to prevent a serious health risk to the unborn child's mother as permitted under Alabama Code Section 26-23H-4.

4. Qualifying Event is defined as the birth, stillbirth, or miscarriage of an eligible employee's child, or certain adoption placements which meet the requirements for parental leave.

5. Stillbirth is defined as "[t]he loss of an unborn child at or after 20 weeks gestation that is confirmed in writing by a healthcare professional." The term does not include an abortion as defined in Alabama Code Section 26-23H-3 unless necessary to prevent a serious health risk to the unborn child's mother as permitted under Alabama Code Section 26-23H-4.

B. Parental Leave. An eligible employee shall be entitled to the following:

1. 8 weeks of paid parental leave for a mother in connection with the birth, stillbirth, or miscarriage of her child;

2. 2 weeks of paid parental leave for a father in connection with the birth, stillbirth, or miscarriage of his child;

3. 8 weeks of paid parental leave in connection with the placement of a child with an eligible employee for adoption, provided the child is three years of age or younger at the time that he or she is placed with the eligible employee.

   If parents who jointly adopt a child are both eligible employees of either ACCS, a community college, a local education agency, or a state agency, one parent shall be entitled to eight weeks of parental leave and one parent shall be entitled to two weeks of parental leave in connection with the adoption. Coordination and documentation between the two employing entities will be required.

C. Eligible Employee

1. An employee is eligible for Parental Leave if the employee is both:

   a. Full-time with entitlement to leave benefits with the college (such as those on Schedules B, C, D, E, H and some contract employees who earn leave like a Schedule B, C, D, E, H employee) and

   b. Has been employed with the college in a full-time position with leave benefits for at least 12 consecutive months immediately preceding the occurrence of a qualifying event.

2. An employee is not eligible for Parental Leave if the employee is an adjunct, part-time employee who is not on Schedule H, or an on-call, seasonal, hourly, or temporary employee. In addition, most Schedule L employees and some contract employees also do not meet this definition.

D. Establishing Eligibility

1. Prior to granting parental leave, the college requires the employee to complete a Parental Leave certification form, as provided by the college.

2. In addition to the certification form, the college shall require an employee requesting parental leave to provide acceptable proof in support of the request for parental leave.

   a. For birth/stillbirth, acceptable forms of proof would include but are not limited to a birth or stillborn certificate with the employee's name listed as parent.

b. For stillbirth/miscarriage, acceptable forms of proof would include appropriate healthcare professional certification with employee name listed as parent.

c. For adoption placement, acceptable forms of proof include but may not be limited to a birth certificate for adoptee, formal placement documentation such as affidavits or government agency letters, and formal adoption proceeding documentation.

3. An eligible employee may not take parental leave under this policy unless he or she meets all of the following requirements:

    a. Submits a completed certification as set forth in Paragraph (D)(1); and

    b. At least 30 calendar days prior to the use of the parental leave, the eligible employee shall provide by email to the immediate supervisor and head personnel in Human Resources a written plan regarding his or her intended use of the parental leave and any other leave he or she intends to take in connection with a qualifying event, in conjunction with or on any form required by the college; and

    c. The eligible employee shall agree in writing that he or she will not separate from employment with the college for a period of at least eight weeks following the conclusion of any leave taken in connection with a qualifying event, in any form or agreement required by the college.

        i. Any periods of leave, whether paid or unpaid, or other periods of non-duty status (e.g., use of accrued leave balances, use of unpaid leave, compensatory time, college closures, holidays) will not count toward the 8-week work obligation.

        ii. The 8-week obligation will not start running or being counted and calculated until after all intermittent or reduced schedule leave, as well as any other leave associated with the qualifying event, has been completed.

        iii. The term “separate from employment” in this subparagraph refers to any form of employment separation, including an involuntary termination.

4. In the event of an emergency that prevents an eligible employee from completing the requirements of paragraph (D)(3) prior to taking parental leave, the eligible employee shall complete the requirements as soon as practicable, and in no event later than 14 calendar days, after the emergency has ended, including providing sufficient documentation to establish a qualifying condition and emergent event.

E. Leave Prior to Qualifying Event. In the event an employee desires to take paid parental leave prior to the occurrence of a qualifying event, the employee must comply with all of the requirements of Paragraph (D) above, and the employee must provide acceptable proof in support of the early request for parental leave.

1. Prior to the qualifying event, "in connection with the birth" shall mean the eligible employee is (a) attending prenatal appointments or other visits to a Healthcare Provider due to the expected birth of a child; (b) has been hospitalized in expectation of the birth of a child or due to a condition caused by or related to the expected birth of a child; or (c) otherwise requires leave due to a Healthcare Provider's order requiring the mother to limit her physical activity prior to the expected birth of a child.

2. Prior to the qualifying event, "in connection with the placement of a child with an eligible employee for adoption" shall mean the eligible employee is utilizing leave for one of the following: (a) meeting with an attorney regarding the adoption of the child; (b) hosting in-home visits necessary for the completion of the adoption; (c) attending judicial proceedings regarding the adoption of the child; (d) attending counseling sessions regarding the adoption; (e) submitting to a physical examination for adoption purposes; or (f) traveling to another country to complete an adoption.

3. The term "in connection with the placement of a child with an eligible employee for adoption" shall not include foster care or the placement of a child with the employee for any other temporary or non-adoption purpose.

F. Compensation. Parental leave under this policy shall be paid at 100 percent of the eligible employee's base pay and shall remain at 100 percent of the employee's base pay as if the eligible employee worked continuously from the date that parental leave commenced until the eligible employee's return to work.

G. Duration

1. Parental leave under this policy is available for use only during the 365 days following the commencement of a qualifying event or within 365 days of the eligible employee taking parental leave, whichever occurs sooner.

2. Parental leave under this policy may be used continuously, intermittently, or on a reduced scheduled basis. Eligible employees utilizing intermittent or reduced schedule leave under this rule shall be subject to the following limitations:

    a. Eligible employee shall maintain a continuing parental role with any child whose birth or adoption was a qualifying event (this means that intermittent leave is reserved only for time spent bonding with, caring for, or fulfilling a parenting role and it is a violation to use parental leave in birth or adoption context to work second jobs, vacation without the child, or otherwise not parent); and
    b. Any intermittent or reduced scheduled leave must be agreed to by the college prior to the start of the leave.

H. Restoration to Position. Upon the expiration of parental leave, the college shall restore the eligible employee to the position that he or she held at the time of the qualifying event or to an equivalent position with equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment, including fringe benefits and service credits, that the eligible employee received or was entitled to prior to the commencement of his or her parental leave.

I. Failure to Comply. Any failure of the employee to abide by this policy may result in the college denying paid Parental Leave. The college may recover any improperly granted paid Parental Leave, whether it be through the substitution of other available leave, leave without pay, offset, or otherwise. Specifically, if an employee fails to comply with any return-to-work agreement, the College shall recover from the employee, by offset or otherwise, an amount equal to the eligible employee's hourly rate of pay multiplied by the number of hours the eligible employee failed to work in compliance with the return-to-work agreement. Any such recovery shall comply with the federal Fair Labor Standards Act, as applicable.

J. Limitations

1. Approved parental leave does not require the employee to exhaust his or her sick leave, annual leave, or any other leave or paid time off.

2. An eligible employee may only use parental leave in connection with one qualifying event during a 365-day period, even if more than one qualifying event occurs.

3. After an eligible employee exhausts all available parental leave, any additional leave an employee wishes to take shall be taken in accordance with college policies.

4. Eligible employees using parental leave under this policy shall follow the college's customary leave practices that are not contradicted by this policy.

5. Any leave taken under this policy shall run concurrently with any leave granted under Alabama Code § 25-1-61 and the Family and Medical Leave Act of 1993.

6. Parental leave has no cash value. Any unused parental leave may not be used to calculate an eligible employee's retirement benefits. Unused parental leave shall not roll over, be reserved for use during a subsequent qualifying event, or be paid to the eligible employee.

7. The President of the college may waive the return-to-work agreement set forth in paragraph (D)(3)(c) in circumstances where the eligible employee is unable to return to work due to their own serious health condition or a serious health condition of an immediate family member. However, the college has no obligation to do so.

8. This parental leave policy is not effective until July 1, 2025. If a qualifying event occurs prior to this date, the employee will not be eligible for parental leave under this policy.

XXIII. Orientation

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

XXIV. Overtime Procedures

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

Non-exempt full-time employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Non-exempt full-time employees who work over 40 hours without the express requirement and approval of their supervisor will be disciplined. For the purposes of these guidelines, the normal workweek constitutes the period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday.

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

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

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

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

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

With regard to faculty members, professionals, administrators, and other employees who are exempt from coverage by Federal overtime provisions, those persons shall not be entitled to receive payment or other compensation for overtime worked. Provided, however, the President reserves the right to make or approve schedule adjustments to accommodate periods of concentrated work efforts and unusually long workdays, such as registration periods, completion of grant applications or reports, or preparation for a SACS review. Any request for such a schedule adjustment must be made in writing and approved prior to the adjustment being carried out. If permitted by the President, exempt full-time employees may be awarded straight compensatory time, meaning for every one hour physically worked over 45 hours, the employee may receive one hour in compensatory time. The supervisor of the exempt full-time employee must keep track of all compensatory time earned and the exempt employee must use the time with supervisor approval within sixty days of it being accrued, else it is forfeited. Compensatory time is not paid for exempt employees at the time of separation at the College

XXV. Payroll Information

A. Method of Payment

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

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

B. Monthly Rate of Payment

All persons paid on Salary Schedules E and H are paid for a calendar month. An electronic timesheet must be completed by Salary Schedules E and H employees each month to record the time worked and leave taken for the month. It is the responsibility of the employee to complete the monthly timesheet accurately.

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

C. Daily Rate

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

All hourly employees (19 hours or less per week) must submit a Time Sheet to his/her supervisor to be approved each month. It is the responsibility of the employee to complete the monthly timesheet accurately. The period covered will run from the 16th of the previous month through the 15th of the current month. Notice will be given of changes in reporting date.

D. Payroll Deductions

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

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

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

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

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

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

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

XXVI. Personnel Files

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

XXVII. Pets on Campus

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

XXVIII. Professional Development

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

A. Local Professional Development Activities

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

B. In-State Activities

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

C. Out-of-State Activities

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

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

D. Travel and Reimbursement

If possible, College vehicles should be utilized for all College-related travel, including travel to and from training activities, and the College will pay for gas purchases. Employees using personal vehicles will be reimbursed for all approved College-related travel (other than between home and work) at the prevailing mileage rate only when a college vehicle is not available for use.
Reimbursement will take place only after a detailed reimbursement for mileage form has been completed by the employee and signed by the immediate supervisor. Reimbursements submitted to the Business Office by noon on Tuesday will be direct deposited into the employee's bank account by end of business on Thursday.

XXIX. Progressive Discipline

In accordance with Alabama's Students First Act, Bishop State Community College (the College) has a proactive and supportive approach to employee discipline and follows a progressive discipline plan. All College employees shall be required to carry out their duties in a professional, ethical, and collegial manner that enhances the institution's purpose. To create an educational environment where teaching and learning are optimized, and each employee maximizes his/her effectiveness, the disciplinary policy, procedure below will be applied to all employees.

Outlined are various forms of conduct that are prohibited. Violations of the conduct code may result in reprimand, suspension, and/or dismissal.

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

a. Harassment (Board of Trustees Policy 601.04)

b. Possession of firearms, dangerous chemicals, or other dangerous weapons on College property or at College functions (Board of Trustees Policy 511.01)

c. Absence from work without approved leave (Board of Trustees Policy 618.01)

d. Disclosure of confidential information (Board of Trustees Policy 616.01)

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

a. Smoking, e-cigarettes, or the use of tobacco related products in any enclosed, indoor area of any building or other educational facility owned or operated by the institution.

b. Theft

c. Excessive tardiness

d. Sleeping on the job

e. Abuse of College equipment or facilities

f. Unauthorized use of College equipment, facilities, or other resources

g. Violation of published safety regulations

h. Unauthorized solicitations on work premises

i. Abusive or threatening communications

j. Physical or verbal abuse of persons within the College community

k. Possession or use of alcohol or unlawful controlled substances on College property

l. Fraud, dishonesty, or intentional falsification of student records, employment applications, or records kept in performance of job duties

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

Bishop State Community College's progressive discipline procedures provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. The College reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training, the employee's work record and the impact the conduct and performance issues have on the College, its employees, or students.

Though these procedures will usually initiate with the employee's immediate supervisor, anyone higher in the employee's reporting structure may initiate action pursuant to these procedures. Nothing herein provides any contractual rights regarding employee discipline or counseling, nor should anything herein be read or construed as modifying or altering the employment-at-will relationship between the College and its employees, as it exists as such.

Disciplinary Steps

Step 1: Coaching
Step 2: Written Reprimand
Step 3: Suspension Request
Step 4: Termination of employment

Step One: Coaching and Verbal Warning

This step creates an opportunity for the immediate supervisor to meet with an employee and bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss the nature of the problem or the violation of College or System policies and procedures with the employee. The supervisor is expected to clearly describe expectations, steps the employee must take to improve performance or resolve the problem, and the consequences of failing to improve.

The supervisor will prepare written documentation of the meeting on the Bishop State Community College Employee Corrective Action Form. This form is available on the College website under Human Resources in the HR Forms section. The employee will be asked to sign this document to

demonstrate his or her understanding of the issues and the corrective action. The form should be sent to the Office of Human Resources for placement in the employee's personnel file.

Step Two: Written Warning / Reprimand

The written warning/reprimand involves more formal documentation of the performance, conduct, or attendance issues and consequences. Depending on the circumstances, a written warning may be the initial step in the disciplinary process. However, this step usually follows several coaching attempts, repeat conduct, or failure to improve by the employee.

Regarding the written warning, the immediate supervisor and, if warranted, another administrator in the applicable reporting structure will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues and any relevant corrective action plans. Said supervisor(s) will outline the consequences in a letter format. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action. The form should be sent to the Office of Human Resources for placement in the employee's personnel file.

Step Three: Suspension

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. Under the *Students First Act,* Ala. Code § 16-24C-6 (1975), an employee may be suspended, with or without pay, upon the recommendation and approval of the President. Only suspensions of tenured or non-probationary employees that exceed twenty (20) workdays without pay are subject to the same notice, hearing, and review requirements as terminations under the *Students First Act.* Those requirements do not apply to non- tenured or probationary employees suspended in excess of twenty (20) workdays without pay.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with applicable law. Paid leave may not be substituted or used in lieu of the unpaid suspension. According to the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for severe workplace safety or conduct issues. The Office of Human Resources will guide so that the discipline is administered without jeopardizing the FLSA exemption status.

Step Four: Recommendation for termination of employment

The most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, the College will try to exercise the progressive nature of this policy before proceeding with a recommendation to terminate employment. However, the College reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.

Recommendations for termination of employees should be initiated by the supervisor and sent to the Director of Human Resources. The provisions of the *Students First Act,* Ala. Code§ 16-24C-6 (1975), if applicable, shall be followed in acting upon the recommendation.

Employee Corrective Action forms are expected to be signed by the recipient which shall acknowledge the receipt of the document. Employee Corrective Action forms are filed regardless of employee signature.

XXX. Public Disclosure of Personnel Information

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

XXXI. Salary Schedules and Benefits

A. Salary Schedules, Guidelines, and Placement

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

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

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

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

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

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

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

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

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

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

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

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

4. **Salary Placement for Full-Time Faculty**.

   a. Persons classified on Schedule D will advance according to the Salary Schedule adopted by the Alabama Community College System.

   b. The Vice-President of Instruction is responsible for assisting in the evaluation of the instructor's credentials to establish initial rank to determine appropriate starting salary and assists the instructor in advancing in rank by approving the appropriate Course of Study. Credentials for full-time instructors shall be designated in accordance with standards adopted by the Alabama Community College System Board of Trustees (Appendix I-C, Standards for Instructor Credentials).

   c. Qualifications for a rank must be documented in the personnel folder at the College by August 15 of each academic year in order for the instructor to be classified at that rank. Rank will not be changed during an academic year.

   d. Persons holding the juris doctorate and teaching courses related to that specialization may be classified no higher than Rank II on the basis of the juris doctorate.

   e. Persons completing graduate programs that require more than 36 graduate semester hours may apply the excess over 36 hours toward graduate hours for Rank II.

   h. Persons enrolled in doctoral programs that do not require a master's degree may be classified at Rank I/A based on 36 graduate semester hours completed or credited in the doctoral program. However, Rank II or III shall not be assigned in the absence of the earned master's degree.

   i. All graduate course work and advanced degrees applied to rank classification must be earned from

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

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

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

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

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

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

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

B. Benefits

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

2. **Insurance.** A comprehensive group health insurance plan under the Public Education Employee's Health Insurance Program (PEEHIP) Hospital Medical, or VIVA Health Plan (HMO) is available through the College for full-time employees. Rates are evaluated and fixed each September for the succeeding 12 months.

3. **Teachers' Retirement System Benefits**. All personnel appointed to permanent full-time positions are required to participate in the Teachers' Retirement System of Alabama (TRSA) while they are employed by Bishop State Community College.

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

   Any member of the Retirement Systems of Alabama who had service for which he or she received credit in the Employees' Retirement System or in the Teachers' Retirement System prior to January 1, 2013, is considered a Tier 1 member. Any member of the Retirement System of Alabama who first began eligible employment with an Employees' Retirement System or a Teachers' Retirement System participating employer on or after January 1, 2013, and who had no eligible service in the Employees' Retirement System or the Teachers' Retirement System prior to January 1, 2013, is considered a Tier 2 member. Tier 1 members of TRSA contribute 7.5% of their gross salaries to a retirement fund through payroll deduction as required by law. Contributions are also made at the same rate for all extra compensation. Tier 2 members of TRSA contribute 6% of their gross salaries to a retirement fund through payroll deduction as required by law. Contributions are also made at the same rate for all extra compensation. TRSA members may withdraw their accumulated contributions and interest when their employment with the College is terminated, if the respective member does not retire or accept immediate subsequent employment with another institution or agency covered by the State Retirement Systems. Applications for refunds are available on-line at www.rsa-al.gov or in the Payroll Office. Members may also choose to have the contributions remain with TRSA to be applied in the event of further State employment.

   For employees desirous of retiring, and eligible to retire, the TRSA requires that an applicant for retirement file his or her

request to begin the retirement not less than thirty (30) days nor more than ninety (90) days before the first day of the month in which the retirement is to begin. Appropriate forms are available on-line at www.rsa-al.gov or in the Payroll Office.

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

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

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

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

   There is no limitation as to the number of credit hours taken,

other than the regular academic limitations that apply at the respective college. All students will be required to abide by the academic policies that are in effect at the institution that they are attending.

To be eligible for tuition waiver, at least a 2.0 average must be maintained. Failure to meet this grade requirement will result in the employee's having to pay tuition for courses taken until the employee's average grade becomes 2.0 or better. Once the cumulative grade point average is brought back up to the 2.0 requirement, the student-employee or dependent must re-certify eligibility prior to registering for a new semester. This is done by providing verification of course completion to:

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

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

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

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

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

Participation in this program is **in addition** to the employee's

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

C. Chancellor Awards

Bishop State Community College provides for the following awards to appropriate College employees:

1. **Outstanding Academic Faculty Member**. This award is given to a full-time Academic faculty member who has demonstrated outstanding performance by exhibiting excellence in the areas of teaching and/or assigned duties, professional service and service to community and students, personal efforts toward professional development and education attainment, and demonstrated contributions toward planning and program development.

2. **Outstanding Technical Faculty Member.** This award is given to a full-time technical faculty member who has demonstrated outstanding performance by exhibiting excellence in the areas of teaching and/or assigned duties, professional service and service to community and students, personal efforts toward professional development and education attainment, and demonstrated contributions toward planning and program development.

3. **Outstanding Administrator.** This award is given to recognize and award individuals who have served in an exceptional administrative capacity at Bishop State. This individual should exhibit excellence in the performance of assigned duties, in professional service and service to community and students, and personal efforts toward professional development and educational attainment. Any full-time, tenured administrative person whose primary duties are non-teaching oriented is eligible for this award.

4. **Outstanding Support Staff.** This award is given to recognize and award individuals who have served in an exceptional support capacity at Bishop State. This individual should exhibit excellence in the performance of assigned duties, in professional service and service to community and students, and personal efforts toward professional development and educational attainment. Any full-time, tenured support person

whose primary duties are non-teaching oriented is eligible for this award.

Employees are nominated under each schedule based on having served the College for five or more years. Only employees under a particular schedule can vote on a nominee under that schedule. Nomination information is distributed each year by the President's office. The recipients are honored at the annual ACCA Conference in the fall and at Bishop State's Spring Professional Development.

XXXII. Selection Process

A. Appointment Authority

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

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

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

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

All recruitment, selection, appointments, lateral transfers, and temporary appointments of full-time professional, administrative, and management personnel shall be made in compliance with The

Alabama Community College System policies and guidelines, as well as all Court Orders, Executive Orders, and Administrative Orders as may then be in effect. Guidelines for compliance with such orders shall be retained in and monitored by the staff of the Office of Human Resources.

C. Criminal Background Checks

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

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

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

XXXIII. Tobacco-Free Policy

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

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

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

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

Employee Fines

Any Bishop State employee found to have violated this policy will receive a written warning.

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

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

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

XXXV. Dress and Personal Appearance Policy

Policy: All Bishop State Community College employees are expected to maintain an appropriate appearance that is professional, neat, and clean, as determined by the requirements of the area in which the employee works and the job assignments and responsibilities of each employee.

Procedure: It is the responsibility of the supervisor to ensure adherence by employees of the appropriate dress standards established by this policy. The supervisor will address a breach of standards of the appropriateness of dress with any employee.

Scope: The policy applies to all Bishop State Community College employees.

Purpose: To establish guidelines for appropriate dress and appearance during normal business hours and business functions for the Bishop State Community College.

The following are examples of clothing that is appropriate dress for the workplace.

Note: Casual dresses and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.

The following are examples of clothing that is not appropriate for either normal workdays or casual workdays including Fridays. **The fact that a specific article of clothing is not mentioned as inappropriate does not mean that it is acceptable.**

- Wrinkled, stained, ripped or “distressed “clothing
- Clothing with advertising, slogans unless it is Bishop State attire
- Athletic t-shirts with athletic brand names, symbols, logos or collegiate t-shirts

XXXV. Tenure (Non-Probationary Status)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

XXXVI. Visitors on Campus

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

XXXVII. Work Hours and Responsibilities

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

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

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

A. Administrators

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

B. Faculty

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

Each semester, instructors will post official hours and file with the Divisional Chair and the Vice-President for Instructional Services a copy of their weekly schedule of classes and office hours.

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

C. Support Personnel

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

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

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

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

D. Outside Employment

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

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

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

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Chapter IV

College Committees

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

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

I. Ad Hoc Committees

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

II. Standing Committees

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

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

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

III. Program Advisory Committees

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

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

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Chapter V

Instructional Guidelines

I. Academic Advising

Academic Advising for students at Bishop State Community College occurs in the College's Advising Centers. The Advising Center has offices on the second floor of the Delchamps Student Life Center on the main campus. Academic advisors staff the Center. Advisors receive training in all areas of academic advising, including admissions and records, placement testing, computer training, interpersonal/communication skills, and program/scheduling.

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

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

II. Academic Freedom

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

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

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

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

III. Academic Honesty

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

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

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

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

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

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

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

V. Attendance Policy for Faculty

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

Unless excused by the President or designee, all full-time faculty members shall all mandatory College-wide events including the annual Honors Day and Graduation Ceremonies, as well as all Professional Development activities designed for the respective faculty member.

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

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

VI. Attendance Policy for Students

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

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

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

VII. Catalog

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

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

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

VIII. Children in Classrooms

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

IX. Course Syllabi

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

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

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

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

Each full and part-time faculty member must submit to the Vice President of Instructional Services or Division Chair prior to the first day of class, his or her syllabus for each course taught. Generic course syllabi shall be kept on file in the Office of the Vice President of Instructional Services. Instructor specific syllabi shall be kept in the offices of the respective Division Chairs.

X. Curriculum Review and Revision

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

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

XI. Distance Learning & Faculty Load

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

Details regarding the development of distance education are outlined in the *Distance Education Guidelines* (Appendix I- D-1).

XII. Evaluation of Faculty

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

A. **Full-time Faculty.** Along with the regular evaluation, there will be four additional components to evaluation of full-time faculty: classroom management, student observation, adherence to college instructional policies, supervisory leadership and employee management. The procedures for the faculty evaluation process are located in Appendix I-F-1. The evaluation process for non-tenured faculty members is the same as for tenured faculty members. The decision for tenure will be made in the spring semester before the end of the third year of teaching. Evaluation results including the additional five components of the process will be maintained in the faculty member's personnel file.

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

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

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

C. **Part-time Faculty.** Along with the regular evaluation, there will be five additional components to evaluation of full-time faculty: classroom management, student observation, adherence to college instructional policies, supervisory leadership and employee management. The Vice President of Instructional Services or Division Chair may visit any class taught by a part-time faculty member at any time to complete a Classroom Observation.

Everyattempt will be made to conduct a Classroom Observation during the faculty member's first semester of teaching. After the initial observation, classroom observations will generally be conducted every other year or at the discretion of the instructional officer. The faculty member, the supervisor, and the personnel file will receive a copy of the observer's written comments within one week of the classroom evaluation.

XIII. Faculty Committee Assignments

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

XIV. Faculty Office Hours/Weekly Schedule

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

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

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

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

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

By the first week of classes each semester, instructors are to post their hours and file with their Division Chair and the Dean, a copy of their weekly schedule of classes and office hours. The Dean shall have the authority to adjust a faculty member's schedule to accommodate the needs of the College.

XV. Virtual Hours Policy

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

A. **Responsiveness to Students:** Full-time online instructors will respond to student inquiries within twenty-four hours. More flexible response times (forty- eight hours) are extended for inquiries received on longer holidays such as Thanksgiving and Spring Break. Any time instructors anticipate their response time to a student exceeding forty-eight (48) hours, an announcement will be posted in Canvas.

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

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

XVI. Faculty Summer Employment

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year contract (fall and spring semesters) will have first option (over part-time or temporary employees) for employment at the College in the summer term, provided that (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee is in line to be hired by the College's summer employment policy; (5) an instructor in the College's Technical Division who attained tenure prior to September 1, 1979, and who is employed by virtue of an academic year contract, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time Technical Division instructors; and (6) instructors may be given priority for summer teaching only in those courses they taught at least once during the preceding academic year or, if

the course has not been taught during the preceding year, priority will be based on course(s) taught most often in the past. Summer teaching assignments will be made by Division Chairs who will begin those assignments with senior-most faculty who are qualified to teach scheduled course(s).

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

A full-time instructor may be employed for less than a full teaching load for a summer term. The instructor, however, must be paid a *pro rata* amount of Salary Schedule D compensation based on (1) qualifications and experience, (2) a full teaching load, and (3) the number of duty hours scheduled per week. A full teaching load in the summer for an academic instructor is twelve to thirteen credit hours. A full teaching load for a technical instructor is thirty (30) contact hours per week or the equivalent.

XVII. Faculty Teaching at Extension Sites

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

XVIII. Faculty Teaching Loads

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

Each full-time instructor shall teach 15 to 16 credit hours per semester, or the equivalent, as determined by the President. The maximum teaching load under a full-time contract will be 16 hours. However, under Alabama Community College System Policy, an academic instructor may teach one additional three or four credit hour course under an overload contract. The maximum number of contact hours that an instructor in the technical division will be assigned per week is 30 hours.

However, a technical instructor may teach up to 15 additional contact hours under an overload contract. In either case, the overload course/contact hours must be taught outside the normal 35-hour workweek of the instructor, and the pay must be at the prevailing part-time salary rate at the College (See Alabama Community College System Policy No. 608.03). Equivalent credit hours will be determined by the President or his/her designee in accordance with guidelines established by the Chancellor. Examples include studio courses, and laboratory, clinical and shop classes. The President will determine equivalent credit hours for nonteaching assignments. (Alabama Community College System Policy No. 608.01).

XIX. Field Trips

Faculty or staff planning a field trip must request approval from his or her immediate supervisor by submitting a *Field Trip Request* form. This request must be completed one week prior to the field trip and must be signed by both his or her immediate supervisor and an appropriate Dean. A faculty/staff member or club/group sponsor employed by the College must accompany the students. The employee accompanying students on the field trip must also complete a *Request for Travel* form. All participants (including minors) must sign the *Bishop State Community College Activity Travel General Release and Waiver of Liability* form. It is the responsibility of the faculty/staff member in charge of the field trip to obtain completed and signed forms for each participating student. These forms must then be submitted to the Dean of Student Affairs office where they will be held until after the field trip is complete.

XX. Final Examinations

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

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

XXI. Grading Policies and Procedures

A. Grading System

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

A = Excellent (90 - 100)
B = Good (80 - 89)
C = Average (70 -79)
D = Poor (60 - 69)
F = Failure (Below 60)
I = Incomplete (Must be changed by the end of the following semester or it will convert to an F)
W = Withdrawal (a W is not to be assigned by an instructor and is only recorded when the student officially withdraws him or herself form a class)
AU = Audit (Course taken for no credit)
IP = In Progress (Optional but only available in developmental credit courses, practicums, and internships.))

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

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

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

B. Grade Reporting and Changes

Course grades are reported to and recorded by the Registrar at the end of

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

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

C. Grade Appeals

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

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

1. **Procedure for appealing a final grade during the first eight weeks of the following semester.** A student may appeal the final grade received for a course by following the procedures outlined here. Grades received during the academic term for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by the procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know" and handled in such manner so as to maintain confidentiality.

    a. The student should consult with the instructor promptly after receiving a final grade that he or she feels is unwarranted. If

the appeal is not resolved at that level, the Division Chair should meet with either or both the student and the instructor in an informal attempt to reach closure. The initiation, continuation, and burden of proof in a grade appeal lies with the student. If the appeal is resolved by the Division Chair, then a "memorandum of record" should be prepared by the Division Chair and be maintained on file. The memorandum will serve as the institution's record that the disagreement was resolved informally.

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

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

Each division shall maintain a Divisional Grade Appeal Committee. Divisions may elect members, or members may be appointed by the Division Chair. The Divisional Grade Appeal Committee shall contain no fewer than three full-time faculty members. Members shall rotate off the committee on a yearly basis. If a committee member is unable to serve due to involvement in the specific case being heard, the Division Chair will appoint a substitute for that particular case. The Chairperson of the Divisional Grade Appeal Committee will be

elected by the membership and will have the following duties: arranging times and places for the committee meetings and hearings; informing in writing all parties of the committee's activities; ensuring that proper records are prepared, maintained, and safeguarded; and chairing all meetings and hearings.

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

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

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

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

2. **Procedure for appealing a final grade after the first eight weeks of the following semester, but still within six months from the time that the student received the grade being appealed.** The student must initiate the process with the instructor of the course for which the grade was received. This appeal process is strictly informal in nature and must remain a discussion between the student and the instructor of the course. The instructor's decision is final. There is no appeal procedure for final grades if six months of calendar time has elapsed since the receipt of the grade by the student.

D. Posting Grades. Grades shall not be posted except through Canvas.

E. Student Withdrawals. Students may withdraw from class, or the College, prior to the last day of the withdrawal period for the semester or term, as published in the College Class Schedule. Students who withdraw prior to the deadline will be assigned a grade of "W". However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

F. Student Papers. For each course, faculty members will keep student papers and exams on file for at least twelve months after grades are turned in.

G. Roll/Grade Book. Each faculty member will maintain accurate, day-by-day student attendance records in Canvas. Faculty who do not report accurate attendance on the class attendance roster may be liable for financial aid funds incorrectly issued to students. Accurate reporting and documentation of student attendance/non-attendance is critical. Grades will be maintained in the Canvas gradebook for all classes and these grades will be archived once the course is concluded.

XXII. Graduation and Honors Day

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

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

XXIII. Instructor Overload

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

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

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

XXIV. Outstanding Teaching Awards

Under the auspices of the President's Office the process to recognize the outstanding teaching performance of an academic and technical full-time faculty member will begin each fall with college winners advancing to the Chancellor's Awards competition. Nominations are made via the President's Office based on Schedule-D and length of time at the institution. Details are announced in writing each year by the President's Office.

XXV. Part-Time Faculty

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

XXVI. Policy on Copyright Royalties

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

A. The nature, scope, type, and number of Bishop State Community College resources which are anticipated to be used in the product's development.

B. The proportionate share of royalties or fees which the employee shall be eligible to receive and shall further specify the types of documentation to be provided to the College as to what College resources were used and what outside resources were used to develop the product.

C. That the portion of any royalties or fees to be received by the employee must have a direct relationship to the verifiable amount of the employee's personal time, resources, and/or funds which are to be used in the product's development, as compared to the verifiable amount of all time, resources, and funds to be devoted to the development of the product.

D. That any compensation to the employee arising from the development of the product must be made from proceeds derived directly from the publication, manufacture, sale, lease, or distribution of the products, and not from any state or federal funds.

E. That the contract does not provide an exemption from, and does not imply compliance with, the Alabama Ethics Law, and that it shall be subject to the scrutiny of the Alabama Ethics Commission, which shall be provided with a copy of the contract.

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

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

Intellectual Property for Students

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

XXVII. Professor Emeritus Award

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

XXVIII. Schedule Preparation and Review

The schedule of classes for each semester is prepared by Division Chairs with input from Department Chairs and others responsible for segments of instruction. Proposed classes are presented for approval by the Deans at least one semester in advance. The proposed schedule of classes is reviewed by the Deans, proofed by the appropriate units, processed by the secretarial staff, and forwarded to the Office Marketing & Public Relations for publication and posting on the College website. The schedule of classes is a proposed listing of classes to be offered and may be adjusted prior to classes beginning. Classes included on the schedule may

be canceled if there is not sufficient student enrollment.

XXIX. Student Conduct and Discipline

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

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

A. Misconduct Defined

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

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

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

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

2. Forgery, alteration, or misuse of college documents, records or identification.

3. Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the *Code of Alabama*, unless the student has a valid prescription for the use of the respective controlled substance; or the display or possession of marijuana, a marijuana plant, or the seeds or stems of a marijuana plant.

4. Use, possession, or distribution of firearms, ammunition, fireworks, and/or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.

5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid College properties. This offense also includes in-class behavior, which, in the opinion of the respective instructor, unduly disrupts the order of a class.

6. Lewd, indecent, obscene or unduly offensive behavior or expression. This offense includes but is not limited to the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.

7. Participation in any form of gambling or receiving proceeds from any gambling activity.

8. Unauthorized entry to college facilities.

9. Unauthorized possession of a key to college facilities.

10. Unauthorized interference with the use of or access to a college facility.

11. *Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College.

12. *Intentional misuse of any College fire alarm or fire-fighting equipment.

13. *Actual or threatened physical abuse of any person, including hazing or any other act that would tend to endanger the health or safety of any person.

14. *Failure to promptly comply with directions of college officials or law enforcement officers acting in the performance of their duties as such officials and officers.

15. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it would tend to disrupt the educational process and/or infringe upon the rights of any other student or employee of the College

16. Violation of any College policy or regulation as published or referred to in the College Catalog or student handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; and use of parking or motor vehicles on the campus.

17. Violation of any Federal, State, or local law or ordinance.

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

B. Class Disruptions

Instructors shall have the authority to direct students conducting themselves in such a manner as to disturb or disrupt a class to leave the classroom. The student may return to class as soon as the instructor is convinced that the student is capable of conducting himself/herself as a mature adult. However, the second such offense would require the student to meet with the Dean of Student Affairs and could result in charges being brought against the student by the Dean of Student Affairs. The instructor of each class session shall have the discretion to determine whether or not a student is acting in a manner that would tend to unduly disturb or disrupt the class session.

C. Disciplinary Action

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

1. **Disciplinary Reprimand**. This may be an oral or written warning. It notifies a student that any further violation of college regulations may subject the student to more severe disciplinary action.

2. **Disciplinary Probation**. This type of action is designated to encourage and require a student to cease and desist from violating College regulations. Students who are placed on probation are notified in writing that any further misbehavior on their part will lead to a more severe action.

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

3. **Disciplinary Suspension**. This excludes a student from the College for a designated period of time, usually not more than two semesters. While on suspension, a student will not be allowed to take any course at the College. At the end of the designated period of time, the student must make formal reapplication for admission.

4. **Class Suspension**. A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of “F” for each course from which he/she is suspended.

5. **Library Suspension**. A student may be suspended from using the library for improper or disruptive behavior in the Library. Library suspension will be for a period of time not to exceed the remainder of the semester.

6. **Disciplinary Expulsion**. This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who were guilty of chronic misbehavior or a major breach

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

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

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

XXX. Student Employment Data

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

XXXI. Teaching Outside Assigned Discipline

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

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

Once a faculty member has been approved to teach in another discipline, the Division Chair must submit the form "Request to Teach Outside Assigned

Discipline" to the Vice President of Instructional Services. Appeals may be made to the Vice President of Instructional Services.

XXXII. Textbooks

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

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

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

XXXIII. Web Pages

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

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

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CHANCELLOR'S PROCEDURES FOR POLICY
723.01 Calendar: Instruction

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

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

PART-TIME FACULTY AND SUBSTITUTE INSTRUCTOR COMPENSATION

1. Part time faculty will be compensated for their work based upon a combination of the degree requirements and contact hours for each course and the academic/occupation degree held by the instructor.

2. Instructors substituting for the instructor of record in a course will be compensated at a flat rate based upon the number of contact hours per class (academic courses) or contact hours per day/evening (occupational/technical courses).

3. In general, degree requirements for part-time faculty and substitute instructors are the same as those for full-time faculty teaching the same course.

I

4. For certain developmental courses (i.e., math, English, reading), adult basic education courses, basic study skills courses, and orientation courses, part-time faculty and/or substitute instructors require only a Bachelor's degree credential. Part-time faculty teaching developmental courses and holding a Master's degree outside the teaching discipline will be paid at the Bachelor's level. Exceptions must be approved by the Vice-President of Instruction and appropriate documentation maintained.

5. In certain exceptional cases, unique experience and demonstrated competency may substitute for advanced academic preparation. The Vice-President of Instruction must approve such exceptions, and appropriate documentation must be maintained.

6. Part-time faculty holding a JD will be paid at the Master's level. Part-time faculty holding an MD and teaching biology courses will be paid at the Doctorate level.

7. The Part-time Faculty Salary Schedule is reviewed, revised, and approved by the College President as required. A copy of the approved schedule is available at the office of the Vice President of Instruction, in each division, and at each instructional site.

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

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

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

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

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

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL 0
GROUP A

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

1. Degree Requirement:

Bachelor's degree

2. In-field Requirement:

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL 0
GROUP B

1. **Degree Requirement:**

   Associate's degree

2. **In-field Requirement:**

   Major in assigned teaching area

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL 0
GROUP C

1. Degree Requirement:

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

2. In-field Requirement:

Specialized coursework equivalent to the community or technical college program

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL I
GROUP A

1. Degree Requirement:

Option (a) Master's degree

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

2. In-field Requirement:

Option (a) Eighteen graduate semester hours in the teaching field

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or; if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education

Option (c) (Acceptable only for 1 (b) above) Bachelor's degree with twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL I
GROUP B

1. Degree Requirements*: Bachelor's Degree

2. In-field Requirement:

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

Option (b) Specialized coursework equivalent to the community or technical college program

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL I
GROUP C

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL II
GROUP A

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

2. In-field requirement:

Option (a) Thirty-six (36) graduate semester hours in the teaching field

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

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL II
GROUP B

1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2 (c) below

2. In-Field Requirement:

Option (a) Eighteen (18) graduate semester hours in the teaching field

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education). Eighteen (18) graduate semester hours in a combination of teaching field and/or related field, or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL II
GROUP C

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL III
GROUP A

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

2. **In-field requirement:**

Option (a)	Fifty-four (54) graduate semester hours in the teaching field
Option (b)	(Acceptable only when fifty-four (54) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education) Fifty-four (54) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education
Option (c)	(Acceptable only when an instructor has two teaching assignments) Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL III
GROUP B

1. Degree Requirement:

Option (a) Specialist degree (minimum of 30 graduate semester hours beyond the master's degree in a planned program)

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

2. In-Field Requirement:

Option (a) Thirty-six (36) graduate semester hours in the teaching field

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

Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of fifteen (15) graduate hours of corporate or other external formal training as determined below:

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

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL III
GROUP C

1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2 (c) below

2. In-Field Requirement:

Option (a) Eighteen (18) graduate semester hours in the teaching field

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education). Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, and/or education

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL IV
GROUP A

1. Degree Requirement: Earned Doctorate

2. In-field requirement:

Option (a) Earned doctorate in-field

Option (b) Fifty-four (54) graduate semester hours of coursework in the teaching field

Option (c) (Acceptable only when fifty-four (54) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education) Fifty-four (54) graduate semester hours of course-work in a combination of teaching field, related field, and/or related field

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL IV
GROUP B

1. Degree Requirement:

Option (a) Specialist degree (minimum of 30 graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours

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

2. In-Field Requirement:

Option (a) Thirty-six (36) graduate semester hours in the teaching field

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

Option (c) Twenty-four (24) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate hours of corporate or other external formal training as determined below:

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

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

FACULTY CREDENTIALS
POSTSECONDARY
LEVEL IV
GROUP C

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

2. **In-Field Requirement:**

   Option (a) Thirty-six (36) graduate semester hours in the teaching field

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

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

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

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

GUIDELINE FOR POLICY

605.02 POSTSECONDARY FACULTY CREDENTIALS (MAY 2005)

I. Advance Degrees

1. The Professional Growth Plan is to be used by the instructor to indicate which Credential Standards (1977-78 or 1989) will apply to advancement in rank.

2. The instructional Dean (academic or technical) of the institution is the administrator responsible for assisting in the development of the Professional Growth Plan, establishing the instructor's initial rank (with the President's approval) which determines appropriate starting salary and assists the instructor in advancing in rank by approving the appropriate Professional Growth Plan. Each time the President is referred to later in these guidelines it is understood that the instructional Dean (academic or technical) has been involved at the appropriate level.

3. An instructor who does not hold Rank IV credentials and seeks to advance must provide the President with an approved Course of Study with appropriate college/university advisor signature(s). This Course of Study must lead to the appropriate standard required to advance to the next highest rank. A college/university advisor, in conjunction with the student's permission, may change the Course of Study but the changes must lead to the same standard with the same major to allow the instructor to advance to the appropriate higher rank. A Course of Study is defined as a complete list of all courses required by the college/university granting the degree. All changes to the Course of Study must be submitted to the instructor's President.

4. An instructor who changes instructional programs prior to achieving the higher rank may change majors included in the Professional Growth Plan with approval by the President. The new Professional Growth Plan will include the new Course of Study signed by the college/university advisor.

5. An instructor who has selected the Credential Standards to advance in rank must continue to use that set of Credential Standards to advance in rank. Example: a "grandfathered" instructor who has selected the 1977-78 Credential Standards will continue to use the 1977-78 Credential Standards for the remainder of his/her career. A new Professional Growth Plan must be submitted to the President prior to advancing to the next rank.

6. The institution must maintain the instructor's Professional Growth Plans in individual faculty files. Professional Growth Plans will be utilized to verify instructor changes in rank. An approved Professional Growth Plan by the specific institution will be the only means by which an instructor can advance in rank. Systems institutions will be subject to audits of their faculty files.

7. Instructor rank may change only once a year. The instructor must provide documentation to support accomplishment of planned activities to qualify for advancement in rank prior to September 1 each year. The President may establish a date prior to September 1 to provide time for evaluating documents needed to support the instructor's request for advancement in rank.

8. An instructor who has a nine-month contract and has on file an approved Professional Growth Plan complete with the Course of Study signed by the college/university advisor, and fulfills the Doctoral requirements therein agreed upon prior to commencement of the summer term, and who then contracts to teach a full load during the summer term, shall be advanced in rank and receive commensurate salary for the employment period.

9. An instructor who has been "grandfathered" into a rank or level placement is not required to meet the credentialing standards under this policy so long as the instructor remains employed at the institution where he/she was "grandfathered" and remains in the same teaching field as the "grandfathered" institution. An instructor who changes institutions or who changes teaching fields is not covered by the "grandfathering" provision of this policy and will be required to meet credentialing standards in effect at the time of employment at the new institution or at the time of the change in teaching fields.

II. In-Service and Academic Points

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

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

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

B. In 1987, the Chancellor wrote an interpretation of in-service points during professional development days. The memorandum states:

"…because participation in college-sponsored experiences is a part of the faculty's expected professional job responsibilities, in-service points will not be approved for participation in college-or system-sponsored services on these dates."

C. In-service points for instructor hired before December 14, 1989 (or grandfathered), and who hold a Bachelor's degree and complete coursework for points should be enrolled in graduate-level courses. Coursework below the graduate level may be approved by the instructor's Dean at 300 or above level. No 100 or 200 level coursework may be approved for in-service points by instructors who hold a Bachelor's degree.

D. Instructors may not use coursework below the 300 level to receive academic points toward rank advancement.

E. Instructors may use coursework at the 100 and 200 level toward a Bachelor's degree but not for academic or in-service points.

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

"In-service workshops, seminars, institutes, and appropriate documented experiences must be approved by the President/Director and certifying officer of the Postsecondary Education Services in advance in order to be counted for meeting certification requirements. Points will be assigned on the basis of one point for each fifteen (15) clock hours of approved seminars, workshops, institutes, and appropriate documented experiences."

G. Academic and in-service points are awarded for coursework by semester hours. A quarter hour conversion to semester hour is provided as part of the instructor's "Request for Approval In-Service

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

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

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

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

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

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

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

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

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

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

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

General Distance Learning Guidelines

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

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

   This policy will apply to appropriate Distance Learning courses as long as the course developer is an employee at Bishop State Community College. Once the developer of the course is no longer associated with Bishop State Community College, use of the course in Distance Learning will be evaluated by the Division Chair.
6. All Canvas course shells used in conjunction with a Distance Learning course must meet the Quality Matters essential standards **before** being activated for student access.
7. Students taking Distance Learning courses will be surveyed periodically to assess their perceptions of the quality of the program.
8. Faculty that teach in Distance Learning and support personnel involved in

Distance Learning will be surveyed periodically to assess their perceptions of Distance Learning.

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

Procedure for the Development of a Distance Learning Course

Faculty members must obtain approval before developing an online course. To get approval, the *Intent to Develop a Distance Learning Course* form should be completed and submitted to the department head or dean and then to the Director of Distance Learning (**Link to the form**).

Bishop State Community College's Director of Distance Education oversees the development and delivery of all distance learning courses at the institution. Every section of a Bishop State course must be comparable in terms of content and coverage, no matter the length of the term or delivery mode. Divisional chairpersons are responsible for making sure that all faculty comply with this policy. All distance education courses are provided in accordance with the College's Distance Education and Credit Hour Policy and Procedures. The College's credit hour policy conforms to commonly accepted practices in higher education and to Alabama Community College System policy. A theory course with no laboratory applications offered through distance education requires the same amount of work and course assignments as a course section offered in a classroom setting. Generally, full-time faculty members will develop new online courses. All sections of any course (whether it be online or face-to-face) must assess the same student learning outcomes. In order for a new course to be offered online, an instructor must:

- Request permission from their division chair.
- Complete training in instructional technology and pedagogy as determined by the Director of Distance Education
- Complete course development in the LMS and receive approval from the Director of Distance Education via a completed Online Course Evaluation form. The Director of Distance Education and/or a committee will review the course design and content for adherence to the standards set forth in the Online Course Evaluation form.
- Submit a curriculum change form to and receive approval from the curriculum committee after a course review has been conducted.

Faculty who teach in distance and correspondence education programs and courses will receive appropriate training. All faculty are enrolled in the Center for Teaching and Learning, an online resource housed in the Canvas LMS. Training materials, forms, and manuals related to Distance Education and all technology used are available for faculty use in the course shell. A list of mandatory trainings will be provided to the faculty annually by the Director of Distance Education and/or as warranted by circumstances or updates to technology. Professional development related to teaching distance education courses will be organized by the Director of Distance Education and will provide:

a. Initial Development Training—The Director of Distance Education will work with faculty to ensure adherence to the standards of the Online Course Evaluation form and provide training necessary to meet those standards

b. On-going professional development – Various sessions will be offered to faculty during professional development days at the beginning of each fall term and throughout the academic year. In addition, the Center for Teaching and Learning course in the Canvas LMS and the Canvas Training Services Portal provide faculty with on-demand training access. Faculty are encouraged to suggest ideas to the Distance Education department for future trainings.

Appendix A Intent to Develop a NEW Distance Education Course

Developers:
Email: Phone:
Division: Department:
Intent to deliver: ☐Online ☐Hybrid ☐Virtual

Course to be developed for the TERM YEAR

Course Prefix / Number:

Section Number:

Course Name:

List all programs of study in which this course is associated:

Will this course be a Master Shell? ☐yes ☐no (be used as a template for adjuncts/Dual enrollment, etc.)

Internal Use Only - Distance Education Certification verified by:_____In addition to Canvas features, the Instructor intends to include resources such as the following:

- Third Party and Publisher Content and/or Assessments ☐yes ☐no
- Video Capture Software ☐yes ☐no
- Interactive Institutional Content ☐yes ☐no
- Proctor online assessments ☐yes ☐no
- Conferencing Software ☐yes ☐no
- Other (please specify) ☐yes ☐no

Instructor Signature: _____

Date: _____

Approved by Division Dean: _____
Date: _____

Approved by the Director of Distance Education or Committee Chair: _____

Date: _____

Please note this form is required to be completed with all required signatures prior to the preceding Fall/Spring semester.

Example - Course to be offered during the Fall 2022 semester, must be approved by the end of the Spring 2022 semester.

Course to be offered during the Spring 2023 semester, must be approved by the end of the Fall 2022 semester.

This form serves to notify the necessary departments of the development of a new Distance Education course. This form should be completed when substantial changes are made within a course or publisher content.

APPENDIX B INTENT TO DELIVER A DISTANCE EDUCATION COURSE

Instructor Name:

POSITION: ☐FULL-TIME ☐ADJUNCT

Email: Phone:

Division: Department:

Instructor State of Residency:

Intent to deliver: ☐Online ☐Hybrid ☐Virtual

Course to be developed for the TERM YEAR

Course Prefix / Number:

Section Number:

Course Name:

Parent Course Name:

List all programs of study in which this course is associated:

Distance Education Certification completed ☐yes ☐no

Internal Use Only - Distance Education Certification verified by: _____

INSTRUCTOR SIGNATURE:

Date:

Approved by Division Dean Signature: _____

Date: _____

Approved by Director of Distance Education: _____

Date: _____

Please note this form is required to be completed with all noted signatures no later than 3 weeks before the start of an academic semester.

This completed form serves to notify the necessary departments of an approved Distance Education Instructor.

HE Specific Review Standards from the QM Higher Education Rubric, Sixth Edition

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

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

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For more information or access to the fully annotated QM Rubric, visit qualitymatters.org or email info@qualitymatters.org

QUALITY MATTERS QM

Student Disciplinary Procedures

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

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

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

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

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

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

The decision of the Dean of Student Affairs shall be final and binding as to each party, and any grade affected by the Dean of Student Affairs' decision shall be recorded so as to reflect the Dean of Student Affairs' decision.

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

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

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

Upon communicating his/her decision to the student, the Dean of Student Affairs will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Dean of Student Affairs. If the student wishes to appeal a decision by the Dean of Student Affairs, he/she must file a written request, stating the Appendix E Page 3 of 3 reason(s) for the appeal, with the

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

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

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

The purposes of the Disciplinary Committee are as follows:

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

PROCEDURES FOR EVALUATION OF FULL-TIME FACULTY

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

Student Evaluation

1. Each full-time instructor will be evaluated by students each semester in all courses. The evaluation should occur between the 12th and 14th weeks of the semester. Students will complete the Student Assessment of Teaching and Learning electronically. Faculty members should encourage their students to complete the evaluation.

2. Electronic evaluations will be summarized with the results and student comments available to the appropriate Dean, appropriate Division Chair, appropriate Department Chair, and the faculty member. Results should be retained by the Division/Department for use at the faculty member's annual review. A copy of the results and written comments will be available electronically to the instructor.

Classroom Observation

Each tenured faculty member will be visited once every three years by a Division Chair or Department Chair. Probationary full-time faculty will be visited a minimum of one class each academic year by a Division Chair or Department Chair. Such visits may be announced or unannounced. On each visit, the faculty member will be evaluated for class structure, methods, teacher-student interaction, content, and laboratory (if applicable). The observer may also add general comments. A copy of the written evaluation (Appendix I-F-3) will be given to the faculty member within one week of the course visitation. The original evaluation will be sent to the appropriate Dean, then forwarded to the Human Resources office to be placed in the faculty member's personnel file.

Supervisory Evaluation

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

Appendix I-F-2

NEW EVALUATION FORM

Appendix I-F-3

Classroom Observation/Adjunct Evaluation

(For use with Faculty Observation and Adjunct Evaluation/Observation)

Instructor's Name:	CIRCLE ONE: Adjunct Probationary Tenured
Date Observed:	Time:
Class Observed:	Department:
Name of Observer:	Observer's Title:

Performance Rating Legend

4 Excellent
3 Good
2 Adequate
1 Needs Improvement

** All items marked **Not Observed** must be explained in Comments. Items marked **4 Excellent** or **1 Needs Improvement** should have explanations in the comments sections.*

CLASS STRUCTURE					Not Observed
Reviews previous day's course content	4	3	2	1	
Gives overview of day's course content	4	3	2	1	
Summarizes course content covered	4	3	2	1	
Directs student preparation for next class	4	3	2	1	
Comments on Class Structure:					

METHODS					Not Observed
Provides well-designed materials	4	3	2	1	
Employs non-lecture learning activities (i.e. small group discussion, student-led activities, interactive activities that accommodate learning styles)	4	3	2	1	
Invites class discussion	4	3	2	1	
Employs other tools/instructional aids (i.e. technology integration)	4	3	2	1	
Delivers well-planned content in an organized manner	4	3	2	1	

Comments on Methods:

TEACHER-STUDENT INTERACTION					Not Observed
Solicits student input	4	3	2	1	
Involves a variety of students	4	3	2	1	
Demonstrates awareness of individual student learning needs/ styles	4	3	2	1	
Organizes classroom for effective instruction	4	3	2	1	
Clearly answers student questions	4	3	2	1	
Comments on Teacher-Student Interaction:					

CONTENT					Not Observed
Appears knowledgeable	4	3	2	1	
Appears well organized	4	3	2	1	
Explains concepts clearly	4	3	2	1	
Relates concepts to students' experiences	4	3	2	1	
Selects learning experiences appropriate to level of learning	4	3	2	1	
Comments on Content:					

CRITICAL THINKING ENGAGEMENT During the observed class session(s), to what extent did the learning process designed by the instructor encourage students to engage in the following cognitive processes?					Not Observed
Memorizing facts, ideas, methods so that they can be repeated in pretty much the same form	4	3	2	1	
Analyzing the basic elements of an idea, experience, or theory	4	3	2	1	
Synthesizing and organizing of ideas, information, and experiences in new ways	4	3	2	1	
Judging value or soundness of information, arguments, or methods	4	3	2	1	
Applying theories or concepts to practical problems in new situations	4	3	2	1	
Comments on Critical Thinking Engagement:					
Complete for ADJUNCTS only if APPLICABLE and attach documentation					Not Observed

Grade Analysis	4	3	2	1	
Student Evaluations	4	3	2	1	
Comments:					

Complete this section for ADJUNCTS only	**YES**	**NO**	**Plan for Improvement if NO**
Implements departmental standardized syllabus			
Uses the departmental final exam			
Uses the Learning Management System to communicate with students, to post grades and syllabi, and to supplement class activities			
Submits grades and other required reports on time			
Contacts department chair/campus director when canceling class or absent			
Is knowledgeable in the use of Banner, Canvas, and supplemental software (if applicable to course)			
Participates in college and other professional development opportunities			

Other Comments

Note either effective or ineffective teaching practices observed. Attach additional pages in necessary.

Evaluation Signatures

Observer Signature and Comments	**Instructor Signature and Comments**
Comments: _____ Date Observer's Signature	Comments: By signing this form, you verify that you have been made aware of its contents. Your signature does not imply agreement with the evaluation. Date Instructor's Signature
Reviewed by Division/Department Chair: _____ Date Chair's Signature	

Online Course Evaluation/Observation

Online Course Evaluation Form

This Course Evaluation Checklist was developed through research and combines the rubrics of the Quality Matters Higher Education Rubric 6th edition, Best Practices for Teaching Online Faculty Checklist from NISOD (2019), elements of the Universal Design for Learning Framework from CAST, and the Canvas Course Evaluation Checklist v2.0. The Course Evaluation Checklist includes the **top 10 Foundational** items (think of this list as your quick start) that are required elements of an online course.

COURSE NAME/ SECTION	
INSTRUCTOR	
TERM/DATE	
EVALUATOR	

How To Use: The legend within each header references what type of criterion is demonstrated.

- A ★ (1-star) rating indicates an **Essential** and standard design component to online learning (including the top 10 **Foundational** items).
- A ★★ (2-star) rating is considered **Best Practice** and adds value to a course.
- A ★★★ (3-star) rating is **Exemplary** and elevates learning.

In order for a course to be published, ALL ★ (1-star) rating elements must be observed in the course by the evaluator (Director of Distance Education or Division Chair). It is expected that instructors within divisions will work to improve courses each term and that a course will meet both the ★ (1-star) rating and ★★ (2-star) rating elements of the checklist by its second year of publication (the following academic year). Exemplary courses will meet ALL ★ (1-star) rating, ★★ (2star) rating, and ★★★ (3-star) rating elements and be recommended for Quality Matters certification.

Course Information ★ Essential ★★ Best Practice ★★★ Exemplary	
Yes	Criteria
❑★ Foundational	**Home Page** provides visual representation of course; a brief course description or introduction; clear instructions for students (e.g., where to begin-START HERE) and quick and easy navigation to current content. Canvas Guide- How to Create a Page; Canvas Guide-Setting Front Page for Course; Canvas Guide-Design a Page UDL 2.5 Illustrate through multiple media. QM1.1 Instructions make clear how to get started and where to find various course components. QM1.2 Learners are introduced to the purpose and structure of the course.
❑★ Foundational	Course **Navigation** is clear and consistent (unused items are hidden). Canvas Guide - Navigation Links (Links should be listed in the following order: Home, Announcements, Syllabus Course Information (Concourse), Syllabus (link to Concourse in textbox and calendar of assignments), Grades, Attendance, Modules, Textbook or external software links if applicable, and then others as applicable to the course). Mobile Design Consideration UDL 7.3 Minimize threats and distractions.
❑★ Foundational	Instructor has provided **key learning information** such as goals, learning objectives and/or standards as well as course materials, supplemental textbooks, and reading lists. (List on Syllabus Course Information link in appropriate sections. Learning Objectives should be also listed on the front page of each module in which they are addressed. See the Center for Teaching and Learning for links to pages for STARS and CTE POIs to insure course descriptions and learning objectives match state publications. The course description and course objectives will be prepopulated for you in the Concourse syllabus software. Concourse Syllabus Software; Copying Content in Concourse). UDL 8.1 Heighten salience of goals and objectives. QM1.7 Expectations for prerequisite knowledge in the discipline and/or any required competencies are clearly stated.
❑★ Foundational	Instructor has provided **class expectations** such as participation rules, etiquette expectations, code of conduct; **policies** for grading, late work and make-up work; and technology **requirements**. Concourse Syllabus Software; Copying Content in Concourse (These should be provided in the appropriate sections of the course syllabus.) QM1.3 Communication expectations for online discussions, email, and other forms of interaction are clearly stated. QM1.4 Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided. QM1.5 Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided. QM1.6 Computer skills and digital information literacy skills expected of the learner are clearly stated. QM3.2 The course grading policy is stated clearly at the beginning of the course. QM6.4 The course provides learners with information on protecting their data and privacy.
❑★ Foundational	Instructor has provided **contact information** which may include biography, availability information, communication preferences, response time, and picture. (This should be listed on the syllabus in the appropriate section and also on the course homepage and/or instructor page). Canvas Guide- How to Create a Page; Canvas Guide-Setting Front Page for Course; Canvas Guide-Design a Page QM1.8 The self-introduction by the instructor is professional and is available online.

❑★	**Course card** provides visual representation of the subject by adding an image in Course Settings. Canvas Guide - Add Image to Course Card UDL 2.5 Illustrate through multiple media.
❑★	Course contains information and links to **institutional resources** (e.g. library, institutional services, school's website). This should be an identified page in your Canvas course shell. Some information will also be prepopulated in your syllabus course information link. Concourse Syllabus Software; Copying Content in Concourse QM1.4 Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided. QM7.1 The course instructions articulate or link to a clear description of the technical support offered and how to obtain it. QM7.2 Course instructions articulate or link to the institution's accessibility policies and services. QM7.3 Course instructions articulate or link to the institution's academic support services and resources that can help learners succeed in the course. QM7.4 Course instructions articulate or link to the institution's student services and resources that can help learners succeed.

Course Content Exemplary	★ Essential ★★ Best Practice ★★★
Yes	Criteria

❑★ Foundational	**Copyright** law is followed. Course breaks no copyright considerations. Canvas Guide - Copyright Resources QM4.3 The course models the academic integrity expected of learners by providing both source references and permissions for use of instructional materials.
❑★ Foundational	All links, files, videos and external **URLs** are active and working. Canvas Guide - Link Validation
❑★	Learning activities include **student-student interaction** to foster a sense of community (e.g. discussions, constructive collaboration and peer reviews). Canvas Guide-Discussions; Canvas Guide-Collaborations; Canvas Guide-Peer Reviews UDL 8.3 Foster collaboration and community. QM5.2 Learning activities provide opportunities for interaction that support active learning. QM5.4 The requirements for learner interaction are clearly stated.

❑★	Learning activities include **student-teacher interaction** (e.g. teacher is actively engaged in authentic conversations and provides quality feedback via discussions, gradebook comments, announcements, email, and instructional videos). Canvas Guide-Gradebook Comments; Canvas Guide-Video/Audio Feedback UDL 8.3 Foster collaboration and community. QM5.2 Learning activities provide opportunities for interaction that support active learning. QM5.3 The instructor's plan for interacting with learners during the course is clearly stated. QM5.4 The requirements for learner interaction are clearly stated.

❑★	Learning activities include **student-content interaction** (e.g. students interact with engaging content and resources) and provide opportunities for self-assessment. Canvas Guide-Create Assignments; Canvas Guide-Create New Quizzes: Canvas Guide-Canvas Studio UDL 8.3 Foster collaboration and community. UDL 9.3 Develop self-assessment and reflection. QM5.2 Learning activities provide opportunities for interaction that support active learning. QM5.4 The requirements for learner interaction are clearly stated.
❑★	Content is "chunked" into manageable pieces by leveraging **modules** (e.g. organized by units, chapters, topic, or weeks) with DUE DATES assigned for all activities requiring submission. Each module contains instructional materials in diverse formats and multiple, varied formative and summative assessments. Canvas Guide - Modules Mobile Design Consideration UDL 3.3 Guide information processing, visualization, and manipulation. QM4.1 The instructional materials contribute to the achievement of the stated learning objectives or competencies
❑★★	There is a “Welcome” or “Let’s Get Acquainted” discussion designed to build a **sense of community** and establish rapport. UDL 8.3 Foster collaboration and community. QM1.9 Learners are asked to introduce themselves to the class.
❑★★	**Personalized learning** is evident through opportunities for student choice. UDL 7.1 Optimize individual choice and autonomy. QM4.4 The instructional materials represent up-to-date theory and practice in the discipline.
❑★★	Modules and items within modules have a thoughtful **naming convention** (e.g. name the module “Chapter 1: Pandas in the News,” not just “Chapter 1”). UDL 2.2 Clarify syntax and structure.
❑★★	Modules begin with an Introduction/Overview page and end with a Conclusion/Summary page to “**bookend**” each module. UDL 3.1 Activate or supply background knowledge. QM2.2 The module/unit-level learning objectives or competencies describe outcomes that are measurable and consistent with the

	course-level objectives or competencies. QM2.4 The relationship between learning objectives or competencies and learning activities is clearly stated QM5.1 The learning activities promote the achievement of the stated learning objectives or competencies.
❑★★	**Text headers** and **indention** are included within modules to help guide student navigation. Canvas Guide - Add Text Header Mobile Design Consideration UDL 2.2 Clarify syntax and structure. QM8.1 Course navigation facilitates ease of use. QM8.2 The course design facilitates readability.

❑★★ ★	Opportunities for **course feedback** are present and available to students throughout the duration of course. Instructor uses formal and informal feedback to improve subsequent course revisions. Canvas Guide-Gradebook Message QM5.3 The instructor's plan for interacting with learners during the course is clearly stated.
❑★★ ★	Module **completion requirements** and/or **prerequisites** are utilized to provide course structure, pacing and flow. Canvas Guide - Adding Prerequisites UDL 3.3 Guide information processing and visualization QM2.2 The module/unit-level learning objectives or competencies describe outcomes that are measurable and consistent with the course- level objectives or competencies. QM4.2 The relationship between the use of instructional materials in the course and completing learning activities is clearly explained.
❑★★ ★	**External tools** (e.g., Textbook integrations, Edpuzzle, Quizlet, Unichecker) are relevant to course content and support active learning techniques. UDL 5.2 Use multiple tools for construction and composition. QM6.1 The tools used in the course support the learning objectives or competencies. QM6.2 Course tools promote learner engagement and active learning. QM6.3 A variety of technology is used in the course.
❑★★ ★	**Auto-open Inline Preview** is used thoughtfully. Canvas Guide - Auto-open for Inline Preview
❑★★ ★	**MasteryPaths** are included. Canvas Guide - MasteryPaths UDL 7.2 Optimize relevance, value, and authenticity.

Assessment of Student Learning ★ Essential ★★ Best Practice ★★★ Exemplary	
Yes	Criteria
❑★ Foundational	Detailed **instructions** are clearly written to ensure understanding to support student actions. UDL 4.2 Optimize access to tools and assistive technologies. QM5.4 The requirements for learner interaction are clearly stated.
❑★ Foundational	A variety of **assessments** is used (e.g., discussions, individual and/or group assignments and quizzes) to increase learner engagement and promote active learning. UDL 4.1 Vary the methods for response and navigation. QM4.5 A variety of instructional materials is used in the course.

❑★	Low-stakes (formative) **assessments** occur frequently throughout the course to measure knowledge, skills and attitude and occur before high-stakes assessments. QM3.4 The assessments used are sequenced, varied, and suited to the level of the course.

	QM3.5 The course provides learners with multiple opportunities to track their learning progress with timely feedback.
❑★	High-stakes (summative) **assessments** are clearly aligned with stated goals, learning objectives and/or standards. QM3.4 The assessments used are sequenced, varied, and suited to the level of the course. QM3.5 The course provides learners with multiple opportunities to track their learning progress with timely feedback.
❑★	All grades are recorded in the Canvas Gradebook. The Gradebook reflects the evaluation method published in the course syllabus. Canvas Guide-Gradebook; Canvas Guide-Assignment Groups Assessments include option for instructors to use **SpeedGrader** to score and provide prompt and high-quality feedback. Canvas Guide - SpeedGrader UDL 8.4 Increase mastery-oriented feedback. QM3.5 The course provides learners with multiple opportunities to track their learning progress with timely feedback.
❑★★	**Sample assignments** are provided to illustrate instructor expectations. UDL 5.3 Build fluencies with graduated levels of support for practice and performance.
❑★★	**Rubrics** used to evaluate assignments and/or discussions and reflect the learning objectives. Canvas Guide - Rubric QM3.3 Specific and descriptive criteria are provided for the evaluation of learners' work, and their connection to the course grading policy i clearly explained.
❑★★ ★	Canvas **Outcomes** are tied to assessments. Canvas Guide - Outcomes UDL 8.1 Heighten salience of goals and objectives. 3.1 The assessments measure the achievement of the stated learning objectives or competencies.

Course Accessibility Exemplary	★ Essential ★★ Best Practice ★★★
Yes	Criteria
❑★ Foundational	Web tools and/or software are utilized to identify and correct **accessibility issues** within the course (e.g. Accessibility Checker.) Canvas Guide - Accessibility Checker ALLY Software has been used and course is a minimum of 70% accessible. UDL 7.3 Minimize threats and distractions. QM8.1 Course navigation facilitates ease of use. QM8.2 The course design facilitates readability. QM8.3 The course provides accessible text and images in files, documents, LMS pages, and web pages to meet the needs of diverse learners. QM8.4 The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners. QM8.5 Course multimedia facilitate ease of use. QM8.6 Vendor accessibility statements are provided for all technologies required in the course.

❑★	**Accommodation Statement** is present and easily located (e.g., on Home Page or Syllabus). UDL 4.2 Optimize access to tools and assistive technologies.
❑★	**Color** enhances the aesthetic appeal and effectiveness of the course; sufficient contrast between text and background makes information easy to read; and color is not used in isolation to convey meaning. Canvas Guide - Accessibility Checker UDL 7.3 Minimize threats and distractions.
❑★	**Images** are used to support course content (e.g., banners, headings and icons) and accompanied by text descriptions (Alt text) or captions for more complex descriptions. Canvas Guide - General Accessibility Design Guidelines
	UDL 1.3 Offer alternatives for visual information. QM8.4 The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners.
❑ ★	**Styles** (e.g. Paragraph, Heading 2, etc.) are used to format text. Canvas Guide - General Accessibility Design Guidelines UDL 4.2 Optimize access to tools and assistive technologies.
❑ ★	**Hyperlink** text incorporates the hyperlink destination/purpose (avoid raw URLs, e.g., https://www.canvaslms.com) and includes words and phrases to provide context for screen-readers (e.g., use "Canvas Guide - Hyperlink" rather than "Canvas Guide"). WebAim - Introduction to Links and Hypertext UDL 4.2 Optimize access to tools and assistive technologies.
❑ ★	**Audio** materials (mp3, wav, etc.) are accompanied by a transcript and videos / screencasts are closed-captioned. Canvas Guide - Create Caption Files UDL 1.2 Offer alternatives for auditory information. QM8.4 The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners.
❑ ★★	**Tables** are used appropriately and are accessible. WebAim - Creating Accessible Tables Mobile Design Consideration

General ★ Essential ★★ Best Practice ★★★ Exemplary	
Yes	Criteria
❑ ★	All materials will be updated and reflect the current term dates and policies.
❑ ★	All external textbook software links will be active (classes are "connected").
❑ ★	Grades will be posted within one week of the due date of assignments.

❑ ★	Weekly announcements will be posted to keep students informed of current assignments and other informatio pertinent to their success in the course.
❑ ★	Respondus Lockdown Browser will be activated for the current term
❑ ★	Proctored assessments will use Respondus Lockdown Browser AND Monitor with photo ID requirement turned on Both Chromebook and iPad will be allowed.

Other notes

INSTRUCTOR'S SIGNATURE	
DATE	
EVALUATOR'S SIGNATURE	
DATE	

The Bishop State Community College Distance Education department is always ready to help you. Training materials for Canvas are linked in this form and available in the Center for Teaching and Learning within our Canvas LMS.

Appendix II-A

Downtown Campus –
Aerial Map

Appendix II-B

Carver Campus – Aerial Map

Appendix II-C

Southwest Campus – Aerial Map

Appendix II-D

Truck Driving – Aerial Map

BISHOP STATE COMMUNITY COLLEGE COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY

Information Technology Acceptable Use Policies for Students

1.0 Overview

The college's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the college's established culture of openness, trust and integrity. Bishop State Community College is committed to protecting the college's employees, partners and students from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and ONE ACCS access, and are the property of Bishop State Community College. These systems are intended to be used for school purposes in order to enhance student learning, not for personal use.

Effective security is a team effort involving the participation and support of every person who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Bishop State Community College. These rules are in place to protect the student and the college. Inappropriate use exposes Bishop State Community College to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies specifically to students and potential students of Bishop State Community College. This policy applies to all equipment that is owned or leased by Bishop State Community College that is available for student use. A separate document exists for employee policy.

4.0 Policy

4.1 General Use and Ownership

1. While Bishop State Community College's computer services desires to provide a reasonable level of privacy, students should be aware that the data they create on the corporate systems remains the property of Bishop State Community College. Because of the need to protect Bishop State Community College's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Bishop State Community College.
2. The college recommends that any information that students consider sensitive or vulnerable be secured in an appropriate manner and not be stored on any Bishop State Community College computer or network device.
3. For security and network maintenance purposes, authorized individuals within the college may monitor equipment, systems and network traffic at any time.
4. Bishop State Community College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet/Extranet- related systems should be classified as either confidential or not confidential, as defined by the college. Examples of confidential information include but are not limited to: Social Security numbers, student numbers, PINs, etc. Students should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. E-mail passwords should be changed at regular intervals.
3. Students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Under no circumstances is a student of Bishop State Community College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Bishop State Community College owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

4.6.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Using Bishop State Community College owned computing equipment for personal or non-school related activities.
2. Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Bishop State Community College (see **illegal file-sharing** below).
3. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Bishop State Community College does not have an active license is strictly prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your Bishop State e-mail, BORIS, or Blackboard accounts by others. This includes family and other household members.
7. Using a Bishop State Community College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Bishop State Community College account.

9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification to Computer Services is made.
11. Executing any form of network monitoring.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, Bishop State Community College employees to parties outside Bishop State Community College without proper authorization.

4.6.2 Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Bishop State Community College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Bishop State Community College or connected via the college's network.
7. Sending mass mailings to all students. This activity is limited to Bishop State employees only, and only with the approval of Computer Services.

4.6.3 Illegal File-sharing and Downloading (P2P)

1. Illegal downloading and sharing of copyrighted materials on the Bishop State Community College network is strictly forbidden, in accordance with HEOA regulations issued October 29, 2009. These materials include copyrighted music (.mp3/.mp4, etc. files), bit torrents, and other illegal movie and video downloads.
2. The College uses content filtering to reduce and block file sharing activity, as well as traffic monitoring.
3. Anyone who engages in this type of unauthorized distribution of copyrighted materials, including peer-to-peer (P2P) file sharing, may be subject to civil and criminal liabilities, as well as any disciplinary action that deemed appropriate by the College.

4. The College will review this policy yearly and make modifications where necessary.
5. Below is a list of resources that may be helpful in further understanding this process, and any legal alternatives:

http://www.educause.edu/HEOA

http://www.educause.edu/Resources/Browse/LegalDownloading/33381

http://www.educause.edu/blog/sworona/189008

5.0 Enforcement

Any student found to have violated this policy may be subject to disciplinary action, up to and including suspension.

6.0 Definitions Term Definition

Spam Unauthorized and/or unsolicited electronic mass mailings.

VPN Virtual Private Network – software and hardware that creates a secure Internet "tunnel" allowing remote access to a local network through that network's firewall.

Ponzi A fraudulent investment operation that pays returns to investors from their own money or money paid by subsequent investors rather than from any actual profit earned.

FTP File Transfer Protocol – a network protocol used to store and exchange files over a computer network, and usually over the Internet.

Blog An abbreviation for "web log", usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video, posted in reverse chronological order.

P2P An abbreviation for "peer-to-peer" file sharing. This refers to a type of file- sharing where computers or other Internet-ready devices are used to share music, video, and other materials with other users via the Internet, and there is usually no centralized server involved.

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

I. Introduction

A. On November 13, 1985, the *Fair Labor Standards Amendments of 1985* were enacted. These amendments changed certain provisions of the *Fair Labor Standards Act* (FLSA) as they relate to employees of state and local governments, most notably non-excluded employees in education. After the decision by the U.S. Supreme Court in *Garcia v. San Antonio Metropolitan Transit Authority, et.al. (Garcia),* 105 S. Ct. 1005 (1985) many state and local government employers and representatives of their employees identified several areas in which they believed they would be adversely affected by immediate application of FLSA. This legislation responds to these concerns by amending certain FLSA provisions with respect to employees of state and local governments. The effective date of these amendments was April 15, 1986.

B. These guidelines addressing the issue of overtime compensation only apply to these employees who come under the provisions of the *Fair Labor Standards Act* (FLSA).

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

D. For your convenience, relevant provisions of the United States Code and the Code of Federal Regulations are cited following each parts I through X hereof.

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

II. Definition of Nonexempt Employee

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

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

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

A. A non-exempt employee may, upon mutual agreement of the employee and institution, work more than forty (40) hours during a workweek.

B. A non-exempt employee shall be required to work more than forty (40) hours in any workweek if (a) the institution directs the employee to do so, and (b) an "emergency condition" exists. For purposes of this procedure, an "emergency condition" exists if in the opinion of the President one or more of the following is present:

1) a situation which endangers or potentially will endanger the physical, mental, or emotional health or safety of property for which the college is ultimately responsible, and the performance of overtime work would or reasonably may be expected to contribute to the reduction of said danger or perceived danger;

2) a situation in which the performance of necessary overtime work will increase the effectiveness of registration, enrollment, orientation, graduation, or commencement activities, but under such circumstances that a given employee shall not be required to work overtime unless the institution has previously taken reasonable action to obtain the services of other qualified employees who are willing and able to voluntarily perform services of the nature of the work required of the employee;

3) a situation in which the performance of overtime work will or may reasonably be expected to significantly contribute to the success of institution goals or efforts to obtain institution or program accreditation from recognized accreditation agencies or organizations, but under such circumstances a given employee shall not be required to work overtime unless the college has previously taken reasonable action to have the work performed during normal working hours and determined that reasonable good planning would not have ensured the timely performance of the work so as to avoid an "emergency" concerning accreditation; or

4) a situation in which the performance of overtime work is reasonably necessary in order for the institution to respond to the legal directives of governmental agencies or bodies which are "external" to the State Board of Education, Department of Postsecondary Education, or any system institution; i.e., a situation where there is a need for assistance in retrieving court-ordered documents.

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

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

IV. Non-exempt Employees – Holidays and Weekends

A. Any employee whose workweek does not ordinarily include a Sunday and who works on a Sunday shall be compensated at the rate of one and one-half (1 ½) times his or her normal rate for each hour worked on the given Sunday. This rate shall apply whether or not the workweek exceeds forty (40) hours.

B. Any employee who works on a holiday on which the employee would ordinarily be entitled to be off shall be compensated at the rate of two (2) times his or her normal rate for each hour worked on the holiday. Provided that, if the employee shall work the holiday and take off another day during the same workweek as an alternative to taking the holiday off, then the employee shall be entitled to only his or her normal rate of pay for all hours actually worked or taken as an alternative holiday during the subject workweek. In a situation where an employee is required by the respective institution to work on a holiday on which the employee would ordinarily be entitled to be off, it shall be the discretion of the employee to take an alternative day off during the same workweek, unless the employee is disallowed by the employing institution to take an alternative holiday due to an emergency condition as defined by Section II hereof.

(References: 29 CFR 778.201; 29 CFR 778.203)

V. Use of Compensatory Time Off

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

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

VI. Employees Working at Two or More Types of Jobs

A. In a situation where an employee's normal employment involves two or more different types of non-exempt work with the same institution, the hours worked in both types of work shall count toward the determination of whether the employee has worked more than forty (40) hours in any workweek.

B. In the event the different assignments are subject to different rates of pay, then the rate of pay for those hours worked over forty (40) shall be calculated on the basis of one and one-half (1 ½) times a "regular hourly rate" consisting of the weighted average of the hourly rates for both (or all) types of work assignments, or, in the alternative, the employee and the institution may agree in advance that any overtime work shall be compensated on the basis of the one and one-half (1 ½) times the appropriate rate for the type of work performed after the forty-hour point is reached.

C. The above provision shall not apply where an employee voluntarily chooses to work, on an occasional, temporary, or sporadic basis, a job in addition to, and different from, his or her normal work assignment. For example, if a bookkeeper works forty hours in his or her regular job then voluntarily works an additional fifteen hours during the same week painting the gymnasium, the fifteen hours spent painting would not be considered overtime, and the employee would be compensated at whatever rate is appropriate for that job. On the other hand, if a secretary is called upon to work as part of a registration team in addition to her normal forty hour workweek, that work assignment would be considered subject to overtime even though occasional, if it consisted of clerical activities. The rationale for considering the secretary's additional hours as overtime is that they fail to pass the test with respect to being different in nature from the employee's normal duties, since both sets of activities would be clerical in nature.

(References; 29 CFR 778.115; 29 CFR 778.419)

VII. Averaging Hours Prohibited

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

(Reference: 29 CFR 778.104-.105)

VIII. Working Extra Hours in a Day

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

IX. Options for Compensation for Overtime Hours Worked

A. When a President or an authorized designee has determined that a need for overtime work exists, he/she shall make a request to the respective employee or employees to work overtime (for a given day or days or for the workweek).

Before an employee shall agree to perform such overtime work, the President/designee shall make the employee aware of which types of compensation and/or alternative scheduling shall be available to the employee. The employee shall make it known to the President/designee which of the options presented by the President/designee the employee has selected regarding how such overtime will be treated, and the employee's selection shall be honored by the respective institution. The options which are to be made available to the employee shall be from among, but need not necessarily include all of, the three options described below:

1. The employee will receive compensatory time at one and one-half (1½) times the rate of actual overtime hours worked for the workweek. For example: if an employee works 4 hours of overtime, the employee will receive six (6) hours of compensatory time which can be used at employee's discretion (See also, use of compensatory time off.)

2. The employee will receive overtime pay at one and one-half 1½ times the employee's normal hourly rate for each hour of overtime work performed for the workweek. For example: if an employee's normal hourly rate computes to $5.00 per hour, the employee will receive $7.50 for each hour of overtime work performed.

3. If an employee works hours beyond the normal number of hours for a given workday or workdays, the employee may choose to decrease the number of hours worked in another workday or workdays in that same workweek, on an hour-for-hour basis, so long as such reduction does not cause an undue disruption of the normal operation of the institution and so long as the total number of hours worked during the week is not less than that which would have ordinarily been worked by the employee during a workweek. The employee shall nevertheless be entitled appropriate overtime compensation in the event that the total number of work hours for the work week exceeds forty (40).

B. However, except in emergency conditions, as defined in Section II hereof, the President/designee cannot require the employee to adjust his or her work schedule so as to use such additional work hours during the same workweek as the overtime work is performed. This option shall be at the sole discretion of the employee subject to the exceptions stated above. No employee shall ever be compelled or forced to adjust his or her work schedule as described above except during an emergency condition as described in Section II hereof.

(References: 29 USCA sec.207 (o); 29 CFR 778.100; 29 CFR 778.113)

X. Leave and Holidays

Paid time off attributable to a holiday or to sick, annual, personal leave, or other forms of paid leave is to be treated the same with respect to computing the total number of hours worked during a work week. Hours taken off for a holiday or as sick, annual, personal, or other paid leave will be counted as hours worked in determining whether or not forty (40) work hours were exceeded during a given workweek.

XI. Compensatory Time Off

A. If an employee receives entitlement to compensatory time off in lieu of overtime pay in cash, the employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the employing institution.

B The maximum compensatory time which may be accrued by an affected employee shall be 240 hours (160 hours actually worked). An employee shall be paid overtime compensation in cash for additional overtime hours of work.

C. Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is the higher.

XII. Lectures, Meetings, and Training Programs

The following is excerpted from 29 CFR 785 of the Federal regulations adopted to carry out the FLSA.

785.27 General.
Attendance at lectures, meetings, training programs, and similar activities need not be counted as working time if the following four criteria are met:

(a) Attendance is outside of the employee's regular working hours;
(b) Attendance is in fact voluntary;
(c) The course, lecture, or meeting is not directly related to the employee's job, and:
(d) The employee does not perform any productive work during such attendance.

785.28 Involuntary Attendance
Attendance is not voluntary, of course, if it is required by the employer. It is not voluntary in fact if the employee is given to understand or led to believe that his present working conditions or the continuance of his employment would be adversely affected by nonattendance.

785.29 Training directly related to employee's job.
The training is directly related to the employee's job if it is designed to make the employee handle his job more effectively as distinguished from training him for another job, or to a new or additional skill. For example, a stenographer who is given a course in stenography is engaged in an activity to make her a better stenographer.

Time spent in such a course given by the employer or under his auspices is hours worked. However, if the stenographer takes a course in bookkeeping, it may not be directly related to her job. Thus, the time she spends voluntarily in taking such a bookkeeping course, outside or regular working

hours, need not be counted as working time. Where a training courses is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee's job even though the course incidentally improves his skill in doing his regular work.

785.30 Independent training.
Of course, if an employee on his own initiative attends an independent school, college, or independent trade school after hours, the time is not hours worked for his employer even if the courses are related to his job.

785.31 Special situations.
There are some special situations where the time spent in attending lectures, training sessions and courses of instruction is not regarded as hours worked. For example, an employer may establish for the benefit of his employees a program of instruction which corresponds to courses offered by independent bona fide institutions of learning. Voluntary attendance by an employee at such courses outside of working hours would not be hours worked even if they are directly related to his job, or paid for by the employer.

XIII. Travel Time

The following is excerpted from 29 CFR 785 of the Federal regulations adopted to carry out the FLSA.

785.35 Home to work; ordinary situation.
An employee who travels from home before his regular workday and returns to his home at the end of the workday is engaged in ordinary home to work travel which is a normal incident of employment. This is true whether he works at a fixed location or at different job sites. Normal travel from home to work is not work time.

785.36 Home to work in emergency situations.
There may be instances when travel form home to work is overtime. For example, if an employee has gone home after completing his day's work is subsequently called out at night to travel a substantial distance to perform an emergency job for one of his employer's customers, all time spent on such travel is working time. The Divisions are taking no position on whether travel to the job and back home by an employee who receives an emergency call outside of his regular hours to report back to his regular place of business to do a job is working time.

785.37 Home to work on special one-day assignment in another city.
A problem arises when an employee who regularly works at a fixed location in one city is given a special one-day work assignment in another city. For example, an employee who works in Washington, D.C., with regular working hours from 9 a.m. to 5 p.m. may be given a special assignment in New York City, with instructions to leave Washington at 8 a.m. He arrives in New York at 12 noon, ready for work. The special assignment is completed at 3 p.m., and the employee arrives back in Washington at 7 p.m. Such travel cannot be regarded as ordinary home-to-work travel occasioned merely by the fact of employment. It was performed for the employer's benefit and at his special request to meet the needs of the particular and unusual assignment. It would thus qualify as an integral part of the "principal" activity which the employee was hired to perform on the workday in question; it is like travel involved in an emergency call (described in Section 785.36), or like travel that is all in the day's work (see Section 785.38). All the time involved, however, need not be counted. Since, except for the special assignment, the employee would have had to report to his regular work site, the travel between his home and the railroad depot may be deducted, it being in the "home-to-work" category. Also, of course, the usual meal time would be deductible.

785.38 Travel that is all in the day's work.
Time spent by an employee in travel as part of his principal activity, such as travel job site to job site during the workday, must be counted as hours worked. Where an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and to carry tools, the travel from the designated place to the work place is part of the day's work, and must be counted as hours worked regardless of contract, custom, or practice. If an employee normally finishes his work on the premises at 5 p.m. and is sent to another job which he finishes at 8 p.m. and is required to return to his employer's premises arriving at 9 p.m., all of the time is working time. However, if the employee goes home instead of returning to his employer's premises, the travel after 8 p.m. is home-to-work travel and is not hours work (Walling v. Mid-continent Pipe Line Co., 143 F. 2d 308 (C.A. 10, 1944))

785.39 Travel away from community.
Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on non-working days. Thus, if an employee regularly works from 9 a.m. to 5 p.m.

from Monday through Friday, the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Regular meal period time is not counted. As an enforcement policy the Divisions will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

785.40 When private automobile is used in travel away from home community.

If an employee is offered public transportation but requests permission to drive his car instead, the employer may count as hours worked either the time spent driving the car or the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.

785.41 Work performed while traveling.

Any work which an employee is required to perform while traveling must, of course, be counted as hours worked. An employee who drives a truck, bus, automobile, boat, or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding, except during bona fide meal periods or when he is permitted to sleep in adequate facilities furnished by the employer.

XIV. Time Sheet

A time sheet shall be completed for all non-exempt employees, to record hours worked, sick leave, annual leave, personal days, and holiday time. Each institution shall be responsible for developing its own system for the management of this process. Time sheets may be maintained manually or through the utilization of a computerized system. A time sheet shall be completed by the employee and submitted to the immediate supervisor for approval. The supervisor shall be responsible for the review of the hours reported on the time sheet. It shall be the responsibility of the employee's supervisor to monitor the work hours. If approved, the time sheet shall be submitted to the appropriate department for payroll purposes. The completed and approved time sheets shall be retained in accordance with applicable state and federal regulations.

EMPLOYEE GRIEVANCE FORM

This form should be completed by the aggrieved employee and delivered to the appropriate supervisor in the employee's chain of command.

Name of person making grievance: _____

Address to send correspondence: _____

Telephone number:_____Email address: _____

Name of person your grievance is against? _____

What date/s did the actions occur? _____

What do you allege occurred? (Please be specific, provide details, and use the reverse of this sheet if needed)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Is there a specific law or College/ACCS policy/guideline that you believe has been violated? _____

If so, which one/s?

_____

_____

In your opinion, what could be done to reasonably resolve this grievance?

_____

Print Name Signature Date

This section should be completed by the college official who receives the form.

Signature of College Official Receiving Form Date Form Received

Revised, April 2019

Instructions to employee filing the report: Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within 10 calendar days from the date of the alleged incident, otherwise the grievance will not be reviewed under this policy. Oral grievances do not comply with this policy. Complete and deliver this report to your direct supervisor, unless your direct supervisor is the alleged offender. If this is the case, deliver the form to the next supervisor in your chain of command whom the grievance is lodged. The supervisor (or person receiving a written grievance) will notify HR personnel and/or the President as appropriate.

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

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

BISHOP STATE COMMUNITY COLLEGE
GRIEVANCE REPORT (FORM A)

TO: DEAN/DEPARTMENT OR DIVISION CHAIR:_____FROM:

_____

DEPARTMENT/PROGRAM:_____HOME

ADDRESS:_____HOME

PHONE:_____**PART**

I. GRIEVANCE

Date(s) of occurrence(s) upon which grievance is based: _____

Description of Grievance: (If complainant is alleging a violation based on gender, handicap or disability, complainant should include a reference to the pertinent section(s), if known, of the relevant statue of regulation. (Use additional pages, if necessary, to describe grievance.)

_____

_____

_____

_____
Complainant

PART II. REPORT OF DEAN/DEPARTMENT OR DIVISION CHAIR

TO:_____

HOME ADDRESS: _____

FROM:_____DATE: _____
(Dean/Department or Division Chair)

Response to Grievance stated above: (attach additional pages or documents, if necessary.)

a) Findings and conclusion of hearing officer/committee;
b) Proposed actions by College in response to report of hearing officer/committee

_____
(Dean/Department or Division Chair)

Copy To:

President
Grievance Coordinator

BISHOP STATE COMMUNITY COLLEGE
GRIEVANCE APPEAL FORM (B)

TO: PRESIDENT _____

FROM: _____

DEPARTMENT/PROGRAM _____

HOME ADDRESS: _____

HOME PHONE: _____

PART I. NOTICE OF APPEAL

Nature of Grievance being appealed _____

Appeal Statement(s): Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report of Dean/Department or Division Chair of Bishop State Community College and/or report arising from grievance hearing. Attach any supporting documents and include copy of report. (Use additional sheets if necessary.)

_____

_____

_____

_____
Complainant (Submit original and two copies to the President or President's Designee.)

PART II. REPORT OF PRESIDENT

TO: _____

HOME ADDRESS: _____

FROM: PRESIDENT _____

DATE APPEAL RECEIVED _____ DATE OF REPORT _____

RESPONSE TO APPEAL: _____

_____

_____
President

COPY TO: Grievance Coordinator

BISHOP STATE COMMUNITY COLLEGE
GRIEVANCE APPEAL TO CHANCELLOR (FORM C)

TO: CHANCELLOR _____

FROM: _____

DEPARTMENT/PROGRAM _____

PART I. NOTICE OF APPEAL

Nature of grievance being appealed _____

_____

Appeal Statement(s): Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report President of Bishop State Community College and/or report arising from grievance hearing. Attach any supporting documents and include copy of report. (Use additional sheets if necessary.)

_____

_____

_____

_____
Complainant

PART II: CHANCELLOR'S REPORT

TO: _____ HOME

ADDRESS: _____ FROM:

CHANCELLOR _____ DATE

APPEAL RECEIVED _____ DATE OF REPORT _____

RESPONSE TO APPEAL: _____

_____

_____

_____
Chancellor

COPY TO:

President, Bishop State Community College Respondent(s)
to Grievance (if other than College)

Instructions to employee filing the report: Any employee who has a complaint (or who is reporting an observed action) must report the action immediately, and in no event less than ten (10) calendar days following the event, to the Human Resources Director, or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

Instructions to college official receiving the report: The appropriate person shall review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation shall be conducted promptly and within 45 calendar days if practical, but no later than 60 days, unless the period is extended by agreement of the complaining and responding parties. The President or his/her designee shall issue a written response to reporting employee within 15 calendar days if practical, but not later than 30 days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response shall be final.

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

Procedures for Approval to Receive an In-Kind or Cash Donation

Bishop State Community College welcomes in-kind donations of equipment, material, and other tangible items and cash contributions. Such donations must support the mission of the college. The associated costs of accepting some in-kind gifts might be sufficiently high as to make their acceptance prohibitive.

The Request for Approval to Receive an In-Kind or Cash Donation form is designed to help the college work through the decision of whether to accept a gift and requests such information as the value of the gift, the relationship the donor has with the college and what, if any, costs will be associated if the gift is accepted. State Board Policy 315.01: Gifts and Bequests states "The President is authorized and designated by the State Board of Education to accept designated gifts and donations to the institution and to use these for the purposes designated insofar as these purposes are in keeping with the philosophy of the institution and the policies and general guidelines of the State Board of Education."

Process:

1. Bishop State Employee completes the attached form
2. Forward to applicable Dean for signature
3. Forward to Dean of Business and Finance / CFO for signature
4. President's office for approval / denial
5. Bishop State Foundation Accountant

Request for Approval to Receive an In-Kind or Cash Donation

1. Name of Donor:
   _____
2. Address of Donor:
   _____
3. Donor's Connection to Bishop State Community College
   _____
   (Friend, Employee, Parent, etc.)
4. Description of Gift:_____
   _____
5. Value of Gift $_____(NOTE: Must attach documentation to support the established value of the gift.)
6. Purpose of Gift
   _____
7. College Representative to Receive Gift
   _____
8. Department: _____
9. Does the Donor Wish to Remain Anonymous? YES_____NO_____
10. Costs associated if the gift is accepted: $_____Description of Costs:

Donation Supported by: _____ **Date:** _
Dean or Vice President

Business Office: _____ **Date:** _
Dean of Business and Finance / CFO

APPROVED for Acceptance: _____ **Date:** _
President

Routing Order:
(1) Bishop State Employee completes form
(2) Forward to applicable Dean for signature
(3) Forward to Dean of Business and Finance / CFO for signature
(4) President's office for approval / denial
(5) Bishop State Foundation Accountant

OVERTIME WORK AGREEMENT

Employee Name_____Date _____

Work Area/Department_____Supervisor _____

Date of overtime work_____Number of overtime hours _____

The supervisor and employee agree that such overtime work will be treated by one of the following options (please check one):

_____ The employee will receive compensatory time off at 1½ times the rate of actual overtime hours worked. The employee will be permitted to take compensatory time off within a reasonable period after it is requested and if the request does not "unduly disrupt" the operations of the college or work area.

_____ The employee will receive overtime pay at 1½ times his/her normal hourly rate for each hour of overtime work.

_____ The employee will work hours beyond the normal workday and will decrease time worked on a workday later in that same workweek. The rate of decrease will be one hour for one hour.

I agree to the above schedule and option for compensation of overtime worked.

_____ _____
Employee's Signature Supervisor's Signature

- - - -

SICK LEAVE BANK GUIDELINES

ACCS Policy 610.01

A. Purpose

Any sick leave bank shall be established and operated only in accordance with these guidelines. The purpose of the bank shall be to provide a loan of sick leave days for its participating members or catastrophic leave after a member's accrued and compensatory leave has been exhausted, if warranted as determined by a Sick Leave Bank Committee. The bank shall be operated, managed, and governed by a Sick Leave Bank Committee pursuant to Alabama Code § 16-22-9 and any accompanying procedures set in place by the Chancellor of the Alabama Community College System. The sick leave bank shall allow full-time employees to deposit 5 days of his or her earned leave into the sick leave bank. The days shall be available for loan to any participating member of the institutional sick leave bank whose accrued and compensatory leave have been exhausted.

B. Sick Leave Bank Committee

The Sick Leave Bank Committee (hereinafter referred to as the "Committee") shall consist of five (5) members. One (1) member shall be the President or designee. Four members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year. Those four (4) members receiving the most number of votes shall serve on the Sick Leave Bank Committee.

Members of the Committee will serve a term of one (1) year. The President shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process. No representative on the Committee shall serve longer than five (5) consecutive years. If a vacancy occurs during the one-year term which needs to be filled, the remaining Committee members (inclusive of the President) shall vote on a person to fill the vacancy and whoever receives the most votes may fill the seat.

Duties of the Committee:

It shall be the exclusive responsibility of the Committee to develop the guidelines and administrative procedures of the institutional sick leave bank, including provisions for catastrophic leave. Each institutional Committee shall also develop all necessary forms for the orderly operation and administration of the sick leave bank. All guidelines must be

approved by a secret ballot vote of the participating members of the institutional sick leave bank. Such guidelines and procedures must be filed with the President's Office and with the Chancellor's Office within fifteen (15) calendar days after their adoption.

Meetings of the committee shall be scheduled on a regular basis as determined by the Committee. The Committee shall annually elect by majority vote, a recording secretary, whose duty it shall be to take minutes of all Committee action. *Robert's Rules of Order*, latest edition, shall be observed by the Committee during all its meetings.

The Committee shall have the authority to re-open the bank to non-participating members, upon the deposit of the prerequisite number of sick leave days.

The Committee will distribute contribution forms to all eligible employees. Forms for requesting loans from the bank will be available in the Payroll Office of the College.

The Committee shall ensure that accurate records of contributors eligible to participate in the bank are maintained and shall work with the institution to maintain records of all member contributions to the sick leave bank, withdrawals from the bank, and the status of the bank. Reports shall be provided on a timely basis at the request of the Committee, the President, or the Chancellor.

The Committee shall review all applications for loans from the sick leave bank and make appropriate decisions on request for approval of such loans. The Committee has the discretion to deny an application for a loan or approve less days than requested. Factors to be considered include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days in the bank, the ability of the applicant to repay the loan (if applicable), and prior awards obtained from the sick leave bank.

Any alleged abuse of the bank shall be investigated by the Committee (or its designee). On a finding of wrongdoing, the abusing member shall repay all of the sick leave credits drawn from the sick leave bank and be subject to appropriate disciplinary action as determined by the institution. Ala. Code 16-22-9(g)(6).

C. Sick Leave Bank Guidelines

No employee shall be allowed to owe more than fifteen (15) days to the sick leave bank, unless more than fifty percent (50%) of the members of the sick leave bank vote to extend the limit.

Sick leave days borrowed from the sick leave bank shall be repaid to the sick leave bank monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding deficit balance of sick leave days, the value of the deficit balance shall be deducted from the final paycheck at the employee's prevailing rate of pay.

No member employee is allowed to borrow or obtain catastrophic leave from the sick leave bank unless all accrued and compensatory leave time has been exhausted.

A member of the sick leave bank shall not be allowed to accumulate more days than allowed in Alabama Code 16-1-18.1, including days in the sick leave bank. Ala. Code 16-22-9(g)(4).

Employee membership in the sick leave bank shall be voluntary. Ala. Code 16-22-9(g)(5).

Upon retirement or transfer of a member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as allowable. Ala. Code 16-22-9(g)(7).

Additional guidelines may be adopted by the Committee as deemed appropriate provided they are uniformly applied to all employees and do not conflict with these guidelines and procedures. Ala. Code 16-22-9(g).

D. Sick Leave Bank Loan Procedures

An employee must apply for sick leave bank loan in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In cases where the member has been incapacitated, a member's agent or representative designated as such in writing, may apply to the Committee on behalf of the member. In case of mental incapacity of a member, the designated agent or representative must be a person who, by law, may serve in such capacity.

In order to apply for a sick leave bank loan: (a) an employee must be a member of the sick leave bank and (b) an employee must have exhausted all accrued and compensatory leave available.

The Committee determines whether a loan request will be approved or denied and, if approved, for how many days up to a maximum of fifteen (15) days per event. Factors to be considered in making these decisions include, but are not limited to: need, circumstances of the illness or disability, years

of service to the institution, availability of days donated, ability to repay the loan, and prior awarded loans.

No employee shall be allowed to owe more than fifteen (15) days to the sick leave bank, unless more than fifty percent (50%) of the members of the sick leave bank vote to extend the limit. Ala. Code 16-22-9(g)(1).

Sick leave days borrowed from the sick leave bank shall be repaid to the sick leave bank monthly as re-earned by the member. Ala. Code 16-22-9(g)(3).

Upon the separation of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay. If portions of the loan remain outstanding after separation, the employee is responsible for paying the remaining value to the institution. Ala. Code 16-22-9(g)(3).

E. Catastrophic Leave Procedures

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

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

An employee must apply for catastrophic leave in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In order to apply for Catastrophic Leave: (a) an employee must be a member of the sick leave bank at the time the catastrophic event occurs in order to be considered for catastrophic leave, (b) an employee must have exhausted all accrued and compensatory leave available, (c) the employee must provide certified evidence by a licensed physician of an illness (defined as an unhealthy condition of the body or the mind, a sickness, or disease), or of an injury (defined as physical harm to a person), or of a medical condition related to childbirth that causes the employee to be absent from work for a period greater than fifteen (15) work days, and (d) the employee must have applied, borrowed, and used the maximum number of sick leave days loaned by the Committee.

The Committee determines whether a request for catastrophic leave will be approved or denied and, if approved, for how many days up to the maximum. Factors to be considered in making these decisions include,

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

Employees, at their discretion, may donate a specific number of days to the sick leave bank, up to a maximum of 30 days for any one employee, to be designated for a specific employee for use against a catastrophic event. Ala. Code 16-22-9(h).

Employees must be a member of the sick leave bank to donate or receive catastrophic leave.

A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank.

The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Code of Alabama 16-1-18.1. Ala. Code 16-22-9(h).

Catastrophic days awarded are not required to be repaid. Ala. Code 16-22-9(h).

Donated catastrophic leave days may be used to repay days loaned by the sick leave bank to the credit of the affected member. Ala. Code 16-22-9(g)(8).

Employees who donate sick leave days to the sick leave bank for a particular employee's catastrophic event are not to be returned to the donor unless the days are not used. Ala. Code 16-22-9(h).

If catastrophic leave is approved by the Committee, the Committee shall notify members of the applying employee's request and approval for catastrophic leave one time. The Committee has no further obligation to continue requesting donations on the applying employee's behalf. The Committee may but is not required, no more than once per month, to communicate by email to the members to advise that the employee is approved for catastrophic leave and could use further donations.

There is no guarantee that, if catastrophic leave requests are approved by the Committee, the sick leave bank members will donate any leave or sufficient leave to cover an employee's absence related to a catastrophic event.

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

A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness. An employee must be a member of the sick leave bank to donate or received catastrophic sick leave days from one sick leave bank to another, only a uniform form provided by the State Board of Education may be used.

Bishop State Community College
REDUCTION IN FORCE GUIDELINES

Purpose of Guidelines

The following Guidelines have been adopted by Bishop State Community College under Alabama Community College System Policy No. 624.01 for the purpose of stating the conditions under which, and the means by which, Bishop State Community College will implement a reduction-in-force action should such an action become necessary and appropriate under Policy No. 624.01, which is attached as Exhibit A hereto.

For the purpose of these Guidelines see Exhibit B for an Organizational Chart designating these Units and the positions included in each unit.

The conditions under which a reduction-in-force action may be taken by Bishop State Community College

The President of Bishop State Community College shall have the authority to request the Chancellor of the Alabama Community College System to seek approval from the Alabama Community College Board of Trustees for Bishop State Community College to implement a reduction-in-force action under these Guidelines and under Alabama Community College System Board of Trustees (ACCSBOT) Policy No. 624.01.

For the purposes of these Guidelines and the Policy pursuant to which they have been adopted, a “Reduction-in-Force Action” is defined as “A reduction in the total number of full-time equivalent employees at a respective college made necessary by extraordinary circumstances such as, but not limited to, a lack of sufficient funds; declining enrollment in a given course or program to the extent that further offering of the course or program is, or will likely become, impractical or economically unreasonable; or a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes.”

Not every release of an employee shall be considered to be a “reduction-in-force.” An isolated employee termination or non-renewal, particularly if done for just cause or as the result of a lack of satisfactory performance, shall not be considered a reduction-in-force for the purposes of these Guidelines. Reduction-in-force decisions will be made without regard for the employee’s race, color, sex, religion, national origin, age, or for any other unlawful reason, including discrimination against any employee covered by the Americans with Disabilities Act of 1990.

Effects of a proposed reduction-in-force action

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President of Bishop State, the President shall identify to the

Chancellor each Organizational Unit that would be affected and each employee who would be affected by the proposed reduction-in-force action, and the manner in which each Unit and each employee would be affected if the action were to be carried out.

Priority of employees to be affected

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President, the President shall ensure to the Chancellor in the proposal that temporary and/or part-time employees, and consultant and/or contract personnel performing the same duties as non-temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s). The President may request from the Chancellor an exception to the general guidelines relating to the release of consultants or contract personnel who are performing work that requires possession of a certain license, certification, or job skill (the loss of which would be severely detrimental to the operation of the College).

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President, the President shall also assure the Chancellor that if any non-temporary full-time personnel would be affected by the proposed action, then any probationary employee performing the same duties as a non-probationary full-time employee shall be released prior to the release of the non-probationary full-time employee.

Factors relating to the release of non-probationary employees

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President by which one or more non-probationary full-time employees could be affected, the President shall take into account the following factors in constructing the proposal:

(1) The requirements of any applicable court order or consent decree;
(2) The seniority of each such employee at Bishop State Community College in the respective job classification, taking into consideration minimum qualifications for the respective position;
(3) The seniority of each such employee at Bishop State Community College in the employee's respective Organization Unit; and
(4) The seniority of each such employee in general at Bishop State Community College.

Provided, however, that if the President determines that a non-probationary full-time employee is not the senior person in a given type of position but possesses a certain license, certification, or job skill (the loss of which would be severely detrimental to the operation of the College), the President may request from the Chancellor an exception to the general guidelines relating to the release of non-probationary full-time employees.

If the reduction-in-force action is necessitated by a lack of sufficient funds from one or more funding sources other than tuition or other State funds, the President shall also take into account which particular positions are funded by the respective non-State funding source(s).

Adherence to the Students First Act

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President, the President shall include a statement in the proposed action that the College will ensure that any and all potentially affected employees who are covered by the Students First Act or by any applicable Alabama Community College System Board of Trustees (ACCSBOT) dismissal policy or procedure will receive all such due process, if any, as may be required under the circumstances at hand by the applicable statute and/or policy and/or procedure.

Process for placement and rehiring opportunities

When any employee on non-probationary status is released as part of a reduction-in-force action that is carried out under these Guidelines, he/she shall have, for a period of twelve (12) months after the respective employee's date of release, a right of first refusal in the event of the re-opening of the position from which the employee was released. In addition, the released employee shall receive, for a period of twelve (12) months after the employee's date of release, special consideration in the event of the availability of any position at Bishop State Community College for which the respective former employee is qualified. For such rehiring or special consideration situations, the following procedures shall apply:

1. The person who formerly held a position which again becomes available shall be notified in writing by the President of the availability of the position for the person, provided that the person shall have ten working days after such notice to notify the President in writing of his/her acceptance or rejection of the opportunity for reemployment. Otherwise, the former employee will be deemed to have declined the offer of reemployment. The President shall have the option of delivering the written notice to the former employee by personal service or by registered or certified mail. In the event that the former employee's written acceptance is sent to the President by mail, the date of postmark of the acceptance shall be deemed the date of response.

For cases in which more than one such former employee held a given type of position, the person who was last released shall have first right of refusal in the event of a re-opening of that position. In the event that person declines the offer, or if a subsequent opening (or openings) should develop, the respective opening shall be offered to those former employees who hold a right of refusal to the type of position available in reverse order from that in which the respective employees were released.

2. In those cases in which more than one former employee held a given type of position and were released on the same date, the former employee with the greatest seniority will be given first consideration of the opening.

3. In the event that two or more former employees were released on the same day from the same type of position and have the same seniority at Bishop State, the President shall interview all such employees and offer the opening to the employee whom the President deems to best meet the needs of the College.

4. If no person who formerly held a position accepts an offer to be reinstated to that position, or if there is no person with first refusal right to the opening, the opening shall be offered to all qualified former employees who are on special consideration status in reverse order from which the former employees were respectively released from employment. In the event that more than one qualified employee with special consideration status were released on the same date, then all such employees will be interviewed by the President, and the President shall offer the position to the former employee whom the President deems to best meet the needs of the College.

of position available in reverse order from that in which the respective employees were released.

5. In those cases in which more than one former employee held a given type of position and were released on the same date, the former employee with the greatest seniority will be given first consideration of the opening.

6. In the event that two or more former employees were released on the same day from the same type of position and have the same seniority at Bishop State, the President shall interview all such employees and offer the opening to the employee whom the President deems to best meet the needs of the College.

7. If no person who formerly held a position accepts an offer to be reinstated to that position, or if there is no person with first refusal right to the opening, the opening shall be offered to all qualified former employees who are on special consideration status in reverse order from which the former employees were respectively released from employment. In the event that more than one qualified employee with special consideration status were released on the same date, then all such employees will be interviewed by the President, and the President shall offer the position to the former employee whom the President deems to best meet the needs of the College.

Retraining of Released Employees

In order to assist released employees in retraining for other job opportunities, any former employee (employee only) who was eligible for the College's tuition assistance program prior to his/her release by the College as part of a reduction-in-force action shall retain his/her eligibility for the College's tuition assistance program for a period of twelve months after the effective date of release. The College's Financial Aid Office shall also be available to released employees to assist the employees in examining what other financial assistance may be available to the former employee, including aid for educational or training opportunities at other colleges and universities.

Assistance in future job placement for released employees

In order to assist released employees in searching for other job opportunities, any released full-time employees will have access to any resources available to them through the College's Career Services office to include consultation about preparation of resumes, preparing for job interviews, etc.

Reporting and Record-Keeping

With regard to any approved reduction-in-force action that is carried out by Bishop State Community College, the President shall file a report with the Chancellor describing each employment action taken by the President,

including the manner in which, and basis upon which, each such action was taken. The President shall include in the report an up-to-date Organizational Chart showing all positions and employees who remain after the completion of the reduction-in- force action.

The President shall also file a report with the Chancellor of each former employee who is rehired under these Guidelines and state the basis upon which each such action was taken; that report shall include copies of all notices to released employees of the availability of rehiring opportunities.

In addition, the College shall retain a record of all released employees who receive retraining under the College's tuition assistance program and/or job placement assistance from the College.

5.4.3.2 Payment for Reimbursement of Travel Expenses

The Code of Alabama 1975, Section 41-4-57 states, "All officers and employees who travel at the expense of the state or any of its departments, agencies, boards, bureaus, or commissions shall file with the comptroller an itemized statement of expenses incurred including those for transportation in connection with such travel at the expense of the state agency, institution, board, bureau, or commission, verified by affidavit, before any warrant shall be issued for such expenses."

Request approval to travel by completing a Request for Travel form (found at https://www.bishop.edu/assets/uploads/pages/Request-for-Travel-Form_Mr.-Olivier-Charles_President.pdf) and getting appropriate signatures. Attach all required documentation pursuant to the checklist at the bottom of the travel request form (completed request form, seminar brochure or agenda, travel cost inquiry, travel distance documentation, memo of justification for in-state actual and out-of-state). Travel reimbursement cannot be made nor will purchase orders for registration and/or flights be printed unless an approved Request for Travel form is on file in the Business Office.

If you are required to do a significant amount of travel in our service area you can complete a Request for Travel form and specify "Blanket Travel" for a specified period of time and submit a reimbursement request at the end of the month. A short justification as to why the travel is necessary should be included on the Request for Travel form. Personal vehicles may be used to travel campus to campus, if a College vehicle is not available. Availability of vehicle should be checked as soon as travel is approved.

In-State Travel

Employees who travel in-state must submit an In-State Travel Reimbursement Form on a timely basis, no later than 10 days into the following month, for travel completed during the month. The approved Request for Travel form must accompany the travel expense form. The expense form must be typed or in ink and be signed by the traveler and their supervisor. Both signatures are required to be original signatures. The points of travel must be shown for reimbursement of mileage. In addition, **the hour of departure from and the hour of return to base should be shown on the expense form.** Emergency and necessary expenditures incurred in connection with travel require supporting documentation (itemized receipts) and should be held to a minimum. If attending a conference was the purpose of the in-state travel, the nametag provided by the conference will need to be attached to the reimbursement form when submitted to the Business Office.

Reimbursement for Mileage Expenses

The reimbursement rate for mileage expenses is equal to the mileage rate allowed by the Internal Revenue Service. Effective January 1, 2023, persons traveling on official business for the College in privately owned vehicles shall receive **$.655 per mile** in lieu of their actual expenses for transportation. This rate is updated at least annually.

Mileage is to be reported in whole miles, rounded to the nearest whole number. To calculate the amount to be reimbursed, all mileage listed on the travel form must be totaled and then multiplied by the applicable rate.

All employees must request the use of a College vehicle. If a College vehicle is not available, then and only then, will mileage be approved for personal vehicles at the IRS approved rate.

College vehicle availability should be checked by the Facility Director. When a college vehicle is not available, the traveler may use a personal vehicle and charge the applicable mileage rate.

Just a reminder, due to insurance liability family members cannot be transported in a college vehicle.

If the employee prefers, he/she can rent a mid-sized car, in lieu of being reimbursed mileage. When renting a car for college travel, the rental agreement should be in the college's name and the employee listed as the driver. If the employee chooses to rent the vehicle in their name, the employee will be liable for any possible damages. A purchase order to Enterprise Rent-a-Car (A01349421) should be printed before the car is reserved. The PO should include all the pertinent travel details (the who, what, when, where, and why). When reserving the car use Customer #SMBA962 and Billing #18277371.

For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Map mileage can be obtained from several sources including www.mapquest.com, www.maps.google.com, www.maps.yahoo.com, www.mapblast.com, www.randmcnally.com, etc. The printout of the current map mileage must be attached to the expense form. If none of the above websites can locate your destination, check the odometer readings at the beginning and ending of the trip and state on the bottom left corner of the expense form.

If travel involves more than one city, indicate the route taken. For example, Mobile – Montgomery – Selma – Mobile. Record all vicinity mileage as such and indicate major points of travel covered.

Each employee has one and only one base at the Main Campus, Carver Campus, or Southwest Campus. If an employee works at more than one location, his/her base is the location in which he/she spends more time.

Mileage between your home and your base are personal commuting expenses. Employees cannot be reimbursed for personal commuting expenses no matter how far his/her home is from his/her base. Employees cannot be reimbursed for personal commuting expenses even if he/she works during the commuting trip.

Employees are entitled to mileage allowance from base station to destination and return or for miles actually traveled from home to destination and return, whichever is less. (Attorney General Opinion 80-00144)

Employees that work at two campuses in one day can be reimbursed for the mileage required of getting from one campus to the other. Travel from the campus that is not your

base to home will be reimbursed if that distance is less than from your base to the other campus. (Attorney General Opinion 86-00326)

Per Diem Allowance

No travel allowance shall be paid for a trip of less than six hours' duration. For travel that does not require an overnight stay, the traveler shall be paid a meal allowance of $12.75 for a trip of six to twelve hours' duration. For travel in excess of twelve hours' duration but does not require overnight stay, the traveler shall be paid $34.00, which represents one meal allowance and one-fourth of the per diem allowance.

If any meal is provided to the traveler, they are not entitled to the meal allowance. When meals are provided to the employee, the amount allowed for meals is to be adjusted downward by $12.75 for any meal provided. Therefore, no meal allowance will be paid to travelers for a trip of six to twelve hours' duration and travelers with a trip in excess of twelve hours' duration will only be entitled to $21.25, which is one-fourth of the per diem allowance.

Under no circumstances will an employee be paid a meal allowance at the official base or primary residence. If College business requires the traveler to be away from the official base on weekends or holidays, the traveler will be entitled to reimbursement for travel on those days. No meal allowance will be paid if the traveler remains in the city where his/her home or base is located.

For travel requiring an overnight stay, the travel allowance is set at $85.00 per day for travel requiring one overnight stay. For travel requiring stays of two or more nights, the traveler will be paid $100 per day. The travel allowance includes all charges for meals, lodging, fees, and tips.

If the individual's travel is interrupted for personal convenience or through taking of leave, the travel allowance may not exceed the costs that would have been incurred for authorized uninterrupted travel.

Required Receipts

Receipts are required to support the following expenses:

1. Registration fee receipts - must name the individual registered.
2. Operating expenses of state-owned vehicles such as gas, oil, emergency repairs, or parts. Receipts must be itemized less federal tax.
3. Postage in excess of $1.00.
4. Shipments, freight, or express.
5. Tolls for tunnels and bridges.
6. Telegrams, cablegrams, and fax messages. A copy of the message is required.
7. Parking fees. Traveler will only be reimbursed for the most economical method of parking.

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

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

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

President or Agency Head Responsibility
The President is expected to exercise good judgment and sound fiscal policy when approving travel. The traveler’s President must authorize, in writing, any travel for which a traveler intends to seek reimbursement from the state. The written authorization must contain the President’s certification that the traveler’s estimated reimbursable travel expenses have been reviewed and approved by the President as being necessary. Additionally, for in-state travel where actual expenses are authorized, the President must certify 1) that the person is traveling in service of the state for the purpose of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state, regional or national organization; and 2) the institution or person traveling is a dues-paying member of the state, regional, or national organization and has documentation of membership on file.

Travelers will seek pre-approval from their President following the policies and procedures outlined below.

The President shall be responsible for recovering public funds paid to a traveler in the event 1) duplicate expenses are claimed and reimbursed; or 2) expenses are claimed as personal, but the institution was billed directly. Should the President be unable to recover funds owed to the institution, he or she shall immediately notify the Comptroller and the Attorney General so that appropriate legal action may be instituted to recover public funds owed under this chapter.

Deviations from Pre-Authorized Travel
There are situations beyond a traveler’s control which may cause the amount of actual expenses to exceed the amount of pre-authorized travel expenses. For example, a flight may be delayed or canceled, requiring a traveler to return to base a day later than expected

and causing the traveler to incur additional travel expenses, such as an extra night in a hotel. In order for such unforeseen expenses to be reimbursed, a traveler should provide receipts along with an explanation of the circumstances when submitting a request for reimbursement. Additionally, the President should certify the increased expense as necessary.

In-State Actual Expenses

Persons traveling in the service of the College inside the State of Alabama can request to be reimbursed their actual expenditures if the state or individual is a dues paying member. The institution must ensure 1) the traveler, in the service of the institution, is attending or assisting in hosting a convention, conference, seminar, or other meeting that is a state or national organization, 2) the traveler, or the represented institution, is a dues- paying member of the **state or national organization** and that documentation of the dues payment is on file with the institution, and 3) the traveler's expenses are actual and necessary to the travel and have been verified by supporting documentation that is retained on file. In-state travel authorized under this section is subject to the same documentation requirements as out-of-state travel.

Note: While overnight per diem may be substituted at the request of the traveler (standard travel approval procedures must be followed), the institution must offer the traveler the option of the actual in-state expenses and retain documentation for reference. Travel expenses will be reimbursed as approved on the original Request for Travel.

Out-of-State Travel

Persons traveling in the service of the College outside the State of Alabama shall be allowed all of their **actual and necessary expenses**, in addition to the actual expenses for transportation provided that such travel shall have first been fully authorized by the President. Any person not in compliance with this provision must have their travel expenses approved by their Dean or department head and the President before submitting their reimbursement request to the Business Office. Approval for the reimbursement of unauthorized travel expenses will be on a case-by-case basis and may be denied.

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

The traveler must submit an Out-of-State Travel Request Package to the President at least one month prior to the date of the anticipated trip. The package should include the following:

1) Complete and approved Request for Travel
2) A justification memo
3) An event agenda
4) Travel cost documentation (lodging, food, transportation)
5) Verification of most economical transportation method

As of October 1, 2017 employees will be limited to no more than 2 out-of-state trips per budget year. This does not include employees who will be traveling on behalf of a grant or a contracted vendor.

All out-of-state travel must be reported by the President to the Chancellor prior to the actual travel. Guidelines and reporting format are as follows:

1. Use Excel file provided for reporting out-of-state travel.

2. Send monthly report in Excel format by email to the Alabama Community College System Office by the 15th of the following month.

3. Travel approved for a period for which a report has already been submitted should be included on the next report submitted.

4. The content of the report should be as follows:

    a. Bishop State Community College should be put where the word "College" is on the form.
    b. Dates of Travel - The dates of travel should include day travel began to day travel ended. Trips which do not include overnight travel (day trips) need not be reported.
    c. Employee Name - No travel need be reported for trips by students; only the employees of the College.
    d. Title - Please include the full title (no abbreviations). If an employee has multiple titles, use the one which most closely identifies with the purpose of the travel.
    e. Travel Location - One line should be used for each destination.
    f. Cost - The entire cost of the travel paid by the College should be included.
    g. Purpose - The name of the meeting to be attended or other purpose of the travel should be noted. Please do not use abbreviations.
    h. Note any exceptional circumstances for any of the categories, such as, cost is paid by the organization for the person to attend that particular meeting.
    i. Please list the person's name, phone number and email address who is submitting the form.

The Chancellor will report all out-of-state travel to the Alabama Community College System Board of Trustees.

The Out-of-State Travel Request Form must be amended and approved by the President if there are deviations from the original travel itinerary. Travel that was approved but not accomplished should be cancelled.

Mode of Transportation

If travel is more than 8 hours to the destination (per the most efficient MapQuest route), the College will only approve commercial transportation as the mode of travel. All commercial travel must be of tourist class. If a traveler chooses to drive their personal vehicle in lieu of commercial transportation, the employee must state

the following in the justification memo that is required for a complete travel package:

1) The reasons why the traveler is using a personal vehicle in lieu of commercial travel,
2) Any travel plans that differ from the conference agenda (i.e. leaving early or returning later), and
3) That the traveler will only be requesting reimbursement for the most economical mode of transportation.

Travel reimbursement on an authorized out-of-state trip for one employee by private automobile will be the prevailing plane fare rate, tourist class, and not the usual rate per mile, or the lesser of the two. Comparison should be made and submitted with travel request form. If an employee desires to use his private automobile on such out-of-state trips and claims tourist class plane fare, he must take annual leave for travel time to and from his destination beyond that time which is required for commercial air travel.

College vehicles may not be left at airports. The traveler will be reimbursed the mileage rate for the use of their personal vehicle from their base location to the airport and economy parking fees.

If travel is less than 8 hours to the destination (per the most efficient MapQuest route), the traveler must request the use of a college vehicle. If a college vehicle is not available, the employee can choose to rent a vehicle or drive their personal vehicle and be reimbursed the applicable IRS mileage rate. If the employee prefers to rent a mid-sized car, in lieu of being reimbursed mileage, the rental agreement should be in the college's name and the employee listed as the driver. If the employee chooses to rent the vehicle in their name, the employee will be liable for any possible damages. A purchase order to Enterprise Rent-a- Car (A01349421) should be printed before the car is reserved. The PO should include all the pertinent travel details (the who, what, when, where, and why). When reserving the car use Customer #L55M052 and Billing #870859.

Once the President has approved the mode of transportation, **deviations are not allowed unless an amended request is submitted and approved**. If no amended request is approved, the traveler is only entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of travel. Reimbursement will not be made for private automobile use when the approved mode is commercial or for commercial travel when the approved mode is private automobile use.

The agency will reimburse reasonable parking fees. The President should only authorize self-parking unless valet parking is 1) the only option available; or 2) no more costly than self-parking; 3) medical, safety or other reasons justify paying for alternative parking options. If other than self-parking is authorized, the reimbursement should contain an explanation and justification for incurring a greater expense for parking.

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

Tips related to transportation (shuttle, UBER, taxi) are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

Reimbursement for Mileage Expenses

All employees must request the use of a College vehicle. If a College vehicle is not available, then and only then, will mileage be approved for personal vehicles at the approved IRS rate.

College vehicle availability should be checked by the Facility Director at (251)405-7172. When a college vehicle is not available, the traveler may use a personal vehicle. A MapQuest showing the miles traveled must be submitted to the Business Office for reimbursement along with approved travel request.

Lodging

A traveler should stay at the hotel hosting the conference or event for which travel occurred and obtain the government or conference lodging rate. A traveler may choose a less-expensive hotel provided the choice of hotel will not substantially increase transportation costs. Incurring lodging costs that exceed the conference or government rate must be justified in writing and approved by the President prior to travel. If a traveler chooses a different hotel than the one designated for a particular meeting/conference, then they must ensure that the hotel/lodging allows for full refunds for cancellations within 24 hours or more of the reservation. In the event of a lodging cancellation, travelers will be liable financially for choosing lodging options that do not offer refunds for cancellations made with at least 24 hours of the reservation.

Hotel receipts must be itemized and in the name of the traveling employee.

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

Reimbursement of Actual Expenses

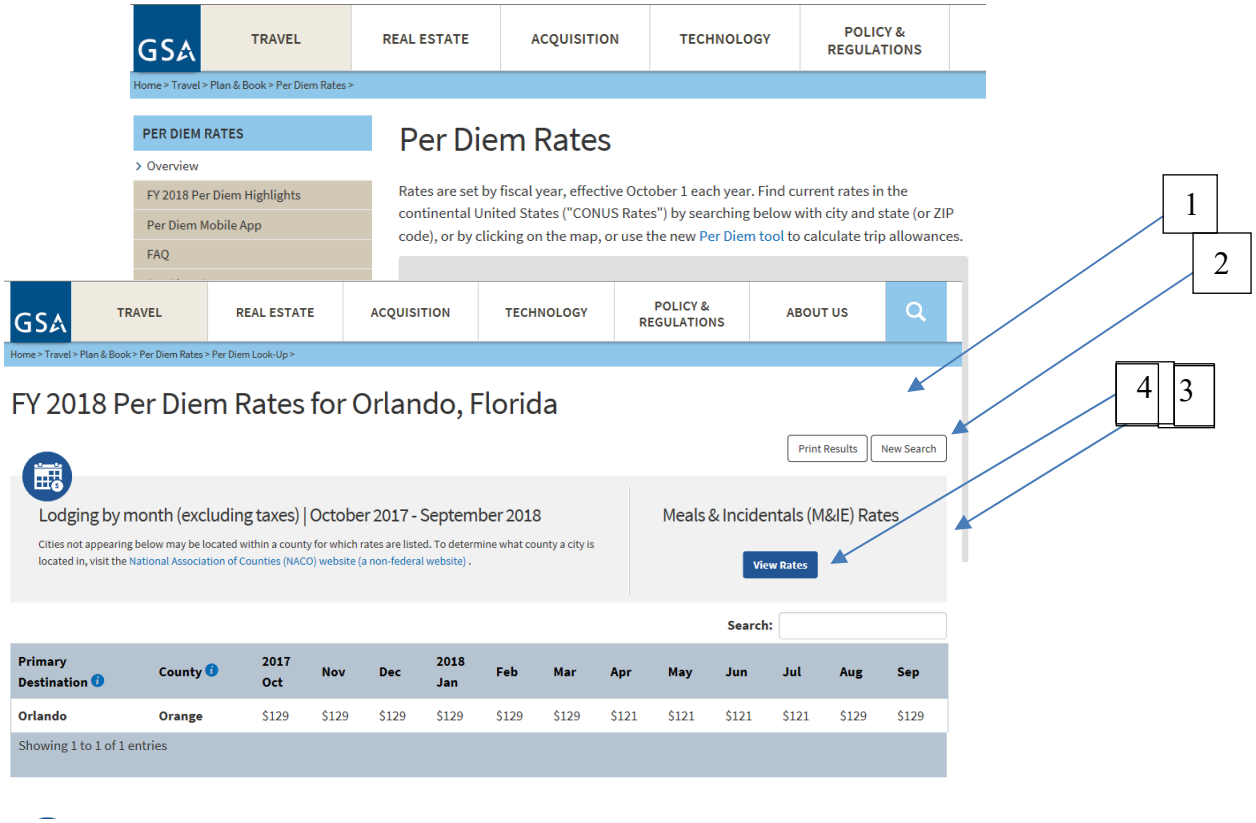
Employees who travel outside the State of Alabama in the service of the College should complete and submit an itemized Out-of-State Travel Reimbursement Form within two weeks of completion of the trip. The approved Out-of-State Travel Request Form must accompany the travel expense form. The expense form must be typed or in ink and be signed by the traveler and their supervisor. Both signatures are required to be original

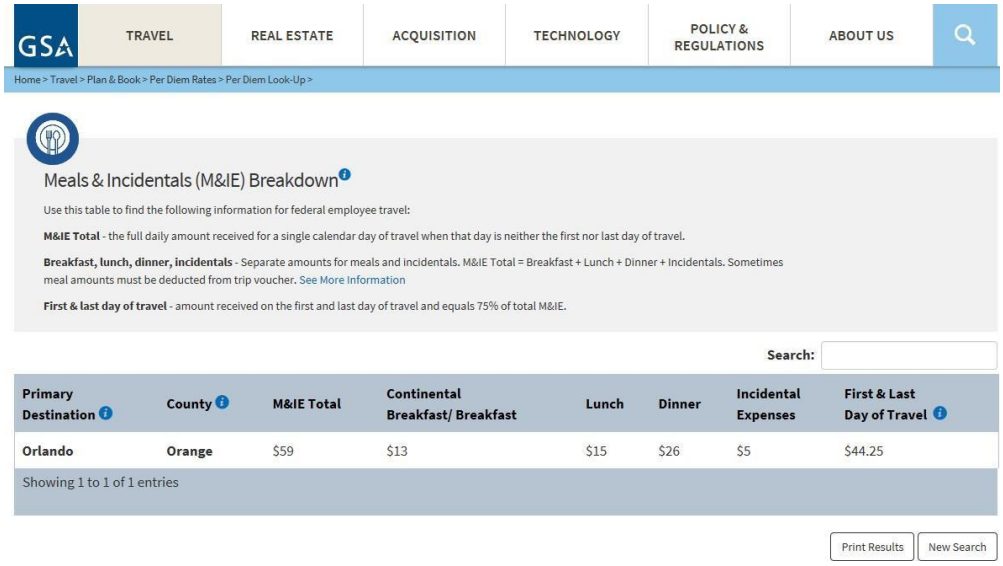
signatures. The points of travel must be shown for reimbursement of mileage. In addition, the hour of departure from and the hour of return to base should be shown on the expense form. Emergency and necessary expenditures incurred in connection with travel require supporting documentation and should be held to a minimum.

Meals and Incidental Expenses

Individuals traveling under this section will receive a daily per diem for meals and incidental expenses (M&IE) based upon the location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States ("CONUS"). Current per diem rates can be found at **https://www.gsa.gov/travel/plan-book/per-diem-rates**. Per Diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. A traveler will **not be required to submit receipts** for these items, nor will they be allowed to claim any extra expense related to them. A traveler will receive per diem, as outlined above, regardless of actual expenses.

The screenshots below walk you through the process of obtaining your daily per diem rate.





Note:

1) If the conference or meeting provides meals for the traveler the per diem rate amount will be reduced by the meal rates per the GSA site. As an example, if the travel destination qualified for the $51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the $12 lunch.

2) Incidental expenses include tips and service charges related to lodging, baggage, and transportation. The traveler will not be reimbursed for these tips.

3) On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days.

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

Breakfast will only be allowed for travel that begins at 6:00 a.m. or before and a dinner meal will be allowed if the traveler returns to base after 6:00 p.m.

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

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

on Saturday following the conference. The traveler will not be entitled to reimbursement for any expenses incurred following the official travel day. In the hypothetical involving travel to Scottsdale, the traveler would be entitled to reimbursement for lodging costs on Friday night, and partial per diem for Saturday (the official return travel day), but no other expenses would be reimbursed.

Reimbursement for Travel

Employees who have acquired approval and travel on behalf of the college must complete a Statement of Official Travel in order to be reimbursed for travel expenses. The form must be submitted to the appropriate supervisor for processing. Requests for reimbursement should include all required forms, receipts, nametag, itineraries and other required documentation. These forms, receipts, itinerary and any other attachments to the payment request should be audited by the employee's department before submission for reimbursement.

Completing and Assembling the Payment Request

The hour of departure from and the hour of return to base should be shown on the itemized travel form for audit purposes. The approved travel request, pre-authorization, and any required receipts should be attached to requests for reimbursement. If the official travel is attendance at a conference or other planned event, attach a copy of the itinerary. All pre-approval travel requests should be submitted and reimbursement requests should utilize the form found on the College's website.
https://www.bishop.edu/assets/uploads/pages/Travel-Reimbursement1.pdf

Payment will be processed upon completion of the appropriate forms, documentation, and approvals. The Statement of Official Travel, with supporting documentation for in-state actual and out-of-state travel, including detailed receipts, will be retained in the business office file for audit.

Required Receipts

Receipts will be required for the following expenditures:

1. Commercial transportation - coach/tourist class
2. Vehicle rental – the College does not pay for rental insurance.
3. Gasoline purchases – itemized less federal tax.
4. Motel/hotel lodging – single rate only.
5. Registration fees with itemized breakdown. Request for reimbursement for additional meals is illegal and will be disallowed when included in registration fee.
6. Operating expenses of state-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
7. Parking fees. Traveler will only be reimbursed for the most economical method of parking.
8. Taxi / Uber costs – Tips related to transportation (shuttle, UBER, taxi) are included in per diem for M&IE and will not be reimbursed as a travel-related expense.
9. Miscellaneous expenses – receipts must be itemized.
10. Baggage fee receipts are required for reimbursement.

All supporting documentation should be securely attached to the expense form. The expense form should be assembled so that all information is visible and easy to read. All receipts should be taped to a piece of paper. Do not tape over pertinent information, tape will dissolve the receipt ink.

5.4.3.3 Payment of Travel for Group Functions

Code of Alabama 1975, Section 36-7-20, as amended, provides that a department may contract with a facility whereby expenses for meals and lodging are paid by such contract on behalf of the employees who are required to attend training sessions, schools, seminars, or other group functions. The department may pay the cost of room and board directly to the facility providing the services. Employees who must travel a distance that would require a meal while in route will be allowed a meal allowance based on the amount of time required for the commute. In no case can the cost of these services, including any meal allowances, exceed the amount allowed an individual employee for per diem for in- state travel.

When submitting for payment of contract travel, an itemized invoice will be required, as well as the purpose of the seminar, location and date of the meeting, a list of individual names attending, the number of nights lodging and room cost for each individual, the number of meals served and meal cost for each individual, and the total cost for each individual.

If an employee is filing for mileage reimbursement, the name and the location of the training session or seminar must be indicated on the travel claim form. Also, the date and time of departure and return to base, and each day's attendance at the session must be shown, even though no per diem is due. If a meal is being claimed while in route, the travel claim must indicate the time the contract travel takes effect. It should be noted on the form that no per diem is claimed due to contract travel status. If no mileage and/or meal allowance is claimed, no travel claim should be filed.

Employees taking possession and/or using the Bishop State Community College Visa Purchasing Card must adhere to the following guidelines:

- The Bishop State Community College Visa Purchasing Card will be protected and properly used in accordance with college policies and procedures, Alabama Community College System policies and guidelines, and the laws governing the State of Alabama.
- The card cannot and will not be used for personal purposes, nor will it be used to make any personal purchases for any friend, relative, neighbor, or associate.
- A receipt will be obtained from the establishment providing the goods or service itemizing the products purchased and will be submitted to the Business Office. Any charges applied to the card without an itemized receipt will result in repayment via payroll deduction from the responsible employee.
- The credit card will be returned to the Business Office of Bishop State upon completion of the season.
- If the card is lost or stolen, notification will be made to the Business Office immediately.

- If improper use of the card transpires, the employee will be personally responsible for unauthorized charges, will be revoked of credit card privileges, and may be grounds for termination.
- Charges may not be applied to the credit card until the proper travel request form and purchase orders have been approved.

5.4.3.4 Payment for Prepaid Travel Expenses

The Code of Alabama 1975, Section 36-7-24 and 36-7-25, as amended, authorizes prepayment of travel expenses for employees when traveling within or outside of the state on official business. It will be the departments' responsibility to maintain detail accounting records of prepaid travel expenses for audit purposes. The College will prepay registration fees and airline fares upon completion of the Prepayment Agreement and purchase order.

No prepayment of expenses will be made from one fiscal year's appropriation when the trip is to be made in a different fiscal year. Travel advance and prepayment of expenses cannot be made with funds from the current budget fiscal year appropriation when the trip will occur in the following budget fiscal year. Payments related to advance travel or prepayment of travel expenses must be processed in the fiscal year that the trip occurs.

Prepaid Travel Expenses

Prepayment of travel expenses is defined as payments made directly to a vendor prior to the travel event. The individual must be a full-time employee of the College. Contract individuals are not eligible. The trip must be for official College business.

The traveler must complete a travel request form with the dollar amount to be prepaid indicated on the form. It must be signed by the traveler and approved by the employee's supervisor. The trip must also be authorized by the President and the Chancellor. A properly completed and signed Prepayment Agreement for In-State and Out-of-State Travel Expenses is to be attached for each employee for whom prepaid expenses are being made.

Upon completion of travel, the traveler is to complete and submit an itemized Out-of-State Travel Reimbursement Form within two weeks of completion of the trip. The approved Out-of-State Travel Request Form must accompany the travel expense form. The expense form must be typed or in ink and be signed by the traveler. Both signatures are required to be original signatures.

It shall be the responsibility of the employee's supervisor to recover public funds paid as prepaid travel expenses from the person to whom or on whose behalf such payments were made should any of the following events occur:

1. The travel for which payments were made did not take place, except prepaid travel expenses where situations beyond the individual's control such as business conflicts, family emergency, illness, etc. prevents the trip from being made.

2. The person to whom funds were prepaid, fails, or refuses to submit a travel form.

Should the department director be unable to recover funds owed to the College, he or she shall immediately notify the Chief Financial Officer so that appropriate legal action may be instituted to recover public funds owed.

5.4.3.5 Student Travel

Regardless of whether the travel is out-of-state or in-state, all students travelling in the service of the College should be reimbursed for their actual allowable expenses only.

POLICY NAME:	**515.01 Agents, Vendors, and Solicitors**
EFFECTIVE:	03-24-05
SUPERSEDES:	515.01 issued 12-08-94
SOURCE:	
CROSS REFERENCE:	

1. An agent, vendor, or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee.

2. An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

3. On-campus solicitation or other solicitations originated by students to raise funds for institution-related activities may be permitted only with prior approval of the President or appropriate Dean. Solicitation for non-institution-related activities shall not be permitted on campus except with the approval of the President or a designee.

POLICY NAME:	**710.01 Live Work**
EFFECTIVE:	August 9, 2017
SUPERSEDES:	
SOURCE:	*ACT #2015-125*
CROSS REFERENCE:	

he board authorizes the college to offer live work when the instructional program requires such projects for the acquisition of career and technical skills leading to employment provided it does not compete with private enterprise

CHANCELLOR'S PROCEDURE FOR POLICY
710.01 LIVE WORK

Live work is a paid or contracted service performed by students under real-world working conditions as an integral part of a course of study to enhance their knowledge and skills.

1. Administration

   The President of each college is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The President shall be responsible for maintaining appropriate records and ensuring that the state prescribed and approved accounting procedures are followed.

   The Chancellor or Chancellor's designee must be notified in advance of all off-campus live work projects. In addition, the Chancellor must approve requests to build structures on campus for resale that exceed five thousand dollars ($5,000). Colleges must adhere to state bid laws when providing live work.

2. Live Work

   The scope and extent of live work will be well defined in writing before approval. Individuals and organizations requesting live work assume all associated risks. The following individuals and organizations may request live work:

   a. Tax supported programs and institutions
   b. Active and retired public employees/officials
   c. Students in Alabama Community College System institutions
   d. Program advisory committee members
   e. Charitable organizations
   f. The general public when the live work is of a recurring, small-scale nature, such as health and beauty services
   g. Other individuals and organizations when the President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative

3. Each College must document all live work performed during the fiscal year (October 1 – September 30) and prepare a Live Work Summary Report for submission to the Director of Career and Technical Education by October 31.

4. Release of Institution Liability

POLICY NAME:	**710.02: Live Work: Off Campus**
EFFECTIVE:	06/26/08
SUPERSEDES:	710.03 issued 3-26-98; 12-08-94; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

1. The President or designee must approve off-campus live work projects.

2. Off-campus live work projects for any authorized individual or organization involving more than 30 clock hours must be approved by the Chancellor or Chancellor's designee.

3. Guidelines for implementation of this policy shall be established by the Chancellor.

POLICY NAME:	**710.03: Live Work: Building Structure on Campus for Resale**
EFFECTIVE:	06-26-08
SUPERSEDES:	710.04 issued 12-08-94; 08-30-77; 03-24-05
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	

1. The State Board of Education authorizes college to build structures on campus for resale.
2. The Chancellor must approve requests for structures exceeding five-thousand dollars ($5,000).
3. The college must adhere to state bid laws.
4. Guidelines for implementation of this policy shall be established by the Chancellor.

POLICY NAME:	**510.01: Safety and Security**
EFFECTIVE:	03-24-05
SUPERSEDES:	510.01 issued 12-08-94; 1982
SOURCE:	
CROSS REFERENCE:	

Each institution shall provide a safe environment for students, faculty, staff, and other campus visitors. A person who is not a student, officer, or employee of the institution; who is not authorized by employment or by status as a student of the institution to be on campus or at any other facility owned, operated, or controlled by the governing board of the institution; or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility; or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the institution to leave the campus or facility. If the person fails to do so, trespass charges may be made by the institution through the appropriate local law enforcement agency or court.

REQUEST FOR TEACHING AN OVERLOAD CLASS
D SCHEDULE EMPLOYEES

Semester _____

This form is for full-time Salary Schedule D personnel requesting approval to teach overloads. Determination of overload will be based on the recommendation of the academic division chair, approval of the dean, with final approval by the President. Overload classes must be taught in addition to the normal 35 hour work week. Compensation for overloads is based on the current part-time pay scale. In addition, there isno travel reimbursement for teaching overloads. Requests should be submitted to the division chair by the date published each semester.

Name	**Bishop State ID Number**

Location Request (Choose one)

☐ Main Campus Day
☐ Main Campus Evening
☐ Distance Education
☐ Carver Campus Day
☐ Carver Campus Evening
☐ Southwest Campus Day
☐ Southwest Campus Evening
☐ Dual Enrollment
☐ Other

Teaching Schedule (List Prefix, Course Number, Section Number, Synonym Number, Days and Time and Contact/Credit Hours)

	Prefix, Course Number, Section Number, Synonym Number, Days and Time	**Credit Hours**	**Contact Hours**
1.			
2.			
3.			
4.			
5.			
	Total		

Overload Requested

Prefix, Course Number, Section Number, Synonym Number, Days and Time	**Credit Hours**	**Contact Hours**

Instructor Date

Division Chair Date

Dean Date

President Date

☐ **Request Approved** ☐ **Request Denied**

Please Note: Final approval by the President does not guarantee the overload. All overloads are contingent upon enrollment.

Document History
Adopted: February 2024