BISHOP STATE COMMUNITY COLLEGE

FACULTY-STAFF HANDBOOK

2014 - 2017
BISHOP STATE COMMUNITY COLLEGE

Main Campus
351 North Broad Street
Mobile, Alabama 36603-5898
(251) 405-7000

Baker-Gaines Central Campus
1365 Dr. Martin Luther King, Jr. Avenue
Mobile, Alabama 36603-5262
(251) 405-4457

Carver Campus
414 Stanton Street
Mobile, Alabama 36617
(251) 662-5363

Southwest Campus
925 Dauphin Island Parkway
Mobile, Alabama 36605-3299
(251) 665-4139

Accredited By:
• Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, Associate in Applied Sciences Degrees, Associate in Applied Technologies Degrees, and Certificates at the community college level.
• Alabama State Board of Education
• National League for Nursing
• American Board of Funeral Service Education, Inc.
• Commission of Accreditation for Physical Therapy Education
• Commission on Accreditation of Allied Health Educational Programs
• American Culinary Federation Educational Institute
• Association of Collegiate Business Schools and Programs

Approved By:
The Alabama Board of Nursing

Member of:
American Association of Community and Junior Colleges
Southern Association of Colleges and Schools
Alabama Junior and Community College Association
National League for Nursing
Southern Council on Collegiate Education for Nursing
National Association for Equal Opportunity in Higher Education
TABLE OF CONTENTS

A. BISHOP STATE COMMUNITY COLLEGE
HISTORY, MISSION, AND GOALS
History and Service Areas ................................................................. A/1.1
Vision Statement ........................................................................... A/1.2
Mission Statement ........................................................................ A/1.2

B. ORGANIZATION
State Community College Organizational Charts ............................ B/1.1

C. ADMINISTRATIVE POSITION DESCRIPTIONS
Chancellor/Alabama Commission on Higher Education ....................... C/1.1
Bishop State Community College President/Professional Staff ............. C/1.2
Dean of the Academic Services .......................................................... C/1.2
Dean of the Technical Education/Workforce Development ................ C/1.2
Dean of Students ............................................................................. C/1.3
Dean of Business/Finance ................................................................. C/1.3
Director of Carver Campus .............................................................. C/1.3
Director of Central Campus/Coordinator of Federal Programs ............ C/1.3
Manager, Student Financial Aid and Veterans’ Services ...................... C/1.3
Director of Human Resources ........................................................... C/1.4
Director of Institutional Effectiveness ............................................... C/1.4
Direction of Information Technology ............................................... C/1.4
Director of Public Relations ............................................................ C/1.4

D. COLLEGE TEAMS
Instructional Planning Teams ............................................................ D/1.1

E. COMPLIANCE WITH FEDERAL LAW
Americans with Disabilities Act (ADA) ............................................. E/1.1
ADA Employee Accommodation Procedure ...................................... E/1.2
Drug-Free Workplace Policy ............................................................ E/1.3
Family Educational Rights and Privacy Act (FERPA) ......................... E/1.4

F. PERSONNEL POLICIES AND PROCEDURES
Employment Policies/Non Discriminatory Policies .............................. F/1.1
Hiring Process for Full-Time Positions .............................................. F/1.1
Classification of Personnel ............................................................... F/1.2
Types of Employment ..................................................................... F/1.2
Criminal Background Checks ........................................................... F/1.3
Garnishments .................................................................................. F/1.3

Reduction in Force/Student First Act ................................................... F/2.1

Conflicts of Interest and Ethics ......................................................... F/3.1
Outside Employment ..................................................................... F/3.2
Employment of Relatives ............................................................... F/3.2
G. EMPLOYEE BENEFITS
Employee Tuition Assistance ................................................. G/1.1
Hospitalization Insurance ..................................................... G/1.1
RSA-1 ................................................................................. G/1.1
Social Security ...................................................................... G/1.1
Retirement Program.............................................................. G/1.2
Voluntary Benefits ................................................................ G/1.2

Employee Leave
Annual Leave ........................................................................ G/2.1
Court Attendance .................................................................... G/2.1
Emergency Leave .................................................................... G/2.2
Family and Medical Leave (FMLA) ........................................ G/2.2
Personal Leave/Instructional/Non-Instructional Personnel .......... G/2.3
Professional Leave ............................................................... G/2.3
Sick Leave ............................................................................ G/2.4

Sick Leave Bank Policy ......................................................... G3.1

Job Related Injury ............................................................... G/4.1

Employee Grievance Procedure .............................................. G/5.1
H. GENERAL PERSONNEL POLICIES AND PROCEDURES

INFORMATION TECHNOLOGY
Overview/Policy ................................................................. H/1.1
Security and Proprietary Information ..................................... H/1.2
Administration System Usage (AS400) ................................ H/1.3
Exiting Employees ................................................................. H/1.4
Unacceptable Use ............................................................... H/1.4
System and Network Activities ............................................. H/1.5
Email and Communication Activities .................................. H/1.6
Illegal File-Sharing and Downloading (PSP) ........................ H/1.6

INFORMATION TECHNOLOGY AUDIT POLICY
Purpose ................................................................................ H/2.1

TRAVEL
Official Travel ..................................................................... H/3.1
In-State Travel ..................................................................... H/3.1
Out-of-State Travel ............................................................. H/3.2

I. INSTRUCTIONAL POLICIES AND PROCEDURES
Faculty Credential Verification .......................................... I/1.1
Professional Growth Plan ................................................... I/2.1
Academic Freedom ............................................................. I/3.1
Academic Honesty Policy .................................................. I/3.1
Attendance Policy ............................................................... I/3.2
Class Syllabi ........................................................................ I/3.2
Final Examinations ............................................................. I/3.2
Grade Reporting ................................................................. I/3.3
Textbook/Bookstore ........................................................... I/3.4
Withdrawals from Course/College .................................... I/3.5

J. SAFETY AND SECURITY
Safety Policy ......................................................................... J/1.1
Parking/Parking Zones ........................................................ J/1.2
Citations/Limitations of Liability ....................................... J/1.3
Firearms ............................................................................... J/1.4

K. MAINTENANCE
Maintenance Work Orders .................................................... K/1.1
Keys .................................................................................... K/1.1

L. GENERAL INFORMATION
Cell Phones .......................................................................... L/1.1
M. Appendices
HISTORY

Founded in the summer of 1927, Bishop State Community College was originally the Mobile Branch of Alabama State College (University) in Montgomery, Alabama. 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 1936, O. H. Johnson was appointed as dean. The first full-time faculty consisted of seven persons, which included such Mobile pioneers in education as Dr. Benjamin F. Baker, Mary Wilbur Weeks Burroughs and C.F. Powell.

Dr. Sanford. D. Bishop, Sr. joined the teaching staff of "The Branch" in 1938 as an instructor of English and music. In 1941, he was named dean.

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. Dr. Bishop was appointed president of the new independent junior college. In 1971, the Alabama State Legislature renamed the college to S. D. Bishop State Junior College.

Upon the death of Dr. Bishop on June 21, 1981, Dr. Joseph Christopher Mitchell was selected to serve as interim president. In September 1981, Dr. Yvonne Kennedy was appointed as the second president.

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.

Southwest State Technical College, now the Southwest Campus of Bishop State Community College, was established to provide postsecondary vocational training in the Mobile area under the 1947 Regional Trade School Act. The city of Mobile provided the 26 acres of land for the campus. The first graduates, in 1954, were 15 members of a practical nurse program who had begun classes in January 1953. The College officially opened in May 1954 with an enrollment of 100 students in eight programs.
Carver State Technical College, now the Carver Campus of Bishop State Community College, was chartered by the Alabama State Legislature on January 1, 1961. It was constructed in 1962 in the Toulminville area of Mobile. On November 19, 1976, the Alabama State Board of Education approved changing the name of Carver State Technical Trade School to Carver State Technical Institute and later to Carver State Technical College.

In 1995, the college added an extension to the Main Campus with the opening of the Baker-Gaines Central site. This site was formerly the historic Central High School. The facility houses the Division of Health Related Professions. In addition, it includes a museum, child care center, 1,200-seat auditorium, multimedia center and a bookstore.

Dr. Kennedy was president for 26 years, retiring on July 30, 2007. James Lowe became the interim president on August 1, 2007, and on May 22, 2008, the Alabama State Board of Education appointed him President.

VISION STATEMENT

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.

MISSION STATEMENT

The Mission of Bishop State Community College is to provide high-quality educational opportunities and services that are responsive to individual and community needs for the citizenry of Mobile and Washington counties at an affordable cost. The College utilizes traditional and distance learning to accomplish its mission. Bishop State Community College fulfills its mission by offering the following:

- Transfer education designed to prepare students at the freshman and sophomore levels for transfer to other colleges and universities.
- General education courses in the liberal arts and sciences to support all college degree programs.
- Technical, vocational, occupational, and career education courses that prepare students for immediate employment, retrain existing employees, and promote local and state economic stability and competitiveness.
- Partnerships with business, industry, and professional groups to assess and fulfill training needs to meet workforce demands.
- Developmental education to assist individuals in order to improve learning skills and overcome educational deficiencies to bring their basic skills to a level appropriate for college-level work.
- Academic support services that include a learning resource center and basic skills activities that enhance instruction.
- Student support services that provide advising, counseling, tutoring, financial assistance and social and cultural activities for all students, including those with special needs.
• Continuing education and personal enrichment opportunities that support lifelong learning and the civic, social, and cultural quality of life.
• Conducive learning environments equipped with classroom technology and attractive physical campuses.
• Continuous assessment through research and development of programs and services and the utilization of results for improvement.
See Appendix A for organizational charts of Bishop State Community College
ADMINISTRATIVE POSITION DESCRIPTIONS

Chancellor

The Chancellor is appointed by the State Board of Education and serves at the pleasure of the Board. He acts as secretary and executive officer of the Board for all matters relating to postsecondary institutions under the control of the Board. The Chancellor is responsible to the State Board for the operation, management, and control of all Alabama State Junior, Community, and Technical Colleges.

Alabama Commission on Higher Education

The Alabama Commission on Higher Education was created by the Legislature to serve as the coordinating body for all public higher education in Alabama. The Commission is charged with the responsibility for long-range planning and funding recommendations for institutions of higher education.
BISHOP STATE COMMUNITY COLLEGE PROFESSIONAL STAFF

President

The President is the chief administrative officer of the College and is in direct reporting relationship to the Chancellor, Postsecondary Education Department, for the total direction of the College, its goals, instructional programs, financial affairs, personnel administration, public relations and overall programs. The President is responsible for:

- Organization and administration of the College.
- Development of long-range plans to provide continued growth and improvement of the community college.
- Recruitment, appointment, promotion, and termination of all personnel.
- Development, with the administration and faculty, of a budget for approval by the State Board of Education.
- Planning of educational and plant facilities.
- Working with proper local and staff officials regarding matters affecting the College.
- Reviewing all official college publications and submitting such publications (including the school calendar) to the Chancellor for approval.
- Completion of all school reports required by state agencies or requested by local and national agencies.
- Interpreting the community college program to the community.
- Maintaining all accreditation standards or other standards of the State Board of Education.
- Delegating authority and responsibility to other administrators, staff and faculty members and holding these individuals to full discharge of their duties.
- Submitting to the Chancellor reports and requesting approval of such items as directed by State Board Policy.

Dean of the Academic Services

The Academic Dean serves as the Dean of the Academic Services and reports directly to the College President. The Dean has the responsibility for curricular programs and instruction in the Academic School and supervises library services.

Dean of Technical Education and Workforce Development

The Technical Dean serves as the Dean of Technical Education and Workforce Development and reports directly to the President of the College. The Dean has responsibility for the curricular programs and instruction in the Technical School.
Dean of Students

The Dean of Students reports to the President of the College and has responsibility for developing, supervising and evaluating a comprehensive program of student development services for the four campuses and insuring that the Division of Student Development Services remains as an integral part of the total College program and is supportive of the College's philosophy and objectives on all campuses.

Dean of Business/Finance

The Dean of Business/Finance reports to the President and has responsibility for data processing, construction and capital acquisition, cash management and analysis, trial balance and general ledger, budgets, financial statements, purchasing approval, payroll maintenance administration and campus security.

Director of the Carver Campus

The Director of the Carver Campus reports to the Dean of Technical Education at the Southwest Campus, and is responsible for overall administrative management of the campus to which she or he is assigned. Under the policy-level guidance of the President, the Director plans, organizes and manages all activities of the campus, and is responsible for ensuring that the College's goals and objectives are achieved on the campus.

Director of the Central Campus/Coordinator of Federal Programs

The Campus Director is responsible for the overall administration of the campus to which he or she is assigned. The Campus Director will be responsible for, planning, organizing, directing, and managing all campus operations. The Campus Director/Coordinator of Federal Programs is also responsible for reviewing expenditures of federal programs.

Manager, Student Financial Aid and Veterans Services

Manages the Financial Aid Office for all campuses through the coordination of the administration, processing, awarding and reporting requirement of Title IV Financial Aid programs and agency sponsored programs. The manager supervises the financial aid staff and functions of the financial aid office.
Director of Human Resources

The Director of Human Resources reports directly to the President and oversees the personnel activities of the College. The Director's responsibilities include interpreting and communicating federal and state laws governing employees, as well as other personnel maintenance activities.

Director of Institutional Effectiveness

The Director of Institutional Effectiveness reports directly to the President of the College and is responsible for institutional research and planning, as well as resource development of the College. The Director supervises the institutional research staff that collects and analyzes data, prepares research reports, coordinates planning and monitors institutional effectiveness for the College.

Director of Information Technology

The Director manages the IT/MIS department, including personnel and the College’s computer network resources. The Director provides direction to the department and the College in all areas related to technology.

Director of Public Relations

The Director of Public Relations reports directly to the President and serves as the communications specialist of the college. The Director's responsibilities include developing and maintaining a strategic plan for the College's external relations; maintaining effective working relations with the electronic and print media; managing internal distribution of information; coordinating and supporting public relations programs of campus units; and developing and coordinating college advertising campaigns.
INSTITUTIONAL PLANNING TEAMS

Assignments and Appointments of Institutional Planning Teams

The assignments and appointments of institutional planning teams are made by the President of the College with input from other administrative personnel. Institutional planning teams serve an important function in the implementation of College activities and in long-range planning. The College practices shared governance based on respect for the opinions and ideas of members of the faculty, staff and administration. Through the institutional planning teams, faculty, staff and administrators are given opportunities to make recommendations and suggestions to the College administration relative to operations and policies. Minutes of all teams meeting must be forwarded to the President’s office to be filed.

Curriculum Committee Team

The Curriculum Committee Team reviews curricula offerings in all areas on a regular basis to assure currency, appropriateness, integrity, and quality. Any proposed changes to the college curriculum must be evaluated and approved by the committee and recommended to the Dean. The committee serves in an advisory capacity to the Dean on matters affecting curricula offerings.

Education and Facilities Master Planning Team

The Education and Facilities Master Planning Team has responsibility to work with administrators and faculty to ensure their involvement in the facilities planning process, and make recommendations to the College President on major capital expenditures, including construction of new facilities and the renovation of existing facilities. The Team also has responsibility to develop a plan for the upkeep of the property of the College, the routine maintenance, preventive maintenance and where appropriate, deferred maintenance of buildings, of grounds, and equipment.

Emergency Management Team

The Emergency Management Team has responsibility for enabling the College to maintain a healthy, clean, secure and educational environment for the students, faculty, staff and visitors on all campuses. The Team is responsible for preparation of a comprehensive safety plan that will give special attention to the provision and use of adequate safety equipment in laboratories and other hazardous areas; to the modification to buildings in order to provide easy egress in the event of fire or other emergency and to developing and familiarizing all building occupants with emergency evacuation procedures.
Faculty and Staff Professional Development Team

The Faculty and Staff Professional Development Team are responsible for developing professional development activities for faculty and staff. The Team makes and receives suggestions from administrators, faculty and staff for professional development activities, develops schedule of intra-college professional development activities, and recommends faculty and staff for professional development activities in and out of state. The Team conducts formative and summative evaluation of professional development activities.

Financial Aid, Admission and Business Office (FAAB)

The Financial Aid, Admissions and Business Office Team serves as an advisory board for financial aid assistance programs. Specific functions of the team are to review and approve recommendations for changes in financial aid, admissions, and business office policies and procedures, and monitor and oversee financial aid activities at the College.

General Education Assessment Team (GEAT)

Technical Education Assessment Team (TEAT)

These teams are charged with designing, implementing and evaluating a college-wide outcome assessment program. GEAT assesses learning outcomes that all Bishop State Community College associate degree graduates would be expected to achieve. TEAT assesses learning outcomes initiative to identify technical education and program learning outcomes for all courses.

Information Technology Team

The Information Technology Team advises the College President on the strategic direction and planning of the College’s IT resources and operational standards and policies required to insure efficient institutional use of computing network infrastructure, and information resources.

Quality Enhancement Plan Team

The Quality Enhancement Plan Team will oversee, assess, and revise, as needed, all aspects of the long-range plan. The Team must decide which standardized assessment tests, surveys to administer within the timeline established in the QEP document, how to include evaluation of the goals and student learning outcomes within the cycle of Institutional Effectiveness for the College, and analyze the data collected each year of the five-year cycle.
President’s Administrative Team

The President’s Administrative Team constitutes the major decision-making body of the Institution. Policy and procedures, goals and objective, are formulated, reviewed and revised if necessary. The decisions of the Administrative Team, regarding the total operation of the College based upon the governance policies of the Alabama State Board of Education, Department of Postsecondary Education, recommendations of the various teams, and data provided through various surveys and questionnaires conducted throughout the College and community by the Department of Institutional Research and Development.

Strategic Planning Team

The Strategic Planning Team acts in an advisory capacity and guides the planning and evaluation processes of the College. The Team collects, correlates, compiles and disseminates the documented plans from the institution’s academic programs, administrative and student support operations. The Committee advises the administration as to the identification and evaluation of the College’s mission, goals, and objectives.

Student Services Team

The Student Services Team reviews and makes recommendations in special cases for students applying for admission or re-admissions to the college for reasons of scholastic deficiency or inappropriate conduct. This Team is also responsible for evaluating regularly the admission policies, and registration policies and procedures.

Workforce and Economic Development Team

The Workforce and Economic Development Team assist the College’s Training for Business and Industry Program identifying critical economic development needs within the College’s service delivery area. With renewed emphasis on education and training as a key to economic development and training partnerships with business, labor, and government which will provide the skills necessary to enable local business and industries to be competitive locally, nationally and globally.
COMPLIANCE WITH FEDERAL LAW

AMERICANS WITH DISABILITIES ACT
EMPLOYEE REQUEST FOR ACCOMMODATION

The Americans with Disabilities Act prohibits discriminating against individuals with disabilities. The ADA also prohibits retaliation against an employee for taking any action pursuant to the Act.

Definition of Disability: The ADA states that an individual is disabled if s/he:

- has a physical or mental impairment that substantially limits one or more of the individual’s major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

Definition of Qualified Individual: The term “qualified individual with a disability” means:

- An individual with a disability,
- who can perform the “essential functions” of the employment position,
- with or without reasonable accommodation.

Employers are required to provide reasonable accommodation to the known limitation(s) of a person with a disability, as defined by the ADA.

In order to establish the existence of a disability and request reasonable accommodation under the ADA, an employee must complete and submit a Request for Disability Accommodation Form to Human Resources. (Appendix B).

Employees seeking a reasonable accommodation under the ADA must follow the Employee Accommodation Procedures.
AMERICANS WITH DISABILITIES ACT
EMPLOYEE ACCOMMODATION PROCEDURES

1. **Documentation of Disability**: When submitting a Request for Disability Accommodation Form, the employee must provide documentation of the disability from an appropriate health care provider. The employee will be required to sign a Medical/Health Care Information Release Form, so that the health care provider can provide the College with the appropriate documentation.

Upon request, the supervisor will provide a written description of the essential functions of the job, which may include the mental and physical demands of the employee’s job.

It is the employee’s responsibility to ensure that the medical documentation/information requested is provided.

2. **Temporary Accommodations**: After consultation with the employee and the supervisor, temporary accommodation may be provided pending receipt and evaluation of the documentation of the disability.

3. **Evaluation of Documentation**: Upon receipt of documentation from an employee’s health care provider, a determination will be made as to whether the employee has a disability as defined by the ADA, and if the employee can perform the essential functions of the position, with or without reasonable accommodation.

4. **Final Determination and Notification to Employee**: The College has the authority to make the final determination regarding what accommodation, if any, is appropriate. When a final determination is made, the Director of Human Resources will send written notification to the employee of the determination, whether an accommodation has been granted, and if so, will specify what accommodation has been granted. Notification will also be given to the employee’s supervisor.

5. **Right to Appeal**: If an accommodation is denied, the employee may file an employee grievance.
Drug-Free Workplace Policy

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

1. The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by the College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of the College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)

2. Bishop State Community College has and shall maintain a drug-free awareness program to inform employees about:
   a. the danger of drug abuse in the workplace;
   b. Bishop State Community College's policy of maintaining a drug-free workplace;
   c. any available drug counseling, rehabilitation, and employee assistance program; and
   d. the penalties that may be imposed upon employees for drug abuse violations.

3. All employees of Bishop State Community College shall comply with paragraph 1 above.

4. Any employee who is convicted by any Federal or state court of an offense which constitutes a violation of paragraph 1 above shall notify the President in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."

5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a Federal contract or grant, Bishop State Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Bishop State Community College is required under P.L. 100-690.

6. In the event an employee violates paragraph 1 above or receives a conviction as described in Paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Bishop State Community College shall also reserve the right to require said employee, as condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

7. Bishop State Community College shall make a good faith effort to ensure that paragraphs 1-6 above are followed.

8. Each employee of Bishop State Community College shall receive a copy of this policy.

In conjunction with its Drug-Free Workplace Policy, the College also complies with the Omnibus Transportation Employees Testing Act of 1991. This act relates to those employees possessing or required to possess a Commercial Driver’s License (CDL).
Family Educational Rights and Privacy Act (FERPA)

Students’ Rights and Privacy Act

Employees of Bishop State Community College have an important responsibility to students under the Family Educational Rights and Privacy Act (FERPA). It is important that faculty understand their role as guardians of the students’ right to privacy. The following are some provisions of the Family Educational Rights and Privacy Act.

1. Instructors and counselors may keep private notes on students; however, FERPA allows limited access to these notes. If faculty discuss this information with one person other than a substitute who needs to know, unauthorized access has been allowed.

2. Faculty should not disclose any personal information about a student to anyone outside this institution. This includes parents and trusted friends. All such disclosures are subject to written approval by students; therefore, all requests for disclosure of any kind should be referred to the Registrar’s Office. Though FERPA allows for the release of “directory information” on students, it is the faculty member’s responsibility to ascertain if the student has made a written request to the Registrar that the College not release such information. Within this limitation, it is preferable that all faculty refer such questions of “directory information” to the Registrar unless the request is accompanied by a signed release from the student.

3. Work-study students who have access to any type of student information shall be informed of the seriousness of revealing student information to other parties.

4. Instructors should note that students must be allowed access to academic records and may challenge their content. Therefore, it is incumbent upon faculty to maintain clear and accurate records that can be explained and justified.

5. Grades should not be posted.

6. Anyone having an access code to the computer system should not share it unless specifically authorized. A student worker should never have access to an access code.
EMPLOYMENT POLICIES

Non-Discriminatory Policies

The Alabama Board of Education, through the Alabama Department of Postsecondary Education, proclaims nondiscriminatory practices in Alabama two-year institutions under the jurisdiction of the State Board of Education. It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons will not, on the basis of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. Inquiries concerning this policy, as it relates to two-year institutions, should be directed to the Office of Legal and Human Resources of the Alabama Department of Postsecondary Education. Inquiries regarding local application may also be made to: Director of Human Resources, Bishop State Community College, 351 North Broad Street, Mobile, Alabama, 36603-5898.

Hiring Process for Full-Time Positions

1. Search Committee shall be appointed by the President. The Committee shall include membership that is at least 40% black and at least 50% female.

2. Each position to be filled should be justified and recommended by the appropriate administrator and approved by the President.

3. The position announcement shall be developed from the position description, as recommended by the appropriate administrator and approved by the President.

4. The position announcement shall be posted on the College’s website.

5. All application materials shall be received by the Human Resources Office.

6. If more than ten (10) applications are received from persons who meet minimum qualifications, the President, in conjunction with the Search Committee, has the option of conducting a preliminary screening of these applicants to determine at least ten (10). The President’s participation in the preliminary screening cannot be delegated to anyone else.

7. Selected candidates for the positions shall be interviewed by the Search Committee. After the interviews, the Committee shall recommend to the President in alphabetical order the top three finalists. The three finalists shall be interviewed by the President, who may select to include appropriate administrators.

9. After interviews are concluded and recommendations have been reviewed, the President shall notify the Personnel Office regarding the employment decision.

10. The Personnel Office shall notify all other applicants interviewed.
CLASSIFICATION OF PERSONNEL

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

ADMINISTRATOR
An administrator is any professional staff person whose salary is determined from Salary Schedules A, B, C1, C2, and C3 and adopted by the Alabama State Board of Education.

SUPPORT
A support person is any support or technical staff person whose salary is determined from Salary Schedules E or H adopted by the Alabama State Board of Education.

TYPES OF EMPLOYMENT

FULL-TIME EMPLOYEE
Full-time employees work the standard College week and are eligible for leave and other benefits described in this handbook.

PART-TIME EMPLOYEE
Part-time employees are employed for less than 20 hours per week. Part-time employees do not accrue leave or qualify for other staff benefits.

TEMPORARY EMPLOYEE
A temporary employee is employed for a specific amount of time and does not accrue leave or qualify for other staff benefits.
CRIMINAL BACKGROUND CHECKS

A criminal background check shall be conducted on all applicants and current employees at each institution. Individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment. Employees hired in violation of this policy will be subject to termination in accordance with the Students First Acts of 2011. Applicants and current employees convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President or the Chancellor’s approval that the applicant or current employee is suitable for employment. 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 likelihood of the recurrence of the questioned conduct; or (d) any extenuating circumstances. Current employees determined to be unsuitable for employment based on a felony conviction or conviction of a crime involving moral turpitude shall have the right to appeal directly to the Chancellor. Within 10 days, any employee convicted of a felony or crime involving moral turpitude subsequent to being criminal background check must report the conviction to the President.

GARNISHMENTS

State agencies must accept garnishments under Section 6-6-483, Code of Alabama, 1975.
REDUCTION IN FORCE OPERATIONAL GUIDELINES

Pursuant to State Board Policy 624.01 Reduction in Force, the President of Bishop State Community College shall have the authority to request from the Chancellor of the Alabama Community College System to seek approval from the State Board of Education to implement the College’s reduction-in-force guidelines. Upon the formal approval by the State Board of Education of the College’s implementation of its reduction-in-force guidelines, the President shall, as soon as possible, notify all employees affected by the reduction-in-force. Reduction decisions will be made without regard for the employee’s race, color, sex, religion, national origin, age, disability, or any other unlawful reason.

Bishop State Community College shall implement a reduction in force for reasons that include the following circumstances:

- lack of sufficient funds;
- a decline in enrollment in a given course, program, or discipline to the extent that continuation of the course, program, or discipline, is, or will likely become, economically unreasonable;
- a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes;
- Loss of funding for a particular program, project or grant;
- Other conditions that may cause a reduction in the number of faculty and staff needed in a department.

The guidelines developed pursuant to State Board Policy 624.01 shall only be used when circumstances justify the implementation of the guidelines and will not be used to remove an employee for lack of satisfactory performance.

GUIDELINES:

Responsibility of Top Level Administrators

At the request of the President, and in keeping with the circumstances necessitating a reduction in force, Directors, Department Heads, and Deans (Academics Services, Finance, and Student Services) shall critically review his/her departments and determine the potential reduction of position(s)/personnel in his/her areas of responsibility.

Each administrator will file with the President a written report of his/her review and recommendation. The written report must include a thorough evaluation of the accomplishments of specific programs, the need for particular positions, and the value of specific employees, inclusive of relative skills, knowledge and productivity. This report must also include a statement that “a reduction in force can be accomplished without interrupting the highest level of service to the public.”
Bishop State Community College shall identify each of its employees in terms of each employee’s job description (to include minimum qualifications) and organizational unit and shall make this information available to each employee. Bishop State has identified its organizational units by grouping positions in a job group category.

**Non Renewal of Probationary, Temporary, and Part-time Employees**

Probationary, temporary and/or part-time employees shall be released prior to the release of any non-probationary employees. The President of the College shall furnish the affected employee written notice of non-renewal at least fifteen (15) calendar days prior to the effective date of termination.

**Non-Probationary Faculty and Staff**

In keeping with the circumstances for reduction in force, non-probationary faculty and staff shall be released based on the initial date of continuous employment.

In the event of an approved reduction-in-force affecting a full-time, non-probationary employee, the College shall:

- Conduct an internal workforce analysis taking in consideration any applicable court order or consent decree, paying close attention to those positions that are paid from salary schedules B,C1,C2,C3, and D, and;
- Review targeted positions (positions identified by top level administrators), taking in consideration seniority and minimum qualifications.

**Loss of Federal and External Agency Funding**

In the event that the Federal government or other external funding agencies discontinue or reduce funding to the point where the position which the employee is employed cannot be fully funded, the President shall take into account that such funding discontinuation and/or shortage may be considered by the College as just cause for reduction in force.

The College shall make every effort to review Federal and external agency funding budgets, prior to issuing a Letter of Appointment to any employee who is employed in a position that is funded by sources other than state funds. If an employee’s funding source is non-renewed, and the College has issued a Letter of Appointment for the academic year in which the reduction in force is effective, the College will issue to the employee at least a thirty (30) day notice of termination, prior to the end of the employee’s contract.
**Students First Act**

In the event of an approved reduction in force affecting a full-time non-probationary employee, the College will ensure that any and all potentially affected employees who are covered by the Student First Act (Code of Alabama 16-24C-1) receive due process. *(Appendix C)*

**Office of Human Resources**

The Office of Human Resources will meet with each employee who is affected by a reduction in force. The Director will assist the affected employee with benefits and other pertinent information. The Director shall request updated address and/or contact information.

**Impact of Reduction in Force on Benefits**

- **Annual Leave** – Payment for unused annual leave is made in the last paycheck at termination.
- **Sick Leave** – Unused sick leave balances will remain on file. An employee who has ten years or more may request in writing that the balance of his/her sick leave be forwarded to the Retirement System of Alabama. There is no pay for sick leave at time of termination.
- **Retirement contributions** – Contributions to retirement plans are discontinued at time of termination.
- **Medical Insurance** – Medical coverage may be continued in accordance with COBRA, which generally allows for coverage continuation for 18 months beyond the termination date at the employee’s expense.
- **Unemployment Compensation** – Employees who are terminated as a result of reduction in force may be eligible for unemployment compensation. It will be the employee’s responsibility to apply for unemployment compensation.

**Recall Rights**

A full-time non-probationary employee terminated pursuant to these guidelines shall have recall rights for a period of one year from the effective date of his/her termination. The person who formerly held a position which again becomes available shall be notified in writing by the President of position availability. The notice from the President will be delivered by certified mail. The former employee shall have ten (10) calendar days from the date of receipt of the President’s notification to accept or reject the opportunity for re-employment. If the former employee refuses an offer of employment pursuant to these guidelines, his/her rights of recall are forfeit.
Conflict of Interest in Employment

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

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

1. Conducting business with an individual or entity in which you or your relative has a personal, managerial or substantial financial interest;
2. Maintaining an external consulting or other business or employment relationship with a supplier, vendor or competitor of Bishop State Community College which would impair your independence of judgment in the performance of your duties at Bishop State Community College;
3. Competing with Bishop State Community College, or competing with other external vendors for Bishop State Community College business, whether as an individual, an employee of another organization, or through a separate entity owned or operated by you or your relative that exists outside of your employment duties with the College;
4. Directly supervising or evaluating the work of a relative;
5. Unauthorized use of confidential, privileged or proprietary information obtained in connection with an employee’s position, or use of such information for an employee’s personal benefit or the personal benefit of another;
6. Making use of any Bishop State Community College asset, including the College’s name and trademark, resources, or supplies outside the scope of employment;
7. Participating in any way in any negotiation or transaction between Bishop State Community College and a business entity in which you or your Relative has a personal, managerial or substantial financial interest;
8. Participating in any decisions concerning initial appointment, retention, termination, promotion, salary, or leave of absence, that involves either a direct benefit or a detriment to a Relative;
9. Soliciting personal gifts or special favors from individuals or entities that provide, or seek to provide, services or supplies to Bishop State Community College.
CONSULTANT/OUTSIDE EMPLOYMENT

Employees of the College will not engage in any outside employment which would: (1) disrupt or interfere with operation of the College, (2) directly compete with the College, (3) impose additional financial burden upon the College, or (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama).

Employees must not conduct any outside employment, business activity or political activity during College working hours nor use any College property, equipment or facilities for any private enterprise or political activity, unless approved by the President. Furthermore, employees shall not use any college property for personal gain.

Employment of Relatives

Bishop State Community College complies with State Board Policies 205.03: Employment of Relatives; 205.04: Disclosure of Employment of Relatives; and 205.05: Supervision and Evaluation of Relatives. (Appendix D)

All applicants for employment must disclose certain relationships to employees in the Alabama Community College System or to any member of the State Board of Education.

Upon initial employment, all employees must complete a Family Relationship Disclosure Form. (See Appendix) A revised form must be completed within 15 days of a change of circumstances relating to this information. Additionally, a revised form must be completed if an employee changes positions at the College.

All applicable relationships will be reported to the Chancellor’s office as required, to be reviewed for possible conflicts of interest.
LETTER OF APPOINTMENT

Instructional

The President of Bishop State Community College may offer a letter of appointment to **full-time faculty, counselors and librarians** for the nine-month academic year, as appropriate, provided there is sufficient enrollment and availability of funds. **Employment during the nine-month academic year does not guarantee employment during the summer term.**

**Part-Time Faculty** - A letter of appointment for part-time instructors is limited to semester–to-semester. Neither non-probationary status, nor seniority is attained through part-time employment. However, a part-time instructor may be offered a letter of appointment for respective subsequent semesters if the instructor received satisfactory student and supervisor evaluations and provided there are sufficient funds and enrollment to support the issuance of a letter of appointment.

**Non-instructional**

The President of Bishop State Community College has the authority to offer a letter of appointment to any full-time or part-time non-instructional employee as appropriate, provided there is sufficient enrollment and availability of funds.
FAIR LABOR STANDARDS ACT COMPLIANCE

The State Board of Education and the institutions under its direction and control shall comply with the applicable provisions of the Fair Labor Standards Act. Administration of the FLSA shall be in conformance with regulations and guidelines issued by the Chancellor.

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 nonexcluded 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 the amendments adopted on November 13, 1985, was April 15, 1986.

B. These guidelines addressing the issue of overtime compensation only apply to those employees who come under the overtime provisions of the Fair Labor Standards Act (FLSA).

C. 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.

D. For your convenience, relevant provisions of the United States Code and the Code of Federal Regulations are cited following each of 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 Nonexempt employee may be required to work overtime

A. A nonexempt employee may, upon mutual agreement of the employee and institution, work more than forty (40) hours during a workweek.

B. A nonexempt employee may 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 institution 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 all other qualified employees who were 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 institution has previously 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

   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 exists, 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 exits.

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

IV. Nonexempt 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 (1½) 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 institution. 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 Two or More Types of Jobs

A. In a situation where an employee's normal employment involves two or more different types of nonexempt 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 (1½) 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 (1½) 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 workweeks 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 one and one-half times the normal rate), either in the form of pay or compensatory time off at one and one-half 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 nonexempt employee may be entitled to overtime compensation for hours worked during a workweek in excess of forty (40).

(Reference: 29 CFR 77.102)
IX. Options for Compensation

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 (1 ½) times the rate of actual overtime hours worked for the workweek. For example: if an employee works four (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 (1 ½) times the employee’s normal hourly rate for each hour of over time 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 to 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 workweek 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 workweek. 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 higher.

(Reference: 29 USCA sec. 207(o))

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 of regular working hours, need not be counted as working time. Where a training course is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee’s job even though the course incidentally improves his skill in doing his regular work.

785.30 Independent training.

Of course, if an employee on his own initiative attends an independent school, college or independent trade school after hours, the time is not hours worked for his employer even if the courses are related to his job.

785.31 Special situations.

There are some special situations where the time spent in attending lectures, training sessions and courses of instruction is not regarded as hours worked. For example, an employer may establish for the benefit of his employees a program of instruction which corresponds to courses offered by independent bona fide institutions of learning. Voluntary attendance by an employee at such courses outside of working hours would not be hours worked even if they are directly related to his job, or paid for by the employer.

XIII. Travel Time

The following is excerpted from 29 CFR 785 of the Federal regulations adopted to carry out the FLSA.

785.35 Home to work; ordinary situation.
An employee who travels from home before his regular workday and returns to his home at the end of the workday is engaged in ordinary home to work travel which is a normal incident of employment. This is true whether he works at a fixed location or at different job sites. Normal travel from home to work is not work time.

785.36 Home to work in emergency situations.

There may be instances when travel from home to work is overtime. For example, if an employee who 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 worked. (Walling v. Mid-Continent Pipe Line Co., 143 F. 2d 308 (C.A. 10, 1944))

785.39 Travel away from home community.

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly worktime 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 nonworking 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 worktime 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 worktime 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 nonexempt 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.


EMPLOYMENT WORK SCHEDULE
DUTY DAYS
Instructors, Counselors, and Librarians

Full-time instructors, librarians and counselors employed on a nine-month letter of appointment shall work 175 days. Those employed for the summer term shall work 54 days. Instructional personnel are exempted from overtime pay or compensatory time off at time and one-half.

Non-Instructional

Days that the College is open are official duty days for administrators and full-time support personnel. The College is open on all days except Sundays and holidays. Duty days for Security Personnel may include Saturday and Sunday, depending on the work schedule.

Bishop State Community College observes the following holidays (New Year’s Day, Dr. Martin Luther King’s Birthday, Monday before Fat Tuesday and Fat Tuesday (Mardi Gras Days), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. Additional days may be designated as local holiday by the President for inclusion in the College Calendar.

Work Schedule

Specific duties of faculty members and the hours involved shall be determined by the President. Each full-time instructor, librarian and counselor is required to work a minimum of 35 hours each week, excluding the lunch period, or any regularly scheduled breaks. This does not mean that each instructor is to be on duty seven hours per day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, student counseling, and preparation. Weekly work schedules must comply with guidelines set forth by the administration and State Board policy. Instructors are expected to meet all classes, including final examinations, when and where scheduled unless explicit prior approval to do otherwise has been granted by the academic dean or division chairperson. Instructors are required to submit copies of their semester work schedules to appropriate supervisors. Instructors are to post office hours and class hours for the convenience of the students and to comply with State Department guidelines.

Full-time administrators and support personnel are expected to maintain a weekly work schedule that includes 40 hours per week, excluding the lunch period and other regularly scheduled breaks. Unless otherwise approved, this schedule should be between 8:00 a.m. until 5:00 p.m., normally Monday thru Friday. These times may vary depending upon the department schedule. If it should become necessary for an employee to work outside of the normal schedule, these changes must be approved by the immediate supervisor and the President. During the operation of the College for the summer term, the President will make a decision to alter the weekly work schedule. Staff employees must work forty hours per week. Administrators and support personnel work 260 days per year.

Administrators are exempted from overtime pay or compensatory time off at time and one-half. Support personnel paid from Salary Schedule E and H are non-exempt and is eligible for overtime pay or compensatory time off at time and one-half for hours worked over 40 in a given workweek.
SUMMER TERM POLICY FOR EMPLOYMENT OF INSTRUCTORS

The summer term is a separate entity, distinct from the fall and spring semesters; therefore, certain guidelines are set up to insure an equitable procedure for selecting personnel for summer term employment.

Need/Priority for Teaching Full Time
The Academic and/or Technical Dean, Directors and Division Chairpersons will establish, based on student needs, the number of classes by division and/or program to be offered during the summer session.

1. First priority for teaching will go to the Divisional Chairpersons because of the administrative duties expected of them in addition to their teaching.

2. A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of a nine month contract (fall and spring semesters) with a state community, junior, or technical college, shall have first option (over part time or temporary employees) for employment at that 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, counselor, or librarian who attained tenure prior to September 1, 1979, and who is employed by virtue of a nine-month contract with a technical college or technical division of a community college, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time technical college/division employees covered by this policy at the institution; and (6) 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. The summer employment policy for the college must be based upon a seniority principle, a rotation principle, or a combination thereof.

Flexible Work Schedule

All Alabama Community College System employees engaged in outside employment or activities during their normal work hours must request personal, annual or unpaid leave in accordance with State Board Policy. Unpaid leave may be granted only in accordance with and for the reason outline in Policy G/2.3 in this Handbook.

In circumstances other than those specified in paragraph one, a flexible work schedule may be granted upon approval of the Chancellor. A flexible work schedule may be granted to employees in compliance with the Americans with Disabilities Act as a reasonable accommodation when appropriate.

This policy shall supersede all other policies with respect to employee work schedules and assignments.
Instructor Load

The duties of an instructor will be determined by the President, with the understanding that good professional judgment will be exercised.

The number of preparations, the number of students taught, and the number of contact hours should be considered in determining instructor loads.

No distinction is made between day, extended day, weekend, evening, and off-campus programs. Personnel will be employed to provide education for those enrolled, regardless of the day and time of day.

The maximum number of credit hours per week for a full-time academic instructor shall not exceed 15 to 16 credit hours during the fall and spring terms and shall not exceed 12 to 13 credit hours during the summer term. The maximum number of contact hours per week for a full-time technical instructor shall not exceed 35 contact hours during the fall and spring terms and shall not exceed 30 contact hours during the summer term.

Instructor Overload

A full-time instructor may be employed to teach a maximum of one additional course and/or lab per term for pay, if approved by the President. Full time technical program instructors may be employed to teach a maximum of 15 additional contact hours per week for pay, if approved by the President. The overload course must be taught outside the normal teaching load of the instructor and the pay must be at the prevailing part time local salary rate of the college. Overloads with pay will be approved for instructors who teach beyond the full time load or equivalent as determined by the President. Proposed faculty overloads not in accordance with these standards must be approved by the Chancellor. For example, if an instructor is teaching 15 semester credit hours, he/she may teach one (1) additional course and will be paid for three (3) additional hours at the same rate of a part time instructor.
EXTRA DUTY PAY

Division Chairs

Alabama State Board of Education policy provides that the President may designate a chairperson of a department or division having three or more full-time faculty members, with the department chairperson being counted as one of the three. Further, Alabama State Board of Education policy provides that a salary supplement of Four Hundred Dollars ($400.00) per month shall be paid to the department or division chairpersons. The standard teaching assignment for a chairperson of a division is one course load reduction per term. Exception to this policy must have written approval of the Chancellor.

Head Librarian

Alabama State Board of Education policy provides that the President may designate at least one full-time professional staff member as head librarian. A salary supplement of Four Hundred Dollars ($400.00) per month shall be paid to the head librarian.

Absence of the President

Alabama State Board of Education policy provides that the President may designate one individual paid from Salary Schedule B to be in charge in the absence of the President. A salary supplement of Two Thousand Dollars ($2,000.00) annually shall be paid to that person.
METHOD OF SALARY PAYMENT

Salaries of all employees are paid the last work day each month.

1. Persons beginning or ending employment on a date which does not coincide with the regular beginning and ending dates of the academic year shall be paid on a daily rate based on the actual number of working days they are on duty.
2. The daily rate for the nine-month term (academic year) shall be determined by dividing the nine month salary by 175 working days.
3. The salary schedule for faculty requires 175 duty days for the academic year (fall and spring semesters) and 54 days for the summer term.
4. For administrative and support staff, the daily rate shall be determined by dividing the annual salary by 260 working days.
5. Employees are encouraged to be paid by voluntary direct deposit. However, a paper check is issued upon an employee’s request.

Method of Payment for Part-time Employees

Hourly Paid Employees

Part time employees who are paid hourly must submit monthly time sheets. The time period for payroll purpose begins with the 21st day of the previous month to the 20th day of the current month. The time sheet must be signed by the employee and the immediate supervisor and then submitted to the Business Office not later than the 21st of the month. If the 20th of the month falls on a weekend or holiday, the time sheet must be submitted on the last business day preceding the weekend or holiday. Time sheets that are not submitted by the cut-off date each month will not be processed until the next payroll period.

Credit Hour

Part time instructors who are teaching by credit hours are paid four installments for the semester. The four installments for the Fall Semester include September, October, November and December. The four installments for the Spring Semester include February, March, April and May. There are three installments for the Summer Semester that include June, July and August.
PERSONNEL RECORD INFORMATION

An employee’s personnel file includes an employment application, a resume’, an official transcripts, a job description, performance evaluations, personnel actions such as rank changes, accommodations, etc., and other pertinent information. 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. Anyone wishing to inspect the contents of his/her personnel file may do so when the custodian of the records is available.

RESIGNATIONS

All instructional personnel intending to resign must give written notice of resignation at least thirty (30) days prior to the beginning of a semester. Each instructional staff member will complete all instructional duties and be cleared by the Dean and President for any semester started, except by mutual written agreement by both parties. All other personnel must give a minimum of thirty (30) days written notice prior to resignation, except by mutual agreement of the President and employee.

RETIREMENT

The Teachers’ Retirement System of Alabama requires that an applicant for retirement file a retirement application not less than thirty (30) days but not more than ninety (90) days before the first of the month in which retirement is to be effective. Persons who are retiring must submit a resignation letter to the President, stating the date of resignation of employment, with a copy to the Office of Human Resources, at least thirty (30) days prior to the retirement date. Appropriate forms and information regarding retirement are available online at www.rsa-al.gov

ABANDONMENT OF POSITION

Bishop State Community College complies with State Board Policies 618.01: 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.
EVALUATIONS

State Board of Education Policy requires that all College personnel be evaluated annually. Faculty evaluation procedures include student assessment, faculty self-assessment and assessment by the academic dean and or division chairperson. Part-time faculty shall be evaluated at least one semester.

Administrative and support personnel shall be evaluated each year by his/her immediate supervisor. After the evaluations for each employee are completed, the supervisor shall conduct an evaluation interview, review the evaluation form, have the employee sign and record comments and submit the evaluation form to the Office of Human Resources for placement in the employee’s personnel file. (Appendix E)
Employee Tuition Assistance

Full-time (Salary Schedule A, B, C, D, and E) and Salary Schedule H-35 employees of the Alabama Community College System and the Alabama Department of Postsecondary Education and their dependents are eligible for tuition assistance of one-third of the normally charged tuition after the first year (full academic year or twelve-month period) of employment, a waiver of two-thirds tuition after the second year of employment, and a waiver of full tuition after the third-year of employment (partial tuition adjustments are to be rounded down to the nearest dollar). Courses taught by Bishop State Community College are not subject to this policy. Expenses for supplies, books, and fees other than tuition will not be waived. *(Appendix F)*

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

Eligibility for tuition assistance 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 or the Alabama Department of Postsecondary Education upon retirement from the Alabama Community College System or the Alabama Department of Postsecondary Education are eligible to participate in the program for a five-year period commencing with the date of the employee’s retirement.

Hospitalization Insurance

The College faculty and staff may participate in the Public Education Employees' Health Insurance Program or optional plans approved by the State which provide for a uniform plan of health insurance for educational employees. The program includes plans for Basic Hospital/Medical, Hospital Indemnity, Dental and Cancer. (Additional information may be obtained from [www.rsa-al.gov](http://www.rsa-al.gov) or the Human Resource Office.)

RSA-1

Voluntary participation in the RSA-1 is available for full-time employees. Contact the Office of Human Resources for details.

Social Security

All employees must pay social security (FICA) at the rate required by law. Personnel may verify the precise percentage in effect by calling the Business Office.
Retirement Program

All full-time employees must participate in the Teachers’ Retirement System of Alabama. Payroll deductions for retirement is made at a percentage as required by law and are currently matched by state contributions.

Voluntary Benefits

Voluntary participation in the Life and Disability Insurance Plans are available for full time employees. Contact the Officer of Human Resources for details.
Annual Leave

Full-time employees of Bishop State Community College who are compensated from Salary Schedules A, B, C, E earn annual leave. Employee paid from H salary schedules also earn annual leave, but on a prorated basis. Employees paid from the H Salary Schedule and who work a schedule consistent with instructional personnel do not earn annual leave. Request for annual leave must be made in advance and approved by the immediate supervisor via a Leave Request Form.

Annual leave is earned in varying rates based upon the number of completed academic years the employee had been employed.

<table>
<thead>
<tr>
<th>Years of Creditable Service</th>
<th>Days Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>1.00</td>
</tr>
<tr>
<td>10-14</td>
<td>1.50</td>
</tr>
<tr>
<td>15-10</td>
<td>1.75</td>
</tr>
<tr>
<td>20-Above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Years of creditable service is defined as years of full time experience at one or more State of Alabama public two-year colleges, which allows accumulation of Annual Leave, completed as of September 1 of each year.

A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited. Persons who leave employment shall be paid for the actual number of annual leave days earned and not used, up to a maximum of sixty (60) days.

If an employee who is eligible to accrue annual leave assumes a position on a salary schedule where annual leave may not be earned or accrued, payment for the unused portion of the accrued annual leave will be made at the conclusion of the eligible position and will be based on the eligible salary schedule.

Court Attendance

Full-time employees of Bishop State Community College who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. Upon receipt of a "Summons for Court Attendance", the employee should submit a "Request for Leave" form with a copy of the summons attached, and forward it to the Human Resource Office.
Emergency Leave

Full-time personnel other than Salary Schedule D employees must exhaust all leave before approval is granted for emergency leave. In general, an emergency is an unforeseen circumstance which requires immediate action by an employee.

A maximum of three (3) day's emergency leave with pay may be granted to any non-instructional employee of Bishop State Community College during any fiscal year, if in the judgment of the President, it is essential that the employee be absent. Emergency leave with pay is non-cumulative.

Emergency leave will not be paid on termination or resignation of employment.

Family and Medical Leave (FMLA)

Purpose The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to balance demands of the workplace with needs of families, promote stability and economic security of families and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons and promote the goal of equal employment opportunity for women and men.

Eligibility For purposes of determining eligibility, the individual college is considered the employer. The twelve month period used to calculate eligibility and to be used as a "leave year" under the FMLA will be the same as that used by each college to determine annual and sick leave, generally September 1 through August 31. (Appendix G)

Probationary/Non Probationary Employees

A full time employee of Bishop State Community College, who has been employed for at least 12 months and who has worked at least 1250 hours during the previous twelve-month period, is entitled to a total of 12 work weeks, paid or unpaid, leave during each leave year.

Temporary Employees

These guidelines generally do not cover temporary employees; however, if a temporary employee is extended beyond one year, the employee would be covered if he/she had worked at least 1250 hours during the previous twelve-month period.
Leave Occurrences

Employees are entitled to FMLA leave for one or more of the following reasons:

a. the birth of a child and to care for the child after birth, provided the leave is taken within a twelve-month period following birth;
b. to care for the employee's child placed with the employee for adoption, provided the leave is taken within a twelve-month period following adoption;
c. to care for the employee's child, spouse or parent, where that child, spouse or parent has a serious health condition; or
d. the employee has a serious health condition that makes the employee unable to perform the essential functions of his or her position.

Leave without pay beyond the twelve-month period or for employees not covered under the Family and Medical Leave Act Guidelines will be administered in accordance with leave policies of the Alabama State Board of Education. Under these provisions, employees must pay for health benefit's coverage while on unpaid leave.

Personal Leave for Instructional Personnel

Up to five (5) days of personal leave with pay can be granted to full-time employees covered by Schedule D of Bishop State Community College during any leave year. When a new employee on Salary Schedule is hired after the first duty day of the fall term, the amount of personal leave for that year will be prorated. Upon written request, any remaining personal leave may be converted to sick leave if not taken by August 31 of each year. Personal leave is non-cumulative and will not be paid on resignation or termination of employment.

Personal Leave for Non Instructional Personnel

Up to two (2) days of Personal Leave with pay may be granted to all non-instructional personnel during any leave year. When a new employee on Salary Schedule B, C, E and H is hired after the first September, the amount of personal leave for that year will be prorated. Upon written request, any remaining personal leave may be converted to sick leave if not taken by August 31 of each year. Personal leave is non-cumulative and will not be paid on resignation or termination of employment.

Professional Leave

Professional leave with pay may be granted to any full-time employee when federal or other non-institutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum of two (2) years or repay the monies received while on leave. The tenure status of persons on professional leave will not be affected. Professional leave will be granted only on written request from the President and approved by the chancellor.
Sick Leave

All full-time employees of Bishop State Community College will earn one day of sick leave per month of employment. An employee may accumulate an unlimited number of sick leave days. Earned sick leave days which have been accrued by an employee are transferable between institutions and other qualifying agencies as follows. Alabama College Systems; public city and county school systems; the Alabama Institute for the Deaf and Blind; the Alabama Youth Services Department District; the Alabama School of Fine Arts; the Alabama High School of Mathematics and Science; the Alabama State Senate; the Office of the Lieutenant Governor; the Office of the Senate President Pro Tempore; the Office of 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); and public four-year institutions of higher education. The President or designee must certify the number of unused sick leave days to any of the above employers when an employee transfers employment. All earned and unused sick leave days which an employee has accumulated must be transferred to any new employer listed above for use by the employee in accordance with applicable law. Accumulated sick leave will not be paid on resignation or termination of employment. Sick leave will be earned on a pro rata basis for less than full-time employment.

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

Purpose
Pursuant to the Alabama State Board Policy, Bishop State Community College has established a sick leave bank for employees. The purpose of the Sick Leave Bank is to provide a loan of leave days for its participating members after their accumulated sick leave days and other paid leave days (personal, annual, compensatory) have been exhausted. Additionally, the Sick leave Bank shall provide for donations of sick leave days in cases of catastrophic illness as authorized by the State Board of Education. Each employee is allowed to deposit five (5) days of his or her earned sick leave into the sick leave bank. The days shall be available for loan for any participating member whose leave balances has been exhausted.

Sick Leave Bank Committee
The Sick Leave Bank is operated, managed, and governed by a Sick Leave Bank Committee subject to State Board Guidelines. Bishop State Community College Sick Leave Bank Committee shall consist of five (5) members. One member shall be the College President or designee. The remaining four (4) members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each year. Those members receiving the most number of votes will serve on the Sick Leave Bank Committee. Members of the Sick Leave Committee must be a member of the sick leave bank and will serve terms of one (1) year and not more than five (5) years.

The President shall be responsible for conduction the election, ensuring the confidentiality of the secret ballot process.

Duties of the Committee
- The Committee will elect by majority vote its own chairperson and secretary. Elections of these positions shall occur on the first meeting of the year.
- The Committee shall hold a regular meeting each semester or as deemed necessary. Robert’s Rules of Order shall be observed by the Committee during all meetings.
- The Committee shall review and make decisions regarding loan application and catastrophic leave requests.
- The Committee shall investigate any alleged abuse of the Sick Leave Bank. A finding of abuse shall require the violator to repay all sick leave credits to the Sick Leave Bank and be subject to appropriate disciplinary action as determined by the President of Bishop State Community College.

Eligibility and Participation
- Membership in the Sick Leave Bank is voluntary.
- Any full-time employee of the College who has completed an Application for Membership in the Sick Leave Bank contributing five (5) days to the Sick Leave Bank is...
eligible for membership. Annual enrollment period shall be held August 1 through September 30 of each year.

- New employees may enroll as soon as they become eligible after initial employment.
- Forms to join the Sick Leave Bank will be available from the Department of Human Resources.
- Contributing members shall be able to borrow up to fifteen (15) days from the Sick Leave Bank.
- Participating sick leave bank members are eligible to make an application for a loan of sick leave days and/or contribute days to be used as catastrophic sick leave. Contribution of days for membership in the sick leave bank must have been authorized prior to requesting a loan and/or donating days to be used as catastrophic sick leave.
- To be eligible for a loan from the Sick Leave Bank, a member must have exhausted all accumulated sick leave and other paid leave in his or her personal account. An Application for Loan must be completed by the member and submitted to the Sick Leave Bank Committee.

Catastrophic Sick Leave
A catastrophic illness is any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

When a sick leave bank member suffers a catastrophic illness or injury, or when a member’s family member (mother, father, sister, brother) is suffering a catastrophic illness or injury, the Sick Leave Bank member upon depleting all sick leave, personal leave, annual leave and compensatory leave days may be eligible to receive sick leave days from other members of the Sick Leave Bank. Employees, at their discretion, may donate a maximum of thirty (30) days to the Sick Leave Bank to be designated for a specific employee for use against a catastrophic illness. The beneficiary employee must use any sick leave, personal leave, annual leave, and compensatory leave days that are earned each month before utilizing donated days. Donated catastrophic leave may be used to repay borrowed sick leave days if the donating employee agrees. An employee can donate days to more than one person, but cannot donate more than thirty (30) days to any one employee. Donated days shall be available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the sick leave bank must sign a form stating that it is understood that the donated days are not to be recovered or returned to the donor. If an employee does not require all of the days donated, the days shall revert to the credit of the employee(s) who donated the days. Certification of the catastrophic leave is required by a physician. Any member of the Bishop State Community College Sick Leave Bank or any other Sick Leave Bank in the State may donate sick leave days to the beneficiary employee. The recipient employee must be a member of the sick leave bank to receive catastrophic sick leave days.

In case where the contributor has been incapacitated, his or her agent or representative, designated as such in writing, may apply to the Committee on behalf of the contributor. In case
of mental incapacity of a contributor, the designated agent or representative must be a person who, by law, may serve in such capacity.

With the approval of the employee requesting catastrophic sick leave days, the Sick Leave Bank Committee, on behalf of the employee will appeal for a donation of days. The employee must sign an authorization form prior to the Committee’s appeal for a donation of days.

**Resignation from the Sick Leave Bank and Loan Repayment**

- A member may resign from the Sick Leave Bank at any time during a year.
- A member cannot resign or retire from the College employment without repaying any outstanding Sick Leave Bank loans.
- Resignation from participation in the sick leave bank may only be made in writing on the proper form (Notice of Resignation from the Sick Leave Bank) to the Committee.
- Upon retirement or transfer of a sick leave bank member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit as applicable.
- Upon a member’s resignation from the Sick Leave Bank, any outstanding loan of sick leave days must be repaid to the Sick Leave Bank. If an employee has no sick leave days or an insufficient number of days to repay sick leave indebtedness, his/her final payroll check shall be reduced in accordance with the prevailing rate for the number of days owed to the Bank.
- Sick leave days borrowed from the sick leave bank shall be repaid monthly as re-earned by the borrowing member.
- In the event of the death of a member of the Sick Leave Bank who shall have died owning a number of sick days beyond that which he/she shall have accrued, the Committee, may, by majority vote of the membership, forgive the indebtedness.

*(Appendix H)*
Job Related Injury

CHANCELLOR'S GUIDELINES FOR POLICY
610.02: ABSENCES DUE TO ON-THE-JOB INJURIES

Definitions

A. **Employee** - Anyone employed by the respective System institution to perform regular services, full-time or part-time. External contractors, consultants, work-study students, and interns are not employees for the purposes of these guidelines.

B. **Institution** - Athens State University, any Alabama state community or technical College, or any Alabama Community College System entity.

C. **Work Day** - A day which the employee worked or would have worked except for a disability caused by or resulting from a job-related injury.

D. **Regular Daily Salary** - An amount calculated on the basis of an employee's current salary or wages for a designated period of time divided by the number of duty days, including official holidays, within that designated time period.

E. **Temporary Disability** - A physical injury or malady necessitating absence from regular duties but allowing for a reasonable expectation that the employee will return to duty.

F. **Permanent Disability** - An injury or malady of such severity that there is no reasonable expectation that the employee will return to duty.

G. **On-the-Job Injury or Job-Related Injury** - Any accident or injury to the employee occurring during the performance of duties or when directed or requested by the President or designee to be on the property of the institution which prevents the employee from working or returning to his or her job. Incidents that occur during rest breaks or lunch periods, accidents resulting from carelessness or violation of published safety rules, and injuries caused by the behavior of fellow employees are subject to the judgment of the President as to whether they are job related. A job-related injury may be an injury caused by physical trauma (such as a broken bone or a laceration), or it may be an injury or malady caused by job-related stress (i.e., peptic ulcer, high blood pressure, heart ailment, etc.).

General Provisions

A. Employees are not precluded from using sick leave for an absence or absences resulting from a job-related injury.

B. Continuation of an employee's salary or wages paid under these guidelines shall be computed based on a daily rate. The amount authorized for each work day lost due to the
temporary disability shall be the full regular daily salary or wage the employee would have earned if the employee had worked as normally scheduled.

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

1. The employer must submit proper notification of the on-the-job injury to the President or designee within twenty-four (24) hours after the occurrence of the injury. If the employee is not clinically able to submit the written notification, such notification may be made by an individual representing the employee or on behalf of the employee. Such individual must be reasonably knowledgeable concerning the injury and the condition of the employee.

2. Satisfactory evidence that the injury was job-related in the form of a statement from one or more witnesses who saw the incident causing the injury, or a signed, notarized statement from the injured employee if there were no witnesses. (In the event of an alleged stress-related injury, a sworn statement from the employee and a supporting statement from the employee's physician may be required.) *(Appendix I)*

3. In the event of a temporary disability extending beyond the third (3rd) day of absence, a physician's certification, obtained at the employee's expense, as to the injury's severity and prognosis.

4. Notification to the respective President promptly upon the employee's being able to return to work.

D. The President or designee of the employing institution may require: that a medical certification be obtained from the employee's physician that the employee was injured and cannot return to work as a result of the injury; that there is a reasonable expectation that the employee will be able to return to work. The President/designee may require a second opinion from another physician at the expense of the employing institution.

E. In no event shall the salary and benefits continuation exceed ninety (90) working days.

F. The authorization for salary and benefits continuation shall apply only to temporary disability of the employee as applicable to the job-related injury. Continuation of salary and benefits for the appropriate number of working days shall be consistent with the employee's injury and the subsequent absence from work resulting from the injury.

G. Upon the President's receipt of a physician's certification that a job-related injury is the cause of partial or total permanent disability, the employee shall be informed promptly about his or her right to bring a claim before the Alabama State Board of Adjustment.

H. Acceptance by an employee of salary and benefits continuation payments for a perceived temporary disability due to a job-related injury shall be upon the condition that the employee...
agrees to the deduction of the amount paid for temporary disability from any subsequent award by the State Board of Adjustment in the event the disability is subsequently determined to be permanent.

I. The President or designee of the employing institution shall inform in writing the employee who is injured on the job of the employee's rights through the State Board of Adjustment to claim unreimbursed medical expenses and costs incurred by the employee as a result of an on-the-job injury. The President or designee of the employing institution shall inform in writing the injured employee regarding any applicable State Board of Education policies. Such notifications by the President or designee shall be made within thirty (30) calendar days of notification of the on-the-job injury.

J. The President or designee of the employing institution shall determine if the approval of request for special leave for an on-the-job injury is in the best interest of the institution on the basis of such relevant factors as, but not limited to, the following:

3. That there is clear and convincing evidence that the injury was job related;

4. That the injury was not a result of intentional harm, carelessness, intoxication, provocation, or other inappropriate behavior of the injured employee;

5. That the injury was not the result of a pre-existing condition;

6. That there is not alternative work which the employee could perform in lieu of a temporary absence from work.

*If any of the factors listed above, or any equally material and relevant factor, is not fully satisfied, then the President may determine that it is not in the best interest of the institution to approve the requested leave of absence.*

K. The employing President may require the written recommendation of a physician before re-admitting to working status an employee who is on special leave due to a job-related injury.
EMPLOYEE GRIEVANCE PROCEDURE

The College recognizes that there are times when employees need to express concerns and work-related problems in a formal manner. The Grievance Procedure establishes the process whereby Bishop State Community College employees may present to the College his/her concerns and other work-related problems and provides for the prompt and consideration review of such issues.

Grievance: A grievance is defined as any condition of employment that the employee believes is unfair, inappropriate, unlawful, unethical or any allegation of discrimination or harassment based on race, color, gender, religion, national origin, age, or disability, including sexual harassment under Title VII, the ADEA (Age Discrimination in Employment Act), the ADA (Americans with Disabilities Act) or violation (s) of the Title IX regulation.

The initial approach to settling any issue is open communication. An employee should first seek to resolve any compliant with his/her immediate supervisor through informal discussion. If the employee’s grievance directly involves actions by his/her supervisor, then the employee may proceed to the next level of management within the chain of command. If such discussion does not resolve the matter informally, and the employee believes that his/her complaint rises to the level of a grievance, then the employee may initiate a formal grievance as described in the steps identified below.

1. The original and two copies of Grievance Form A must be filed with complainant’s Dean of Department or Division Chair within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. The alleged violation(s) must be clearly and specifically stated (complainant is advised to keep a copy of all forms used in steps (1-6) for his or her files). (Appendix J)

2. Complainant’s Dean or Department Division Chair will immediately notify the President and the Title IX Coordinator of receipt of Grievance Form A. The Dean or Department or Division Chair will have 30 days following date of receipt of Grievance Form A to investigate and study complainant’s allegations, hold a formal hearing and make a written report of findings to complainant. Form A must be used for the report. Copies of Form A must be provided to the Title IX Coordinator and the President. Complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.

3. Complainant must, within 15 calendar days following receipt of Dean or Department or Division Chair’s report, file with the President and Title IX Coordinator a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decision of the Dean, Department or Division Chair. Copies of Form B must be provided the Title IX Coordinator and the President. If complainant fails to file notice of appeal by 5:00 p.m., on the 15th calendar day following receipt of Dean or Department or Division Chair’s report, the right to further appeal will be forfeited.

4. The President will have 30 calendar days following date of receipt of complainant’s notice of appeal to investigate and study complainant’s allegations, the report of the Dean
or Department or Division Chair, and make a written report of findings to complainant. Form B must be used for the report. Copies of Form B must be provided the Title IX Coordinator and the Chancellor. Complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.

5. Complainant must, within 15 calendar days following receipt of President’s report, file with the President and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the President. Copies of Form C must be provided the Title IX Coordinator and the Chancellor. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President’s report, the right to further appeal will be forfeited.

6. The Chancellor will have 30 calendar days following the date of receipt of complaint’s notice of appeal to investigate and study complainant’s allegations and the report of the President, hold a formal hearing, and make written report of findings to complainant. Form C must be used for the report. Copies of Form C must be provided to Title IX Coordinator. Complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until 5:00 p.m., the first working day following the 15th calendar day to file.
Information Technology
Acceptable Use Policies for Employees

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, BORIS and AS/400 access, and are the property of Bishop State Community College. These systems are to be used for business purposes in serving the interests of the college, and of our students and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every college employee and affiliate 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.

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 employee and the college. Inappropriate use exposes Bishop State Community College to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope
This policy applies to faculty, staff, contractors, consultants, temporaries, and other workers at Bishop State Community College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Bishop State Community College. A separate document exists for student policy.

Policy

General Use and Ownership

1. While Bishop State Community College's computer services desires to provide a reasonable level of privacy, users 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. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by the faculty staff handbook policies on personal use, and if there is any uncertainty, employees should consult their supervisor or department head.

3. The college recommends that any information that users consider sensitive or vulnerable be secured in an appropriate manner.

4. For security and network maintenance purposes, authorized individuals within the college may monitor equipment, systems and network traffic at any time, per the College’s Information Technology’s audit policy.

5. Bishop State Community College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**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: AS/400 user IDs, employee numbers, student numbers, etc. Employees 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. User level passwords should be changed every 60 days.

3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging off when the host will be unattended. Should you need assistance in this configuration, please contact Computer Services.

4. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops and keep them in your possession at all times.

5. Postings by employees from a Bishop State Community College email address to blogs or discussion forums, should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Bishop State Community College, unless posting is in the course of college duties.

6. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
New Employees

1. All new employees of the College will be assigned an e-mail account which will normally consist of the first letter of the employee’s first name plus the employee’s last name. In the case of duplicates, the Computer Services department will make adjustments and the employee will be able to obtain his/her account name via the BORIS system under the “View My Information” link.

1. All new employees will be assigned an employee number, which will be their login ID for the BORIS system.

2. If a new employee is a faculty member, then the Computer Services department must be notified so that the employee’s sign on records and other system records may be properly updated to reflect this status.

3. If the employee is a faculty advisor, the Computer Services department must be notified so that sign on records may be modified, an advisor code may be set up, and the advisor may be assigned to the proper program. Also, if the advisor is to assume the responsibility of another employee’s advisees, then Computer Services also needs this information to make the proper adjustments to advisor assignments.

Administrative System Usage (AS/400)

1. Access to the AS/400 system will be given to employees upon request made to the Computer Services department by their supervisor via e-mail.

2. The software required for accessing the AS/400 can only be installed on Bishop State owned equipment, per our licensing agreement with IBM, and can only be used by Bishop State employees.

3. VPN software may be installed on Bishop State owned laptops for remote access to the AS/400 upon request to the Computer Services department.

4. Access to functions in the administrative software system is assigned by default for faculty members. For all other employees, program access must be requested by the employee’s supervisor.

5. The supervisor of an AS/400 user whose job change affects his or her system access must request the removal of that employee’s access to the programs that they should no longer use. Likewise, the supervisor of the department the employee moves into must request access, if applicable, to the programs required for the employee entering the new job position.

6. AS/400 user IDs that are unused after 90 days (3 months) will be disabled.
Exiting Employees

1. Exiting employees must provide in writing, to the Personnel Director of the College, all PC boot-up and application passwords (with the exception of AS/400 passwords).

2. Exiting employees must NOT remove data from their office PC hard drive, or re-format their hard drive. At termination, the exiting employee's PC, and/or any other electronic device that stores sensitive data, must be turned over to the Computer Services department for backup and data removal before being used or re-distributed to any other employee. No other employee should access these devices until the Computer Services department processes them for reuse.

3. If any exiting employee had previously installed software on their home computer that was contingent upon their employment at Bishop State Community College (such as Microsoft Office under the Work At Home agreement), then that software must be uninstalled from the home computer.

4. If the exiting employee was an advisor, and an existing advisor will be assuming the responsibilities of all of the exiting advisor's advisees, then Computer Services must be notified with the existing advisor’s information so that the advisees may be re-assigned.

5. Upon official notification from the Personnel Director that the employee has left the College, the exiting employee’s access to all systems will be deleted unless otherwise notified by the Personnel Director or the President. This includes all access to the AS/400, inactivation of faculty and advisor records if applicable, deletion or disablement of e-mail account(s), removal of any VPN accounts, and removal of server accounts.

6. It may be determined that all of the system accounts for an individual may need to be kept intact instead of being deleted. In this case, all of the accounts may be disabled instead so that the former employee may not access them, but they will be available to the College if needed.

7. E-mail accounts of exiting employees may be aliased to an existing account, that is, the actual account can be deleted but all future messages can be automatically forwarded to an existing e-mail account. Contact Computer Services if this option is required.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee 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.

**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-job related activities.

2. Violations of 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.

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 or the end user 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 account by others. This includes family and other household members when work is being done at home.

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. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee 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.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Computer Services is made.

12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

13. Circumventing user authentication or security of any host, network or account.

14. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

15. 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.

16. Providing information about, or lists of, Bishop State Community College employees to parties outside Bishop State Community College without proper authorization.

**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.

**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 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

**Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spam</td>
<td>Unauthorized and/or unsolicited electronic mass mailings.</td>
</tr>
<tr>
<td>VPN</td>
<td>Virtual Private Network – software and hardware that creates a secure Internet “tunnel” allowing remote access to a local network through that network’s firewall.</td>
</tr>
<tr>
<td>Ponzi</td>
<td>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.</td>
</tr>
<tr>
<td>FTP</td>
<td>File Transfer Protocol – a network protocol used to store and exchange files over a computer network, and usually over the Internet.</td>
</tr>
<tr>
<td>Blog</td>
<td>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.</td>
</tr>
<tr>
<td>P2P</td>
<td>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.</td>
</tr>
</tbody>
</table>
Information Technology Audit Policy

Purpose

To provide the authority for Bishop State Community College’s Computer Services department to conduct a security audit on any system at the college without given notice.

Audits may be conducted to:
- Ensure integrity, confidentiality and availability of information and resources
- Investigate possible security incidents ensure conformance to the college’s information technology acceptable use and personnel policies
- Monitor user or system activity where appropriate.

Scope

This policy covers all computer and communication devices owned or operated by Bishop State Community College. This policy also covers any computer and communications device that are present on college premises, but which may not be owned or operated by the college.

Policy

When requested, and for the purpose of performing an audit, any access needed will be provided to the Computer Services department.

This access may include:
- User level and/or system level access to any computing or communications device
- Access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on college equipment or premises
- Access to work areas (labs, offices, cubicles, storage areas, etc.)
- Access to interactively monitor and log traffic on college networks.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
TRAVEL

Official Travel

It is necessary from time to time for employees of the College to travel in the service of the institution. Approval must be obtained prior to the occurrence of the official travel. The Request for Travel (See Appendix K) should be submitted through established administrative channels for approval by the appropriate administrative officer. A copy of the approval will be returned to the person making the request. This copy must be attached to the Request for Reimbursement Form (See Appendix L) in order for the employee to receive payment for the official travel. Requests for travel reimbursements are to be submitted fully completed, signed and notarized, to the Accounts Payable Office within 30 days after the date of travel.

In-State Travel

The following rules and regulations govern in-state travel:

1. No travel allowance shall be paid for a trip of less than six hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of $11.25 for a trip of from six to twelve hours duration, and the traveler shall be paid $30.00 if the trip exceeds 12 hours duration but does not involve an overnight stay. For travel requiring an overnight stay, the traveler shall be paid $75.00 per diem for each day that requires an overnight stay. The employee must enter the hour of departure from base and hour of return to base on the reimbursement form.

2. Reimbursement at the current mileage rate per mile will be made to employees traveling by private car at State expense.

3. Where, for traveler’s personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical usually traveled route.

4. Under no circumstance will per diem be allowed for an employee at his official station or base. The base includes the city limits in which the base is located.

5. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Otherwise, odometer readings should be recorded at the beginning and ending of the trip. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated, (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed.
Out-of-State Travel


Persons traveling in the service of the College and outside the State of Alabama shall be allowed all of their actual and necessary expenses (meal allowance will not exceed the cap amount), in addition to the actual expense for transportation; provided that such travel shall have first been fully authorized in writing by the President or other designated official as designated official as described by law. The traveler must complete a Request for Travel. This form is mandatory for travel. Employees who travel without pre-approval may be personally responsible for their expenditures. Before seeking approval for out-of-state travel, particular emphasis should be placed on the following:

- Travel only when absolutely necessary. Use alternative means to obtain the information including use of telephone calls, video conferences, letters and email.
  - Only essential travel expenses required for official College business will be reimbursed.
- Use the most economical and efficient means of transportation.
  - Use motor pool vehicles when travel in 200 miles for less.
  - Airline travel is economy seating. No business class or first-class travel.
- Plan and coordinate travel
  - If absolutely necessary to send two or more employees, transportation costs should be shared.
    - Travel to and from destination by a single vehicle.
    - If absolutely necessary to travel by taxi service or car rental, they should be shared while at the event.
- Requests for reimbursement above the limitations on actual and necessary expenses set forth in this section must be approved by the designated official prior to travel.

B. Out-of-State Travel Expenses

The Request for Travel approved by the President or other designated official as prescribed by law should be attached when submitting reimbursement to the Statement of Official Out of State Travel. This form along with receipts, itinerary and any other attachments to the voucher should be submitted to Accounts Payable for reimbursement.

1) Expenses for Personal Service Charges
   a. The amount paid as tips for personal service charges, such as food service and baggage handling, should be included on the travel expense form. The amount of these expenses should not exceed the usual and customary charges for these services. The cost of tips paid for meals should be included on the travel expense form as part of the cost of the meal. The service cost for a hotel room, if included in the hotel billing, should be included in the price paid for the hotel room. The cost of tips paid for the transfer for baggage should be itemized on the travel expense form in the miscellaneous section with the date paid.
2) Mileage Expenses
   b. The current mileage reimbursement rate is $.565 per mile. Use of electronic mileage map calculation is required and must be attached when submitted to the President for approval. This method of transportation must be approved by the President or designated official on the Request for Out of State Travel. Employees who are authorized to travel in either a state or privately owned vehicle shall be reimbursed for the amount of parking paid while on travel status.
   c. Mileage is to be reported in whole miles (round to nearest whole mile). The total number of miles is to be calculated and they multiplied by the current mileage rate for the entire travel statement.

3) Mode of Transportation
   a. Each traveler is responsible for selecting the mode of transportation, preferably the least costly to the College. After the traveler selects the mode of transportation and obtains approval, deviations are not allowed. The traveler is 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 college vehicle or commercial travel.

4) Reimbursement of Meal Expenses
   a. Individuals who travel outside the State of Alabama in the service of the College should submit an itemized travel expense form to the Business Office. The traveler must also have a Request for Travel Form from the President or other designated officer. The original approved Request for Travel must accompany the travel expense form and a copy of the approved Request for Travel must accompany any related expenses paid separately such as transportation regardless of whether the related expense is paid to the employee or not.
   b. Individuals will not be reimbursed for alcoholic beverages. Request for reimbursement for additional meals is not allowable when included in registration fee. Only the approved traveler meal should be on the receipt. If more than the traveler is eating, the traveler must separate and pay separately her/his receipt from others at the table.
   c. Effective June 1, 2013, medical reimbursements will be capped and will require an itemized receipt for expenses. The only exception for an itemized meal receipt is a meal less than $10.00 may be claimed with a simple note stating a meal was purchased for a certain amount, at a certain establishment on a certain date and time and that no alcohol is being claimed for reimbursement. The travelers will certify that the request for reimbursement for meals was for actual expenses incurred in the performance of official travel for the college. There will be no reimbursement for snacks or drinks between meals.
d. The following caps for meals include beverage and tip are as follows:
   i. Breakfast is capped at $15.00
   ii. Lunch is capped at $20.00
   iii. Dinner is capped at $30.00
   iv. Receipts required

5) Computerized/cash register (no handwritten) paid (not balance due) receipts will be required for the following expenditures:
   a. Commercial transportation (economy fare), vehicle rental (the College does not pay for rental insurance), and gasoline purchases.
   b. Motel/Hotel Lodging (single rate only)
   c. Registration fees with itemized breakdown. Request for reimbursement for additional meals is not allowed when included in registration fee.
   d. Meals (traveler only). NOTE: Exception for meals under $10.00 under reimbursement for meal expense.
   e. Operating expenses of state-owned vehicles, such as gasoline, oil and emergency repairs. Repairs must be itemized.
   f. Parking fees, taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event.
INSTITUTIONAL POLICIES AND PROCEDURES

Faculty Credential Verification

All faculty members shall meet the qualifications established in the Criteria for Accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools and by the Alabama State Board of Education. (See Appendix M)

Documents relating to faculty credentials are obtained from the instructional dean from the Department of Human Resources.

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

   1.1. **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.

   1.2. **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.

   1.3. **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.

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

   2.1. **Level IV-Group A**

      2.1.1. Degree Requirement: Earned Doctorate

      2.1.2. 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)  (Accepted only when fifty-four (54) graduate semester hours of coursework in the teaching field is unavailable at any accredited institution of higher education.)

Fifty-four (54) graduate semester hours of coursework in a combination of teaching field, related field, and/or education.

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) hours in a second teaching area.

2.2.  Level IV-Group B

2.2.1.  Degree Requirement:

Option (a)  Specialist degree (minimum thirty (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 2.2.2.(c) below.

2.2.2.  In-field Requirement:

Option (a)  Thirty-six (36) graduate semester hours in teaching field.

Option (b)  (Acceptable only when thirty-six (36) graduate semester hours in the teaching field in unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours is a combination of the 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 Option (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The (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.

2.2.3. **Work Requirement:**

Three 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.

2.3. **Level IV-Group C**

2.3.1. **Degree Requirement:**

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program.)

2.3.2. **In-field Requirement:**

Option (a) Thirty-six (36) graduate semester hours in 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) above plus the equivalent of thirty (30) graduate semester 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. The standards committee will revise the equivalent experience criteria on a three-year cycle or as needed.

2.3.3. **Work Requirement:**

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

2.4 Level III-Group A

2.4.1. 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.

2.4.2. 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 is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours in a combination of the 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) (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.

2.5. Level III-Group B

2.5.1 Degree Requirement:

Option (a) Specialist degree (minimum of thirty (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 2.5.2.(c) below.

2.5.2 In-field Requirements:

Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of the 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.

2.5.3. Work Requirement:

Three 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.

2.6. Level III-Group C

2.6.1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.6.2.(c) below.

2.6.2. In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in teaching field.

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at an 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.

2.6.3. 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.

2.7. Level II-Group A

2.7.1. Degree Requirement:

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

2.7.2 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.

2.8. Level II-Group B

2.8.1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2.8.2.(c) below.

2.8.2 In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in the teaching field.
Option (b)  (Acceptable only when eighteen (18) semester hours in the teaching field is unavailable at an 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.

2.8.3 Work Requirement:

Three (3) 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.

2.9. Level II-Group C

2.9.1. Degree Requirement:

Baccalaureate Degree

2.9.2 In-field Requirement:

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

2.9.3. 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.

2.10. Level I-Group A

2.10.1. 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 2.10.2.(c) below.
2.10.2. 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 is 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.

2.11. Level I-Group B

2.11.1. Degree Requirement:

Bachelor's Degree

2.11.2. 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.

2.11.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the occupational, technical, or vocational field.

2.12. Level I-Group C

2.12.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core).
2.12.2. In-field Requirement:

Specialized coursework equivalent to the community or technical college program.

2.12.3. 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 two years of employment.

2.13. 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.)

2.13.1. Degree Requirement:

Bachelor's Degree

2.13.2. In-field Requirement:

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

2.14. Level 0-Group B

2.14.1. Degree Requirement:

Associate Degree

2.14.2. In-field Requirement:

Major in assigned teaching area.

2.14.3. Work Requirement:

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

2.15. Level 0-Group C

2.15.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned
2.15.2. In-field Requirement:

   Specialized coursework equivalent to the community or technical college program.

2.15.3. Work Requirement:

   Three (3) years successful full-time experience as a practitioner in the occupational or technical field.
GUIDELINES FOR POLICY
605.02: POSTSECONDARY FACULTY CREDENTIALS

I. Advance Degrees

A. The Professional Growth Plan (See Appendix N) is to be used by the instructor to indicate which Credential Standards (1977-78 or 1989) will apply to advancement in rank.

B. 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.

C. 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.

D. 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.

E. 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.

F. The institution must maintain the instructors' 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. System institutions will be subject to audits of their faculty files.
G. 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.

H. 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 who 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 that employment period.

I. 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 at 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 instructors 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 the 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 thirty (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 examinations.

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.
ACADEMIC FREEDOM

The faculty and students are free to engage in creative and scholarly activities, as well as having a sense of inquiry and criticism. The faculty and students are free to examine ideas and principles in an environment of academic freedom. The faculty must also have freedom in the classroom to teach in a similar environment, including the selection of materials and in determining and awarding appropriate grades to students. Students must also have the opportunity to study from various ideas, opinions and beliefs in achieving the necessary knowledge and education.

(1) Academic freedom is promoted through honesty and integrity in scholarly communication.
(2) Academic freedom is promoted by respect for students, colleagues and staff by avoiding personal gains.
(3) Academic freedom is promoted by respecting the integrity of the instructional evaluation process by students and supervisors.
(4) The faculty must recognize the responsibilities of the educational process and the ethical standards of their discipline through Academic Freedom.

ACADEMIC HONESTY POLICY

All students enrolled in the College are expected to conform to the College’s Academic Honesty Policy. This policy requires that all students act with integrity in the performance of their academic work. Any student who fails to comply with this policy may be charged with a violation of the Academic Honesty Policy. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

1. Cheating—using or attempting to use unauthorized materials, information, study aids, or computer-related information or unauthorized copying or collaboration in the preparation of any assignments or in the taking of any tests or examinations; looking on another student’s paper during a test or examination or communicating in any way with anyone other than the test administrator.

2. Plagiarism—representing the words, data, works, ideas, computer program or output of someone else as one’s own. The student should be aware that an electronic means may be used to discover plagiarism and cheating.

3. Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.
Procedure

1. Academic misconduct cases shall be resolved by the division chair in which the alleged action took place.

2. A course instructor who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the division chair/academic director.

3. The division chair/academic director will discuss the circumstances involved with the faculty member and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred.

4. If the division chair/academic director concludes that there is a reasonable basis for believing that academic misconduct may have been committed, a conference will be arranged with the faculty member and student. The student will be informed at the start of the conference that an issue of possible academic misconduct exists and will be given a copy of the Academic Honesty Policy.
Attendance Policy

Class attendance is strongly encouraged. Students are expected to attend all classes as scheduled and exercise regularity and punctuality in attendance. Excessive absences may affect a student’s final grade. Absences will be recorded for each class and no absences will be considered excused.

Absences are counted from the first day of the student’s registration in the course. The attendance policy for classes on special schedules, such as the Health Related Programs, will be announced during the first class meeting by the respective departments. These attendance policies take precedence over any other policy. Students are responsible for all coursework from the first scheduled day of class. Students must abide by coursework and test makeup policy indicated in the course syllabus. Exceptions to any attendance policy will be made only for persons required to fulfill military duty, jury duty, or court witness obligations. Students must request approval for these exceptions in advance and provide documentation to the Admissions Office on the appropriate campus prior to the scheduled dates of absence. Exceptions must be approved by the Dan of Students/Assistant to the Dean of Students.

Class Syllabi

For each course taught, each instructor must provide a syllabus whether hardcopy or electronic version to each student enrolled in the classes taught by the instructor.

A syllabus (1) must include all the details necessary for each student to know the full range of requirements in a class; (2) must include an outline that gives the class activities for each class session; and (3) must follow the OFFICIAL SYLLABUS MODEL and incorporate the content from the state-wide syllabus when available for the particular course, a copy of which can be obtained from the academic director/division chairperson. (Appendix O)

Final Examinations

Final examinations are required in all courses at the end of each semester. The dates for the final examination for each semester are listed in the annual calendar located on the college website and each Semester Schedule or of Classes Booklet. All final examinations are proctored exams.
GRADE REPORTING

Attendance Verification Policy

Instructors are required to verify students’ attendance when requested. A student who is receiving financial aid and is designed as a “no show” for a class will not receive financial aid for that class. A student who returns to class after the Verification Date will not have financial aid reinstated for the class; therefore, it is imperative that students attend all classes from the first day of the semester.

GRADING POLICY

Each course for which a student has registered must be assigned one of the letter grades as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Definition</th>
<th>Quality</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>(90 – 100)</td>
<td>4 Points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>(80 – 89)</td>
<td>3 Points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>(70 – 79)</td>
<td>2 Points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>(60-69)</td>
<td>1 Point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>(Below 60)</td>
<td>0 Points</td>
</tr>
</tbody>
</table>

**Incomplete** must be cleared prior to midterm of the following semester or it becomes an “F.” (A shorter period for makeup may be designated by the College for special programs, e.g., occupational, health and technical programs.) Note: In some programs, such as Nursing, incomplete work may not be made-up within the above time period. An incomplete (I) is assigned when a student has been prevented, due to illness or other justifiable cause, from completing the required work or taking final examination. Students receiving an incomplete grade during the spring semester must complete the necessary course work by mid-term of the following fall semester.

**Auditor** Course taken for no credit. Credit hours will not be averaged into the grade point average. Must be declared at the beginning of the registration period and may not be changed thereafter.

**Official withdrawal** from a course within a time period designated by the college, or withdrawal from the College within a time period designated by the College. Credit hours will not be averaged into the grade point average.

**In Progress** 0 Points

*Nursing faculty should refer to the nursing handbook and policies for additional grading information.*
According to the policy of the Alabama State Board of Education (713.01) an institution may further define letter grades A-F. A transfer grade of “D” will be accepted when the transfer student’s cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.

Grade of IP may be used for institutional credit courses including developmental courses and training for Business/Industry courses, and internship experience (cooperative education, practicums, sponsored work experiences and other sponsored but not directly supervised instruction).

Any course for which the student has previously registered may be repeated. When a course is repeated, only the last grade awarded is included in calculating the GPA for graduation purposes. However, a course may be counted only once toward fulfillment of credit hours for graduation.

If a student repeats a course, the last grade awarded (excluding grade of “W”) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course (excluding the first grade) will be employed in computation of the cumulative grade point average. Official records at the College will list each course in which a student was enrolled. Course forgiveness is automatically generated by the AS400.

**TEXTBOOKS/BOOKSTORE**

Main Campus  The bookstore will order and maintain an inventory of all textbooks adopted for courses taught at Bishop State Community College. Divisional chairpersons should submit titles of textbooks by course numbers to the Academic Dean for final approval in order to place textbooks on inventory. It should be understood that any adopted textbook has to be in use for a period of one year, and a three-month notice should be given to the Business Manager when an adopted textbook is scheduled for deletion.

Central Campus  The campus bookstore is located across from the administrative offices. Chemistry and Biology books, as well as health related books and other related paraphernalia for the health profession courses may be purchased in the bookstore on our Central Campus. The hours of operation are posted.

Carver Campus  The campus bookstore is located in the campus business office. The hours of operation are posted.

Southwest Campus  The campus bookstore is located in the campus Business Office. The hours of operation are posted.
WITHDRAWALS

Withdrawal from a Course

Following the official drop/add period, students who wish to withdraw from a course may do so by following the steps below:

a. Obtain the appropriate withdrawal form from the Office of Admission.
b. Complete the form with all required information.
c. Return the completed form to the Office of Admissions.

Students are not considered to be officially withdrawn from a course until the proper forms have been completed and signed by the appropriate College officials. Students must withdraw from courses prior to the withdrawal date published in the Schedule of Classes and will be awarded a grade of “W.”

Withdrawal from the College

Upon entering Bishop State Community College, students assume the responsibility of completing the academic program in which they are registered. If it becomes necessary to withdraw from the College, it is the student’s responsibility to:

a. Obtain the appropriate withdrawal form from the Office of Admissions.
b. Complete the form with all required information and have it signed by the appropriate College officials.
c. Return the completed form to the Office of Admissions.

Students are not considered to be officially withdrawn from the college until the proper forms have been completed and signed by the appropriate College officials.
SAFETY, SECURITY AND EMERGENCIES

Campus Police are available on all campuses at all times while classes are in session, in case of a safety or security problem. All emergencies should be reported to Campus Police immediately. In the event of injuries of a more serious nature, call 911 for an emergency medical treatment team in order for the injured party to be transported to an appropriate medical facility. All injuries must be reported, in writing, to the Office of the Dean of Students on the Main Campus, the Campus Director on the Central Campus, the Campus Director on the Carver Campus, and the Campus Director on the Southwest Campus. For further information on Safety, Security and Emergencies, refer to the Health and Safety Manual.

First Aid   All campuses have First Aid kits and supplies available for use in minor injuries. In injuries of a more serious nature, refer to the above information.

Evacuation Plan   In case the alarm rings to evacuate a building, all persons should proceed as quickly as possible through the nearest exit. Instructors and staff members should see that areas where they are working are properly evacuated. Verbal instructions from officials of the College will inform students and staff members when to return to the building(s). See Health and Safety Manual for detailed information on "Evacuation Plan.”

Emergency Preparedness Plan   In the event of a pending terrorist threat, the person receiving the complaint should notify the Chief of Police or the Police Investigator immediately. The threat level will be immediately evaluated to determine what steps will be taken to protect faculty, staff, students and property.

1. Threat Level
   A. Vague Threats usually do not require evacuation, though this decision will be made by the Police Department. Individuals in the immediate threat area will be notified via Police Personnel.
   B. Specific Threats occur when the threat is specific in regard to time and location. Depending upon the specific circumstances, evacuation becomes a very real possibility. The threat of injury or death to personnel will be weighed against the possible confusion, panic and disruption of services. The decision to evacuate will be made by police department officials. In the event of an evacuation, department heads will be responsible for the evacuation of faculty, staff, and students under their command. Evacuation routes used during practice fire drills will be utilized, unless otherwise directed by the Campus Police.

2. Notification of Outside Agencies
   A. The F.B.I., Mobile Police Department, Alabama Bureau of Investigation and the Mobile County Sheriff’s Department will be notified after a specific threat has been verified. Bishop State Campus Police Officers will contain the situation, pending the arrival of outside agencies.
   B. Campus layout and detailed building plans will be made available to assisting agencies.
PARKING

Students, faculty and staff, who drive vehicles on the Main campus, must register them in the Campus Police Office. A parking permit decal is issued for display by hanging from the rear view mirror. Failure to properly exhibit the decals constitutes a violation.

On the Central Campus, the faculty and staff parking lot is the triangular shaped lot located behind the southwest wing of the building. The student/visitor and handicapped parking lot is located southeast of the building. Campus parking decals may be obtained from the Campus Police offices on all campuses. Failure to properly exhibit the parking decal constitutes a violation.

On the Carver Campus, faculty, staff and student parking is provided in two main parking lots north of the Cafeteria and between Auto Body Repair and the Learning Resource Center. Students should use only the unmarked spaces in the parking lots. Parking spaces for disabled persons are designated. All parking in front of the Administration Building is reserved for visitors and senior administrative staff. Campus parking decals are available in the Office of Student Personnel Services.

On the Southwest Campus, faculty and staff parking is as indicated. Students may park in any parking area except where indicated reserved for faculty, staff, visitor or disabled. Campus parking decals are available in the Office of Student Services and/or Campus Police Office.

PARKING ZONES

On the Main Campus, staff/student parking is provided in the parking lot in the rear of the Caldwell Building. Also, two additional parking lots for students are located on Hospital and Lyons Streets. Parking for the handicapped is located near the front entrances of all buildings. These areas are specifically marked for the disabled.

The total space in front of the Library area (on the one-way drive) is reserved for faculty and staff. The area immediately off Hospital Street at Basil Street is a special parking zone for faculty and staff.
Citations

Citations will be issued for the following offenses:

1. Double-parking
2. Parking in Loading Zone
3. Parking in Tow-Away Zone
4. Parking Out-of-Zone
5. Parking by Yellow Curb
6. Improper Display of Decal
7. Parking in Driveway
8. Occupying Two Parking Spaces
9. Obstructing Traffic
10. Parking on Sidewalk
11. Parking on Grass
12. Littering
13. Parking by Fire Hydrant
14. Illegal Entry
15. Reckless Driving
16. Other Violations

Individuals must pay the violation fee in the Campus Business Office within ten (10) calendar days following the date of issuance.

LIMITATIONS OR LIABILITY

Bishop State Community College is not responsible for automobiles, personal property or any loss while vehicles are parked or mobilized on the campuses of the College. Owners of motor vehicles registered with the College for campus parking should have liability insurance.
WORK ORDERS

Work orders are used as authorization for jobs to be completed and to insure that each division needs are fulfilled.

On the Main Campus, any division requiring work to be performed by the maintenance division must contact the Maintenance Department for necessary work.

Services normally requested on the work order include such items as carpentry, electrical work, plumbing moving of equipment, etc. Any emergency condition should be reported immediately to the plant manager or his staff.

On the Central and Carver Campuses all custodial service requests should be made to the Office of the Campus Director. Custodial request on the Southwest Campus should be directed to the Dean of Technical Education.

KEYS

Keys for all offices and buildings are issued by the Business Manager or Plant Supervisor. Keys must be returned to the aforementioned persons whenever offices and buildings cease to be occupied.

Keys are not to be duplicated, nor locks changed at any time. On the Carver, Central, and Southwest Campuses, requests for keys should be made to the Office of the Campus Directors using the regular requisition form.
CELL PHONES

Cell phones issued to College employees are for business use only.

Each employee with a College-issued cell phone to use for business purposes is required to highlight personal calls on the monthly bill. Costs for all personal calls in addition to a pro-rata share of monthly service charges will be repaid by the employee to the College in a time manner.

FACILITIES AND EQUIPMENT USE

Many facilities on the Main and Central Campuses are available for cultural, social and recreational opportunities, whenever they are not being used for the regular educational programs. Official forms for requests to use facilities on the Main Campus may be obtained from the office of the Academic Dean and on the Central Campus, request forms may be obtained from the office of the Director of the Central Campus. Security and usage fees will be charged for use of these facilities.

On the Carver Campus, request forms for facility use may be obtained from the office of the Campus Director. Security and usage fees will be charged for using the buildings on Saturday. The campus is not available for use on Sunday or holidays.

FIELD TRIPS

All field trips must be approved in advance by the Academic/Technical Dean and/or by the instructor's division chairperson. Students under the age of 18 should bring a letter of permission from a parent or guardian. The instructor should caution students to observe all safety rules and be on their best behavior because they are representatives of the College. The College is not liable for any accident occurring therein.
LIBRARY SERVICES

The mission of Bishop State Community College's Library is to provide the learning resources, services and professional assistance needed to support the College's purposes and enrich its programs. The Library seeks to provide a variety of self-enriching ideas and experiences which lead to intellectual curiosity, achievement and the establishment of a pattern of learning. The library strives to provide a full range of resources, including, but not limited to, printed materials, audio-visual software and hardware, computerized and other forms of information storage, retrieval and communication, as well as their accompanying technologies, to the entire college community.

The libraries are open to all students registered at the College and other persons in the area who desire to use these facilities. Students have free access to the library facilities and services and are required to present their ID cards when checking out library materials. The ID card or visitor’s pass must also be shown for admission to the libraries.

Library material should not be transferred from one student to another. Students are held responsible for all materials checked out until the materials are returned and properly checked in. On the Main Campus, return books through the book chute at the circulation desk, or the outside book depository after hours. On the Carver, Southwest and Central Campuses, all materials must be returned to the circulation desks.

Reserved books and vertical file materials are used inside the library during school hours only. They may be checked for two hours, overnight and returned by 8:00 the next morning. Students may reserve books in advance. Regular books may be checked out for a period of two weeks. Magazines and reference books are used only in the library. Reference books may not be checked out at any time.

The library welcomes community usage, however, materials can only be used inside the library. In addition to this rule, the community users are subject to all other rules and regulations issued by the library.

The Alabama Virtual Library serves as another medium to remove access and is available to every student, resident, classroom, public and school libraries, and even home access that provides current information essential for education and lifelong learning on demand. Bishop State Community College Libraries have a website also that give access to all materials and books housed on the various campuses.

All library users will enter and leave the libraries through the front entrance only. It is essential that everyone follow this policy. Persons wearing pacemakers should be aware of the electronic theft detection system.
Library hours are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>8:00 a.m. – 7:00 p.m. Monday – Friday</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. – 5:00 p.m. Saturday</td>
</tr>
<tr>
<td>Carver Campus</td>
<td>8:00 a.m. – 5:00 p.m. Monday – Friday</td>
</tr>
<tr>
<td>Central Campus</td>
<td>8:00 a.m. – 7:00 p.m. Monday – Friday</td>
</tr>
<tr>
<td>Southwest Campus</td>
<td>8:00 a.m. – 5:00 p.m. Monday – Friday</td>
</tr>
</tbody>
</table>

The Black History Museum and Research Library for the Study of Southern African-American Culture, Central Campus

The Bishop State Community College Black History Museum and Research Library for the Study of Southern African-American Culture officially opened in November 1995 during the Grand Opening Ceremony of the Baker-Gaines Central Campus. The Museum is opened upon special requests. It is an archival and research library specializing in the study of Southern African-American Culture. The prolific sources for exhibition and research enable scholars and history enthusiast to explore, investigate, and analyze the foundation of Southern African-American culture in a very pedantic and commodious environment.

The permanent collection consists of artifacts and information that focus on the social, political, and economic development relative to the history of Southern African-Americans. The collection expresses a variety of themes, which allow an in-depth study for scholarly and personal interest work.

The Museum includes a visual arts area that features print art works from artists across the nation. These visual art works concentrate on African-American themes. The Museum may also be reserved for traveling exhibits.

The museum exhibits are centered around the history of Southern African Americans with a concentration on the social, political and economic history endemic to South Alabama. The museum exhibits will also include, at times, national traveling historical displays.

The Library houses a manuscript room that contains primary and secondary documents for historical and genealogical research to be used by our students and patrons. The Library also has a reading room that contains a collection of books germane to the study of Southern African-American culture.

Finally, comprehensive research for the Library includes an audio-visual room that contains audio cassettes of books, reading and speeches, as well as films and videos relative to African-American history.
The Bishop State Black History Museum and Library for the Study of Southern African-American Culture provide high quality educational opportunities and services that respond to the academic, individual and community needs of the citizenry of Mobile and Washington counties, as well as researchers from around the country.

**MAIL SERVICES**

Mail service is available to departments and all persons employed at the College. It is suggested that each employee check his/her mail daily.

The Post Office Clerk picks up the mail daily from the U.S. Postal service. Inter-campus and outgoing mail is also picked up daily.

All outgoing mail requires a completed *Postage Form*. The mail pieces count, the department requesting the postage, and any special making instructions must be completed. The form must accompany the outgoing mail pieces.

**Mail Services: Main Campus**

The Post Office Clerk will deliver mail to the following offices, units, or persons on the Main Campus:

1. President’s Office
2. Academic Dean’s Office
3. Business Office
4. Admissions and Records
5. Student Services
6. Public Relations
7. Human Resources
8. Financial Aid

Mail from the Main Campus must be deposited in the mailroom, located in the Administration Building, no later than 2:00 p.m., in order to be mailed the same day. Arrangements should be made to deliver large quantities of mail earlier than 2:00 p.m., if same day processing is desired.

**Mail Services: Other Campuses**

The Post Office Clerk will deliver campus mail to the Director’s Offices for Carver, Southwest, and Central Campuses. All outgoing mail is picked up in these offices.

Mail must be deposited in the Director’s Office on the other campuses by 10:00 a.m., for same day processing.
Campus mail boxes are available for official campus mail only. No literature/communications, such as brochures, pamphlets, memorandums, or letters not related to College business should be deposited in the mailroom for distribution.

**Inter-campus Mail**

Inter-campus mail delivery is made daily. Collection and distribution points for inter-campus mail are located on each campus. Inter-campus mail must be deposited by 10:00 a.m. for same day delivery.
PURCHASING

ETHICAL STANDARDS AND APPLICABLE LAWS

The College’s purchasing procedures cannot be used for personal acquisitions for faculty, staff or students. All College purchases have to be approved in advance of the purchasing occurring.

The following principles are adopted by the National Association of Educational Buyers:

1. Give first consideration to instructional policies and objectives
2. Obtain the maximum value for each dollar expended.
3. Demand honesty in sales representation whether offered through oral or written statements, advertising or samples.
4. Grant all competitive bidders equal consideration; regard each transaction on its own merit. Promote fair, ethical and legal trade practices.
5. Cooperate with trade and industrial associations, government and private agencies engaged in promoting and developing sound business methods.
6. Use only by consent the original ideas and designs devised by one vendor for competitive purchasing purposes.
7. Be willing to submit any major controversy to arbitration where applicable or permissible.
8. Decline personal gifts and gratuities.
9. Accord a prompt and courteous reception to everyone calling on legitimate business.
INITIATION AND APPROVAL

There is no authority allowing the College to pay for purchases made by an employee who has not received proper written approval by the College.

Employees are prohibited from making purchases without a properly approved purchase order. Only items as listed on the approved purchase order are available to be ordered. No items can be added after the requisition has been approved.

For items not required to be bid under state or federal regulations, the requestor should provide copies of three (3) written estimates from three (3) different vendors for purchases of goods or services exceeding $5,000. The purchasing process begins with an authorized Budget Center User (BCU).

The BCU completes the request for purchase order (RFP requisition) with all required information. For new vendors, a completed New Vendor Form (See Appendix P) will be forwarded to Accounts Payable with a completed W-9 form and Statement of Disclosure, if the purchase exceeds $5,000.

All RFPs are approved on-line by the department head, applicable dean if over $1,000, and Business Office. RFPs exceeding $3,000 are also approved by the President. RFP’s are reviewed for bid law applicability, contract documents, budget inclusion, etc., new vendor requests are reviewed for inclusion in state contracts and master vendor file.

Once the RFP is approved by the Business Office, a purchase order (PO) number is assigned. The PO is communicated to the vendor – telephone, fax, email, mail, etc. The BCU receives the purchase order information. Stale-dated P.O.’s may be voided after 60 days.

Purchasing: Receipt of Goods/Services

Some of the vendors may only deliver to a central drop off point. Those drop off points are as follows:

A. Main Campus – Maintenance Building on Congress Street
B. Central, Carver and Southwest Campuses – Campus Director’s Office

It is the responsibility of the employee receiving the shipment, either directly or from the central drop-off point, to inspect and verify the quantity and condition of the items received.

Once the goods or services are received, the BCU signs and dates a receiving report (packing slip, invoice, etc.), and forward it to accounts payable.
TELEPHONE SERVICE

Installations/Repairs

Telephones are installed in various offices and units. The first and basic reason for telephones is to provide a source of off-campus and interoffice communication. Requests for additional telephone service should be made through the Business Office. Requests for telephone repairs should be made through the Business Office and/or the Campus Directors.

TRANSPORTATION PROCEDURES

The College and its employees will abide by all applicable State Board of Education policies and all laws and regulations of the State of Alabama as it pertains to College vehicles.

The College’s vehicles **must be used for travel of more than two (2) employees** to the same location at the same time. If an employee chooses to use their personal vehicle, and **without prior written permission from the President**, they will not be reimbursed for travel costs incurred.

Seatbelts must be used at all times. No smoking is permitted in College vehicles.

1. Vehicle Reservation – Submit a copy of the Travel Request Form to the Maintenance Secretary at least one week prior to departure date. You must cancel your reservation within 48 hours of your departure date to avoid being charged for the reservation rental fee.

2. Vehicle Checkout
   a. Effective immediately, College employees will be required to present a valid driver’s license upon checkout. Drivers of vehicles carrying more than 16 passengers, including the driver, must present the applicable class driver’s license.
   b. Prior to departing, document the mileage on the odometer. Corrections must be made prior to departure.
   c. Inspect your vehicle and report any body damages or dirty vehicles. Unreported damage or exceptionally dirty vehicles may be charged to your department.
   d. For fuel charges, you must sign out the gasoline credit card from the Athletic Director (for Athletic travel), or the Business Office, main Campus, for all other travel.

3. Vehicle Charges – Vehicles usage will be charged to the budget of the College department using the vehicle as follows:
   a. $30 per day, and
   b. $.40 per mile
   c. Vehicles not turned in by 8:30 a.m., will be charged in accordance with 3 (a) and 6 (b), above.
MEDIA CONTACT

Effective relationships with the news media are important to the College and to us as employees. They provide excellent opportunities for sharing the story of the good things happening at Bishop State Community College and enable us to deal appropriately with difficult issues as they arise. This is a reminder that in the event a Bishop State Community College employee is contacted by the media, i.e. newspaper, radio, television, etc. in reference to Bishop State Community College, or any issue related to the College or one’s employment, the policies listed below must be followed. This will ensure prompt and accurate responses to all inquiries from the news media.

The President is the only official spokesperson for Bishop State Community College and may delegate this responsibility. When contacted by a media representative, refer them to the Director of Public Relations, at 251-405-7135. The Director of Public Relations will in turn clarify and confirm the nature of the request and make the necessary referral to the President or his/her designee.

Requests for media interviews are coordinated through the Public Relations Office in coordination with the President or his/her designee. These few, simple steps are intended to help achieve greater awareness of the College and to maintain credible partnerships with the media.

SMOKING AND TOBACCO USE POLICY

It is the official policy of Bishop State Community College that smoking and the use of tobacco is prohibited within, buildings, structures, and vehicles owned, leased, or rented by the College, and also within 30 feet of buildings owned, leased, or rented by the College. This includes instructional sites, centers, building entrances, and common areas.

What do we consider “tobacco”?

Under this policy tobacco is any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco products, sometimes referred to as dip, chew, or snuff.

What do we consider “smoking”?

Under this policy, smoking is defined as carrying or holding any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.
POLITICAL ACTIVITY

All personnel are encouraged to participate actively and freely as citizens in their community. However, no employee may use his or her position or scheduled work hours for political purposes, nor shall the employee use any College property, equipment, or facilities for any political activity. Prior to seeking election or appointment to a political office, the employee must give notice to the appropriate administrator and to the President.
APPENDICES

Appendix A.................................................................................... Organizational Charts
Appendix B...................................................................................... ADA Accommodation Request
Appendix C........................................................................................ Student First Act
Appendix D....................................................................................... Family Relations Disclosure Form
Appendix E........................................................................................ Evaluation Forms
Appendix F.......................................................................................... Employee Tuition Waiver
Appendix G....................................................................................... Employee Rights and Responsibilities Under the Family and Medical Leave Act
Appendix H.......................... Sick Leave Application for Loan-Catastrophic Leave Transfer Request
Appendix I ............. Application for Salary Continuation for Absence Due to Job-Related injury
Appendix J ........................................ Title IX Employee Grievance Reports
Appendix K....................................................................................... Request for Travel
Appendix L....................................................................................... Out of State Travel Reimbursement Form
Appendix M...................................................................................... Faculty Certification of Credentials
Appendix N....................................................................................... Professional Growth Plan (Full-time Faculty)
Appendix O........................................................................................ Official Syllabus Model
Appendix P....................................................................................... New Vendor Form
Organizational Chart

BISHOP STATE COMMUNITY COLLEGE

March 2014
AMERICANS WITH DISABILITIES ACT
Request for Disability Accommodation Form

Employee Name: ____________________________

Supervisor’s Name: ________________________  Department: ________________________

Describe your disability (e.g. visual impairment, physical impairment, or other):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe how your disability impairs your ability to perform assigned job duties:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe the reasonable accommodation that you are requesting:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Provide Medical Documentation:
Include copies of any medical documentation such as FCE’s, reports or prescriptions issued by your
Physician / Health Care Provider, and/or any other documentation relevant to your request. All
documentation is confidential and used for the purposes of consideration for ADA accommodation only.

________________________________________________________________________

Employee Signature ____________________________  Date ____________________________

Submit original to:

Director of Human Resources
Bishop State Community College
351 N. Broad Street
Mobile, AL 36603
Phone: 251-405-7052
BISHOP STATE COMMUNITY COLLEGE
MEDICAL/HEALTHCARE INFORMATION RELEASE FORM

I ________________________________, hereby authorize

(Patient First, Last Name)

to furnish

(Physician or Facility)

and discuss with the Director of Human Resources for Gadsden State, any information relevant to the
following condition (list condition(s) or diagnosis(es); attach supplemental documentation as necessary):


, for the purpose of evaluating my request for accommodation. A complete photocopy of this authorization
shall be accepted as if it were a signed original and is valid from the date of this release until Gadsden State
completes its evaluation of my request for accommodation of this condition.

I release ________________________________ from any liability associated with the

(Physician or Facility)

disclosure of confidential or privileged medical/healthcare information. I understand that Bishop State
cannot properly evaluate my request for accommodations unless I sign this release and that any information
disclosed under this release could potentially be subject to re-disclosure by the recipient and no longer
protected by federal privacy regulations.

I understand that I can revoke this release in writing at any time by sending a written revocation of
authorization to: Director of Human Resources, Bishop State Community College, 351 N. Broad Street,
Mobile, AL. 36603

Employee Signature ____________________________ Date ____________________________
STUDENTS FIRST ACT OF 2011

The Students First Act was passed by the Alabama Legislature effective July 1, 2011. That Act provides for the standards and conditions under which eligible State community college employees may attain non-probationary status ("tenure"); and it includes provisions relating to disciplinary actions and reassignments/transfers of college employees. The following provisions of the Act are applicable to BSCC employees.

Probationary Instructors. All full-time instructors at BSCC 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 BSCC shall attain non-probationary status upon the completion of six consecutive semesters in the capacity of instructor at BSCC, 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 contract 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 contract for a specified period of employment, the employee will be given notice of cause and an opportunity for a hearing before the President.

Probationary Classified Employees. All classified employees at BSCC 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 classified employee of BSCC shall attain tenured status upon the completion of thirty-six (36) consecutive months of probationary employment at BSCC, 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 BSCC to employ classified employees under an open-ended letter of appointment. However, if a classified employee is employed by virtue of a written contract for a specified period of employment, and the employment is terminated within the period of that contract for a specified period of time, the employee will be given notice of cause and an opportunity for a hearing before the President.

Non-probationary (“Tenured”) Employees. Certain employment situations are excluded by the Act from making the attainment of tenure available. Neither the President nor any Vice President of BSCC 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.

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 BSCC, 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 BSCC 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 BSCC, 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 BSCC, 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.

Once a BSCC 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-probatory 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-probatory 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-probatory 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 of 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 BSCC, or within designated operating divisions, departments, or employment classifications therein.

Reassignments/Transfers

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 BSCC, 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 BSCC 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 BSCC may be reassigned to any position for which the respective employee is qualified, or to any work location of BSCC, 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.
BISHOP STATE COMMUNITY COLLEGE

FAMILY RELATIONSHIP DISCLOSURE FORM

This form must be completed and returned to the Human Resources Office.

Employee’s Name: ___________________________ SSN: __________________

Job Title/Position: ____________________________

Employment Date: _______ _______ Full-Time _____ Part-Time _____

Salary Schedule _______ Rank _______ Step ______ Annual Salary _______

For purposes of this disclosure, relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse’s parents, sibling and his or her spouse.

Are you a relative of any employee of the Alabama College System, including Bishop State Community College, or any member of the State Board of Education?

Yes _____ No _____

If yes, list the name(s), relationship, and employer/position of relative(s)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

I affirm that all information contained herein is correct to the best of my knowledge.

Signed: ___________________________ ___________________________

Employee Date
# Employee Evaluation Report for Administrative/Professional Staff

## Section I: Instructions

The purpose of this evaluation is to provide feedback to administrative and professional staff, to foster self-improvement, and strengthen institutional effectiveness. The supervisor should evaluate each employee using the same criteria. The supervisor will discuss the completed evaluation form with the employee. The employee will have the opportunity to provide a written response to the evaluation. A copy of the evaluation will be filed in the employee's personnel file and one copy will be given to the employee.

## Section II: Employee Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Department:</th>
</tr>
</thead>
</table>

## Section III: Performance Rating/Comments

Giving careful consideration to the employee's performance during the entire evaluation period, assess the employee's performance using the rating scale listed below. Under Comments, note specific performance deficiencies and/or the means by which the employee can improve (include needed training through the college or through the employee's own initiative). All ratings of Needs Improvement are to be clarified under Comments in terms of required performance levels or standards. The employee's goals for next year should be attached to the evaluation.

**Rating Scale:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>3</td>
<td>Above Average</td>
</tr>
<tr>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>1</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>NA</td>
<td>Does not Apply</td>
</tr>
</tbody>
</table>

1. Is diligent in completing responsibilities in desired timeframe.
2. Makes effective use of time.
3. Handles matters in an efficient and professional manner.
4. Keeps abreast of relevant changes in professional field.
5. Displays a pleasant and professional attitude.
6. Possesses thorough knowledge of his/her position.
7. Plans carefully within department to meet long-term college needs.
8. Attends to details carefully.
9. Provides timely follow-through on assignments received.
10. Consistently maintains high standards in his/her work.
11. Maintains composure in difficult situations.
12. Exercises good judgment in dealing with problems and concerns.
13. Demonstrates flexibility, adaptability, and responsiveness to changing conditions.
14. Maintains integrity of sensitive and/or confidential information.
15. Supervises personnel effectively.

16. Demonstrates effective oral and written communication skills.

17. Demonstrates sensitivity to the needs of others for information.

18. Supports the philosophy, mission, and objectives of the college.

19. Implements college policy and procedures.

20. Prepares realistic budgets and adheres to them.

21. Shows respect and consideration for others.

22. Demonstrates sensitivity to student needs.

23. Demonstrates effective leadership qualities.

24. Recognizes workflow problems and follows through with required action.

25. Dresses appropriately.

26. Displays willingness to work as part of a team to accomplish common goals.

27. Overall rating.

Employee Comments:

Evaluator's Comments:

My signature indicates that I have reviewed this appraisal and have had the opportunity to respond.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
<th>Evaluator</th>
<th>Date</th>
</tr>
</thead>
</table>
# Bishop State Community College

## Employee Evaluation Report for Support Staff

### Section I: Instructions

This performance evaluation report on the employee listed below is to be completed by the employee’s supervisor. The supervisor should compare the employee’s job description to the Rating Factors and Rating Elements in Section III. Upon completion, the report should be discussed with the employee. The employee, if in disagreement with the evaluation, may attach comments regarding such disagreements. A copy of the report should be given to the employee and the original forwarded to the evaluator’s supervisor for review. The supervisor then forwards the signed report to the Administration and Personnel Office to be filed in the employee’s personnel file.

### Section II: Employee Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rating Period</th>
<th>Type of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>To:</td>
</tr>
</tbody>
</table>

Does employee’s current job description accurately reflect job responsibilities? (See Attached) [ ] Yes [ ] No | |

If “no”, list those responsibilities not included on job description:

### Section III: Performance Rating/Comments

Giving careful consideration to the employee’s performance during the entire evaluation period, assess the employee’s performance using the rating scale listed below. Under Comments, note specific performance deficiencies and/or the means by which the employee can improve (include needed training through the college or through the employee’s own initiative). All ratings of Unsatisfactory or Needs Improvement are to be clarified under Comments in terms of required performance levels or standards.

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Rating Element</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Performance</td>
<td>Knowledge and Expertise</td>
<td>Excellent</td>
</tr>
<tr>
<td></td>
<td>Decision Making/Judgment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adaptability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thoroughness/Accuracy of work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organizational Skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptance of Additional Responsibilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Timeliness of Work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to Work with Minimal Supervision</td>
<td></td>
</tr>
<tr>
<td>Work Habits</td>
<td>Punctuality/Attendance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compliance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enthusiasm and Interest in Work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initiative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neatness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safety</td>
<td></td>
</tr>
<tr>
<td>Rating Factor</td>
<td>Rating Element</td>
<td>Excellent</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Professional Attributes</td>
<td>Integrity/Honesty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loyalty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dependability/Trustworthiness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Team Player</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attitude</td>
<td></td>
</tr>
<tr>
<td>Personal Relations</td>
<td>Cooperation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication with Co-workers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication with Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appearance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Relations</td>
<td></td>
</tr>
</tbody>
</table>

Activities completed for professional and/or program improvement. (List all courses, workshops, field trips, in-service, etc.)

__________________________________________________________________________________________

Activities planned for professional and/or program improvement.

__________________________________________________________________________________________

Evaluator’s comments: ________________________________________________________________

__________________________________________________________________________________________

Employee’s comments: ________________________________________________________________

__________________________________________________________________________________________

Employee’s Signature ____________________________ Date ___________ Evaluator’s Signature ____________________________ Date ___________
EMPLOYEE AND/OR DEPENDENT TUITION WAIVER FORM

Employee’s Name ______________________  Employee ID # & Position/Title ______________________

Phone # ______________________  Email ______________________

Dependent’s Name ______________________  Dependent’s Student ID or SSN ______________________

Phone # ______________________  Email ______________________

Relationship to Employee: [check one]

[ ] Self  [ ] Spouse  [ ] Unmarried Natural or Adopted Child  [ ] Unmarried Step-Child  [ ] Legal Ward

Does the Dependent live with you?  [ ] Yes  [ ] No  With former Spouse?  [ ] Yes  [ ] No

(DEPENDENTS MUST RESIDE IN THE HOUSEHOLD OF THE EMPLOYEE OR THE EMPLOYEE’S FORMER SPOUSE. EXCEPTIONS: STEP-CHILD MUST RESIDE IN THE HOUSEHOLD OF THE EMPLOYEE)

Institution to Attend: ______________________  Term/Year ______________________

Course# __________ Course Name: __________  Credit Hours: __________

Course# __________ Course Name: __________  Credit Hours: __________

Course# __________ Course Name: __________  Credit Hours: __________

Course# __________ Course Name: __________  Credit Hours: __________

Course# __________ Course Name: __________  Credit Hours: __________

I certify that I am familiar with the provisions of the State Board of Education Policy 612.02 and that the person(s) requesting the tuition waiver benefits qualifies as an eligible employee or dependent in accordance with Policy 612.02 guidelines (see reverse of form for policy and/or processing steps).

INITIAL BY ______________________

EACH ITEM Maximum of one audit per term

AND SIGN Waiver does not apply to repeated courses

BELOW Student must abide by the academic limitations and policies of the attending institution (including any course limitations)

Unofficial Transcripts (and current course schedule) must be attached to this form

Employee Signature ______________________  Date __________

Supervisor (if required) ______________________  Date __________

Certification: Full Waiver __________  2/3 Waiver __________  1/3 Waiver __________

Full-Time Employment Date ______________________  Date of Employee Retirement __________

*Dependents are eligible for Waiver for a maximum of 5 years from date of employee retirement

Certifier: Name ______________________  Date __________

INSTITUTION TO ATTEND:

I certify that ______________________ has been approved to receive a tuition waiver for ______________________ hours

[employee/dependent] ______________________

at ______________________

College or Entity ______________________

President ______________________  Date __________

Routing or Notes: ______________________
GUIDELINES FOR POLICY

612.02: TUITION ASSISTANCE

I. GENERAL
This tuition waiver program is designed for all full-time and Salary Schedule H-35 employees of The Alabama College System and the Alabama Department of Postsecondary Education and their dependents as defined under Section II. Courses taught by Athens State University are not subject to this program.

The program will be coordinated by each institution for employees within the Alabama College System and the Alabama Department of Postsecondary Education. An application form for the tuition assistance program is available at each institution and should be completed prior to registering for classes.

A copy of the completed form must be submitted to the employing institution and the institution offering courses of different.

II. DEFINITIONS
Employee: Any full-time or Salary Schedule H-35 employee of any System institution and the Alabama Department of Postsecondary Education. This program will not include temporary or part-time employees (other than Salary Schedule H-35 employees), or persons serving as independent contractors in any of the System institutions or the Alabama Department of Postsecondary Education.

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

III. ELIGIBILITY
A. Requirements
Employees: Employees must have been employed by a System institution or the Alabama Department of Postsecondary Education for one full academic year or at least 12 months, whichever is less, continuous to the first scheduled day of class for the term in which the employee is applying. Employee eligibility will remain in effect for the duration of their employment in The Alabama College System or the Alabama Department of Postsecondary Education.

B. Termination of Eligibility
Employees: Eligibility continuing for the employee discontinues full-time employment for the respective institution for any reason except as on an approved leave of absence.

Dependents: If dependent will be ineligible when the employee becomes ineligible, except that dependents of any employee who has 25 years of more of continuous service in The Alabama College System or the Alabama Department of Postsecondary Education upon retirement from The Alabama College System or the Alabama Department of Postsecondary Education are eligible to participate in the program for a five-year period beginning with the date of the employee's retirement.

IV. AMOUNT OF ASSISTANCE, LIMITATIONS, CONDITIONS, AND AUDITING
A. Tuition Cost
All eligible employees and their dependents will be allowed a waiver of one-third of the normally charged tuition for the first year (full academic year) or 12 months period of employment, or a waiver of one-third of tuition following the second year of employment, and a waiver of one-third of tuition in the second year of employment (partial tuition waivers are to be rounded down to the nearest dollar). Salary Schedule H-35 employees will be allowed a waiver of tuition calculated at a prorated rate of full-time employment. Expenses for supplies, books, and fees other than tuition will not be waived. Each institution will be allowed to report the credit hours generated by these waivers.

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

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

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

D. Auditing
The student-employee or dependent will be allowed to audit one course (up to five credit hours) per term at no cost.

The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-earning students except the final examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation as an audit student in credit-hour-producing courses reported for funding purposes.

E. Repealing Class
Tuition costs for courses repeated will be the responsibility of the student-employee or dependent and will be reimbursed to the student-employee or dependent only if the student-employee or dependent is deemed to have met the conditions for tuition assistance.

F. Records: Transcripts
The student-employee or dependent must re-certify eligibility, as specified in Condition IV.C. above, prior to registering for a new term by providing verification of course completion to:
1. The Academic or Technical Dean at the institution of attendance, and
2. The Academic or Technical Dean at the institution of employment who will forward it to the President for the student-employee or dependent's permanent file.

Those not registering for the next term must, within twenty (20) days after course completion, present official documentation of course completion to:
1. The Academic or Technical Dean at the institution of attendance, and
2. The Academic or Technical Dean at the institution of employment who will forward it to the President for the student-employee or dependent's permanent file.

G. Work Week
Participation in this program is in addition to the employee's full-time work week, and should not be considered when computing the employee's time for financial compensation. However, in certain cases the employee's work schedule may be adjusted to permit course attendance. Adjustments to the employee's weekly work schedule must be recommended by the employee's supervisor and/or Dean, and approved by the President.
Your Rights
under the
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:
Unpaid leave must be granted for any of the following reasons:
• to care for the employee's child after birth, or placement for adoption or foster care;
• to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
• for a serious health condition that makes the employee unable to perform the employee's job.
At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Unlawful Acts by Employers:
FMLA makes it unlawful for any employer to:
• interfere with, restrain, or deny the exercise of any right provided under FMLA;
• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Advance Notice and Medical Certification:
The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.
• The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
• An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Enforcement:
• The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
• An eligible employee may bring a civil action against an employer for violations.
FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Job Benefits and Protection:
• For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

For Additional Information:
If you have access to the Internet visit our FMLA website: http://www.dol.gov/esa/whd/fmla. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-USWAGE (1-866-487-9243); a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone; or log onto our Home Page at http://www.wagehour.dol.gov.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001

*U.S. GOVERNMENT PRINTING OFFICE 2001-476-2444/50031
Certification of Health Care Provider for Employee’s Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0033
Expiry: 2/22/2011

SECTION I: For Completion by the EMPLOYER
INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee’s health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact:

Employee’s job title: ____________________________________________

Regular work schedule:

Employee’s essential job functions:

______________________________________________________________

Check if job description is attached: ____________

SECTION II: For Completion by the EMPLOYEE
INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: ____________________________
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER
INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider’s name and business address:

Type of practice / Medical specialty:

Telephone: ( ) ____________________ Fax: ( ) ____________________
PART A: MEDICAL FACTS

1. Approximate date condition commenced: ____________________________________________

   Probable duration of condition: ____________________________________________________

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?  
   ____ No  ____ Yes. If so, dates of admission: __________________________________________

   Date(s) you treated the patient for condition: ________________________________________

   Will the patient need to have treatment visits at least twice per year due to the condition?  
   ____ No  ____ Yes.  

   Was medication, other than over-the-counter medications, prescribed?  
   ____ No  ____ Yes.  

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  
   ____ No  ____ Yes. If so, state the nature of such treatments and expected duration of treatment:

   __________________________________________________________

2. Is the medical condition pregnancy?  ____ No  ____ Yes. If so, expected delivery date: _______________________

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition?  ____ No  ____ Yes.

   If so, identify the job functions the employee is unable to perform:

   __________________________________________________________

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   __________________________________________________________
   __________________________________________________________
5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? __No ___Yes.

If so, estimate the beginning and ending dates for the period of incapacity: ____________________________

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee’s medical condition? __No ___Yes.

If so, are the treatments or the reduced number of hours of work medically necessary? __No ___Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

________________________________________________________________________

Estimate the part-time or reduced work schedule the employee needs, if any:

________ hour(s) per day; ________ days per week from __________ through __________

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? __No ___Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups? __No ___Yes. If so, explain:

________________________________________________________________________

Based upon the patient’s medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Page 3  CONTINUED ON NEXT PAGE  Form WH-380-E  Revised January 2009
Signature of Health Care Provider               Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT
If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.
BISHOP STATE COMMUNITY COLLEGE

Sick Leave Bank

Enrollment Form

Return Form To: Sick Leave Bank
                Office of Human Resources

PLEASE PRINT

Employee’s Name

Social Security Number

I hereby request membership in the Bishop State Community College Sick Leave Bank. I understand that I must contribute five (5) sick leave days to the bank to participate.

____________________________
Signature

____________________________
Date

***************************************************************

FOR OFFICE USE ONLY

Current Number of Sick Leave Days ______

Committee Approval Date ________________
BISHOP STATE COMMUNITY COLLEGE

APPLICATION FOR LOAN

Days from the Sick Leave Bank shall not be awarded until all accumulated leave days in the personal account have been exhausted. All loans are subject to the approval of the Sick Leave Bank Committee.

PLEASE PRINT

EMPLOYEE’S NAME __________________________ SOCIAL SECURITY NUMBER (4DIGITS) __________________________

NAME OF IMMEDIATE SUPERVISOR

Number of Days Requested from the Sick Leave Bank
Not to exceed 15 days

Effective Date of Request:
Starting Date: ___________ Ending Date: ___________

Reason for Leave:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

____________________ Original Request ______________________ Days Awarded by SLB ___________

Signature of Sick Leave Bank Committee __________________________ Date ___________

Copy Sent to Payroll Office __________________________ Copy Sent to Applicant __________________________

Send this application to:

Sick Leave Bank Committee
Bishop State Community College Human Resources Office
# CATASTROPHIC SICK LEAVE TRANSFER AUTHORIZATION

<table>
<thead>
<tr>
<th>DONATING Employee Information</th>
<th>(PLEASE PRINT OR TYPE FORM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employee Name:</td>
<td></td>
</tr>
<tr>
<td>2. Employee Address:</td>
<td></td>
</tr>
<tr>
<td>3. Employee Telephone(s):</td>
<td></td>
</tr>
<tr>
<td>4. Employer:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BENEFICIARY Employee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Employee Name:</td>
</tr>
<tr>
<td>6. Employer:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days to be Donated to Beneficiary (not to exceed 30 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Number of days to be donated:</td>
</tr>
<tr>
<td>The donated days may be used to repay days borrowed from</td>
</tr>
<tr>
<td>the Sick Leave Bank.</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

## Certification of DONATING Employee

8. I certify that I hereby donate the above noted number of my sick leave days to the beneficiary employee listed above. My employer has my permission to transfer the indicated number of sick leave days to the employer of the beneficiary for his or her use due to a catastrophic illness/injury as defined by Act 93-753. It is my understanding that my sick leave balance will be reduced by the specified number of days hereon and that the donated days will not be returned to me.

<table>
<thead>
<tr>
<th>Donating Employee’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Witness:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

## Certification of DONATING Employer

9. I hereby certify that the donating employee’s information listed above is correct to the best of my knowledge.

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
</tbody>
</table>

## Receipt of BENEFICIARY Employer

10. The above noted number of sick leave days has been credited to the sick leave account of the beneficiary employee. (Please give a copy of this form to the beneficiary employee.)

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
</tbody>
</table>
BISHOP STATE COMMUNITY COLLEGE

CATASTROPHIC LEAVE APPLICATION

Catastrophic leave shall not be awarded until all accumulated leave days in the personal account and days from the Sick Leave Bank have been exhausted. Catastrophic leave is subject to the approval of the Sick Leave Bank Committee and physician approval.

PLEASE PRINT

EMPLOYEE’S NAME

SOCIAL SECURITY NUMBER

NAME OF IMMEDIATE SUPERVISOR

I certify that I have exhausted all my leave options:

Sick Leave Days

Yes

No

Annual Leave Days

Yes

No

Personal Leave Days

Yes

No

Compensatory Leave Days

Yes

No

Sick Leave Days

Yes

No

EMPLOYEE’S SIGNATURE

SIGNATURE OF PAYROLL EMPLOYEE CONFIRMING INFORMATION

Number of Days Requested for catastrophic leave

Effective Date of Request:

Starting Date: 

Ending Date: 

Reason for Leave (Please attach Physician Certification form):

FOR USE BY THE SICK LEAVE BANK COMMITTEE

Original Request

Catastrophic Leave Days Awarded by SLB

Signature of Sick Leave Bank Committee Chair

Date

__ Copy to Payroll

Send this application to:

Sick Leave Bank Committee
Bishop State Community College Office of Human Resources

__ Copy to Applicant
BISHOP STATE COMMUNITY COLLEGE
Office of Human Resources
351 North Broad Street
Mobile, AL 36603

PHYSICIAN’S CERTIFICATION OF CATASTROPHIC ILLNESS

Instructions:

Please complete the following information on the Bishop State Community College employee in your care.

The Alabama State Board of Education defines catastrophic illness as “any illness or injury so certified by a licensed physician which causes the employee to be absent from work for an extended period of time.”

Certification:
I certify that ___________________________ is diagnosed with the following catastrophic illness or injury:

_____________________________________________________________________________________

The expected recuperation period requiring the employee’s absence from work is

_____________________________________________________________________________________

Additional Comments:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Signature of Attending Physician ___________________________ Date ___________________________

Typed or Printed Name ____________________________________________
BISHOP STATE COMMUNITY COLLEGE

NOTICE OF RESIGNATION FROM THE SICK LEAVE BANK

Directions: Submit this request to the Chair of the Sick Bank Committee
Resignation will be effective upon the date of submission or upon separation from service

I hereby resign my participation in the Bishop State Community College Sick Leave Bank and request that days (5) on deposit in the bank be returned to my sick leave account.

Employee’s Name (Print)  Employee’s Signature

Date

Distribution:

Original to: Chair, Sick Leave Bank Committee
Copies to: Payroll
Employee’s Personnel File
BISHOP STATE COMMUNITY COLLEGE

LOAN REPAYMENT SCHEDULE

I, ________________________________ have been granted a loan from the Sick Leave Bank of ______________ days. I understand that I must repay this loan on a monthly basis as I earn sick leave.
BISHOP STATE COMMUNITY COLLEGE

AUTHORIZATION FOR APPEAL FOR CATASTROPHIC SICK LEAVE DAYS

I, ___________________ authorize the Sick Leave Bank Committee to notify the employees of Bishop State Community College that I have a catastrophic illness and am in need of donated catastrophic sick leave days.
APPLICATION FOR SALARY CONTINUATION FOR ABSENCE DUE TO JOB-RELATED INJURY

Name of Injured Employee:_____________________________________________________

Social Security Number:_____________________________________________________

Title or Position of Employee:_______________________________________________

College:_________________________________________________________________

Specific Place at Which Injury Occurred:_____________________________________

Date and Time of Injury:_____________________________________________________

Names of Witnesses to the Injury: (NOTE: If no witnesses, Employee must have statement notarized below. Otherwise, notarized acknowledgment is desired, but not required.)
________________________________________________________________________

Cause of Injury:_________________________________________________________________

Circumstances at the Time of Injury:___________________________________________
________________________________________________________________________

Description of Physical Damage to Employee:____________________________________
________________________________________________________________________

Date__________________________ Signature of Employee________________________

STATE OF ALABAMA )
COUNTY OF_____________________

BEFORE ME, the undersigned Notary Public, personally appeared ____________________, who is known to me, and being duly sworn, confirmed on the _____ day of ____________, 20___, that the information contained hereinabove is true, accurate, and complete to the best of his/her knowledge and information.

Notary Public, State of Alabama
My Commission expires ____________
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

[Grievance Appeal Forms _Rev. 2014]
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:  

FROM:  PRESIDENT

DATE APPEAL RECEIVED DATE OF REPORT

RESPONSE TO APPEAL:

_____________________________________________________________________________________

President

COPY TO:  Grievance Coordinator

(Grievance Appeal Forms _Rev. 2014)
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)  

(Grievance Appeal Forms _Rev. 2014)
BISHOP STATE COMMUNITY COLLEGE
"Commitment to a Program of Excellence"

REQUEST FOR TRAVEL

Date __________________________

Dr. James Lowe, President
Bishop State Community College
351 North Broad Street
Mobile, Alabama 36603-5898

Dear Dr. Lowe:

Permission is respectfully requested for authorization to travel for the purpose of attending ______
of __________________________ in the City of __________________________ State of _____________

TRAVEL INFORMATION:

Date of Departure: __________________________ Mode of Transportation __________________________
Date of Return: __________________________ Lodging (specify Hotel) __________________________
Per Diem (# of Days): __________________________ Hotel Telephone Number: __________________________

Type or Print Name: __________________________
Signature: __________________________
Social Security Number: __________________________

ESTIMATED COST OF TRAVEL:

Transportation $__________________
Conference/Registration Fee $__________________
Amount of Per Diem $__________________
Lodging $__________________
Meals $__________________
Taxi ( ) - Car Rental ( ) $__________________

TOTAL EXPENSES $__________________

Expenses will be paid from:
Federal Funds ( )
State Funds ( )

Charge to: __________________________
(Please specify program or fund to be charged)

DEPARTMENTAL APPROVALS:

Approved: __________________________ Divisional Chair/Supervisor
Approved: __________________________ Academic/Technical Dean
Approved: __________________________ Title III Coordinator
Approved: __________________________ Business Manager/Treasurer

President

NOTE: ALL REQUESTS MUST BE TYPED AND ACCOMPANIED BY A LETTER TO THE PRESIDENT,
EXPLAINING THE BENEFIT OF THE TRAVEL. ATTACH ANY SUPPORTING DOCUMENTS (BROCHURES,
LETTERS, PAMPHLETS) RELATED TO TRAVEL, PLEASE SUBMIT TRAVEL REQUEST AT LEAST TWO WEEKS PRIOR
TO TRAVEL. (8/2000)
STATE OF ALABAMA
STATEMENT OF OFFICIAL TRAVEL

(Department or Agency) ________________________________ Funds ________________________________

Approved ________________________________ Department Head ________________________________

Official Station or Base ________________________________ Above Space for Name and Address of Employee ________________________________

<table>
<thead>
<tr>
<th>Month and Date</th>
<th>POINTS OF TRAVEL</th>
<th>Private Car Miles</th>
<th>Fare or Travel Tax Exempt</th>
<th>Hour of Departure</th>
<th>Hour of Return To Base</th>
<th>Number Units @ - ¼ Daily Rate</th>
<th>Amount Per Diem Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL AMOUNT FOR TRANSPORTATION

TOTAL PER DIEM

Detail miscellaneous expense and furnish receipts when required. This space for departmental approval, etc. Use extra sheets when necessary.

TOTAL THIS EXPENSE ACCOUNT

I HEREBY CERTIFY that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel authority granted me.

(Signature of traveler)

Sworn to and subscribed before me this the ________________________________ day of ________________________________ 20______

(Noteary Public)
### Faculty Certification of Credentials

This form documents that instructional faculty meet SACS qualifications for teaching. This must be completed for all full-time and part-time employees who are or will be listed as instructors of record. Send this completed form, along with any supporting documentation, to the Academic Dean.

---

#### Section 1: Employee Information

School/College/Academic Unit:  
Department:  
Check One:  
New Faculty  
Existing Faculty  

Instructor’s Last Name:  
First Name:  
Middle Initial:  

Bishop ID (if assigned):  
Academic Rank:  

Check all that apply:  
Tenured/Tenure Track  
Part-Time  
Staff  
Other  

---

#### Section 2: Earned Degree Information

<table>
<thead>
<tr>
<th>Earned Degree (Highest First)</th>
<th>Discipline/Major of Degree</th>
<th>Institution</th>
<th>Year</th>
<th>Official Transcript On File (Y/N):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

#### Section 3: Eligibility

List course prefix of teaching discipline(s) for which instructor is qualified to teach according to SACS Degree guidelines below:

Faculty: Masters with 18 graduate semester hours in the teaching discipline.

<table>
<thead>
<tr>
<th>Course Prefix of Teaching Discipline</th>
<th>Check one of the following: Instructor qualified to teach</th>
<th>Check ONE of the following: Qualifications based on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BOTH Baccalaureate and Graduate courses</td>
<td>SACS Degree Guidelines</td>
</tr>
<tr>
<td></td>
<td>ONLY Baccalaureate courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 4: Additional Qualifications

Complete this section for all instructional faculty who are NOT degree qualified according to the SACS Degree Guidelines documented in Section 3. Please check all Additional Qualifications that apply, and explain each checked item in the space provided. Supporting documents such as vitae, transcripts, copies of licenses and certifications, etc., should be submitted with this form.

<table>
<thead>
<tr>
<th>Place an [x]</th>
<th>Additional Qualifications</th>
<th>Justification Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Degree(s) from related discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research and Publications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional licensure or certification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Related work experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documented teaching excellence in discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Honors, awards, or special recognition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other competencies or achievements</td>
<td></td>
</tr>
</tbody>
</table>

Department Chair Signature: ___________________________ Date: ____________

Dean’s Signature: ___________________________ Date: ____________
BISHOP STATE COMMUNITY COLLEGE
PROFESSIONAL GROWTH PLAN FOR FACULTY
School Year

Name:
Date Employed:
Teaching Area:
Current Rank:
Highest Degree Held: ☐ AS/AAS ☐ BA/BS ☐ MA/MS ☐ Ed.D/Ph.D ☐ Other (List)
Institution Awarding Degree:
Major: ____________________________ Minor: ____________________________
A. Continuation of Formal Education
   1. Do you plan to seek a higher salary rank? * Yes ______ No ______
   2. If the answer to (1) is “yes”, please list college, degree and major to be pursued.
      College: ____________________________ Degree: ____________________________
      Major: ____________________________ Minor: ____________________________
   3. Date to begin work on degree ______/____/____ Anticipated completion Date ______/____/____
   4. Attach degree plan (program of study) signed by your college/university advisor.
B. Development of Technical and/or Teaching Skills, including Certification Credentials
   (If more space is needed for Section B, list on back of form)
   1. List certification or competency exams to be taken:
      ____________________________ ____________________________ ____________________________
   2. List industry training workshops and training sessions to be attended:
      ____________________________ ____________________________ ____________________________
   3. List educational conferences and workshops to be attended:
      ____________________________ ____________________________ ____________________________
   4. Describe or list other professional development activities which you plan to complete:
      ____________________________ ____________________________ ____________________________
* Faculty employed after December 14, 1989, must use additional formal education to achieve a higher
salary rank.
** Faculty seeking a higher salary rank must submit growth plan and a formal degree plan for approval by
the appropriate Dean and the President before enrollment in degree plan. An official transcript will be
required to document completion of course work.

Instructor’s Signature ____________________________ Date: ____________________________
☐ Approved ☐ Not Approved Signature: ____________________________ (Dean)
Date: ____________________________
☐ Approved ☐ Not Approved Signature: ____________________________ (President)
Date: ____________________________
(Revised 10/24/05)
Course Syllabus

Term

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Number of Hours</th>
</tr>
</thead>
</table>

Contact Information:
- Instructor: Click to Enter Name
- Phone: Click to Enter Number
- Email: Click to Enter Email Address
- Office Location: Click to enter Office location and room number

Course Description:
Click to enter course description

Prerequisites/Co-requisites:
Click to enter pre/co requisites

Textbook:
Click to enter textbook name; ISBN Number
Author, and Edition

Required Materials:
Click to enter course requirements. (Ex. Flash Drives, Rulers, Calculators, etc.)

General Education Core Competencies:
After completing courses in the general education core, all students will be able to

1. Communicate ideas effectively using standard written English;

2. Express ideas orally using standard English;

3. Read critically and analytically in order to demonstrate comprehension of college-level textbooks, literature, and other sources of printed information;

4. Explain and apply fundamental mathematical processes, critically evaluate quantitative information, and identify misleading or erroneous information;

5. Utilize computer technology to record, retrieve, present, and apply information; and

Revised October 29, 2014
6. Apply appropriate research methodology to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources.

Area Competencies:
Enter Area competencies here

Departmental Competencies:
Enter Departmental Competencies Here

Student Learning Outcomes:
Click to enter Course Objectives and or Outcomes

Evaluations and Assessments:
Click to enter assessment and points or percentages

Other Course Specific Information:
Click to enter other course information

BSCC Attendance Policy:
Class attendance is strongly encouraged. Excessive absences may affect your final grade. Students are expected to attend all classes as scheduled and exercise regularity and punctuality in attendance. Absences will be recorded for each class, and no absences will be considered excused. Absences are counted from the first day of the student’s registration in the course.

The attendance policy for classes on special schedules, such as the Health Related Programs, will be announced during the first class meeting by the respective departments. These attendance policies take precedence over any other policy.

Students are responsible for all coursework from the first scheduled day of class.

Students must abide by coursework and test makeup policy indicated in the course syllabus.

Exceptions to any attendance policy will be made only for persons required to fulfill military duty, jury duty, or court witness obligations. Students must request approval for these exceptions in advance and provide documentation to the Admissions Office on the appropriate campus prior to the scheduled dates of absence. Exceptions must be approved by the Dean of Students/Assistant to the Dean of Students.

Statement of Discrimination/Harassment:
The official policy of Bishop State Community College is that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment.

Revised October 29, 2014

Americans with Disability Act:
The Office of Disabled Student Services assists students with disabilities to ensure that they are not discriminated against based on disability. The department ensures that these students are allowed reasonable accommodations based upon Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Registering with Disabled Student Services is completely optional; however, students must register with the Office of Disabled Student Services in order to receive services. For more information, students should contact the Coordinator of Disabled Student Services at 405-7028.

BSCC Academic Integrity Policy:
Bishop State Community College enthusiastically promotes academic integrity and professional ethics among all members of the Bishop State academic community. Violations of this policy are considered as serious misconduct and may result in disciplinary action and severe penalties.

BSCC Plagiarism Policy:
Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one’s own.
1. To avoid plagiarism give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g. footnote, endnote, bibliographical reference).
3. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments).

DISCIPLINE: FACULTY MEMBERS MAY RESPOND TO CASES OF PLAGIARISM IN ANY OF THE FOLLOWING WAYS:

1. Return the paper or other item for rewriting; the grade may be lowered.
2. Give a failing grade on the paper or other item - “F” if a letter grade is used or zero if a numerical grade is used.
3. Give the student who plagiarized a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the College.

Course Outline:
Click to enter Course Outline

Revised October 29, 2014
New Vendor Request Form

Date of Request

Submitted By
BSCC Employee:

Phone No:

EXPLANATION OF PURCHASE:

Please attach the following items to Vendor Request Form:

a. Completed W-9 Form
b. Copy of vendor’s Return Policy, if applicable
c. Statement of Disclosure for all purchases over $5,000

Business Remittance Name:

Billing Address: Street

City, State, Zip

Does this business accept VISA products for payments? ☐ Yes ☐ No

Email Address:

Phone Number:

Fax Number:

Vendor Contact Name:

Type of Business:

Social Security No.:

Federal ID No.:

Minority Owned Business (check one) ☐ Yes ☐ No

Entered By: ___________________________ Date: ______/____/____

Dean of Finance

Assigned Vendor #______________________

Revised April 2010