

Employee Handbook



THIS POLICY HANDBOOK DOES NOT CREATE A CONTRACT FOR EMPLOYMENT WITH HAGERSTOWN COMMUNITY COLLEGE, AND THAT HAGERSTOWN COMMUNITY COLLEGE MAY CHANGE OR MODIFY THE POLICIES AND PROCEDURES IN THIS HANDBOOK AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE.

Table of Contents

Section 1.0 General Policies	5
General Human Resources Policy Statement	6
Policy Creation	7
HCC Code of Trust	8
Cultural Diversity Plan	10
Section 2.0 Employment with the College	11
Equal Employment Opportunity	12
Recruitment, Selection, and Hiring Employees	13
Conflict of Interest Policy	18
Employment Responsibilities and Professional Conduct	19
Part A: Additional Employment Responsibilities and Conditions for all employees	20
Part B: Additional Employment Responsibilities and Conditions for Exempt employees	29
Part C: Employment Responsibilities and Conditions for Non-Exempt employees	32
Part D: Employment Responsibilities and Conditions for Faculty	34
Section 3.0 Employee Benefits	35
Benefits	36
Employee Leave	42
Family & Medical Leave	53
Americans with Disabilities Act	62
Professional Development, Tuition Assistance and Tuition Waiver	63
Section 4.0 Salary Administration	66
Salary Administration	67
Section 5.0 Employee Relations	72
Employee Guidance & Progressive Discipline	73
Employee Grievance	77
Employee Performance Evaluation	80
Drug & Alcohol Free Environment	84
Discrimination and Harassment	87
Campus/ Workplace Violence	89
Dismissal of Employee from the College	90
Acceptable Computer Usage	94
Smoking Guidelines	110
Communicable Disease Policy	111
Library Development Policy	112
Parking and Traffic Policy	113
Free Speech and Demonstration Policy	114
Appendix A Position Recruitment Guide for Search Committees	118



Office of the President

July 2014

Dear HCC Employees;

I'm very pleased to share with you this 2014-2015 edition of the Employee Handbook. It supersedes all previous faculty and staff handbooks and stands as the most current reference for all College policies and procedures that address employee benefits, working conditions, and rights and responsibilities. As is the case with similar documents in a dynamic institution, enhancements and improvements to employee related policies and procedures will be ongoing and continuous. Consequently, all employees are asked to regularly consult the electronic version of the handbook, located on the Intranet under Human Resources for the latest updates and additions.

The policies contained in this document will be modified and added as a result of the work that emerges from various campus groups and committees; in particular, the College's new shared governance system. This system provides processes where all employees are invited to contribute to policy development for which they have expertise or special interests related to their job duties. The central value of shared governance is that it contributes to the best interests of the institution in fulfilling its mission, vision, and goals. This occurs when those most affected by decisions participate in an environment where there are high levels of communication and collaboration in support of making the best possible decisions.

All employees are delegated some degree of authority or decision making capacity as stated in their job descriptions. As human resource policy changes come from the governance system, related procedures are developed or modified. These statements then guide the human resource functions of the College as they are communicated and applied in a fair and consistent manner. The result is that all employees clearly know their employment related benefits and the general personnel practices of the College. This helps everyone perform well and also helps supervisors guide others in understanding their working conditions and employment benefits that are provided by the College.

Having a comprehensive and current Employee Handbook is vital to the success of any large organization. I'm very appreciative of all the groups and individuals who have contributed to this very substantial compilation of current human resource policies and procedures. I urge both new and long term employees to read the contents of this manual carefully. If you find anything here that is unclear, please contact the Human Resources (HR) Department. The HR staff is very dedicated to helping all employees understand their benefits and other provisions contained in the handbook.

A handwritten signature in cursive script that reads "Guy Altieri".

Guy Altieri, Ed.D.
President

This Page Intentionally Left Blank

SECTION 1.0

GENERAL POLICIES

SECTION 1.0 – GENERAL POLICIES



SECTION 1.0
General Policies

Title of Policy
General Human Resources Policy Statement
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5001

Policy

The policies that are contained in the Employee Handbook are general statements of policy and shall in no way limit the authority of the Board of Trustees with respect to any matter contained herein. Notwithstanding anything contained in these policies, the Board of Trustees as the final institutional authority has the responsibility to develop and evaluate policy for the College, which may include modifying, deleting, suspending or discontinuing these policies in whole or in part as business necessity, employment legislation, and economic conditions dictate, and to conduct otherwise the affairs of the College, within the scope of authority granted by applicable federal, state, and local laws. The Board of Trustees entrusts the administration of the Board of Trustees' approved policies to the President.

The Board of Trustees as a legally constituted body has authority both in law and in its Bylaws to institute human resources policies for the College and entrusts the development and implementation of such procedures to the President.

For all policies of the College, the Board of Trustees shall be the final authority in both interpretation and implementation.

Any action taken by the Board of Trustees shall apply to all existing as well as to future employees.

No statement or promise by a supervisor, manager, department head, dean, or vice president, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

The most current version of the Employee Handbook supersedes any previous Staff Manual, Faculty Handbook, or Employee Handbook; any recognized out-of-date policies whether written or oral. These policies contained in the current Employee Handbook do not constitute an actual or perceived contract of employment.

SECTION 1.0
General Policies

Title of Policy
Policy Creation
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #2040

Policy

It is the policy of Hagerstown Community College that the Board of Trustees appoints the President who shall be responsible to oversee the development of policy recommendations, for the implementation and administration of all Board approved policies, and for the administrative operation of the College and supervision of all its units consistent with the policies approved by the Board of Trustees.

The President shall present written proposed policies with justification to the Board of Trustees after securing the appropriate recommendations from impacted segments of the College Community at the President's discretion. The Board, after review of proposed policies, shall take one of the following actions:

1. Approve the proposed policy and establish the effective date of implementation,
2. Refer the proposed policy for suggested changes, or
3. Disapprove the proposed policy.

Procedures

Procedure

- A. College employees may participate in policy development through the shared governance system. Governance bodies, which include representation from all employee groups and students, operate in accordance with *A Guide to Shared Governance*.
- B. Students may participate in making policy recommendations through the Student Government Association and their representation on governance bodies.
- C. Faculty and academic officers work with the Vice President of Academic Affairs to establish and modify academic procedures which are included in the Academic Procedures Manual.



SECTION 1.0
General Policies

Title of Policy
HCC Code of Trust
Date Approved by the Board of Trustees: October 15, 2002
Board Policy #2030

Policy

I will work with other members of the college community openly and in good faith. I will treat other members of the college community with respect, good will, and candor. I will share information in helping others and I will cooperatively participate in making decisions. I will view myself and others as capable of constructive change and will remain open to new ideas and different viewpoints. I will not be deceitful. When I possess relevant information, I will not withhold it unless I have received the information in confidence. In such circumstances, I will urge others with relevant information to share it openly for the good of the College.

I will respectfully and supportively work with others in doing college business to the best of my ability. For example, I will do everything possible to attend all meetings of committees and other groups on which I serve. I will prepare for meetings and, where possible, I will help others prepare as needed. I will do my fair share of work for the campus groups to which I have been assigned. I will accept responsibilities which challenge me, while contributing to strengthen the College’s culture as one that is collaborative and respectful.

Whenever I serve as a representative, I will work with those I represent to identify their concerns. I will actively seek out the opinion of others when I serve as a member of a small group charged with making a decision on a matter that has a large “community of interest.” I will listen from the speakers’ viewpoints and then I will articulate their concerns, when appropriate, and encourage them to become active in the decision-making process.

I will consistently act in ways that make cooperative decision making possible. I will avoid behavior, which activates an adversarial relationship. For example, I will not withdraw, or threaten to withdraw, my active cooperation in college activities in order to force another party to my way of thinking. Nor will I use college meetings to gripe, air personal grievances, or gain personal ends. I will remain open to influence and change.

I will not seek retribution against anyone for being candid, expressing unpopular viewpoints, or participating in shared governance activities. For example, when I learn that someone has expressed a viewpoint for which I strongly disagree, I will respect their right to freely express their opinion and will not deny them the opportunity to persuade others. I will view differences of opinion as constructive rather than negative, and I will always respect the individual, regardless of rank or position in the College.

I will act with discretion and assume others to be trustworthy. For example, I will freely share information I learn from meetings or other sources in helping others succeed in meeting their job responsibilities, and I will not spread information or data I know are not correct. I will strive to freely offer my expertise and knowledge in helping others at the College solve problems or address institutional challenges. I will assume others will behave in a respectful manner and will question them directly if I sense they have not honored this code of trust.

I will commit myself to the highest standards of ethical treatment of college students and employees and also hold employees to the highest standards for ethical conduct. These standards will be consistent with all applicable laws and regulations and with the college policies and procedures. Beyond the laws, regulations, policies and procedures, employees are asked to thoughtfully consider the ethical implications of all actions.

I will immediately report any felony convictions such as any offense involving possession, use, or distribution of controlled substances or paraphernalia, any offense involving violence or theft, or any offense requiring registration as a sex offender to the Director of Human Resources. Whether the conviction has an effect on employment status will be determined by the President of the College after consultation with human resources and other appropriate personnel.

Procedures

Procedure

All new full-time employees must sign a copy of the HCC Code of Trust which is part of the hiring process as a condition of employment.



SECTION 1.0
General Policies

Title of Policy
Cultural Diversity Plan
Date Approved by the Board of Trustees: April 14, 2009
Board Policy #8090

Policy

The Cultural Diversity Plan (CDP) defines diversity as the recognition, appreciation and understanding of individual, group, and cultural similarities and differences that include, but are not limited to age, abilities and disabilities, ethnicity, language, gender, race, nationality, religion, socio-economic status, veteran status, and sexual orientation.

The Cultural Diversity Plan represents the good faith efforts and commitment of the President, the Board of Trustees, staff and faculty to provide an atmosphere of acceptance and respect for cultural diversity and equal opportunities for education, training and employment.

The Plan in its entirety may be accessed on the HCC Web site, Internal Documents.

Procedures

Procedure

All college personnel, as they engage in developing college materials and new or revised procedures, or are engaged in college actions, must consider and represent the values in the diversity plan.

SECTION 2.0

EMPLOYMENT WITH THE COLLEGE

SECTION 2.0 – EMPLOYMENT WITH THE COLLEGE



SECTION 2.0
Employment with the College

Title of Policy
Equal Employment Opportunity
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5003

Policy

Hagerstown Community College is committed to recruiting, employing, training, and promoting the best qualified applicants and employees in all job classifications and academic rank without regard to race, color, religion, age, gender (except where gender is a bona fide occupational qualification), national origin, sexual orientation, covered veteran’s status, ancestry, marital status, or physical or mental disability of otherwise qualified individuals and any other category protected by federal, state, or local law and to creating a workforce that is diverse and reflective of the ability and talent available in the field of higher education.

In addition, the College will go beyond avoiding overt discrimination and will, through educational programs, help faculty and staff become aware of and to recognize more covert and subtle forms of discrimination and then remove those institutional barriers to equality.

The maintenance of equal employment opportunity at the College is the responsibility of the President through the Office of Human Resources in developing and initiating procedures to ensure the fulfillment of the policy.

The President is responsible for the implementation of this policy including establishment of procedures to investigate and make final determination of complaints on alleged violations of this policy.

Procedures

Procedure

General Provisions

- A. Human Resources actions, including recruitment, hiring, training, employee development, promotions, dismissal from the College, compensation, employee benefits, and other aspects of employment will be reasonably administered without regard to race, color, gender, age, national origin, disability, veteran status, sexual orientation, or other categories prohibited by law.
- B. Employment decisions should be based on the match between the internal and/or external candidate’s knowledge, skills, abilities and applicable educational credentials, licenses and/or certifications and the requirements of the position.
- C. Any violations of this policy should be brought to the attention of Human Resources. Employees will be free from any and all reprisal or retaliation due to bringing these matters to the attention of the area administrator, Director of Human Resources, or President.

SECTION 2.0

Employment with the College

Title of Policy

Recruitment, Selection, and Hiring Employees

Date Approved by the Board of Trustees: September 21, 2004

Board Policy #5002

Policy

Hagerstown Community College will hire the best qualified candidate for each position. To support this philosophy, the Human Resource Department will ensure a process is provided to allow for an appropriate internal and/or external search for qualified candidates to hire into budgeted new and/or vacant College positions. Qualified internal candidates are encouraged to apply for positions and will be afforded due consideration if they meet the minimum requirements of the position. All recruitment, selection and hiring are conducted in accordance with applicable federal, state, and local regulations that govern equal employment opportunities.

Procedures

Procedure

Requisition of a Position

- A. All full-time and part-time, regular/budgeted and temporary positions that are vacant or new and are budgeted must be approved for recruitment up to and including the President through a requisition process.
- B. The requisition process is thoroughly described in a supplemental document, entitled *HCC's Hiring Guide* posted on the College Intranet under Human Resources and found in Appendix A of this handbook.

Procedure

Job Posting and Internal Application Process

A. Job Posting

All approved vacant and new full-time and part-time, regular, and temporary positions will be posted by Human Resources on the HCC website.

Job postings include the position title, department, hiring range, and a brief description of the required knowledge, skills, abilities and credentials (if applicable) and job duties.

A position opening is generally posted until the position is filled. External advertising may coincide with the internal posting; however, an offer of employment will not be made prior to the position being posted for a minimum of five working days.

B. Internal Application Process

Employees interested in applying for a posted position must forward a completed internal application and updated resume to Human Resources. An employee should have completed the initial probationary period and/or be in good standing with a satisfactory work performance.

The initial probationary period has been established to ensure continuity within the work unit and to give the employee enough time to acquire the necessary skills to contribute to the department and demonstrate an acceptable level of performance.

Employees are encouraged, but not required, to discuss with their immediate supervisors their plans to apply for a posted position. The current immediate supervisor will be advised by the employee or Human Resources, when and if the employee is determined as a finalist for the position.

Procedure

External Advertising

- A. Positions are listed with external organizations that serve minority, women, disabled, and veteran populations.
- B. Most vacant and new positions are advertised in the local, regional and/or national publications and websites depending on the level and importance of the position.
- C. All external advertisements will reference the HCC website for additional information concerning the College, the position, and the application process. All applications and resumes are submitted to Human Resources through the HCC on-line employment application or through email using hr@hagerstowncc.edu or other means as mentioned in the advertisement.
- D. Hiring supervisors are encouraged to recommend to Human Resources any additional recruitment resources, strategies, and advertising media in order to gain maximum exposure for the position and to attract a diverse pool of qualified applicants.
- E. Human Resources is the sole HCC body that can make position vacancies public and share the status of applicants and the progress of the search activities.

Procedure

Reasons for not considering an applicant

- A. The College has the right not to consider an applicant for employment. Reasons may include but are not limited to the following causes:
 - 1. Specified minimum qualification requirements are lacking.
 - 2. False, misleading, or incomplete statement(s) were made on the application or during the interviewing process.
 - 3. Reasonable suspicion of illegal controlled substances or alcohol are being used by the applicant (only after a conditional offer of employment has been made).

4. Conviction of a crime does not render an absolute bar to employment. However, conviction of a crime would bar employment if, in the College's judgment, the conviction would prevent an applicant from performing the job in an acceptable professional manner.
 5. There is a record of dismissal from the College or a resignation that was not in good standing with the College.
 6. An immediate family relationship exists between the applicant and any level of immediate supervisor and/or manager in the division, either by marriage by birth or by adoption. (*See employment of family and relatives*)
 7. Other legal causes or reasons deemed appropriate by the Director of Human Resources and the President.
- B. No employee shall ever make a promise or an appearance of a promise of employment to any person.

Procedure

Role of Search Committee

- A. Search committees play a vital role in the recruitment, interviewing and selection process. The role of the search committee is thoroughly described in a supplemental document, entitled *HCC's Hiring Guide* posted on the College Intranet under Human Resources and in Appendix A of this handbook.
- B. No member of the search committee is ever to discuss salary and/or fringe benefits with an applicant, extend an offer of employment to an applicant, indicate verbally to an applicant a preference of the applicant's candidacy over another applicant, or after an interview to provide information as to why the applicant was or was not selected for the position.
- C. All inquiries from applicants or from interviewed candidates are directed to Human Resources.

Procedure

Reference Checking

- A. A minimum of two professional references should be acquired on a candidate considered for employment. References should be sought from the candidate's former supervisors. Personal references are accepted but are given less consideration than those obtained from job supervisors, co-workers, teachers, or others that have had an employment, education, or training relationship with the candidate.
- B. A candidate should give expressed permission to check references, typically given during the completion of the HCC official application form.
- C. Normally, Human Resources conducts reference checks, unless it is agreed with the Executive Director of Human Resources that a particular position requires that other trained staff would be in a better position to do the reference checking.

- D. A standard reference check form is used in order to maintain consistency in background checks. If the search committee has specific questions to be asked during the reference checks, these must be submitted in writing to the Human Resources Department before the start of the reference checking process.
- E. Reference information is considered confidential and privileged.

Procedure

Offering of a Position and New Hire Orientation

- A. The area Vice President, Dean, or other Executive Officer initiates the employment offer by signing the Interviewing Evaluation Form on the selected candidate.
- B. Starting salary is determined by the Director of Human Resources in consultation with the College President. A starting salary is determined based on the candidate's knowledge, skills, abilities, work experience, and credentials (if applicable) and in relationship to other employees in the same grade and/or other similar positions.
- C. A candidate is normally offered an initial salary within the hiring range.
- D. The Director of Human Resources or the President offers employment to selected candidates. In some cases, other designated persons such as a staff member of Human Resources or the area Vice President/Dean may make an offer of employment in the absence of the Director of Human Resources.
- E. When the employment offer is extended, the salary is quoted, benefits are reviewed, official transcripts are requested where applicable, and a start date of employment is confirmed.
- F. Human Resources issues a letter confirming the employment offer pending final personnel action by the Board of Trustees. This letter is signed by the College President or by the Director of Human Resources.
- G. All new employees report to Human Resources for a new hire orientation on the first day of employment. Hiring supervisors introduce the new employee to the department staff and are required to orient the new employee to the department's operational procedures and performance expectations.

Procedure

Employment of Family and Relatives

- A. Persons related by family or marriage may be employed by the College provided they are qualified for the open position, one would not directly supervise the other, and the nature of the intended working relationship between the positions will not regularly create conflicts of interest. If concerns arise, the College President is to make the final determination.
- B. Family and/or relative is defined as follows:
- a spouse
 - brother (includes step, half or in-law)
 - sister (includes step, half or in-law)
 - child (includes adopted, step and foster)
 - parent (includes step and foster)
 - grandparent, (includes step and foster)
 - any individual for whom an employee has been assigned legal responsibility or guardianship
 - aunt or uncle, niece or nephew
 - any person residing as a member of the employee's household
- C. No individual shall be employed in the same department or division under the immediate supervision of a relative who has or may have a direct effect on that individual's progress, performance, or welfare (such as initial appointment, retention, promotion, tenure, salary, leave of absence, etc.). This restriction, also, shall apply to part-time faculty and student workers. In most cases, it would apply to temporary employees. Exceptions must be approved in writing from the Director of Human Resources.
- D. The above conditions shall, also, apply if two employees become related through marriage or other legal actions while they are employed at the College. In such cases, one or the other must obtain a position within 90 days where such supervisory relationship does not prevail. In such cases, to avoid policy violation, those HCC employees involved must suggest a plan of action to the administration within 90 days for approval. If such a plan is not submitted and not approved, the administration will take action to rectify the policy violation. In fulfilling the spirit of this policy, every reasonable effort will be made not to jeopardize an employee's opportunity for growth with the College.



SECTION 2.0

Employment with the College

Title of Policy

Conflict of Interest Policy

Date Approved by the Board of Trustees: April 18, 2006

Board Policy #5035

Policy

It is the expectation that employees avoid conflicts of interest, or appearances of conflict, between their own personal or professional interests and the interests of the College.

Conflicts:

A conflict of interest may occur if an employee:

- has an existing or potential interest, financial or non-financial, which may impair or which may appear to impair the individual's independent judgment when performing College responsibilities.
- receives or may receive a material, financial, or other benefit from knowledge of confidential or proprietary College information.

A conflict may occur if either of these situations exists involving a member of the immediate family or household of an employee, or an organization with which the employee or family member has significant management, ownership, or material association. The above-noted conflict of interest provisions are not intended to be a complete list of prohibited conduct or activity by employees. Employees should be continually aware of any situations which may create actual or perceived conflicts of interest.

Reporting Requirements:

If an employee believes that he or she is involved in a matter or is engaged in an activity in which a conflict of interest may exist, the individual must promptly and fully disclose the conflict to the President, Vice President, or Dean of their area, refrain from further participation in the matter until the question is resolved, and follow any directions given by the College concerning the matter.

Consequences:

Violations of this policy may result in discipline up to and including termination of employment.



SECTION 2.0

Employment with the College

Title of Policy

Employment Responsibilities and Professional Conduct

Date Approved by the Board of Trustees: September 21, 2004

Board Policy #5031

Policy

It is the expectation that all Hagerstown Community College employees will:

1. Comply with all College policies, procedures and codes,
2. Serve in an initial probationary period,
3. Satisfactorily fulfill the duties and responsibilities as stated in their job description,
4. Satisfactorily fulfill teaching responsibilities where applicable,
5. Receive an annual performance evaluation,
6. Develop a professional development plan,
7. Aspire to promotional opportunities if qualified,
8. Aspire to receive tenure, where applicable,
9. Report to work and work their daily schedule unless on approved leave,
10. Accurately complete a timesheet in accordance to their classification,
11. Satisfactorily fulfill reasonable requests and accept assignments designated by the President and/or their immediate supervisor relative to their competencies,
12. Conduct themselves appropriately and to adhere to high standards of ethics, which includes but not limited to honesty, integrity, mutual respect, trust, acceptance, and support of diversity and varied points of view,
13. Regard employment with the College as their primary work obligation (full-time employees only)
14. Maintain a safe work and academic environment for all employees, students, and visitors free from any form of violence, threats of violence, harassment, intimidation of others, or attempts to instill fear in others, including the possession of weapons of any kind in the workplace, on campus, or at off-campus events, and
15. Provide appropriate notification in event of resignation or retirement from their position based on their classification and position within the College.

Note: All employees are classified in accordance with the Fair Labor Standards Act (FLSA), compensated in accordance with applicable federal, state, and local regulations, and receive a College-approved title.

PART A
EMPLOYMENT RESPONSIBILITIES AND CONDITIONS FOR ALL EMPLOYEES

Procedures

Procedure

Compliance with College Policies, Procedures and Codes

Employees are expected to comply with all College policies that are approved by the Board of Trustees, any applicable procedures found in this Employee Handbook, other College manuals, handbooks or guides, the Code of Trust and other professional codes of conduct and ethics that are approved and mandated for College employees.

Employees are expected to read, understand and comply with the Code of Conduct located on page 8 of this handbook.

Procedure

Employment Classifications

Hagerstown Community College has established employment classifications in accordance with applicable federal and state regulations, in addition to defining the roles and responsibilities of employees. The College may promote, transfer, reassign, renew contracts, grant tenure to faculty, and recognize employees based on their contributions and service to the College, and their overall job performance. The College expects all employees in all classifications to conduct themselves in a professional and ethical manner. All HCC positions must be authorized by the President and supported by budgets approved by the Board of Trustees and/or from external grants or similar funds. No position may be posted for fill without an approved budget source and appropriate authorization.

Fair Labor Standards Act Employee Types:

- A. Non-exempt Employee: An employee who is not exempt from the provisions of the Fair Labor Standards Act (FLSA), including minimum wage and overtime provisions. This employee group typically includes support staff. The employee may receive either overtime pay at a rate of one and one-half times their hourly rate of pay or compensatory time (one and one half hours for each hour worked). Although not required by federal law, the College will pay overtime or grant compensatory time for any time worked over 37.5 hours in a work week.

- B. Exempt Employee: An employee who is exempt from provisions of the Fair Labor Standards Act and earns a fixed compensation in a predetermined amount that is paid each pay period regardless of the number of days or hours worked. Exempt employees are typically executives, directors, managers, professional and some technical staff, faculty, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions defined by the FLSA as amended, and any applicable state laws.

Work Load Categories:

- A. Full-time Employee: An employee who typically works 30 or more hours per week (1,560 plus hours per year) in an ongoing function.
- B. Part-time Employee: An employee who works less than 30 hours per week in an ongoing function.
- C. Regular Employee: An employee who is hired to work on a normal basis for an indefinite period. Regular full-time employees are eligible for College benefits. Regular part-time employees are eligible for limited College benefits, which does not include medical/prescription drug, dental, vision, and life insurance.
- D. Temporary Employee: An employee who is hired for a specific period of time or for the completion of a specific project. The job assignment, work schedule and duration of the position will be determined on an individual basis. Summer employees, interns, seasonal employees, grant-funded employees, and student workers are considered temporary employees.
- E. Student Worker: A part-time, temporary employee whose duties are primarily office, labor, or service in nature and who usually is not required to bring experience or higher level expertise to the job. A student worker may be a federal work-study student who participates in a federally funded financial aid program.

Temporary Employee Types:

- A. Adjunct Faculty: A part-time, temporary employee who is hired on a semester basis to teach up to six credit and/or noncredit courses per semester. Adjunct faculty are compensated according to the number of credits (for credit course), or hours (for noncredit courses) that they teach.
- B. Senior Faculty Lecturer: A temporary full-time instructor who is generally hired for one to two semesters. A Senior Lecturer typically teaches classes and courses similar to a regular faculty member, and are compensated based on their teaching load per semester.
- C. Grant Employee: A temporary employee who is hired to work for a period of time during which funding is available in whole or in part from a grant or similar external funding source. Employment will end when the position is no longer needed or when the funding source is no longer available.
- D. Student Intern: Any carefully monitored work or service in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Internships vary in duration and may be full-time or part-time. Any request for paid interns must be approved by the area Vice President or Dean and processed via the College's unit planning schedule.

- E. **Special Temporary Administrator:** An employee who is hired for a specific period of time that offers special skills necessary for the success of College initiatives and/or goals. The employee should not be treated as a regular budgeted employee since that the employee does not receive benefits, is not required to attend employer functions and does not follow a required calendar of work days. The employee will be paid for time worked and may be entitled to non-reporting days which are defined as an unpaid non-working periods. The unpaid non-working period must be pre-approved by the direct supervisor. In most instances, special temporary administrators will be approved for a full calendar of reporting and non-reporting days over a specified period of time.

Non-Employee Types:

Independent contractors, workers provided by temporary help agencies, and employees of College contractors working at a College facility are not College employees. A non-employee must adhere to all applicable College policies and procedures.

Employment of Minors

Depending on local and/or state laws, minors (persons under 18 years of age) may be subject to occupational and working hour restrictions. Human Resources ensures compliance with these laws, such as obtaining work permits, through the recruitment process.

Campus Volunteers

All community volunteers who work in any College department or facility must be recognized by the Coordinator of Campus Volunteers as eligible before performing any work for the College. Contact the Coordinator of Campus Volunteers in the Institutional Advancement office concerning the process and procedures for volunteering.

Procedure

Job Title Designation

- A. The Board of Trustees and the President, for sound administration of the College, recognize the importance of employee title designations. They should remain current and standardized to match the position grading process. Therefore, the College President shall approve all employee title designations, both new and revised.
- B. Only officially approved title designations are to be used by employees. Job titles cannot be altered or abbreviated on business cards, in emails, or other College correspondence, or for other purposes without the written approval of the President.

Procedure

Timesheets and Codes

A. Who Completes Time Sheets

By law, HCC is obligated to keep accurate records of the time worked by all employees. This is accomplished by the use of and completion of time sheets. Therefore, all employees regardless of their classification must complete a paper or electronic timesheet on a regular basis.

B. How Time Sheets Are Completed

1. *Non-exempt* employees must accurately record all hours worked, holidays and approved leave days.
2. Exempt employees, including full-time faculty, must accurately record exceptions to work such as sick leave and annual leave, holiday leave, and non-reporting days. If there are no exceptions to be reported, the time sheet must still be signed and submitted.
3. Immediate supervisors must sign timesheets verifying the hours worked and/or exceptions to work and submit them to Finance/Payroll for payroll processing.

C. Tampering with Time Sheets

No one may record hours worked or leave time on another’s time sheet, except for immediate supervisors in the employee’s absence. Tampering with another’s time sheet is cause for disciplinary action, up to and including dismissal from the College.

D. Time Sheet Error

In the event of an error in recording time, the employee should report the error at once to the immediate supervisor for correction. A new timesheet must be completed and signed.

E. Timesheet Codes

All employees are required to use timesheet codes when recording absences from work:

Time Sheet Codes			
Code	Reason for the Employee’s Leave	Leave Allowance and Pay	Approval for Use
S-1	<u>Personal Illness</u> When absent five (5) or more consecutive days, employee is required to provide a physician’s certification or a letter of explanation if a physician was not in attendance.	Full pay allowed with appropriate charge made against accumulated sick leave	Immediate supervisor
S-2	<u>Illness in Immediate Family</u>	Six days per fiscal year may be charged against sick leave. Additional leave beyond six days	Immediate supervisor Area dean and/or President
S-3	<u>Personal Leave</u>	Two days per fiscal year may be charged against sick leave	Immediate supervisor

B-1	<u>Bereavement Leave – Death in Family</u>	Four days for immediate family; Two days for family	Immediate supervisor
B-2	<u>Bereavement/Funeral Leave – Friend or Colleague</u>	One-half to one full day with pay for each occurrence.	Immediate supervisor
C-1	<u>Court/jury Duty</u>	Full pay for required civil service.	Immediate supervisor
C-2	<u>Legal Summons</u>	Full pay only if summoned due to no fault of the employee	Immediate supervisor
AL	<u>Annual Leave</u>	Full Pay	Immediate supervisor
H-1	<u>Holiday Leave</u>	Full Pay	Board of Trustees
H-2	<u>Floating Holiday</u>	Full Pay	Immediate supervisor
SL	<u>Sabbatical Leave</u>	Full pay – one half year of leave; Half pay – full year of leave.	Area dean & President
F-1	<u>FMLA – Personal Medical Illness</u>	Unpaid Leave	Immediate supervisor, area dean & HR
F-2	<u>FMLA – Family Medical Illness</u>	Unpaid Leave	Immediate supervisor, area dean & HR
F-3	<u>FMLA – Birth/Adoption/Foster Care Placement</u>	Unpaid Leave	Immediate supervisor, area dean & HR
M-1	<u>Military Leave – Reserve Training</u>	No economic impact will be suffered for up to ten days per calendar year.	Immediate supervisor
M-2	<u>Military Leave – Active Duty</u>	Unpaid Leave	Immediate supervisor, area dean & HR
CC	<u>College Closing – Weather and Emergency Conditions</u>	Paid leave during normal reporting time.	President
Class C	<u>Class Cancellation – For faculty on approved College business, or for a circumstance that prohibit holding a class.</u>	Full Pay	Division chair/director, dean, President
CT	<u>Compensatory “Comp” Time</u>	Paid time off in lieu of overtime pay	Immediate supervisor

*Under USERRA: employee must provide written or verbal advance of notice unless notice is impossible, unreasonable, or precluded by military necessity. Additionally, service members are not required to use accrued vacation or annual leave while performing military duty.

Procedure

Work Schedule

A. Hours of Operation

The College's regular operating hours for most office employees are from 8:30 a.m. to 4:30 p.m. inclusive of a 30-minute meal period. Other work hours may vary depending on the type of services performed on campus ranging from teaching to maintenance and custodial services.

B. College Work Week

For calculating overtime purposes, the work week begins midnight Sunday and ends at 11:59 p.m. on Saturday.

For most, but not all employees, the normal workweek consists of five (5) days, each seven and one-half (7.5) hours long. However, an employee's workweek may vary based on the operational and/or student needs in the area that the employee works. With the approval of the immediate supervisor up through the President's level, an employee's work schedule may be flexible.

C. Attendance

Employees are expected to be ready to work at the beginning of their assigned daily work hours, and to reasonably complete their tasks by the end of their assigned work hours. Employees should let their immediate supervisor know when they will be away from their work area for an extended period of time and their expected return time.

D. Absence or Lateness

From time to time, it may be necessary to be absent from work. College administration is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside of work hours may arise. Sick days and two personal days have been provided for this purpose.

The following is expected of employees if there is an incident of an absence or lateness:

1. Notification of Immediate Supervisors

The employee should contact the immediate supervisor no later than thirty minutes before the scheduled start time, when there is a reason for not reporting to work, or there is a late arrival to work. If the employee is unable to call due to an illness, emergency or for some other reason, someone related to the employee should call the immediate supervisor.

2. Job Abandonment

Any employee of the College who is absent from work for three (3) consecutive working days without communicating with the immediate supervisor or Human Resources, may be considered by the College as a voluntarily resignation through job abandonment.

3. Planned Absences

If the employee knows in advance of a planned absence, the employee needs to request this time off directly from the immediate supervisor at least five (5) working days prior to the planned absence.

4. Physician's Note

If an employee is absent due to an illness for five (5) or more consecutive work days, the employee must submit a written doctor's note to the immediate supervisor before being permitted to return to work. The supervisor should forward all confidential physician documentation to Human Resources.

5. Excessive Absences & Lateness

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting the supervisor know will be considered a "pattern of concern" and may carry the same weight as an absence. Reasons for the lateness will be taken into consideration. Please contact your supervisor for further clarification of departmental attendance guidelines. The employee's immediate supervisor will make a note of any absence or lateness, and their reasons. Excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal from the College.

E. Break Periods

An employee may take up to two fifteen (15) minute paid breaks each work day.

Normally these breaks will be scheduled at two different intervals, and is not intended to be used as one thirty (30) minute break.

F. Meal Periods

If an employee works longer than four hours, the employee will be given a minimum of a thirty (30) minute unpaid break period for a meal. Non-exempt employees are requested not to perform any work during their regularly scheduled meal period. It is important to return to work on time at the end of the meal period.

These breaks should be scheduled with the immediate supervisor. If the employee works in a department where breaks are not directly assigned, break periods should be coordinated with co workers in order to maintain adequate coverage at all times.

G. Inclement Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the President may decide to cancel classes, and/or close the College, open late or close early. Employees are urged to sign up for the College's emergency alert notification program, listen to local news stations and/or visit the website for any official notifications from the College's Office of Public Information. Please refer to Employee Leave Section, "College Closed Inclement Weather and Emergency Conditions", found in section 3.0.

H. Essential Personnel - Coverage

If an employee's immediate supervisor asks that an employee remain at work to complete an important assigned task, or to provide coverage after the College has closed, because of severe weather conditions or another emergency, non-exempt employees will be paid one and one-half times their hourly rate for the remaining time that they work beyond the announced closing time if instructed and available for duty.

Procedure

Employment Outside of the College

A. Appropriateness of Employment

Full-time employees of the College may engage in part-time employment elsewhere provided such outside work does not interfere with the performance of normal professional responsibilities, have an adverse effect upon the College, or create a conflict between the interests of the College and the employee. The College considers full-time employment to be a full-time commitment.

B. Administrative Approval

Information regarding additional/outside employment will be made in writing utilizing the Additional or Outside Employment Approval Form found on the HCC intranet. The form should be directed to the employee's immediate supervisor, and then approved through the dean/vice president level. The dean/vice president will forward the information to the President of the College. If the President, in consultation with the area director, dean, or vice president, considers the outside employment detrimental to the performance of the employee in meeting their college duties, s/he may disapprove the outside activity and provide the individual with reasons for such a judgment. Employees must receive prior approval before assuming an outside employment. Approvals for outside employment may extend for a period not to exceed 12 months, however; continued outside employment may be re-approved for an unlimited number of times, assuming the employee continues to satisfactorily meet all of his or her obligations at the College as determined by administrative review. Signed approvals forms must be on file in the Human Resources office.

C. Unacceptable Outside Employment

In general, outside employment is not permitted if:

1. It prevents employees from fully performing their work required of them while employed at the College, including overtime assignments or attending required college activities. In case of any conflict with an outside activity, the employee's obligations to the College must be given priority, with the understanding that the College is their primary employer.
2. It involves organizations that are doing or seeking to do business with the College, including actual or potential vendors, customers, or grantors;
3. It violates provisions of the law or the College's policies.

D. Using College Resources

If an employee wants to use College services or resources to support outside employment, the employee:

1. May not conduct other business during regular working hours;
2. Must reimburse the College for the cost of consumables used in the preparation of materials for such outside work; and
3. May use College equipment for a limited period of time if prior written approval is obtained from the executive officer or the area, it's conducted on the employee's own time, and it does not impact the employee's College work.

Procedure **Salary Schedules**

The Board of Trustees shall adopt and authorize the publication of salary schedules for all employee groups. Any increase in salary is contingent upon available financial resources and subject to the Board of Trustees authorization during the annual budget approval process.

Procedure **Employee's Personnel Records**

- A. Employee's personnel records are maintained in Human Resources, which contain the employee's history with the College. All original employee records must be maintained in Human Resources.
- B. Reasonable access to the employee's own personnel record will be granted to the employee, to the immediate supervisor to whom the employee reports, or to division director and/or to the area dean or vice president where the employee works. The employee record is available to a supervisor who is considering the employee for a position.
- C. All personnel files must be viewed in the Human Resources office. An employee may be given a copy of a document in their file upon written request. Such requests will be reviewed by Human Resources and granted if appropriate, consistent with applicable laws.
- D. Human Resources should be notified of any changes in personnel status such as change in marital status, birth or adoption of a child, degrees, transcripts, professional certifications and licenses, beneficiaries, home address, and home telephone numbers, and any other additional educational and training acquired since initial employment.
- E. Former employees are not permitted to have access to their personnel records.
- F. Former supervisors are not permitted to have access to the files of their former subordinate.
- G. In accordance with HIPAA, all employee medical and benefit files are maintained separately from the main personnel file. All medical and benefit files are restricted to Human Resources for maintenance and access purpose, and to those designated by the Director of Human Resources in accordance with the HIPAA privacy rules.
- H. Officers of a policing department or other government investigative agencies (e.g. FBI, CIA) seeking information concerning an employee should be referred to Human Resources. Officers will be required to produce proper identification and legal authorization (subpoena or court order) in order to review a personnel file. An investigator from a government agency, likewise, must produce the proper identification, and in employment related situations, the employee's written authorization to review a personnel file.

PART B
ADDITIONAL EMPLOYMENT RESPONSIBILITIES AND CONDITIONS
FOR EXEMPT EMPLOYEES

Procedures

Procedure

Appointments for Exempt Employees

A. Classification

Employees, with the exception of faculty, classified as exempt from overtime pay requirements is in accordance with the exemption test described in the Fair Labor Standards Act are not eligible to receive overtime pay for work performed beyond the normal workweek.

B. Appointment Term

Administrative appointments normally commence July 1, the beginning of the fiscal year and end June 30. These appointments are made for additional fiscal years and are expressed in the annual salary letters issued by Human Resources under the signature of the President.

C. Initial Probationary Period for Exempt Employees

An initial probationary appointment is made for one year from the date of appointment. The initial probationary period may be extended up to an additional six months or longer for the following reasons:

1. The employee may have been on an unexpected leave due to personal or family illness.
2. Performance has improved, but more time is needed to be successful.
3. More time is needed to learn the job responsibilities or the job has substantially changed.
4. Additional training needs to be scheduled in order to fully evaluate the employee's success.
5. In very unusual cases, a probationary period can be extended beyond two years with the approval of the College President.

D. Cause for Dismissal

Dismissal or suspension shall not be undertaken without good cause. Good cause for dismissal or suspension includes but is not limited to the following:

- Actions of the employee are illegal or dishonest.
- The employee is incompetent in performing his/her duties.
- The employee has failed to meet the conditions of employment as stated in the College Policy Manual.

Services may be terminated in the event of financial or program retrenchment provided such action is bona fide.

Dismissal Procedures

Dismissal of employee from the College is reviewed under HR Policy “Dismissal of Employee from the College”, section 5.0, Employee Relations. Please Contact the Director of Human Resources with questions regarding this policy.

Procedure

Teaching Assignment for Administrative Employees (non-faculty employees)

A. Compensation

Full-time employees may be assigned teaching duties within their area of competence and/or educational background as part of their base load. If such assignment is in addition to an agreed upon full-time job, employees shall be paid additional compensation as provided in the published credit and non-credit salary schedules for adjunct faculty.

B. Employee's Teaching Agreement

Overload teaching assignments for full-time employees who do not hold faculty rank must be approved by their area administrator prior to being scheduled to teach. Normally, such teaching will be performed during evenings and/or weekends. Employees must work their regular hours assigned to their regular position.

C. Daytime Teaching

Teaching during the day will occur only when the immediate supervisor, the area Vice President or area Dean, and the President are in mutual agreement that special circumstances warrant such an exception.

D. Course Preparation and Tests

When the agreement is reached, the teaching shall be performed with the understanding that preparation for the course, correction of tests and papers, and meeting students from one's class will occur outside the normal scheduled work hours, and that the employee ensures that the primary job will not suffer as a result of the teaching assignment.

E. Teaching Disagreements

The Vice President of Academic Affairs and the appropriate division chair, Vice President or director shall resolve any disagreements involving teaching assignments.

Procedure

Attendance at College Functions

A. Administrators' Required Attendance

Administrators are required to attend the College Commencement and some sessions of the all-College colloquium. They are encouraged to attend the Student Honors' Convocation and other student recognition events.

B. Exempt Employees' Required Attendance

All administrative employees are required to attend and participate in all scheduled town hall meetings, scheduled workshops, and other scheduled professional activities, unless excused by their area Vice President, Area Dean or Executive Director.

Procedure

Notices of Resignation and Retirement

A. Voluntary Resignation Notification

An administrative employee who wishes to sever the employment relationship must provide a four-week written notice to their immediate supervisor.

- If a contract administrator wishes to sever the employment relationship prior to the expiration of the contract period, a request for waiver of terms of the appointment must be made to the President at least sixty days in advance of the date of the proposed termination.
- The Board of Trustees, upon recommendation of the President, shall decide whether to waive the appointment terms.

B. Insufficient Notification

When an administrative employee does not offer the required notice of resignation, except in extraordinary cases, it will be considered as a departure from the College not in good standing.

C. Retirement Notification

When an administrator decides to retire, the administrator must fulfill the provisions in the Administrator's Contract. Generally, all administrators and exempt employees should give a minimum of a four-month notification of retirement.

Employees, who are members of the Maryland State Retirement Systems or the ORP, should contact Human Resources concerning the necessary steps to retire.

D. Resignation and Retirement Letters

Employees planning to resign or retire need to submit a written statement addressed to their immediate supervisor, with copies sent to the area Vice President or area Dean/Director, Human Resources, and the President's Office.

PART C
EMPLOYMENT RESPONSIBILITIES AND CONDITIONS
NON-EXEMPT EMPLOYEES

Procedures

Procedure

Appointments for Non-exempt Employees

A. Classification

Employees, with the exception of faculty, classified as non-exempt are subject to the Fair Labor Standards Act and must be paid one and one-half times the employee's normal hourly rate of pay for any time worked in excess of 37.5 hours in any week.

B. Initial Probationary Period for Non-Exempt Employees

An initial probationary period is made for one year from the date of the initial appointment. The initial probationary period may be extended up to an additional eighteen months for the following reasons:

1. The employee may have been on an unexpected leave due to personal or family illness.
2. Performance has improved, but more time is needed to be successful.
3. More time is needed to learn the job responsibilities, or the job has substantially changed.
4. The employee has been transferred to another unit.
5. Additional training needs to be scheduled in order to fully evaluate the employee's success.
6. In very unusual cases, a probationary period can be extended beyond 18 months with the approval of the College President.

C. Compensation

Support employees will be compensated in accordance with the College policies and procedures as required by law.

Procedure

Teaching Assignments for Non-exempt Employees

Support employees normally do not receive a credit teaching assignment, unless they have the normal College teaching credentials, including appropriate degrees and experience. If they qualify and the administration determines a need, they can be given a teaching assignment as part of their base load, be paid as an adjunct faculty member, or be assigned to teach as part of their employment letter. Support employees may teach a non-credit course if they are appropriately qualified and are compensated according to the published non-credit salary schedule for adjunct faculty.

A. Employee's Teaching Agreement

Overload teaching assignments for full-time employees who do not hold faculty rank must be approved by their area administrator prior to being scheduled to teach. Normally, such teaching will be performed during evenings and/or weekends. Employees must work their regular hours assigned to their regular position.

B. Daytime Teaching

Teaching during the day will occur only when the immediate supervisor, the area Vice President or area Dean, and the President are in mutual agreement that special circumstances warrant such an exception.

C. Course Preparation and Tests

When the agreement is reached, the teaching shall be performed with the understanding that preparation for the course, correction of tests and papers will occur outside the normal scheduled work hours, and that the employee ensures that the primary job will not suffer as a result of the teaching assignment.

D. Teaching Disagreements

The Vice President of Academic Affairs and the appropriate division chair, Vice President or director shall resolve any disagreements involving teaching assignments.

Procedure

Notices of Resignation and Retirement

A. Voluntary Resignation Notification

A non-exempt employee who wishes to sever the employment relationship must provide a minimum of a two-week written notice to the immediate supervisor. Contact Human Resources to schedule an exit interview.

B. Insufficient Notification

When a non-exempt employee does not offer the required notice of resignation, except in extraordinary cases, it will be considered as a departure from the College not in good standing.

C. Retirement Notification

When a non-exempt employee decides to retire, generally, the employee should give a minimum of a four-month notification of retirement. Employees should contact Human Resources concerning the necessary steps to retire.

D. Resignation and Retirement Letters

Employees planning to resign or retire need to submit a written statement addressed to their immediate supervisor, with copies sent to the area Vice President or area Dean/Director, Human Resources, and the President's Office.

PART D
EMPLOYMENT RESPONSIBILITIES AND CONDITIONS FOR FACULTY

This *Employee Handbook* covers General Personnel Policies; Employment with the College; Employee Relations; Matters of Misconduct; Salary Administration; Employee Benefits; Employee Development; Computer Use, Protection, and Security; and Campus/Workplace Violence. Policies governing expected faculty conduct are outlined in much greater detail in the Academic Guidebook. In addition to information presented therein, the following procedure is the policy of the College.

Please reference the Academic Guidebook for additional policy and procedure information.

Procedure

Termination of Faculty Appointment

Faculty members desiring to terminate an employment with Hagerstown Community College shall give notice not later than April 1, if (s)he plans to leave at the conclusion of the academic year, or November 1 if (s)he wishes to terminate upon completion of the fall semester. Faculty may request a waiver of this requirement only in the case of hardship or in a situation in which (s)he would be denied substantial professional advancement. It is expected that faculty members will complete a semester which has already begun.

SECTION 3.0

EMPLOYEE BENEFITS

SECTION 3.0 – EMPLOYEE BENEFITS

35

Supersedes All Previous HR Policies, Manuals & Handbooks



SECTION 3.0
Employee Benefits

Title of Policy
Benefits
Date Approved by the Board of Trustees: April 15, 2003
Board Policy #5020

Policy

It is the policy of Hagerstown Community College that the College will offer its regular/budgeted full-time employees a competitive cafeteria-style benefits program with the goal of providing employees a quality health care program that is affordable and will serve to assist the College in enhancing employee morale and retention of quality personnel. Such benefits package will be designed and regularly reviewed to be competitive with other secondary and post-secondary institutions in the tri-state region of Western Maryland. The Board of Trustees directs the College Administration to annually review the total benefits program and to continue to develop strategies and options to contain or reduce cost for the College while enhancing benefit options to employees and retirees.

Procedures

Procedure

Eligibility for HCC's Benefits

- A. Regular/budgeted full-time employees are eligible for HCC's medical, dental, vision, life, and disability benefits. Part-time employees are not eligible for these HCC's benefits.
- B. The mandated benefits described in the employee handbook are available to all regular and temporary employees.

Procedure

Benefits Enrollment Periods

A. Enrollment Upon Hire

Eligible employees may choose to participate in the College's medical, dental and/or vision benefits when they are hired. An enrollment form must be completed and signed by the employee in order to elect participation in the College's benefits. All College benefits, except enrollment into Maryland's retirement programs, begin on the first day of the month after the employee's hire date.

B. Annual Open Enrollment

The College offers open enrollment to all eligible employees during the spring of each year. During open enrollment, eligible employees may choose to add or delete dependents from the medical, dental and/or vision plans. In addition, choices to participate in any voluntary benefits are offered during the Fall open enrollment period. All benefit elections are effective July 1st of each year.

C. Special Enrollment/ Change of Status

Special enrollment is allowed for certain individuals who lose coverage. Special enrollment is also allowed with respect to certain dependent beneficiaries. Enrollment will be effective as stated in the Eligibility Schedule of the CareFirst BlueCross/BlueShield summary plan description.

Procedure

Benefits – Regular/Budgeted Full Time Employees

A. Group Medical Insurance

The College provides a self-insured health plan to regular/budgeted employees who work a minimum of thirty (30) hours per week and for at least nine (9) months each year. The Group Medical Insurance includes a prescription drug program for prescription drugs authorized by a health care provider.

Employees in both the single and family plan make reasonable contributions toward the monthly cost of the medical and prescription drug program.

B. Waiver of Insurance

Upon employment with HCC or during the annual open enrollment, an employee may waive medical insurance offered by HCC upon proof of insurance through another benefit program.

C. Coverage of a Child/Dependent

Dependents, up to the age of twenty six (26) are eligible for coverage under your group health plan, as long as your plan includes dependent coverage. Dependents may not be eligible if they are able to enroll in their own employer-sponsored group plan.

D. Continuation of Health Insurance - COBRA

An employee has the right under federal law to continue to be eligible for coverage after termination of employment and is offered under the Public Health Service Act. The former employee pays the cost of the benefit not to exceed 102% of the monthly premium for up to eighteen (18) months. The continuation of coverage is provided for thirty-six (36) months to widows, divorced spouses, spouses of Medical eligible employees, and dependent children who became ineligible for coverage under the benefit plan. Full-time employees whose hours are reduced may continue health coverage for up to eighteen (18) months. The eighteen (18) month period will be extended to twenty-nine (29) months if the individual is determined at any time during the first sixty (60) days of COBRA continuation coverage to be disabled for Social Security disability purposes. Spouses of deceased retirees (who had existing coverage before their death) are eligible to elect continuation of coverage without a limit as to the number of months.

E. Group Dental Insurance

The College provides a self-insured dental plan to regular/budgeted employees who work a minimum of thirty (30) hours per week and for at least nine (9) months each year.

Employees in both single and dependent coverage make reasonable contributions toward the monthly cost of the dental insurance plan. COBRA rights, as described above under Group Medical Insurance, apply to HCC's dental benefit program.

For a detailed description of the medical, dental and prescription medical benefit program and coverage levels, employees are encouraged to review the Employee Benefit Plan booklet.

F. Group Vision Insurance

The college provides a fully-insured vision plan to regular/budgeted full-time (minimum of thirty (30) hours per week) employees. Employees are encouraged to participate in the www.carefirst.com net-work, which offers discounts on services rendered.

G. Long-Term Disability

The College provides long-term disability benefits to full-time staff at no cost to the employee. Generally, these benefits provide 60% of gross salary replacement after ninety (90) consecutive days of total disability with a maximum monthly benefit of \$5,000 per month for up to two full years. This benefit ceases upon loss of active full-time employment with HCC. Refer to Group Benefits Plan booklet issued by Sun Life and Accident Insurance Company for schedule of insurance, eligibility and enrollment, calculation of monthly benefit, and any limitation and exclusions, and other general provisions.

H. Group Life Insurance

The College pays the total premium for each regular/budgeted full-time employee for a \$50,000 term life policy. In addition, the College pays the premium for a \$5,000 policy for a spouse and a \$2,000 policy for each dependent child. Benefits are decreased by 50% on the anniversary date after reaching age 65. Upon retirement from HCC, the amount of life insurance is reduced to \$1,000. Refer to Group Benefits Plan booklet issued by Sun Life and Accident Insurance Company for eligibility, enrollment, continuation upon termination of employment, and conversion provisions.

I. Accidental Death and Dismemberment (AD&D) Insurance

The College pays the total premium for each regular/budgeted full-time employee for a \$50,000 policy. AD&D benefits are payable when an employee suffers an accidental injury while insured and: (1) a loss results directly from such injury, independent of all other causes; and (2) such loss occurs within ninety (90) days after the date of the accident causing the injury.

Refer to Group Benefits Plan booklet issued by Sun Life and Accident Insurance Company for eligibility, enrollment, and requirements to file a claim.

J. Supplemental Life Insurance

Eligible employee may voluntarily enroll into supplemental life insurance at a rate of two times their gross annual salary up to a maximum of \$250,000, and at the employees' expense. If employees choose to take more than \$150,000 in life insurance, a personal health statement is required. Refer to Group Benefits Plan booklet issued by Sun Life and Accident Insurance Company for eligibility, enrollment, and provisions of this insurance program.

K. Employee Protection

A regular/budgeted employee who is temporarily absent and unable to perform his/her duties as a result of personal injury incurred on the job will be paid his/her full salary for up to one year, less the amount of any Worker's Compensation payments or awards.

Procedure

Benefits – All Regular Employees

Voluntary Benefits

The College offers voluntary benefits to all regular/budgeted full-time and part-time employees through AFLAC in accordance with the insurance provisions and at the expense of the employee. Post tax deductions are made from the employee's paycheck. An employee may enroll into any or all of these insurance programs during the annual open enrollment period. Information on these insurance programs is available in Human Resources.

The following are the voluntary benefits:

A. Flexible Spending Accounts (FSA) for Dependent and Medical Care

The College offers to regular/budgeted full-time and part-time employees the option to deposit pre-tax dollars as a payroll deduction for either/or both FSAs. An employee, in turn can be reimbursed for out-of-pocket medical/dental/vision-related and dependent care expenses as defined by the Internal Revenue Service. A Request for Reimbursement form may be obtained from Human Resources or from the Intranet. Refer to the [Flexible Spending Account Participants Handbook](#) for further detail information.

B. Short Term Disability

Regular, full-time employees are eligible for Short Term Disability. Short Term Disability is a voluntary insurance through AFLAC that offers a certain level of income during a certified disability for up to 90 days. An employee may enroll into Short Term Disability at their expense during HCC's annual open enrollment period.

C. Employee Assistance Program (EAP)

The College offers to regular/budgeted employees access to an Employee Assistance & Work/Life Balance Program. Under this program eligible employees receive confidential referral services to assist with achieving work/life balance. Eligible employees and their families will also receive up to five free confidential counseling sessions for personal or work-related issues at the College's expense.

D. Retirement

Membership in the Maryland State Retirement Pension System is mandatory for all regular/budgeted full-time and part-time employees in accordance with Maryland law. Employees who participate in the Maryland State Retirement System are required to contribute 7% of their base salary. Exempt employees may choose membership in the Maryland State Retirement Pension System or one of the optional retirement programs approved by the State of Maryland. The rate of contribution that is made into the member's retirement plan is solely determined by the Board of Trustees that govern the Maryland retirement system. For detail information concerning the state retirement program, refer to the [Benefits Handbook](#) prepared by The State Retirement Agency, or go to the Agency's web site www.sra.state.md.us. For specific questions concerning the retirement program, employees are encouraged to contact an agency's counselor at 800.492.5909.

E. Optional Retirement Program (ORP)

In accordance with statutory provisions, only employees of HCC holding positions certified by

the appointing authority to be professional positions are eligible to elect participation in the ORP. These professional positions need to meet certain criteria to participate in the ORP.

Members who participate in one of the ORPs are not required to and cannot contribute to the retirement fund. A special waiver to participate in Maryland State Retirement System is required prior to enrollment into an ORP. Only those ORPs selected by the Board of Trustees of the State Retirement and Pension System of Maryland can be offered to employees. Refer to [Choosing a Retirement Program](#), which highlights the State Retirement and Pension System of Maryland and the ORP Retirement Programs.

Procedure

Mandated Benefits – All Regular/Budgeted and Temporary Employees

A. Social Security

The College contributes 7.65% (6.2% for FICA and 1.45% for Medicare Part A) of the gross annual salary (up to current year's maximum for FICA; no limit for Medicare) as required by law, and is deducted from the employee's pay per pay period, and as required by law is matched by the State or the College.

B. Worker's Compensation

In the event of injury sustained while on the job, an employee may be eligible for payment of medical expenses incurred in the treatment of such injuries through the College's Worker's Compensation Policy.

Procedure

HCC Benefit Eligibility Summary

When referencing the summary below, “✓” indicates eligibility of College Benefits or College Sponsored Benefits.

HCC Benefits & HCC Sponsored Benefits	Regular Employee		Spouse/Dependent (Through HCC Employee only)	Temporary Employee
	F/T	P/T		
HCC’s Benefits				
Medical/Rx Coverage	✓			
Dental Coverage	✓			
Group Vision Insurance	✓			
Group Life Insurance	✓			
Accidental Death & Dismemberment	✓			
Long-Term Disability	✓			
Supplemental Life Insurance	✓			
Employee Assistance Program (EAP)	✓	✓		
Tuition Assistance	✓ (after 1 year)			
Tuition Waiver	✓	✓ (After 2 Years)	✓ (Full-time employees only)	
Professional Meetings	✓			
Professional Development	✓	✓		
Annual Leave	✓	✓		
Sick Leave	✓	✓		
Holiday Leave	✓	✓		
Staff Member Protection	✓			
Military Leave	✓	✓	✓	
Court/Jury Duty	✓	✓		
Family & Medical Leave	✓	✓		
Washington Cnty Teachers Federal C. U.	✓	✓		✓
Computer Purchase Program	✓	✓		✓
HCC Sponsored Benefits (AFLAC)				
Flexible Spending Accounts	✓	✓		
Personal Short-Term Disability	✓			
Personal Accident Expense Plan	✓	✓		
Personal Sickness Indemnity Plan	✓	✓		
Cancer/Limited Benefit Health Insurance/Specified Disease	✓	✓		
Specified Health Event	✓	✓		
Maryland State Benefits				
Maryland State Retirement	✓	✓		
Optional Retirement Program	✓	✓		
403(b) Supplemental Retirement	✓	✓		✓
Federal/State Mandated Benefits				
Social Security	✓	✓	✓	✓
Workers Compensation	✓	✓	✓	✓



SECTION 3.0
Employee Benefits

Title of Policy
Employee Leave
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5041

Policy

It is the policy of Hagerstown Community College to grant approved paid leave to eligible regular/budgeted employees to include: (1) annual leave, (2) sick leave, (3) holiday leave, (4) bereavement leave, (5) personal leave, (6) court/jury duty leave and (7) sabbatical leave. In other circumstances, leave without pay or a mutual consent leave may be approved when paid leave is not applicable.

Procedures

Procedure

General Guidelines

- A. HCC offers eligible regular/budgeted full-time and part-time employees (on a pro-rated basis) paid time-off.
- B. Time off is paid using the employee's base salary, excluding premium pay and overtime compensation, if any.
- C. Time off such as annual leave, sick leave (if possible, especially for medical and dental appointments), personal leave, and the use of the floating holiday must be approved in writing or via email by the immediate supervisor at least five (5) days prior to taking the leave.
- D. An employee must inform the immediate supervisor when requesting bereavement leave of family member, friend or colleague, or when summoned for court/jury duty.

Procedure

Holiday Leave

A. Eligibility

All eligible regular/budgeted full-time and part-time employees who are normally scheduled to work on the day the holiday occurs are eligible for paid holiday leave. In order to be eligible for holiday pay, the employee must work the scheduled workday immediately before *and* after the holiday. Only excused absences will be considered exceptions to this procedure.

- If a holiday occurs during an employee's scheduled annual leave, the employee is eligible for holiday pay.
- An employee is not eligible to receive holiday pay when on an unprotected and unpaid leave of absence, or is off during a non-reporting time, particularly ten (10) and eleven(11) month faculty.

- An employee who resigns or is dismissed before a scheduled holiday is not eligible for the paid holiday.
- Temporary employees are not eligible to receive holiday pay.

B. Official Holidays and Pay

Only those days designated as official holidays which are approved by the Board of Trustees are days observed by the College and during which the College is officially closed. When an official holiday falls on an employee's regularly scheduled day off the employee shall not be paid for that day. However, when a non-exempt employee is required to work on an official holiday falling on that employee's regularly scheduled day off, the employee shall be paid at one and one-half times the regular hourly rate of pay.

C. Portability of Holidays

Holidays are not portable and cannot be observed on another day by the employee, except those days authorized by the President during Winter Break. If the College is officially open on the weekend before or after the holiday, the employee may not request time off and record the time on the timesheet as "Holiday Leave". It must be taken as annual leave, personal leave, or as a floating holiday.

D. Working a Holiday

If a non-exempt employee is requested by the immediate supervisor to work on a scheduled, Board approved holiday, the employee will receive holiday pay, which is one and one-half times the base hourly rate, for each hour of work performed on the holiday.

E. Religious Holidays

An employee may request to observe a religious holiday. If available, the floating holiday is used. Otherwise, annual leave should be taken for this purpose. For those holidays that may be observed by several employees in one department, advance notice should be given to the immediate supervisor.

F. Floating Holiday

An unused floating holiday cannot be carried over into the next fiscal year, and is not paid out upon leaving the College through voluntary resignation, retirement, or dismissal from the College.

G. The College observes the following Board of Trustees' approved holiday schedule:

1. Martin Luther King Day
2. Spring Break (Days as approved by the Board of Trustees)
3. Memorial Day
4. Independence Day
5. Labor Day
6. 12:00 P.M. College closure Wednesday before Thanksgiving, Thanksgiving Day and Friday after Thanksgiving

7. Winter Break: (minimally, December 24th closing at 12:00 P.M. up to and including January 1st). Employees who are requested to work a portion of the winter break in order to provide essential services will have holiday time off during the week prior to winter break. If an exempt employee voluntarily works, with the area Vice President or Dean's approval, during the winter break, the employee may receive "alternate pay" in lieu of the portability option.
8. One Floating Holiday (to be used for observance of a religious holiday, birthday, anniversary day, to extend a three day holiday weekend, or other pertinent personal holiday.)

Procedure

Annual Leave

A. Purpose

Annual leave is a time for employees to rest, relax, and pursue special interests. The College has provided paid annual leave to employees as one of the many ways in which the College shows appreciation for their work, knowledge, skills, talents, and contributions to the College, all of which contribute to make HCC a leader in the community and in the field of education.

B. Eligibility

To be eligible, an employee must be either a regular/budgeted full-time or part-time employee regardless of the number of hours scheduled per week. Full-time faculty who work less than twelve (12) months are not eligible to accrue annual leave. Eligibility for annual leave begins after two months of employment.

C. Use of Annual Leave

Hagerstown Community College acknowledges that annual leave is important to staff employees' health and work performance. Employees are encouraged to use it in the fiscal year that it is earned. The College recognizes that Annual Leave may need to be rolled over from one fiscal year to the other and as such the employee may carry-over up to, but no more than five annual leave days, based upon a standard work week for the employee.

Employees who work a non-traditional work week will need to work with their immediate supervisor in conjunction with Human Resources to determine carry over annual leave processes. The immediate supervisor is responsible for providing written approval of the number of days to be carried into the next fiscal year for payroll purposes. Carry-over days must be used in the new fiscal year prior to taking new annual leave. All requests for carry over leave must be submitted to payroll by June 30 of the current fiscal year. Requests for carry-over should be initiated by the employee using the Carry Over Annual Leave Form found on the HCC intranet.

D. Approval

Employees must request in writing or via email the use of annual leave at least five work days prior to the use of annual leave. The supervisor will inform the employee in writing or via email if the request is approved or denied. No employee can take annual leave unless it is approved by the immediate supervisor.

E. Recording Annual Leave

Upon return from the use of annual leave, the employee must record the leave on the timesheet. Intentional failure to record used annual leave may result in disciplinary action up to and including termination.

F. Illness

An employee who is on annual leave and is either hospitalized or under doctor's care, may use sick leave for that period of hospitalization or illness upon immediate notification to the immediate supervisor and a physician's certification of illness.

Upon recovery, the employee may return to work. The employee may request for an annual leave period to begin at a later date, with approval from the immediate supervisor and the area Vice President or area Dean and/or President, depending on the departmental workload and operational needs. Or, the employee may continue the annual leave with appropriate approval, which will be charged as annual leave rather than sick leave.

G. Impact on Other Benefits

Annual leave is not accrued when an employee is on a non-paid leave of absence or when an employee is on workers' compensation, or long-term disability. An employee may not use leave without pay if annual leave is available.

H. Termination

When an employee leaves the College, any unused accrued annual leave will be paid to the employee based on the employee's base pay. In the event that the employee has an annual leave deficit, the appropriate amount will be deducted from the employee's final pay.

I. Accrual Rates

Annual leave for twelve (12) month regular/budgeted full-time employees (excludes faculty) is based on the fiscal year. Annual leave accrual rates are as follows:

Exempt Employees		
<i>July 1st of fiscal year in which an employee reaches:</i>	<i>Amount of Annual Leave accrued during Fiscal Year</i>	<i>Full-Time Employees Accrual Rate</i>
1 year of service to the 3 rd anniversary of continuous employment*	15 days	1.25 days/month
3 years of continuous employment and thereafter**	20 days	1.67 days/month

* The 15 days are prorated from the hire date for employees hired during the first fiscal year.

** The new accrual rate is prorated during the fiscal year when the anniversary date occurs.

Non-Exempt Employees		
<i>July 1st of fiscal year in which an employee reaches:</i>	<i>Amount of Annual Leave accrued during Fiscal Year</i>	<i>Full-Time Employees Accrual Rate</i>
1 year of service to the 5 th anniversary of continuous employment*	10 days	.83 days/month
5 - 10 years of continuous employment**	15 days	1.25 days/month
10 th anniversary and thereafter**	20 days	1.67 days/month

* The 10 days are prorated from the hire date for employees hired during the first fiscal year.

**The new accrual rates are prorated during the fiscal year when the anniversary dates occurs.

Regular/budgeted part-time employees and employees working less than twelve (12) months accrue vacation on a pro-rated basis. The accrual amount is based on the consistent number of hours that an employee works per week.

Procedures

Sick Leave

A. Purpose

Sick leave may be used for the purpose of visiting doctors, dentists, or other recognized practitioners, or medical treatment that cannot be scheduled during non-working hours.

B. Immediate Family Sick Days

Six (6) sick days may be used for the purpose of tending to a serious illness suffered by a member of the immediate family, in the event the illness requires the employee's time and attention. For purposes of this procedure, immediate family includes spouse, child/dependent, parent, or sibling regardless of their residence, or any person residing as a member of the employee's household. Additional time for sick family leave over the six (6) days will be charged to the available floating holiday, annual leave, or unpaid leave, all of which are subject to approval by the immediate supervisor.

C. Personal Days

Two (2) sick days may be used as personal leave to conduct personal business that can not be scheduled during non-working hours (i.e. school visit to meet with teachers or attend school programs, or renewal of driver's license), or for personal development. Request to use these two days require a minimum of five (5) working day notification and approval from the immediate supervisor.

D. Eligibility

All regular/budgeted full-time and part-time employees are eligible to accrue sick leave. Temporary employees are not eligible to accrue sick leave.

E. Accrual Rate and Benefits

Regular/budgeted full-time employees accrue 7.5 hours of sick leave per calendar month of employment. Regular/budgeted part-time employees accrue sick leave on a prorated basis. The accrual amount is based on the consistent number of hours that a part-time employee works per week.

F. Accumulated Sick Leave Benefit

Sick leave may be accumulated from year to year with no limitations. Employees who are members of the Maryland State Retirement System may benefit from the accumulated sick leave by converting unused sick leave into creditable service. This does not apply to members in one of the Optional Retirement Programs. *For more information, refer to the Benefits Handbook issued by the Maryland State Retirement Agency.*

G. Sick Leave Cash Out

Employees who retire from the College and who were hired before July 1, 2003, may cash out up to a maximum of 200 days or 1500 hours of accumulated sick leave at a specified rate of pay for each accumulated sick day.

H. When Out Sick

An employee must telephone the supervisor to report an illness no later than thirty (30) minutes before the employee's regular starting time. In unforeseen circumstance or emergency situations an employee's spouse, family member, or other responsible party must contact the employee's immediate supervisor to report the illness.

The number of sick-leave hours taken in one week by a part-time employee may not exceed the predetermined number of hours normally worked in one week.

I. Prolonged Illness or Frequent Absences

The supervisor should notify Human Resources immediately when an employee has been on sick leave for five (5) consecutive workdays. The employee will be required to submit a physician's statement to the immediate supervisor upon return to work. The note must be forwarded to Human Resources. If the physician's statement is not submitted, the employee will not be permitted to return to work, and the absence will be considered as an unauthorized absence without pay. Employees who have frequent or continuous absences relating to illness, injury, or disability may be asked to provide a physician's statement.

J. Alternative to Use of Sick Leave

An employee is required to record a minimum of one hour of sick leave per absence; increments of one-half hour can be used thereafter. However, if an employee needs to make medical/dental appointments during the normal working hours and will be absent for less than four (4) hours, flexible working hours may be arranged with the immediate supervisor instead of using sick leave. This also applies when an employee needs to accompany a family member to a medical/dental appointment. In cases where flexible working hours are not available or practical, sick leave may be used with prior approval by the employee's immediate supervisor. Any sick leave used for family appointments will count against the maximum sick leave available for that purpose.

K. When Leaving the College

An employee who resigns or is dismissed from the College shall not be eligible to receive any cash out payment for unused sick days. In addition, an employee who leaves the College with a deficit due to an advancement of unearned sick leave shall have the amount deducted from the final pay.

L. Inappropriate or Excessive Use of Sick Leave

Each supervisor is responsible for reviewing the use of sick leave taken by employees. If an employee's use of sick leave appears excessive or questionable, or there is a pattern of behavior, the supervisor shall report the finding to Director of Human Resources. The Director of Human Resources may require the employee, at the employee's expense, to submit medical evidence confirming the necessity for the sick leave in question. If it is established that the employee used more sick leave than was medically necessary, appropriate disciplinary action may be taken up to and including termination.

M. Fraudulent Use of Sick Leave

If an employee's reason for use of sick leave is proved to be fraudulent, such fraudulence may be cause for immediate dismissal from the College.

N. Impact on Other Benefits

Sick leave may not be used to postpone the eligibility dates for long-term disability or worker's compensation.

For further benefits and a coordination of benefits, *refer to HR Policy: Family and Medical Leave*. Sick leave cannot be converted to another benefit or compensation.

When an employee has exhausted all accrued sick leave, the employee is required to use all un-accrued leave, both sick and vacation, to include floating holiday before going into an unpaid status. Sick leave and sick leave benefits shall be coordinated with the requirements of applicable federal and state regulations, including Family and Medical Leave Act (FMLA).

O. Employee Sick Leave Bank

Hagerstown Community College offers an Employee Sick Leave Bank to serve as a depository into which participating employees may donate accrued sick leave time for allocation to other participating employees in order to support them when they face a major health crisis. The purpose is to create a caring environment and to alleviate the economic hardship caused when a major health condition or injury occurs.

A serious health condition is defined as a condition of the employee that renders the employee unable to perform his or her job functions. The serious health condition must be certified by a "health care provider." A health care provider is any professional that is recognized by any of the College's group plan(s) performing within the scope of their practice as defined under state regulations issued by the U.S. Department of Labor.

The following criterion applies for employee participation in the employee sick leave bank:

- Employees voluntarily participate through an annual enrollment into the program during the College's open enrollment period.
- Employees must exhaust all accrued vacation and accrued sick leave prior to requesting additional leave from the Sick Leave Bank.

Days drawn from the Sick Leave Bank in addition to the vacation and sick leave days taken shall not exceed 60 consecutive calendar days. Employees may be eligible for long term disability after 90 consecutive calendar days if all conditions are met in accordance with the long term disability policy.

A thirty (30) working day waiting period is required before any Employee Sick Leave Bank benefits may begin.

Procedure

Bereavement Leave

For purposes of bereavement leave, the following defines “family”.

A. Death in the Immediate Family

Immediate family includes:

a spouse	brother (includes step, half or in-law),
child (includes step and foster)	sister (includes step, half or in-law)
parent (includes step and foster)	mother or father-in-law
any individual for whom an employee has been assigned legal responsibility or guardianship	any person residing as a member of the employee’s household
aunt or uncle	step-grandchildren
niece or nephew	1st - 3rd cousins
grandparent (includes step, half, or in-law)	wards, guardians and foster children who do not reside in the employee's household.

B. Leave Allowance

Employees are granted up to four (4) days of paid bereavement leave for immediate family members for each occurrence. Up to two (2) days of paid bereavement leave are granted to employees for other family members for each occurrence.

The employee may request additional leave time, which may be granted by the immediate supervisor. This additional time shall be taken as a floating holiday or annual leave or as unpaid leave if the floating holiday and annual leave is not available. The employee must give an expected day of return to work.

Leave may be granted immediately upon notification to the employee's immediate supervisor.

C. Relationship

Employees may be required to provide the name of the deceased family member, the date of death and funeral date, and the relationship with the deceased family member.

D. Death of a Colleague or Friend

Employees are required to provide the name of the deceased person and the date of the funeral. Between one-half and one full day of paid leave, as needed depending on funeral time and distance, is granted for each occurrence.

Procedure
Court/Jury Duty

A. Notification

It is the civic duty as a citizen to report for court/jury duty whenever called. If called, the employee must notify the immediate supervisor within forty-eight (48) hours of receipt of the jury summons.

The employee should give a copy of the court/jury subpoena to the immediate supervisor, and receipt of court/jury duty attendance. These copies are sent to Human Resources for placement into the employee's personnel file.

B. Employee's Pay

The College will permit the employee to take the necessary time off and will receive regular pay for each court appearance. However, the employee is required to submit the court stipend to the Finance Office after completing jury duty.

C. Excused from Court

If the employee is excused from appearing in court, the employee is expected to return to work.

D. Postponement of Jury Duty

If an employee's summons for jury duty at a time when the employee's absence would create a hardship for the unit, the employee's supervisor may request the city or county judicial system to arrange a postponement of service and to reschedule a later date.

E. Other Legal Summons

An employee will not be eligible for paid witness leave or jury duty if the employee appears in court as a party to or beneficiary of a legal action. Personal leave, the floating holiday or annual leave must be used. If they are unavailable, the employee is placed on unpaid leave.

Procedure
Inclement Weather and Emergency Conditions

No Regular/budgeted employees that are available for duty will lose pay due to an emergency or a weather-related class cancellation, full-day closing of the College, opening late or closing early.

Temporary employees are not eligible for pay for hours not worked due to emergency or weather-related cancellations or closings.

Procedure
Faculty Sabbatical Leave

Please reference the Academic Guidebook for policy and procedure language on this topic.

Temporary employees are not eligible for sabbatical leave.

Procedure
Mutual Consent Leave

A. A mutual consent leave is an unpaid leave for up to one year for any personal reason that may be proposed and agreed to between the employee and the College. The President of the College is the final decision maker for a mutual consent leave.

- B. The employee's position will be held open during the mutual consent leave.
- C. The employee may return to the College at any time during the approved mutual consent leave. If the employee expresses a desire to return, the employee must:
 - 1. Contact the area Vice President/Director/Dean and the Director of Human Resources concerning the proposed date of return, and
 - 2. Discuss the restoration of any applicable benefits with the Director of Human Resources
- D. The employee's restoration to the original position or similar position must be approved by the President.

Procedure

Military Leave

Reserve Duty

Hagerstown Community College grants all full and part-time, budgeted employees who are members of the National Guard or United States Army, Navy, Marine, Coast Guard or Air Force Reserves a maximum of 15 days of military leave per calendar year without loss of pay, service accrual or rating for authorized military training sessions. Employees should make every effort to coordinate the tour of duty so that it results in as little inconvenience to the College as possible. A "Request for Leave" form accompanied by a copy of the military orders and salary authorization specifying the duration of the training session and compensation shall be approved by the required administrators. The employee shall be paid the difference between the base salary the employee normally earns at the College and the pay received from the military. The figures used are the pre-tax rates and do not include overtime. If the employee elects to use annual leave while on military training duty, the regular College pay shall be paid for each day of the annual leave taken and will not be reduced by the military pay. Use of annual leave is voluntary.

Active Duty

Employees who are called to active military duty will be protected in their civilian employment and provided an opportunity to return to the original or similar position with no loss of seniority, status or pay if they are still qualified to fill the position. The employee is not required to request a leave of absence or to notify the College prior to leaving for active duty. In order to be entitled to this protection; however, the College would appreciate advance notification if this is possible. Employees called to active military duty have the option of continuing College health, dental, and other benefits (if allowed by the plans and if notice is given), or electing military coverage only.

If the employee elects to continue benefits through the College, the College may continue to contribute to benefits coverage at the discretion of the President.

If the individual no longer qualifies for the former position, a reasonable period of time will be allowed for the individual to become prequalified. If an employee is unable to perform in the same position because of a disability received while on active duty, a position which can be performed

will be provided with like seniority, status and pay, unless the circumstances at Hagerstown Community College have changed to the point where it is impossible or unreasonable to do so. To be reinstated, the employee must have an honorable discharge and must apply within 90 days if a member of the U.S. Army, Navy, Air Force, Coast Guard or Marine Reserves; or release from hospitalization lasting not more than one year following discharge; or within 30 days if a member of the National Guard. Requests for reinstatement must be accompanied by a copy of the DD-214 or other official discharge document. The employee will be given the status of employment which would have been attained had the employment not been interrupted by military service.

Individuals released from active duty who do not intend to seek reemployment are requested to notify the College as soon as possible.

Military Family Leave

Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, partner, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. A “qualifying exigency” is defined as short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. Next of kin is defined as the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as her or his nearest blood relative for purposes of military caregiver leave under the FMLA.

Employees are required to give 30 days’ notice if possible, and if that is not possible, employees are asked to give the College as much notice as practicable. Failure to provide advance notice may result in a delay in the beginning of the leave.

*Under USERRA: employee must provide written or verbal advance of notice unless notice is impossible, unreasonable, or precluded by military necessity. Additionally, service members are not required to use accrued vacation or annual leave while performing military duty.

**Hagerstown Community College practice: When an employee is on FMLA military leave, the employee will be paid in full and when the employee returns, the time missed for Military Leave will be deducted from their paychecks. The employee will be notified in writing prior to leaving as to what the amount will be and the timeline for the deductions.



SECTION 3.0
Employee Benefits

Title of Policy
Family & Medical Leave
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5042

Policy

Hagerstown Community College, will in accordance with the federal Family and Medical Leave Act (FMLA) of 1993, provide a leave of absence from work for a qualified family and medical purposes to eligible employees. This is an unpaid leave from work unless the employee has paid leave that may be used, in accordance with the provisions of FMLA and the procedures set forth in the College’s policies.

Procedures

Procedure

General Provisions

A. Covered Leave

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee’s spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

B. The Twelve-Month Period

Use of leave will be calculated over a "rolling" twelve-month period. Any Family and Medical Leave taken in the prior twelve months will be subtracted from the total of twelve weeks available under the FMLA.

Example: If an employee took four weeks of Family or Medical Leave in June and requests additional leave in January, a maximum of eight weeks would be available for the second request of leave. When requesting leave, employees are advised to confirm with the Office of Human Resources the amount of Family or Medical Leave they have available.

C. Intermittent Leave

An employee taking leave for personal illness or to care for a sick family member need not take such leave continuously and may take it on an intermittent basis, or by reducing the employee's scheduled work hours, if the employee provides certification from the health care provider caring for the employee or family member that leave must be taken in that manner. If the leave is not taken continuously, it will be deducted from the employee's entitlement to leave, i.e., twelve weeks during a twelve-month period, in increments of no less than one-half hour.

D. Part-Time After Birth, Adoption, or Foster Care Placement

Requests for intermittent or reduced schedule (part-time) leave after the birth (beyond any period of disability), adoption, or foster care placement of a child will be considered on a case-by-case basis. The request should be made through the employee's immediate supervisor and the Director of Human Resources. As a general rule, part-time arrangements or intermittent leave will be granted:

1. For a maximum of twelve months after birth, adoption, or foster care;
2. For regularly scheduled leaves in increments of 3.5 hours or one day (such as five 3.5-hour days or 3 full days);
3. Subject to the ability of the employee's supervisor to ensure that work is completed through scheduling changes or job sharing; and
4. Subject to the employee's consent to alter schedules or work longer hours on an emergency basis, such as when other employees are out sick.

The College reserves the right to refuse leave, or to cancel any such arrangement on thirty days' notice, if the College concludes that the needs of the department require the employee's presence on a full-time basis.

Procedure **Definitions**

A. Family Member

"Family member" is defined in the FMLA to include the employee's spouse, son, daughter or parent (but not a parent-in-law).

A "son" or "daughter" is defined as any child/dependent **under** 18 years of age and who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible.

A "son" or "daughter" is also a child/dependent **over** 18 years of age and who is incapable of self-care because of a mental or physical disability or who incurs a serious health

A "parent" is defined as any individual who assumed day-to-day and financial responsibility for the employee when the employee was a child/dependent. The College will consider requests for leave to care for other family members or individuals who reside in the employee's household on a case-by-case basis.

B. Serious Health Condition

"Serious health condition" is defined as:

1. An illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice, or residential medical care facility;
2. A period of incapacity requiring more than three days' absence from work or school and continuing treatment by a health care provider; or
3. Continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in incapacity of more than three days; or
4. Continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or pre-natal care.

C. Health Care Provider

A "health care provider" is any professional that is recognized by any of the College's group health plan then in effect, such as a doctor of medicine or osteopathy, podiatrist, clinical psychologist, and nurse practitioner or nurse midwife performing within the scope of their practice as defined under state law. Other health care providers are included to the extent defined under regulations issued by the U.S. Department of Labor.

Procedure

Eligibility for FMLA

A. Minimum Eligibility Requirements for FLMA

1. An employee is eligible if the employee has been employed for at least twelve months (or fifty-two weeks) by the College, and has worked at least 1,250 hours during the twelve month period prior to the time leave would begin. Human Resources will make the determination of the employee's eligibility and confirm it with the employee at the time of the leave request.
2. Hours are calculated based upon actual hours that the employee worked, including overtime. The College will use official records of hours worked for all employees.

B. Leave for Non-Serious Health Conditions

1. Employees should recognize that this policy and the Family and Medical Leave Act are only intended to cover serious health conditions--generally those which involve four or more days incapacity from work or school, or chronic, long-term, incurable conditions. Employees who wish to take leave to care for family members with non-serious conditions are not covered by this policy.
2. Employees can request annual leave or personal leave for non-serious health conditions, subject to all restrictions in those policies, including scheduling and increments of leave. The employee's immediate supervisor and the area Dean must approve the granting of unpaid leave for non-serious health conditions.
3. Employees may take paid sick or annual leave for their own non-serious illnesses under. If paid leave has been exhausted, the College will consider on a case-by-case basis requests for unpaid leave for the employee's non-serious personal illnesses, or to care for a family member for a non-serious illness. Employees should use the procedures in this policy.
4. Employees may be subject to disciplinary action unless permission to take unpaid leave for non-serious conditions is obtained in advance. Such discipline may range from a verbal or written warning through suspension or dismissal from employment for serious offenses.

Procedure

Requesting Leave

- A. Employees request for family or medical leave should ordinarily be initiated by contacting their immediate supervisor. This will assist the College in working out appropriate schedules. If for any reason employees do not wish to inform their immediate supervisors of the leave, or if they have any questions about their immediate supervisors' response, they should contact Human Resources.
- B. In all cases, employees will be asked to complete a Request for Family or Medical Leave. Human Resources will provide FMLA information and forms for completion.
- C. If the need for family or medical leave **is foreseeable**, the employee must provide notice of at least thirty (30) days. Leave may be denied unless there is a reasonable excuse for the delay. If leave is denied for lack of notice, the employee may designate leave to start thirty days after notice is given.
- D. Failure to report to work when FMLA leave has been denied will be treated as an unexcused absence. Employees will not be paid for any missed days or permitted to substitute paid leave, and may be subject to disciplinary action.
- E. If the leave is for the planned medical treatment of the employee or a family member, or requires intermittent or reduced schedule leave, employees may be required by their supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the consent of the health care provider.

- F. If the need for family or medical leave is **not foreseeable**, notice must be given by the employee as soon as possible and practicable. Employees are expected to promptly notify their supervisor and Human Resources as soon as they learn of the need for leave. In emergencies, the employee or a family member should contact the immediate supervisor and give appropriate information by telephone. Requests for leave should then be submitted in writing within three (3) business days after oral request is made, or as soon as practical.

Except for medical emergencies, failure to call or notify a supervisor prior to a scheduled work day may be treated as an unexcused absence.

- G. After receiving a request for leave, Human Resources will provide additional information regarding the procedures for obtaining leave, including any additional documents that may be required.

Procedure **Proof for Requesting Leave**

- A. The College will require medical certification from a health care provider to prove the necessity for family or medical leave and provided to Human Resources prior to leave. The medical certification required shall include:
1. The date on which the serious health condition commenced;
 2. The probable duration of the condition;
 3. Appropriate sufficient medical facts within the knowledge of the health care provider that would entitle the employee to take family or medical leave;
 4. An estimate of the amount of time that the employee is needed to care for a family member, or a statement that the employee is unable to perform the functions of the employee's position; and
 5. In cases of medical leave, an explanation of the extent to which the employee is unable to perform the functions of the employee's position.

Certifications must be submitted within fifteen days of the request for leave. Without the required certification, leave may be denied.

- B. The College has the option of requiring the employee to receive a **second opinion** from an independent medical provider selected by the College. The College will pay for the second opinion. If the two opinions conflict, the conflict may be resolved by a third opinion by a provider agreed to by the College and the employee which shall be considered final and binding. The College will pay for the third opinion.
- C. The College will require proof of necessity for non-medical leave for such purposes as adoption of a child or foster care placement. Such proof may include submitting copies of appropriate leave documents to Human Resources.

- D. The approval of employee requests for FMLA leave **is contingent upon** a determination by the College that the employee is **eligible** for FMLA leave and on provision of medical certification. Leave is also contingent on any second or third opinions that may be required. Because these procedures may take time, it is possible that a final determination may not be made until after the employee is on leave or has returned to work.
- E. In all cases of intermittent and reduced schedule leaves, including part-time work after birth or adoption, the College reserves the right to require the employee to **transfer to another position** that better accommodates the employee's need for leave and/or the College's operations. This decision is in the sole discretion of the College.
The College reserves the right to transfer an employee to another position whenever an employee's use of leave for one or more qualifying reasons is so frequent and intermittent that it is impossible to predict and schedule for coverage.
- F. The College will keep confidential all information relating to requests for family or medical leave. This information will be used only to make decisions regarding the request for leave. All employee medical records are private and confidential and are retained in a separate employee file under double lock and key in compliance with HIPAA. Immediate supervisors must not retain copies of any medical information in their personal files.

Procedure

Substitution of Sick Leave, Compensatory Time and Annual Leave

A. Substitution Options

Employees are required to use any accrued, earned annual leave for leave taken under this policy. If the purpose of the leave is an employee's illness, the employee will be required to substitute any accrued, earned sick leave. This means that the employee must exhaust all annual leave or sick leave before taking unpaid leave under this policy. If the purpose of the leave is for family illness, the employee may take up to five (5) sick days. At the discretion of the President, the employee may take an additional number of days of accrued sick leave specified for the serious illness of a member of the household, parent or child. In all cases, the period of paid leave will be deducted from the amount of unpaid leave time available under this policy.

B. Unpaid Leave

Unless an employee substitutes paid leave, leave taken under this policy will be unpaid.

Procedure

Benefits During FMLA

A. Health Benefits

During the leave, the College will maintain the employee's existing coverage for health benefits. The employee is required to continue to pay the employee's cost sharing portion of any health and dental insurance premiums, and other authorized deductions. Human Resources will make payment arrangements with the employee prior to the employee's last day.

If the employee fails to make the required payments, the College may decide in its sole discretion and after a reasonable period of time to discontinue any health or dental coverage. The employee will be notified before discontinuation of insurance occurs in order to work with the employee to make the necessary payments.

B. Retirement Benefits

Employees who participate in the Maryland State Retirement System are responsible for filing a leave of absence form with the Maryland State Retirement Agency (MSRA) through Human Resources. Unpaid leaves for purposes not approved under the MSRA policies may result in a break in service. Employees are responsible for communicating with the MSRA regarding continuation of benefits. The telephone number is 800.492.5909.

C. Other Benefits

Other insurance benefits normally provided to an employee shall be continued for the employee only if permitted by the plan document governing the provision of benefits, in accordance with the provisions of the written document, and if the employee makes any required premium payments.

Employees will continue to earn annual leave and sick leave while on unpaid FMLA leave. Employees on an intermittent or reduced-schedule leave will earn annual and sick leave, which are applied toward the FLMA.

Procedure

Reinstatement of Employment

A. Conditions of Reinstatement

An employee taking leave under this policy will be returned to the employee's same position or to an equivalent position, at the election of the College, unless the employee would have been terminated in the absence of any leave (e.g., layoff, downsizing, or termination of a temporary job). Taking leave will not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period.

B. Fitness-For-Duty Examinations

The College will require a fitness-for-duty certification prior to restoration for all employees taking leave for a serious health condition.

The College reserves the right to make additional medical inquiries and/or require follow-up examinations, at its expense, to ensure that employees can safely perform all the functions of the job. These medical inquiries will be conducted in accordance with requirements of the Americans with Disabilities Act.

C. Key Employee Exception

This Key Employee Exception would only be applied to an administrative employee whose gross income is within the top ten percent (10%) of the College's employees during the fiscal year in which leave is taken. In exceptional circumstances, the College reserves the right to recall certain Key Employees from Family or Medical Leave. To take this action, the College must have the approval of the Board of Trustees. At the time that leave is granted under this policy, the College will inform the administrative employee that the employee is within the top ten percent (10%) and also explain the possibility of recall under the Key Employee Exception and the possible consequences if the employee does not return to work if recalled by the college.

If the College determines that a Key Employee who is on Family or Medical Leave is required to return to employment to perform essential services, the employee will be notified immediately and given a date by which he or she must return to his or her position. Should the employee not return to work by the specified date, the College may exercise the right not to restore the employee to employment. To take this action, the College must have the approval of the Board of Trustees that the College will suffer substantial and grievous harm because of the recall/restoration. If the employee does not return from leave, the employee can petition for reinstatement at the end of the leave period and will be notified, by certified mail, whether the employee will be restored to his or her position or will not be restored because doing so would cause the College substantial harm.

D. Periodic Reporting

Employees on leave are required to report regularly on their status and intent to return. Human Resources will establish the reporting schedule. Depending on the nature of the leave, the reporting requirement may be every week but no less than once a month.

During leave, the College also may require that an employee recertify the medical condition that caused the employee to take leave:

1. When the College obtains information that casts doubt on the continuing validity of the employee's original certification;
2. When the employee requests an extension of leave; or
3. When circumstances have changed.

E. COBRA

When an employee notifies the College that he or she is not returning from leave, the College shall terminate the employee's health insurance benefits and the employee shall no longer have a right to restoration to the same or equivalent position. The employee shall be entitled to continuation of health insurance benefits at his or her expense in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") and the provisions of the health plan.

F. Failure to Return to Work

Employees who fail to return to work after FMLA leave shall be treated as having voluntarily terminated their employment.

Procedure

General Provisions

A. Administrator

The College is the sole administrator of this policy and, as such, is the exclusive interpreter of its terms. All procedures of this policy shall be interpreted consistent with the Family and Medical Leave Act of 1993.

B. Changes

The College reserves the right to modify, alter, or delete any or all of the procedures of this policy at any time.

C. No Employment Rights

This policy and subsequent procedures does not create any employment rights to any individual other than specifically stated in the policy.

D. Limitations

Except as otherwise stated, this policy is not intended to create any rights greater than that conferred on employees by the Family and Medical Leave Act of 1993.

E. Rights and Obligations

Employees and employers have various rights and obligations under FMLA.



SECTION 3.0
Employee Benefits

Title of Policy
Americans with Disabilities Act
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #0000

Policy

Title I of the Americans with Disabilities Act (ADA) of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. The ADA's nondiscrimination standards also apply to federal employees under Section 501 of the Rehabilitation Act, as amended, and its implementing rule(s);

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a record of such impairment.
- Is regarded as having such impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include but is not limited to:

Making existing facilities used by employees readily accessible to and usable by persons with disabilities.

Job restructuring, modifying work schedules, reassignment to a vacant position.

Acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials or policies; and providing qualified readers or interpreters.

An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources and the nature and structure of its operation.

On January 1, 2009, the Americans with Disabilities Act Amended Act (ADAAA) took effect. This law amended the American Disabilities Act and expanded the coverage of protected individuals.

SECTION 3.0
Employee Benefits

Title of Policy
Professional Development, Tuition Assistance and
Tuition Waiver
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5091

Policy

Hagerstown Community College may support employees in their pursuit of academic degrees, professional certifications, and additional course work related to the job. Therefore, the College offers professional development and tuition assistance for employee educational or academic programs that are directly related to the employee's job, career or teaching profession. Tuition waivers are offered to employees and their dependents for HCC's credit and non-credit educational programs.

Procedures

Procedure

Professional Development

A. Professional Development (Non-Credit Bearing)

Professional development often refers to skills required to maintain a specific career path, which include off-campus, job-related training and/or educational seminar workshop in addition to on-campus group professional development programs. Professional development is generally considered "short term". The employee must demonstrate that the activity is specifically job-related, resulting in increased effectiveness on the job, higher productivity, and relates to the employee's professional development goal(s) mutually established with the employee's supervisor. HCC will reimburse employees associated activity costs including travel expenses, per-diem costs, mileage, and other reasonable costs as approved. Any professional development costs over \$500.00 must be pre-approved prior to registration by the area Dean or Vice President. Pre-approval forms are provided by the Human Resource Office.

B. Criteria

The following criteria must be met before the College will fund a professional development request. The employee:

1. Must be either a regular/budgeted full-time or part-time employee with the College.
2. Must demonstrate that the educational seminar, workshop or course:
 - a. Is specifically job-related resulting in increased effectiveness on the job and higher productivity, and
 - b. Relates to the employee's professional development goal(s) mutually established with the employee's supervisor.

3. Must receive full support from the immediate supervisor and area Dean.
4. After the completion of the development program, the employee shares with the immediate supervisor how the newly acquired knowledge and/or skills will be utilized on the job.

C. Application Process

1. The employee must complete the Professional Development Request, provide the appropriate justification for attending the educational seminar, workshop or course and how it meets his/her professional development goal(s). If the course is available at the College, the employees may not request to take the same course at another college or university.
2. The request must be approved by the employee's immediate supervisor and area Dean. Non-exempt employees submit their request to the Director of Human Resources for approval. Exempt employees submit their requests to the Vice President of Finance and Administration for approval. Faculty are to submit their request to the Vice President of Academic Affairs for approval.
3. The request must be submitted at least **two weeks** prior to the registration and start of the educational seminar, workshop or course, unless unforeseen circumstances occur preventing the submission of the request in a timely manner prior to the start of the professional development program.
4. An attached description or outline of the educational seminar, workshop or course **must** be attached to the request.

It is important to provide the complete cost of the educational seminar, workshop or course, cost for materials, and travel expense for reimbursement (mileage, air, rail, lodging, etc.).

5. The Vice President of Academic Affairs will inform faculty members that the application was approved or denied prior to attending the course/workshop/seminar. The Vice President of Finance and Administration will inform exempt employees, and Human Resources will inform non-exempt employees. The Vice President of Finance and Administration will approve all IT group employee training.
6. All requests will be given equal consideration. Determination will be made based on applicability to the job, College need, and the volume of requests.

Procedure
Tuition Waiver

Tuition waiver is available to HCC regular/budgeted employees and their dependents who wish to pursue courses of study which fall outside of their professional development needs. Courses need not be relevant to the employee's current or future job duties. HCC will waive the tuition for any regular/budgeted employee wishing to attend most open HCC credit or non-credit courses. There may be exceptions to the waiver because of the nature of certain programs.

With a tuition waiver, the employee is responsible for the cost of fees, materials fees, books and other incidentals as required by the instructor of the course. A passing grade of "C" or better is required for the waiver. If the employee or his/her dependent receives an unsatisfactory grade of "D" or lower, the employee must reimburse the College for the tuition for that course. The tuition waiver for courses is limited to a total of seventy (70) credits per fiscal year per individual.

Procedure
Tuition Assistance

Tuition Reimbursement (Credit Bearing)

Tuition Reimbursement applies to an approved program or course of study at an accredited college or university for eligible employees (subject to maximums per fiscal year listed herein). However, if courses are available at Hagerstown Community College, the employee may not request to take the same course at another college or university. Course(s) or curriculum must be beyond the associate level and must be relevant to the employees' job or profession. The immediate supervisor and the area Dean must approve the employee request to take a course or enroll into a degree program. Reimbursements will not exceed the in-state tuition rate per credit hour (excluding fees) for equivalent academic courses at the University System of Maryland. Hagerstown Community College will limit reimbursement to one undergraduate degree and one graduate degree per employee. In the case where the employee is requesting approval for a second degree, the individual's current credentials should be reviewed as should the impact of the requested program as it pertains to the employee's current job responsibilities and will be approved by the President of the College.

1. Employee Eligibility: The employee must have successfully completed one (1) year of satisfactory performance in their current role.
2. Up to and including six (6) Credit Hours per Fiscal Year. Tuition only (no fees) will be reimbursed at the actual per credit hour rate (excluding fees), not to exceed the in-state tuition rate per credit hour for equivalent academic courses at the University System of Maryland.
3. Approval of the supervisor and the Human Resources Office is required in advance each semester, and a grade of "C" or better is required for reimbursement. Approval will be contingent upon satisfactory job performance. The Human Resource Office will provide application forms for this benefit.

SECTION 4.0

SALARY ADMINISTRATION

SECTION 4.0 – SALARY ADMINISTRATION



SECTION 4.0

Salary Administration

Title of Policy

Salary Administration

Date Approved by the Board of Trustees: September 21, 2004

Board Policy #5010

Policy

It is the policy of Hagerstown Community College that the College will maintain a competitive compensation program consistent with available fiscal resources and in compliance with federal and state laws and regulations pertaining to wage and hour practices. The College Board of Trustees reviews and establishes the annual salary scales for all employees and is committed to maintaining competitive compensation for all employee groups as compared to similar public institutions in the state and region. To establish fair and competitive compensation, the College will periodically review salaries internally and externally.

Procedures

Procedure

General Salary Administration Guidelines

A. Compensation Philosophy

It is the College's desire to pay all regular/budgeted employees' wages and salaries that are competitive with other educational institutions and employers in the marketplace in a way that will be motivational, fair and equitable and in compliance with all applicable federal and state statutory requirements.

HCC applies the same principle of fairness to all employees, regardless of position and academic rank, race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, or other factors protected by federal or state law.

B. Basis for Determining Pay

Several factors may influence an employee's pay. HCC may consider the nature and scope of the position, what other regional Colleges and local schools and other employers pay their employees for comparable positions (external equity), what the College pays employees in comparable positions (internal equity), as well as the College funding and revenue sources. It is HCC's goal to have a current job description on file, which broadly defines the employee's job responsibilities and credentials needed to perform the job.

C. Hiring into the Grades and Academic Rank

Generally, persons are hired between the minimum of the grade and up to 15% into the grade depending on the person's credentials, knowledge, years of experience, and skills. In addition, when positions are offered to candidates, internal equity is a major factor to consider when placing the person into the grade and academic rank.

D. Salary Review and Increases

It is expected that an employee's salary will be reviewed annually and any increase will be effective the beginning of each fiscal year, which is July 1st. The salary review considers a variety of factors, such as the salary range for the employee's position; where the employee's salary falls in the range; the period of time that the employee worked, and the annual salary increase that is budgeted for the fiscal year. The most important factor used in reviewing an employee's salary is the employee's level of performance, as assessed by the employee's immediate supervisor.

E. New Employees

When employees are hired during their first fiscal year (July 1st – June 30th), their salary increase will be pro-rated based on their hire date. If employees are hired between the 1st and the 15th of the month, credit will be given for the whole month for purposes of calculating the salary increase. If employees are hired after the 15th of the month, credit will not be given for the month. New employees are not eligible to receive a salary increase, if they are hired between April 1st and June 30th, which is the last quarter of the fiscal year.

F. Ineligibility for Salary Increases

Generally, the following categories of employees are not eligible for salary increases:

1. Employees who received an unsatisfactory performance evaluation,
2. New employees hired during the last quarter of the fiscal year.
3. Employees whose salaries are above the range maximums.

G. Position Reclassification

Positions that have significantly changed in complexity, responsibilities, and position function, may be reviewed for reclassification. All reclassifications must be submitted by the immediate supervisor of the position to the appropriate area dean for approval. The President approves the reclassification and submits the recommendation to the Board of Trustees for their approval. Position reclassification processing occurs once annually and is done in conjunction with the annual planning and budgeting process.

1. Definition of Reclassification

Positions are evaluated based on the nature of the work, job responsibilities, educational requirements and other knowledge and competencies required to perform the job.

2. Process of Reclassification

Requests for reclassifying a position are initiated by the immediate supervisor during the budget planning process. The requests are reviewed and evaluated by the Executive Staff during the College's annual planning cycle.

3. Reclassification Results

The reclassification of a job may or may not result in a promotion and may or may not result in compensation adjustments for the employee. Normally, when a job is reclassified as part of a College-wide compensation study, this will not be considered a promotion and will not result in a promotional increase.

Procedure

College Payroll

A. Pay Cycles

Regular/budgeted full-time and part-time (12-month) employees are normally paid on a semi-monthly basis with twenty-four (24) pay periods each fiscal year.

Regular/budgeted full-time faculty (10-month contract): pay cycle begins on September 1 and ends June 30, and normally there are twenty (20) pay periods. Usually, there is no compensation during the months of July and August. However, 10-month faculty employees may request to have their pay be extended over twenty-four (24) pay periods in order to have year round compensation.

Regular/budgeted full-time faculty (11-month contract): normally paid on a semi-monthly basis with twenty-two (22) pay periods, based on their work schedule. As of August 1, 2012, there is no compensation during their non-reporting time. The exception is the 11-month chairperson position which is paid over twenty-four (24) pay periods.

Payday is normally the 15th and last day of each month. If a payday falls on a weekend or holiday, the payday will occur on the preceding business day.

Regardless of when the first faculty pay cycle begins in a given academic year (August or September) faculty are required to be here for the August workshop week.

B. Mandatory Deductions from Employee's Pay

HCC is required by law to make certain deductions from the employee's paycheck each time one is prepared. Among these are federal, state, and local income taxes and the employee's contribution to Social Security as required by law. These deductions will be itemized on the employee's check stub or payroll advice. The amount of the deductions will depend on the employee's earnings and on the information that the employee furnishes on the W-4 form regarding the number of exemptions being claimed. These exemptions may be modified by contacting Finance/Payroll and completing a new W-4.

C. Wage Garnishments

The College has the obligation to execute any court-ordered wage garnishment. Therefore, when a court-ordered deduction is to be taken from the employee's paycheck, the Payroll Office will notify the employee.

HCC acts in accordance with the federal Consumer Credit Protection Act (Title III), which places restrictions on the total amount that may be garnished from a paycheck.

D. Direct Payroll Deposit

It is standard practice, without option, that all employees receive pay via direct deposit. If there is a hardship where direct deposit is not an option that employee will need to meet with the Director of Finance to make alternative arrangements. Employees are advised to regularly check their electronic pay advice on Web Advisor to ensure that it reflects the proper number of withholding and deductions.

E. Error in Pay

When an employee believes an error in pay has occurred, they should immediately contact the Payroll Office in Finance. The necessary steps will be made to research the problem and to ensure that any necessary correction is made promptly.

Procedure

Overtime Pay – Non-Exempt Employees

A. Overtime Rate

Nonexempt employees are eligible for overtime pay at the rate of one-and-one-half times the normal hourly rate when the employees' "time worked" in a work week exceeds 37.5 hours. The workweek begins at midnight on Sunday and ends on Saturday at 11:59 p.m.

B. Time Worked

When calculating overtime pay, "time worked" includes scheduled holidays, travel time (as described below, letter I), bereavement leave, jury duty leave, floating holidays, personal leave, and paid annual leave taken by an employee during a workweek. College closures, including inclement weather and emergencies, will be included as time worked.

C. Time "Not" Worked

Time worked does not include sick leave, sick family leave, military leave, short-term disability, workers' compensation, or leave without pay. Meal periods of thirty (30) minutes or more are not considered as time worked when the employee is relieved from work duty for the period.

D. Worked Holiday

If a non-exempt employee works on a holiday, the employee will be paid for the holiday at a rate of one and one-half times the employee's base hourly rate for the hours actually worked.

E. Payment of Overtime

When possible, overtime pay is reflected in the pay period during which the additional time is worked. Overtime pay is included in the employee's semi-monthly paycheck rather than in a separate check.

F. Supervisory Approval

A non-exempt employee must receive advanced approval from the immediate supervisor and the area Vice President, area Dean or President before working more than 37.5 hours in a work week.

G. Training Time

A non-exempt employee will be paid for training time that is directly related to the employee's job and is required by the College.

H. Alternative Work Schedule

Occasionally, an immediate supervisor may request a non-exempt employee to work more than 7.5 hours one day in exchange for working fewer than 7.5 hours on another day. This must be done within the same workweek. The objective is to limit the number of hours worked in the week to 37.5.

I. Travel Time for Non-exempt Employees

A non-exempt employee who travels overnight on College business will be paid for the travel time if it cuts across the employee's normal workday hours. For example, if the employee normally works from 8:30 a.m. until 4:30 p.m., Monday through Friday, travel time during those hours on Sunday through Saturday is considered to be hours worked. All hours spent actually performing work while on the travel is considered to be time worked.

A non-exempt employee who takes a day trip to another city should be compensated for the travel time as if it were hours worked, minus travel time between the employee's home and the airport or other means of public transportation.

J. Compensatory Time- Non-Exempt Only

Immediate supervisors may offer the option for employees to receive compensatory time ("comp time") instead of overtime pay for overtime hours worked. Comp time must be taken within thirty (30) calendar days from the time of earning it. Comp time scheduling will be done on a prior approval basis, like overtime, and will be scheduled to meet the needs of the department and College operations. Immediate supervisors are responsible in keeping track of an employee's accrual and use of comp time.

Compensatory time will not be paid when an employee resigns or is dismissed from the College. When compensatory time is used it should be recorded on the employee's time sheet.

SECTION 5.0

EMPLOYEE RELATIONS

SECTION 5.0 – EMPLOYEE RELATIONS

SECTION 5.0
Employee Relations

Title of Policy
Employee Guidance & Progressive Discipline
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5004

Policy

Hagerstown Community College will address issues relating to unsatisfactory work performance and inappropriate behavior through corrective guidance and if necessary disciplinary action. The objective of this policy is to create and maintain a productive and responsive workforce, and to assist in the success of the employee on the job.

Disciplinary actions, when they occur, should focus on affirmative efforts at rehabilitating employees by discouraging them from continuing unsatisfactory job performance or repeating past inappropriate behavior. Therefore, managers and immediate supervisors should provide information and feedback to employees concerning their performance/behavior and alert them to areas of concern or issues that require improvement.

The College reserves the right to immediately dismiss an employee in cases the College deems to be extreme misconduct.

Procedures

Procedure

General Guidelines

A. Action Steps

There may be up to three (3) formal steps to address unsatisfactory performance or behavior. Depending on the employee's job performance history, the degree of performance improvement required, and the impact of the performance or behavior issue on College operations, the process may begin at any step, including a dismissal from the College. Steps may be skipped once the progressive discipline process has begun.

B. Documentation

A critical component throughout the following steps of the progressive discipline process is documentation. Documentation is written verification of an employee's performance or behavior, and the affirmative action that is recommended to the employee to improve performance or to correct behavior. The following steps require consultation with Human Resources. Any written disciplinary action that is given to the employee is entered into the employee's personnel file in Human Resources.

Procedure

Preliminary: Guidance/Verbal Corrective Action

A. Supervisor's Role

The supervisor has the responsibility to provide regular performance feedback to an employee. The goal is for the employee to improve performance and/or change behavior. Therefore, the immediate supervisor should take reasonable affirmative steps to work at rehabilitating the employee.

B. Addressing & Discussing Issues of Concern

When an issue of concern such as unsatisfactory performance or behavior is recognized, it should be addressed immediately with the employee. The performance/behavior concerns should be discussed with the employee to ensure that the employee understands the concerns, their impact on the business operations of their department and the specific actions that are needed to correct the performance/behavioral concerns.

C. Content of Discussion

The process may require one or more discussions with the employee and should include the following:

1. Reasons why the employee's performance or behavior is not satisfactory,
2. How the performance/behavior impacts the College operations, or effective teaching of students,
3. What is reasonably expected of the employee to improve performance or correct the behavior, and
4. What further action may be taken if the performance does not meet the expected improvement or the behavior is not corrected.

D. Acknowledging the Discussion

The supervisor writes a summary of the guidance/verbal correction, which includes the four points above and requests the employee to sign the summary to acknowledge that the verbal correction/guidance occurred and the concerns were discussed with the employee. The employee may write a rebuttal to the summary and attach it to the summary.

The summary of any correction/guidance session is forwarded to Human Resources and placed into the employee's file. The initial step is not part of the formal progressive disciplinary process.

Procedure

Step One: First Written Warning

A. Purpose

A written warning is a clear and concise communication to the employee that addresses the employee's unsatisfactory job performance or inappropriate behavior and provides specific guidelines for expected improvement.

B. Use of Written Warning

A written warning may be used to:

1. Follow the progressive guidance step(s) when the expected improvement to the employee's performance or behavior does not occur after verbal correction/guidance,
2. Address any violation of College procedure, or a Board approved College policy,
3. Address performance transgression,
4. Address behavior or conduct infractions, and
5. Address absenteeism and tardiness.

C. Content of Written Warning

A written warning should include:

1. Reasons why the employee's performance or behavior is not satisfactory and does not meet the supervisor's expectations,
2. How the performance/behavior impacts the College operations,
3. An outline of measurable terms that is reasonably expected of the employee to improve performance or correct the behavior,
4. What further action may be taken if the performance does not meet the expected improvement or the behavior is not corrected.

D. Acknowledgement of Warning

The employee should sign the written warning to acknowledge that it has been read and understood, and that the employee is committed to making the expected performance improvement or behavioral changes. The employee receives a copy of the written warning.

E. Recording the Warning

The original signed written warning will be placed into the employee's personnel file in Human Resources.

F. Refusal of Acknowledgement

If the employee refuses to sign the written warning, the immediate supervisor must request a third party presence (normally the Director of Human Resources) to witness the warning and the employee's refusal to sign the document. This is noted on the document by the third party and dated indicating when the warning was discussed with the employee.

Procedure

Step Two: Final Written Warning

A. Purpose and Content

A final written warning is the last chance notice to the employee that the job performance or inappropriate behavior and improvement to correct the issues have not been demonstrated. A written warning should include:

1. Reasons why the employee's performance or behavior is not satisfactory and continues not to meet the supervisor's expectations,
2. How the performance/behavior continues to impact the business operations, College services, or effective teaching of students.
3. An outline of final measurable terms that is reasonably expected of the employee to improve performance or correct the behavior,

What further action may be taken if the performance does not meet the expected improvement or the behavior is not corrected; and a timeframe for the employee to demonstrate immediate, sustained and maintained improvement.

B. Acknowledgement of Warning

The employee should sign the written warning to acknowledge that it has been read and understood, and that the employee is committed to making the expected performance improvement or behavioral changes.

C. Recording the Warning

The employee receives a copy of the final written warning and the original signed warning will be placed into the employee's personnel file in Human Resources.

D. Decision-making Leave

Depending on the gravity of the discipline or performance issue, or if the employee refuses to sign the final written warning, the employee may be placed on an un-paid decision-making leave.

Procedure

Step Three: Dismissal from the College

- A. If the employee's performance/behavior does not improve to the expected satisfactory level during the final written warning period, or if, during the course of the final written warning, performance declines, immediate dismissal from the College may occur.
- B. The immediate supervisor and the area Vice President or Dean makes a recommendation to the Director, Human Resources to dismiss the employee immediately. All appropriate documentation and the facts supporting the recommendation of dismissal will be reviewed.

SECTION 5.0
Employee Relations

Title of Policy
Employee Grievance
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5007

Policy

Hagerstown Community College recognizes the importance of providing employees with a prompt disposition of grievances that may arise out of the interpretation, application, or alleged breach of any provision of the Employee Handbook, and are therein afforded the right to invoke the grievance process.

Procedures

Procedure **Dispute Resolution**

A. Purpose

The purpose of this policy is to permit the orderly resolution of disputes arising out of employment at Hagerstown Community College.

B. Eligibility

This policy and procedures will be applicable to dispute resolutions arising out of employment for employees, except those holding temporary, non-budgeted positions who will not be entitled to use these procedures. Actions which may be aggrieved are those taken by a College employee that result in disciplinary action, acts of discrimination, or other conditions which adversely affect another employee's working conditions.

In case of dismissal, an employee may appeal the dismissal decision by following the appeal procedures located in the dismissal section of the staff manual.

Procedure **Informal Steps**

- A. All dispute resolutions must be taken first to the aggrieved employee's immediate supervisor for informal discussion. Such discussions must be between the grievant and the appropriate supervisor only. This must be done not later than ten (10) working days from the date the dispute occurs or comes to the attention of the aggrieved party. If agreement is reached during this informal discussion, both the employee and the supervisor will sign a statement acknowledging the terms of that agreement. The Director of Human Resources will sign the agreement to assure it complies with all College HR policies and procedures and applicable state and federal laws. The statement will be retained on file by both parties.

- B. If this step does not produce a favorable resolution, and the employee wishes to further pursue the dispute, the employee must, within five (5) working days after the initiation of the Step "A" discussion, request further informal discussions with his/her immediate supervisor's supervisor up through the Vice President/Dean level.

Only if these informal discussion steps fail to produce a satisfactory resolution of the problem may an employee file a formal written dispute.

Procedure

Formal Steps

A. Written Dispute Resolution Statement

Following the conclusion of the informal dispute resolution procedures, if the employee wishes to formally pursue the dispute resolution, the employee must file a written dispute resolution with his/her immediate supervisor/executive officer and the Director of Human Resources. This written dispute must be presented not later than ten (10) working days after the date on which the informal Step "B" discussion occurred. If the employee fails to present this written statement within ten (10) working days as outlined above, the College will consider the dispute resolution to be resolved and the employee will have waived further claims to a dispute resolution in this matter.

The written statement should include, but not necessarily be limited to, the following:

- A statement of dispute resolution and the basis for it;
- Date(s) of the occurrence(s);

The remedy or corrective action sought by the employee;

- A statement acknowledging that the informal dispute resolution procedures have been followed and have not resolved the dispute to the employees' satisfaction; and
- Signature of the aggrieved employee and the date.

The Director of Human Resources shall promptly, but in any event within five (5) working days after the dispute has been filed, meet with the employee to outline the steps to be taken in the formal dispute resolution procedure. If a dispute resolution directly involves the Director of Human Resources, this duty shall be the responsibility of the Vice President of Administration and Finance.

B. Appeal to the President

If, after receiving a copy of the Director of Human Resource/Executive Officer's final report and recommendation(s), the aggrieved employee objects to the manner in which his/her dispute has been resolved, he/she may make an appeal to the President of the College. Appeals must be in writing and must be presented within ten (10) working days following receipt of the report and recommendation(s). Appeals must specifically state the basis for the appeal to the President. Failure to file in a timely written appeal shall constitute a waiver of all further rights with respect to the dispute resolution. The President of the College shall make a decision within twenty (20) working days after receiving the written appeal.

The College President's decision on the matter is the final administrative review.

G. Regulations

1. Saturdays, Sundays, and holidays shall not be applied in computing time limits under this procedure. Unusual circumstances, such as weather closings, sickness, funerals, will be taken into consideration also.
2. Any and/or all of the time limits in the dispute resolution process must be strictly adhered to. The President may, however, with consent of the grievant or other interested party, extend any limitations period for good and substantial reason.
3. In the case of a group dispute resolution, all members of the aggrieved group may attend the hearing(s).
4. If the dispute resolution occurs at a level too high to permit all the supervisors outlined in the informal steps to be involved, the steps shall be modified accordingly.
5. In the event a dispute resolution is filed against the President, the grievant and the President shall meet within five (5) working days after the dispute resolution arises to attempt to resolve the matter. The President may elect to involve Senior Management in informal discussion(s) in order to resolve the dispute. The decision of the President shall be final.
6. At any point in the informal or formal dispute resolution procedure, the grievant may withdraw the dispute resolution by written notice.
7. No adverse action of any type will affect any employee who utilizes these procedures.
8. In these dispute resolution procedures, the title(s) "Vice President" and/or "Dean" is defined as any administrative officer (other than the President) who is a member of Senior Management.
9. At any point in the informal or formal dispute resolution procedure, the grievant may withdraw the dispute resolution by written notice.



SECTION 5.0
Employee Relations

Title of Policy
Employee Performance Evaluation
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5005

Policy

Performance evaluations are to be conducted on an annual basis at HCC. A performance evaluation system is a comprehensive approach for managers/immediate supervisors to work in partnership with each employee toward accomplishing the overall mission, vision and goals of the College and any additional objectives established by the leadership of the units. The performance evaluation system is designed to facilitate dialogue and communication between managers or immediate supervisors and employees in order to receive objective feedback on performance, and to discuss performance objectives and expectations where applicable.

Procedures

Procedure

General Guidelines

A. Interim or Informal Review

1. Interim or informal evaluations are encouraged, particularly for new employees after six (6) months, employees recently promoted or transferred into a new position, or employees working to improve their performance.
2. It is encouraged that immediate supervisors meet with employees on a regular basis to provide performance feedback and to review the progress made on each goal, if applicable, or to make adjustments as circumstances warrant.

B. Annual Review Process

1. A formal performance evaluation is written by the immediate supervisor and discussed with an employee on an annual basis. In most cases the evaluation is conducted twelve (12) months after the beginning of the evaluation period; however, it may be sooner or later under certain circumstances with approval of the area dean or President.
2. The annual evaluation period for managers and support staff employees is from July 1st through June 30th.
3. Employee participation and self-evaluation are mandatory to give an employee the opportunity to personally assess progress during the evaluation period and to communicate to the immediate supervisor any significant accomplishments or obstacles, which prevented the obtainment of certain goals.

4. Normally, a performance discussion with the employee should occur before the immediate supervisor's written annual evaluation of the employee is finalized. The goals are mutually developed between the supervisor and employee.
5. An overall employee's evaluation is assessed relative to each of the established goals, if applicable. Assessments should be stated in terms of the established performance criteria for each employee group.
6. Specific performance areas that require improvement by the employee are addressed, and a performance improvement plan should be developed for the employee.
7. A written evaluation may be reviewed by the appropriate level of management above the immediate supervisor before being finalized with the employee.
8. When the evaluation is finalized, it should be signed by the employee and appropriate level of management and forwarded to Human Resources for placement into the employee's official personnel file. The employee's signature solely acknowledges that the evaluation was conducted, regardless whether the employee agrees or disagrees with the evaluation.

C. Employee Comments

An employee may choose to add comments at the end of the annual evaluation or provide a separate sheet of comments. After review and signature by the employee and the immediate supervisor, employee comments are forwarded to Human Resources for placement into the employee's official personnel file.

Procedure

Faculty Annual Evaluations

Purpose

Faculty evaluation is the primary tool for assessing teaching effectiveness. The student evaluations of faculty are especially valuable. That process is to be structured to provide useful information for faculty, not only including their own evaluations, but also grouped and anonymous comparative data on evaluation results for other faculty within a department, a division, and College-wide. Faculty evaluations by students must, in a clear and detailed manner, be connected to promotion and tenure decisions. Through the use of high quality evaluation instruments faculty members will obtain a better sense of their effectiveness and quality instruction will remain the central focus of what faculty members are expected to do.

The faculty evaluation form is found in Appendix B. For additional information concerning faculty evaluations, refer to Employee Performance Evaluation.

Procedure

Annual Planning and Performance Review (APPR)

For Exempt and Non-exempt Employees

- A. The Annual Planning and Performance Review (APPR) is a vital communication link between immediate supervisors and all exempt and non-exempt employees under their supervision. Therefore, performance evaluations must be connected to annual planning. The performance evaluation time provides an excellent opportunity for a collaborative, two-way communication between the employee and the supervisor. This is a good time to discuss professional interests and future goals, and seeking assistance in achieving those goals, and plan for training and professional development opportunities.
- B. Goals may be specific to individual department goals, which have a general connection with the College's strategic goals and plans.
- C. Goals should be tied to the Hagerstown Community College's Vision, Mission and Strategic Goal Statements.
- D. The APPR model consists of six simple steps:
 1. Employees engage in a conversation with their immediate supervisor about their individual plans and goals for the year, which should be tailored to the needs of the area one supervises and the HCC mission, shared vision and strategic goals. Many, if not most of the goals should align with the institutional strategic goals and the related plans set forth for the year.
 2. After prior discussion with the immediate supervisor, the employee submits a written list of up to twelve (12) major goals for the year. The goals should be written to meet the criteria specified above.
 3. The immediate supervisor reviews, endorses and/or suggests modifications to the goals.
 4. Once the goals are finalized, they are referenced and discussed throughout the year during regular one-on-one meetings between the immediate supervisor and the employee. It is recommended that the immediate supervisor and employee meet regularly to review progress made on each goal or to make adjustments as circumstances warrant.
 5. At the end of the year the employee submits to the immediate supervisor a summary of successes in meeting each goal, with supporting data, as may be needed.
 6. The immediate supervisor and employee then meet to review goal attainment and to talk about new goals for the forthcoming year. The supervisor places in writing a summary evaluation of the employee's performance for the year using the form found on the Intranet and in Appendix C. The immediate supervisor and the employee sign the form. The completed original is forwarded to Human Resources to be placed into the employee's personnel file. A copy is to be given to the employee and the immediate supervisor may retain one.

E. Performance planning involves developing mutually agreed goals between the immediate supervisor and the employee. Goals are statements of what the employee is expected to accomplish during the annual evaluation period. They are written and discussed at the beginning of each evaluation period. Goals should be SMART:

1. **S**pecific – Clearly articulate expected behaviors.
2. **M**easurable – Quantifiable.
3. **A**chievable – Realistic with any learning curves factored into the overall time.
4. **R**elevant – Align with HCC’s shared vision and institutional strategic goals.
5. **T**ime determined – Identify dates for successful completion.

Goals should be listed in order of priority or importance for the successful performance of the job.

SECTION 5.0
Employee Relations

Title of Policy
Drug & Alcohol Free Environment
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5092

Policy

Hagerstown Community College will maintain a safe, healthy, and productive environment free of alcohol and drugs for all employees and students. The College endorses the provisions of the Drug Free Workplace Act of 1988 and any applicable regulations by government agencies with respect to drug abuse and thereby establishes a drug-free and alcohol-free work place and learning environment.

It shall be unlawful and prohibited for an employee to manufacture, distribute, dispense, possess or use a controlled substance or illegal drugs on College property, in a College vehicle, or while engaged in the discharge of College duties on College premises.

Compliance with the standards set forth in this policy is mandatory. The College will refer violations to law enforcement officials for prosecution where appropriate and take necessary disciplinary action against the offender up to and including dismissal. The College may require the employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation.

Procedures

Procedure

Controlled Substances

A. Use of Controlled Substances

Specifically prohibited under this policy is the use, sale, possession, distribution, manufacture, or transfer of controlled substances while on College property, in a College vehicle, or working on College premises or elsewhere during work hours or on nonworking time, and on or off College property to the extent it impairs an employee's ability to perform job duties, or when such activities negatively affect the reputation of HCC to the general public or threaten the integrity of HCC.

B. Controlled Substances Defined

The term *controlled substances*, as used in the policy, is defined to include legal and illegal drugs. The use and possession of legal drugs (i.e. those drugs for which a valid prescription is required before the drug is to be used or possessed) is not prohibited by this policy unless that use or possession is inconsistent with the prescription or where no such prescription has been provided.

C. Illegal Drugs Defined

The term *illegal drugs* is defined as controlled substances not taken under the supervision of a licensed health care professional or otherwise in accordance with federal law. This includes all such drugs of which the use, sale, possession, distribution, manufacture, or transfer is prohibited by law and includes, but not limited to, marijuana, narcotics, hallucinogens, stimulants, depressants, and so-called designer drugs.

D. Workplace Defined

The term *workplace* as used shall mean any College premises or work site, including the College's vehicles and public and private means of transportation while engaged in College work and/or business.

E. Under the Influence

HCC's employees may not report to work or work while under the influence of illegal drugs, nor may any employee report to work under the influence (when an employee is affected by a controlled substance in a detectable manner) of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription.

Procedure

Alcohol Use

- A. As a condition of employment, all employees are required to abide by the terms of this policy. Employees may not report to work or work while under the influence of alcohol.
- B. When a test for alcohol is performed, employees who fail a test, refuse to take a test, or violate this policy may be subject to disciplinary action up to and including dismissal from the College.
- C. An employee's performance should not be affected by the consumption of alcohol.
- D. Current employees may be subject to unannounced alcohol testing if:
 - 1. Their job is a safety critical position, or
 - 2. There is reasonable suspicion or belief they are in violation of the policy
- E. An employee who voluntarily seeks assistance for a substance abuse problem before the problem affects job performance and before a positive test is confirmed will not be subject to disciplinary procedures for reporting such a problem. In such a case, the employee will confidentially be referred to the College's Employee Assistance Program and given reasonable accommodation to treat the problem, to the extent required by law.

Procedure

Drug Use

- A. The College may conduct pre-employment drug testing as a condition of employment. In this case, a job offer is contingent on a prospective employee signing a consent and release form (as part of the application process) and testing negative for the presence of illegal drugs. Any individual who refuses to submit to a drug test will not be considered for employment.

- B. Contractors or individuals working at the College through a temporary agency who are on site or expected to be on site for thirty (30) days or more may be subject to a mandatory drug screening through their temporary/contracting agency at HCC's request.
- C. Employees as a condition of employment must abide by the terms of this policy and report any crimes for which they have been convicted under a criminal drug statute for violations occurring on College property, in a College vehicle, or off College property. Reports of convictions must be made within five (5) days after the conviction to the area Dean or President and to Human Resources.
- D. The College encourages employees who believe that they have a drug problem to seek rehabilitation counseling through the Employee Assistance Program (EAP).
- E. An employee's willingness to voluntarily participate in a rehabilitation program and the employee's ability to perform their assigned job responsibilities will be contributing factors in determining whether the employee's employment will continue.
- F. Existing employees may be subject to unannounced drug testing if:
 - 1. The job is a safety critical position, or
 - 2. There is reason to suspect or believe there is a violation of the policy.
- G. An employee who voluntarily seeks assistance for a substance abuse problem before the problem affects job performance and before a positive test is confirmed will not be subject to disciplinary procedures for reporting such a problem. In such a case, the employee will confidentially be referred to the College's Employee Assistance Program and given reasonable accommodation to treat the problem, to the extent required by law.
- H. Employees who fail a drug test, refuse to take a drug test, or violate this policy may be subject to disciplinary action up to and including dismissal from the College.

Procedure

Alcohol at Special Campus Events

The students, employees, and visitors of Hagerstown Community College are expected to observe all federal, state, and local regulations governing the use and possession of alcoholic beverages while on College property, and at College sponsored events while any minor is present. All students, employees, and visitors are specifically forbidden to use or possess alcoholic beverages or to be under the influence of same while on College property. All violations of this policy, except as expressly permitted by law, may result in disciplinary and/or legal action.

The policy concerning the use or possession of alcoholic beverages may be waived under certain conditions. Specifically, it can be waived when the College sponsors or agrees to host a banquet, sit-down dinner, reception, buffet, or similar dining function at which time the use of alcoholic beverages might be permissible. Under such circumstances, the internal or external group must have written approval by the College President.



SECTION 5.0
Employee Relations

Title of Policy
Discrimination and Harassment
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5032

Policy

Hagerstown Community College is committed to providing all students and employees with a safe and supportive environment. Employees are expected to treat each other with mutual respect and to accept the rich diversity that makes up the community.

The College prohibits discrimination based on race, religion, color, age, gender, national origin, sexual orientation, disability or covered veteran’s status, and is committed to maintaining an environment that is free from such conduct.

The College will act to promptly investigate all complaints and take appropriate action to protect individuals from further discrimination. If it is determined that unlawful discrimination occurred, prompt and appropriate action will result.

Procedures

Procedure

Assurances to Prevent Discrimination and Harassment

- A. The College will make every effort to create a culture of acceptance and sensitivity through educational sessions and or other appropriate means.
- B. Immediate supervisors and managers have the responsibility to recognize potential discrimination and/or harassment behaviors and/or behaviors that have the intent to create a hostile work environment because of a person's race, religion, color, age, gender, national origin, sexual orientation, disability or covered veteran’s status. They are responsible for monitoring the behavior of the employees they supervise and should not knowingly allow such behavior. If an immediate supervisor or manager becomes aware of a situation of this nature, they must contact Human Resources immediately.

Procedure

Reporting a Harassment or Discrimination Complaint

A. Reporting an Incident

Employees who believe that they have been subjected to discrimination and/or harassment of any type or who have any knowledge of discriminating and/or harassing behavior should report the incident immediately to Human Resources. If it involves any staff member of Human Resources, the President should be notified.

B. Employee Protection

Employees who report discrimination and/or harassment will be protected from any form of retaliation, and confidentiality will be respected consistent with the need to investigate or confirm the information concerning the alleged discrimination and/or harassment.

C. Investigation Process

Human Resources and/or the President's Office will conduct an immediate, thorough and timely investigation and enforce appropriate disciplinary actions.

1. As part of the investigation, Human Resources will interview the person reporting the complaint, the person accused of discrimination and/or harassment, and any witnesses to the incident, or who possess knowledge of the incident.
2. The person accused of discrimination and/or harassment may be placed on paid leave during the investigation.
3. After the investigation, if it is concluded that discrimination and/or harassment has occurred, the College will take immediate corrective action to prevent the discriminating and/or harassing behavior from reoccurring. Such action, depending on the circumstances and/or offensive behavior, may include recommended counseling, a written warning, demotion, or dismissal from employment.

D. Employee Dismissal

The employee who is dismissed from the College as a direct result of a supported finding concerning a discrimination and/or harassment complaint will not be given any recourse to appeal the decision.

E. Policy Review

If the validity of the complaint cannot be determined, appropriate action will be taken to thoroughly review with all parties this policy so as to avoid a violation of this policy in the future.



SECTION 5.0
Employee Relations

Title of Policy
Campus/ Workplace Violence
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #8070

Policy

It is the policy of Hagerstown Community College that employees, students and visitors have a safe work and academic environment. The College prohibits any form of violence, threats of violence, intimidation of others, attempts to instill fear in co-workers, possession of weapons of any kind on campus or in the workplace, menacing behavior, and stalking. Violations of this policy may lead to disciplinary action up to and including immediate dismissal of College employees or expulsion of students, and the involvement of the appropriate law enforcement authorities as needed.

Procedures

Procedure

Handling a Violent Situation

A. Response to Threatening Behavior

Any person who exhibits threatening behavior or actually threatens or commits a violent act on College property will be removed from the work site as quickly as safety permits and will remain away from the work site pending the outcome of the investigation of the incident. The appropriate law enforcement authorities will be contacted immediately as the situation warrants it.

B. Appropriate Action to be Taken

When threatening behavior is exhibited or any individual commits an act of violence, an evaluation of and decision regarding the employee will be made jointly by the Director of Human Resources, the appropriate area Dean or Vice President, the President and Campus Security. Actions that may be appropriate include a mandatory referral to the Employee Assistance Program (EAP), leave without pay, and/or immediate dismissal from the College.

C. When Off College Property

Employees who commit these acts outside the workplace, such as in a College vehicle or elsewhere, but impacts the workplace are also violating this policy and will be dealt with appropriately up to and including dismissal from the College.

D. Reporting Inappropriate Behavior

Employees who become aware of inappropriate behavior are expected to immediately notify Human Resources and/or Campus Security.



SECTION 5.0
Employee Relations

Title of Policy
Dismissal of Employee from the College
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5006

Policy

It is the policy of Hagerstown Community College that employment may be terminable by either the employee or the College. Terminations by the College can include, but are not limited to, the following general categories: (1) for unsatisfactory job performance, (2) for unacceptable behavior or misconduct, or (3) as a result of reduction in force. All terminations require review by the Director of Human Resources and/or the President.

Procedures

Procedure

Definition of Dismissal

A. Dismissal is the College-initiated removal of an employee from HCC service. Such an employee shall not receive pay or be permitted to use or accrue any privileges or benefits following dismissal.

Procedure

General Guidelines

- A. An immediate supervisor has no authority to dismiss an employee of the College without approval of the area Division Director and/or area Vice President or Dean and consultation with the Director of Human Resources.
- B. Normally, the Director of Human Resources recommends the dismissal of an employee to the President.
- C. The Board of Trustees may dismiss an employee, whether tenured or non-tenured, at any time upon recommendation of the President.

Procedure

Recommendation for Dismissal

- A. The immediate supervisor recommends to the division Director/Chairperson, and/or area Dean the dismissal of an employee stating specific reason(s).
- B. The division Director/Chairperson and/or area Dean must endorse the recommendation and forward the recommendation to the Director of Human Resources.
- C. The Director of Human Resources will review the recommendation. If sufficient reason(s) exist, the Director of Human Resources will recommend the dismissal to the President.

- D. The President will review the recommendation and may take one of two actions:
1. If the President accepts the recommendation, the Director of Human Resources will notify the immediate supervisor to proceed with the dismissal and the effective date of dismissal. This is always a coordinated effort with the Director of Human Resources.
 2. If the President decides that the dismissal is not warranted, the Director of Human Resources will be directed to recommend to the immediate supervisor and area Dean an alternative action that is in the best interest of the College.

Procedure

Notification of Dismissal

- A. An employee who is to be dismissed shall receive a written notification from either the President or the Director of Human Resources, which shall state the reason(s) for the dismissal.
- B. A regular/budgeted employee who has received notification of dismissal may appeal the decision within three (3) working days; otherwise, dismissal will become final. Such an appeal must be made in writing to the Director of Human Resources and must state specific reasons why the dismissal action should be reversed.

Procedure

Appeal of Dismissal

- A. The Director of Human Resources will submit the appeal along with all other materials pertinent to the dismissal action to the Executive Staff, excluding the employee's Dean and the President. The Executive Staff will hear the employee's case, conduct whatever investigation they deem necessary, and make a recommendation to the President within five (5) working days following the receipt of the appeal. If their conclusion is not unanimous, a minority statement shall also be submitted to the President.
- B. The President shall notify the employee of the final decision in writing within three (3) working days following the receipt of the recommendation by the Executive Staff.
- C. If the employee wishes to appeal further, the employee may request a hearing before the Board of Trustees. The request must be in writing, state the basis for the appeal, and be made within three (3) working days after receipt of the President's final decision. The Board of Trustees will provide a hearing within fifteen (15) working days of the written request for such a hearing. At the hearing, the dismissed employee may choose to be represented by another College employee or by legal counsel.
- D. The decision of the Board of Trustees shall be the final College position and shall be expressed in writing to the employee by the President.

Procedure
Cause for Dismissal

One of the following shall be deemed sufficient cause for dismissal, although dismissal may be for causes other than those listed below.

- Breach of contractual provisions stated in the Faculty and Administrator's Contract;
- Incompetence in the performance of duties;
- Wanton carelessness or negligence in the performance of duty;
- Failure to fulfill the responsibilities of the job to an extent that might or does cause injury to a student, another employee or other person, or damage to or loss of machinery, equipment, facilities, or other College property;
- Violation of an official College policy or failure to comply with reasonable direction given by the immediate supervisor that results in serious damage or injury to the College's reputation;
- As a public employee, HCC personnel are not permitted to accept gifts of any value, per Maryland state law.
- Violation of any of the provisions of HR Policy #5-04, Drug and Alcohol Free Environment;
- Exhibited chronic, habitual, or excessive lateness or absenteeism of any type, early departure from work, and/or violation of the sick leave policies as stated in this handbook;
- Using, threatening to use, or attempting to use unethical pressure on any member of the Board of Trustees or any employee of HCC in securing special employment-related favors, or other professional favors;
- Making a false, fraudulent, misleading, or harmful statement, action, or omission involving another employee or student;
- An unauthorized use of, removal of, theft of, or damage to College property such as program files, curriculum materials, proprietary information, electronic equipment, etc.;
- Participation in organized gambling or disorderly or immoral conduct while on College property;
- Supported findings of a harassment or assault of another employee, student, or other individual on campus, of a sexual nature or otherwise, including but not limited to verbal or physical conduct, or unwelcome advances with regard to or on the basis of race, color, religion, creed, age, gender, national origin or ancestry, marital status, sexual orientation, or status as a disabled or Vietnam era veteran, or disabled person;

- Made a false, fraudulent, misleading, or harmful statement, action, or omission related to an employment application, or any other information provided to or requested by the College, whether oral or written, or refusal or failure to timely provide such information;
- Unauthorized possession of a weapon while on College property, or in a College vehicle;
- Threatened or actually used physical violence on another employee, student, or other individual on College property; and
- Committed any other act that seriously impairs or restricts the ability to perform job duties, assignments, or projects



SECTION 5.0
Employee Relations

Title of Policy
Acceptable Computer Usage
Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5093

Policy

USE OF COMPUTING, NETWORK AND COMMUNICATIONS RESOURCES

Policy Statement

Hagerstown Community College will provide access to students, faculty, staff, and others by special arrangement and ensure that College computing, network and communication resources are used appropriately in the conduct of College-related business and activities. The College encourages users to utilize available technologies to explore educational topics, conduct research, and contact others in the context of their professional duties.

All users are expected to utilize these resources in a responsible, respectable and ethical manner. Use is governed by all federal, state, and local laws and any related College policies, guidelines and procedures.

Any unauthorized, deliberate action, which damages or disrupts a computing system or network, alters its normal performance, or causes it to malfunction, is not permitted. Maintenance of computer and network systems by anyone other than authorized Information Technology staff is prohibited.

Computer resources are the property of the College. All files and electronic communications created or stored on equipment or media covered under this policy are the property of the College. As a general practice, the administration does not review information stored on College systems and networks for the purpose of inspecting the work of individual employees. However, for appropriate operational, investigative, or legal reasons the administration reserves the authority to access information on its systems with or without an employee's consent or prior knowledge. Except in emergencies, College access to information without the consent of the employee requires the approval of the Executive Director of Human Resources and the employee's area Associate Dean, Dean, Vice President or President. In emergency situations, approval is required by the President or the Vice President of Administration and Finance in the President's absence.

The College reserves the right to monitor, audit, and review files, directories, Internet logs and communications to maintain system integrity and to ensure that employees are using the College systems in accordance with policies and procedures and applicable federal and state laws.

HCC will establish formal procedures and guidelines to ensure that only authorized users access information systems. The proper management and use of computing, network and communications resources are basic requirements for protecting HCC information assets. These procedures and subsequent procedures/standards/controls will cover the entire "lifecycle" of user access; including, initial account provisioning to revocation.

Hagerstown Community College considers any violation of this policy and related procedures to be a serious offense. Failure to abide by this policy and related procedures and guidelines may result in temporary or permanent denial of access to HCC computing systems. Inappropriate use may warrant disciplinary action up to and including termination.

Procedures

Procedure

Use of Computing and Communications Systems Code of Conduct

A. Computer Access Rights

HCC provides access to the computing and communications systems to support the educational mission of the College. HCC computing and communications resources refer to all computer and communications hardware, software, data, communications networks, and any other components connected to or associated with these systems. This would include systems ranging from individual terminals, personal computers, workstations, servers, through multi-user systems, whether free standing or connected to networks.

HCC grants use of these systems as a privilege to HCC students, faculty, staff, and others by special arrangement. HCC also reserves the right to withdraw this privilege at any time.

B. Ethical Standards

Just as with any other resource vital to the instruction, research, and administration of the college, there is an expectation of ethical conduct by all users of these systems. HCC expects users to apply standards of normal academic and professional ethics as well as considerate and economical conduct while using these systems. All other applicable college regulations, Internet regulations and applicable international, federal, state, and local laws apply to use of these systems.

HCC provides access to hardware, software and services to members of the college community for the primary purpose of enhancing the academic experience and administrative support of students. Users must abide by rules and regulations related to appropriate legal and ethical use of the computing and communications systems.

C. Users are expected to:

1. Attach or enter the systems only through an authorized HCC computer account.
2. Limit the use of HCC computing systems to activities related to the mission of the College, including learning, teaching, research and service. The unauthorized use of HCC computing systems for personal profit is prohibited.
3. Use only legally obtained licensed data or software on HCC computing systems in compliance with license or purchase agreements and federal copyright or intellectual property laws.
4. Respect the privacy of others by refraining from inspecting, broadcasting, or modifying personal data files without the consent of the individual or individuals involved. HCC cannot guarantee the security of any user's personal files.

D. In addition, users must not:

1. Tamper with or obstruct the operation of HCC computing and communications systems in any way, including disproportionate use of computer resources that hinders access to other users.
2. Access or use another person's computer account or allow another person to use their account.
3. Use HCC computing and communications systems as a means of unauthorized access to computing accounts or systems inside or outside of the college systems.
4. Use or create invasive software such as worms or viruses.
5. Use computer systems to act in what may be perceived of as an obscene or harassing manner.

Failure to abide by this Code may result in temporary or permanent denial of access to HCC computing systems and action being taken by the appropriate Administrative or Judicial body.

Procedure

Other Unacceptable Computer Usage

- A. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is not permitted regardless of system location or time duration. Maintenance of computer and network systems by anyone other than authorized Information Technology staff is prohibited.
- B. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- C. All remote (non-local) network access to Society networks, such as new remote network connections, new dial-in systems or services, or new Internet systems or services, requires approval by the Vice President of Finance and Administration.
- D. Personal Internet use may be monitored. Personal use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with your productivity. Excessive or inappropriate use will result in disciplinary action.

Procedure

Electronic Messages

- A. Electronic message systems are College property. All messages composed, sent, or received on the electronic message systems are and remain the property of the College. They are not the private property of the employee.
- B. Forgery (or attempted forgery) of electronic messages is prohibited.

- C. Attempts to read, delete, copy, or modify the electronic messages of other users without authorization as governed by Privacy of Personal Information is not authorized.
- D. Electronic message systems may not be used for sending harassing, obscene, and/or other threatening and offensive messages. Among those which are considered offensive are any messages containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- E. Electronic message systems may not be used for sending unsolicited junk mail, "for-profit" messages, or chain letters.
- F. Electronic message systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other solicitations.
- G. Electronic message systems may not be used to send or solicit copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the employee's area dean, the Vice President of Finance and Administration and the President.
- H. Electronic messages sent outside the College must not contain "sensitive" information. Electronic messages containing confidential information must be labeled as such.
- I. Any inappropriate usage of electronic messaging shall be brought to the attention of the Director of Human Resources. Violations may lead to disciplinary action up to and including dismissal from the College.

Procedure

Privacy of Personal Information

- A. The College respects the privacy of personal information stored at College sites and/or using College facilities and equipment. However, for appropriate operational, investigative, or legal reasons it may be necessary to access personal information with or without the employee's consent or prior knowledge.
- B. Except in emergencies, College access of personal information without the consent of the employee requires the approval of the Director of Human Resources and the employee's area Dean, Vice President, or President.
- C. The College shall not be responsible for the loss or disclosure of any personal information maintained at College sites and/or using College equipment and facilities.
- D. Employees should be aware that personal information maintained at College sites and/or using College equipment and facilities may be subject to subpoena in actions involving the employee. This includes archived as well as current information.
- E. Employees are prohibited from accessing any information in another employee's directories, electronic mailboxes, or voice mailboxes unless specifically authorized. This applies regardless of the level of protection given to such information.

Social Media

Policy Statement

Social media is a powerful communication tool and it shall be the policy of Hagerstown Community College (HCC) to actively use it to educate, inform, and collaborate with its students, staff, faculty, and alumni, as well as members of the community. Social media provides college staff and faculty with the ability to reach students outside the classroom and a way to better inform the public about college news and events.

When it comes to social media usage on behalf of the institution, HCC expects its employees to be honest and transparent in their electronic communications as they would be in person and to respect privacy, confidentiality, and copyright laws. Posted content on college social media sites should always be accurate, concise, student-oriented, sensitive to diverse audiences, and respectful to the college, its employees, students, and the community.

This policy requires that the administration create and maintain guidelines and employ best practices as applies to employees and students posting online material on behalf of HCC. Employees and students are subject to the same laws, professional expectations, and guidelines when interacting online with students, parents, alumni, donors, and the media as they are in person. Fans and followers of official college accounts must agree to respect the terms of individual social networking sites and understand that HCC officials have the right to remove any content that is deemed to be offensive, inappropriate, of a harassing or threatening nature, or can be construed as defamation of character. Profane language will also be removed. HCC has the right to block posts from fans or followers who violate these guidelines. HCC is not responsible for posts or comments made by fans, followers, or visitors to HCC's social media accounts.

Related College Policies

Acceptable Computer Usage (Policy No. 5093)
Code of Trust (Policy No. 2030)
Code of Student Conduct (Policy No. 4040)
Free Speech & Anti-Discrimination (Policy No. 4042)
Solicitation Policy (Policy No. 8069)

Social Media Guidelines for Online Education

Many HCC classes are offered in multiple formats to include the traditional face to face meetings as well as the hybrid or fully online formats. It is imperative that all classes meet the same high standards and learning outcomes. As a member of the Maryland Online consortium, HCC has adopted a research-based rubric for online education from Quality Matters. This program is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online courses and their online components. HCC will utilize the QM training and rubric to maintain and review online courses to provide continuous improvement.

The Learning Technologies Department can assist faculty with building their online classes or with learning how to effectively utilize *Moodle*, the HCC Learning Management System. There is ongoing training for building and maintaining quality online education for faculty. If you need assistance with the development of materials for a course, require guidance for using best practices for online instruction or would just like a review of your materials and approaches, please contact distlearn@hagerstowncc.edu or call (240) 500-2587 to set up an appointment.

Social media are powerful communications tools that can have a significant impact on organizations and student learning. HCC has guidelines that all faculty and staff are expected to follow which are listed below. These exist to help protect personal and professional reputations and to keep the College in compliance with legal requirements and its own policies and practices.

Protect confidential information: Faculty and staff must follow the applicable federal requirements (FERPA, HIPAA). Never share/post individuals' emails, phone numbers or grades in any discussion board.

Respect time and property: College computers, Internet connections and time on the job are reserved for college-related business in accordance with the Acceptable Usage Guidelines.

Be a valued member. If you join a social network (like Facebook or a blog), make sure you are contributing valuable insights and not merely personal, self-promotions.

Think before you post. There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. It is unwise to respond when angry or annoyed.

Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered in light of how they would reflect on the individual (faculty or student). You are more likely to achieve your teaching goals if your post is constructive and respectful rather than a critique of the students' character.

Attachment 1

Administrative Social Media Guidelines and Procedures

As Applies to the Board of Trustees Social Media Policy

College staff and faculty administering institutional social media accounts are expected to follow the Social Media Guidelines and Procedures listed below. These guidelines are broad in nature as social media technology is constantly evolving and no one set of guidelines and procedures can address all the particular situations and circumstances that may arise.

The College President has assigned the Public Information and Government Relations (PIGR) Office to maintain and monitor official college accounts on several social media sites as a way to provide announcements and information about upcoming events and activities as well as to provide a forum for open discussion among students, faculty, staff, alumni, and the community. As the administrative gatekeeper of social media, the PIGR Office is responsible for establishing, maintaining, and enforcing HCC's social media guidelines as necessary.

Official College Accounts

The social media sites that represent HCC must:

Abide by the college Acceptable Computer Usage policy and other policies listed in the "Related College Policies" section of the Social Media Policy.

Have been created through the submission of the "Social Media Account Request" form (Attachment 2) and be registered with the HCC Public Information and Government Relations (PIGR) Office. Requests must be made by an HCC staff or faculty member.

Have a minimum of one college faculty or staff member as an administrator of the online account at all times. College employees who serve as online administrators are charged with managing and monitoring content on their official college accounts on a regular basis and are responsible for removing any content that may violate college policies.

Provide administrative access to all sites representing HCC to the PIGR Office. An individual, designated by the PIGR Office, will be added as an administrator or provided administrative login information.

Work with the PIGR Office on the images, color palette, and naming conventions for all online sites.

PIGR's Social Media & Public Information Specialist will serve as the social media coordinator and will be added as an administrator or provided administrative login information for all college-affiliated social media accounts.

The PIGR Office will make the final decision in any situation regarding the use of social media and ensure the pages are set up properly according to a social media site's policies and guidelines.

The PIGR Office reserves the right to enforce this policy by removing links to third-party websites and content and/or recommending the administrator remove or change the site or online content as needed.

Fans and followers of official college accounts agree to respect the terms of individual social networking sites and understand that HCC officials have the right to remove any content that is deemed to be offensive, inappropriate, of a harassing or threatening nature, or can be construed as defamation of character. HCC has the right to block posts from fans or followers who violate these guidelines. Profane language will also be removed.

The PIGR Office, in consultation with the administration, which includes but is not limited to, the Office of Academic Affairs, the Office of Student Affairs, the Administration and Finance Office, and/or the Office of the President, will resolve any conflicts or concerns regarding social media.

Official student clubs and organizations (i.e., official chartered student groups recognized by the Student Activities Office and governed by the Student Activities Policy No. 4036) are permitted to have an official presence on social media sites with the approval of the club's advisor and the PIGR Office. Guidelines and procedures outlined in the Social Media Policy and Social Media Guidelines document must be followed.

Social Media Content on College Accounts

Content should be posted on a regular basis to keep the account current and answer questions in a timely manner. Page administrators are expected to respond to user concerns and address issues of inappropriate conduct with warnings issued as needed.

Content should be accurate, concise, student-oriented, sensitive to diverse audiences, and respectful to the college, its employees, students, and the community.

Posted content should adhere to established college policies relating to electronic communication for both students and employees including, but not limited to: Acceptable Computer Usage (Policy No. 5093), Code of Trust (Policy No. 2030), Code of Student Conduct (Policy No. 4040), Free Speech & Anti-Discrimination (Policy No. 4042), and Solicitation (Policy No. 8069).

Concerns of abusive or inappropriate content should be reported according to the procedures posted on the social media site and shared with HCC's PIGR Office at publicinfo@hagerstowncc.edu.

Best Practices for Effective Online Communication

To be successful on social media, faculty, staff, and students posting on behalf of HCC should:

Be respectful of others.

Whether you are an administrator or a fan/follower, always treat others fairly. Be sensitive to different perspectives and viewpoints and never react in a defensive or hostile manner.

Be accurate, honest, and transparent.

Make sure you are providing accurate information. Take the time to verify information before it's posted. If you make an error or need to post a correction or retraction, do so publically so that others are aware of it. Do not say anything that is dishonest, untrue, or misleading.

Respect confidentiality and privacy laws.

Use good judgment about content and respect privacy laws. Do not post confidential or proprietary information about the college, its students, its alumni, or staff and faculty. Follow college policies and federal requirements such as FERPA. If in doubt, contact the PIGR Office for guidance.

Don't violate copyright laws.

Follow the laws governing copyright and fair use dealing with copyrighted materials owned by others, including HCC's own copyrighted material and brand. It is good practice to give credit to the owner/author/creator for content that is not your own and provide a direct link or URL to that content if possible.

Be professional.

As an employee, remember that you represent HCC. You are the public face of the college and should always consider the intended audience when posting or commenting. Proofread your content prior to posting and try to avoid spelling and grammatical errors.

Don't be afraid to ask questions.

If you need help, are uncertain of how to respond to a question or complaint, or need advice on how to handle a difficult situation, contact the Social Media & Public Information Specialist by calling 240-500-2262.

Think before you post.

Once something is posted online, it lives forever. Search engines frequently catalog posts and archive social media content. Don't make the mistake of posting something that you will regret later or that could negatively impact the college, your current or future career, or your personal reputation.

Attachment 2

Social Media Account Request

Name and email of account administrator:

Name of program, club, or department seeking college account:

Type of account sought (e.g., Facebook, Twitter, etc.):

What is the purpose of establishing a social media account for your group/department? Why do you feel this is necessary?

What do you hope to achieve with this social media account? (e.g., inform, share ideas, encourage dialogue, etc.)

Who is your target audience?

How will your target audience benefit from this account?

HAGERSTOWN COMMUNITY COLLEGE
Cellular Phone/Smart Phone Guidelines

Purpose and Scope

Hagerstown Community College wishes to provide the most responsible, reliable and cost effective cellular/smart phone services possible to employees who have jobs that require these tools. The objectives of this document are to:

1. Provide guidelines to employees who hold jobs or assignments that require a cellular/smart phone and/or data service plan to conduct college business;
2. Ensure that the college's acquisition of cellular/smart phone and data services is cost-effective;
3. Provide a system for monitoring cellular/smart telephone and data plan usage patterns so that plans can be routinely modified to better meet the needs of the college; and
4. Establish a system for monitoring future developments in cellular/smart phone and data plan services and equipment and selecting those that meet the needs of the college.

These guidelines apply to all college employees with jobs requiring cellular/smart phone use.

Service Vendors

To facilitate the above objectives, the college administration may at its discretion enter into contracts with telephone and data service providers. During the period when one or more of these contracts is in force, the college will only purchase cellular telephones or cellular telephone and data service agreements for employee use on the basis of these contracts, unless a specific exception is granted by the Vice President of Administration and Finance in consultation with the Director of Information Technology.

Eligibility

College cellular/smart phones may be an appropriate tool to conduct college business when it is demonstrated that an employee's communication needs cannot be met with other available alternatives.

The following criteria are provided in order to determine an employee's need for a cellular phone, smart phone, and/or data plan:

1. **Institutional, time-sensitive decision making:** An employee whose responsibility includes making critical decisions with widespread impact for the college and is required on a regular basis to be available during non-business hours.
2. **Frequent job-related travel:** An employee who travels on a routine basis in the course of performing job-related responsibilities and their duties requires frequent cellular or smart phone connectivity.
3. **Need for mobility:** An employee who typically works in the field or at job sites where access to a telephone is not readily available and is deemed necessary for work responsibilities.
4. **Emergency response:** An employee who is a member of the Emergency Operations Team and has duties requiring cellular or smart phone connectivity.
5. **Smart phone and data plan:** Some combination of the above reasons PLUS the employee's job requires that they check e-mail and/or calendar constantly when away from her/his office.

Approval

Requests for cellular/smart phones must be approved by the employee's supervisor, area Executive Officer, and Vice President of Administration and Finance or President. The Director of Information Technology is responsible for providing advice on the most appropriate equipment and plans to meet the job responsibility of an employee being considered for a cellular / smart phone.

Use of Cell Phones

Hagerstown Community College provides cellular/smart phones to employees for the purpose of conducting college business. The use of Hagerstown Community College owned cellular/smart phone equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in certain situations. It is expected that the plan chosen will provide adequate coverage for all normal business needs. Any abuse of the college plan resulting in additional costs including long distance, roaming or other charges for personal calls shall be the responsibility of the employee. Users are responsible for the costs associated with applications (apps) and media not originally included with a device.

Use of a college cellular/smart phone is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of these policies may result in revocation of cellular access and disciplinary action. All equipment will be returned to IT upon leaving employment.

Cellular/smart phones should not be used while driving unless a hands free device is used. Please be aware that in many states the use of a cellular/smart phone while driving is prohibited. Use of cell phones during international travel will not be supported.

Use of Data Plans

Hagerstown Community College provides data plans to some employees for the purpose of conducting college business.

Due to excessive costs associated with data plans as well as job requirements, not all cell phones will require a data plan. Employees must realize that although personal use of data plans may not result in additional charges, they do count toward the overall limits established under the service agreement. The plan chosen will provide adequate coverage for all normal business needs and any overage or other charges realized by the employee for personal use shall be the responsibility of the employee.

Billing Statements and Reconciliation

IT will receive a monthly activity statement showing the usage and call detail. Users who have high phone and/or data plan utilization may be reviewed by IT in collaboration with the user's supervisor to determine appropriate use. This statement will be analyzed for any plan changes that may be necessary. The college will pay the monthly cellular/smart phone bill from a consolidated invoice.

Cellular/smart phone and data plan bills are not private. The college has the right to monitor all bills. When personal calls are charged in excess they are to be reimbursed to the college at the current per minute charge. Data plan overages are to be reimbursed to the college at the current overage charge. Whenever possible, WiFi connections should be used and cellular data plans reserved for special needs while traveling and WiFi networks are not available.

Program Management

The relationship with cellular/smart phone and data plan providers shall be managed through IT. IT staff will place all orders for cellular/smart phone telephones and services with the contracted vendor and take delivery of the equipment. IT will negotiate all data plan services and will contact employees when it arrives. Employees should expect to become familiar with their phones and other mobile computing devices through vendor documentation and assistance. IT support staff will assist with enabling access to College email and calendar services as necessary. IT staff will monitor plans and overall usage and suggest changes in service agreements to provide the most convenient and economical plan. The most economical plan in regard to the user's business demands and the college's contract options shall be utilized.

Mobile Communication Devices

Mobile Communication Devices which meet the essential business needs of the College are funded by the college. These devices will be replaced as needed to ensure proper operation. There will be no automatic upgrades of telephones to newer models. All telephone replacements will be done through IT. In some cases, a replacement phone may come from existing inventory and not be identical to the phone being replaced. IT will insure the ability to make calls and receive email but may not be able to get an exact replacement until allowed by contract.

Equipment that is damaged should be brought to IT, which will contact the vendor for replacement or repair. An employee may be charged for the replacement cost of equipment if a pattern of neglect is apparent. Lost or stolen equipment should be reported immediately to IT so that service can be cancelled. IT will inform Campus Police of lost or stolen equipment.

IT will also monitor changes in cellular/smart phone and mobile technologies and make recommendations for improvements in the college's equipment on an as needed basis.

Implementation

The supervisor shall complete a cellular/smart phone or data plan request form and determine in consultation with IT the appropriate phone and plan. See Cellular/Smart Phone Application.

It is the responsibility of each supervisor who requests a cellular/smart phone for an employee to inform them of these guidelines. Employees who are making application to receive must sign the official request form.

Hagerstown Community College Remote Access Guidelines

Purpose and Scope

The purpose of this document is to provide guidelines for Remote Access connections to the Hagerstown Community College trusted administrative network. These standards are designed to minimize the potential exposure to Hagerstown Community College from damages, which may result from unauthorized use of Hagerstown Community College resources. Damages include the loss of sensitive or College confidential data, intellectual property, damage to public image, damage to critical Hagerstown Community College internal systems, etc.

These guidelines apply to all Hagerstown Community College employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing remote access to access the Hagerstown Community College network. To secure access for students in advanced courses, special approval is required from the Associate Dean of Instructional Technology and the Vice President of Academic Affairs. These guidelines apply to the implementation of all remote access. The objectives of this document are to:

1. Provide guidelines to employees who hold jobs or have assignments that regularly require work to be completed outside of normal business hours;
2. Ensure that all labor laws are strictly adhered to in order to protect employees;
3. Provide a system for monitoring and routinely regulating remote access usage to better meet the needs of the college.

Approved Hagerstown Community College employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of remote access, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.

Additionally,

1. It is the responsibility of employees with remote access privileges to ensure that unauthorized users are not allowed access to Hagerstown Community College internal networks via their remote access.
2. Remote access use is to be controlled using password authentication. When actively connected to the administrative network, remote access will force all traffic to and from the PC over the remote access tunnel: all other traffic will be dropped.
3. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
4. Remote access gateways will be set up and managed by the Hagerstown Community College Information Technology (IT) Department.
5. All computers connected to Hagerstown Community College internal networks via remote access or any other technology must use the most up-to-date anti-virus software that is the administrative standard. Information on this software can be obtained from HCC's IT Department.
6. All computers connected to Hagerstown Community College internal networks via remote access must have the latest operating system security patches applied. Information on these patches can be obtained from HCC's IT Department.

7. Users of computers that are not Hagerstown Community College-owned equipment must configure the equipment to comply with Hagerstown Community College's Remote Access and Network guidelines. Only IT approved remote access clients may be used.
8. By using remote access technology with personal equipment, users must understand that their machines are a de facto extension of Hagerstown Community College's network, and as such are subject to the same rules and regulations that apply to Hagerstown Community College-owned equipment, i.e., their machines must be configured to comply with all Hagerstown Community College Security Policies.
9. Peer-to-peer software is not allowed over remote access.
10. Individuals with remote access privileges are expected to abide by HCC's policy on the Use of Computing, Network and Communications Resources, all other pertinent HCC's policies and guidelines, and applicable federal laws such as FERPA and HIPPA.
11. Computer with multiple user accounts (ie true multiuser hosts) are not allowed to create remote access connections to the trusted network for the entire host and its users. Note: At this time we know of no way to allow single user VPN connections on multiuser computers.
12. Remote access is NOT intended to provide an ongoing telework arrangement.

Eligibility

Utilizing remote access may be an appropriate tool to conduct college business when it is demonstrated that an employee's work can only be enhanced in this way. These guidelines include all full-time faculty and exempt employees. Non-exempt employees are not granted access unless there are special circumstances and require additional permissions. Remote access does not constitute a work from home schedule. The following criteria are provided in order to determine an employee's need for VPN access:

1. **Institutional, time-sensitive decision making:** An employee whose responsibility includes making critical decisions with widespread impact for the college and is required on a regular basis to be available during non-business hours.
2. **Frequent job-related travel:** An employee who travels on a routine basis in the course of performing job-related responsibilities and their duties require frequent connectivity to HCC.
3. **Emergency response:** An employee who is a member of the Emergency Operations Team and has duties requiring connectivity to HCC's networks.
4. **Serious accumulation of work flow:** An employee whose inability to connect to HCC will cause a serious backlog of work flow and negatively impact HCC business.
5. **Require access to specialized software:** An employee who utilizes specialized software only available through HCC.

Approval

Requests for VPN access must be approved by the employee's supervisor, area Executive Officer, and Vice President of Administration and Finance and President. The Director of Information Technology is responsible for providing advice on the most appropriate equipment to meet the job responsibility of an employee being considered for remote access. Anyone found to violate these guidelines may have their network access privileges temporarily or permanently revoked and may be subject to disciplinary action. Employees' remote access will also terminate at an appropriate time at the end of their employment with the College. Generally this privilege is only offered to HCC full-time employees. Consultants, non-exempt, and part-time employees will need additional approval from the President.

Hagerstown Community College

Remote Access Request

Date: _____ Employee Name: _____

Title: _____ Department: _____

This application form below must be completed and signed by the applicant, then submitted to the appropriate supervisor. The supervisor will submit the application to the area Executive Officer, and additional administrators as required for approval. Remote access does not constitute a work from home schedule. Please allow thirty days to complete this process.

Remote access is justified for these reasons (mark all that apply) - how the remote access will support the college's business and improve the employee's ability to do his/her job.

- This employee is involved in institutional, time-sensitive decision making that includes making critical decisions with widespread impact for the college or is required on a regular basis to be available during non-business hours.
- This employee travels on a routine basis in the course of performing job-related responsibilities and their duties require frequent connectivity to HCC.
- This employee is a member of the Emergency Operations Team and has duties requiring connectivity to HCC's networks.
- This employee's inability to connect to HCC will cause a serious backlog of work flow and negatively impact HCC business.
- This employee utilizes specialized software only available through HCC. Please list:
- Other:

I have read, understand and agree to the current Hagerstown Community College Remote Access guidelines and have had the opportunity to discuss any usage questions with my supervisor, Human Resources, the Director of Information Technology and the Associate Dean of Instructional Technology and Online Education.

Employee signature

Date

Immediate Supervisor

President or Vice President of Administration and Finance

Human Resources

Area Executive Officer

Director, Information Technology or Associate Dean of Instructional Technology and Online Education



SECTION 5.0
Employee Relations

Title of Policy
Smoking Guidelines

Policy

Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors on its campus, and is therefore adopting a Tobacco-Free Policy effective January 1, 2015.

In consideration for tobacco users, college administration shall offer ongoing tobacco cessation programs to assist and encourage individuals who wish to quit.

The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco and e-cigarette products shall not be permitted on any Hagerstown Community College property, including all buildings and facilities, walkways, recreational and athletic areas, building entrances, and parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

The College administration shall establish appropriate procedures and consequences, which may include fines or disciplinary measures, for violations of this policy and create an information campaign and signage.

Definitions:

A. “E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

B. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

C. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amount of nicotine that is manufactured, offered for sale, sold, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.



SECTION 5.0
Employee Relations

Title of Policy
Communicable Disease Policy
Date Approved by the Board of Trustees: April 14, 2009
Board Policy #8041

Policy

Communicable diseases are diseases which are capable of being transmitted to other individuals in various ways. It is the policy of Hagerstown Community College not to discriminate against any student or employee who has or is suspected of having a communicable disease. As long as the student’s or employee’s condition is not a threat to the health or safety of the individual, other students or employees or the campus community as a whole, he or she may continue employment or attend classes and use College services and facilities.

Health care providers are required to report specific diseases to the Health Department, but colleges are not. If a student or employee is diagnosed by a physician in Washington County to have a reportable communicable disease, the Health Department will alert the College administration about the student or employee and the diagnosis and offer recommendations for actions to be taken on campus, if any. There is no requirement that would mandate county health departments in Pennsylvania or West Virginia Counties to contact the College. However, it shall be HCC policy to notify in writing the county health departments in West Virginia and Pennsylvania, which are physically adjacent to Washington County, asking that they notify HCC if they learn of an HCC student or employee that has a communicable disease and offer appropriate recommendations. The College reserves the right to impose a stricter standard than that recommended by the reporting health department by prohibiting attendance if, in its determination, such a step is necessary for the safety of its employees and students.

Students or employees who know or believe that they are infected are expected to seek medical advice and treatment and are obligated to conduct themselves responsibly for the protection of others. Since HIPAA (Health Insurance Portability and Accountability Act of 1996) protects the privacy of students’ or employees’ physical or mental health information, faculty and staff of the College should not ask students or employees to disclose information about their health conditions. However, if students or employees choose to disclose such information, faculty or staff should inform the President or his designee.

The President or his designee will review the status of students or employees with communicable diseases or suspected communicable diseases on an individual basis taking into consideration all available information on the specific case at hand. Strict confidentiality will be maintained regarding the identity of infected students or employees, and information will be disclosed to involved College staff on a limited, need-to-know basis. It may be determined that the student or employee should not be allowed to attend class or continue employment or to be on campus on a temporary basis until the contagious stage of the disease has passed. The student or employee may appeal the decision following established due process procedures.



SECTION 5.0
Employee Relations

Title of Policy
Library Development Policy
Date Approved by the Board of Trustees: April 14, 2009
Board Policy #8076

Policy

To support Hagerstown Community College's academic programs and curricula and to promote student's opportunities for academic success, it is the policy of Hagerstown Community College to provide, through the HCC Library, access within budgetary limitations to information in a wide variety of subject areas. This policy requires that information in print, non-print, and electronic formats be made available to students, faculty, and staff; be appropriate in terms of coverage and depth; be timely, factual and relevant; and when applicable, offer clear and contrasting viewpoints on controversial issues.

Maintaining access to current information requires the selection and acquisition of new and current information sources and materials, as well as the identification and discarding of outdated and inappropriate materials and information sources; therefore, the William M. Brish Library is required by this policy to conduct an annual culling process. Faculty participation in the development processes is expected. Annually the Library is required to prepare a summary report for the College community on its collection development activities.



SECTION 5.0
Employee Relations

Title of Policy
Parking and Traffic Policy
Date Approved by the Board of Trustees: June 25, 1991
Board Policy #8050

Policy

All campus buildings, roadways, walkways and parking areas are the property of Hagerstown Community College. All persons and motor vehicles entering the Hagerstown Community College Campus are bound by Maryland state traffic laws and College parking and traffic policy and procedures.

Students, faculty, staff and authorized visitors are permitted the privilege of operating a motor vehicle on the Hagerstown Community College campus as long as campus parking and traffic procedures and applicable city and state traffic laws are adhered to. The intent of this policy and other related regulations and procedures is to establish traffic, parking and pedestrian rules for the protection of students, faculty, staff and visitors.

It shall be the policy of Hagerstown Community College to issue parking permits, a fee may apply, as well as to provide for provisions for conditional overnight parking. Appropriate fines and penalties will be implemented by the administration for violation of parking and traffic laws and regulations set by the State of Maryland and Hagerstown Community College.

To the extent possible and where appropriate, these provisions will also apply to HCC provided parking at extension sites.

SECTION 5.0
Employee Relations

Title of Policy
Free Speech and Demonstration Policy
Date Approved by the Board of Trustees: June 22, 2010
Board Policy #6086

Policy

Hagerstown Community College facilities are to be used in keeping with its educational purpose, which includes encouraging the exchange of ideas by students, faculty and staff in a community forum. The College recognizes and supports the rights of free expression and speech. This policy and supporting procedures informs members of the College community of the manner in which they may engage in constitutionally protected speech and expression at Hagerstown Community College. It is intended to ensure the primary educational purpose of the College while promoting debate and the sharing of information.

Every member of the College has an obligation to permit free expression. Members of the College community should respect the expression of others, even when they disagree with its content or when they find it offensive. The right to dissent is the complement of the right to speak. A speaker is entitled to communicate her or his message to the audience during her or his allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

In promoting an environment where freedom of expression and open vigorous debate can occur, the Board of Trustees reaffirms its commitment to preserving College property as a nonpublic forum. Speakers invited to campus by students, faculty or staff, and for whom official arrangements to speak have been made with the College will be permitted to use the designated free speech and demonstration areas. Persons who wish to use the property or facilities of the College for speech or demonstration activities must comply with the College's Free Speech and Peaceful Demonstration policy and procedures. The College expresses no opinion whatsoever about the content of speech expressed by persons, except as allowed by law. Consequently, the procedures supporting this policy shall apply in a content neutral fashion, except in cases where public speech is likely to incite or produce imminent lawless action or that is, under the then current legal standards libelous, obscene, or discriminatory. Such speech is prohibited under this policy.

Any acts that are disruptive to the normal operations of the College including, but not limited to classes, vehicular and pedestrian traffic and College business or that invade the rights of others will not be tolerated. This policy does not limit authorized use of College facilities by the College community or the rental of College facilities by third parties.

Index

Acceptable Computer Usage	94
Alcohol at Special Campus Events	86
Alcohol Use	85
Americans with Disabilities Act	62
Annual Leave	44
Annual Planning and Performance Review (APPR)	82
Appeal of Dismissal	91
Appendix A- Position Recruitment Guide for Search Committees	118
Appointments for exempt employees	29
Appointments for non-exempt employees	32
Assurances to Prevent Discrimination and Harassment	87
Attendance at College Functions	30
Benefits	36
Benefits – All Regular Employees	39
Benefits – Regular/ Budgeted Full Time Employees	37
Benefits During FMLA	58
Benefits Enrollment Periods	36
Bereavement Leave	49
Campus/ Workplace Violence	89
Cause for Dismissal	92
Cell Phone/Smart Phone Usage Guidelines	104
College Payroll	69
Communicable Disease Policy	111
Compliance with College Policies, Procedures and Codes	20
Conflict of Interest Policy	18
Cultural Diversity Plan	10
Definition of Dismissal	90
Discrimination and Harassment	87
Dismissal of Employee from the College	76
Drug & Alcohol Free Environment	84
Drug Use	85
Electronic Messages	96
Eligibility for FMLA	55
Eligibility for HCC'S Benefits	36
Employee Benefits	35
Employee Grievance	77
Employee Guidance & Progressive Discipline	73

Employee Leave	42
Employee Performance Evaluation	80
Employee Relations	72
Employee's Personnel Records	28
Employment of Family and Relatives	17
Employment Classifications	20
Employment Outside the College	27
Employment Responsibilities and Professional Conduct	19
Employment with the College	11
Equal Employment Opportunity	12
External Advertising	14
Faculty Annual Evaluations	81
Faculty Sabbatical Leave	50
Family & Medical Leave	53
FLSA and Employment Classifications	20
Free Speech and Demonstration Policy	114
General Human Resources Policy Statement	6
General Salary Administration Guidelines	67
HCC Benefit Eligibility Summary	41
HCC Code of Trust	8
Holiday Leave	42
Inclement Weather and Emergency Conditions	50
Job Posting and Internal Application Process	13
Job Title Designation	22
Jury/Court Duty	50
Library Development Policy	112
Mandated Benefits	40
Military Leave	51
Mutual Consent Leave	50
Notices of Resignation and Retirement- Exempt employees	31
Notices of Resignation and Retirement- Non-exempt employees	33
Notification of Dismissal	91
Offering of a Position and New Hire Orientation	16
Other Unacceptable Computer Usage	96
Overtime Pay - Nonexempt Employees	70
Parking and Traffic Policy	113
Part A - Employment Responsibilities and Conditions for All Employees	20
Part B - Additional Employment Responsibilities and Conditions for Exempt Employees	29
Part C - Employment Responsibilities and Conditions for Non-Exempt Employees	32
Part D - Employment Responsibilities and Conditions for Faculty	34
Policy Creation	7

Privacy of Personal Information	97
Professional Development	63
Proof For Requesting Leave	57
Reasons for not considering an applicant	14
Recommendation for Dismissal	90
Recruitment, Selection, and Hiring Employees	13
Reference Checking	15
Reinstatement of Employment	59
Remote Access Guidelines	106
Reporting a Harassment or Discrimination Complaint	87
Requesting Leave	56
Requisition of a position	13
Role of Search Committee	15
Salary Administration	66
Salary Schedules	28
Sick Leave	46
Smoking Guidelines	110
Social Media Guidelines for Online Education	99
Social Media Policy Statement	98
Substitution of Sick Leave, Compensatory Time and Annual Leave	58
Teaching Assignment for Administrative Employees (non-faculty)	30
Teaching Assignments – Non-exempt employees	32
Termination of Faculty Appointment	34
Timesheets and Codes	22
Tuition Assistance	65
Tuition Waiver	65
Use of Computing and Communications Systems Code of Conduct	95
Use of Computing, Network, and Communications Resources	94
Work Schedule	25

APPENDIX A



Hagerstown Community College Position Recruitment Guide for Search Committees

Contents

Introduction	119
Recruitment/Affirmative Steps to Hiring	119
Summary of the Search Committee and Recruitment Process	120
Position Authorization	120
Processing of the Position Requisition Form and Job Description	120
Appointment of Search Committee	121
Search Committee Roles with networking and recruiting	121
Advertising	122
Accepting applications and review process	122
Interview Process	123
Search Committee's recommendation for hire process	124
Employment reference checking process	124
Position offer process	125
New hire process	125
Applicant notification process	125
Checklist for Search Committee Chair and Members	126
Samples of Human Resources Recruiting Forms	
Position Requisition Form	127
Job Description Template	129
Applicant Assessment Form	131
Legal vs. Illegal Interview Questions	132
Interview Questions	133
Interview Evaluation Form for Faculty	136
Interview Evaluation Form for Administrative/Professional/Support Staff	138
Employment Reference questions	140

INTRODUCTION

- A. Hagerstown Community College is committed to the recruitment, selection, hiring and retention of a diverse workforce. HCC's strategic advantage and strength lies in the varying academic degrees, backgrounds, experiences, ethnicity, individuals with disabilities, and way of life.
- B. This guide offers steps intended to clarify and enhance the HCC employment process for Search Committees.

RECRUITMENT/AFFIRMATIVE STEPS TO HIRING

Hagerstown Community College is committed to offering equal employment opportunities regardless of race, color, gender, religion, national/ethnic origin, military veteran status, disability, or sexual orientation. Therefore, the following federal regulations are applicable in recruiting, interviewing, selecting and hiring for vacant positions:

1. Equal Pay Act of 1963 requires equal pay for men and women performing substantially the same work.
2. Title VII, Civil Rights Act of 1964 prohibits discrimination in employment on basis of race, color, religion, gender, or national origin.
3. Age Discrimination in Employment Act of 1967 (as amended in 1978 and 1986) prohibits discrimination against persons over age 40 and restricts mandatory requirements, except where age is a bona fide occupational qualification.
4. Vocational Rehabilitation Act of 1973 and Rehabilitation Act of 1974 prohibit employers with contracts over \$2,500 from discriminating against individuals with disabilities.
5. Vietnam-Era Veterans Readjustment Act of 1974 prohibits discrimination against Vietnam-era veterans by federal contractors and requires affirmative action.
6. Pregnancy Discrimination Act of 1978 prohibits discrimination against women affected by pregnancy, childbirth, or related medical conditions; requires that they be treated as all other employees for employment-related purposes, including benefits. Likewise, an applicant who is recognizably pregnant cannot be disqualified based on her pregnancy.
7. Immigration Reform and Control Act of 1986, 1990 and 1996 prohibits employment discrimination on the basis of national origin and citizenship.
8. Americans with Disabilities Act of 1990 requires employer accommodation of individuals with disabilities.

SUMMARY OF SEARCH COMMITTEE AND RECRUITMENT PROCESS

A. Position Authorization:

All new positions with the College have to be identified and approved first through the unit planning process.

B. Processing of Position Requisition (PRF) Form and Job Description:

The appropriate area Dean/Vice President/Director in consultation with the Executive Director, Human Resources, Vice President, Administration and Finance, and College President all confirm that the position is budgeted and approved for hiring.

The PRF and job description templates can be found on the HCC website, under Human Resources internal forms.

1. The hiring Supervisor initiates the processing of the PRF by completing and signing section one and includes justification for the position based on solid academic and business needs.
2. A job description must be attached to the PRF. This job description has to be reviewed and approved by the appropriate area Dean/Vice President/Director. After approval, the hiring Supervisor and area Dean/Vice President/Director have to sign the job description.
3. Both PRF and job description are forwarded to the area Dean/Vice President/Director to complete section 2 and then sign and date the PRF.
 - Within section 2, any suggestions on a recruitment strategy may be listed in this area.
4. Both PRF and job description are then forwarded to the Executive Director, Human Resources.
5. The Executive Director, Human Resources reviews the PRF and the job description to ensure consistency, accuracy, and compliance with internal standards (classification, grade, salary range, essential job duties identified, etc.) or conducts a job analysis of the position to determine the classification of the position, if the position is new.
 - If there are any issues/questions regarding the job description, classification, and grade or salary range, the Executive Director, Human Resources will discuss this with the area Dean/Vice President/Director.
6. If approved by the Executive Director, Human Resources, section 3 will be completed, signed and dated. Both PRF and job description are then forwarded to the Vice President, Administration and Finance.
7. The Vice President, Administration and Finance will review the PRF and complete section 4 by entering the calculated cost of the position and ensures the funding sources. The Vice President, Administration and Finance will sign and date section 4 and forward both the PRF and job description to the College President.

8. The College President will review the PRF and job description for final approval and may seek clarifications from the area Dean/Vice President/Director, Executive Director, Human Resources and Vice President, Administration and Finance.
9. In section 5, the College President will indicate if the PRF and job description are approved or denied and will sign and date the form. The PRF and job description is returned to the Office of Human Resources.
 - a) If the College President approves the PRF and job description, Human Resources will begin the recruitment process.
 - b) If the College President denies the final approval of the PRF and job description, the Executive Director, Human Resources shall notify the appropriate hiring Supervisor and area Dean/Vice President/Director of that decision.

C. Appointment of Search Committee

1. The hiring Supervisor is identified as the Search Committee Chair.
2. The hiring Supervisor with the approval of the area Dean/Vice President/Director will appoint members to the search committee.
3. The search committee should consist of 2-5 members who have good judgment, integrity, and objectivity.
4. The search committee should be diverse in race and gender, be broadly representative of faculty and staff who will work with this position to accomplish the associated tasks and should be knowledgeable of position duties and represent different experience levels.
5. The Committee Chair notifies the Office of Human Resources of the search committee membership.

D. Search Committee Roles with Networking and Recruiting

1. The Committee Chair meets with Human Resource Recruitment Specialist for orientation and review of recruitment process.
2. The search committee members should have an initial meeting to review the position and job description. A realistic timeline for networking, providing the Office of Human Resources with suggestions on recruiting and conducting interviews are to be determined among committee members.
3. Search committee members must take an active role and participate in the recruitment process with the Office of Human Resources.
 - a) Any suggestions on placing ads in newspapers, professional journals, and other academic or trades websites or publications must be forwarded to the Office of Human Resources.

- b) Members must actively network and otherwise publicize the vacancy by referring to the information on the job posting. Members have access to professional associations and circles, including attending meetings and postings on websites and discussion groups that may be useful in attracting a wide variety of candidates, helping to ensure a good candidate pool.
- c) **Salary and benefits should not be discussed and interested applicants must be referred to the Office of Human Resources to discuss.**

E. Advertising

1. When the PRF and job description are returned to the Office of Human Resources and has received the College President's final approval, the position will be posted both externally and internally based on the information provided within the PRF and job description.
2. Only under special circumstances and approval by the Executive Director, Human Resources can a position be posting internally only.
3. All newspaper/publication ads and/or website postings are to be placed by the Office of Human Resources.

F. Accepting Applications and Review Process

1. The Office of Human Resources will accept the applications submitted and make sure that each individual's application materials are complete.
2. The Office of Human Resources will pre-screen each application to ensure that the applicants meet at least the minimum requirements for education, work experience and skills and abilities that are listed within the job description.
3. A position has to be posted for a minimum of five days before the Committee Chair can start reviewing the applicant pool.
 - Only those applications that at least meet the minimum requirements will be forwarded to the Committee Chair for review.
4. The Committee Chair will conduct the initial review of the applications and assess each one according to the requirements on the job description and will complete an Applicant Assessment Form on each applicant.
5. Applications that are identified as unqualified by the Committee Chair will be returned to the Office of Human Resources with the appropriate Applicant Assessment Form attached.
6. Applications that have been identified as qualified by the Committee Chair will be reviewed by the remainder of the Search Committee members, who will also complete Applicant Assessment Forms for each application.

7. Based on the committee's assessments, candidates are identified for interviews. Those most qualified will be interviewed.
 - a) For a good comparison, at least 2-4 interviews should be scheduled.
 - b) Applications not selected for interviews and all applicant assessment forms must be returned to the Recruitment Specialist.

G. Interview Process

1. The Committee members will coordinate their schedules to determine best available dates and times to conduct the interviews.

The names of the candidates chosen for an interview and the available dates and times for interviews are forwarded by the Committee Chair to the Recruitment Specialist.

2. All interviews have to be conducted through the same method.
 - a) If one interview has to be conducted by Skype, then all of the interviews have to be conducted by Skype.
 - b) The same interview questions have to be used for all interviews.
 - c) If an additional interview activity is required, then each candidate has to perform the same activity.
3. Additional interview activities:
 - a) Required for a full-time faculty position:
 - i. Teaching demonstration - each candidate will be required to perform a short teaching demonstration to the search committee. The topic and guidelines will be provided by the Committee Chair and forwarded to the Recruitment Specialist.
 - ii. Faculty candidate questions – each candidate will be required to answer these essay questions and forward their responses before their interview to the Recruitment Specialist, who will then forward this to the Committee Chair.
 - b) For select administrative, professional and support staff positions: depending on the position, the committee may require an additional interview assignment that will require each candidate to communicate and/or demonstrate their knowledge and skills. The outline of this assignment must be forwarded by the Committee Chair to the Recruitment Specialist for approval.
4. The Recruitment Specialist will contact the candidates to schedule the interviews. Once finalized, the schedule will be emailed to the Committee Chair.
 - a) If Skype interviews are scheduled, the Recruitment Specialist will notify the Learning Technologies Office to arrange for their assistance with Skype and setting up the required equipment for the interviews.

5. Interviews are conducted and each Committee member completes an interview evaluation form on each candidate interviewed.
 - a) For a faculty position – the Faculty Interview Evaluation form is used.
 - b) For an administrative, professional, and support staff positions – the Administrative/Professional/Support Staff Interview Evaluation form is used.
 - c) In addition, any time after the interview, **no member of the Search Committee should ever discuss with a candidate why he or she was not chosen for the position.** If a candidate calls a member of the search committee the candidate must be referred to the Executive Director of Human Resources.
6. All interview evaluation forms are sent to the Human Resources Office.
 - a) The Committee Chair will notify the Recruitment Specialist if a top candidate has been identified.
 - b) If a top candidate is not identified, the committee can conduct additional rounds of interviews and/or the position can be re-posted to accept more applications.

H. Search Committee’s Recommendation for Hire Process

1. When a top candidate has been identified by the Search Committee after all interviews are conducted, the Committee Chair recommends their selection for hire to their area Dean/Vice President/Director. The candidate’s application materials and the Committee Chair’s Interview Evaluation Form that he/she completed on that top candidate are forwarded to the area Dean/Vice President/Director for review.
2. If the area Dean/Vice President/Director is in approval of the Search Committee’s recommendation, then the interview evaluation form is signed and dated for authorization of this approval and then sent to the Recruitment Specialist.
3. Second Interviews
 - a) For all full-time faculty positions - the top candidate is required to also interview with the College President and the Vice President, Academic Affairs.
 - b) For an administrative position - a second interview with the College President and area Dean/Vice President/Director is required.
 - c) For select professional and/or support staff positions – a second interview may be requested by the College President and/or area Dean/Vice President/Director.
 - d) College Degree transcripts will be required at this time.

I. Employment Reference Checking Process

1. The Office of Human Resources conducts all employment reference checks.
2. The same employment reference questions will be used when speaking with professional references.

3. For all full-time faculty positions, additional reference questions will also be asked that relate to the candidate's teaching experience.
4. If the Committee recommends additional questions, this request must be sent by the Committee Chair to the Recruitment Specialist for approval.
5. At least 2 employment references are to be obtained by speaking to supervisors, co-workers, and/or any additional professional references. Personal references are not permitted.
6. The Recruitment Specialist will notify the Committee Chair and area Dean/Vice President/Director if the references are acceptable or if any issues are identified.

J. Position Offer Process

1. If the employment references are acceptable, a position offer is extended to the top candidate.
 - a) For all full-time faculty, professional and support staff positions the position offer is made by the Office of Human Resources.
 - b) For administrative positions, the position offer is made by the College President.
2. If the position is verbally accepted, the Office of Human Resources will notify the Committee Chair and area Dean/Vice President/Director. Start dates are determined during this time.

K. New Hire Process

1. The Office of Human Resources issues letters to new employees to confirm offers of employment for administrative, professional, and support staff positions, which are signed by the College President.
2. The new employee signs the employment letter and is scheduled for new hire orientation with the Office of Human Resources.
 - a) The employment letter must be signed by the new employee and the required new hire forms must be completed in order to enter the employee into the Datatel system.
 - b) A Track-it will then be sent to the IT department to initiate the set-up of the new employee's HCC email account and access into the computer system.

L. Applicant Notification Process

The Office of Human Resources will send notification letters to applicants who were not selected for an interview and to those who were interviewed but not selected for the position.

Checklist for Search Committee Chairs & Members

Position title:

Committee members:

Target Date	Task (see detail in Search Manual)	Completion Date/Initials
	Position Requisition Form (PRF) and job description is processed and	
	Search Committee is assembled.	
	Search Committee Chair meets with Human Resource representative for orientation and review of recruitment procedures.	
	Search Committee initial meeting to review job description and to strategize networking/recruiting. Timeline should be determined.	
	Position is posted on website and ads are placed through Human Resources.	
	Applications are submitted to Human Resources and are pre-screened to ensure applicant's meet the minimum requirements.	
	Search Committee Chair reviews the applications of those who meet the minimum requirements.	
	The strong applicants identified by the Committee Chair are reviewed by the committee members.	
	Top candidates are identified for interviews and Committee determines availability to conduct interviews.	
	Office of Human Resources schedules the interviews.	
	Interview evaluation forms are completed. Top candidate is recommended to the area Dean/Vice President/Director for approval.	
	Employment references are conducted by the Office of Human Resources.	
	2 nd Interviews are conducted – if necessary	
	The Office of Human Resources extends the position offer	
	The new employee signs employment letter and goes through new hire orientation with the Office of Human Resources.	
	The Office of Human Resources sends notification letters to those not selected for the position.	

POSITION REQUISITION FORM



The Position Requisition Form is used to obtain approval to fill *vacant or newly created full-time and part-time positions (except part-time faculty)*. In order for the recruitment process to begin by the Office of Human Resources, each section of the requisition must be completed with final approval granted by the College President.

Section 1: To Be Completed by the Supervisor

(Job description must be attached along with a computer disk or e-mailed to appropriate parties. Job descriptions must be prepared using Microsoft Word.)

Department/Office:	
Projected Date for Hire:	
Position Title:	
Please specify the status of the position by an <input checked="" type="checkbox"/> in the proper boxes. Provide the requested information on 2, 3 & 4, if appropriate.	(1) <input type="checkbox"/> New or <input type="checkbox"/> Continuing (2) <input type="checkbox"/> Temporary or <input type="checkbox"/> Regular <i>(If temporary, indicate expected end date)</i> <hr style="width: 20%; margin: 5px auto;"/> (3) <input type="checkbox"/> Full-Time or <input type="checkbox"/> Part-Time <i>(If part-time, indicate hours per week)</i> <hr style="width: 20%; margin: 5px auto;"/> (4) <input type="checkbox"/> Internally or <input type="checkbox"/> Externally Funded <i>(Indicate funding source)</i> (5) <input type="checkbox"/> 10-month position <input type="checkbox"/> 11-month position <input type="checkbox"/> 12-month position

Comments (Provide position justification to include history of the position. Furnish information if a full-time position is being split into part-time positions, or vice versa.):

Supervisor's Signature

Date

Section 2: To Be Completed by Area Dean (Place an in all appropriate boxes)

Request is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		
Advertise position:	<input type="checkbox"/> Internally	<input type="checkbox"/> Locally	<input type="checkbox"/> Regionally	<input type="checkbox"/> Nationally
Funding source*:	<input type="checkbox"/> Replacement	<input type="checkbox"/> Reallocation	<input type="checkbox"/> New	

*Provide Detail:

Indicate if advertising should appear in special publications:

Comments:

Area Dean's/Executive's Signature

Date

Section 3: To Be Completed by the Director, Human Resources

Classification Points:	
Salary Grade:	
Hiring Range:	
Benefits:	<input type="checkbox"/> Medical, Prescriptions, Dental, Life Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> LTD/AD&D <input type="checkbox"/> Sick Leave <input type="checkbox"/> Paid Holiday <input type="checkbox"/> Annual Leave <input type="checkbox"/> Tuition Reimbursement/Free Admission

Comments:

Director's Signature Date

Section 4: To Be Completed by the Vice President, Administration and Finance

Account Code/Line Item:	
Annual Salary:	
Social Security/Medicare (7.65%)	
Retirement (if applicable):	
Benefits (12.00%):	
Funding Source:	
Date Funding is Available:	

Comments:

Dean's Signature Date

Section 4: To Be Completed by the President of the College

Approved Denied

Comments:

President's Signature Date

PLEASE RETURN TO THE OFFICE OF HUMAN RESOURCES TO INITIATE RECRUITMENT



JOB DESCRIPTION TEMPLATE

The Job Description Template should be used as a guide when creating new or updating existing job descriptions. All Job Descriptions should be prepared using Microsoft Word.

- I. [RECOMMENDED] POSITION TITLE:
- II. SUMMARY STATEMENT: *(Provide a brief summary statement of the major duties).*
- III. ORGANIZATIONAL RELATIONSHIPS:
 - A. The *(Position Title)* reports directly to and is responsible to *(Title of Supervisor)*.
 - B. The position provides supervision to *(List the title(s) of the position(s))*.
 - C. The *(Position Title)* coordinates most closely with *(List positions, departments and external organizations/contacts)*.
- IV. ESSENTIAL DUTIES:
 - A. *List major duties of the position ranging from the most to least important.*
 1. *Provide detail.*
 2. *Provide detail.*
 3. *Provide detail.*
 - B. *List major duties of the position ranging from the most to least important.*
 1. *Provide detail.*
 2. *Provide detail.*
 3. *Provide detail.*
 - C. *List major duties of the position ranging from the most to least important.*
 1. *Provide detail.*
 2. *Provide detail.*
 3. *Provide detail.*
 - D. *List major duties of the position ranging from the most to least important.*
 1. *Provide detail.*
 2. *Provide detail.*
 3. *Provide detail.*

V. JOB KNOWLEDGE:

A. Education and Experience – (*List degree requirements, years of experience, certifications, etc.*).

B. Skills and Abilities - (*List required skills and abilities*).

VI. WORKING ENVIRONMENT: (Is it a normal office environment? Are there interruptions? Is lifting required? Etc.).

Employee's Signature	Date
----------------------	------

Supervisor's Signature	Date
------------------------	------

President/Dean's Signature	Date
----------------------------	------

DISCLAIMER

THE STATEMENTS HEREIN ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES AND ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF RESPONSIBILITIES, DUTIES, AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED. FURTHERMORE, THIS JOB DESCRIPTION DOES NOT ESTABLISH A CONTRACT FOR EMPLOYMENT AND THE CONTENT IS SUBJECT TO BE CHANGED, MODIFIED, OR DELETED AT THE DISCRETION OF THE COLLEGE WITH THE APPROVAL OF THE AREA DEAN AND THE PRESIDENT, OR THE EMPLOYEE MAY BE REQUESTED TO PERFORM JOB RESPONSIBILITIES NOT LISTED IN THIS JOB DESCRIPTION. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT (ADA) OF 1990, THE COLLEGE WILL MAKE REASONABLE ACCOMMODATIONS WITH THOSE INDIVIDUALS WITH A DISABILITY AS DEFINED BY THE ADA. HAGERSTOWN COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST INDIVIDUALS FOR REASON OF RACE, COLOR, RELIGION, GENDER, AGE, MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL OR ETHNIC ORIGIN, VETERAN STATUS, VIETNAM VETERAN STATUS OR CONDITIONS OF DISABILITY



APPLICANT ASSESSMENT

Position Title:	
Applicant Name:	
Committee Member:	

Using the table below, please assess the applicant’s qualifications in relationship to the minimum requirements listed in the job description.

1 Education:	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets	<input type="checkbox"/> Exceeds
2. Certifications/License:	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets	<input type="checkbox"/> Exceeds <input type="checkbox"/> N/A
3. Related Work Experience	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets	<input type="checkbox"/> Exceeds
4. Related Job Knowledge:	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets	<input type="checkbox"/> Exceeds
5. Overall Assessment:	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Partially Meets	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds

Based on your assessment of the applicant’s minimum qualifications, do you recommend that the applicant be considered for an interview: Yes No

If you answered “No”, please provide your reason:

LEGAL VS. ILLEGAL QUESTIONS

The rule of thumb: If a question is job-related, it is probably legal. If it is not job-related, be careful or avoid asking the question. Questions that involve race, religion, gender, national origin, ethnicity, marital status, number of children, disability, and lifestyle are illegal. The table below outlines some of the things you may and may not ask.

Category	You May Ask	You May NOT Ask
Gender & Family Arrangements	<ul style="list-style-type: none"> • If applicant has relatives already employed by the organization 	<ul style="list-style-type: none"> • Gender of applicant • Number or age of children • Marital status • Spouse's occupation • Child-care arrangements
Race		<ul style="list-style-type: none"> • Applicant's race or color
National origin or ancestry	<ul style="list-style-type: none"> • Other languages spoken (only if job-related) 	<ul style="list-style-type: none"> • Ethnic association or surname • Birthplace of applicant • Nationality, national origin
Age	<ul style="list-style-type: none"> • If applicant is over age 18 (HR will handle) 	<ul style="list-style-type: none"> • Date of birth • Date of high school graduation • Age
Disability	<ul style="list-style-type: none"> • Whether applicant can perform essential job-related functions 	<ul style="list-style-type: none"> • If applicant has a disability • Nature or severity of disability • Past or current medical problems
Religion	<ul style="list-style-type: none"> • This job requires working weekends and occasional overtime. Is there anything that may prevent you from fulfilling these requirements? 	<ul style="list-style-type: none"> • Any inquiry that would indicate or identify religion or religious custom. • Applicant may not be told any religious identity or preference of the employer. • Request a reference or recommendation from a pastor or any other religious/spiritual leader.

SAMPLE INTERVIEW QUESTIONS

Below are examples of effective behavioral event interview questions. The headings identify the competencies for which the questions are probing.

Analytical Problem Solving

- Tell about a time when you were systematic in identifying potential problems at work. Feel free to showcase your analytical skills.

Attention to Detail

- Give some examples of things you have done in previous jobs that demonstrate your ability to pay attention to detail. Tell me what resulted from your actions.

Conflict Management

- Give an example of a time when you had conflict with a peer/boss/customer. What was it over, and how did you handle it? What resulted from it? Would you handle it differently now?

Creativity

- Just about anyone can give a routine, standard answer to common problems; however, the payoff is often in the development of unique solutions to common problems. Give an example of one of your unique and novel problem solutions.

Editing Skills

- Describe your experience in editing articles, manuscripts, etc., or any other written communication. Be specific.

Impact and Influence

- Tell about a specific experience that illustrates your ability to verbally influence another person. Please try to use an example that involves changing an attitude, selling an idea, or being persuasive.

Interaction

- Building rapport is sometimes challenging. Can you give me an example of a time when you were able to build rapport with someone at work or in the classroom even when the situation was a difficult one and the odds were against you?

Leadership

- Describe a leadership position you held and indicate the kinds of things you did to get others to follow your directions.

Managing Costs

- Provide some examples of things you have done that demonstrate your ability to manage a budget effectively and would demonstrate your ability to perform this job.
- Give some examples of how you have demonstrated the ability to control costs and still achieve organizational goals.

Managing People

- Have you ever had a difficult subordinate? If yes, tell me how you dealt with him or her and what resulted from your actions.
- Give some examples of specific things you have done that demonstrate your ability to improve employee performance. What did you do, why did you do it, and what resulted from your actions?
- Give some examples of things you have done that demonstrate your ability to manage people effectively. What did you do, and how did the organization benefit from your actions?

Organizational Skills

- Describe a recent project of which you were in charge. Indicate how you organized the project and the impact of your organizational skills on the outcome of the project.

Presentation skills

- What have been your experiences in making presentations? What has been your most successful experience in making presentations to groups?

Quality of Work

- Give some examples of things you have done that demonstrate the quality of work that you do.
What did you do, and how did your organization benefit from your actions?
- Give some specific examples of things you have done that demonstrated your ability to meet and exceed performance standards.

Research Skills

- Describe the most significant work experience you have had in which you had to use reference materials, library information, etc., to get the job done. How much time was required? How did the reference materials help you most?

Response to Deadlines

- Give some examples of things you have done in the past that demonstrate your ability to respond to tight deadlines. What did you do, and what resulted from your actions?
- Give some examples of things you have done that demonstrate your ability to handle multiple priorities. What did you do and what resulted from your actions?

Team Building

- Building team spirit to get results is often a difficult thing to do. Tell me about a time when you had your greatest success in building team spirit. What specific results were accomplished by the team?

Versatility

- At times we are required to work with difficult people. An even more demanding factor is to be of service to a difficult person. When have you been successful with this type of situation at work?

Good Closing Question

- Is there anything I have not asked you that you may want to add that will demonstrate your ability to perform this job?



INTERVIEW EVALUATION – FACULTY POSITION

APPLICANT'S NAME: _____

POSITION: _____

You should not inquire into marital status, age, ancestry, arrests, credit rating, dependents, disability, or any other subject prohibited by federal and/or state law.

Your comments/questions must be limited to the duties and responsibilities of the position; job related qualifications and/or capabilities, experience, and education.

LESSON DEMONSTRATION EVALUATION (provide comments regarding the short lesson conducted by the candidate)

TOPIC: _____

Please check (✓) the appropriate box and provide comments under each category below.

TEACHING EXPERIENCE

- Has limited teaching experience (no community college experience).
- Has some teaching experience (including community college teaching and/or higher education experience). Has
- strong teaching experience (several years as successful community college teacher).

COMMENTS _____

COMMUNICATION SKILLS

- Has difficulty expressing ideas/appears uncertain.
- Has acceptable communication skills.
- Seems confident. Speaks and expresses ideas well.

COMMENTS _____

INTEREST/MOTIVATION

- Appears to have none, indifferent
- Appears to be energetic about position
- Has strong interest in position, appears eager to work

COMMENTS _____

THIS APPLICANT IS: *please check (✓) the appropriate box and you must provide information to support your decision.*

A strong candidate

A possible candidate

Consider for other positions, such as

Of no further interest

Interviewer's Signature

Date

**RECOMMENDED
ACTION**

*Please complete information below after interview, and
attach to application.*

HIGH PRIORITY

**SCHEDULE 2ND INTERVIEW WITH COLLEGE PRESIDENT AND VICE PRESIDENT, ACADEMIC
AFFAIRS**



INTERVIEW EVALUATION
Administrative/Professional/Support Staff

APPLICANT'S NAME: _____

POSITION: _____

You should not inquire into marital status, age, ancestry, arrests, credit rating, dependents, disability, or any other subject prohibited by federal and/or state law. Your comments/questions must be limited to the duties and responsibilities of the position; job related qualifications and/or capabilities, experience, and education.

Please check (√) the appropriate box and provide comments under each category below.

EXPERIENCE/EDUCATION

- Meets minimum required education and/or experience only.
- Has beyond the minimum required education and/or experience background.
- Has strong education and/or experience background.

COMMENTS

QUALIFICATIONS/SKILLS/COMPETENCIES

- Basic, considerable training required.
- Some training needed, appears capable of learning on the job.
- Appears very capable; little training needed.

COMMENTS

COMMUNICATION SKILLS

- Has difficulty expressing ideas/appears uncertain.
- Has acceptable communication, seems confident.
- Speaks and expresses ideas well.

COMMENTS

INTEREST/MOTIVATION

- Appears to have none, indifferent.
- Appears to be energetic about position.
- Has strong interest in position, appears eager to work.

COMMENTS

THIS APPLICANT IS: *please check (√) the appropriate box and you must provide information to support your decision.*

A strong candidate

A possible candidate

Consider for other positions, such as

Of no further interest

Interviewer's Signature

Date

RECOMMENDED ACTION

Please discuss the search committee's decision with the appropriate area Dean/VP/Director and obtain his/her approval signature below.

Attach this form to the top candidate's application and return all paperwork to Human Resources.

HIGH PRIORITY –

The search committee identifies this applicant as a top candidate and recommends that HR conduct reference checks.

If the references are acceptable, a position offer should be extended to this candidate.

Area Dean or Vice President Signature

Date



Employment Reference

To be conducted by the Office of Human Resources ONLY

Candidate's Name:

Position:

Person Contacted:

Phone:

For all Administrative/Profession/Support Staff/Faculty positions

1. What were some of the significant contributions that s/he has made to your organization?
2. Can you provide example(s) of when the candidate had multiple demands on their time and how s/he handles the demands?
3. How well does the candidate handle criticism or unfavorable feedback?
4. Can you recall a situation when the candidate initiated a change which resulted in an improved method or process in their job, department or organization?
5. How did the individual demonstrate honesty, integrity, and a positive attitude?
6. What were the circumstances surrounding the candidate leaving your organization?
7. Would you recommend this candidate for a position with our College?
8. Is there anything else that you would like to add that would help the College decide whether to offer the position to the candidate?

For Faculty Positions Only

1. Describe from your observation, the teaching methods that the candidate uses in the classroom.
2. Summarize the overall evaluations that the candidate received from students and his/her department.
3. What kind of college/community service was the candidate involved in during the academic year?
4. How important to the candidate was professional development and staying current in their teaching field and learning new teaching method?