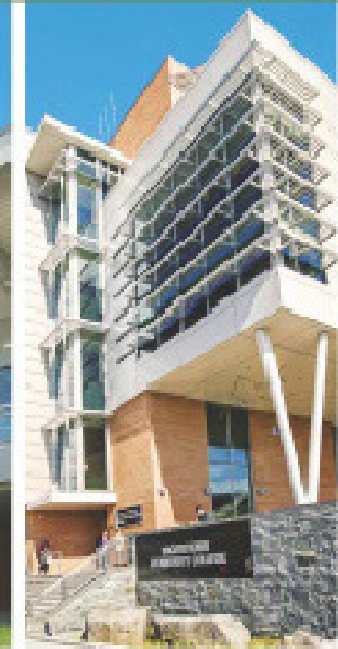
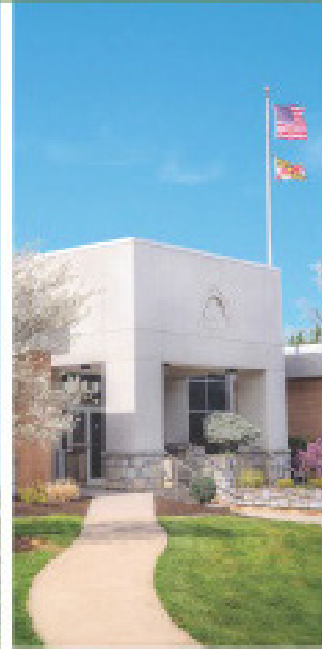


# HAGERSTOWN COMMUNITY COLLEGE

- Founded in 1946 -



## EMPLOYEE HANDBOOK FOR TEMPORARY EMPLOYEES 2023-2024



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An aerial photograph of the Hagerstown Community College campus. The image shows several large, multi-story brick buildings with flat roofs, interspersed with green lawns and trees. There are several large parking lots filled with cars. A prominent road curves through the campus. In the background, a large body of water is visible, surrounded by dense green forest. The text "WELCOME TO HAGERSTOWN COMMUNITY COLLEGE" is overlaid in the center of the image in a bold, black, italicized font.

***WELCOME TO  
HAGERSTOWN  
COMMUNITY COLLEGE***



Dear HCC Team:

This Employee Handbook was created to provide you with information about our shared commitment to the mission and vision of Hagerstown Community College, key information about employee benefits, and the responsibilities we have to each other and our students to support a safe and positive culture. This updated version replaces all previous handbooks.

As we evolve and build forward, so too will this handbook. Periodic updates may be made throughout each year as changes occur which will be communicated and available to you on the [human resources webpage](#).

It is my commitment and expectation that as we serve and support our students, our community and one another, we do so with a collaborative spirit that embraces our core values of excellence, stewardship, civic engagement, integrity, diversity and inclusion and being student centered.

I am honored to serve with you!

Jim Klauber, Ph.D  
President





# TEMPORARY EMPLOYEE HANDBOOK

## Welcome to Hagerstown Community College

### Employee Handbook Overview

The College Employee Handbook has been developed to provide a general overview of the policies of the College, information about employment and benefits, and the mission, vision and goals that strategically guide the work of the College.

The provisions of the Employee Handbook are not intended to limit the authority of the Board of Trustees (hereafter "the Board") as the Board has the responsibility and legal duty to develop, evaluate and modify policies of the College based on business necessity, legislation, economic conditions and meeting the operational and strategic goals of the College.

The Board entrusts the administration of its policies and corresponding procedures to the President.

The Employee Handbook does not create an employment contract. The most current version supersedes any prior editions. The Appendix provides for additional information of employment as it specifically relates to part-time and full-time faculty, referenced as Full-Time and Part-Time Academic Affairs Guidebook.

*Policy Reference:*

[Board Policy 5001, General Human Resources Policy Statement.](#)

*Note:*

- 1. Throughout the handbook Hagerstown Community College may be referenced as "HCC" or "The College".*
- 2. Unless otherwise noted, the term "employee" is inclusive of faculty and staff.*
- 3. If any term or condition in The Handbook is contrary to Maryland or Federal law or regulations the Handbook will be updated for compliance to align accordingly.*

***COMMITMENT TO EXCELLENCE***



IN MEMORY OF  
FRANKLIN D. SCHULZ, SR.

## Commitment to Excellence

### Commitment to Excellence

The following represents the anchors that guide the important work that college faculty and staff are called to do to support and serve our students and our community.

### Mission & Vision

#### Mission:

Hagerstown Community College ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

#### Vision:

Hagerstown Community College will be the college of choice through demonstration of inclusive educational excellence, transformative growth, and community enrichment.

### Our Guiding Values

- Excellence
- Integrity
- Diversity and Inclusion
- Stewardship
- Civic Engagement
- Student Centered

### Institutional Learning Outcomes

The following attributes are goals of the full HCC experience, designed to impart students with knowledge, skills, and attitudes that go beyond the classroom and equip them with tools for lifelong success.

- Personal and Social Responsibility
- Globalization and Diversity
- Critical Thinking and Communication
- Scientific and Quantitative Reasoning
- Information Literacy and Technology
- Professionalism

## Commitment to Excellence (continued)

### Strategic Plan

Issues impacting the future of the College were identified and reviewed by the College's over forty-member planning council. Creative solutions were developed by the planning council to create a plan to submit to the HCC Board of Trustees for approval.

As the College looks forward to the next three to five years, we will work with our community partners to see that the Strategic Plan is realized and that HCC helps our region of Western Maryland grow and meet the demands of a changing world.

HCC has outlined Six (6) Commitments to achieve our strategic plan. They are:

- Enrollment
- Assessment
- Retention
- Integration
- Partnerships
- Community

### Board of Trustees

The Board of Trustees is comprised of seven members, each of whom serve a six-year term. The terms of the members are staggered, and there are no term limits. The members of the Board are appointed by the Governor upon the recommendation of the Senate. For the most up-to-date list of Board Members, visit [Board of Trustees](#).

#### Board of Trustees Policy Manual

The [Board of Trustees Policy Manual](#) contains legislation governing the board as well as key policies that govern the operations of the college.

### HCC Leadership

#### President's Executive Leadership Team (PELT)

The College's organization structure consists of integrated academic and operational teams as identified in the [organizational chart](#). Collaboration among these teams is facilitated through the President's Leadership Teams as well as the appointed committees as identified below.

## Commitment to Excellence (continued)

### Standing Committees for Shared Governance:

#### Governance Council

The Governance Council, chaired by the President, is the coordinating ways and means body or clearinghouse for shared governance concerns and issues on campus. The Governance Council reviews potential charges and assigns official written charges to appropriate committees for study. The Governance Council ensures that the decision-making structure is working at HCC by addressing concerns while making sure that committees are staffed to study issues.

#### Teaching and Learning Committee

The Teaching and Learning Committee makes policy recommendations regarding the College's environment for and support of excellence in teaching and learning. Recommendations may include development of or changes to policies, procedures, activities, initiatives or opportunities, and strategic planning directions that support teaching and learning excellence at HCC. The Teaching and Learning Committee is co-chaired by the Dean of Distance Learning and a faculty member.

#### Academic Standards and Outcomes Assessment Committee

The Academic Standards and Outcomes Assessment Committee (ASOAC) makes recommendations on policies that support and maintain high academic standards and assessment methodologies and systems with emphasis on student learning outcomes. Recommendations may include development of or changes to policies, procedures, activities, initiatives, opportunities, and/or strategic planning directions that are needed to support and maintain high academic standards, and/or an assessment system to measure students' academic achievement. This committee is co-chaired by the Dean of Instruction and a faculty member.

#### Curriculum Development and Review Committee

The Curriculum Development and Review Committee (CDRC) reviews new programs and courses to ensure that they meet college and state standards. Additionally, the committee develops and reviews policies related to general education requirements for programs, course contact-to-credit hour ratios, compliance with the College's official course syllabi format, and discipline coding of courses.

This committee does not oversee matters relating to the rigor of courses or programs. This responsibility resides with appropriate faculty and academic officers. This committee is co-chaired by the Vice President of Academic Affairs & Student Services and a faculty member.

## Commitment to Excellence (continued)

### **Student Affairs Committee**

The Student Affairs Committee (SAC) makes recommendations on policies regarding services and activities that support, enhance, and maintain the learning environment and student achievement. The Student Affairs Committee ensures that policies support the quality of enrollment services, student life, and co-curricular activities. Recommendations may include the need for resources, new or modified services or programs, new initiatives, opportunities, and strategic planning to support the student experience at HCC. The SAC is co-chaired by the Dean of Students and a faculty member.

### **Administrative and Information Technology Services Committee**

The Administrative and Information Technology Services Committee considers and makes recommendations on policies regarding services and activities that support, enhance, and maintain the quality of services and facilities for staff and students. Recommendations may include facilities, auxiliary services, and institutional issues related to IT applications, computer networks, and telecommunications. The committee is co-chaired by the Vice President of Administration & Finance and a faculty member.

### **Campus Safety Committee**

The Campus Safety Committee considers and makes recommendations on policies regarding campus safety, security, emergency preparedness, response, and recovery. Recommendations may include campus response, security protocol, emergency management, campus health, and infectious disease protocol. The Campus Safety Committee is co-chaired by the Director of Public Safety and a faculty member.

### **Faculty Affairs Committee**

The Faculty Affairs Committee considers and makes recommendations on policies related to faculty load, promotion, and tenure. Recommendations may include modifications to the student evaluation of faculty instrument and process, peer review committee guidelines, and classroom observation instrument and process. This committee is co-chaired by the Vice President of Academic Affairs and Student Services and a faculty member.

### **Institutional Assessment Committee**

The Assessment Committee makes recommendations on policies related to methodologies and systems with emphasis on campus-wide assessments. Recommendations may include the modification or development of strategies, procedures, and tools used to continually assess and improve programs at the institutional and department level. The Institutional Assessment Committee is co-chaired by the Dean of Planning & Institutional Effectiveness and a faculty member.



***EMPLOYEE ENGAGEMENT  
AND KEY INFORMATION***

SCIENCE, TECHNOLOGY,  
ENGINEERING & MATHEMATICS  
BUILDING 1

HAGERSTOWN  
COMMUNITY COLLEGE

## Employee Engagement and Key Information

### Employee Engagement

Employees are encouraged to communicate with their supervisors and participate in College service to create a collegial work environment. Opportunities for College service and participation include department meetings, task forces, ad hoc committees, advisory teams, employment search committees, mentoring, planning groups, and attending College events and other opportunities that employees may identify with their supervisors through an Employee Development Plan.

### Fast Facts about the College

To find out “fast facts” about the College’s history, enrollment, employees and other key information, access the [link here](#).

### HCC Acronyms

We recognize in the world of higher education there are many ways to use verbal short hands that seem like a foreign language to a new employee. To help navigate this “new” language a list of frequently used acronyms was created.

### College Directory

A college directory is available on the [College website](#).

### HCC Emergency Alerts

To help keep employees informed in the event of a campus emergency, the College uses a notification system that enables employees to receive urgent text messages and email messages. To receive such messages, an employee can register using [this link](#).

**Campus News and Events Calendar can be found here.**





***EMPLOYMENT TERMS,  
CONDITIONS, AND BENEFITS***

## Employee Terms, Conditions, and Benefits

### Categories of Employees and Eligibility for Benefits

The college provides a health plan to regular full-time employees.

#### ***Full-time Employee:***

An employee who typically works 30 or more hours per week (1,560 plus hours per year) in an ongoing function.

#### ***Part-time Employee:***

An employee who works less than 30 hours per week in an ongoing function.

#### ***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. This does not include medical/prescription drug, dental, vision, and life insurance.

#### ***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. Interns, seasonal employees, grant-funded employees, adjuncts and student workers are considered temporary employees.

#### ***Adjunct Faculty:***

A part-time, temporary employee who is hired on a semester basis to teach up to six credits 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.

#### ***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.

#### ***Grant Employee:***

An 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.

#### ***Student Worker:***

A part-time, temporary employee whose duties are primarily office, labor, or service in nature. A student worker may be a federal work-study student who participates in a federally-funded financial aid program.

## Employee Terms, Conditions, and Benefits (continued)

### Job Title Designation

The Board of Trustees and the President, for sound administration of the College, recognize the importance of employee title designations, which 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.

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.

### Employment Classifications

The 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, service to the College, their overall job performance, and the needs of the college.

#### *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. In general, this employee group is comprised of support staff.

#### *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 comprised of 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.

## Employee Terms, Conditions, and Benefits (continued)

### Dress Code/ Dress Down Days

The College provides a casual yet professional work environment for its employees. Even though the dress code is casual, employees are encouraged to use good judgment as it relates to dressing in a manner consistent with good hygiene, safety and appropriate for their particular position.

The College recognizes the practice of “Dress Down” every Friday with the following guidelines:

- Participation in “dress down” day may not be appropriate in offices of high public contact and visibility, or on days visitors or special guests are on campus.
- Supervisors are responsible for making decisions for their specific departments.
- Shorts and tank tops are not appropriate.

*Note: Certain celebrations or themed days may occur which may create exceptions to the above guidelines.*

# ***WORK SCHEDULE***

HAGERSTOWN COMMUNITY COLLEGE

## Work Schedule

### 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 for isolated purposes but should not be a regular change to the work schedule.

For guidance on faculty load see [Board Policy 5050](#) Full-time Faculty Load, Promotion and Tenure Policy or the [Academic Affairs Guidebook](#).

### Meal Periods

If an employee works longer than five hours, the employee will be given 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. 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 coworkers in order to maintain adequate coverage at all times.

### Inclement Weather and Emergency Conditions/ Essential Personnel

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. Refer to [HCC Emergency Alert Notification System](#) for updates.

When the President identifies a period of time or emergency event which causes the College to close because of severe weather conditions or another emergency, non-exempt employees who are deemed essential personnel 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.

For purposes of this section, "essential personnel" are typically employees working in the facilities/security divisions who are specifically designated as "essential" in their job descriptions and/or by the Executive Director of Human Resources.

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 EMPLOYEE HANDBOOK

## Work Schedule (continued)

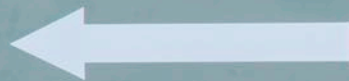
If an employee is on pre-scheduled leave when the emergency closing occurs, no modification will be made to their leave designation as the employee was not considered available for duty on the emergency closing day.

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

***OTHER BENEFITS***



ARCC  
Athletic Fields



Founded 1946



## Other Benefits

### Teleworking:

#### **Criteria and Expectations:**

**Eligibility:** Only employees who reside in DC, MD, PA, VA, and WV are eligible for telework. Whether a particular eligible employee may telework will depend on the business needs of the College and its various departments. In addition, an employee must have a demonstrated record of satisfactory performance to be approved for telework. Teleworking arrangements must be approved in writing by an employee's supervisor, area Vice President, and Human Resources.

**Approval Process:** Telework arrangements may be approved on an indefinite basis, or for a limited term such as for a particular project, or on a trial basis. Employees will be expected to have a physical presence on campus when required by the College. Once approved, a telework arrangement may be ended by the College or the employee at any time. Decisions regarding the approval, denial, or revocation of telework arrangements will be made fairly, equitably, and based on work-related factors.

*Policy Reference*

[Board Policy 5056, Telework.](#)

### Worker's Compensation

Employees are required to report work related injuries, accidents or exposure to blood/ and or airborne pathogens as soon as possible after their exposure to the Office of Administration and Finance at 240-500-2330. A claim will then be filed with the College's Worker's Compensation Insurance Carrier.

### 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.

### American with Disabilities Act-Request for Accommodation

#### **Purpose**

The College is committed to complying with the Americans with Disabilities Act (ADA) as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, and all other applicable federal, state and local laws by ensuring equal opportunity in employment of qualified persons with disabilities. The College provides reasonable accommodations in accordance with these laws. Qualified individuals may request reasonable accommodations from Human Resources. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are federal laws that prohibit discrimination against applicants and individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation,

## Other Benefits (continued)

training or other terms, conditions and privileges of employment. The law requires employers to evaluate and if eligible to provide reasonable accommodations to applicants and qualified employees to provide them the assistance to perform the essential job duties of the position. The procedures outlined below are to assist individuals seeking a reasonable accommodation.

### ***Definition***

**Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

### ***Major life activities***

Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

**Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.

### ***Substantially limiting***

In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under the final ADAAA regulations.

### ***Direct threat***

A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

### ***Qualified individual***

An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

## Other Benefits (continued)

### ***Reasonable accommodation***

Includes any changes to the work environment and may include making existing facilities readily accessible to, and usable by, individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

### ***Undue hardship***

An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

The nature and cost of the accommodation.

The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.

The overall financial resources of the employer; the size, number, type and location of facilities.

The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

### ***Essential functions of the job***

Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

### ***Procedures***

The following procedures outline criteria and expectations for requesting an accommodation. The examples provided in the above terms are not meant to be all-inclusive.

### ***Criteria***

The College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship.

## Other Benefits (continued)

### ***Restrictions***

Individuals who are currently using illegal drugs are excluded from coverage.

### ***Administration***

Human Resources is responsible for implementing these procedures, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

### **Request for Accommodations:**

Essential Information for Obtaining Accommodations

- eligibility requirements
- documentation of a disability
- evaluating options considered reasonable to meet essential functions of the job.

### **Documentation:**

The documentation is provided to demonstrate the substantial limitation posed by the particular disability for which the accommodation is being requested.

The employee requesting accommodation is asked to submit medical information (diagnosis and prognosis) that will help determine whether he or she meets federal and state criteria for a disability.

Documentation is requested to demonstrate the reasonable accommodation that might enable the employee to fulfill the essential function of his or her job.

An employee may request a workplace accommodation by submitting a form found on the [HR webpage](#).

### **Lactation/Nursing Mothers-Request for Accommodation**

The College grants reasonable break time(s) for nursing mothers to express breast milk when such employee has need to express the milk during a nursing child's life. The goal of providing the accommodation is to:

Promote a work environment that supports breastfeeding

To establish that employees have a right to request lactation accommodation

HR and the requesting employee will engage in an interactive process to determine lactation break periods and a lactation location appropriate for the employee which will consider the following:

The break time is to run concurrently with employee's lunch and/or break time if possible. If not possible, the time may be unpaid depending on the additional time requested. Timekeeping of the time will be required.

A space will be provided in close proximity to the employee's work area if possible and will be shielded from view and free from intrusion of others and able to be locked from the inside.

# TEMPORARY EMPLOYEE HANDBOOK

The space will have access to at least 1 electrical outlet, a sink with running hot and cold water and a refrigerator in close proximity to employee work area.

Employees may request a lactation accommodation by submitting a form found on the [HR webpage](#).

*Policy Reference:*

*Board Policies 5003 Equal Employment Opportunity*

*5032 Discrimination, Hate Crimes and Biased Incident Reporting and*

*8090 Cultural Diversity Plan.*

# ***COMPENSATION***

*Stay close.  
Go far.*



*Founded in 1946*

## Compensation

### 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.

### Basis for Determining Pay

Several factors may influence an employee's pay. The College 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 the college'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.

***EMPLOYEE LEAVE***

**THE AGT STUDENT CENTER**





## Employee Leave

### Eligibility

It is the policy of the College to grant approved paid leave to eligible regular/budgeted employees as follows:

**Full-time Staff:** annual leave, sick leave, holiday leave, bereavement leave, floating holiday, jury duty leave, sabbatical leave.

**Full-time Faculty:** sick leave, holiday leave, bereavement leave, jury duty leave, sabbatical leave.

**Regular Part-time staff:** (on a prorated basis) annual leave, sick leave, holiday leave, bereavement leave, floating holiday, jury duty leave, sabbatical leave.

**Temporary Employees:** sick leave under the Maryland Healthy Working Families Act and in accordance with Policy 5022.

In other circumstances, limited leave without pay or a mutual consent leave may be approved when paid leave is not applicable.

*Policy Reference*

[\*Board Policy 5041, Employee Leave, Board Policy 5022, Healthy Working Families Policy.\*](#)

A large, modern building with a prominent glass corner and brick facade, set in a snowy winter landscape with bare trees. The building features a multi-story glass corner that reflects the sky and surrounding environment. The rest of the building is constructed of brick with several windows. The foreground is covered in a thick layer of snow, and the sky is a clear, bright blue with some light clouds. The overall scene is bright and crisp, typical of a winter day.

***TIME AND ATTENDANCE***

## Time and Attendance

### Attendance

Employees are expected to be ready to work, at their work station, 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 extended period of time and their expected return time.

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

### Notification to Immediate Supervisors

Unless otherwise noted by Department Supervisor, 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.

### Scheduled Absences/Notification

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.

### Physician's Note

If an employee is absent due to an illness for three (3) or more consecutive work days, the employee must submit a written doctor's note to Human Resources before being permitted to return to work.

### 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. The employee's immediate supervisor will make a note of any absence or lateness and record it in Kronos. Excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal from the College.

## Time and Attendance (continued)

### Job Abandonment

Any employee of the College who is absent from work for two (2) 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.

### Payroll

#### Pay Cycles

Regular/budgeted full-time and part-time (12-month) employees are normally paid Fridays on a bi-weekly basis with twenty-six (26) pay periods each fiscal year. If a payday falls on a holiday, the payday will occur on the preceding business day.

Regular/budgeted full-time faculty (10-month contract): Pay cycle run from September through August and normally there are a total of twenty-six (26) pay periods.

For Faculty hired prior to July 1, 2023 that are currently being paid September through June (20 pays) there will no compensation during the months of July and August. If there is a month with 3 pays and the employee is are paid over 10 months, the 3rd pay of the month there will be no payment. However, 10-month faculty employees may request to have their pay be extended over twenty-six (26) pay periods in order to have year-round compensation.

Regular/budgeted full-time faculty (11-month contract): paid on a biweekly basis with twenty-six (26) pay periods.

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.

#### Mandatory Deductions from Employee's Pay

The College 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.

#### Wage Garnishments

The College has the obligation to execute any court-ordered wage garnishment. The College 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.

#### Direct Payroll Deposit

It is standard practice, without option, that all employees receive pay via direct deposit. Employees are advised to regularly check their electronic pay advice on Kronos.

# TEMPORARY EMPLOYEE HANDBOOK

## Time and Attendance (continued)

### Error in Pay

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

### Overtime Rate

Non-exempt 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.

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

Time worked does not include sick leave, military leave, 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.

### Payment of Overtime

Overtime pay is reflected in the pay period during which the additional time is worked. Overtime pay is included in the employee's biweekly paycheck.

### 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.

### 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.

### 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 pre-planned and taken within the same workweek. The objective is to limit the number of hours worked in the week to 37.5.

### Timesheets

#### Responsibility for Completing

By law, the College is obligated to keep accurate records of the time worked by all employees. This is accomplished by the use of our HRIS system, Kronos. Therefore, all employees, regardless of their classification, must submit a timesheet through Kronos on a biweekly basis.

#### Process to Complete

All 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 electronically through Kronos.

Non-exempt employees and hourly temporary employees are responsible for daily clock-in procedures to record all hours worked using the Kronos time clock.

Immediate supervisors must verify timesheets by confirming the hours worked and/or exceptions to work and submitting electronically through Kronos by the deadline for payroll processing.

#### Deadline to Complete

Employees must submit Kronos timesheets to their supervisor by 11:59 p.m. on Saturday at the end of the payroll period.

Supervisors must submit Kronos timesheets to payroll before the deadline on Monday at 10:00 am on pay week.

#### Consequences for Timesheet Tampering

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.

#### Time Sheet Error

In the event of an error in recording time, the employee should submit a change request in Kronos. The immediate supervisor must approve or deny this change prior to the submission deadline.

The image features a field of tall, purple, spiky flowers in the foreground. In the background, there is a paved walkway, a green lawn, and a modern building with large windows. Several tall, thin streetlights are visible against a clear sky. The overall scene is bright and sunny.

***CREATING A SAFE,  
COLLABORATIVE AND  
INCLUSIVE ENVIRONMENT***

## Creating a Safe and Collaborative, and Inclusive Environment

### Equal Opportunity and Commitment to Cultural Diversity

#### Discrimination and Harassment Procedures

##### ***Purpose:***

The College is committed to creating and maintaining a workplace where all employees are valued for their skills, experiences and unique perspectives.

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

The College's Cultural Diversity Plan 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. This plan is available on the [College website](#).

In addition, the College prohibits discrimination and harassment based on the protected categories of: race, religion, color, age (over 40), sex, national origin, sexual orientation, disability, veteran's status, marital status, gender identity, gender expression, genetic information and retaliation and will act swiftly and thoroughly to investigate all complaints and take appropriate action.

##### ***Procedures:***

- Expectation of Supervisors

The College will make every effort to create a culture of acceptance and sensitivity through educational sessions and other appropriate means.

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 based on the protected categories identified above. 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 are required to contact Human Resources immediately to ensure the matter is addressed, supports are offered and rights are protected.

- Reporting a Harassment or Discrimination Complaint

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 or file a complaint using the complaint form found on the [Human Resources webpage](#).

Reports against the Executive Director of Human Resources are to be referred directly to the Office of the President.



## Creating a Safe and Collaborative, and Inclusive Environment (continued)

- **Employee Protection**  
Employees who report discrimination and/or harassment are protected from any form of retaliation. Confidentiality will be respected consistent with the need to investigate or confirm the information concerning the alleged discrimination and/or harassment and to the extent allowable by law to ensure due process rights are afforded to all parties.
- ***Investigation Process***  
A timely and thorough investigation will be conducted with appropriate follow up action.  
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.  
The person accused of discrimination and/or harassment may be placed on paid leave during the investigation to preserve the integrity of the investigation and provide the employee the opportunity to seek representation.  
After the investigation, if it is concluded that discrimination and/or harassment has occurred, the College will take immediate corrective action to address the discriminating and/or harassing behavior. This may include disciplinary action up to and including dismissal, mandatory training or counseling, demotion or reassignment.  
If the evidence renders an inconclusive outcome, expectations of appropriate workplace conduct and Policy 8090, 5032 and 8071 will be provided and reviewed with both the complainant and the respondent.
- ***Employee Dismissal- Right to Appeal***  
An employee who is dismissed from the College based on the outcome of the investigation may appeal the dismissal in accordance with the employee discipline, due process and appeal procedures found in the Employee Handbook.

*Policy Reference:*

*These procedures support the intent of the following Board Policies: 8090 Cultural Diversity Plan, 5032 Discrimination, Hate Crimes and Biased Incident Reporting, 8071 Sexual Misconduct, 5003 Equal Employment Opportunity, 5006 Dismissal of Employees, and 5004 Employee Guidance and Progressive Discipline.*

## Creating a Safe and Collaborative, and Inclusive Environment (continued)

### HCC Campus Police & Security

#### Mission Statement

It is the mission of the Campus Police Department to safeguard the lives and property of the faculty, staff, students, and guests of Hagerstown Community College by working cooperatively with our diverse community within the framework of the United States Constitution. Our mandate is to do so with honor, integrity, and compassion, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

#### Campus Police

The College Campus Police are sworn law enforcement officers that have authority granted under the Maryland Code, Education Article 16-707.1. HCC Campus Police Officers may exercise powers of a police officer only on the property that is owned, leased, operated by, or under the control of the Hagerstown Community College. HCC Campus Police are stationed on the main campus located at 11400 Robinwood Drive, Hagerstown, MD 21742 in the Learning Resource Building (LRC) room 115. HCC Campus Police officers are armed and have sworn law enforcement powers on the main campus of Hagerstown Community College.

HCC Campus Police have a professional relationship with local law enforcement and work together to address problems and provide a safe and secure community. HCC has two satellite locations.

#### Campus Security Officers

The College utilizes unarmed security officers to supplement the Campus Police. These security officers do not possess arrest powers and are not authorized to conduct traffic enforcement. College Security Officers are dressed in tan colored security shirts and black BDU style pants. Security officers patrol campus and are trained to observe and report incidents. If a College Campus Police Officer is not available, the security officer will contact the Washington County Sheriff 's Office. College Security Officers are considered a Campus Security Authority and are trained to document and report incidents, as required under the Clery Act. College Security Officers can be reached by calling 240-500-2308 or by stopping by the office at LRC 115.

#### Annual Security Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the College makes available the Annual Security Report. The report covers information and statistics for the previous three (3) calendar years concerning crimes that occurred on campus, in certain non-campus (off-campus) buildings or property owned or controlled by the College, and on public property within or adjacent to the College Campus.

## Creating a Safe and Collaborative, and Inclusive Environment (continued)

### Campus/Workplace Violence/Weapon Possession

#### Act of Violence of Threats Prohibited

It is a paramount priority 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.

#### Weapon Possession Prohibited

The College prohibits the possession of weapons on College property. A weapon includes, but is not limited to: guns, firearms, ammunition, explosives, dangerous chemicals, metal knuckles, knives with blades of 3" or more, electric devices such as tazers, objects which have been designed or altered to be used as a weapon.

Violations of the above prohibitions 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.

### Title IX Sexual Harassment/Sexual Misconduct

#### Purpose:

The College has a responsibility to establish and maintain a learning and working environment that is free from sexual harassment and sexual misconduct and that respects and protects the dignity and value of every member of the College community.

#### Procedures:

The College complies with current Title IX sexual harassment and discrimination regulations, as is mandated by federal and state regulations, including published regulations from the United States Department of Education Title IX of the Education Amendments Act of 1972.

#### Reporting a Harassment or Discrimination Complaint

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 or file a complaint using the complaint form found on the [Human Resources webpage](#).

Employees are required to access annual training found on the [Human Resources webpage](#).

The College's comprehensive Title IX Non-Discrimination & Grievance Process can be found on the [Student Affairs webpage](#).

For additional information, see Equal Opportunity and Commitment to Diversity/Discrimination/Harassment Procedures under Section XIII of the Employee Handbook.

*Policy Reference:*

[Board Policy 8071, Sexual Misconduct.](#)

## Creating a Safe and Collaborative, and Inclusive Environment (continued)

### Alcohol, Tobacco, Opioid, and other Drug Use Awareness

#### Purpose

The College is committed to an alcohol, tobacco, and drug-free learning and working environment. The College adheres to the responsibilities set forth in applicable local, state, and federal laws.

All members of the College community, visitors, guests, and volunteers are required to comply with the Alcohol, Tobacco, Opioid, and Other Drug Free Use Policies established by the Board and in compliance with state and federal law.

The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs or controlled substances, and the abuse or unauthorized use of alcohol by anyone on College premises, at any College-sponsored activities, or in College vehicles is prohibited.

Vaping and the use of all tobacco products is prohibited on College premises by any member of the College community, visitor, or guest.

Compliance with the standards set forth in this policy is mandatory.

#### Definitions

Controlled Substance is defined to include legal, decriminalized drugs 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, or when such use impairs performance. Under federal law, cannabis is still considered a controlled substance; therefore, cannabis is not permitted on campus or at any College sponsored event. A medical exemption does not exempt you from College policies. No form of cannabis is permitted on the HCC campus or at College sponsored events.

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, narcotics, hallucinogens, stimulants, depressants, and so-called designer drugs.

Workplace is defined as 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.

#### Procedures

##### Employee Requirements

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.

## Creating a Safe and Collaborative, and Inclusive Environment (continued)

This prohibition also applies to other locations during work hours or on nonworking time, and on or off College property to the extent it impairs or compromises an employee's ability to perform job duties, or when such activities negatively affect the reputation of the College to the general public or threaten the integrity of the College.

### ***Consequences***

The College will refer violations to law enforcement officials for criminal prosecution and/or civil citations where appropriate and take necessary disciplinary action against the offender up to and including dismissal.

### ***Required Rehabilitation***

The College may require the employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program. An employee's willingness to participate in a rehabilitation program and the employee's ability to perform their assigned job responsibilities may be contributing factors in determining whether the employee's employment will continue.

### ***Voluntary Seeking Assistance***

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 reasonable accommodations will be evaluated to treat the problem, to the extent required by law.

### ***Under the Influence- Drugs***

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 of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription, or any drug when it is impacting performance on the job.

### ***Under the Influence- Cannabis***

Employees may not possess or be under the influence of cannabis while they are acting in the scope of their employment with the College. Although Maryland law decriminalized non-medical marijuana allowing individuals 21 and older to possess 1.5 ounces of marijuana, cannabis is controlled under federal law and is not permitted on the College campus per the Federal Drug Free Schools and Communities Act. This Act applies to Hagerstown Community College as a recipient of federal funding.

The Maryland Cannabis Administration outlines the provisions of the law in a helpful document, [Frequently Asked Questions/Adult-Use Cannabis](#).

## Creating a Safe and Collaborative, and Inclusive Environment (continued)

### ***Under the Influence- Alcohol***

Employees may not report to work or work while under the influence of alcohol. 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.

### ***Alcohol Testing***

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.

Exceptions: Alcohol Possession and Use on Campus Property

With the written approval of the President, alcohol may be served on college property for functions such as banquets, dinners, receptions, and fundraisers. When alcohol is permitted, all laws and regulations governing the use and possession of alcohol must be observed. No other use or possession of alcohol on College property is permitted.

### ***Drug Testing***

Pre-employment

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.

Employees

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.

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.

### ***Contractors***

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 the College's request.

## Creating a Safe and Collaborative, and Inclusive Environment (continued)

### ***Duty to Report Convictions***

Employees are required to 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 the Executive Director of Human Resources.

### ***Use of Tobacco and Smoking***

The 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 a Tobacco Free Campus.

### ***Definitions:***

“E-cigarette” is defined as 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.

Smoking is defined as 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 outlined in these procedures.

Tobacco is defined as 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

### ***Employee Requirements***

Smoking and the use of tobacco and e-cigarette products shall not be permitted on any College property, including all buildings and facilities and vehicles, owned or leased and regardless of location, walkways, recreational and athletic areas, building entrances, and parking lots.

This prohibition applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

## Creating a Safe, Collaborative and Inclusive Environment (continued)

### ***Consequences***

Consequences for violations may include fines and/or disciplinary action.

### ***Smoking Cessation***

Employees are offered ongoing tobacco cessation programs, through [EAP](#), to assist and encourage individuals who wish to quit. The Tobacco-Free Policy applies to all College facilities and vehicles, owned or leased, regardless of location.

### ***Heroin and Opioid Addiction and Prevention***

The College is committed to promoting personal wellness and responsibility and recognizes that drug addiction is an illness of increasing concern throughout the state of Maryland and our country.

The Heroin and Opioid Education and Community Action Act requires all incoming full-time students to participate in an in-person or electronic heroin and opioid addiction and awareness training.

The law requires the College to obtain and store a supply of overdose reversing medication to be used in an emergency situation.

College police and security personnel, as well as designated administrators, are trained to recognize the symptoms of an opioid overdose, in procedures for administration of overdose reversing medications, and in the proper follow-up emergency procedures related to an opioid overdose. Further, the College makes available instruction in substance use disorders, effective treatment for substance use disorders, and pain management.

The College also follows all reporting requirements related to this Maryland law.

Per state law, except for any willful or grossly negligent act, campus police, or other designated personnel who have been trained in use of overdose medications and who respond in good faith to the overdose emergency of a student, may not be personally liable for any act or omission in the course of responding to the emergency.

*Policy Reference:*

[Board Policies 4039 Heroin and Opioid Addiction and Prevention,](#)

[5092 Drug/Alcohol Free Environment,](#)

[8030 Tobacco Free Policy, 8020 Alcohol Possession and Use on Campus Property.](#)

## **Parking and Traffic**

### **Purpose:**

The purpose of these procedures is to establish traffic, parking and pedestrian rules for the protection of students, faculty, staff and visitors.

All campus buildings, roadways, walkways and parking areas are the property of the College.



## Creating a Safe, Collaborative and Inclusive Environment (continued)

All persons and motor vehicles entering the College Campus are bound by Maryland state traffic laws and College parking and traffic policy and procedures.

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

### Procedures:

Students, faculty, staff and authorized visitors are permitted the privilege of operating a motor vehicle on the College campus as long as campus parking and traffic procedures and applicable city and state traffic laws are followed.

Parking permits are issued and required of all students, faculty and staff.

### Parking Permits

All students and employees must display a College parking sticker on their vehicle parked on campus. Stickers must be placed on the outside of the bottom right corner of the rear window.

For students, parking permits are free and may be picked up in the Student Activities Office (Student Center, Room 163).

Employees are issued parking stickers at orientation.

Both students and employees are asked to complete the [online registration form](#).

Employees and students are to seek a replacement if the parking permit fades or is no longer legible.

Retirees and temporary staff are issued a hanging parking tag.

### Parking Areas

Student parking spaces are designated with white lines.

Employee parking spaces are designated with yellow lines.

Parking is not allowed in grass, on curbs, or along roadways. After 5:00 pm, students may park in Lot C, which is a staff parking area during the day.

### Citations

The police officers working at the HCC Police Department can issue both HCC College Citations and State of Maryland Traffic Citations. Depending on the nature of the violation, the officer has the discretion to issue either an HCC College Citation or a State Traffic Citation. Traffic citations may be issued for violations which may include a warning or fines associated with the specific violation which is outlined on the Citation and explained to the violator. Appropriate fines and penalties are implemented for violation of parking and traffic laws and regulations set by the State of Maryland and the College.

## Creating a Safe, Collaborative and Inclusive Environment (continued)

Fines associated with an HCC Citations are payable at the College Finance Office with reductions offered when paid within 10 business days. The individual receiving the citation also has the right to request a trial which is outlined on the HCC Citation.

A State of Maryland Traffic Citation must be paid or handled through the District Court of Maryland. The process for handling a State of Maryland Traffic Citation are explained by the officer, and listed on the back of the citation.

For questions concerning your citation, you can contact an HCC police officer at 240-500-2308 or stop by the office at the Learning Resource Center room 115.

### Temporary Vehicles

Anyone driving a temporary vehicle for a day or longer should phone the Campus Police at 240-500-2308 for authorization and instruction.

*Policy Reference:*

[Board Policy 8050, Parking and Traffic.](#)

The image features a blurred background of people in an office setting, with a field of red tulips in the foreground. The text is centered over the image.

***EMPLOYEE COMMITMENTS  
AND EXPECTATIONS***

## Employee Commitments and Expectations

### Code of Trust

In accordance with [Board Policy 5031A](#), all employees are required to read and sign the [Code of Trust](#).

### Conflict of Interest- Ethics

Public sector employees are held to a high standard in conduct and ethics. The following procedures outline expectations for all employees to honor and uphold this standard.

#### Purpose:

All employees are expected to uphold the highest standards of ethical and professional behavior. Employees must avoid a conflict of interest, or the appearance of a conflict of interest, between personal interests and public responsibilities. The actions of employees reflect not only on the individual employee but also on the entire College community.

#### Procedures:

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.

*Policy Reference:*

[Board Policy 5032, Conflict of Interest and Maryland State Ethics Law.](#)

## Employee Commitments and Expectations (continued)

### Social Media Guidelines and Procedures

The College respects the First Amendment rights of others and embraces the free speech values that are paramount to a higher education environment. These guidelines are not intended to circumvent those rights. Rather the guidelines are to highlight key policies and laws, provide expectations, and offer advice on best practices to assist employees who administer social media accounts on behalf of the College.

### Employment of Family/Anti-Nepotism

#### Purpose:

These procedures are provided for employees and prospective employees in order to avoid conflicts of interest and potential favoritism that may occur when certain employment relationships are created among individuals who are related to one another.

#### Definitions:

Conflict of Interest is created when an employee receives benefit or opportunity in the workplace due to an immediate family member or personal relationship with a person in a supervisory capacity.

Nepotism is favoritism shown to an individual on the basis of a relationship.

#### Procedures:

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 a conflict of interest.

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.

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 a conflict, 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 act to resolve the conflict with reasonable effort made not to jeopardize an employee's opportunity for growth with the College.

## Employee Commitments and Expectations (continued)

### Definitions:

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

### Exceptions:

Exceptions must be approved in writing from the Executive Director of Human Resources.

### Resolution of Concerns:

If concerns arise, the College President is to make the final determination with advice of the Executive Director of Human Resources.

### Disclosure Requirement:

All employees and applicants are required to disclose to the identity of any of their family members who are employed by the College.

*Policy Reference:*

[Board Policy 5032, Conflict of Interest.](#)

## Expressive Activity on Campus

College property is primarily dedicated to academic, student life and administrative functions and also represents a place where a "marketplace of ideas" occurs and is respected.

As outlined in [Board Policy 8068](#), Expressive Activity, the College does not interfere with the rights of active students and student organizations, as those terms are defined in the Student Organization Policy, to the free expression of their views or impermissibly regulates their speech based on its content or viewpoint.

The College may, however establish reasonable time, place, and manner restrictions on expressive activity to ensure rights of others within the campus community are not violated and substantial disruption of normal college operations inside or outside of buildings does not occur.

## Employee Commitments and Expectations (continued)

### Political Activity on Campus

As outlined in [Board Policy 8067](#), Political Activity on Campus, as a public, tax-exempt organization, the College is subject to certain restrictions concerning political activities. The College may not participate or intervene in any political campaign in support of, or in opposition to, any candidate for public office or political party.

The College values the importance of open discussion on important issues and supports the free exchange of varying political viewpoints. As such, the College will provide opportunities to educate its students, faculty, staff, and community through candidate lectures, debates, and other activities, as long as all legally qualified candidates for public office have been given equal access and opportunity to speak and participate.

College employees are permitted and encouraged to participate freely, during non-work hours, in the political process. They are prohibited from using College resources, including email, computers, phones, photocopiers, etc., to endorse or oppose any candidate or political party. When working or speaking in support of, or in opposition to, a candidate or political party, employees are expected to do so as private citizens and not, at any time or place, in their individual capacities as college employees.

Employees are prohibited from wearing articles of clothing, hats, or masks supporting any individual associated with a committee, party, or association recognized under Internal Revenue Code Sec. 527(e)(1) while on campus.



***CELEBRATING OUR SUCCESS***





## Celebrating Our Success

### All College Colloquium

Colloquium provides an opportunity for the President to provide important information to staff and faculty such as updates, upcoming news, information and new initiatives. It also provides a time to provide campus-wide training in areas of critical importance such as campus security, IT safety, and topics deemed timely and relevant by the President.

Colloquium is held at the beginning of the Fall and Spring semesters, in conjunction with the Faculty Workshop Week. Attendance is strongly encouraged, and if an employee is not available to attend, is responsible for knowing the information that was covered.

### Commencement/Workforce Solutions Pinning Ceremony

Commencement is held once each year in May to celebrate the success and hard work of the College's graduates which is also a testimony of the dedication of faculty and staff who helped them achieve this milestone.

#### Participation in Commencement

Full-time faculty are required to attend Commencement and wear academic attire. In rare instances, a faculty member may be excused from attending Commencement. Permission to be absent may be granted by the Vice President of Academic Affairs and Student Services and such absence must be recorded in Kronos. In addition, all full-time faculty are required to attend, in academic attire, the annual Honors Convocation ceremony, held the week of Commencement.

Administrators are required to attend the College Commencement.

#### Workforce Solutions Pinning Ceremony

The Workforce Solutions & Continuing Education Pinning Ceremony is held in January and July for completers of designated programs. Faculty and staff are invited and welcomed to attend.

### Employee Recognition and Awards

The College values the hard work and dedication of its employees and recognizes it is important for employees to feel valued, recognized, and appreciated.

In addition to ongoing positive feedback to employees by their supervisors, it is important that teams and departments celebrate the achievements of individuals. Throughout the year, supervisors are encouraged to hold informal, special staff/department gatherings to recognize individuals or groups for their outstanding work.

Employees achieving educational milestones by earning degrees, certifications or becoming published are recognized in the College's annual report.

Finally, throughout the year the College hosts employee events such as picnics, holiday meals and activities to show appreciation for their dedication to the mission of the College.

## Celebrating Our Success (continued)

### **Honoring Retirement**

All College staff and faculty who are retiring from the College, are invited to a luncheon in July to honor their contributions to the College. The HCC Alumni Associate provides a Certificate of Appreciation plaque to be presented to the retiree during the luncheon.

## Appendix- Academic Affairs Faculty Guidebook

### **Academic Affairs Faculty Guidebook**

The Academic Affairs Faculty Guidebook is linked [here](#).



