

CHAPTER EIGHT

GENERAL POLICIES

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8.00.00 EMPLOYEE PERFORMANCE APPRAISAL PROCESS

The employee performance appraisal process stresses that supervisors work closely with the employees they supervise to help improve work performance. This is a shared process; supervisors and employees jointly develop a plan of work (not only what is to be done, but how it is to be done) and the performance standards to assess how well the plan was achieved. They should jointly review work performance and results together after a specified period of time. The purpose of the process is to strengthen each employee's job skills and contribution toward achieving the College's mission and goals.

Supervisors should use this opportunity for career counseling and exploration of strategies whereby the employees concerned can enhance their job skills.

A. General

A periodic employee appraisal is an integral part of the personnel development and management procedure of most organizations. The Richmond Community College employee appraisal process is similarly designed to be a significant tool for encouraging and measuring professional growth among faculty and staff, as well as for providing useful information for important personnel decisions. The process provides a common standard for all Richmond Community College employee appraisals and is linked directly to the Planning and Assessment system. The primary goal is to improve job performance through appraisals focused on specific professional skills and objective performance criteria. Properly applied, the appraisal process should help to enhance the quality of Richmond Community College's educational and managerial endeavors.

B. Evaluation Procedure: Permanent Employees

Every permanent full-time and part-time permanent employee at Richmond Community College will be formally evaluated each year as part of an ongoing appraisal process involving interaction between the employee and supervisor. Prior to the evaluation, the annual expected outcomes for the year in review should be evaluated and the expected outcomes for the up-coming year developed. The specific activities to accomplish the departments expected outcomes are to be reviewed with the employee and recorded on the evaluation form.

For Curriculum Faculty: will consist of the student evaluations and supervisor classroom evaluation in the fall semester. The results of the evaluations will be reviewed with the instructor and the results recorded on the performance evaluation form.

For all other employees: during the month of October, the supervisor will conduct a mid-year evaluation with the employee. The items on the performance evaluation will be reviewed and discussed with the employee.

The principal performance evaluation is conducted during the month of April for all employees. At this time, the supervisor and employee:

1. will review and evaluate the year's expected outcomes and supporting activities and the employee's performance in respect to the specific duties and responsibilities of the position.
2. make necessary changes to the job description to keep it relevant and current.
3. a self evaluation will also be completed by all curriculum faculty and submitted to their supervisor prior to their evaluation.

The completed evaluation forms, including all required signatures are to be submitted to the Director of Human Resources by April 30.

C. Evaluation Procedure: Part-time Adjunct Employees

The procedure for evaluating part-time adjunct faculty is described in Section 12.07.00C of this Manual.

8.01.00 DELETED – SEE SECTION 9.29.00

8.02.00 DISCIPLINE AND DISMISSAL

A. Philosophy

Employees at Richmond Community College are subject to the College's policies, procedures, regulations, and obligations which accrue to them by virtue of their employment. Employees are expected to maintain professional standards, to exercise responsible judgment, to perform their duties in a safe manner, and to behave with courtesy and integrity. It is the right of Richmond Community College to discipline or dismiss an employee for failure to fulfill these requirements.

As educational leaders, deans and Vice Presidents have the authority to change teaching and work schedules whenever necessary to maintain an effective learning environment. Changes in work and teaching schedules for educational reasons are not disciplinary actions.

B. Board Commitment

No employee may be dismissed, reduced in compensation, or otherwise deprived of any job-related advantages because of the exercise of constitutionally protected rights, including the exercise of academic freedom.

No employee may be dismissed, reduced in compensation, or otherwise deprived of any job-related advantages because of personal malice, arbitrary or capricious action of his supervisor, or because of political reasons.

No employee shall be dismissed from his employment except for just cause, financial exigency, or the discontinuance or modification of a program or department.

C. Violations of Employment Standards

An employee may be reprimanded, suspended, demoted, or dismissed for just cause. This includes, but is not limited to, failure to comply with the policies, rules, and regulations of the State Board of Community Colleges; the Richmond Community College Board of Trustees; the lawful directions of the President; unwillingness to submit to authority; disobedience of orders; and/or infraction of rules.

D. General Requirements

Any notice required or contemplated by these regulations shall be in writing. Additionally, notice of dismissal and/or notice of non-renewal shall be sent by registered mail with return receipt required. Any hearing required or contemplated by these regulations shall be closed to the public unless the employee and the Board of Trustees shall both agree in writing that the hearing be open.

Any hearing required or contemplated by these regulations shall be transcribed or electronically recorded, and a copy made available to the employee upon written request within ten (10) days of said request.

A copy of any written record sent to the Human Resource Office for inclusion in the employee's personnel file must be made available to the employee.

E. Procedure for Disciplinary Action

Any violation of employment standards should be reported directly to that employee's immediate supervisor.

Before taking any disciplinary action, and, if possible within seven (7) working days of the alleged infraction, the immediate supervisor will conduct a thorough

investigation of the alleged offense. Consultation with observers or parties involved should take place in private to protect the rights of all concerned.

The immediate supervisor should determine the seriousness of the offense and what steps should be taken to resolve the issue. However, in certain circumstances, the supervisor may ask for additional help.

To provide for correction of deficiencies, the following disciplinary sequence will be followed:

1. one official warning in writing,
2. one official reprimand in writing,
3. termination.

An employee may be suspended without notice by the President for causes related to personal conduct in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons.

The progressive disciplinary sequence is not required when a violation of employment standards is extremely serious and correction is urgent.

F. Official Warning

The immediate supervisor shall notify the employee in writing of the misconduct of which the employee is deemed guilty, and a warning that more severe action will be taken in the future if a further violation of standards occurs.

All pertinent information shall be contained in the written warning: date of offense, investigative information, and space for the affected employee to respond in writing to the warning.

The employee shall be given a copy of the official warning. The immediate supervisor will retain a copy for his personal files and a copy will be placed in the employee's personnel file as well. If the employee discontinues the misconduct, the official warning will be removed from his personnel file and destroyed one (1) year from the date of the incident.

If the employee continues in the same practice, an official reprimand shall be issued by the Division Dean or Vice President.

G. Official Reprimand

The Division Dean or Vice President shall issue an official reprimand specifying that should misconduct continue, dismissal action will be taken, and shall give a time limit of not less than two (2) weeks for remedial action to be taken by the employee. If the employee continues in the same practices, then the Division Dean or Vice President shall recommend dismissal of the employee to the President.

A copy of the official reprimand shall be sent to the Human Resource Office for inclusion in the employee's personnel file, a copy shall be given to the immediate supervisor, and a copy shall be given to the employee. If the employee discontinues the misconduct, the official reprimand will be removed from his personnel file and destroyed one (1) year from the date of the incident.

H. Predisciplinary/Predismissal Conference

Before any disciplinary action is taken, whether for misconduct or unacceptable performance, the President shall provide the employee with a written notice of proposed disciplinary action, which will include the nature of the proposed action and a date and time for a predisciplinary conference. At the conference, the employee may present response to the proposed disciplinary action to the President. The President will consider the employee's response, if any, to the proposed disciplinary action, and will, within three (3) working days of the predisciplinary conference, notify the employee in writing of the final decision to take disciplinary action. The notice of final disciplinary action shall contain a statement of the reason(s) for the action and the employee's appeal rights. The President will then forward the recommendation to the Board of Trustees for a final decision.

I. Termination

Except in an emergency involving life; personal injury; substantial disruption or impairment of the educational process; physical, mental, or emotional inability to perform one's assignments; felonious conduct; conviction of a felony or a crime involving moral turpitude; an employee shall not be dismissed except upon fifteen (15) days' notice following the disciplinary warning sequence.

If the employee requests a hearing, the President will set a date within ten (10) days of the request for the hearing. The employee will be informed of the hearing date by registered letter.

The employee will be heard by the Board of Trustees or its representative committee. The purpose of the hearing will be to determine findings of fact, as well as

reach a conclusion consistent with those findings of fact. Hearings will be conducted in confidential closed sessions, and both the employee and the Board will have the right to counsel to serve in an advisory capacity. The Board will conduct any investigation of the case it considers necessary, and provide the employee with a written response within five (5) days after its next regularly scheduled meeting. Decisions of the Board in grievance matters constitute the final administrative ruling on such matters.

J. Procedure for Suspension or Termination Without Prior Warning

1. If a violation of employment standards is too serious or too urgent to be resolved by the disciplinary warning sequence, the Division Dean or Vice President may refer the matter to the President with a recommendation for suspension or dismissal.

When an employee has been notified of the College's intent to dismiss, the President may suspend the employee at any time and continue the suspension until a final decision concerning dismissal has been reached by the procedures described hereafter. Such suspension shall be with full pay.

In cases of recommended dismissal, the President shall send an employee a written statement of intention to dismiss. The statement shall specify the reasons for the intended dismissal and a date and time for a predismittal conference in accordance with the Predismittal Policy.

If the employee requests a hearing, the President will set a date within ten (10) days of the request for a personal hearing on the matter. The employee will be informed of the hearing date by registered letter. The employee will be heard by the President and other staff, if the President desires. The purpose of the hearing will be to determine findings of fact, as well as to reach a conclusion consistent with those findings of fact. Hearings will be conducted in confidential closed sessions and both employee and President have the right to have counsel to serve in an advisory capacity.

If the employee is not satisfied with the decision of the President, he has five (5) days to submit a written request to the President for a hearing before the Board of Trustees. The Board will afford the employee a hearing as stated in its bylaws, conduct any investigation of the case it considers necessary, and provide the employee with a written response

within five (5) days after its next regularly scheduled meeting. Decisions of the Board in grievance matters constitute the final administrative ruling on such matters.

2. As of January 1, 2007, employees who are designated as ineligible for employment by the US Department of Homeland Security and/or the Social Security Administration will be immediately terminated from employment, in compliance with federal law.

8.03.00 UNLAWFUL WORKPLACE HARASSMENT

Richmond Community College prohibits any unlawful workplace harassment that is based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, or any other legally protected activity. It is the policy of Richmond Community College that no employee or student may engage in conduct that falls under the definition of harassment. It is also the policy of Richmond Community College to treat students fairly and to treat employees equitably in the terms and conditions of their employment. All employees and students are guaranteed the right to work and study in an environment free from harassment. Harassment shall here forth be deemed as discrimination, which is prohibited by North Carolina General Statutes 126-16.

A. Definitions and Parameters

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission is either explicitly or implicitly a term or condition of employment; (2) submission or rejection is the basis for employment decisions; (3) the behavior unreasonably interferes with work performance; or (4) the behavior creates an intimidating, hostile, or offensive work environment.

Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by employees or students or prospective employees or students.

This illegal misconduct may be either blatant or subtle, and can range from open threats of termination if sexual favors are not granted to seemingly benign, yet unwelcome touching or advances. Even continuous verbal comments, repeated suggestive remarks, or unwanted display of sexually explicit materials have been regarded by the courts as promoting a hostile workplace or learning environment.

Discriminatory Harassment is defined as an individual's conduct that has the purpose or effect of unreasonably interfering with an employees/students

work/schoolwork performance or creating an intimidating, hostile, or offensive working/educational environment because of sex, race, color, religion, national origin, age, disability, or any other legally protected activity.

Discriminatory harassment does not include simple teasing, offhand comments, or isolated incidents that are not extremely serious. The conduct must be sufficiently frequent or severe to create a hostile work environment or result in a "tangible employment action," such as hiring, firing, promotion, or demotion.

Examples of inappropriate behavior are: (1) visual messages that are degrading to or reflect negatively on protected groups; (2) slurs that describe a protected group; (3) nicknames that relate to a person's membership in any protected group; (4) or derogatory comments about an individual's membership in a protected group.

B. Confidentiality & Anti-Retaliation

Richmond Community College will protect the confidentiality of harassment allegations to the extent possible. Information about the allegation of harassment will be shared only with those who need to know about it. Records pertaining to harassment complaints will be kept confidential.

Richmond Community College prohibits acts of retaliation (adverse treatment) against any employee who files a complaint of harassment or provides information related to such complaint. Any acts of retaliation will be grounds for disciplinary action, up to and including termination (See section 8.02.00 Discipline and Dismissal).

C. Complaint Procedures

Any employee who feels harassed should emphatically state to the other person that the behavior is not acceptable and that further action will be taken if it is repeated. The employee should also keep a written record of the event(s) including date, person(s) involved, what was said or done, and the names of any witnesses.

If the employee feels the initial action is too severe, he should report the action immediately. If the unacceptable behavior continues, it is the responsibility of the employee to take reasonable steps to avoid harm from the harassment and report it as stated herein.

Alleged complaints of harassment are to be reported to the Director of Human Resources or the Vice President for Student Development within 30 days of the last day of unlawful harassment. Appropriate steps will then be taken to conduct a prompt, thorough, and impartial investigation of the complaint as outlined in the procedures below.

D. Investigation Procedures

The investigator will conduct a prompt, thorough, and impartial investigation into the alleged harassment. The investigator will be responsible for objectively gathering and considering all relevant facts. Once all of the evidence has been gathered, a report with all of the findings will be prepared for the President to review. The President, with input from the investigator, will then determine whether harassment has occurred and any corrective actions that need to be taken.

E. Corrective Action/Disciplinary Procedures

When it has been determined that harassment has occurred, appropriate corrective action will be taken up to and, including discharge. Both parties of the complaint will be made aware of the decision and corrective actions that will be taken.

8.04.00 DISABILITY

In accordance with federal regulations as outlined in Sections 503 and 504 of the **Rehabilitation Act of 1973** and the **Americans with Disabilities Act of 1990**, and the **ADA Amendments Act of 2009**, the Board of Trustees of Richmond Community College affirms that the College will follow the required guidelines in the hiring of disabled persons and will make reasonable accommodation in all aspects of their employment: job assignments, promotions, training, transfers, working conditions, terminations, etc. The Vice President for Student Development is responsible for student accessibility, the Dean of Instructional Services for program accessibility, and the Director of Facility Services for facilities, and the Director of Human Resources for the employment aspects of the law. The Vice President for Administrative Services and CFO is the coordinator for all areas.

A. Definition

A "disabled person" is defined as anyone who (1) has a physical or mental impairment which substantially limits one or more major life activities, or (2) has a record of such impairment - this includes people with AIDS or other communicable diseases, or (3) is regarded as having such impairment.

B. Reasonable Accommodation

"Reasonable accommodation" means making necessary adaptations to enable a qualified disabled person to work. It may include: (1) making facilities used by all employees accessible to disabled persons, and (2) making modifications in jobs, work schedules, equipment, or work area unless it creates an undue hardship on the College.

C. Process for Grievance

Any full-time or part-time employee who feels that he has received unfair treatment under the provisions of this policy should follow the Grievance Procedure (8.09.00) to seek correction of the situation. The policy for non-employees is available in the office of the Vice President for Administrative Services and CFO and the office of the Director of Human Resources.

8.05.00 DRUGFREE WORKPLACE

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex ones for which there are no easy solutions. From a safety perspective, the users of drugs or alcohol may impair the well being of all employees, students, and the public at large: drug and alcohol uses may also result in damage to college property. Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the College workplace, on college premises, or as part of any college-sponsored activities. (Non-college sponsored activities are exempt from this policy.) Any employee violating this policy will be subject to disciplinary action up to and including termination and referral for prosecution.

All employees of the College are covered by this policy. This includes all permanent employees as well as temporary employees. Students employed under the College work-study program are considered to be employees of the College, if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, or local public agency; a private nonprofit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

All employees are to be informed of the College's substance abuse policy and be made aware of its contents. Employees shall be given a summary of the College's policy and be required to sign an Acknowledgment of Receipt and Understanding form.

A. Definitions

Controlled Substance: any drug listed in **21 CFR Part 1308** and other federal regulations as well as those listed in **Article V, Chapter 90** of the **North Carolina General Statutes**. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to: heroin, marijuana, cocaine, PCP, and "crack." They also include "legal" drugs, which are not prescribed by a licensed physician.

Alcoholic Beverage: includes beer, wine, whiskey, and any other beverages listed in **Chapter 18B** of the **General Statutes** of NC.

Conviction: a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

B. Drug Use Prohibitions

RCC does not differentiate between drug users, drug pushers, or sellers. Any employee who possesses, uses, sells, gives, manufactures, or in any way transfers a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity, will be subject to disciplinary action, up to and including termination or expulsion and referral for prosecution.

It is also against the College's policy for any employee to report to work or to work with the presence of illegal drugs in the employee's body. An employee will be considered under the influence of drugs when, in the judgment of the employee's supervisor that the employee's ability to perform the job safely and effectively is affected by the use of drugs. A drug test by a scientifically acceptable method may be performed. A medical review officer will review the results of the drug test and determine if the result is positive or negative. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Refusal to submit to, efforts to tamper with, or failure to pass a drug test will result in dismissal. (See Testing)

C. Alcohol Use Prohibitions

Any employee who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

It is also against the College's policy for any employee to report to work or to work while under the influence of alcohol. An employee will be considered under the influence of alcohol when, in the judgment of the employee's supervisor that the employee's ability to perform the job safely and effectively is affected by the use of alcohol. An alcohol test by a scientifically acceptable method may be performed. A medical review officer will review the results of the drug test and determine if the result is positive or negative.

Refusal to submit to, efforts to tamper with, or failure to pass a drug test will result in dismissal. (See Testing)

D. Arrest or Conviction for Drug or Alcohol Related Crime

If any employee is convicted of violating any criminal drug or alcohol beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, he will be subject to disciplinary action up to and including termination. Alternatively, the College may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment at the College. RCC has contracted with McLaughlin Young Employee Services to provide an Employee Assistance Program (Section 8.05.01) to RCC employees.

Each employee is required to inform the College, in writing, within five (5) days after he is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.

Convictions of employees working under federal grants for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The Vice President for Student Development must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within thirty (30) calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

E. For Cause Testing

Employees may be asked to submit to a drug or alcohol test if cause exists to indicate that their ability to perform work safely or effectively may be impaired. Testing for cause should be based on specific objective facts and reasonable inferences drawn from these facts in the light of experience. Testing for cause does not require certainty; however, mere "hunches" are not sufficient to meet this standard.

Factors which could establish cause include, but are not limited to: direct observation of an individual engaged in drug-related activity; sudden changes in work performance; violation of safety policies or failure to follow safe work practices; discovery of, or presence of drugs in an employee's possession; or odor or residual odor peculiar to some drugs.

If a supervisor believes cause exists, the supervisor should immediately report his findings to the Director of Human Resources or Vice President for Administrative Services and CFO.

F. Testing Procedure

The college will determine for which drugs testing will be performed. If the employee refuses to consent to testing, fails to appear for testing, tampers with the test, or fails to cooperate with the testing procedures, he or she will be dismissed.

The college will employ an accurate testing program. Urine and blood samples and/or breathalyzer results will be analyzed by a highly qualified independent laboratory certified by the National Institute on Drug Abuse (NIDA). All urine samples will be tested according to the following sequence.

All urine samples will first be subjected to an initial screening process to detect the presence of illegal drugs.

Those samples having a negative screen will be considered to have tested negative, and no further testing will be done on that sample.

Those samples that test positive on the first screen will be tested more extensively by means of Gas Chromatography/Mass Spectrometry (GC/MS) to eliminate any false-positive tests and confirm the presence of illegal drugs. Results from the drug/alcohol testing will be reviewed by a medical review officer who will determine if the test is positive or negative.

The Director of Human Resources will inform employees, who consent to testing, of the results. As set forth within, a positive test will result in disciplinary action, up to and including dismissal. Any employee who adulterates a specimen or who otherwise attempts to invalidate a test shall be dismissed.

Urine collection procedures shall allow individual privacy unless there is reason to believe that a particular individual may adulterate or substitute the specimen to be provided, based upon knowledge of prior substance use (e.g., a previous positive test), or based upon the circumstances.

Employees who test positive may appeal the test result in accordance with the procedure listed herein.

Appeal of Confirmed Positive Test

After receipt of a report confirming a positive test result from the testing laboratory, the College will inform an employee in writing of the positive test result and the consequences of the positive test result.

An employee may request and receive from the College a copy of the test result report. Within the three working days after receiving notice of a confirmed positive test result, the employee may submit information to the College explaining the positive test result and the reason(s) why the result does not constitute a violation of the College's Substance Abuse Policy.

The employee may request that a retest be performed on the initial specimen by a NIDA-certified laboratory. The employee shall be responsible for all costs associated with conducting this retest.

8.05.01 EMPLOYEE ASSISTANCE PROGRAM (EAP)

As a part of its commitment to employees, RCC has established an Employee Assistance Program (EAP) to help employees seek assistance in resolving alcoholism, drug abuse, and other personal problems that may be affecting their health, safety, and/or job performance. The EAP supplements, but does not replace, the existing procedures for dealing with problem employees. This EAP is designed to identify job performance problems at the earliest possible state, motivate employees to seek help, and direct the employee toward the most appropriate assistance available.

It is a policy of RCC to maintain an EAP as a benefit to assist employees with personal problems that may adversely affect their job performance. Since family problems also impact on job performance, the immediate family may also be assisted when necessary.

A. EAP Defined

All full-time and part-time permanent employees are eligible for EAP services. These services are to be effective immediately and shall remain in effect until further written notice from the College.

The EAP is a CONFIDENTIAL program intended to assist employees with personal problems that may adversely affect their job performance. Such personal problems include, but are not limited to, alcoholism, drug abuse, emotional disorders, family problems, marital discord, legal and financial difficulties.

Implementation of this policy does not result in any special regulation, privileges, benefits, or exemptions from the College's policies. No employee will have job security or promotional opportunities jeopardized solely because of participation in the EAP.

B. Use

Employees are entitled to three free visits per year. The employee is then responsible for any additional cost of treatment as with other illnesses. (Some personal insurance plans may provide coverage to assist with cost.)

Leave may be granted for treatment on the same basis as is granted for any health problem. (See Sick Leave and Family Medical Leave.)

C. Referrals

Self-Referral:

Employees who are experiencing a problem, which they feel, may impair job performance, or any other aspect of their life, are encouraged to seek information and assistance voluntarily by contacting the Director of Human Resources or McLaughlin Young Employee Services.

Disclosure of participation in the program will not be made for self-referrals.

Supervisor Referral: (to be used in conjunction with the Disciplinary Policy):

Supervisors play a vital role in the identification and referral to the EAP of employees experiencing job-related problems. This does not, however, require nor allow management, nor the employee's supervisor, to become knowledgeable of the employee's problems or to become diagnosticians. It is the responsibility of every supervisor, therefore, to ensure that this policy is communicated to and applied consistently to all employees under their supervision by:

1. Referring to the Director of Human Resources employees with personal problems that affect their ability to perform their jobs or that jeopardize their health or safety or the safety of their fellow employees. The Director of Human Resources will refer employees to the EAP when appropriate.
2. Enforcing the College's policy of alcohol and drugs.
3. Initiating efforts to refer employees with alcohol and/or drug problems for treatment, in part because alcohol and drug abuse problems can create hazardous conditions.
4. Referring to the Director of Human Resources for appropriate disciplinary action against employees who violate the College's policy on alcohol and drugs. Any disciplinary action will be based not on the employee's condition but on the effects the condition is having on the individual's job performance. This includes, but is not limited to, the inability of the employee to safely or efficiently perform his or her essential job functions,

the employee's excessive absenteeism, and/or possession, use, sale/transfer, or manufacture of alcohol or drugs on college premises or as part of any college-sponsored activity.

When an employee's job performance, personal conduct or attendance becomes unsatisfactory and the employee is unable or unwilling to correct the situation alone, or with normal supervisory assistance, the employee's immediate supervisor, area Vice President or the Director of Human Resources may make an offer of professional help through the EAP. The Vice President or his designee may require that an employee seek professional help through the EAP as a condition of continued employment.

Appropriate disciplinary actions will be taken whether the employee accepts or declines participation in the EAP. Participation in the program does not negate the employee's responsibility to perform or conduct himself/herself in a satisfactory and appropriate manner.

When an employee is referred to the EAP due to job performance problems, reports of the employee's participation in the program will be provided to the supervisor and the employee will be required to sign a release of information form to enable the treatment facility to release attendance information only. Strict confidentiality of records is essential and will be scrupulously maintained.

8.06.00 SAFETY AND HEALTH PROGRAMS

It is the consideration of top management that the employees of Richmond Community College are our most important assets, and every effort will be made to protect them by providing a safe and healthy working place. This is the primary responsibility of each supervisor. In addition, each employee must carefully follow established safe work practices. We will voluntarily comply with both the letter and intent of safety and health standards promulgated under the Occupational Safety and Health Act of 1970. Doing so is not only a moral obligation, but is inseparable from good management of our limited and most precious resource - the employees.

A. Safety & Health Committee Chair

The Safety & Health Committee Chair is designated as the focal point for all matters pertaining to employee safety and health. The safety chair will function in the role of coordinator and assist department heads in fulfilling their responsibilities for preventing accidents. The safety chair will continuously monitor the progress of this plan to control accidental losses and keep top management informed on both the progress being made and problems that develop.

B. No Loss of Pay

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the safety committee shall be allowed reasonable time to exercise the rights of the committee without any loss of pay or benefits for time spent on duties of the committee.

C. Self Inspection/Evaluation

The safety chair in cooperation with the safety committee will cause a thorough inspection to be made within the workplace as often as necessary, but at least once every three months. Particular attention will be given to employee work habits in addition to identifying hazardous conditions. During this inspection, employees will be consulted and their concerns addressed. A written record of the inspection results and a list of corrective actions taken will be maintained by the safety chair for review. Realistic dates shall be established for correcting each hazard noted during an inspection and the safety chair will track corrections of hazards. Department heads and supervisors shall be responsible for ensuring correction of hazards in their work areas.

File copies of all inspections will be retained in the workplace by the safety chair for two years.

D. Safety and Health Training For Employees and Committee Members

Supervisors should be our most knowledgeable, skillful, and safety conscious employees. Supervisors are to always set a good example for subordinates and to constantly function as their trainer.

During initial orientation of current and new employees, management will ensure that the employees are fully capable of coping with all potential emergencies and are aware of job related hazards. An employee is not to work without direct, immediate supervision until this is accomplished. All employees will be provided a copy of the company safety and health policy (in the RCC Policy and Procedure Manual) during orientation, which shall be reviewed by the safety chair and supervisor with the employee.

Safety and health committee members and supervisors will receive additional training on the company's safety and health program, hazard recognition, hazard correction and control, and the rights and responsibilities of the safety committee as outlined elsewhere in this document.

Occupational safety and health refresher training will be provided for employees and committee members at least annually and when operation changes result in new or different safety or health hazards.

The safety chair will facilitate all safety and health training necessary and retain all written plans necessary to maintain an ongoing effective safety and health program.

E. Emergency Situation and Medical Treatment

Emergency telephone numbers (fire, rescue, etc.) should be conspicuously posted near every telephone unit.

The responses to emergency situations, which may affect all employees, will be planned and coordinated by the safety chair and safety committee. Department heads will identify and plan courses of action for special emergencies, which would be confined to their sphere of responsibility. Emergency procedures will be exercised as often as necessary to ensure proficiency in coping with the emergency, but no less often than once a year.

First aid medical care will be provided through the Department Head, who shall have access to first-aid supplies and trained first aid medical personnel.

F. Accident and Illness Investigation

Personal injuries (other than first aid), property damage, accidents, "near misses" that could have resulted in personal injury, and all occupational illnesses will be promptly and thoroughly investigated to determine what happened, why it happened, and what should be done to prevent recurrence of similar mishaps or conditions. The responsible supervisor will ensure that such an investigation is conducted and will obtain technical assistance from other sources as needed. The safety chair and safety committee will review all such reports and recommend any further action necessary.

G. Other Employers/Employees on Site

The safety chair shall be responsible for ensuring that all outside employers who have employees on our site comply with our safety and health rules. Outside employers shall be required to review with the safety chair all planned work procedures and potential hazards before any work begins. The safety coordinator will in turn review this information with department heads and supervisors. Department heads and supervisors will inform and train affected employees. No outside employer will be allowed to perform work on our site if it cannot be done safely. The safety coordinator shall maintain supporting documentation of this activity.

H. General Employee Safety Rules

Managers and supervisors at all levels will strictly enforce the following general rules for employee protection.

1. Promptly report all accidents to your immediate supervisor even when an injury is not readily apparent, such as a possible strain of lower back muscles.
2. Wear the prescribed personal protective equipment for each job and ensure that it is in a fully serviceable condition before commencing work.
3. Loose clothing, jewelry, and hair longer than shoulder length shall not be worn around moving machinery.
4. Smoke only in those areas designated for smoking.
5. Employees will report to work in a rested condition, unaffected by alcohol or drugs.
6. Firearms and other types of dangerous weapons will not be brought onto the premises, except for sworn law enforcement officers.
7. Operate only those machines on which you have been trained by supervision.
8. Avoid running and all undue haste. Do not engage in horseplay or taking chances.
9. Lift objects with leg muscles and keep the load close to your body. When in doubt as to your safety, always get assistance or use a mechanical lifting device.
10. Do not take chances with any job. Pause and think before acting. If in doubt, ask your supervisor. Do not use defective equipment. Employees who knowingly violate these rules or established safe work practices will be subject to appropriate disciplinary actions as set forth in Section 8.02.00, Discipline, and Dismissal. Flagrant violations may result in termination of employment on the spot.

I. Safety and Health Committee

A safety and health committee will be part of our safety program. Half of the committee will be non-management employees and in representative numbers as described in General Statute 95-252.

1. Selection

Committee membership is described in section 3.03.00 of the RCC Policy and Procedure Manual.

2. Rights

The safety and health committee shall, within reasonable limits and in a reasonable manner, exercise the following rights:

- (a). Review the safety and health program established by the employer.
- (b). Review incidents involving work-related fatalities, injuries and illnesses, and complaints by employees regarding safety or health hazards.

- (c). Review, upon the request of the committee or upon the request of the employer representative or employee representatives of the committee, the employer's work injury and illness records, other than personally identifiable medical information, and other reports or documents relating to occupational safety and health.
- (d). Conduct inspections of the worksite at least once every three months and in response to complaints by employees or committee members regarding safety or health hazards.
- (e). Conduct interviews with employees in conjunction with inspections of the worksite.
- (f). Conduct meetings, at least once every three months, and maintain written minutes of the meetings.
- (g). Establish procedures for exercising the rights of the committee.
- (h). Make recommendations on behalf of the committee, and in making recommendations, permit any members of the committee to submit separate views to top management for improving the program.

8.06.01 BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

It is mandatory that all Richmond Community College employees attend annual training sessions to review the College's Bloodborne Pathogens Exposure Control Plan. Documentation of each employee's attendance is maintained in the Human Resource Office and subject to review by the Occupational Safety and Health Administration (OSHA).

8.06.02 CHEMICAL HYGIENE PLAN AND HAZARDOUS COMMUNICATION PLAN

It is mandatory that all maintenance employees, nursing staff, and biology/chemistry instructors attend annual training sessions to review the College's Chemical Hygiene and Hazardous Communication Plans. Documentation of each employee's attendance is maintained in the Human Resource Office and subject to review by the Occupational Safety and Health Administration (OSHA). The Chemical Hygiene Officer keeps these plans.

8.06.03 PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM, FORKLIFT PROGRAM, AND TAGOUT PROGRAM

It is mandatory that employees covered by these plans be trained as specified in each of these plans. The training logs for these programs are to be maintained by the Director of Facility Services. The Director of Facility Services maintains and keeps these plans.

8.07.00 SMOKING / TOBACCO-FREE CAMPUS

Smoking is NOT permitted in RCC facilities. This includes all buildings on the main campus, James Building and Scotland Centers. This also includes all classes taught by RCC personnel, regardless of the location. Faculty and staff are asked to observe smoking regulations as a courtesy and as a safety precaution

Smoking will be allowed only under the awning on the patio outside the Student Center and outside the Cole Auditorium in a designated area. Ashtrays and containers have been provided in the designated areas to keep the campus clean.

Effective January 1, 2010, all Richmond Community College sites become tobacco-free. While parking lots will be considered tobacco-free, this policy does not prevent a person's tobacco use inside a personally-owned vehicle.

History note: Amended Effective: December 2, 2008.

8.08.00 FOOD/BEVERAGES

Food and beverages are permitted **ONLY** in faculty and staff offices, in the Student Center, and outside of all buildings. All instructional areas, including the Teaching Auditorium are off-limits with respect to food and drink. Staff/faculty are responsible for reminding students who violate this regulation.

8.09.00 APPEALS/GRIEVANCE PROCEDURE

The grievance procedure provides an adequate and fair means for hearing matters of concern to college employees. All employees paid with state or local funds must initiate appeals within thirty (30) days of occurrence, except for discrimination charges or appeals by federal contract employees who must initiate within 180 days of occurrence. Time limit for both employee and college to complete grievance procedures is 180 days after initiation, except when the next regularly scheduled Board of Trustees meeting does not fall within the 180 days.

The Director of Human Resources may be consulted at any step. Employees may also consult legal counsel or pursue appeals through the courts.

Decisions by the Board of Trustees constitute the final administrative ruling.

A. Appeal to Immediate Supervisor

1. The employee is expected to discuss a problem with the immediate supervisor and to seek relief on an informal basis before initiating a formal appeal.

2. If the employee is unable to obtain satisfaction through informal discussions, he must submit a formal appeal, within ten (10) days of the informal meeting, to his immediate supervisor. The appeal must be in writing and must include a summary of all pertinent dates and details concerning the grievance.
3. The immediate supervisor has ten (10) working days to make a decision and to respond to the employee in writing giving his decision and rationale for it.
4. If the grievant is not satisfied with the decision of his immediate supervisor, he has ten (10) working days to file an appeal to his division head.

B. Appeal to Division Head

1. The appeal shall be submitted in writing and shall contain all information concerning the occurrence.
2. Within ten (10) working days, the division head shall meet with the grievant. If, after the discussion, the grievance remains unresolved to the satisfaction of the grievant, the division head shall make a written statement of his decision and the rationale for it.
3. If the grievant is not satisfied with the written decision, he may, within ten (10) working days, file an appeal to the area Vice President.

C. Appeal to Vice President

1. The appeal shall be in writing and shall contain all information and documents involved in the grievance to this point.
2. Within ten (10) working days, the Vice President shall meet with the grievant to review the appeal. If the grievant is still dissatisfied after this interview, the Vice President shall make a written statement which contains his decision and the rationale for it.
3. If the grievant is not satisfied with the decision, he may, within ten (10) working days, file an appeal to the President of the College.

D. Appeal to the President

1. The appeal shall be in writing and shall contain all information and documents involved in the grievance to this point.

2. Within thirty (30) working days, the President will meet with the grievant and review the grievance and appeal steps. The President will then submit his decision, in writing, to all appropriate parties.
3. Should the grievant still be dissatisfied, he may, within thirty (30) days, ask for a review of his appeal by the Board of Trustees.

E. Review by Board of Trustees

1. The request for a review of the appeal by the Board of Trustees must be in writing and must contain all documents and records involved in the appeal to this point. The request is given to the President who forwards it to the Chairman of the Board. The Chairman shall refer the matter to the Personnel and Salary Committee for review and/or hearing and make recommendation to the Board as outlined in the Bylaws.
2. The Board shall render its decision within thirty (30) days, or by the next scheduled Board meeting, and shall provide all parties with a written copy of its decision.

8.10.00 REDUCTION-IN-FORCE (RIF) PLAN DEFINITION OF TERMS

1. "**Termination**" means the cessation of employment of an employee before the expiration of the contract term for reasons of financial exigency or program change or elimination. Non-renewal of a contract does not qualify under this policy.
2. "**Employee**" means any permanent full-time or permanent part-time person. Categories of employees not subject to this policy include the President, who serves at the pleasure of the Board of Trustees; any person who is in a position funded entirely by special grant monies and whose term of employment is defined by the grant period; and any temporary full-time or temporary part-time faculty or staff.
3. "**Financial Exigency**" means any significant decline in financial resources brought about by a decline in enrollment or by any other action or events compelling a reduction in the current operations budget.
4. "**Program Change**" means elimination, curtailment, or reorganization of a curriculum offering or other program, or a reorganization or consolidation of two or more departments or curricula for reasons unrelated to financial exigency.
5. "**College**" means Richmond Community College.
6. "**Board**" means the Board of Trustees of Richmond Community College.

7. "Day," except where calendar days are specified, means every day including Saturdays and Sundays, but does not include official school holidays.
8. "Lay-off" means to cease to employ a worker temporarily.

A. RIF Plan

Richmond Community College reserves the right, during a contract period, to reduce its personnel in the event of financial exigency, material changes in duties or organization, abolishment of a position(s), curriculum termination, or other related reasons. No reduction-in-force will be based upon personal malice, race, color, sex, religion, national origin, age, disability, the exercise of the right of academic freedom, or the right of freedom of speech as guaranteed by the First Amendment of the United States Constitution.

Decisions to reduce personnel within a department or area shall be based on the following criteria:

1. Functions needed to carry out the objectives of Richmond Community College as stated in publications such as the **College Catalog** and the **RCC Policy and Procedure Manual**;
2. Years of institutional employment;
3. Category of employment agreement.

In the event of a reduction-in-force, part-time personnel shall be terminated prior to termination of full-time personnel, in all cases where it is practical to do so. Those terminated under this policy will be given first consideration for a period of one (1) year if there are openings for which they are qualified.

B. Procedure

1. The President of Richmond Community College shall publish a notice to all college personnel stating the reason for a reduction-in-force, how many part-time or full-time positions the reduction may affect, and the deadline for a final decision on the reduction-in-force.
2. The Vice Presidents shall submit a written report to the President, within a period of time designated by the President, which identifies areas within their jurisdiction that could be considered for a reduction-in-force.
 - (a). Vice Presidents may seek input for decision-making from their supervisory personnel (if applicable).

- (b). Identification of areas in which reduction may take place will be based on funding source, on generation of FTE, and on the objectives of the College.
3. The President shall call a general meeting of the Vice Presidents to allow each an opportunity to present his views and to make any special remarks.
 4. At this meeting, or within five (5) school days thereafter, all staff shall receive written notification from the President of those areas which shall be reduced-in-force, and those positions which shall be affected within each area.
 5. After consultation with appropriate department heads/supervisory personnel, the Vice Presidents shall submit to the President their written recommendation for reduction-in-force. Personal interviews for clarification may be requested.
 6. After reviewing the written recommendations of the Vice Presidents, the President will offer a personal interview with each affected employee to inform him of the decision. Within seven (7) calendar days, the President will submit a formal reduction-in-force recommendation to the Board of Trustees for final approval.
 7. If the Board of Trustees accepts the reduction-in-force recommendation, the President shall, in writing, notify those persons affected of this decision. In no instance shall an employee be given less than thirty (30) calendar days' notice of termination.
 8. Any employee terminated pursuant to the procedure shall retain a right to reemployment for a period of one (1) year from the date of separation. At the time of reemployment, all benefits within current policy, including accumulated sick leave, shall be restored. However, should an employee refuse to accept a qualified job opening or fail to respond to an offer within ten (10) calendar days (excluding official holidays) after receipt of the offer by certified mail, the employee's right to reemployment is terminated.
 9. On the day of separation, the employee may request, in writing, consideration for reemployment in any future job opening in a lower graded position for which he is qualified. No employee, however, shall be offered more than three (3) such positions. Refusal of lower graded positions by the employee does not relieve the College of its obligation to offer any available equal job opening, for which the employee is qualified, for a one (1) year reemployment period.
 10. Employees returning from termination to an equal position shall be employed at not less than their former salary if funds permit.

C. Appeal of Individual Terminations

1. **Request for a Hearing.** Within ten (10) days after receiving a written notice of termination, an employee may request a review of the action by the Board of Trustees. Review shall be solely to determine whether the decision to terminate was arbitrary or capricious with respect to that individual or was in violation of law.
2. **Conduct of the Hearing.** The hearing shall be conducted privately with only the members of the Board, the employee, the President, and such witnesses as may be called in attendance, with the exception that the employee and the President may each be accompanied by a person who may give counsel. All proceedings may be recorded upon prior request. A quorum shall be present as specified in the Bylaws of the Board. A Board member who has significant conflict who does not disqualify himself shall be disqualified by a motion adopted by the Board. A recording of the proceedings may be made upon request prior to the hearing and given to the employee. The Board shall consider only such evidence as is presented at the hearing which it deems fair and reliable. All witnesses may be questioned by the Board members, the employee, and the President. Except as herein provided, the conduct of the hearing shall be under the chairperson's control.

The hearing shall begin with the employee's presentation of contention, limited to those grounds specified in the request for a hearing and supported by such proof as the employee desires to offer. When this presentation is concluded, and unless there is a rebuttal, the Board shall recess to consider whether the proof offered in support of the contention does, in fact, establish the contention. If the Board determines that the contention has been established, it shall notify the parties, and the hearing shall proceed. The President shall then present, in support of the decision, such testimonial of documentary proofs as he desires to offer, including his own testimony.

After the President completes his presentation, the Board shall consider the matter in executive session. The burden shall be on the employee to show that the decision to terminate was arbitrary or capricious or in violation of law.

If the Board determines that the employee's contention has not been established, it shall provide a simple unelaborated statement to notify the

employee and the President. Such a determination shall finally confirm the decision to terminate. If the Board determines that the employee's contention has been established, it shall so notify him and the President by a written notice that states what corrective action must be taken.

8.10.01 FURLOUGH POLICY

POLICY

Richmond Community College may implement a mandatory furlough should financial circumstances warrant the use of such a contingency. If necessary, a furlough will be implemented in accordance with North Carolina State law and within the following guidelines:

A. Definitions

1. "Furlough" means a temporary mandatory period of leave from employment without pay.
2. "Financial Exigency" means any significant decline in financial resources brought about by a decline in enrollment or by any other action or events compelling a reduction in the current operations budget.

B. Benefit Protection

Unless there is any law to the contrary, a furloughed employee shall have the following benefit protections:

1. Retirement System – the employee shall be considered in active service during any period of furlough and shall be entitled to the same benefits to which they were entitled to on the workday immediately preceding the furlough.
2. State Health Plan – the employee shall be considered eligible for coverage under the Plan on the same basis as on the workday immediately preceding the furlough.
3. Leave accrual – the employee shall continue to accrue leave during the duration of the furlough.
4. Longevity – the employee shall not lose State service time toward longevity during the duration of the furlough.

C. Furlough Plan

Richmond Community College reserves the right, during a contract period to temporarily reduce employees' working hours in the event of a financial exigency.

Prior to initiating a furlough, the President shall determine whether a furlough is reasonable and necessary in meeting the financial needs of the College. The President shall consult with the Vice Presidents to develop a plan for implementing the furlough. The plan shall, at a minimum, include the following: (1) the employee groups impacted, (2) the time period for the furlough, (3) the duration of the furlough, and (4) any supervisory oversight responsibilities.

This policy may be superseded by Executive Order of the Governor or an Act of the North Carolina Legislature.

8.11.00 CONFLICT OF INTEREST

All local Trustees and employees of the College must adhere to the following conflict of interest policies found in this Section.

A. Employment of Relatives (Nepotism)

Richmond Community College's policy on the employment of relatives is established by the **North Carolina Administrative Code 2C.0204** "Policy on the Employment of Relatives in North Carolina Technical Institutes and Community Colleges."

Present and prospective employees shall be evaluated on the basis of individual merit, without respect to race, sex, religion, national origin, disabilities, or any other factors not involving professional qualifications and performance. In accordance with the policy principle, the following restrictions are adopted to avoid the possibility of favoritism based on family relationships:

1. The college shall not employ two (2) or more persons concurrently who are closely related by blood or marriage in positions which would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.
2. "Closely related" is defined as mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson,

- granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother, step-sister, guardian or ward.
3. With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

B. Limitation of Political Activity

Each employee of Richmond Community College retains all the rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and in the Constitution and laws of the United States of America (also refer to North Carolina Administrative Code 2C.0208).

1. Restrictions

No employee shall:

- (a). campaign for political office or otherwise take any active part in managing a campaign, or engage in political activity while on duty or within any period of time during which he is expected to perform services for which he receives compensation from Richmond Community College. (This includes College employees who are elected officials.) Leave must be taken for any time away from the College for the interest of the elected office.
- (b). otherwise use the authority of his position or utilize college funds, supplies, or vehicles to secure support for, or opposition to, any candidate, party, or issue in a partisan election involving candidates for office or party nominations, or affect the results thereof.
- (c). use any promise, reward, or threat of loss to encourage or coerce any employee of the College to support or contribute to any political issue, candidate, or party.

2. Disciplinary Action

Failure to comply with this policy is grounds for disciplinary action, which in cases of deliberate or repeated violation, may include dismissal or removal from office.

C. Gifts and Favors

1. No official or employee shall accept any gift, favor, or thing of value that may tend to influence that employee in the discharge of duties.
2. No official or employee shall grant any improper favor, service, or thing of value in the discharge of duties.
3. **Exceptions:** Does not prohibit the giving or receiving of:
 - (a). Honorariums for participating in meetings.
 - (b). Advertising items or souvenirs of nominal value.
 - (c). Meals furnished at banquets (not other meals).
 - (d). Donations to professional organizations in which governmental employees are members (employees may participate in meetings open to all members).
 - (e). Customary gifts or favors between employees or officers and their friends, relatives, and those of their immediate family "where it is clear that it is the relationship rather than the business of the individual concerned is the motivating factor for the gift or favor." Anything accepted under this exception must be reported to the College President if the donor is doing business with the College.

D. Limitation of Purchasing and Contracting

Every reasonable effort shall be made to avoid making school purchases from or through college employees and the local Trustees. All local Trustees and employees must adhere to the conflict of interest provision found in **North Carolina General Statute 14-236** which prohibits:

1. having any direct or indirect pecuniary interest in supplying any goods, wares, or merchandise to any state institution or school,
2. acting as agent for any manufacturer, merchant, dealer, publisher, or author of any article of merchandise to be used by any state institution or school,
3. directly or indirectly receiving any gift, emolument, reward, or promise of reward for his influence in recommending or procuring articles for any state institution or school.

Penalty: Violation constitutes a misdemeanor.

Exceptions: (1) Does not apply if the employee or trustee owns 10% or less of stock or is an employee in a corporation or business entity that is contracting with the unit (one or the other, not both).

E. Secondary Employment

In maintaining compliance with the policies of the State Board of Community Colleges, it is necessary to adopt policies and procedures that prevent conflict between RCC employees' primary employment responsibilities and any secondary employment in which they may be engaged.

The employment responsibilities to the College, as defined in the respective position description, are **primary** for any permanent employee; any other employment in which that person chooses to engage is **secondary**. This includes any part-time or adjunct College contract not included in a permanent employee's job responsibilities.

Authorization must be received from the President before engaging in any secondary employment in order to determine whether it will have an adverse effect on the primary employment, cause a conflict of interest, or result in discrediting the College. The President's secondary employment must be approved by the Board of Trustees.

Approved secondary employment for external entities cannot be conducted during the employee's normal work schedule and cannot involve the use of College resources or facilities. The normal work schedule for faculty would be defined as the classes and office hours scheduled during a specific semester. The normal work schedule for all employees would include their scheduled hours of service as well as special assignments outside regular hours for assignments such as registration or graduation.

8.12.00 INCLEMENT WEATHER/EMERGENCY CLOSINGS POLICY

The College may be closed or classes canceled in the event of inclement weather, a natural disaster, or an emergency. The decision to close the College or cancel classes will be made by the President or another administrator designated by the President. Public service announcements will inform all students, faculty, and staff of the decision. College closings will not always coincide with announced closings of public schools. If there is no announcement, the College will be in operation on a regular schedule.

1. When the College closes, all classes at all locations are canceled.

2. If weather conditions allow for classes to begin on a delayed schedule, regularly-scheduled classes will begin at the hour designated.
3. When the College is closed, certain personnel may be expected to report for work prior to the reopening. Those personnel will be informed in advance by the vice president.
4. When the College is closed, permanent staff, including permanent Continuing Education instructors, who are not asked to report to work may use vacation, bonus or compensatory leave (non-exempt employees); take leave without pay; or make up the time.
 - (a). Fair Labor Standards Act (FLSA) non-exempt employees may work additional hours outside of their regular schedule in a work week in which less than 40 hours are worked due to scheduled or unscheduled absences; hours must be made up within the current pay period. FLSA non-exempt employees cannot make up adverse weather leave if those hours would result in the employee exceeding 40 hours of time worked for that work week.
 - (b). FLSA exempt employees may work additional hours during the work week at any time within 12 months.
 - (c). Tracking of make-up time is the responsibility of the immediate supervisor.
5. Curriculum classes that are missed due to inclement weather or not held for any reason, such as natural disasters or emergencies, must be made up. Classes may be rescheduled during break or holiday periods or may be made up through extended class sessions, individual student conferences, or outside-of-class assignments. The President will determine when and how missed classes will be made up. The Vice President for Instruction will ensure that all class make-ups are appropriately documented.
6. When adjunct instructors in Continuing Education miss classes for any reason and the actual class time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly. The Vice President for Continuing Education will ensure that all records are corrected.
7. College closing or delayed-opening information is available via the College website, College switchboard, AM/FM radio, and television.

IF THERE IS NO ANNOUNCEMENT, THE COLLEGE WILL BE IN OPERATION AS USUAL.

History note: Board amended on May 5, 2009.

8.13.00 EMERGENCY PLAN

A. General

1. This plan outlines procedures for reacting to fires, bomb threats, or other emergency situations in Richmond Community College facilities located on the main campus.
2. Emergency plans for other college buildings will be prepared and maintained as follows:

| <u>Building</u> | <u>Responsible Staff Member</u> |
|-----------------|---------------------------------|
| James Building | Director of Center |
| Scotland Center | Director of Center |

3. The Dean of Instructional Services has the overall responsibility for this plan, its implementation, and any required changes.

B. Responsibilities

1. In the event of an emergency, the administrator in charge, assisted by the building marshals, is responsible for the implementation of this plan.
2. Building marshals and alternates are assigned as follows:

| <u>Building</u> | <u>Marshal</u> | <u>Alternate Marshal</u> |
|-------------------|-----------------------|--------------------------------|
| Lee Building | VP for Student Devel. | Dean of Instructional Services |
| Lindsey-Petris | VP for Instruction | Maintenance Supervisor/Helper |
| Forte Building | Indus. Maintenance | Inst. Machinist Instructor |
| Conder Building | Dean of LRC | Librarian |
| Dewitt Building | Executive VP | Director of Information Tech. |
| Cole Auditorium | Auditorium Director | Auditorium Assistant |
| Grimsley Building | Dir. of Nursing | Nursing Administrative Asst. |

3. Building marshals and/or alternates are responsible for:
 - (a). implementing this plan in an actual emergency
 - (b). supervising practice drills
 - (c). posting and updating evacuation escape routes for all rooms in their building
 - (d). coordinating and scheduling, with the Director of Facility Services, periodic safety inspections to detect and correct potential fire and safety hazards in their building
 - (e). insuring that personnel who work in their building are familiar with this plan.

C. Fire

1. Any person who detects a fire in a building should immediately activate the nearest fire alarm and then notify the College Receptionist (Lee Building, Main Lobby, 410-1700) or senior college official by the quickest means possible. Whenever an alarm is activated, it will sound throughout the building and at the control panel in the Lee Building adjacent to the office of the Dean of Instructional Services. The College Receptionist (before 5:00 P.M.), the Dean of Instructional Services or his Administrative Assistant (during the evening) will notify the Hamlet Fire Department (582-2441) whenever a panel alarm is activated, or whenever they receive word from any other source of a fire in a building.
2. When an alarm sounds in a building, Building Marshals, supervisors, and instructors shall urge immediate and orderly exit by all persons by means of the published escape routes (Appendices C1-C6) and assemble in the designated areas (Appendix C7). The building marshal will ensure that the building is evacuated. Faculty and staff members will remain with the students in the designated assembly area until a decision is made by the administrator in charge either to reenter the building or to disperse. When reentering a building, the Director of Facility Services and/or his staff will turn off and reset the fire alarm.
3. Once the Hamlet Fire Department arrives, the administrator in charge and the building marshal will confer with the Fire Chief to determine what assistance, if any, he may require from RCC personnel.

D. Bomb Threats

1. Any employee of Richmond Community College who receives a bomb threat against the College should attempt to get as much as possible of the information contained on the checklist in Appendix D. This form should be available at all workstations that have a telephone. Once the threat call is completed, the person receiving the call should notify the administrator in charge immediately.
2. The administrator in charge will cause the fire alarms to be sounded in all buildings.
3. The College Receptionist (before 5:00 P.M.), the Dean of Instructional Services or his Administrative Assistant (during the evening) will immediately contact the **Hamlet Fire Department** (582-2441) and the **Hamlet Police Department** (582-2551). If the threat is not specifically

directed to the main campus, the off-campus buildings: James Building, and Scotland Centers, also will be notified.

4. When an alarm sounds, all persons will immediately evacuate the building using the published escape routes (Appendices 1-6) and assemble in the designated areas (Appendix 7). The building marshals will ensure that the building is evacuated.
5. The administrator in charge will request assistance from and confer with the Fire Chief and/or police representatives to determine what actions are to be taken.
6. Faculty and staff members will remain with the students in the assembly area until a decision by a senior administrator, after consultation with local police, fire department, and/or bomb search personnel, will decide when to permit reentry to the building(s) or to disperse.

E. Violent Acts

1. Any person who observes or detects a violent or threatening situation where physical harm may occur should:
 - (a). immediately dial 911 and request assistance, and
 - (b). notify the College Receptionist (410-1700) or, if after 5:00 p.m., the Dean of Instructional Services (410-1900).
2. The College Receptionist will attempt, during normal hours, to immediately notify one of the senior administrators (VP's and Deans) with priority of notification being the Vice President of Student Development.

F. Other Emergencies

1. Any person who detects a life-threatening situation on the campus will immediately dial 911 and request emergency assistance.
2. During normal hours (8 a.m. - 5 p.m.), the person should then notify the College Receptionist who will in turn notify a senior administrator.
3. After normal hours (5 p.m. - 10 p.m.), all persons will notify the Dean of Instructional Services (410-1900).

G. Practice Drills

1. A day and an evening evacuation drill will be conducted in all buildings at least once every semester.
2. A day and an evening tornado drill will be conducted in all buildings at least once every semester.

3. A day and an evening security alert drill and lockdown drill will be conducted in all buildings at least once per semester.
4. Drills may be announced or unannounced.

See Appendix C for Evacuation Routes:

- C-1 Evacuation Routes, Lee Building
- C-2 Evacuation Routes, Lindsey-Petris Building
- C-3 Evacuation Routes, Forte Building
- C-4 Evacuation Routes, Conder Building
- C-5 Evacuation Routes, DeWitt Building
- C-6 Evacuation Routes, Cole Auditorium
- C-7 Evacuation Routes, Grimsley Building
- C-8 Evacuation Assembly Areas

8.14.00 CAMPUS SECURITY

Richmond Community College employs off-duty officers from the Hamlet Police Department to enforce security on a scheduled, part-time basis. Additionally, all employees are responsible for being aware of their surroundings and taking steps as needed for the security of the campus. These steps might include any of the following: intervening with a request for the situation to be terminated; calling a senior administrator or professional; reporting the incident to the College Receptionist with request for assistance; or call the Hamlet Police Department (582-2551).

Students at Richmond Community College will be informed of this policy at orientation, and it will be included in the **College Catalog**.

A. Campus Security Act

Congress has passed a Campus Security Act which requires the College to record certain crimes. The Richmond Community College Campus Safety Team will be responsible for developing a campus security policy; reviewing the policy regularly; and updating the policy as needed.

For purposes of satisfying the requirements of the Campus Security Act at Richmond Community College, all instructional areas will be considered to be those locations at which credit courses are taught: RCC main campus, James Building, and Scotland Centers. An annual report will be prepared by the Security Team in September, and forwarded to the Vice President for Administrative Services and CFO. The report includes occurrences of crimes listed below.

B. Definitions of Crimes Which Must Be Reported

1. **Murder:** The willful (non-negligent) killing of one human being by another.
2. **Rape:** The carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.
3. **Robbery:** The taking, or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person(s) by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
4. **Aggravated Assault:** An unlawful attack by one (1) person upon another person wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note: an unsuccessful attempt to commit murder would be classified as an aggravated assault.
5. **Burglary (breaking or entering):** The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note: forced entry is not a required element of the offense so long as the entry is unlawful (constituting a trespass) - it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

The College must also report the number of arrests for the following crimes that occur on campus: liquor law violations, drug abuse violations, and weapons possession. An arrest has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

C. Definitions of Crimes for Which Arrests Must be Reported

1. **Liquor law violations:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of driving under the influence or drunkenness).

2. **Drug abuse violations:** violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
3. **Weapons possessions:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

D. Incident Report Form

An "Incident Report Form" must be filled out by anyone who observes or is connected with handling of any of these crimes:

1. Murder
2. Rape
3. Robbery
4. Aggravated Assault
5. Burglary (breaking or entering)
6. Liquor law violations
7. Drug abuse violations
8. Weapons possession

Copies of the Incident Report Form will be available in all administrative Offices, in the Faculty/Staff Lounge and Appendix E herein. An Incident Report Form should be filled out immediately following observance of one of the incidents listed and the completed form turned over to the Dean of Instructional Services for inclusion in the Annual Security Report.

8.15.00 TELEPHONES

Telephones have been placed in offices for use by the faculty and staff only. Employees are expected to use these telephones for official purposes only and are responsible for security of the sets when offices are not in use by staff.

8.16.00 PRINTING SERVICES

Requests for printing services by the College must be made on the appropriate form and submitted to the Printshop Technician allowing a three-day (3 work days) lead time for all printing.

A. Logo and Printing Requirements

All brochures promoting the college are to be approved by the Vice President for the appropriate division and by the Director of Public Information to maintain continuity among all documents promoting the college.

If an employee prints over 200 copies of a brochure, newsletter, annual report, flyer, program, or catalog, he/she must include the following cost statement:
“(Number of copies) copies of this public document were printed at a cost of \$_____ or \$_____ per copy.”....(Cost determined annually).

Example of catalog cost statement:|

5,000 copies of this public document were printed at a cost of \$7,650 or \$1.53 per copy

The above requirements are in compliance with **Article 13 of Chapter 143 of the General Statutes**, Richmond Community College. RCC is required by law (**G.S. 125-11**) to deposit 10 copies of the catalog and annual report with the State document Clearinghouse, 4643 Mail Service Center, Raleigh, NC 27699-4643.

The official College logo is available on the college webpage under Employees/ Print Shop/ Logo. Use this logo only.



8.17.00 MAIL SERVICE

Incoming mail is generally received and placed in faculty and staff mailboxes by 11:00 a.m. each day. Outgoing mail is categorized as either courier or U.S. Postal and is handled accordingly.

A. Courier Mail

Courier mail will leave campus by 3:00 p.m. each workday. Items to be sent as courier mail should be placed in the appropriate box in the Printshop by 2:30 p.m. to be shipped out that day.

All Administrative Assistants have a booklet that identifies sites to which courier mail may be sent. Employees are expected to use this service whenever possible.

B. U.S. Postal Mail

U.S. Postal mail will usually leave the Printshop by 3:30 p.m. each workday. Items to be sent as postal mail should be placed in the appropriate box in the Printshop in time for it to be metered for same day service. Films should be placed in the Printshop by noon of the day after the film was shown.

Both courier and postal mail should be placed in the Printshop by 2:00 p.m. on Fridays.

Packages too large for regular mail must be wrapped, labeled, and delivered to the Purchasing Agent by 8:00 a.m. for same day pick up. Otherwise, the items will be shipped in the following day's mail.

No personal mail will be accepted or handled in the College Printshop.

8.18.00 PARKING

1. All vehicles parked on the campus by faculty, staff, or students must be registered with the College. Vehicles may be registered during registration or any time in the Student Development office in the Lee Building.
2. Registration of a vehicle does not guarantee or reserve a parking space.
3. All vehicles may be parked in designated spaces only.
4. Parking permits must be displayed on the rear view mirror of vehicles.
5. Restricted parking spaces are clearly designated and include:
 - (a). Handicapped parking spaces: Use of these spaces requires a state-issued handicapped permits and can only be used by the person assigned the tag.
 - (b). Visitor spaces: Use of these spaces is intended for college visitors and may not be used by faculty, staff, or students. Visitor permits are available from the college receptionist.
 - (c). Faculty and Staff parking lot: Only vehicles with a faculty/staff parking permit will be allowed to park in this lot.
 - (d). Fire lanes: Parking is not allowed in any space marked with yellow stripes, in order to allow access for emergency vehicles.
 - (e). Other restricted spaces: These spaces throughout the campus are designated and marked for specific purposes or personnel.
6. The Hamlet City Police will enforce the usage of all restricted parking spaces, as authorized by Hamlet City Ordinance and State Law.

7. Parking in restricted parking spaces other than handicapped spaces will result in a citation from the Hamlet City Police and a \$5 fine. Parking in handicapped spaces will result in a fine of \$100. Failure to pay the fine may result in criminal prosecution. Students will not be provided transcripts, allowed to register for classes, or to graduate until all fines are paid in full.
8. The College may require a vehicle to be towed at the owners expense if:
 - (a). The vehicle is parked in a fire lane and the owner cannot be identified to have it moved.
 - (b). The owner of the vehicle refuses to move it from a restricted parking space.
 - (c). A vehicle is left unattended, without authorization, for 24 hours or longer.
9. Driving off roads and parking lots is prohibited, except upon approval of the Maintenance Engineer or Vice President for Administrative Services and CFO for Administration.
10. Richmond Community College assumes no responsibility for damage or theft to any vehicle or its contents while it is operated, parked, or towed.

8.19.00 AUTHORIZED USE OF COLLEGE VEHICLES

The College owns vehicles which employees may use according to guidelines established by the State Board of Community Colleges and by the College. When four (4) or less riders travel to the same location, the College automobile or a private vehicle shall be used. The College's vehicle should be used if available; prior approval by the appropriate supervisor must be secured for use of a private automobile to travel on College business if such travel is to be reimbursed.

College vehicles may not be used for travel between campus and the employee's main duty station.

A. Driving History and Insurance Information

Each employee who wishes to use a school vehicle is required to provide the Business Office with information concerning his driving history, name, address, date of birth, and driver's license number in sufficient time prior to use for the information to be checked with the Department of Motor Vehicles.

B. Scheduling Use

Employees who wish to drive a school vehicle must schedule its use on the calendar maintained for that purpose in the Business Office and are responsible for returning it with all trash removed and with sufficient gas for the next user.

Users are required to maintain a travel log recording mileage traveled and destination. Car keys, clipboard with travel log, and any credit cards checked out, should be returned to the Business Office immediately after use.

C. Guidelines for Use of the School Van

1. The driver of the van must have a valid driver's license.
2. The van shall be used only when five (5) or more persons, including the driver, travel together. (Unless no other mode of transportation is available.)
3. When five (5) or more persons will be attending the same meeting, all shall go to and from the meeting in the van unless prior approval to travel otherwise is secured from the President. Use of a private vehicle without such approval will not be reimbursed for that trip.
4. The driver and passengers shall remove all trash and debris from the van upon their return to the College.
5. The van seats shall not be removed, except by approval of the Vice President for Administrative Services and CFO. The van is not to be used to transport cargo other than luggage of riders or that which will fit on the floor or seats of the van.

8.20.00 TRAVEL REGULATIONS

The North Carolina Community College System has developed regulations governing travel by employees on school business. Travel regulations are available in the Business Office and employees are expected to follow current guidelines.

A. Purpose

College employees and members of the Board of Trustees who have their travel expenses reimbursed by the state are subject to the limitations contained in these regulations. Under no circumstances may duplicate reimbursement be made for any portion of an employee's non-state source.

All travel reimbursement is contingent upon the availability of funds in the proper budget line item. Travel reimbursement request forms must be turned into the business office within 30 days of the travel.

B. Prior Approval

All travel outside the Richmond Community College service area requires prior approval by the appropriate supervisor/vice president on the appropriate travel form, available in the Business Office. Travel advances must be approved and in the Business Office at least ten (10) days before the check is needed. Travel advances not resolved within 30 days of the travel will be deducted from the employee's next paycheck.

C. Mileage Log and Travel Reimbursement Form

A daily mileage log must be maintained by staff/faculty who travel on College business and request reimbursement; the log must be turned in to the appropriate supervisor for approval prior to forwarding to the Business Office for payment.

Travel reimbursement requests must also be approved by the appropriate supervisor and vice president before forwarding to the Business Office for payment. Travel reimbursements and advances will be processed twice a month. Travel is to be submitted by the tenth of the month for payment on the twelfth or submitted on the twentieth for payment on the twenty-fifth.

8.20.01 TRAVEL FOR ADJUNCT CURRICULUM AND CONTINUING EDUCATION FACULTY

Adjunct curriculum and continuing education faculty may not be paid travel except for unique circumstances. They may be paid travel for more than 15 miles to or from a duty station for the purpose of teaching part-time curriculum or continuing education classes only with prior approval of the President. Examples that may be approved include but are not limited to the following: hard to find subject matter (EMTs); instructors who haul materials and equipment between sites; etc.

Subsistence and lodging for part-time faculty outside the College service area must have prior approval of the President and shall only be approved when it is deemed more economical for the instructor to stay overnight than to drive back and forth.

8.21.00 FACILITY UTILIZATION

Richmond Community College (RCC) is an integral part of its service area. As part of RCC's mission and goals, the College is dedicated to supporting the

community's educational and cultural needs, the training needs of local business and industry, and the general service needs of the entire community, to the extent possible. A vital part of this mission is to make RCC facilities available to fulfill these needs.

This policy outlines the procedures to be followed to schedule the use of the College facilities. It is applicable to all internal departments of the College and to all agencies outside the College which request use of any facility owned by the College.

A. Authorized Use of the Facilities (except Cole Auditorium)

The facilities of Richmond Community College are available for use by all internal departments of the College; governmental agencies; nonprofit organizations; and local commercial, for-profit organizations for training or information purposes for local employees and/or the general public. Under no circumstances will any of the facilities be made available for a profit making venture or a solicitation for business activity by any organization. Similarly, no facilities are available for use by individuals for private use such as receptions, weddings, etc. This policy does not apply to residents of the community using facilities normally available to the general public such as the Learning Resources Center and other facilities.

B. Priority of Use

Use of all facilities is scheduled in accordance with the following priorities. In all cases, the needs of the College take precedence over any other agency.

1. Scheduled curriculum and continuing education instruction.
2. College-sponsored instruction through the Small Business Center and Focused Industrial Training.
3. Internal College activities to include staff training, meetings, conferences, and approved activities by authorized student activities and clubs.
4. Training, planning, and informational activities of other governmental agencies.
5. Activities of nonprofit organizations.
6. Training and informational activities of local business and industry (non-college sponsored).

C. Request Procedures - Internal

Classroom, lab, and shop facilities used in support of normal curriculum and continuing education instruction are scheduled and controlled by the following offices. Any internal department requesting use of these facilities must coordinate directly with the controlling office.

Day Curriculum - Vice President for Instruction
Evening Curriculum – Dean of Instructional Services
Scotland Center - Center Director
James Building - Director of Basic Skills
Cole Auditorium – Director of Cole Auditorium

When not reserved for scheduled curriculum instruction, the Teaching Auditorium on the main campus may be scheduled by any department, on a first come/first served basis, through the Dean of Instructional Services or his Administrative Assistant. In all cases, this facility must be scheduled for use for any activities.

The Dean's office will publish a weekly listing of the scheduled use of this facility, and others, in the campus "Green Sheet." Any conflicts over facility utilization will be coordinated by the Dean of Instructional Services.

It is the responsibility of the using department to coordinate with the LRC/Media Services Center for audiovisual and sound equipment and with the Maintenance Department for tables, chairs, and special room arrangements.

D. Request Procedures - External

All requests from outside groups for use of the College's facilities must be submitted in writing to the Dean of Instructional Services at least two (2) weeks prior to the date the facilities are to be used. (Initial telephone requests will be accepted.) After review of the request, considering the needs of the College, and other previous commitments for space usage, the requesting agency will be notified whether or not the space is available and any limitations on the use of the space and the charge for the use, if applicable.

The request must state, as a minimum, the following:

1. Name and address of the requesting agency;
2. Date and time the facilities are requested;
3. Purpose of the meeting;
4. Number of patrons expected to attend;
5. The beginning and ending times of the activity;
6. Any items requested other than space, such as tables, audiovisual equipment, etc. The College may provide these, after all needs of the College are met;
7. The name(s) of the person(s) responsible for coordinating the setup and clean up for the activity.

Non-governmental groups or activities may be requested to provide the College with proof of liability insurance prior to approval of their request.

E. Charges for Use - External

Use of the College's facilities outside of regular operating hours may require payment for usage. The charges associated with each use will be determined by the Dean of Instructional Services and the College's Director of Facility Services on a case-by-case basis considering the size, nature, and duration of the activity and personnel required to support the activity. The hourly charge will be computed for each maintenance/custodial employee required on a case-by-case basis. The using agency is expected to pay the required amount to the College prior to the scheduled engagement.

F. Restrictions on Use - External

As stated earlier, the College does not provide space for any for-profit commercial activity or for use by individuals for private activities. Richmond Community College does not restrict the use of its facilities on the basis of race, sex, creed, national origin, disabilities, or political affiliations; however, the College reserves the right to restrict the use of its facilities to occasional activities and will not approve what appears to be the use of the facilities on a regularly-scheduled basis in lieu of other locations.

G. Americans with Disabilities Act Compliance

It is the responsibility of the College to comply with all provisions of the **Americans with Disabilities Act (ADA) of 1990**. This includes providing reasonable accommodations for persons with disabilities using the services provided by the College.

It is the responsibility of any external agency utilizing the facilities to ensure that the facilities provided meet the accommodation needs of the attendees of the activity. The requesting agency is prohibited by the ADA from entering into an agreement with the College if reasonable accommodations cannot be provided.

For all college-sponsored activities, it is the sole responsibility of the College to provide all such reasonable accommodations to include auxiliary services as may be required or requested by any attendee unless such accommodation causes an undue hardship on the College. For external agencies using the facilities, the responsibility to provide auxiliary services rests with the requesting agency to include such aids as

interpreters, note takers, and alternate means of communication. The College will provide assistance, where possible, in such matters.

Questions regarding the ADA should be referred to the College's ADA facilities coordinator who is also the Vice President for Administrative Services and CFO.

8.22.00 ORIENTATION FOR NEW EMPLOYEES

Periodically, new employees will be given a general orientation and introduction to Richmond Community College policies and procedures, conducted by the Vice President for Administrative Services and CFO and other members of the senior staff. Each new full-time and part-time permanent employee will be shown where to access the RCC Policy and Procedure Manual on the website.

Part of the orientation process for all employees will be a general review with the departmental supervisor of employee responsibilities and of the College's mission and goals. Questions concerning insurance, benefits, and other financial matters are covered by the Director of Human Resources. Guidelines for specific procedures can be explained by the supervisor or by the appropriate Vice President.

8.23.00 EXIT PROCEDURES FOR EMPLOYEES WHO LEAVE

As part of the retirement/resignation process, all full-time and permanent part-time employees must return any equipment, supplies, and keys issued to them, and complete any unfinished business with the College. Employees who are ending their employment with Richmond Community College must be cleared with each department or staff person listed on the **Checkout List for Terminating Employees**. The completed form then needs to be turned into the Vice President for Administrative Services and CFO. Authorization for release of the final paycheck will not be given until this form is completed.

8.23.01 EMERITUS STATUS

The President may periodically recommend to the Board of Trustees of Richmond Community College for its review and approval retiring or retired staff, faculty, presidents, or trustees who may be awarded Emeritus status by the college.

Emeritus status may be achieved by continuous service of twenty (20) years or more with Richmond Community College by staff and faculty, or ten (10) years or more by presidents and trustees.

Emeritus status may enjoy all college privileges available to retired staff, faculty, presidents, and trustees including the use of the college title, i.e., Executive Vice President Emeritus, and invitations to special events of the college.

8.24.00 ATTENDANCE POLICY

Absenteeism is costly to RCC and impairs the accomplishment of its mission; it causes delay in completing assignments, creates expensive overtime situations, and necessitates readjustment of the workforce to cover classes and departments.

In order for the College to maximize its efforts in achieving its stated goals and objectives, each employee is expected to work every day possible. It is recognized, however, that there are occasions when personal or family illness precludes one's being at work. In these cases, the employee is expected to notify his supervisor as quickly as possible so arrangements can be made for the employee's work to be done by someone else. Failure to meet contractual workload, meet scheduled classes or appointments, attend assigned committee meetings and campus events, keep office hours, or for reasons other than sickness, emergency or excused absence, and unjustifiable absenteeism will be noted. Offenders may be punished according to guidelines in the Discipline Policy.

An employee who is absent from work for as many as three (3) consecutive days without notifying the supervisor will be considered to have resigned his position and to have voluntarily left employment with the College.

A. Work Load

Every employee is expected to be on duty for the contract term and for the normal work period assigned to his position. Specific provisions pertaining to curriculum faculty are outlined below.

Faculty - Full-time

1. Instructional Load

The standard instructional load for full-time curriculum faculty will be a total of 18-20 contact hours per week per semester, with division chairs having a load of 15-18 hours. Overloads will be paid on a per semester basis per contact hour in excess of 20 for faculty and in excess of 18 for division chairs.

Cooperative education (COE) courses and Independent Study (IS) classes will not be applied to the calculation of the teaching load.

However, faculty assigned to teach COE and/or IS classes will be compensated at a rate of \$100.00 per student enrolled.

Each semester all faculty will complete and submit for approval the Faculty Load Form.

The Vice President for Instruction will approve the teaching loads per semester and justify to the President exceptions to the standard teaching load.

2. **Office Hours**

Full-time faculty members are expected to post and maintain a minimum of five office hours per week. Faculty teaching both day and evening classes should schedule office hours during both periods.

3. **Faculty Presence on Campus**

Full-time faculty not participating in the College's annual leave program (see paragraph 9.21.00) are not required to be present on campus when they have no scheduled classes, office hours, or other assigned duties. All faculty are required to be physically present for duty, on-campus, for the following activities. Absence from any of the following must be personally approved by the Vice President for Instruction.

- (a). Student advisement and registration for three (3) working days prior to each term for which the faculty member is under contract.
- (b). Graduation ceremonies each spring.
- (c). Other official college activities as determined by the Administration, such as faculty/staff meetings.
- (d). Scheduled meetings of committees or teams to which the faculty member is assigned.
- (e). Scheduled professional development activities.

4. **Faculty Emergency Absences from Class**

Faculty members who, due to sudden illness or other emergency, cannot meet a scheduled class must notify the office of the Vice President for Instruction or the Dean of Instructional Services (for evening classes) prior to the beginning of class. These offices will arrange for notification of the class(es). It is the responsibility of the faculty members:

- (a). To make up the class by scheduling an additional instructional period or;
- (b). To provide the students with additional work outside of scheduled classes which equates to time that would have been spent in class and;

- (c). To ensure that the course objectives are fulfilled.
- 5. **Faculty Absences for Personal Reasons (other than emergency)**

Faculty members who for reasons other than illness, emergencies, or professional meetings cannot meet a scheduled class must notify the office of the Vice President for Instruction or the Dean of Instructional Services (for evening classes) at least two (2) working days prior to the scheduled absence. It is the normal procedure of the College that such absences are discouraged when they preclude the faculty members from performing their scheduled teaching. It is the responsibility of the faculty members in meeting the course objectives:

 - (a). To arrange for satisfactory coverage of the class through:
 - (1). Departmental colleagues or;
 - (2). Qualified outside speakers or adjunct faculty or;
 - (3). Scheduled activities through the Learning Resources Center or Guided Studies Center.
 - (b). To provide a meaningful academic experience providing students with a comparable requirement to the time normally spent in class when personal class coverage is not possible nor compatible with the sequence of instruction.
- 6. **Faculty Absences for Professional Reasons**

Faculty who attend professional meetings must make satisfactory provisions for their classes through the department or division chair and the office of the Vice President for Instruction or the Dean of Instructional services (for evening classes). The provisions for "Absences for Personal Reasons" apply with regard to the faculty member's responsibilities. If the absence is projected to cover more than one day, the faculty member is strongly encouraged to coordinate as necessary, for personal class coverage in lieu of out-of-class activities.

Faculty - Permanent Part-Time

The load for permanent part-time faculty shall be the full-time load described in 8.24.A.1 prorated to their employment status, $\frac{3}{4}$ time faculty will be required to teach 13-15 contact hours per week per semester, $\frac{1}{2}$ time faculty will be required to teach 9-10 contact hours per week per semester.

Each semester all faculty will complete and submit for approval the Faculty Load Form. The Vice President for Instruction will approve the teaching loads per semester and justify to the President exceptions to the standard teaching load.

Part-time faculty are expected to maintain a minimum of two office hours per week or one hour per scheduled course.

1. **Faculty Emergency Absences from Class**

Faculty members who, due to sudden illness or other emergency, cannot meet a scheduled class must notify the office of the Vice President for Instruction or the Dean of Instructional Services (for evening classes) prior to the beginning of class. These offices will arrange for notification of the class(es). It is the responsibility of the faculty members:

- (a). To make up the class by scheduling an additional instructional period or;
- (b). To provide the students with additional work outside of scheduled classes which equates to time that would have been spent in class and;
- (c). To ensure that the course objectives are fulfilled.

2. **Faculty Absences for Personal Reasons (Other than emergency)**

Faculty members who for reasons other than illness, emergencies, or professional meetings cannot meet a scheduled class must notify the office of the Vice President for Instruction or the Dean of Instructional Services (for evening classes) at least two (2) working days prior to the scheduled absence. It is the normal procedure of the College that such absences are discouraged when they preclude the faculty members from performing their scheduled teaching. It is the responsibility of the faculty members in meeting the course objectives:

- (a). To arrange for satisfactory coverage of the class through:
 - (1). Departmental colleagues, or
 - (2). Qualified outside speakers or adjunct faculty, or
 - (3). Scheduled activities through the Learning Resources Center or Guided Studies Center.
- (b). To provide a meaningful academic experience providing students with a comparable requirement to the time normally spent in class when personal class coverage is not possible nor compatible with the sequence of instruction.

3. **Faculty Absences for Professional Reasons**

Faculty who attend professional meetings must make satisfactory provisions for their classes through the department or division chair and the office of the Vice President for Instruction or the Dean of Instructional Services (for evening classes). The provisions for "Absences for Personal Reasons" apply with regard to the faculty member's responsibilities. If the absence is projected to cover more than one day, the faculty member is

strongly encouraged to coordinate as necessary for personal class coverage in lieu of out-of-class activities.

Administrative/Support Staff

The normal workweek for all administrative staff and support staff shall be forty (40) hours per week. The President shall establish procedures for overtime pay or compensatory time in accordance with applicable laws.

A. Meetings and Committee Assignments

The contractual obligations of all personnel include service on committees as assigned and attendance at required meetings and programs (such as graduation) unless exception is made by authorized personnel prior to such meeting.

B. Required Work Schedule

Faculty and staff may be required to work days and/or evenings as the needs of the College dictate.

All departments of the College shall maintain the same time schedule year-round, day and night.

The only times the College will be closed are during annual scheduled holidays for employees and weekends (unless scheduled by the College).

C. Friday Work Schedule

The Board of Trustees has approved a schedule which permits most employees to leave at 2:30 p.m. on Fridays; this results from an 8:00 - 5:00 work schedule, Monday through Thursday, with a thirty (30) minute lunch break each day. In order to provide access to the College until 5:00 p.m. on Friday, a professional staff member and a member of the paraprofessional or clerical staff will remain on duty until 5:00 p.m. each Friday. A schedule of Friday work assignments is published each year and employees are responsible for being available to work when assigned.

8.25.00 GUIDELINES FOR SOCIAL ACTIVITIES

A. Retirement

An employee who retires shall be honored with a covered dish luncheon, dutch luncheon, or a catered meal, a program, and the presentation of a gift.

The department in which this person works will be responsible for organizing the luncheon, planning the program, collecting the money for and procuring the gift.

B. Employee Departure

1. A person who leaves after five (5) or more years of employment will be given a covered dish luncheon or a catered meal that can be held off campus. The department in which this person works will be responsible for organizing the luncheon, collecting the money, and procuring the gift.
2. A person who leaves after less than five (5) years of employment will be honored with a "coffee break." The department in which this person works will be responsible for organizing the coffee break, collecting the money, and procuring the gift.

C. Special Occasions

The Hospitality Committee will plan a Holiday luncheon to take place in December.

Baby/bridal showers will be taken care of by individual groups or staff members and will not be a function of the Hospitality Committee. These individual groups are responsible for the shower invitations, refreshments, and clean-up after the shower. Showers are to be on a drop-in basis only.

8.26.00 VISITORS ON CAMPUS

Visitors on campus, unless they are at Richmond Community College for a previously arranged meeting or workshop, are expected to check in with the Receptionist and explain the nature of their business. If the purpose of the visit is to see a student or employee on official business (such as the police, etc.), the Receptionist will direct them to the appropriate Vice President or dean for assistance.

Outside groups or individuals will not be allowed to solicit, address, recruit, or promote to students or employees on College property, except for College-sponsored activities supporting the Richmond Community College mission or as required by law.

The College reserves the right to limit the location, time, duration, and manner of presentations by outside groups or individuals.

Procedure for Approval of Outside Groups or Individuals:

1. Students

- (a). Groups or individuals requesting permission to solicit, address, recruit, or promote primarily to students must request permission from the Vice President for Student Development.
 - (b). The Vice President for Student Development will determine if the request is in compliance with the visitor policy.
 - (c). If determined to be in compliance, the Vice President for Student Development will issue written authorization to the group or individual detailing the allowed location, times, dates, duration, and manner of contact with students.
 - (d). Any deviation from this authorization will result in the group or individual's immediate removal from College property.
2. Employees
- (a). Groups or individuals requesting permission to solicit, address, recruit, or promote primarily to employees must request permission from the Vice President for Administrative Services and CFO.
 - (b). The Vice President for Administrative Services and CFO will determine if the request is in compliance with the visitor policy.
 - (c). If the request is determined to be in compliance, the Vice President for Administrative Services and CFO will issue written authorization to the group or individual detailing the allowed location, times, dates, duration, and manner of contact with employees.
 - (d). Any deviation from this authorization will result in the group or individual's immediate removal from College property.

8.27.00 CHILDREN ON CAMPUS

Richmond Community College welcomes visitors and students to its campus. To avoid disruption and to insure the safety of young visitors, all children (under sixteen) must be under the direct supervision of an adult. Under no circumstances are children to be taken to class or left unattended anywhere on campus. Richmond Community College assumes no responsibility for children left without direct supervision. Students who violate this regulation are subject to disciplinary action.

8.27.01 ANIMALS ON CAMPUS

Animals may not be brought on the Richmond Community College campus. Exceptions are made for animals used in class demonstrations or for class research with the instructor's approval.

Service animals are exempt from this policy provided they meet all of the following guidelines:

1. The person bringing the animal on campus qualifies for accommodations under the Americans with Disabilities Act.
2. The animal is individually trained.
3. The animal is trained to do specific work or tasks.
4. The work or tasks that the animal is trained to perform are for the benefit of an individual with a disability.

Anyone with questions regarding this policy should see the Vice President for Student Development.

8.28.00 USE OF STATE PROPERTY

State property must be used carefully and properly. Improper use of state property is a violation of criminal law.

8.28.01 PERSONAL USE OF COLLEGE COMMUNICATION SYSTEM

A. General

Staff and faculty employees of the College may make necessary incidental use of college communication systems or vehicles. Whenever the use is logged on paper or electronically, i.e., long distance, cellular, pager, fax logs, car logs, etc., each employee is responsible for reviewing records and making repayment to the College within thirty (30) days of billing.

All other use of College communications systems and vehicles shall be for official College purposes.

B. College issued cell phones

The President may assign College-owned cellular phone to the Vice President for Administrative Services and CFO, Vice President of Instruction, Vice President of Continuing Education, and Vice President of Student Development in order to conduct College business.

The College-issued phone is to be used for College business only. In accordance with IRS regulations, the employee is responsible for reviewing the bill and identifying any personal call placed on the phone on a monthly basis. The employee will provide the Business Office with this review and will be invoiced for the pro rata portion of the bill, based on the percentage of minutes used for personal calls.

History note: Board approved on August 8, 2008 addition of Part B - College Issued Cell Phones.

8.28.02 LOAN OF RCC PROPERTY POLICY

College equipment may be loaned to public bodies, i.e., governmental bodies or bodies appointed by governmental bodies, and in certain situations:

1. Where the College is a partner with a non-public body or sponsor for an event, equipment may also be used.
2. Where the College permits on-campus use of College facilities, equipment may also be used.
3. Where the College education, cultural, community, and economic development mission is clearly advanced by an event of a non-public body, and with specific approval of the President or Vice President for Administrative Services and CFO, equipment may be loaned. Examples: RCC Foundation events; business and industry events, community-sponsored conferences, seminars, trade shows, and award events; and government-subsidized nonprofit bodies whose purposes are associated by agreements with the College mission and goals, curriculum offerings, and continuing education programs.

8.28.03 INTELLECTUAL PROPERTY

RCC employees and students own all rights to copyrightable or patentable independent works created by that person without college support. Unless otherwise provided in a rights agreement, the college owns all rights to a copyrightable or patentable work created by the person with college support.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

A. Ownership resides with the employee or student if the following criteria are met:

1. The work is the result of individual initiative, not requested by the college.
2. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
3. The work is not prepared within the scope of the employee's job duties or the student's enrollment.
4. The work involves no use of college facilities, time, and/or other resources.

B. Ownership resides with the college if the above criteria are not met and/or if the following criteria apply:

1. The work is prepared within the scope of the employee's job duties or the student's enrollment.
2. The work is the product of a specific contract or assignment made in the course of the employee's employment with the college or the student's enrollment.
3. The development of the work involved any use of facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
4. The college and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
5. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.

Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

8.29.00 TECHNOLOGY RESOURCES

A. Definition of Technology Resources

Technology Resources are defined as computers, computer peripherals, computer software, computer network hardware and software, electronic media presentation devices such as DVD players and image projection systems, telecommunications systems, audio/video recording equipment, as well as any other complex electronic devices/systems used in the performance of college activities.

B. Technology Plan and Technology Committee

The Technology Committee, representing all areas of the College, is charged with developing and maintaining the RCC Technology Plan. The Technology Plan delineates prioritized institutional and area goals related to the application of technologies, which are incorporated into the RCC Annual Plan and Strategic Plans.

C. Planning for Technology Resources

Through the RCC Planning System, technology resources needed to fulfill appropriate expected outcomes and annual initiatives are identified at the divisional and departmental level. The Director of Information Technology is responsible for assisting in the identification of technology needs and approving the selection of appropriate technology solutions.

D. Allocation of Technology Resources

Technology resources approved by the Director of Information Technology and submitted in the Annual Planning Document in support of expected outcomes should be itemized and prioritized on the Annual Budget Request for each division or department. Technology resources that require capital expenditures will be prioritized with other equipment requests by the Planning Council. All requests for technology will be funded through the established budgeting process, as detailed in 9.35.00.

E. Equipment Maintenance, Supplies, and Software

The Director of Information Technology is responsible for maintaining appropriate inventories of computer related supplies, keeping institutional software site licenses current and up-to-date and maintaining maintenance service contracts on institutional technology equipment as needed.

The staff or faculty member assigned responsibility for specific equipment is responsible for its maintenance, security, and appropriate use, as well as requesting supplies, maintenance or work orders.

All supplies provided by the Director of Information Technology will be charged to the appropriate department by the Business Office.

F. Technology Services and Training

In order to provide fair and effective service to the College, requests for computer services should be anticipated and submitted in advance when feasible. Employees are responsible for recognizing and planning for services required due to technology

upgrades and replacements. As changes are planned in educational, training, and administrative services, the Director of Information Technology should be apprised on a timely basis regarding related technology service requirements.

The Director of Information Technology will coordinate required training for employees on new technology applications. Requests for training should be submitted to the Director of Information Technology with approval from the appropriate Vice President.

G. Computer Systems Security

Access to all College-owned system servers and networks is restricted to faculty, staff, and students with authorized permission. Requests for access and rights must be approved by the appropriate departmental/divisional manager and submitted in writing to the Director of Information Technology. Requests should specify the system(s), the individual needing access, and the time/date access is needed.

Unauthorized access to College Systems is strictly prohibited to any individual not approved for specific access(es). Access login information is not to be shared or granted to other employees or a non-employee.

Given the importance of systems security, access codes and passwords will be revised by the Director of Information Technology on an on-going basis.

H. Acceptable Use Guidelines

College-owned or operated computing resources are for the use of faculty, students, staff and other authorized individuals. Responsible, ethical behavior when using these facilities must be exercised. Users are reminded that all computer equipment is college-owned and not private and is subject to review. The College does not attempt to articulate all required or prescribed behavior by its users. Therefore, each individual's judgment on appropriate conduct must be relied upon. To assist in such judgment, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
2. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family, or co-workers to use your account is a serious violation of these guidelines.

3. All computer software is protected by the federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. You are responsible for being aware of the licensing restrictions for the software you use on any system.
4. Do not engage in activities to damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
5. Be considerate. Do not monopolize or misuse system resources by, for example, requesting multiple copies from printers or by playing games.
6. You may not create, display, transmit, or make accessible threatening, racist, sexist, obscene, pornographic, offensive, annoying, or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.
7. You may not intentionally access or damage systems or information that is not yours, such as College records, or use any system for illegal activities.

Failure to follow the Acceptable Use Guidelines may result in the suspension or revocation of access accounts or other College disciplinary action.

8.30.00 COMPUTER SOFTWARE COPYRIGHT OVERSIGHT

The Richmond Community College computer software copyright policy states that only authorized software should be installed on a Richmond Community College computer and the Director of Information Technology will periodically review the drives on all computers to ensure compliance. The College will also assume responsibility for informing students, faculty, and staff of the purpose of the software copyright law and policy.

Richmond Community College will attempt, where possible, to purchase software that has campus-wide licensing authority. The Director of Information Technology will monitor all software purchases closely for that purpose.

Richmond Community College computers are College property and all information in the disks' memories remains College property.

Richmond Community College is responsible for any unauthorized software, regardless whether a student, faculty, or staff member placed it on the drive.

All Richmond Community College faculty, staff, and students are expected to honor this policy and the copyright law. Violations may be handled under the Discipline Policy.

8.31.00 MARKETING AND PUBLIC RELATIONS

The Director of Public Information is the College's liaison with the media. All contact with the media, including the placement of advertisements, should be made through the Public Information Office.

The Director of Public Information maintains the official logo used for college publications and advertisements.

8.32.00 IDENTITY THEFT PREVENTION

As required in the Fair and Accurate Credit Transactions Act of 2003 (FACTA), Public Law 108-159, RCC will adopt procedures to address and prevent identity theft throughout all areas of the college.

In compliance with this federal law, the President will appoint an appropriate employee to be responsible for the oversight, development, implementation, and administration of the Identity Theft Prevention Program, which will identify "Red Flags", activities and transactions in which the risk of identity theft is prevalent. This program will also describe the appropriate training, procedures, and practices required to mitigate the risk of identity theft.

Each employee is responsible for understanding and adhering to the RCC Identity Theft and Prevention Program and reporting risks or evidence of identity theft.

Once implemented, the RCC Identity Theft and Prevention Program will be reviewed annually and updated to insure currency with RCC's activities and transactions.

History note: Board approved on April 7, 2009.

8.33.00 NAMING POLICY

From time to time, the Board of Trustees may approve naming various tangible or intangible properties of Richmond Community College. Once named, a tangible or intangible property may remain named for at least fifty (50) years or for the lifetime of the tangible or intangible property during which it remains substantially unchanged.

Named tangible or intangible property may include whole buildings, lobbies, foyers, classrooms, conference rooms, auditoriums, grounds, roadways, offices, academic programs, academic units and any other tangible and intangible properties of the college.

A. Naming Whole Buildings

The Board may name a building upon the recommendation of a Board member, Board committee, the President, or the RCC Foundation. Named buildings should honor an individual, individuals, or an institution which has made a major contribution to Richmond Community College. Such contributions may include long-time service as a college trustee, a local public official important to the college mission, a major donor, or a college employee who has served an important role and/or who has served for a long period of time.

B. Naming Other Facilities

The Board may name a facility other than a whole building upon the recommendation of a Board member, a Board committee, the President, or the RCC Foundation. Named facilities should honor an individual, individuals, or an institution which has made a significant contribution to Richmond Community College. Such contributions may include long time service such as a college trustee, a local public official, a significant donor, or an employee who has served for a long period of time.

C. Naming Other Tangible and Intangible Properties of Richmond Community College:

The Board may name other tangible and intangible (e.g. an academic program, etc.) property to honor an individual, group of people, institution, or other organization who/which has made a contribution with significant impact on the school. Such contributions may be cash, in kind, service, or other support deemed appropriate by the Trustees. Naming recommendations may be made by a Board member, a Board committee, the President, or the RCC Foundation.

A naming recommendation shall lay on the table for comment between two regular monthly meetings before a final vote by the Board.

History Notes: Board approved on May 4, 2010.