# TABLE OF CONTENTS

- PREFACE: WHAT IS JAMES SPRUNT COMMUNITY COLLEGE?  
- PREAMBLE  
- JSCC HISTORY  
- SCHOOL-WIDE COMPETENCIES  
- THE COMMUNITY COLLEGE SYSTEM  
- MISSION STATEMENT FOR THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
- JAMES SPRUNT COMMUNITY COLLEGE MISSION  
- GOALS  
- JSCC HISTORICAL HIGHLIGHTS  
- CORE VALUES  
- ACCREDITATION  
- LOCATION AND INSTRUCTIONAL FACILITIES  
- COMPETENCIES  

## CHAPTER 1: ORGANIZATION AND OPERATIONS  
1.1 BOARD OF TRUSTEES’ BYLAWS  
1.2 BOARD OF TRUSTEES I-9 POLICY  
1.3 STRATEGIC PLANNING PROCEDURE  

## CHAPTER 2: STUDENT SERVICES  
2.1 GENERAL “OPEN DOOR” POLICY  
2.2 ACADEMIC INTEGRITY POLICY  
2.3 TRIO ENROLLMENT POLICY: TALENT SEARCH AND UPWARD BOUND  
2.4 FACULTY & STAFF PARTICIPATION IN INSTITUTIONAL GOVERNANCE  
2.5 STUDENT IDENTIFICATION POLICY  
2.6 STUDENTS' ROLE IN DECISION-MAKING  
2.7 LIBRARY COLLECTION DEVELOPMENT POLICY  
2.8 LIBRARY OVERDUE POLICY  
2.9 DISABILITY SERVICES  
2.10 CHANGES IN REGULATIONS  
2.11 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  

Page 6
Page 6
Page 6
Page 7
Page 7
Page 7
Page 8
Page 8
Page 10
Page 11
Page 11
Page 13
Page 13
Page 17
Page 18
Page 22
Page 22
Page 23
Page 25
Page 27
Page 28
Page 30
Page 31
Page 34
Page 35
Page 36
Page 37
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.12</td>
<td>LETTERS OF RECOMMENDATION AND REFERENCES POLICY</td>
<td>40</td>
</tr>
<tr>
<td>2.13</td>
<td>CONTINUING EDUCATION REFUND POLICY</td>
<td>41</td>
</tr>
<tr>
<td><strong>CHAPTER 3:</strong></td>
<td><strong>HUMAN RESOURCES</strong></td>
<td><strong>42</strong></td>
</tr>
<tr>
<td>3.1</td>
<td>AFFIRMATIVE ACTION PLAN</td>
<td>42</td>
</tr>
<tr>
<td>3.2</td>
<td>POLICY STATEMENT ON EMPLOYMENT OF PERSONNEL</td>
<td>43</td>
</tr>
<tr>
<td>3.3</td>
<td>RECRUITMENT, APPLICATION, SELECTION, &amp; HIRING PROCESS</td>
<td>45</td>
</tr>
<tr>
<td>3.4</td>
<td>STATEMENT OF NONDISCRIMINATION</td>
<td>50</td>
</tr>
<tr>
<td>3.5</td>
<td>NEPOTISM POLICY</td>
<td>51</td>
</tr>
<tr>
<td>3.6</td>
<td>NEW EMPLOYEE ORIENTATION</td>
<td>52</td>
</tr>
<tr>
<td>3.7</td>
<td>JAMES SPRUNT COMMUNITY COLLEGE SALARY PLAN</td>
<td>55</td>
</tr>
<tr>
<td>3.8</td>
<td>FACULTY SALARY PLAN</td>
<td>61</td>
</tr>
<tr>
<td>3.9</td>
<td>CONTRACTING PROCEDURES</td>
<td>67</td>
</tr>
<tr>
<td>3.10</td>
<td>LONGEVITY PAY</td>
<td>69</td>
</tr>
<tr>
<td>3.12</td>
<td>HOLIDAY SCHEDULE</td>
<td>73</td>
</tr>
<tr>
<td>3.13</td>
<td>INSTITUTIONAL LEAVE POLICIES-ANNUAL LEAVE</td>
<td>74</td>
</tr>
<tr>
<td>3.14</td>
<td>OTHER LEAVE (TO INCLUDE COMPENSATORY LEAVE, PARENTAL</td>
<td>79</td>
</tr>
<tr>
<td></td>
<td>LEAVE, MILITARY LEAVE, EDUCATIONAL LEAVE WITH PAY, FAMILY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AND MEDICAL LEAVE ACT</td>
<td></td>
</tr>
<tr>
<td>3.15</td>
<td>VOLUNTARY SHARED LEAVE PROGRAM</td>
<td>92</td>
</tr>
<tr>
<td>3.16</td>
<td>HEALTH INSURANCE</td>
<td>96</td>
</tr>
<tr>
<td>3.17</td>
<td>“OTHER” EMPLOYEE BENEFITS</td>
<td>97</td>
</tr>
<tr>
<td>3.18</td>
<td>JSCC EMPLOYEE RECOGNITION PROGRAM</td>
<td>100</td>
</tr>
<tr>
<td>3.19</td>
<td>STAFF DEVELOPMENT PROGRAM</td>
<td>102</td>
</tr>
<tr>
<td>3.20</td>
<td>PERSONNEL EVALUATION PROCEDURES AND FORMS</td>
<td>106</td>
</tr>
<tr>
<td>3.21</td>
<td>ANNUAL PERFORMANCE APPRAISALS FOR STAFF</td>
<td>108</td>
</tr>
<tr>
<td>3.22</td>
<td>ANNUAL EVALUATION OF PRESIDENT POLICY</td>
<td>112</td>
</tr>
<tr>
<td>3.23</td>
<td>REDUCTION-IN-FORCE POLICY</td>
<td>113</td>
</tr>
<tr>
<td>3.24</td>
<td>TITLE IX POLICY</td>
<td>115</td>
</tr>
<tr>
<td>3.25</td>
<td>HARASSMENT, DISCRIMINATION &amp; RETALIATION POLICY</td>
<td>117</td>
</tr>
<tr>
<td>3.26</td>
<td>EMPLOYEE RESIGNATION/TERMINATION/NON-RENEWAL PROCEDURES</td>
<td>119</td>
</tr>
<tr>
<td>3.27</td>
<td>POLICY ON DISCIPLINARY ACTION, SUSPENSION, AND DISMISSAL</td>
<td>121</td>
</tr>
</tbody>
</table>
3.28 POLICY ON EMPLOYEE GRIEVANCES
3.29 DRUG AND ALCOHOL POLICY
3.30 INTELLECTUAL PROPERTIES POLICY
3.31 ANIMALS ON CAMPUS POLICY
3.32 COMMUNICABLE DISEASES POLICY
3.33 OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS AND THE HBV IMMUNIZATION
3.34 SOLICITATION/SALES OF BUSINESS PRODUCTS BY EMPLOYEES
3.35 POLICY ON POLITICAL ACTIVITY OF EMPLOYEES
3.36 STATEMENT OF ETHICS AND ACADEMIC FREEDOM
3.37 POLICY ON OUTSIDE EMPLOYMENT
3.38 FACILITIES USAGE POLICY AND PROCEDURES
3.39 FULL-TIME FACULTY WORKLOAD POLICY
3.40 REQUIRED ATTENDANCE AT GRADUATION EXERCISES

CHAPTER 4: FISCAL POLICY AND PROCEDURES

4.1 REFERENCING NCCC FISCAL POLICY
4.2 DEFINITIONS
4.3 REFERENCING NCCC FISCAL POLICIES AND PROCEDURES
4.4 TRUSTEE TRAVEL POLICY
4.5 INVESTMENT MANAGEMENT POLICY
4.6 POLICY FOR USE OF BOOKSTORE OPERATING PROFITS
4.7 POLICY ON COLLECTION PROCEDURES FOR INSTITUTIONAL ACCOUNTS AND LOANS
4.8 EMPLOYEE CHECK CASHING POLICY
4.9 POLICY ON WAIVER OF STUDENT FEES
4.10 STUDENT ACTIVITY FEE POLICY
4.11 SAFE DEPOSIT BOX AUTHORIZATION
4.12 POLICY ON RETURNED CHECKS
4.13 HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM (HUB) POLICY
4.14 SUPPLEMENTAL SUPPLY FEE POLICY
4.15 FUNDRAISING POLICY
<table>
<thead>
<tr>
<th>CHAPTER 5:</th>
<th>OTHER INSTITUTIONAL SERVICES</th>
<th>170</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>TRAFFIC CONTROL AND PARKING POLICY</td>
<td>170</td>
</tr>
<tr>
<td>5.2</td>
<td>POLICY ON CLOSURE OF THE COLLEGE DUE TO EXTENUATING CIRCUMSTANCES</td>
<td>171</td>
</tr>
<tr>
<td>5.3</td>
<td>ABOUT THE PREVENTION OF CRIMES</td>
<td>172</td>
</tr>
<tr>
<td>5.4</td>
<td>POLICY ON CAMPUS CRIME AND SECURITY</td>
<td>173</td>
</tr>
<tr>
<td>5.5</td>
<td>POLICY ON REPORTING AND RESPONDING TO CRIMES ON CAMPUS</td>
<td>174</td>
</tr>
<tr>
<td>5.6</td>
<td>WEAPONS ON JSCC PROPERTY</td>
<td>175</td>
</tr>
<tr>
<td>5.7</td>
<td>SECURITY TO ACCESS AND MAINTAIN CAMPUS FACILITIES</td>
<td>176</td>
</tr>
<tr>
<td>5.8</td>
<td>ENCOURAGEMENT TO REPORT CRIMES TO APPROPRIATE JSCC STAFF AND STATE AGENCIES</td>
<td>177</td>
</tr>
<tr>
<td>5.9</td>
<td>TOBACCO USE AND SMOKING POLICY</td>
<td>179</td>
</tr>
<tr>
<td>5.10</td>
<td>OPERATION OF COLLEGE VEHICLES</td>
<td>181</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHAPTER 6:</th>
<th>INFORMATION MANAGEMENT: IT AND MARKETING</th>
<th>182</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>POLICY ON INTERNET USE</td>
<td>182</td>
</tr>
<tr>
<td>6.2</td>
<td>POLICY ON INFORMATION SECURITY</td>
<td>183</td>
</tr>
<tr>
<td>6.3</td>
<td>COMPUTER ADMINISTRATIVE RIGHTS POLICY</td>
<td>188</td>
</tr>
<tr>
<td>6.4</td>
<td>ACCEPTABLE USE POLICY</td>
<td>191</td>
</tr>
<tr>
<td>6.5</td>
<td>ACCEPTABLE USE FOR WIRELESS ACCESS POLICY</td>
<td>193</td>
</tr>
<tr>
<td>6.6</td>
<td>E-MAIL RETENTION AND ARCHIVING POLICY</td>
<td>195</td>
</tr>
<tr>
<td>6.7</td>
<td>ELECTRONIC SIGNATURE POLICY</td>
<td>196</td>
</tr>
<tr>
<td>6.8</td>
<td>POLICY ON SOFTWARE COPYRIGHT COMPLIANCE</td>
<td>197</td>
</tr>
<tr>
<td>6.9</td>
<td>POLICY ON POSTING OF TEMPORARY SIGNAGE</td>
<td>198</td>
</tr>
<tr>
<td>6.10</td>
<td>POLICY ON ELECTRONIC MAIL</td>
<td>199</td>
</tr>
<tr>
<td>6.11</td>
<td>POLICY ON COMPUTER SOFTWARE USE</td>
<td>201</td>
</tr>
<tr>
<td>6.12</td>
<td>POLICIES ON COMPUTER ADMINISTRATION AND USE</td>
<td>203</td>
</tr>
<tr>
<td>6.13</td>
<td>POLICY ON PORTABLE COMPUTER RESPONSIBILITIES AND USE</td>
<td>204</td>
</tr>
<tr>
<td>6.14</td>
<td>POLICY ON COMPUTER ADMINISTRATIVE RIGHTS</td>
<td>206</td>
</tr>
<tr>
<td>6.15</td>
<td>POLICY ON PERSONAL USE OF FAX MACHINES</td>
<td>209</td>
</tr>
<tr>
<td>6.16</td>
<td>POLICIES AND PROCEDURES FOR MARQUEE USE</td>
<td>210</td>
</tr>
<tr>
<td>6.17</td>
<td>POLICY ON COPYRIGHTS: CLASSROOM GUIDELINES</td>
<td>211</td>
</tr>
<tr>
<td>6.18</td>
<td>POLICY ON INTELLECTUAL PROPERTIES</td>
<td>214</td>
</tr>
</tbody>
</table>
6.19 POLICY ON SOCIAL MEDIA 215
6.20 POLICY ON DIGITAL SIGNAGE 218

CHAPTER 7: APPENDICES 219

College Organizational Charts 220
PREFACE: WHAT IS JAMES SPRUNT COMMUNITY COLLEGE?

PREAMBLE

James Sprunt Community College, chartered in 1964, is located in Duplin County, in the beautiful rural Southeastern area of North Carolina. As one of the 58 Community Colleges in the North Carolina Community College System, it is a public two-year postsecondary college with an open door admission policy. Believing in the individual worth of all people and their right to accessible education, the college provides open opportunity to adults with the desire and ability to benefit from programs and services offered.

Within the service area, agriculture, agri-business, poultry and swine production are predominating. Because the college is strategically located along the Interstate 40 corridor and with the Global Transpark Development zone, strong economic growth can be expected through the expansion of existing businesses and the addition of new industries. The college, in its programs, services, and future plans, strives to reflect the unique geographic, economic and culturally diverse area it serves.

JSCC HISTORY

JSCC is a comprehensive community college that offers education and training services through numerous technical/vocational curricula.

The College offers instruction in such broad areas as

- Healthcare
- Business
- Engineering technologies
- Computer sciences
- Architecture/construction/interior design
- Law enforcement
- College transfers/university
- Parallel studies in the freshman and sophomore years of baccalaureate programs
- Continuing Education:
  - Basic skills (including adult high school and GED, among other programs),
  - Occupational extension (custom-designed training related directly to the in-service training needs of various professions), and
  - Community services/self-supporting classes that may include a wide range of vocational interests.
The core of the College’s mission is world-class workforce development. JSCC is one of fifty-eight institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accordance with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of the College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the James Sprunt Community College Board of Trustees, and College officials.

SCHOOL-WIDE COMPETENCIES

James Sprunt Community College has adopted a competency-based approach to its education programs. A competency-based curriculum is one in which competencies expected of all graduates are agreed upon and defined, and courses or experiences are designed to assist the student in becoming competent.

A student who graduates from James Sprunt Community College will be:

- Competent in his/her program area of specialization.
- Competent to communicate effectively through writing, speaking, mathematics and in basic use of computers in his/her area of specialization.
- Competent to assess his/her skills and knowledge and use of such assessment as a basis for further growth.
- Competent to assess the values of American society and to function as a contributing member of that democracy.
- Competent to reason and analyze so that he/she may function effectively in his/her area of specialization as well as in the larger world.

THE COMMUNITY COLLEGE SYSTEM

Prior to 1963, state-supported industrial education in North Carolina was administered through the public school system with boards of education having local policy responsibility. In 1963, the Community College System was established by the North Carolina Legislature. This was the beginning of a completely new educational era in North Carolina. Provision for the establishment, organization, and administration of a system of educational institutions throughout the state is spelled out in Chapter 115-D of the General Statutes of North Carolina.

MISSION STATEMENT FOR THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

The mission of the North Carolina Community College System is to open the door to high quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals by providing:
• Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;
• Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities; and
• Services to communities and individuals, which improve the quality of life.
• JSCC operates under policies as prescribed by the state of North Carolina, the State Board of Community Colleges, the NC Community College System, and the local Board of Trustees

JAMES SPRUNT COMMUNITY COLLEGE MISSION

James Sprunt Community College responds to the educational needs of students, businesses, and industries in Duplin and the surrounding counties. The College meets these needs through effective teaching, learning and collaboration.

GOALS

1. To partner with students who, through educational programs and support services, are prepared for the workforce or for continued education at other institutions of higher learning.
2. To enhance student academic achievement and retention by improving the total college experience.
3. To support the professional development and career advancement of our staff and faculty. To foster a collegial atmosphere of open communication and partnerships among students and faculty.
4. To ensure high quality in all programs and services by providing students with appropriate facilities, equipment, and technology.
5. To involve the college in addressing community needs and goals. To build relationships with local, state, and national partners in an effort to improve our communities economic/work place competitiveness.
6. To ensure that the funding received from all sources and utilized by the college is commensurate with the mission, goals, and priorities of the institution, as well as the educational needs of the community.

JSCC HISTORICAL HIGHLIGHTS

Mid-1800's  Dr. James Menzies Sprunt was President of Grove Academy and then of Kenansville Seminary in Kenansville, N.C.

1897  Kenansville Seminary property was purchased and deeded to Wilmington Presbytery. On the property, James Sprunt Institute was opened as "...a school of collegiate grade for the promotion of Christian education" for girls. This college operated until the mid-1920s.
1960  The "new" James Sprunt Institute was begun as the Duplin County unit of the Goldsboro Industrial Education Center.

1963  The school's first graduating class in Practical Nurse Education distinguished itself by earning the highest class and individual scores in the state on the NC Licensed Practical Nursing Exam.

1964  The County Commissioners appropriated funds to purchase the current site of the main campus and the Board of Education officially re-named the school the James Sprunt Institute.

1967  James Sprunt Institute became an independent institution under the authority of the Duplin County Board of Education, and Dixon S. Hall was named as its first President.

1969  The College initiated a general education program with a college transfer option under an agreement with the University of North Carolina at Wilmington.

1971  James Sprunt Institute was chartered as a technical institute within the N.C. Community College System and independent of the Duplin County Board of Education.

1973  The James Sprunt Community College Foundation was established by the Board of Trustees to set up private funds to allow the college to better serve students with financial aid, scholarships, and other advancement programs.

1976  Dr. Carl Price became the second President of James Sprunt.

1985  James Sprunt opened an extension center in Wallace, N.C.

1986  James Sprunt Technical College became James Sprunt Community College.

1989  Dr. Donald L. Reichard became the third President of JSCC and the College celebrated its 25th Anniversary.

1991  The first issue of the JSCC literary magazine, Wellspring, was published and won first place in the Southern Division of the Community College Humanities Association's annual literary magazine contest.

1992  JSCC became a part of the ACCLAIM project - a 5-year pilot project to demonstrate how a community college can assist its service area leaders and organizations in collaborative efforts to seek solutions to issues of concern to the community.

1995  First Retirement of an employee with 30 years of experience at JSCC.

1999  Dr. Mary Wood became the first female President of JSCC. She led the college for five years.
2005  Dr. Lawrence L. Rouse became the President of JSCC. The College has gained under Dr. Rouse’s leadership an employee leadership development program and a male mentoring program, Scholarly Men of Success.

2006  JSCC becomes the second community college in the state of North Carolina to institute the Viticulture and Enology curriculum program.

2009  Duplin Early College High School was approved by the JSCC Board of Trustees and Duplin County Board of Education with the location of the facility at JSCC.

2010  Eastern Carolina Food Ventures Incubator Kitchen is designed to help develop food entrepreneurs, create new food businesses, help existing food businesses and provide a workforce development resulting in new job creation. It is located at the West Park Business Technology Center in Warsaw, NC and is managed by JSCC’s Small Business Center.

2014  The College celebrated its’ 50th anniversary. The College held its first Presidential Gala Scholarship fundraiser.

2015  The JSCC Capital Campaign exceeded $3 million in donations for improvements. JSCC hosted the first Health Sciences Luncheon as an investment in the nursing program. The late Dr. Edward L. Boyette was honored by having the nursing/health services wing of the McGowen Building named in his honor. The JSCC Leadership Development Center was renamed in honor of Mrs. Deliliah T. Gomes. The administrative area of McGowen was named in honor of the Honorable Albert R. Brown.

2016  Dr. Lawrence L. Rouse was named the 2016 President of the Year by the North Carolina State Board of Community Colleges. The Diesel School facility located in Warsaw, NC had its’ grand opening.

2018  The college is named as the best community college in the state of North Carolina and second best in the United States by SmartAsset.com.

**CORE VALUES**

1. **Learning:** We provide high quality educational opportunities and necessary support services to help all students develop critical thinking skills and achieve their goals.

2. **Partnership:** We seek partnerships with schools, businesses, industries, and community organizations to create a seamless transition from school to a career or continued education.

3. **Integrity:** We uphold honesty, ethical behavior, and respect in pursuit of an atmosphere of open communication and accountability.

4. **Diversity:** We strive to attract and embrace staff whose diverse viewpoints and experiences are valued.
5. **Adaptability**: We adapt to an evolving, global environment to create a competitive, employable workforce.

**ACCREDITATION**

James Sprunt Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, to award associate degrees, diplomas, and certificates.

James Sprunt Community College is also approved by the Division of Vocational Rehabilitation, the North Carolina State Board of Nursing, and the State Board of Cosmetic Art Examiners.

**LOCATION AND INSTRUCTIONAL FACILITIES**

The college’s main campus is located in the population center of Duplin County, North Carolina, on NC Highway 11 South near the town of Kenansville. The 53-acre landscaped campus provides an attractive setting for an educational and cultural center for students and the community. The Kenansville campus is comprised of seven main buildings, housing administrative offices, classrooms, laboratories, vocational shops, library, cafeteria, and student center.

Based on local industry needs, James Sprunt Community College started a Diesel and Heavy Equipment Technology program with classes beginning Fall 2016. A new instructional facility was built totaling over 7,000 square feet with two 100 feet drive-thru bays in the shop area. The new facility is located at the West Park Complex in Warsaw, NC.

The college offers some courses on the campuses of one or more of the four Duplin county high schools in fall and spring semesters during the day through the Career and College Promise Program. Qualified high school students may enroll in these classes.

Many civic, education, and cultural organizations make use of the college’s facilities for meeting and workshops. Facilities are available upon request on a space-available basis.

**COMPETENCIES**

JSCC had adopted a competency-based approach to its educational programs, in which competencies expected of all graduates are agreed upon and defined and courses or experiences are designed to assist the student in becoming competent.

A student who graduates from JSCC will be:

- Competent in his/her program area of specialization.
- Competent to communicate effectively through writing, speaking, mathematics and in basic use of computers in his/her area of specialization.
• Competent to assess his /her skills, knowledge, and use of such assessment as a basis for further growth.
• Competent to assess the values of American society and to function as a contributing member of that democracy.
• Competent to reason and analyze so that he/she may function effectively in his/her area of specialization as well as in the larger world.
Chapter 1: Organization and Operations

1.1 BOARD OF TRUSTEES’ BYLAWS

ARTICLE I. ADMINISTRATIVE CONTROL

SECTION 1. POWERS AND DUTIES OF THE BOARD OF TRUSTEES

James Sprunt Community College shall operate under the governance of the Board of Trustees, appointed in conformance with North Carolina General Statues, Chapter 115-D. Subject to any policies, standards, rules and regulations of the State Board of Community Colleges, and applicable North Carolina General Statues, James Sprunt Community College Board of Trustees, hereinafter referred to as the Board, shall, for the purpose of establishing, operating, and maintaining a community college, have the following duties and authority.

A. To appoint a President of the College and to assign his/her duties.
B. To appoint employees of the College on recommendation of the President within the stipulations of employment contract and the appropriations made therefore.
C. To regulate the admission of students, tuition, fees, and all other matters appertaining to the government and administration of the College.
D. To issue certificates, diplomas, and degrees to qualified students on the recommendation of the faculty.
E. To provide and maintain suitable quarters for the College and acquire and install necessary equipment therefore.
F. To provide for the care, custody, control, management, and improvement of the lands, grounds, buildings, facilities, and equipment pertaining to the College.
G. To adopt and delete curricula.
H. To accept gifts and bequests of real or personal property suitable for carrying out the programs and purpose of the College.
I. To approve an annual budget and budget revisions of all institutional funds.
J. To make, establish, alter, and amend policies, rules, and regulations for the College as the Board may deem advisable.
K. To conduct an annual Board self-evaluation

ARTICLE II. OFFICERS AND COMMITTEES OF THE BOARD

SECTION 2. OFFICERS

The Officers of the Board shall be a Chairman, Vice Chairman, and a Secretary.

SECTION 3. TERM OF OFFICE

The Chairman, Vice Chairman, and Secretary shall be elected each year and shall take office on July 1. They shall hold office until their elected successors take office. A majority vote of a quorum of the members of the Board shall be necessary for election. Vacancies in an office shall be filled by a majority vote of a quorum of the Board. The President of the College shall be eligible to be elected as Secretary, but will have no voting privileges. If an officer is elected but not reappointed to another term or unable to continue serving for any reason, at the next
meeting following such occurrence, nominations will be accepted and a vote taken to determine a successor for that office.

SECTION 4. DUTIES OF THE CHAIRMAN

A. The Chairman shall preside at all meetings of the Board and shall be an ex officio member of all committees and shall be entitled to vote at all the meeting of the Board and of all its standing and special committees.

B. The Chairman shall appoint all standing and special committees and shall designate the chairman of such committees.

C. The Chairman shall be responsible for the agenda of all Board meetings.

SECTION 5. DUTIES OF THE VICE CHAIRMAN

The Vice Chairman shall perform the duties of the Chairman in the Chairman’s absence and such other duties as the Chairman may delegate from time to time.

SECTION 6. DUTIES OF THE SECRETARY

The Secretary shall be responsible for all official minutes, records, and papers of the Board and, at the direction of the Chairman, shall prepare and transmit an agenda for each regular Board meeting and shall send notices of all Board and committee meetings of the Board.

The Secretary shall be the custodian of the Board minutes, which will be retained in the College files, and shall be responsible for having the minutes officially microfilmed by the Department of Archives and History. The Secretary, if a non-board member, shall not have voting privileges.

SECTION 7. COMMITTEE OF THE BOARD

A. The standing committees of the Board shall be:
   a. Committee on Finance, Budget and Facilities
   b. Committee on Legislation, Marketing and Personnel
   c. Committee on Educational Programs

B. Each committee shall consist of at least two members, with the maximum number of each committee to be determined by the Board Chairman.

C. A majority of the members of a committee shall constitute a quorum for the transaction of business.

D. Special committees may be established in accordance with provisions of Section 4-B of this Article.

ARTICLE III. MEETINGS OF THE BOARD

SECTION 8. MEETINGS OF THE BOARD

A. Regular meetings, unless otherwise rescheduled by the Chairman, shall be held five (5) times annually, usually in January, March, May, August, and October. The Chair shall announce date, time and place. If, at a regular meeting, the voting members of the Board present do not constitute a quorum, then the meeting shall be rescheduled and held within a period of 14 days.
B. Special meetings shall be held on the call of the Chairman or on the written request to the Chairman by four members.

C. In order to encourage attendance at regular meetings, board members will have the option to participate via conference call for special meetings and emergency meetings only. A call-in number and participant code will be provided to the board members upon notification of such meeting. In order to determine a quorum, the Secretary (or their designee) shall provide a roll call once the meeting is called to order.

SECTION 9. NOTICE OF TIME AND PLACE OF MEETINGS

D. A notice of the hour and place of every regular meeting shall be mailed to every Board member by the Secretary to the Board at least one week prior to such a meeting. All meetings shall be held at a place determined by the Chairman.

E. Whenever a special meeting is called, the written notice of such meeting shall be given not less than 48 hours in advance and shall state the matter or matters to be presented to the Board for its consideration at each meeting. No other matters shall be considered at this meeting, except upon the majority consent of all the members of the Board present at such meeting.

F. Emergency meetings may be called by the Chairman. The 48-hour notice may be waived under emergency conditions.

Note: Notice of meetings will comply with the open meetings laws of North Carolina.

SECTION 10. QUORUM OF THE BOARD

A majority of the voting members serving on the Board of Trustees shall constitute a quorum for the transaction of business. In the event of less than a quorum, the roll shall be called, members present and absent recorded, and the meeting adjourned.

SECTION 11. PRESIDING OFFICER

The Chairman or, in his/her absence, the Vice Chairman, shall preside at all meetings of the Board. In case the Chairman and Vice Chairman should not attend at the time appointed for any meeting of the Board, the Secretary shall call the roll and, on the appearance of a quorum, shall call the Board to order. A chairman pro tempore shall be elected for that meeting by a majority vote of the voting members present. The chairman pro tempore shall serve until the adjournment of that meeting or until the appearance of the Chairman or the Vice Chairman.

SECTION 12. CALENDAR AND ORDER OF BUSINESS

A. At least two days prior to each regular meeting, the Secretary, at the direction of the Chairman, shall prepare and transmit to the members of the Board an agenda for the meeting. Items other than those of the agenda may be considered at each regular meeting at the discretion of the Chairman or upon majority vote of quorum of the voting members of the Board present.

B. The order of business at meetings shall be determined by the Chairman.

SECTION 13. PARLIAMENTARY PROCEDURES
The Board shall be guided in its procedure by parliamentary rules and usage as set forth in Roberts’ Rules of Order, Revised.

SECTION 14. INDIVIDUAL OR GROUP HEARINGS

Any individual or group who desires to appear before the Board shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesman. The statement shall be filed with the Chairman or the Secretary at least four days in advance of the meeting at which the appearance is desired in order for the chairman to determine whether the request to appear will be accepted and added to the agenda.

SECTION 15. Amendment to the By-Laws

Amendments to the By-Laws may be adopted at any regular or special meeting at which they are officially proposed. To officially propose amendments, copies of the proposed amendments must be mailed to each member of the Board at least ten calendar days before being voted upon, together with a statement of the name of the introducer and of the meeting at which the proposal is to be acted upon. No proposed amendments shall be adopted except upon the affirmative vote of two-thirds of the voting members of the Board.

Approved: 5/15/2018
1.2: BOARD OF TRUSTEES I-9 POLICY: BOARD MEMBERS AS EMPLOYEES

According to memorandum from the Office of the State Controller (OSC) dated July 18, 2017, all compensation paid to Board of Trustees and Foundation Board members must be reported in the OSC Integrated HR-Payroll system. Board members are to be treated as employees of the college. All compensation provided to board members, including travel or other allowances that are not reimbursements as part of an accountable plan.

Additionally, James Sprunt Community College must ensure that a Form I-9 (Employment Eligibility Verification) is completed each time any person is hired to perform labor or services in the United States in return for wages or other remuneration (anything of value given in exchange for labor or services, including food and lodging).

A memorandum from the North Carolina Community College System dated August 4, 2017 states the following: “In Publication 463, the IRS defines an accountable plan as one in which the expenses must have a business purpose, that the recipient is accountable to the employer for the amount spent within a reasonable period of time, and that excess funds received over the actual expenses are returned to the employer. A “reasonable period of time” could be thirty days prior to travel for a travel advance, sixty days after travel for an accounting of actual expenses, and up to a few months after travel for repayment of any excess. Examples of payments that would not qualify as reimbursements would include commuting expenses, routine meal reimbursements when not in travel status, and transportation or vehicle allowances for which employees are not required to account and return any excess.

New: 8/8/18
1.3: STRATEGIC PLANNING PROCEDURE

ESTABLISH STRATEGIC PLANNING TEAM

The College follows its Strategic Planning Model and Outline (which precedes this narrative). In the fall semester at the end of year 5, based on the review of the planning process, the Institutional Effectiveness Committee (IEC), during the Strategic Pre-Planning Phase in year 5 of the process, will recommend a Strategic Planning Team, including trustees, administrators, faculty, staff and community. President’s Council (PC) approves the Strategic Planning Team. Institutional Effectiveness Director (IE Director) coordinates timing and deliverables with team members.

STRATEGIC PLANNING/IMPLEMENTATION PHASE (Year 1)

This phase begins at the end of the prior strategic planning cycle with the completion of the fifth year evaluation and start of the new cycle.

The Strategic Plan Evaluation Phase of Year 5 planning begins in the spring semester. The Unit and Division Leaders confirm data collection and evaluate results to determine actual outcomes, findings, recommendations, and gap analysis.

For Strategic Long Range Plans, a determination is made regarding satisfactory completion of objectives. If an objective is satisfactorily completed, as determined by the Unit and Division Leaders and their supervisors, no additional monitoring or review is necessary. If not satisfactorily completed, monitoring continues.

During the fall of year 5 the Strategic Planning Team, with the assistance of the IEC conducts an Environmental Scan. The Environmental Scan includes the gathering of information on six external environments—demographics, socio-cultural, economic, communications/technology, organization-competitive and legal/political. In addition, the team gathers information on its internal environment for the purpose of identifying institutional strengths and weaknesses. The Planning Team, through a series of meetings, then completes the SWOT process in which internal strengths and weaknesses are matched against external opportunities and threats. The results of the SWOT process are published by the Institutional Effectiveness Office in a report entitled Environmental Scanning Report. Using the results of the SWOT process, the Planning Team revises, if needed, the College’s Mission, Core Values, Strategic Goals and Strategic Areas of Emphasis. The Board of Trustees approves the Mission, Core Values, Strategic Goals and Strategic Areas of Emphasis.

After approval by the Board of Trustees, Unit and Division leaders determine objectives (Assessment of Goal Key Indicators or AGKI’s and Strategic Long Range Plans) that meet and support the Mission, Core Values, Strategic Goals and Strategic Areas of Emphasis. The Unit and Division leaders, in conjunction with the Director of Institutional Effectiveness, determine appropriate methodology and data collection processes for each objective. Supervisors of the Unit and Division leaders approve objectives and the corresponding methodology and data collection processes. Implementation and data collection begin upon approval.
IE Director reviews Strategic Planning Online (SPOL) reports to ensure all strategic goals have been addressed. Any issues are reviewed with PC and appropriate action is taken.

Budget funding is allocated upon approval of the objectives by the Unit and Division Leaders and their corresponding supervisors, to ensure sufficient resources are available. Future plans include implementation of the Budget capability in our SPOL software.

The IE Director publishes the official Executive Summary of the results of the Strategic Planning Process in SPOL.

**STRATEGIC PLAN EVALUATION PHASE (Year 2)**

The Strategic Plan Evaluation Phase of Year 1 planning begins in the spring semester. The Unit and Division Leaders confirm data collection and evaluate results to determine actual outcomes, findings, recommendations, and gap analysis.

For Strategic Long Range Plans, a determination is made regarding satisfactory completion of objectives. If an objective is satisfactorily completed, as determined by the Unit and Division Leaders and their supervisors, no additional monitoring or review is necessary. If not satisfactorily completed, monitoring continues.

**MANAGEMENT COURSE CORRECTION PHASE (Year 3)**

The evaluation of Year 2 phase planning begins in the spring semester. The Unit and Division Leaders confirm data collection and evaluate results to determine actual outcomes, findings, recommendations, and gap analysis.

For Strategic Long Range Plans, a determination is made regarding satisfactory completion of objectives. If an objective is satisfactorily completed, as determined by the Unit and Division Leaders and their supervisors, no additional monitoring or review is necessary. If not satisfactorily completed, monitoring continues.

The Management Course Correction Phase begins in the fall semester of Year 3. Unit and Division Leaders review AGKI’s and Strategic Long Range Plans based on findings and recommendations of the last two years, as well as gap analysis. Modifications are made to AGKI’s and Strategic Long Range Plans as necessary to improve performance and address findings.

Budget requests are also collected and reviewed in the spring by PC. These requests are tied to the Institutional objectives. In the spring, everyone in the College who is a permanent employee, will develop a Professional Development Plan and these are also tied to the Institutional, Department, or Programs/Services objectives.

IEC reviews performance and course correction plans. The IEC makes recommendations for improvement. The IE Director presents to PC the results of the first two years, along with recommendations made by the IEC. PC determines if additional changes are required.
STRATEGIC PLANNING/ MANAGEMENT OPERATION PHASE (Year 4)

The evaluation of Year 3 objectives begins in the spring semester. The Unit and Division Leaders confirm data collection and evaluate results to determine actual outcomes, findings, recommendations, and gap analysis.

For Strategic Long Range Plans, a determination is made regarding satisfactory completion of objectives. If an objective is satisfactorily completed, as determined by the Unit and Division Leaders and their supervisors, no additional monitoring or review is necessary. If not satisfactorily completed, monitoring continues.

STRATEGIC PLANNING EVALUATION/ PRE-PLANNING PHASE (Year 5)

The evaluation of Year 4 objectives begins in the spring semester. The Unit and Division Leaders confirm data collection and evaluate results to determine actual outcomes, findings, recommendations, and gap analysis.

For Strategic Long Range Plans, a determination is made regarding satisfactory completion of objectives. If an objective is satisfactorily completed, as determined by the Unit and Division Leaders and their supervisors, no additional monitoring or review is necessary. If not satisfactorily completed, monitoring continues.

The second part of this year begins the pre-planning process for the next strategic planning cycle with the selection of the strategic planning team.

STRATEGIC PLANNING PROCEDURE OUTLINE

James Sprunt Community College

Year One

1. Fall - Complete and assess Year 5 LRP
2. Fall - Complete and assess AGKI’s from previous LRP (from years 4&5)
3. Fall - Implement Year 1 action plans from new LRP
4. Spring - Complete Year 1 FSR and reviewed by Divisional Heads
5. Spring - Complete and submit budget requests

Year Two

1. Fall - Monitor LRP/AGKI
2. Fall – Complete and assess of Year 1 action plan
3. Spring - Complete Year 2 FSR and reviewed by Divisional Heads
4. Spring - Complete and submit budget requests

Year Three (adjustment year)

1. Fall - Complete and assess AGKI’s (from years 1&2)
2. Fall – Complete and assess Year 2 action plan
3. Fall - Monitor LRP/AGKI
4. Fall - Supervisors review performance and make recommendations for improvement
5. Spring - Add to or modify any existing LRP/Action Plan based on changes over the last two years
6. Spring - Complete Year 3 FSR and reviewed by Divisional Heads
7. Spring - Complete and submit budget requests

**Year Four**

1. Fall – Implement Year 4 of modified LRP/Action Plan
2. Fall - Monitor LRP/AGKI
3. Spring - Complete Year 4 FSR and reviewed by Divisional Heads
4. Spring - Complete and submit budget requests

**Year Five**

1. Fall – Complete and assess Year 4 LRP
2. Fall – Implement Year 5 of modified LRP/Action Plan
3. Fall - Monitor LRP/AGKI
4. Fall - President appoints planning team
5. Fall - Responsibilities for planning team identified
6. Fall - Produce data for environmental scanning
7. Fall - Complete SWOT process
8. Fall - Provide environmental scanning information to planning team
9. Fall - Divisional Heads review and modify FSR calendar as needed
10. Spring – Complete Year 5 FSR and reviewed by Divisional Heads
11. Spring – Board of Trustees review and approve mission, goals, and core values
12. Spring - Update strategic areas of emphasis (No more than two)
13. Spring - Develop new 5 Year LRP including institutional, departmental and program/service objectives
14. Spring - LRP reviewed by PC to eliminate duplication of objectives
15. Spring - Complete and submit budget requests

AGKI – Assessment of Goal Key Indicators
AVP – Associate Vice President
Divisional Heads – PC and AVP’s
FSR – Function Service Reviews
IEC – Institutional Effectiveness Committee
LRP – Long Range Plan
PC – President’s Council
SWOT – Strengths, Weakness, Opportunities, Threats

**Outline based on Academic Calendar Year**
Chapter 2: STUDENT SERVICES

Section 2.1 - GENERAL “OPEN DOOR” POLICY

James Sprunt Community College operates an “Open Door” admissions policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Any adult, whether a high school graduate or not, who makes application and can benefit from the programs is admitted to the college.

Applicants will be given placement tests to aid in evaluating their potential for success in their chosen field. The tests will in no way deny admission to any student. If any evaluation of test scores or other evidence indicates that an applicant is not ready to enter the program of study selected, he/she may then be scheduled to enter the Basic General Education program in the preparation for his/her chosen program and/or encouraged to reexamine his/her educational and occupational goals.

See specific program requirements on the following pages of this section for further information.

The college serves all students regardless of age, race, color, religion, sex, disability, political affiliation, or national origin.

Pursuant to the State Board of Community College Code ID SBCCC 400.2(e), the James Sprunt Community College Board of Trustees approves the college to deny admission to an applicant that poses a significant, imminent, articulable threat to the safety of James Sprunt Community College, Faculty, Staff and Students.

Pursuant to the State Board of Community College Code ID SBCCC 400.2(d), the James Sprunt Community College Board of Trustees approves the following appeals process for applicants denied admission pursuant to Subsection (e): If an applicant wishes to request an appeal, he/she must do so in writing within 10 school days following notification of admissions denial. The Associate Vice President of Student Services and the College President, in those cases of admissions denial, shall each have 10 school days to make a disposition on the admissions appeal. The decision by the College President shall be final with no institutional appeals beyond this level.

Pursuant to the State Board of Community College Code ID SBCCC 400.2(g), James Sprunt Community College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course if the applicant resides in a state where the college is not authorized to provide distance education in that state.

James Sprunt Community College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process.
2.2 ACADEMIC INTEGRITY POLICY

I. ACADEMIC INTEGRITY DEFINED

James Sprunt Community College is committed to providing an academic environment conducive to learning. The college does not condone academic dishonesty to any degree. To ensure students understand the College’s expectations, definitions and examples of plagiarism, multiple submissions, and cheating are provided below. Students are accountable to the policies and are expected to conduct themselves in such a manner as to be a credit to themselves and the College.

II. PLAGIARISM

Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Students have plagiarized when they have failed to properly document the original ideas of others. Any ideas or wording taken from an original source for written or verbal use must be cited within the assignment.

Examples of possible resources may include: books, newspaper or magazine articles, course material, other students projects, email messages, and Internet resources including books, fine art, graphics, photographs, websites, video production, films, CDs design projects, compositions, lyrics, music, sound bites, speeches, audio recordings, lectures, interviews, etc.

III. MULTIPLE SUBMISSIONS

This is defined as submission of work that has been prepared for a different course without fair citation of the original work and prior approval of the instructor. Students who submit assignments previously submitted in another course are subject to the same consequences they would face if they plagiarized these assignments. The use of one’s previous work in an assignment requires prior approval from the current faculty member and citation of the previous work.

Examples of multiple submissions include:

- Submitting the same essay for credit in two courses without first receiving written permission
- Taking minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new.

IV. CHEATING

Cheating is defined as obtaining information in a dishonest manner. Some examples of cheating are:

- Obtaining and using all or part of someone else’s work and turning it in as one’s own
- Allowing someone else to obtain and use your work
- Several people completing one assignment and submitting multiple copies represented (implicitly or explicitly) as individual work
- Submitting material(s) obtained from the Internet as one’s own work without proper acknowledgement of the source
- Letting a tutor complete an assignment and submitting it as one’s own
V. CONSEQUENCES

If a student commits any act of academic dishonesty, the instructor may assign a zero grade on the assignment or assign a grade of “F” in the course. The instructor must file an academic dishonesty incident report describing the alleged violation with the Executive Vice President and provide a copy to the student.

The student may appeal the grade assigned by the instructor if (1) the student feels the penalty is unfair or (2) the student does not agree with the evidence presented by the instructor. Guidelines for student appeals are provided in the current James Sprunt Community College catalog.

Repeated offenses of the College’s academic dishonesty policy will result in the student being referred to the Associate Vice President of Student Services.
2.3 TRIO ENROLLMENT POLICY: TALENT SEARCH AND UPWARD BOUND

I. POLICY INTRODUCTION

The Talent Search Program (TS) is designed to identify and assist individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program serves students from grades six through twelve. The TS project provides services such as counseling, tutoring and mentoring; help with admissions and financial aid applications; ACT & SAT Prep; exposure to college campuses; financial literacy; career exploration and aptitude assessment. Talent Search serves the following schools within Duplin County: Beulaville Elementary School, Kenansville Elementary School, Rose Hill-Magnolia Elementary School, Warsaw Elementary School, Wallace Elementary School, East Duplin High School, James Kenan High School, and Wallace-Rose Hill High School.

The Upward Bound Program (UB) is designed to provide support to participants in their preparation for college entrance and ultimately college graduation. UB project provides academic instruction and additional services like tutoring, counseling, mentoring, and help with college entrance and financial aid applications. UB serves students in grades nine through twelve at East Duplin High School, James Kenan High School, and Wallace-Rose Hill High School.

It is the goal of all TRiO programs to:

- Increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education, and;
- Provide encouragement and academic support to participants as they prepare for higher education.

The U.S. Department of Education Federal TRiO Programs “encourages projects serving similar populations that are serving the same target schools or target area to minimize the duplication of services and promote collaborations so that more students can be served.” Therefore, an Enrollment Policy is established for the TS and UB programs at James Sprunt Community College. This policy is established as an effort to promote coordination of services and support the regulations of TS, Section 643.11 (b), and UB, Section 645.21 (4).

II. POLICY STATEMENT

The Directors and staff of the TS and UB programs will review applications that are made for each program. Upon completion of the application, the TS and/or UB staff will determine the eligibility of the applicant. If it is determined by the TS staff that an applicant qualifies for the UB program rather than the TS program, or if the UB staff determines that a student qualifies for the TS program rather than the UB program, then the Directors of either program will notify one or the other, in writing, to recommend that an applicant receive services from the recommended program.

If a student withdraws from either the TS or UB program, the student will not be allowed to return to the original program in which he/she was enrolled. In other words, once a student is enrolled in either program he/she will not be allowed to transfer back into the program from which he/she withdrew.
JSCC Board of Trustees
Approved: Pending
Revised 1/23/2018
2.4 POLICY FOR FACULTY AND STAFF PARTICIPATION IN INSTITUTIONAL GOVERNANCE

The James Sprunt Community College Board of Trustees is the governing body for the college. In accordance with policies established by the State Board of Community Colleges, the JSCC Board of Trustees establishes appropriate policies for achievement of the college’s mission and goals and a high level of institutional effectiveness.

It is the responsibility of the College's President and administrators to develop and implement procedures and guidelines to effectively implement the policies established by the State Board of Community Colleges and the James Sprunt Community College Board of Trustees. Administrators constitute the colleges Administrative Team that meets periodically throughout the year and occasionally holds retreats to discuss college operations and plans.

In the development of procedures and guidelines, the college encourages and provides for the full participation of the faculty and staff in its decision-making processes. Participation is provided through formal structures and the administration's practice of an open-door policy. Faculty and staff as individuals or groups may bring comments or concerns to the appropriate administrator or President at any time. The College’s administration will respond to such input in a timely manner.

Formal participation is provided through:

- Representation on all Standing Committees,
- Representation on ad-hoc committees as appropriate,
- The activities of the college’s Interest Groups:
  - Educational Office Professional (EOP)
  - Professional Administrative Resources (PAR)
  - Mid-Management Council
  - Faculty Council
- The meetings held of all the JSCC personnel,
- The College’s Grievance Procedure where by the faculty and staff may appeal decisions.

The effectiveness of the college can only be achieved through the full participation of the faculty and staff in institutional decision-making processes.

JSCC Board of Trustees

Adopted: 11/11/97
2.5 STUDENT IDENTIFICATION POLICY

Students must obtain a JSCC photo identification (ID) card. Students must present one form of government issued photo identification and their class schedule at the time the ID card is made. Cards for Curriculum students are issued in the Student Activities Office (Strickland Center) at registration and as needed. Cards for Continuing Education students are issued in the Continuing Education Office (Boyette Building) at registration and as needed.

JSCC ID cards must be visible at all times while on campus, and under no circumstances should they be altered or lent to another person. Presentation of the ID card is required for identification or participation in various student activities or events. Persons who do not have proper identification may be asked to leave campus. Students who withdraw before the semester ends must turn their ID cards into the SGA Office.

Lost ID cards must be replaced, and a fee of $5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Student Activities Office in order to have their ID card replaced.

“JSCC student” defined as to this policy is a student who attends James Sprunt Community College for at least five (5) consecutive days.

I. PURPOSE
   a. To enhance the safety and security of all individuals on James Sprunt Community College’s campuses, ALL students will be required to obtain a photo identification card.
   b. This student ID will serve as the official means of identification for James Sprunt Community College.
   c. Unless a student loses/misplaces ID card, it will only need to be issued once.
   d. The first issued student ID is FREE. All replacements will cost $5.00.
   e. The student ID must be visible at all times while on campus.
   f. Individuals not wearing proper identification will be asked what business they have on campus. If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.

If individuals claim to be a student, College officials shall ask for their student ID. If none can be provided, the individuals will be asked to leave campus until they can return with a valid JSCC student ID. Those who resist will be escorted off campus by the College CRO and further disciplinary action may be taken if necessary.

II. SCOPE

JSCC students will be required to obtain a student ID card before attendance verification, as faculty will not allow a student to attend class without an ID past this date.

Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.
III. PHOTO ID POLICY

Students will be required to present one form of government-issued photo identification before an ID card is issued.

For ID pictures, James Sprunt Community College requires individuals to remove any items not worn as part of their daily appearance (i.e., prescription eyeglasses). The only exceptions are items worn for cultural or religious purposes.

All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.
2.6 STUDENTS' ROLE IN DECISION-MAKING

James Sprunt Community College encourages its students to participate in the institution's decision-making processes to the fullest extent possible. Opportunities for participation are provided through formalized structures and the administration's practice of an open-door policy.

Students may as individuals or groups present ideas for improvement or concerns to the appropriate administrator or President at any time. The College’s administration will respond to such input in a timely manner.

- Formalized participation is provided in the following ways:
- The Student Government Association President serves as an ex-officio member of the Board of Trustees (ex-officio status accords the SGA President all rights as other Trustees except the voting privilege),
- Student representatives serve on several Standing Committees,
- A student representative serves on the College's Planning Team when it conducts the Strategic Planning Phase of the planning cycle and participates in the development of operational plans during the Operational Planning Phase of the Planning cycle for such areas as the SGA, student activities, ambassadors' program, etc.
- When appropriate, student representatives serve on College ad-hoc committees,
- The President meets with the SGA Senate on a bi-monthly basis to discuss how the college can best meet student needs, and
- Students may appeal decisions made by faculty and staff through the Academic and Non-Academic Appeals processes.

The College believes it can only achieve excellence by the full participation of those it serves, the students, in institutional decision-making.

Approved by the President

11/11/97
2.7 LIBRARY COLLECTION DEVELOPMENT POLICY

I. CLASSIFICATION OF MATERIALS

All materials in the permanent collection are classified according to the Library of Congress Classification system.

II. RESPONSIBILITY FOR SELECTION

The Director of Library Services has primary responsibility for selecting library materials. Faculty, as subject specialists, are strongly encouraged to recommend materials to support their curriculum areas. Suggestions from other staff and students are also welcome.

III. EVALUATION CRITERIA

Three key questions guide selection of library materials:

- Will the acquisition support the curriculum of JSCC?
- Is there patron interest in the acquisition?
- Will the acquisition address a gap in the existing collection?

Titles directly related to programs and majors at JSCC, as well as to known assignments, are given priority. Patron interest, indicated by existing collection circulation, interlibrary loan requests, and direct suggestions, is seriously considered. The library staff also evaluates the existing collection to identify topics of interest of which there is little, no, or only outdated coverage.

Additionally, library staff consider critical attention, availability of alternative materials, format, reading level, and durability in evaluating potential acquisitions. For donations of used items, library staff will assess physical condition of the material as well.

IV. MATERIAL FORMATS AND MULTIPLE COPIES

The library collection includes books, DVDs, and books on CD, as well as periodical subscriptions. Most purchases are of books and periodicals. Generally, the library purchases DVDs only at the request of faculty or to support specific assignments given in JSCC courses. Due to the availability of downloadable audiobooks through NC LIVE (a statewide library service), purchases of books on CD are few and guided by demand. Other materials (e.g., music CDs, CD-ROM software) are available from the library, but are not actively collected.

The library does not purchase textbooks. Instructors may donate or lend copies to be placed on reserve at the reference desk.

Library acquisitions of test preparation books are minimal due to: (1) the availability of study guides and practice tests on the web and in library online databases; (2) the high loss rate of such books; and, (3) frequent changes to standardized tests.
When available, hardcover or library-bound books are preferred to paperback versions for titles which are expected to be of relevance for several years and/or to enjoy high circulation.

Large-print items are occasionally purchased, and interlibrary loans can be requested when there is an immediate need for a title in large-print format.

Due to the wide availability and currency of online reference sources, fewer reference books are purchased than in previous years. However, dictionaries and other select items are purchased as needed.

Most items purchased are English-language, though some Spanish-language titles are purchased to support Spanish classes and for ESL patrons. Donations of both English- and Spanish-language items are welcome; donated titles in other languages are unlikely to be added to the collection.

Periodical subscriptions are selected to provide: (1) trade and other current information related to JSCC's programs of study; and, (2) news, commentary, and popular reading material responsive to community interests. Availability of a periodical in online archives is considered but does not necessarily preclude subscription to the print title.

Multiple copies of titles are rarely purchased, though duplicate copies may be retained if warranted in cases of donations, returns of long-overdue items, and other unanticipated circumstances.

V. WEEDING AND REPLACING MATERIALS

Space limitations, physical wear, and new developments in the disciplines or popular thought necessitate that materials occasionally be removed (weeded) from the collection. Library staff review the existing collection both casually (on a day-to-day basis) and deliberately (examining specific sections periodically). Each item is evaluated individually before weeding.

Content considerations for weeding include: age, relevance to JSCC curriculum and user population, frequency of use, date of last use, availability of alternative materials, and accuracy of content. Classic or core titles may be held to less exacting standards than popular fiction and non-fiction titles. Age and accuracy of materials are of particular concern for medical and legal titles.

Library staff repair damaged items whenever feasible. When physical condition is an item's sole defect, library staff will consider the availability of a replacement before weeding.

The weeding process helps the library staff identify areas where new titles need to be purchased to update information or expand coverage.

Weeded items without major physical damage are clearly marked withdrawn, removed from the library catalog, and made available for sale in the library for a nominal charge. Proceeds go to future library acquisitions.
VI. DONATIONS

Donations of books and audiovisual materials in good condition are welcome. Such items are evaluated according to the criteria outlined in this policy. The library staff does not guarantee that all items will be added to the collection and reserves the right to dispose of donated items not added. Donors who would like their donations returned if not added to the collection are responsible for notifying staff of this condition and retrieving these items from the library in a timely fashion.

VII. CHALLENGES TO MATERIALS

The library endorses the American Library Association's Library Bill of Rights and Freedom to Read Statement and uses the principles outlined therein to guide selection. Individuals wishing to remove materials from the collection must submit a written request to the Director of Library Services. A "Sample Request for Reconsideration of Library Resources" is available from the website of the American Library Association (www.ala.org) or from the William H. Wiggs Library staff. Such requests will be reviewed by the Curriculum Committee, which will in turn make a recommendation to the President's Council.

Approved: 1/20/98
2.8 LIBRARY OVERDUE POLICY

JSCC students may borrow books for two (2) weeks, with the option to renew twice (for two additional 2-week periods). Students may borrow audiovisual materials for one (1) week, with the option to renew once for an additional one-week period. Library staff notifies students of due dates verbally and stamp the due date on a slip enclosed with the item. Students may contact library staff or log on to the online library catalog with their library barcode number to confirm due dates of items currently loaned.

Once the due date has passed, fines accrue daily for each overdue item at a rate determined by the library, to a set maximum amount. Fines do not accrue on dates the College is closed. An overdue report runs automatically once per week and sends e-mail notices to students with overdue items. A total of three (3) notices are sent; the third is labeled "FINAL NOTICE." Each overdue report is reviewed by the Director of Library Services, who confirms that a current e-mail address is on file for each student; if not, the director will update the record and send the appropriate notice to the student's e-mail. For Continuing Education students only: If no e-mail is available, library staff will deliver a printed notice to an appropriate staff or faculty member who can relay it to the student.

When a third and final notice is sent, a hold will be placed on the student's College record. Until fines are paid in full and overdue items returned in good condition (or current replacement costs are paid), the student will not be able to register for classes or receive grades, diplomas, degrees, or transcripts. When fines are resolved, library staff will update the record to release the hold.

Some interlibrary loan (ILL) providers do not permit renewals. In these cases, students are notified when they check out the items. Library staff will contact students by e-mail and, if available, telephone when ILLs are overdue. Holds may be placed immediately when an ILL due date has passed, though overdue fines accrue as with other items.

The default due dates for faculty or staff members are three (3) months for books and one (1) week for audiovisual materials, though these may be modified upon request. Faculty and staff will receive overdue notices at their JSCC e-mail addresses. All exiting employees must be cleared by the library prior to completing their exit interviews with the Human Resources department. Current replacement costs will be charged to employees who fail to return borrowed items before separating from the College.

Approved by the JSCC Board of Trustees

Revised: 1/28/93
2.9 DISABILITY SERVICES

James Sprunt Community College is committed to seeing that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act, students will receive reasonable accommodations to assure equal access to all programs and activities.

Students who wish to request accommodations must present documentation regarding the disability to the counselor in Student Services. Accommodations will be determined based upon the documentation and in consultation with the student. Students needing accommodations should make arrangements with the counselor prior to the beginning of the semester in order to provide ample time for arrangements to be made. Accommodation must be requested each semester. For additional information, see a counselor in Student Services.

Students wishing to file a Complaint under Title IX of the Education Amendments of 1972, Title 504 of the Disabilities Act of 1990 may contact:

Director of Human Resources

McGowen Building
2.10 CHANGES IN REGULATIONS

James Sprunt Community College reserves the right, without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure as deemed necessary.
2.11 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student’s education records within 45 days after the day the James Sprunt Community College (hereinafter referred to as “the College”) receives a request for access. A student should submit to the registrar, associate vice president, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The College official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by The College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

- A student who wishes to ask the College to amend a record should write the College, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- The College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt
to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

  Family Policy Compliance Office  
  U.S. Department of Education  
  400 Maryland Avenue, SW  
  Washington, DC 20202  

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
• To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
• To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
• To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
• Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
• To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
• To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

Approved:
2.12 LETTERS OF RECOMMENDATION AND REFERENCES POLICY

Policy on Letters of Recommendation and References

All reference checks for potential new employees of James Sprunt Community College will be conducted by the Human Resources Office. If a faculty or staff member is asked to write a letter of recommendation and/or complete a reference request on a current or former employee or co-worker, the following applies:

- The request will be forwarded to the Human Resources Office to ensure there are no pending actions, i.e. grievances, that would limit the type of information that could be provided. Human Resources will respond accordingly to either allow or disallow the reference information to be provided.
- The employee writing the letter of recommendation and/or completing the reference request should know the person being reported on well enough to properly write a letter of recommendation and respond to all typical reference questions.
- It is appropriate to tactfully decline to write a letter of recommendation or respond to a reference request if the faculty or staff member does not know the individual well enough or feel completely comfortable in providing the information.
- Provide accurate and honest information when writing letters of recommendation and completing reference information. If you misrepresent an employee’s skills by indicating in writing they are an outstanding employee when they are no longer employed due to performance issues, this could put the college at unnecessary risk for legal action.

It is understood that just as James Sprunt Community College needs reference information on potential new employees, other places of business also need reference information to make job offers; therefore, faculty and staff will on occasion be put in the position to determine if they should or should not provide this information. When in doubt on how to proceed with providing letters of recommendation or reference information, consult with the Human Resources Office for guidance.

Approved:
2.13 CONTINUING EDUCATION REFUND POLICY

I. Occupational Extension

A student who officially withdraws from an occupational extension class prior to the first class meeting shall be eligible for a 100% refund. Also, a student is eligible for a 100% refund if the class fails to meet with minimum student enrollment and the class is canceled. After the class begins, a student may be eligible for a refund of 75% by completing the refund request form and submitting the form to the instructor or Continuing Education Department prior to or on the 10% date of the class based on the scheduled hours of the class. A 75% refund consists of tuition/registration only. All fees including parking, insurance, student activity fees, etc. are non-refundable after the start of a course.

II. Human Resource Development

A student who does not qualify for a tuition fee waiver, submits a tuition payment, and officially withdraws from a human resource development training course prior to the first class meeting shall be eligible for a 100% refund. Also, a student is eligible for a 100% refund if the class fails to meet with minimum student enrollment and the class is canceled. After the class begins, a student may be eligible for a refund of 75% by completing the refund request form and submitting the form to the instructor or Continuing Education Department prior to or on the 10% date of the class based on the scheduled hours of the class. A 75% refund consists of tuition/registration only. All fees including parking, insurance, student activity fees, etc. are non-refundable after the start of a course.

III. Self-Supporting

A student who officially withdraws from a self-supporting class prior to the first class meeting shall be eligible for a 100% refund. Also, a student is eligible for a 100% refund if the class fails to meet with minimum student enrollment and the class is canceled. After the class begins, no student enrolled in a self-supporting class is eligible to receive a refund.

Revised 4/30/18
Chapter 3: HUMAN RESOURCES

3.1 AFFIRMATIVE ACTION PLAN

It is the policy of James Sprunt Community College to commit its talent and available resources to the principles, procedures, and practice of equal employment opportunity without regard to race, color, religion, age, disability, sex, national origin, or political affiliation.

The Board of Trustees, administration, faculty, and staff of James Sprunt Community College will act to support the process of securing qualified minority applicants that may alter any conditions of minority underutilization among professional staff.

This institution will continue to develop and modify its Affirmative Action Plan to include all categories of employment so as not to underutilize or over-utilize any groups or people not closely paralleling the ethnic profile of its service area.

The institution will make a concerted, practicable effort to employ, offer training, promote, and retain qualified, productive employees that represent the ethnic profile of its service area.

This policy specifically charges the President of James Sprunt Community College with the responsibility of seeing to the faithful implementation of this Affirmative Action Plan.

JSCC Board of Trustees Approval: 6/12/78

Revisions: 9/25/80, 7/28/83, 12/01/83
3.2 POLICY STATEMENT ON EMPLOYMENT OF PERSONNEL

I. AUTHORITY TO EMPLOY

Under the provisions of North Carolina General Statutes S115D-20(2) the Board of Trustees has the power to elect or employ all personnel of the institution upon nomination of the President. This provision is understood and interpreted as requiring that all permanent-type personnel shall be recommended by the President and approved by the Board, and that authority to employ such personnel may not be delegated. This interpretation is hereby adopted by the Board in the absence of more specific legislation since it could not have reasonably been the intent of the legislature that the Board be required to literally employ every person who works for the institution regardless of the time period for which employed. Under the provisions of S115D-20(7) the Board adopts the following policy:

The President or the President’s designee shall exercise the authority to employ all personnel (teaching or non-teaching) who are to be employed on a temporary basis for a period of four (4) months or less. All other personnel shall be employed by the Board upon nomination of the President.

II. CONTRACTS

Employment contracts shall be drawn and executed for all personnel employed by the institution in accordance with the following provisions:

Contracts for temporary personnel (those employed for a period of four (4) months or less shall be executed at the time of employment by the President or the President’s designee for James Sprunt Community College and shall be valid and binding upon such execution.

a. Contracts for all personnel employed for a period of more than four (4) months shall be executed at the time of employment by the President and shall be temporarily valid and binding until approval/disapproval action by the Board.

b. All contracts shall comply with applicable provisions of law and shall be drawn in a manner consistent with the best interests of the contracting parties and the public.

c. Formal written contracts shall not be required for persons being employed to perform specialized services which are short in duration and occur infrequently (e.g. a person employed to conduct a special one-time program or short course under the institution’s extension program). The President may however, utilize written contracts for such persons when he/she deems such action necessary to protect institutional interests.

III. BOARD APPROVAL OF CONTRACTS

The President shall present the names of all employees placed under Contract (except temporary personnel) for Board approval at the next meeting of the Board following the date of employment. Upon approval of the Board such contracts shall become final and binding according to their terms. Upon disapproval of the Board such contracts shall be terminated upon thirty (30) days written notice to the employee(s) involved. In the event of disapproval, notice will be given to the employee by the President within three (3) days following Board action.
IV. IMPLEMENTATION PROCEDURES

The President shall be responsible for the development and administration of appropriate procedures implementing the above policy.

Approved by JSCC Board of Trustees: 1/27/76
3.3 RECRUITMENT, APPLICATION, SELECTION, & HIRING PROCESS

GENERAL INFORMATION

James Sprunt Community College operates under an Equal Opportunity and Affirmative Action Policy. It is the responsibility of James Sprunt Community College as a member of the North Carolina Community College System (NCCCS) to sincerely effect its business to include employment in compliance with the requirements of Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.

James Sprunt Community College will recruit qualified individuals for vacant positions without regard to race, color, religion, age, disability, sex, national origin, or political affiliation, except where age or sex is a bonafide job requisite. All feasible methods of acquiring applicants for position vacancies will be utilized, including special efforts when necessary to obtain a reasonable representation of minority candidates.

Recruitment is a continuing administrative function and each administrator shall be responsible for assisting in the recruiting process for positions that are under his or her authority. Once it is established by the employing supervisor and appropriate administrator that a position exists that will be filled, the Human Resources Office will work with the employing supervisor to assure that appropriate applicant sources are used to recruit for the position. That will include the distribution list used by the college, the distribution list used by NCCCS, and any other appropriate sources suggested by the employing supervisor.

All applicants submitting properly completed applications on-line for any vacant position prior to the deadline date for submission of applications must be fairly considered for employment. The Director of Human Resources & Title IX Coordinator will review the applications and then pass all qualified applicants to the employing supervisor who is responsible for the interview and selection processes.

Consideration of the applicants and selection of all employees must be conducted in a manner that ensures non-discrimination and the selection of the applicant most qualified for the position. No distinction whatsoever may be made based on race, color, religion, age, disability, sex, national origin, or political affiliation, except where age or sex is a bonafide job requisite. Hiring decisions based (either wholly or in part) on unverified assumptions about an individual’s willingness or ability to relocate because of his or her race, sex, marital status, etc. are prohibited.

Decisions regarding employment must be based on a multitude of factors both objective and subjective, and these factors will vary according to the position for which an employee is being considered. Objective standards (i.e., Educational attainment level, relevance of academic training to position applied for, previous job experience, academic record, etc.) should be relied upon to the maximum extent possible in making employment decisions; however, certain subjective factors may also be legitimately considered. For example, it is important that an instructor be able to express himself well orally since effective communication with students is an essential element of good instruction.
Therefore, it is completely proper to consider the oral communications ability of an applicant for an instructor's position. Similar subjective factors may be considered when conducting applicant reviews for any position; however, care should be taken to ensure that the same standards are applied fairly to all applicants. Employing supervisors and administrators will strictly adhere to the employee standards required by the State Board of Community Colleges and by the Southern Association of Colleges and Schools and other accrediting agencies when making employee selection.

I. PROCEDURES

The following steps apply to the selection of employees for all positions at James Sprunt Community College except those that will be filled by part-time hourly paid instructional personnel (either curriculum or extension) or personnel employed either full- or part-time for a period of four months or less. In all cases, Affirmative Action goals will be considered and a policy of non-discrimination followed.

a. RECRUITMENT PROCEDURES

The following procedures should be followed to recruit applicants for a position:

i. The employing supervisor should obtain a copy of the official position description from the Human Resources. The supervisor should review the description and determine if it accurately describes the work that must be accomplished or if the description needs to be revised. After review of the position description is completed, the supervisor will submit the description to the Vice President (who also is a member of President’s Council (PC)) over their area. The Vice President will take the position description to PC for review, discussion and approval or disapproval by PC to recruit.

ii. Any request for a position description change must be reviewed and approved by the PC. If reclassification is approved, the request is forwarded to an outside organization, Carolina Human Resources, for review and determination of the level. If the level of the position is changed, this change must be reviewed and approved again by the PC before the recruitment process can begin.

iii. Once the PC has approved revisions for the position description and approved for the position to be advertised, Human Resources is notified to advertise to recruit and fill the vacancy.

When the President’s Council has approved for a position to be filled, the Human Resources Office advertises the vacancy as appropriate.

For any position advertised outside the local area, the Human Resources Department Personnel Office will complete a NCCCS Position Vacancy Announcement. These announcements are accepted by NCCCS on the 10th and 25th of the month to be advertised in their distribution on the 15th and the 1st, respectively.
b. APPLICATION PROCEDURES
   i. Employment inquiries and requests regarding the online application process or for any position whether vacant or not will be handled by the Human Resources Office and should be referred to that office.
   ii. The Human Resources Office should receive all applications via the online applicant tracking system.
   iii. Within 3 days after the application deadline the Director of Human Resources & Title IX Coordinator reviews the applications and indicates those applicants that meet the "required" qualifications as listed on the posting for the position vacancy. The recruitment efforts and applications are also reviewed to see that all reasonable and necessary actions have been taken to assure compliance with recruitment procedures. During the hiring process, the Interview Guidelines Agreement the Interview Committee Member Reminders form and the Confidential Rating Information form are completed to document this process.
   iv. The Director of Human Resources & Title IX Coordinator will report by formal memorandum to the President any violations of recruitment procedures that cannot be corrected. In the event of any irreconcilable disagreement concerning the process, the President will review the facts and make a final determination as to what action should be taken.

c. INTERVIEW PROCEDURES
   i. Employing supervisor identifies applicants to be interviewed and composition of interview committee and forwards through supervisors to the Director of Human Resources & Title IX Coordinator. In as much as is reasonable, the interview committee should be diverse and be comprised of personnel representing different departments within the college.
   ii. The Director of Human Resources & Title IX Coordinator approves list of applicants to be interviewed and interview committee and notifies employing supervisor.
   iii. The employing supervisor contacts applicants and arranges interviews.
   iv. Interview Committee meets to discuss interview process and appropriate and inappropriate questions to ask. (See reference sheet on lawful and unlawful interview questions following these procedures.)
   v. Applicant interviews are conducted by employing supervisor and an interview committee. Candidates for clerical/secretarial positions must complete a word processing skills test as part of the interview process. This test is normally coordinated through the Human Resources Office.
   vi. Strengths and weaknesses of each applicant are listed by each interviewing individual or body. All interview documentation will be passed to the Director of Human Resources & Title IX Coordinator, along with both the interview committee’s and the supervisor’s recommendation of which applicant. The Human Resources Office is responsible for conducting three reference checks for the first candidate recommended for hire. Reference checks for alternate candidates recommended for hire will not be conducted unless the first candidate declines the job offer.
d. SELECTION PROCEDURES
   i. The Employing supervisor reviews all information on each interviewee and writes memo to Director of Human Resources & Title IX Coordinator recommending selected applicant(s) for employment. Note: Memo is routed with supporting documentation (including strengths and weaknesses on all interviewees through supervisors to appropriate member of President's Council who will forward to the Director of Human Resources and Title IX Coordinator for review.
   ii. The Director of Human Resources & Title IX Coordinator reviews the selection process to see that all reasonable and necessary actions have been taken to assure compliance with the selection procedures, especially those regarding the non-discriminatory selection of employees.
   iii. In the event of any irreconcilable disagreement concerning the interview and selection process, the President will review the facts and make a final determination as to what action should be taken. In addition, the Personnel Director of Human Resources & Campus Safety will report by formal memorandum to the President any violations for employee selection procedures that cannot be or are not corrected.
   iv. The Director of Human Resources & Title IX Coordinator will review recommendation and supporting documentation with the President. If the President agrees with the recommendation from the interview committee, the President approves the recommendation and signs the recommendation memo.

e. HIRING PROCEDURES
   i. The Director of Human Resources & Title IX Coordinator calculates salary and notifies employing supervisor via email of approval of recommendation. The email will indicate the position title, effective date and salary for the job offer. The email will also state the job offer is contingent upon the results of a background check and receipt of all required documentation (official transcripts, licenses, certifications, etc.) A disclosure form to be completed by the applicant for the background check will be forwarded with the email.
   ii. Employing Supervisor phones or emails recommended applicant to inform applicant of selection for position and includes all other pertinent information as identified in the paragraph above. The selected candidate accepts the offer via email or written correspondence indicating they understand the offer is contingent upon the outcome of the background check and receipt of other required documentation. The selected candidate completes the disclosure form for the background check and faxes to the Director of Human Resources & Title IX Coordinator.
   iii. After the background check has cleared, the Director of Human Resources & Title IX Coordinator makes official written offer to selected applicant.
   iv. All candidates who were not selected will receive an email via the applicant tracking system informing them that another candidate has been selected for the position.
v. The Human Resources Office will initiate the contract process. Like all contracts, after all signatures are obtained, the contract must be approved by the Board of Trustees.
3.4 STATEMENT OF NONDISCRIMINATION

We will not discriminate in any aspect of employment including hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

We will not:

- Make employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals on the basis of their sex, sexual orientation, pregnancy, gender/gender-identity, disability, genetic profile, religion, national origin, ethnic background, military service, citizenship or any other statutorily protected activity;

Deny employment opportunities to a person because of marriage to, or association with, an individual of a particular sex, sexual orientation, gender/gender-identity, disability, genetic profile, religion, national origin, ethnic background, military service, citizenship or any other statutorily protected activity. We will also not discriminate because of participation in schools or places of worship associated with a particular racial, ethnic, or religious group.

Approved by the JSCC Board of Trustees: 10/17/2017
3.5  NEPOTISM POLICY

In order to avoid the possibility of favoritism based on a family relationships, the following policy will be followed: No person may be employed in a position which would result in his or her direct or indirect supervision by another person closely related by blood or marriage; also, no staff or faculty member may function in any respect as a judge or advocate in any matter relating to a person closely related by blood or marriage. "Closely related" is defined to mean 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.

Approved by the JSCC Board of Trustees: 10/17/2017
3.6 NEW EMPLOYEE ORIENTATION

I. INTRODUCTION

New employee orientation is the process of introducing employees to their new environments and new jobs. It is a vital part of an employee’s training and will set the tone for an employee’s work-life at James Sprunt Community College. The employing supervisor will orient a new employee to their department and co-workers. The employing supervisor will also review the job description, performance expectations, work schedule and hours with new employees as well as conduct a tour of the campus.

Below is a checklist of things a supervisor can do to orient new employees not only to their job but also to their "life" at James Sprunt Community College.

II. SUPERVISOR’S RESPONSIBILITIES

The following list includes information that will be passed verbally from the supervisor to the employee as well as information that will be gathered from other employees, from reference material or from personal observation. It is imperative not to pass this information all at once. Spread the information to allow the new employee an opportunity to assimilate the information - perhaps accomplishing one or two tasks every day or so.

a. Obtain updated organizational charts from the Human Resource Office to orient the employee to the organization.
b. Send e-mail introducing new employee to all staff.
c. Introduce new employee to other members of the department.
d. Tour the campus with the new employee.
e. Make certain the employee is familiar with other reference material available in the office to answer questions.
f. Review thoroughly the employee’s Position Description and make certain the employee has a copy.
g. Review planning process at JSCC and the employee’s responsibilities in that process.
h. Review campus committees and their responsibilities.
i. Contact the interest group of which the employee will be a member, find out about the next meeting and have a member of the group spend time with the employee discussing the function of the group.
j. Review the James Sprunt Catalog with the employee so that they are familiar with the offerings of the college.
k. If the employee is a faculty member, make certain they have an Advising Handbook and review the pertinent information.
l. Arrange for computer training based on the employee’s job requirements.
m. Based on the employee’s job requirements, arrange for 2 or 3 individuals outside the department to talk with the employee about their department (i.e. department secretaries might want to talk with someone in the Admissions/Registration area and with someone in the Business Office.)

III. HUMAN RESOURCE OFFICE RESPONSIBILITY
The Human Resource Office will schedule and host New Employee Orientation.
The Human Resource Office is responsible for explaining and completing the below information.
The following is a list of the information and forms sent and collected from every new employee.

**FULL-TIME PERMANENT EMPLOYMENT CHECKLIST**

Retirement System Welcome Letter

Pre-Employment Packet Enclosures

- Form W-4
- Form NC-4
- Direct Deposit (include voided check)
- JSCC Release Form
- Acceptable Use Policy
- Confidentiality Statement
- Emergency Contact Form
- Handbook Acknowledgment
- Previous Aggregate State Service Form
- Request for Approval of Secondary Employment
- Waiver of Monetary Compensation for OT Work Hours
- Certifying Employee Status under Retirement Reemployment Laws (ESRR)

Benefit Information Enclosures

Designating Beneficiaries

Employee Benefits Handout

TSERS Quick Reference Guide

State Health Plan Comparison

Step-by-Step Enrollment Instructions

Prudential Retirement Options (401k & 457)

Employment Checklist Enclosures (to be completed by Human Resources)

- Application
- WebAdvisor
- Completed I-9
POSITION DESCRIPTIONS

The Human Resource Office maintains up-to-date copies of all position descriptions for the college.

Approved:
3.7  JAMES SPRUNT COMMUNITY COLLEGE SALARY PLAN

I.  POLICY AND PROCEDURES FOR ADMINISTRATION

a.  Development of the Plan:

All annual employees of James Sprunt Community College (with the exception of the President, whose salary is established by the Board of Trustees and the North Carolina Board of Community Colleges) are covered by a comprehensive Staff Salary and Position Classification Plan and Faculty Salary Plan.

b.  Purpose of the Plan:

The purpose of the Staff Salary and Position Classification Plan and the Faculty Salary Plan is to provide an orderly system of position classifications and job descriptions and for the establishment of appropriate salaries according to the elements described in the plans.

II.  STAFF SALARY AND POSITION CLASSIFICATION PLAN

The James Sprunt Community College Staff Salary Plan (the Plan) was developed and implemented to determine the relative value of one job to another within James Sprunt Community College (internal equity) as well as establish external “market” equity with other comparable jobs in the recruiting area outside the College. The Plan, as adopted by the Board of Trustees, includes both levels and ranges for all established staff positions as well as a method for computation of actual salary. Copies of the plan are available to all employees through the Office of Human Resources.

The President of the College, in consultation with the appropriate Vice President and the Director of Human Resources, establishes salaries for all College employees other than the President. This applies to all new hires as well as employees who may transfer from one position or level to another, whether temporarily or for ongoing periods. Salaries for staff are based on position level ranges and take into consideration experience and certain market factors.

The Staff Salary and Position Classification Plan was developed utilizing the National Position Evaluation Plan as a basis, modified to reflect language more applicable to a community college environment. The factors and criteria upon which each position is evaluated are more descriptive of the staff positions found in a community college and provide a more valid analysis in determining the differences between positions in terms of their relative requirements. Each position is evaluated in terms of its minimum requirements to determine the degree of skill, effort, responsibility, and working conditions in relation to other positions within the college. The positions are evaluated without considering the qualifications of the incumbents or their rates of pay. Positions are also evaluated without regard to race, sex, age, national origin, veteran’s status, and physical or mental handicap.

In interviews with the management of the College, and in accordance with the criteria established by the plan, each position has been evaluated based on eleven separate requirement factors:

- TRAINING
- Knowledge
Positions that do not supervise other employees were not evaluated using the “Supervision” factors.

Each factor evaluated has up to six degrees with a weighted point factor assigned to each degree. Points are accumulated for each position and the total number of points for each position determines the level to which the position is assigned.

There are a total of 20 position levels in the plan. Each position at the College is assigned to one of those levels. The pay differential between each level is eight percent (8%).

a. Staff Salary Computation Worksheet

The Staff Salary Computation Worksheet is used to compute the annual salaries for new staff, current staff who transfer to other staff positions, faculty who transfer to a staff position, or current part-time staff who transfer to a full time position.

The beginning salary of a new hire cannot be above the mid-point of the salary range without the approval of the College President. However, in the event there is a shortage of qualified candidates available for the position or it is determined to be in the best interest of the College to employ an individual with a particular set of skills relevant to the position, a “Demand Factor” may be applied regardless of whether the salary computation is below or above the mid-point. Any requests for a demand factor must be approved by the President of the College. In the event that a current James Sprunt Community College employee is competitively selected for a position, the employee should not suffer loss of salary, even if his/her current salary is above the mid-point of the new position.

b. Determination of New Position Level

The level of a new position in the James Sprunt Community College Staff Salary Plan will be determined using the same criteria for evaluation of all staff positions.

The appropriate Vice President, after consultation with the Director of Human Resources, will make a recommendation to the college President who makes the final decision. The College
may approve the use of an outside consultant to assist in this process and conduct all new position level assignments.

In the event the key job duties and responsibilities of an existing position are significantly changed, the appropriate Vice President, after consultation with the Director of Human Resources, will make a recommendation to the President regarding whether or not it is, in fact, a new position or if it is an existing position that has had a significant change in duties. The President will determine whether the position is a new position or an existing “changed” position. Once the President makes this determination, the position will be evaluated and leveled in accordance with the appropriate section of this plan.

c. Hiring of Temporary Employees

Individuals hired for temporary assignments may not be hired at a rate greater than the minimum for the position level without the approval of the appropriate Vice President of the College.

d. Reassignment to a Position in a Higher Level

Employees may be selected for a position in a higher level than their current assignment. When this happens, the employee will be eligible to receive an increase in pay to at least the minimum of the salary range of the new position level or an increase of 5% per level up to a maximum of 10%, whichever is greater. Any exception to this must be approved by the President of the College.

e. Reassignment to a Position in a Lower Level

If the assignment is to a level lower than the current level, the employee’s new rate of pay will be determined as follows:

- If the College requires the assignment to the lower level, the employee will remain at his/her current rate of pay, not to exceed the maximum of the new level to which the employee is assigned unless otherwise approved by the President of the College.
- If the assignment to the lower level is the result of a request from the employee, the new rate of pay will be at the same point within the new range as the employee’s previous rate of pay in the previous range.

Any exception to this policy must be approved by the President of the College.

f. Temporary Assignment to a Position in a Higher Level-Assumption of Additional Duties.

Occasionally, employees may be asked to temporarily assume some or all of the duties of a vacant position in a higher level than their regular job or duties of a position in an equal or lower level. When this occurs, the employee will continue to receive his/her current rate of pay. However, if the temporary assignment is intended for more than 30 calendar days, the employee may be eligible for additional compensation in the amount of up to 10% of the employee’s salary or the minimum of the temporary position paygrade, whichever is greater.

g. Salary of Faculty Who Transfer to a Staff Position
Faculty of James Sprunt Community College who transfer to a “staff” position will have their beginning staff pay calculated as follows:

- Once the level of the position has been determined, the salary will be computed using the Staff Salary Computation Worksheet. For purposes of this computation, years of directly related service at James Sprunt Community College in a teaching position will be given an experience quotient of 100%.
- Years of experience at another institute of higher learning in the same or comparable position will be given an experience quotient of 80%.
- Years non-college experience but in the same field or a comparable position will be given an experience quotient of 75%.
- All other full time work experience at James Sprunt Community College in any position will be given an experience quotient of 25%.

The maximum salary for which faculty will be eligible shall be the mid-point of the position level salary range to which they are being assigned. Any pay assignment greater than the mid-point must be approved by the President of the College.

h. Salaries of Staff Who Transfer to Faculty Positions

Staff of James Sprunt Community College who transfer to a “faculty” position will have their beginning faculty rate of pay calculated in accordance with the Faculty Salary Computation Worksheet found in the Faculty Salary Plan.

i. Determination of Existing Position Request for Re-leveling

If a position incurs significant change in duties/responsibilities, a Request for Position Re-leveling must be completed and submitted to the appropriate Vice President. The Vice President will either approve or disapprove the request. If approved, the request will be forwarded to the Director of Human Resources who will review the request and make a recommendation to the President who will make the final decision.

The College may approve the use of an outside consultant to conduct all existing position requests for re-leveling. Requests for re-leveling need not always result in an assignment to a new pay level.

If the re-evaluation results in the position being placed in a lower level, the employee’s pay will not be reduced but will remain at the same rate as before the re-leveling. If the re-evaluation results in the position being placed in a higher level than previously assigned, an increase will be considered subject to availability of funds. Any increase awarded will be at least at the minimum of the new level.

j. Conversion of Salary to Hourly Rate of Pay

A “salary” that is expressed in terms of an annual salary may be converted to an hourly rate of pay by taking the annual salary and dividing that amount by 2080 hours.
k. Recognition of Advanced Degrees

The College encourages its employees to advance their education by pursuing and achieving advance degrees. Full-time staff employees in regularly allotted positions who earn an academic degree higher than the one held at the time of employment, or an additional degree, shall receive an increase in compensation according to the following conditions:

- The employee must receive approval in writing from the appropriate Vice President and the President’s Council before the coursework begins, which indicates that additional compensation will be forthcoming subsequent to the degree being awarded.
- The employee must provide evidence of coursework completion and the degree awarded.
- The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee’s work at the College. The employee is eligible for one level for each degree.
- Degrees acceptable for the increase are: Bachelor’s, Master’s and Doctorate.
- No increase shall be given for the attainment of the next higher degree to employees hired with the written understanding that completion of such a degree is a condition for continued employment.
- During periods of limited budget availability, the Administration may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive increase will be provided to compensate for the moratorium period.
- Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period. Employees who are candidates to receive an advanced degree must notify the Director of Human Resources by May 1 to be eligible to receive the salary increase at the next effective date.

The amount of the annual pay increase shall be the fixed amount or the percentage, whichever is highest, as shown in the following table:

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Associates</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree</td>
<td>$800 or 3%</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Associate</td>
<td>$1,200 or 4%</td>
<td>-----</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td>$1,800 or 5%</td>
<td>-----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
<td></td>
<td>$2,400 or 6%</td>
</tr>
</tbody>
</table>

All advanced degree salary increases are subject to the approval of the College President.

I. Periodic Review of Pay Levels

In an effort to maintain the integrity of the James Sprunt Community College Staff Pay Plan and to ensure that the pay ranges in each level remain competitive with the “market”, the College will periodically undertake a review of its pay levels. As a general rule, this review will take place
at least every three to five years. The College reserves the right to utilize an independent consultant to conduct the review.

**m. Future Compensation and Compensation Beyond a Pay Level Maximum**

It is understood that, under certain circumstances, an employee’s salary may be more than the maximum of the range for that level. For future salary increases, employees whose pay is in excess of the level maximum may not be eligible for future increases except those mandated by the North Carolina General Assembly. It should be noted that any increase in salary would only apply to those staff members who are in good standing at the time of the adjustment.

Approved:
3.8 FACULTY SALARY PLAN

In recent years there have been many changes, both internally and externally, that have had an impact on the College. There has been growth, both in terms of faculty and in terms of programs, and the demographic and economic conditions have also changed dramatically. In addition, a number of years ago the North Carolina General Assembly mandated increases in the minimum salaries paid to community college faculty. This caused inequities within faculty compensation as well as compression within the faculty salary ranges. This, coupled with the budget restraints of the last several years, has resulted in significant issues regarding the faculty salary plans of community colleges.

Therefore, in the fall of 2014 the administration of the College determined it would be beneficial to review the overall compensation plan in place for its effectiveness and equity. Carolina Human Resources, Inc. was selected to assist in this process and to make recommendations with respect to the faculty salary plan. The end result is intended to be a compensation plan that addresses both internal and external equity of faculty salaries.

The objective of the James Sprunt Community College Faculty Salary Plan is to have the salary of each full time faculty member, depending on their years of service and academic degree, at or above the respective level shown on Addendum A. The scale was developed based on a curriculum faculty member’s salary after thirty years being at least fifty percent higher than the State mandated beginning minimum salary for that degree. The fifty percent difference is divided into thirty equal steps. It is not the purpose of these scales to establish a salary range for a position but only to ensure that curriculum faculty members are being equitably compensated for their years of service by establishing a minimum salary that should be met or exceeded. If the State changes the minimum required salary levels, the scales will be revised by increasing each step of the scale by the amount of the increase in the minimum salaries.

Each year, after the State has determined the amount of any State funded increases, the College will review faculty salaries to determine if any faculty member is below their appropriate level on the scale. The appropriate level on the scale (Addendum A) is defined as one position higher than the employee’s position on the scale in the previous year. If so, and subject to the availability of funds, an adjustment will be made in the respective curriculum faculty member’s salary to bring them up to the appropriate point on the scale. An adjustment could be necessary if the State raised the minimum salary more than the general salary increase.

At the discretion of the College President, a faculty member with more than thirty years of experience may receive a salary increase above the maximum level shown on Addendum A.

I. BASIC SKILLS AND OCCUPATIONAL EXTENSION FACULTY SALARY SCHEDULES

The application of this salary plan is the same for Continuing Education as it is for Curriculum faculty except Addendum A-1 is used instead of Addendum A. It should be noted that the vacation and leave policy for this faculty is the same as the state employee plan.

II. FACULTY SALARY COMPUTATION WORKSHEET

The Faculty Salary Computation Worksheet is used to compute the annual salaries of new faculty members or current staff members that are transferring to faculty. The explanations
below will assist in the completion of the form. Note: Only one category will be allowed for each qualifying year of experience or portion of a year of experience.

a. Years of full-time experience at the College – This would generally be used for persons who are already employed by the College but who are transferring from staff to faculty or to another faculty position where external candidates are being considered. Post-secondary experience is considered to be full-time experience at an accredited institution of higher learning.

b. Secondary experience is full-time experience at the high school level or lower.

c. Years of full time documented non-teaching experience in specific field of instruction – This is experience directly related to the teaching position. An example would be someone who has been driving a tractor-trailer being hired to teach in the truck driving training program.

d. Years of adjunct or part-time experience relative to the College’s assignment – This experience will assist in the performance of the faculty position.

e. Computed Monthly Salary – Use either Addendum A or Addendum A-1 to determine the appropriate salary.

f. Monthly Added Compensation for Additional Duties – This would include any compensation that is added to the calculated salary to cover additional responsibilities above those of instructor.

g. Multiple Discipline Supplement - If the candidate has a Master’s degree and sufficient additional hours to teach in another, related discipline, enter the appropriate supplement here.

h. Market Demand – If it is deemed necessary, a recommendation can be made to the President, with proper justification, for additional salary above that calculated. Care should be taken to maintain equity among current employees. Only the President can approve a market demand adjustment.

i. Length of Contracts – This line includes the number of months in the primary contract plus the number of months in any supplemental contracts.

j. Total Annual Salary – This amount is the result of multiplying the total monthly salary by the total number of months in all contracts

This form should be prepared by the Human Resources department, signed by the Director of Human Resources and approved by the Vice President of Curriculum Services and the President. The form should be kept in the employee’s personnel file

III. ENTRY-LEVEL SALARIES FOR NEW EMPLOYEES

The initial salary for Faculty members hired from outside the College is calculated on the Faculty Salary Computation Worksheet, a copy of which is attached as Addendum B.

IV. PLACEMENT OF FACULTY EMPLOYEES SELECTED TO A STAFF POSITION

Faculty of the College who transfer to a “staff” position will have their beginning staff pay determined as follows:

a. Once the level of the position has been determined, the salary will be computed using the Staff Salary Computation Worksheet.
b. The maximum salary for which the faculty member will be eligible shall be the mid-point of the position level salary range to which they are being assigned. Any pay assignment greater than the mid-point must be approved by the President of the College.

V. PLACEMENT OF STAFF EMPLOYEES SELECTED FOR A FACULTY POSITION

Staff of the College who transfer to a faculty position will have their beginning faculty rate of pay calculated in accordance with the Faculty Salary Computation Worksheet (Addendum B).

VI. FACULTY TO FACULTY TRANSFERS

The occasion may arise where a faculty position is posted seeking both internal and external applicants. In such instances, internal faculty applicants will have their potential salary calculated using the Faculty Salary Computation Worksheet.

VII. CURRICULUM FACULTY CONTRACTS

The College has determined that the contracts for all full time curriculum faculty will be nine months. Consequently, supplemental contracts of one, two or three month duration will be written if additional course load demands it. The level of compensation for these supplemental contracts will be the same as the base contract.

VIII. DEPARTMENT CHAIRS

Department chairs carry additional responsibilities over those of faculty. In recognition of those additional responsibilities, they will be paid a supplement of five percent (5%) effective immediately upon being named to that position. This position is generally a twelve-month position. Therefore, a nine-month contract plus a three-month supplemental contract will be written. The monetary supplement will apply for all months. In addition, they also may be given release time. They are expected to teach at least one course and up to one-half of the normal course load assigned to that area. Any hours exceeding the one-half load will be treated as an overload. It should be noted that the vacation and leave policy for department chairs is the same as the state employee plan.

At the point a faculty member no longer has the responsibilities of a department chair, the faculty member will forfeit the related salary supplement and any release time, and will revert to a nine-month contract. However, there will be no loss of years of service or any other benefits available to faculty.

IX. INSTRUCTOR/COORDINATORS

Instructor/Coordinators carry additional responsibilities over those of faculty. In recognition of those additional responsibilities, they will be given release time. They must teach at least one course but no more than one-half of the normal course load assigned to that area. This position may extend beyond nine months, in which case, supplemental contract for the appropriate period will be written. It should be noted that the vacation and leave policy for instructor/coordinators is the same as the state employee plan.
At the point a faculty member no longer has the responsibilities of an instructor/coordinator, the faculty member will forfeit any release time. However, there will be no loss of years of service or any other benefits available to faculty.

X. FACULTY OVERLOAD PAY POLICY

Reference is made to the Full-Time Faculty Workload Policy. If, per those policies, a faculty member is in an overload situation and did not volunteer for overload classes, he/she is to be paid for the overload incurred unless the faculty member can teach a reduced load the next semester. However, due to accounting procedures, overload hours may not cross the fiscal year. The faculty member will be compensated for the overload hours at the appropriate faculty adjunct rate. This compensation should be included in their normal paycheck during the semester the overload is earned.

XI. SUMMER EMPLOYMENT FOR CURRICULUM FACULTY

Summer employment for nine-month faculty is not guaranteed. Provided that adequate enrollment exists, full time nine month faculty will be given the opportunity to teach summer courses. If adequate full time faculty is not available to meet the summer demand, adjunct faculty will be used to meet the summer need. In all cases, the rate of pay for summer employment of full time faculty will be the faculty adjunct rate.

XII. RECOGNITION OF ADVANCED DEGREES

The College encourages its employees to improve their education by pursuing and achieving advanced degrees. Full-time faculty members who earn a higher academic degree shall receive a monthly salary increase equal to the dollar amount or the percentage shown in the chart shown below, whichever is greater, or the amount necessary to bring the faculty member up to the minimum of the new degree level as shown on Addendum A or Addendum A-1, if that amount is greater than either of the above, as long as the following conditions are met:

The employee must provide evidence of the coursework completion and the degree awarded.

The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee’s field of instruction at the College. The employee must have, in advance, the approval of the Vice-President of Curriculum Services and the President of the College.

During periods of limited budget availability, the College may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive increase will be provided to compensate for the moratorium period.

Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period. Employees who are candidates to receive an advanced degree must notify the Director of Human Resources by May 1st to be eligible to receive the salary increase at the next effective date.
<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Associate</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Masters+18</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree</td>
<td>$67 or 3%</td>
<td>$133 or 4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate</td>
<td>$133 or 4%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td></td>
<td>$200 or 5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>$200</td>
<td></td>
<td>$267 or 6%</td>
<td>($267 or 6%)-$200</td>
<td></td>
</tr>
<tr>
<td>Masters+18hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The above monthly numbers are based on a nine-month contract. Any supplemental contracts will be written at the employee’s monthly salary before the additional degree or the minimum monthly salary for their new degree as shown in Addendums A or A-1, whichever is greater. Add: It is important to remember that when someone goes from the Masters + 18 hours to the Doctors level you would calculate their percentage increase based on their masters salary, not the masters + 18 hours pay level. After calculating that number you would subtract the $200 previously awarded the faculty member. (Example: A faculty member who makes $5,300 per month has achieved +18 hours above their Masters, so their monthly pay would be adjusted to $5,500 ($5,300 + 200). When the faculty member earns their Doctorate, the calculation would be 6% x $5,300 = $318 - $200 = $118. Then add $118 to $5,500 = $5,618. The result should be the same as if the faculty member had gone straight to their Doctorate.)

**XIII. Tuition Reimbursement**

If a faculty member is required to obtain a certification or higher degree because of the requirements of a College program, the tuition and other directly related expenses may be reimbursed by the College. Upon completion of the certification or degree, the faculty member will be required to remain employed at the College for a period of three years unless mutually agreed otherwise. If the employee leaves before the end of that period he/she will be obligated to reimburse the College on a pro-rata basis. For example, if the employee leaves the College after one year, two-thirds of the tuition costs will have to be reimbursed.

**XIV. Adjunct Faculty**

It is understood that the College needs adjunct faculty to fulfill its educational requirements. When it becomes necessary to employ adjunct faculty in the Curriculum programs, their compensation will be based on the state mandated adjunct rates. It is also understood that adjunct faculty do not receive any benefits available to full time faculty such as medical coverage or retirement unless required by law.

**XV. Plan Implementation**

For purposes of implementation of this plan and for establishing minimum equitable pay for all current faculty, only years of service at the College will be considered when calculating the minimum salary using the Faculty Salary Scale.
XVI. Exceptions

Exceptions to any policies or procedures contained in this Faculty Salary Plan can occur only upon the discretion of and approval by the President of the College. Such exceptions will occur when the President deems it in the best interests of the College to do so and will be documented appropriately for future reference.

XVII. Effective Date of Pay Plan.

This pay plan, as voted on and approved by the College’s Board of Trustees effective January 1, 2016, replaces and supersedes any previous pay plans in effect prior to the adoption date.
3.9 CONTRACTING PROCEDURES

I. INTRODUCTION

Because James Sprunt is funded on an annual basis, all employees are contract employees. This means that each employee signs an employment contract that can be, at maximum, one year long. The contract states the position the employee will be working, the salary or wage and the length of the contract. The contract also states the type of employee position based on employment status definitions listed earlier in this section.

II. CONTRACT PROCEDURES

a. Original Contract

New employees sign a contract within 30 days of employment. Normally for a permanent staff employee that contract ends at the end of the fiscal year, June 30. For faculty, their contract typically ends at the end of the spring semester. For temporary employees, the contract ends when the job or semester ends.

b. Contract Renewal

If the college intends to renew the contract of a permanent employee, a Letter of Intent is sent to the employee at least 30 days prior to the end of the contract. The employee must sign the letter and return to the Personnel Office. Once a budget for the school is established (typically in October), a new contract is printed for the employee and the college to sign.

If the contract of a temporary employee is to be renewed, a new contract is printed with new beginning and ending dates. The contract is sent to the supervisor and the supervisor obtains the employee’s signature.

c. Contract Extensions

Sometimes it is necessary to establish a contract with a permanent employee that does not last until the end of the fiscal year. This can happen if the North Carolina Legislature releases the state budget after the beginning of the fiscal year or because the college is not certain about the future of a position or its funding. When the contract has ended, the college may issue a Contract Extension to extend the contract under the terms of the original contract but with a different beginning/ending date.

d. Contract Amendments

If there is a change in a contract because of a different salary or position, a Contract Amendment Form is used. Again, the terms of the original contract are still in effect except for the item(s) changed in the Contract Amendment.
III. TENURE

Consistent with prevalent practices within the Community College System, James Sprunt Community College Board of Trustees' policy provides that there shall be no tenure for any employee of the institution.

Adopted by the JSCC Board of Trustees as part of the Affirmative Action Plan, 12-1-83
3.10 LONGEVITY PAY

Employees of JSCC assigned to permanent full-time or permanent part-time positions shall receive longevity pay if the employees meet the requirements of total qualifying service set forth in this Rule.

Total service for the longevity pay plan is based on a month-for-month computation of permanent full-time and permanent part-time (20 hours or more, but less than full-time) employment with:

- An institution in the community college system or a school administrative unit regardless of the source of salary and including state, local or other paid employment.
  - Employment for a school year is equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).
  - In no event will an employee earn more than a year of total service credit in a 12-month period.
  - If an employee is in pay status (working, exhausting vacation or sick leave, or when on workers' compensation leave or is on authorized military leave) for one-half or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.

- Departments, agencies, and institutions of the State of North Carolina, (e.g., State Department of Administration, State Revenue Department, University of North Carolina, State Department of Community Colleges, State Department of Public Instruction).
- Other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).
- County agricultural extension service.
- Local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.
- *Authorized military leave.
  - Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Paragraph (b) of this Rule who were granted leave without pay:
    - For a period of involuntary service plus 90 days or for a period of voluntary enlistment for up to four years, plus 90 days, so long as they returned to employment in a covered agency within the 90 days; or
    - For a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.
- Employees who enlist for more than four years or who re-enlist shall not be eligible for military leave.
- Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus 90 days or for 12 months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.

Total service for the longevity pay plan does not include:
• Temporary service, that is, service by an employee who works in a temporary position, or who is working temporarily in the absence of a permanent employee on leave of absence, except that temporary service of employees of the General Assembly will be counted and the full legislative terms of the members. Service of legislative interns and pages will not be counted.

• Periods of out-of-state employment with other states, schools, colleges or universities.

• Periods of employment with agencies of the federal government.

• Periods of military service other than those categories described above under *Authorized Military Leave.

• Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina retirement system has been purchased for such employment.

An employee assigned to a permanent full-time or permanent part-time position is eligible for longevity pay only after the date the employee has completed ten years of total service with a community college, a school administrative unit or an agency.

Annual longevity pay amounts are based on the length of total service to agencies, community colleges, and school administrative units as designated in Paragraph (b) of this Rule and a percentage of the employee's annual rate of pay on the date of eligibility.

• Longevity pay amounts are computed by multiplying the employee's annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.50%</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25%</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.50%</td>
</tr>
</tbody>
</table>

• Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as a part of annual base or contract salary. (Salary increases effective on the same date as the longevity eligibility date shall be incorporated in the base pay before computing longevity).

The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

• Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working.

• If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in case of death.
• If, on the effective date of this policy, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.

• If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro-rata payment in the event of:
  o Separation from the institution;
  o Change in employment status to temporary part-time, or to a position not covered in this policy.

• If an employee separates from a community college and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months for an employee having a 12-month period of employment, or upon completion of a lesser term for an eligible employee on less than a 12-month period of employment. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.

• If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.

• Leave without pay in excess of one-half the workdays in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.

Longevity pay shall be made from the same source of funds and in the same pro-rata amounts from which the employee’s regular annual salary is paid (e.g. state, federal, local funds).

• Local trustees may provide longevity payments to employees from other than state allotted funds.
• Only personnel employed in positions allotted by the formula in Rule 1H SBCCC 200.87(d) of this Subchapter shall receive longevity pay from the longevity reserve. An additional allocation will be made for this purpose.
• Employees in state-allotted positions paid with state-allotted funds other than regular formula allotments shall receive longevity pay from the same source of funds as their salary payment.
• Employees paid with the following specified funds shall receive longevity pay from these respective sources:
  o Adult basic education funds,
  o Human resource development funds,
  o New industry funds,
  o JTPA funds,
  o Special allotment funds,
  o Federal vocational educational funds, and
  o Local funds.

The president of each community college shall:
• Determine the quantity of qualifying service and the longevity anniversary date for each eligible employee.
• Furnish to the state board, on forms prescribed by the Department, data necessary for a determination of the cost of the longevity pay plan from state funds.

The President of the Community College System shall determine the total cost of the longevity pay plan from data submitted by each community college. If funds are not adequate to pay longevity rates established under this Rule, the President of the Community College System shall submit a budget revision to the State Budget Officer requesting additional funds from other available sources within State Aid.

Approved by the JSCC Board of Trustees: 10/17/2017
3.12 HOLIDAY SCHEDULE

JSOC’s Holiday Schedule is listed below. If the holiday that is being observed falls on a Saturday or a Sunday, the College is normally closed on Friday or Monday.

- New Years
- Martin Luther King’s Birthday
- Easter Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas (Christmas Eve, Christmas Day and 2 Additional Days)

The College will publish an official Holiday Schedule annually, which will list out the specific dates each of the above holidays will be observed.

Approved by the JSOC Board of Trustees: 10/17/2017
3.13 INSTITUTIONAL LEAVE POLICIES-ANNUAL LEAVE

Annual Leave

All eligible employees who are in pay status (working or on paid leave) for one-half or more of the regularly scheduled work days in any month shall earn annual leave as outlined within this policy based on the length of aggregate service as shown in the schedule below, unless otherwise directed by the Chief Academic Officer.

<table>
<thead>
<tr>
<th>Years of Aggregate State Service</th>
<th>Hours Granted Each Month</th>
<th>Hours Granted Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9.33 hours</td>
<td>112 hours</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>11.33 hours</td>
<td>136 hours</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>13.33 hours</td>
<td>160 hours</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>15.33 hours</td>
<td>184 hours</td>
</tr>
<tr>
<td>20 years or more</td>
<td>17.33 hours</td>
<td>208 hours</td>
</tr>
</tbody>
</table>

Department Heads and Full-Time, Non-Teaching Employees

Full-time, non-teaching employees shall earn annual leave according to the schedule above. Any employee working less than a 12-month contract shall earn leave on a pro-rata basis based on the number of months worked.

Full-Time, Teaching Employees

Full-time, teaching employees do not earn annual leave but have faculty break days instead.

In certain cases (such as Continuing Education faculty), full-time, teaching employees may earn annual leave according to the non-teaching annual leave schedule rather than leave between academic semesters. Any employee working less than a 12-month contract shall earn leave on a pro-rata basis based on the number of months worked. These cases will be with the approval and/or direction of the appropriate Vice President.
Permanent Part-Time, Non-Teaching Employees

Part-time, non-teaching employees shall earn annual leave on a pro-rata basis according to the schedule above. The leave shall be computed on a percentage of the total hours worked to the total work hours in a given month.

Part-Time, Teaching Employees

Part-time, teaching employees are employed on an hourly basis or on a per course basis and are not eligible for annual leave.

Maximum Accumulation

Annual leave may be accumulated to include 240 hours plus hours earned between July 1 and June 30 of each fiscal year. On July 1 of each year, any annual leave accumulated in excess of 240 hours will automatically be rolled over to sick leave. Payment for accumulated annual leave is made only at the time of separation.

Should an employee delay taking annual leave until the latter part of the fiscal year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having annual leave scheduled or in receiving any exception to the maximum accumulation allowed as of June 30.

Advancement of Annual Leave

Annual leave may be advanced not to exceed the amount an employee can earn during the current contract period so long as the accumulated leave plus the advanced leave does not exceed 30 days.

New employees may be granted leave only as it is earned through the first six months of service. After six months, an employee may be advanced that amount of leave that would be earned during the remainder of the contract period.

Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's immediate supervisor who shall designate such time or times when the leave will least interfere with the efficient operation of the institution. (See holiday schedule for required days of annual leave during Christmas season).

Aggregate State Service

For purpose of establishing where an employee fits on the above rate schedule, “Aggregate State Service” is defined as all permanent employment with the State of North Carolina and/or any North Carolina county governmental agency on a month-for-month basis.
Annual Leave Charges

The minimum amount of annual leave that may be taken is one hour. For full-time annual non-teaching employees, the amount charged will be based on a 40-hour workweek. Weekends and holidays are charged only if they are scheduled workdays. For full-time non-teaching employees who work less than a 40-hour workweek, the amount of annual leave charged will be prorated based on the employee’s work schedule.

When a full-time employee’s regular assigned workweek is less than a five-day (Monday through Friday) schedule, that employee should report leave taken on the basis of a 10-hour workday.

Transfer of Annual Leave

Employees shall not be given credit for unused annual leave earned at any agency other than the College. However, College employees who are otherwise eligible to earn annual leave per this policy shall earn annual leave according to years of aggregate North Carolina state or county service upon proper certification of such prior service from previous employing agency.

Separation Payment of Annual Leave (Terminal Leave)

Lump sum payment for annual leave is made only at the time of separation (Terminal Leave). An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when he/she is separated from institutional service. If the last day of terminal leave falls on the last workday of the month, employee shall be paid for the remaining non-workdays in that month. Employees retiring on disability retirement may exhaust leave rather than being paid in a lump sum.

Payment for accumulated annual leave will be paid as earned at current salary rate. Payment for unused accumulated annual leave will be paid either on a regular payroll or on a supplemental payroll.

Retirement deduction shall be made from all terminal leave payments.

In the case of a deceased employee, payment for terminal leave must be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence. (Note General Statutes 26-68.)

Termination of Benefits

During the period of terminal leave, an employee ceases to earn leave and ceases to be entitled to take sick leave. The employee will not be charged leave for any holidays occurring during that period. The last day of work is the date of separation, except that when an employee exhausts sick and annual leave before disability retirement during the period of exhausting leave.

Sick Leave

Amount Earned

Full-time employees who are in pay status (working or on paid leave) for one-half or more of the regularly scheduled work days in any month shall earn sick leave based on the schedule
below. Permanent Part-time employees shall earn sick leave according to the schedule on a pro-rata basis. The leave shall be computed on a percentage of the total hours worked to the total hours in a given month.

Any employee working less than a 12-month contract shall earn leave on a pro-rata basis based on the number of months worked.

<table>
<thead>
<tr>
<th>Months Worked</th>
<th>Hours Earned Per Month</th>
<th>Hours Earned Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>8</td>
<td>96</td>
</tr>
<tr>
<td>11</td>
<td>8</td>
<td>88</td>
</tr>
<tr>
<td>10</td>
<td>8</td>
<td>80</td>
</tr>
<tr>
<td>9</td>
<td>8</td>
<td>72</td>
</tr>
</tbody>
</table>

**Accumulation**

Sick leave is cumulative indefinitely.

**Advancement of Sick Leave**

Sick leave may be advanced not to exceed the amount an employee can earn during the current contract period.

New employees may be granted leave only as it is earned through the first six months of service. After six months, an employee may be advanced that amount of leave that would be earned during the remainder of the contract period.

**Verification**

The College may require a statement from a medical doctor or other acceptable proof that the employee was unable to work. Such verification would be intended to the end that sick leave privileges will not be abused.

**Sick Leave Charges**

The minimum amount of sick leave that may be taken is one hour. For full-time annual employees, the amount charged will be based on a 40-hour workweek. Weekends and holidays are charged only if they are scheduled workdays.

When an employee’s regular assigned workweek is less than a five-day (Monday through Friday) schedule, that employee should report leave taken on the basis of a 10-hour workday.

**Transfer and Reinstatement of Sick Leave**

Employees who were separated from the College for whatever reason and are subsequently re-employed by the College, as well as employees who were employed by other North Carolina
state or county agencies, shall be given credit for all accrued but unused sick leave benefits with that agency provided that employment was continuous. Employment shall be considered continuous provided the period of time between separation and employment at the College is not greater than 3 years. Credit for such leave shall be given upon submission of appropriate documentation from previous employing agency. The institutional acceptance of sick leave from another North Carolina state or county agency does not constitute assurance that such transferred credit will be honored by the North Carolina Retirement System.

**Separation**

Sick leave is not allowable in terminal leave payments when an employee separates from institutional service.

Sick leave shall be exhausted before going on leave without pay because of extended illness. While an employee is exhausting sick leave, all benefits to which entitled will be earned.

**Retirement Credit**

Accumulated sick leave at the time of retirement will be transferred to total service as provided under the North Carolina Teachers' and State Employees' Retirement System.

**Sick Leave Without Pay**

Sick leave without pay may be granted by the College for the remaining period of disability after both sick and annual leaves have been exhausted. In the event such leave exceeds one year, an extension must be requested.

**Funeral Leave**

An employee may use a maximum of three days sick leave when there is a death in the immediate family. Leave exceeding this must be charged to annual leave or leave without pay. Immediate family is defined as wife, husband, mother, father, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, grandmother-in-law, and grandfather-in-law.

**Bonus Leave**

Bonus leave is granted to permanent full-time and part-time staff and faculty when approved by the NC General Assembly, the NC State Board of Community Colleges and the JSCC Board of Trustees. The amount of bonus leave granted is dependent upon the amount approved. Part-time permanent staff and faculty members will receive a pro-rata amount of the bonus leave approved. Bonus leave may be used for any purpose for which regular vacation leave is used in accordance with other leave policies of JSCC.

Approved by the JSCC Board of Trustees: 10/17/2017
3.14 OTHER LEAVE (TO INCLUDE COMPENSATORY LEAVE, PARENTAL LEAVE, MILITARY LEAVE, EDUCATIONAL LEAVE WITH PAY, FAMILY AND MEDICAL LEAVE ACT)

Compensatory Leave

Compensatory time (comp time) is earned when a non-exempt non-teaching employee works more than 40 hours during their scheduled workweek. For this purpose, the workweek schedule begins on Sunday and ends the following Saturday. When possible, the supervisor should allow the employee time off during the same week the additional hours were worked to equal the additional hours worked. When this is not possible, the non-exempt employee will claim the additional hours on their time-sheet and the compensatory leave will accumulate at the rate of time and one half (i.e., 1 hour of time worked over 40 hours during the scheduled workweek equals 1 ½ hours of compensatory time). Supervisors should ensure that their employees use comp time first instead of vacation leave when requesting time off.

Personal Leave

All full-time employees of the College shall be eligible to reclassify and transfer the following hours from sick leave to personal leave effective the year during which the anniversary date occurs. All College employees who earn pro-rated sick leave shall be eligible to reclassify and transfer on a pro-rated basis the following hours from sick leave to personal leave effective the year during which the anniversary date occurs.

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Time Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 years</td>
<td>4 days (32 hours)</td>
</tr>
<tr>
<td>5 to 10 years</td>
<td>5 days (40 hours)</td>
</tr>
<tr>
<td>10 to 15 years</td>
<td>6 days (48 hours)</td>
</tr>
<tr>
<td>&gt; 15 years</td>
<td>8 days (64 hours)</td>
</tr>
</tbody>
</table>

Personal leave may neither be advanced from nor carried forward into a new fiscal year. Personal leave shall be taken in no less than one-hour increments.

Both North Carolina State Service and College Service will count in computing length of service.

All employees are expected to give advance notice to supervisors, and secure permission where applicable when annual, sick, personal leave, or other leave is to be taken. Unauthorized absences from work may otherwise result in a deduction in pay.

Parental Involvement Leave

The College understands that parental involvement with a child’s education is a benefit not only to the parent and the child, but also the community. Because the ability to take time off of work
to attend functions and meetings at your child’s school is important, you are allowed to take leave from work for this purpose.

Employees may take up to 8 (eight) hours per fiscal year (July 1 – June 30) time off from work to attend or otherwise be involved at their child’s school if they are:

- A parent of a school-aged child;
- A guardian of a school-aged child; or
- Standing in loco parentis (in place of a parent) of a school-aged child.

The term “school” includes any:

- Public school;
- Private church school, church of religious charter, or nonpublic school that regularly provides a course of school instruction;
- Preschool;
- Child care facility.

You are required to notify your supervisor ahead of time if you would like to use this type of leave. The ideal notice period is 48 hours, but if this is not an option, it is expected that you will notify your supervisor as soon as possible.

**Workers’ Compensation Leave**

When an employee is injured on the job, there is a waiting period of seven (7) days before any disability benefits will be processed. To assist during this time, employees may choose any of the following options:

**Employee Option I**: Take accumulated sick and annual leave and receive all benefits adjudged to be due under the Workmen's Compensation Act with the exception of weekly benefit payments. First sick leave and then annual leave must be exhausted before going on leave without pay.

**Employee Option II**: Take accumulated sick leave only and receive medical benefits due under the Workmen's Compensation Law. After exhaustion of sick leave, the employee may receive workmen's compensation payments.

**Employee Option III**: Go immediately on leave without pay and reserve for personal use accumulated sick and annual leave. Under this option, the employee will receive all the benefits for which he may be adjudged eligible under the Workmen's Compensation Act.

Once an option has been selected by the employee, it cannot be changed during the period covered.

**Jury Duty**

Jury duty will be considered leave with pay. When an employee serves on a jury, he is entitled to leave with pay for the period of absence required. He is entitled to his regular compensation plus fees received for jury duty.
Court Attendance

When an employee attends court in connection with his official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the College. When an employee is required to attend court on a day that the employee would normally be off, the time is to be considered as working time and included in the total hours worked per week.

Unauthorized Leave Without Pay

Any absences from assigned duties other than those outlined in the provisions of this policy will be considered as unauthorized leave without pay.

Subcontracting Of Assigned Duties

No institutional employee shall be permitted to subcontract duties or classes for which the employee is under contract to the College.

Military Leave

Leave with pay shall be granted to members of reserve components of the United States Armed Forces for certain periods of active duty training and for state military duty. Reserve components of the U.S. Forces are the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, and the Coast Guard Reserve. The Civil Air Patrol is not a reserve component; it is an Air Force Auxiliary and its members are not subject to obligatory service. The National Guard is unique among the reserve components in that it has a dual role, serving both as a Federal Reserve component and as the State Militia. In its role as the State Militia, the North Carolina Army National Guard and the North Carolina Air National Guard respond to the Governor who is their Commander-in-Chief and serve as the military arm of the government. Therefore, the National Guard is subject to active state duty upon order of the Governor.

Periods of Entitlement for National Guard Members

Military leave with pay shall be granted to employees for the following periods of service:

1. Annual active duty for training (commonly referred to as summer camp, field training, etc.) to include related activities such as advance or rear detachments; command and staff visits when elements of the same organization have annual active duty for training at different times; leave with pay shall not exceed 12 workdays in any one year; any additional time required shall be treated as military leave-without-pay.

2. Unannounced practice alerts when they occur on an employee’s normal workday.

3. Attendance at Service Schools in Lieu of Annual Active duty for Training.

4. Infrequent special activities in the interest of the state, usually not exceeding one day, when so ordered by the Governor.

5. Active state duty (domestic disturbances, disasters, search and rescue, etc.) for periods not exceeding 30 consecutive calendar days; for periods in excess of 30 days, employees
shall be entitled to military leave with differential pay between military pay and regular state pay if military pay is the lesser.

**Periods of Entitlement for Other Reserve Components**

1. Annual active duty for training; same as 1 above.
2. Unannounced practice alerts; same as 2 above.

**Periods of Entitlement for Civil Air Patrol**

When performing emergency assignments for the state at the request of the Governor or the Secretary of Crime Control and Public Safety, such service by an employee may be verified by the Secretary of Crime Control and Public Safety upon request of the president of the institution.

**Unacceptable Periods**

Employees shall not be entitled to military leave for the following periods:

Duties resulting from disciplinary actions imposed by military authorities.

1. For unscheduled or incidental military activities, such as volunteer work at military facilities, unofficial military activities, etc.

**NOTE:** A practice alert of which the employee had no prior knowledge is a scheduled unit assembly for which the employee is entitled to military leave with pay.

2. For inactive duty training (drills) performed for the convenience of the member, such as equivalent training (ET) or make-up drills.

**Administrative Responsibilities**

The president of the College may require the employee to submit a copy of orders received or other appropriate documentation evidencing performance of required military duty.

**Retention and Continuation of Benefits**

During the period of military leave with pay, no employee shall incur any loss of state service or suffer any adverse service rating. The employee shall continue to earn and accumulate sick and annual leave, earn time toward his next increment, and receive any increment for which he might be eligible.

**Leave for Physical Examination for Military Service**

An employee shall be granted necessary time off when required to undergo a physical examination relating to military service.

**Military Leave with Differential Pay**

Military leave with differential pay between military pay and regular state pay, if military pay is the lesser, shall be granted for:
1. Full-time training duty (FTTD) in support of the North Carolina Military Academy, upon order of the North Carolina Adjutant General; this is an infrequent requirement which is placed upon a few individuals because of a particular skill or specialty.

2. Active state duty for periods in excess of 30 consecutive calendar days.

**Educational Leave With Pay**

The College offers educational leave with pay in accordance with North Carolina Administrative Code 2D.0103 as adopted by the State Board of Community Colleges.

The term educational leave as defined in this Policy refers to the release from duties or time normally required of a full-time employee in carrying out an employee’s full load of assigned responsibilities. State funds may be used to pay employee salaries while on educational leave according to the following criteria:

The employee is employed full-time on a 9, 10, 11 or 12-month basis.

1. If offered by the College, an employment contract must be accepted for the next academic year* by the employee.

2. Educational leave will not exceed one semester per calendar year.

3. An employee who fails to honor the contract stipulated in sub-paragraph (2) of this Policy shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7% of the educational leave would be required.)

4. Approvals for educational leave with pay in accordance with this Policy shall be made by the College Board of Trustees upon recommendation of the President.

* The term "next academic year" as used in Rule 23 of the North Carolina Administrative Code, 2D.0103 (Educational Leave With Pay) with respect to state-funded educational leave has been defined to mean the year immediately following the year when educational leave is taken.

**Family Medical Leave Act Policy**

The Family and Medical Leave Act of 1993, as amended, (FMLA or Act) allows “eligible” employees of a covered employer to take job-protected, unpaid leave (only after all paid leave is exhausted), or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months because of the birth of a child and to care for the newborn child; because of the placement of a child with the employee for adoption or foster care; because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition; because the employee’s own serious health condition makes the employee unable to perform the functions of his or her job; or because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. In addition, “eligible” employees of a
covered employer may take job-protected, unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 26 workweeks in a “single 12-month period” to care for a covered service member with a serious injury or illness.

**Covered Employer**

An employer covered by FMLA is any person engaged in commerce or in any industry or activity affecting commerce, who employs 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year.

**Eligible Employees**

An eligible employee is one who has been employed by us for at least 12 months (in the past seven years), has been employed by us for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and is employed at a worksite where 50 or more employees are employed by us within 75 miles of the worksite. The 12 months that an employee must have been employed by us need not be consecutive months.

**Qualifying Reasons For Leave**

Employers covered by FMLA are required to grant leave to eligible employees:

For birth of a son or daughter, and to care for the newborn child,

1. For placement with the employee of a son or daughter for adoption or foster care,

2. To care for the employee’s spouse, son, daughter, or parent with a serious health condition,

3. Because of a serious health condition that makes the employee unable to perform the functions of the employee’s job,

4. Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation, and

5. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

**Serious Health Condition**

For purposes of FMLA, “serious health condition” entitling an employee to FMLA leave means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

**Inpatient Care**

Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.

**Continuing Treatment**
A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

1. Incapacity and treatment.
   a. A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
      i. Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
      ii. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.
      iii. The requirement in paragraphs (1)(a) and (b) of this section for treatment by a health care provider means an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven days of the first day of incapacity.
      iv. Whether additional treatment visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

2. Pregnancy or prenatal care
   a. Any period of incapacity due to pregnancy, or for prenatal care.

3. Chronic conditions
   a. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which: (a) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider; (b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and (c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

4. Permanent or long-term conditions
   a. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

*Leave For Pregnancy or Birth*

Eligible employees are entitled to FMLA leave for pregnancy or birth of a child as follows:
1. Both the mother and father are entitled to FMLA leave for the birth of their child.

2. Both the mother and father are entitled to FMLA leave to be with the healthy newborn child (i.e., bonding time) during the 12-month period beginning on the date of birth. An employee’s entitlement to FMLA leave for a birth expires at the end of the 12-month period beginning on the date of the birth.

3. A husband and wife who are eligible for FMLA leave and are employed by us will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee’s son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement.

**Intermittent and Reduced Schedule Leave.**

An eligible employee may not use intermittent or reduced schedule leave after the birth to be with a healthy newborn child.

**Leave For Adoption or Foster Care**

Eligible employees are entitled to FMLA leave for placement with the employee of a son or daughter for adoption or foster care as follows:

Employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be required to attend counseling sessions, appear in court, consult with his or her attorney or the doctor(s) representing the birth parent, submit to a physical examination, or travel to another country to complete an adoption. The source of an adopted child (e.g., whether from a licensed placement agency or otherwise) is not a factor in determining eligibility for leave for this purpose.

**Unable To Perform the Functions of the Position**

**Definition**

An employee is “unable to perform the functions of the position” where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee’s position within the meaning of the Americans with Disabilities Act (ADA), as amended. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

**Statement of Functions**

We require certification from a health care provider to specify what functions of the employee’s position the employee is unable to perform so that we can then determine whether the employee is unable to perform one or more essential functions of the employee’s position.

**Leave Because Of a Qualifying Exigency**
Eligible employees may take FMLA leave while the employee’s spouse, son, daughter, or parent (the “covered military member”) is on covered active duty or call to active duty status for one or more of the following qualifying exigencies:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling: To attend counseling provided by someone other than a health care provider
- Rest and recuperation
- Post-deployment activities
- Additional activities.

To address other events that arise out of the covered military member’s active duty or call to active duty status provided that the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

**Leave To Care For a Covered Service Member with a Serious Injury or Illness**

Eligible employees are entitled to FMLA leave to care for a covered service member with a serious illness or injury (Military Caregiver Leave).

Covered service member means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term covered service member also includes a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. An eligible employee must commence leave to care for a covered veteran within five years of the veteran’s active duty service, but the single 12-month period may extend beyond the five-year period.

In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, a serious illness or injury means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating. In the case of a covered veteran, a serious illness or injury means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of
duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:

1. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank or rating; or

2. A physical or mental condition for which the Veteran has received a U. S. Department of Veterans affairs Service – Related Disability Rating (VASRD) of 50 percent or greater, and the need for the military caregiver leave is related to that condition; or

3. A physical or mental condition that substantially impairs the veteran’s ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or

4. An injury that is the basis for the Veteran’s enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period” for Military Caregiver leave, provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee’s own serious health condition; or because of a qualifying exigency.

A husband and wife who are eligible for FMLA leave and are both employed by us will be limited to a combined total of 26 workweeks of leave during the “single 12-month period” if the leave is taken for birth of the employee’s son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee’s parent with a serious health condition where a portion of the combined 26 weeks of leave is to care for a covered service member with a serious injury or illness.

**Amount of Leave**

Except in the case of leave to care for a covered service member with a serious injury or illness, an eligible employee’s FMLA leave entitlement is limited to a total of 12 workweeks of leave during any 12-month period. The 12-month period is calculated as follows: a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

**Intermittent Leave or Reduced Leave Schedule**

FMLA leave may be taken “intermittently or on a reduced leave schedule” under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee’s usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee’s schedule for a period of time, normally from full-time to part-time.
Substitution of Paid Leave

Our employees are required to substitute all accrued Paid Time Off for FMLA leave, including any additional Paid Time Off inserted into an employee’s bank (ex. When an employee’s total is increased at the beginning of the calendar year. FMLA leave runs concurrently with all types of leave.)

Maintenance of Employee Benefits

Group health plan benefits will be maintained on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period. Therefore, any share of group health plan premiums that had been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

If the FMLA leave is substituted paid leave, your share of premiums will be paid by the method normally used during any paid leave, such as payroll deduction.

If FMLA leave is unpaid, payment is due on the same schedule as payments are made under COBRA which is the first day of the month.

Before we drop coverage for an employee whose premium payment is late, we will provide written notice to you that the payment has not been received. Such notice will be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless the payment has been received by that date.

Key Employee, General Rule

A “key employee” is a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee’s worksite.

Substantial and Grievous Economic Injury

In order to deny restoration to a key employee, we must determine that the restoration of the employee to employment will cause “substantial and grievous economic injury” to our operations, not whether the absence of the employee will cause such substantial and grievous injury.

Rights of a Key Employee

If we believe that reinstatement may be denied to a key employee, we will give written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that he or she qualifies as a key employee. At the same time, the employer must also fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the employer should determine that substantial and grievous economic injury to the employer’s operations will result if the employee is reinstated from FMLA leave.

Rights of a Key Employee

If we believe that reinstatement may be denied to a key employee, we will give written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that he or she qualifies as a key employee. At the same time, the employer must also fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the employer should determine that substantial and grievous economic injury to the employer’s operations will result if the employee is reinstated from FMLA leave.
Employee Notice Requirements for Unforeseeable FMLA Leave

Calling in “sick” without providing more information will not be considered sufficient notice to trigger an employer’s obligations under the Act.

Certification, general rule

We will require that an employee’s leave to care for the employee’s covered family member with a serious health condition, or due to the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee’s position, be supported by a certification issued by the health care provider of the employee or the employee’s family member. We also require that an employee’s leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by a certification.

Timing

The employee must provide the requested certification to us within 15 calendar days after our request, unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good faith efforts. The employee must provide a complete and sufficient certification to the employer.

A certification is considered incomplete if we receive a certification, but one or more of the applicable entries have not been completed.

Unforeseeable Leave

When the need for FMLA leave is unforeseeable and an employee fails to give notice, the extent to which an employer may delay FMLA coverage for leave will be determined based upon the facts of the particular case.

Scheduling Planned Medical Treatment

When planning medical treatment, the employee must consult with us and make a reasonable effort to schedule the treatment so as not to unduly disrupt our operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with us prior to the scheduling of treatment in order to work out a treatment schedule that best suits our needs and the needs of the employee subject to the approval of the health care provider.

Intermittent leave or leave on a reduced leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. An employee shall advise the employer, upon request, of the reasons why the intermittent/reduced leave schedule is necessary and of the schedule for treatment, if applicable. The employee and employer shall attempt to work out a schedule for such leave that meets the employee’s needs without unduly disrupting our operations, subject to the approval of the health care provider.

Interaction with Federal and State Anti-discrimination Laws

We will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry,
gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

Approved by the JSCC Board of Trustees: 10/17/2017
3.15 VOLUNTARY SHARED LEAVE PROGRAM

Purpose

The purpose of the Voluntary Shared Leave Program is to allow an employee to donate leave, as allowed in this rule, to an employee who has been approved to receive leave through the Voluntary Shared Leave Program because of a medical condition of the employee or of a member of the employee’s immediate family that will require the employee’s absence for a prolonged period of time.

In cases of a prolonged medical condition an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee, from the sick leave or vacation account of an immediate family member (as defined on Page 40 of this policy under “For purposes of this Section, immediate family means”) or from the sick leave account of a non-family member. For purposes of this Rule, prolonged medical condition means medical condition that is likely to require an employee’s absence from duty for a period of at least 20 consecutive workdays. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the college may waive the requirement that the employee be absent from duty for a period of 20 consecutive workdays to participate in the program.

An employee who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

Participation in the voluntary shared leave program shall be limited to 1,040 hours, (prorated for part-time employees), either continuously or, if for the same condition, on a recurring basis. However, management may grant employees continuation in the program, month by month, for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.

An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.

The employee shall exhaust all available leave before using donated leave.

Non-qualifying conditions: This leave does not apply to short-term or sporadic conditions or illnesses that are common, expected or anticipated as determined by the college president or the college president’s designee. This includes such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to the intent of this Rule and must be applied consistently and equitably.
For purposes of this Section, immediate family means:

- **Spouse**: A husband or wife;

- **Parent**:
  - a biological or adoptive parent; or an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child; or
  - a step-parent; or
  - in-law relationships;

- **Child**: A son or daughter who is:
  - a biological child; or
  - an adopted child; or
  - a foster child (a child for whom the employee performs the duties of a parent as if it were the employee's child); or
  - step-child (a child of the employee's spouse from a former marriage); or
  - a legal ward (a minor child placed by the court under the care of a guardian); or
  - a child of an employee standing in loco parentis; or
  - in-law relationships;

- **Sister or brother**: biological, adoptive (including step-, half- or in-law relationships);

- **Grandparents, great grandparents, grandchildren, great grandchildren** (including step relationships); and

- **Other dependents living in the employee's household**.

**Administration**

All colleges shall develop policies and procedures to implement the voluntary shared leave program.

Colleges shall not establish a leave "bank" for use by unnamed employees. Leave shall be donated on a one-to-one personal basis.

**Qualifying to Participate in Voluntary Shared Leave Program.**

To participate in the Voluntary Shared Leave Program, an employee shall meet the following conditions:

- A donor or recipient shall have a half-time or more permanent, probationary, or time-limited appointment (The limitation and leave balance for permanent part-time employees shall be prorated);
A recipient shall apply or be nominated by a fellow employee to participate in the program;

A recipient shall produce medical evidence to support the need for leave beyond the available accumulated leave; and

The parent college shall review the merits of the request and approve or disapprove according to these Rules.

Donor Guidelines

An employee of a community college may donate vacation leave, bonus leave or sick leave to an immediate family member in any State agency, public school or community college. An employee of a community college may donate vacation or bonus leave to a coworker's immediate family member who is an employee in a state agency or public school provided the employee and coworker are at the same college. An employee may donate vacation, bonus or sick leave to another employee at a community college in accordance with the provisions of (c)(11)(B) of this Rule.

An employee of a community college may donate up to five days of sick leave to a non-immediate family member employee of a community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 20 days per year as defined by local college policy. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave.

The minimum amount of sick leave or vacation leave to be donated is four hours. An employee family member donating sick leave to a qualified immediate family member under the Voluntary Shared Leave program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.

The maximum amount of vacation leave allowed to be donated by one individual is the amount of the individual's annual accrual rate. However, the amount donated shall not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Bonus leave may be donated without regard to this limitation.

An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. The donation of leave is confidential, and only those individuals authorized under G.S. 115D-29 to access employee personnel file information may view donation information consistent with G.S. 115D-29. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave. The employee donating leave shall not receive remuneration for the leave donated.
Leave Accounting Procedures

The following conditions shall control the accounting and usage procedures for leave donations in the Voluntary Shared Leave program:

- The community college may establish a specific time period during which leave can be donated.

- All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis or may be retroactive for up to 60 calendar days to substitute for advanced vacation or sick leave already granted to the recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.

- At the expiration of the medical condition, as determined by the community college, any unused leave in the recipient's donated leave account shall be treated as follows:
  - The recipient's vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for part-time employees).
  - Any additional unused donated leave shall be returned to active (working or on leave without pay) donor(s) on a pro rata basis and credited to the leave account from which it was donated.

- If a recipient separates due to resignation, death, or retirement from state government, participation in the program ends. Donated leave shall be returned to active donor(s) on a pro rata basis.

Approved by the JSCC Board of Trustees: 10/17/2017
3.16 HEALTH INSURANCE

Regular full and part-time (75% or higher) employees are eligible to participate in the North Carolina State Health Plan. Under the State Health Plan, the employee is responsible for dependent coverage. An employee hired on a nine month basis who does not return to work after the summer break shall repay the college any insurance premiums that have been paid on his or her behalf.

A detailed account of coverage, premiums, and application procedures may be obtained from the Human Resources Department.

Approved by the JSCC Board of Trustees: 10/17/2017
3.17 "OTHER" EMPLOYEE BENEFITS

I. INTRODUCTION

There are many, many benefits offered a James Sprunt employee. Some have a fee but many are free. Below are listed the majority of the special "other" benefits and some information about receiving these benefits. If an employee is uncertain about the availability or procedure for a particular benefit, the department involved can be contacted. The employee can also contact the Human Resources Office with questions about particular benefits.

II. SPECIAL BENEFITS

a. BOOKSTORE

The campus bookstore is located in the Strickland Building. It offers a variety of school supplies and cards as well as required books. JSCC permanent employees receive a 10% discount on purchases from the JSCC bookstore.

b. COSMETOLOGY SERVICES

The Cosmetology Department offers permanent employees of the college haircuts, shampoos, and other non-chemical procedures at no charge. For information about appointments or other services offered by the Cosmetology Department, contact the Vocational/Technical Education Department or the Cosmetology Department directly.

c. CREDIT UNION MEMBERSHIP

Any JSCC employee and their family members can open an account at the State Employees Credit Union. This credit union offers checking accounts, savings accounts, IRAs, automobile and mortgage loans, payroll deduction of loan payments and access to an Automatic Teller Machine (ATM). For more information about the State Employees Credit Union, an employee can stop by the Kenansville office located one mile from the college.

d. EMPLOYEE AWARDS

Refer to the James Sprunt Community College Employee Recognition Program.

e. FACULTY AWARDS

At graduation each year two awards are presented to outstanding faculty members. The first is the Faculty Council award voted on and presented by the Faculty Council. The award is based on criteria such as professionalism, effectiveness in working with others, attitude toward students and fellow employees at James Sprunt, participation in meetings and committee work, continued professional growth and excellence in teaching.

The second award is the JSCC Excellence in Teaching Award that consists of a check for $300 and a plaque recognizing the recipient's accomplishment. A plaque bearing the names of all award recipients is also permanently displayed at the College. This award is voted on and presented by the James Sprunt Community College Foundation. Full-time
teaching faculty members (including department heads) who have taught at James Sprunt Community College for at least one academic year are eligible to receive the award. All nominees are asked to complete an application with information about length of JSCC service, education, their employment, community service, professional recognitions, publications, and an essay expressing their teaching philosophy and methods for motivating student excellence. The recipient will be chosen on the basis of excellence in teaching as indicated by professional accomplishments, educational philosophy, devotion to and belief in the teaching profession, and ability to inspire student excellence as expressed in the nominating statements.

f. **MEMORIAL FUND**

The college maintains a voluntary memorial fund used to provide flowers to all permanent employees in the event of the death of an employee or a member of his/her immediate family. Flowers are provided (or a charitable donation if requested by the family) regardless of whether or not the employee contributes to the fund. The immediate family covers employee, wife, husband, son, daughter, stepson, stepdaughter, mother, father, stepmother, and stepfather. A charitable donation will be made either to the JSCC Foundation or an organization of the family’s choice in the event of the death of one of the following family members: Brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, stepmother-in-law, and step-father-in-law. Contributions are requested in the fall and the suggested amount is usually between $10 and $20.

g. **CLASSES DURING WORK HOURS**

An employee can take a work related course during working hours without having to make up the time (maximum of 5 hours/week.) The employee is responsible for paying tuition or registration fee, activity fee, books, and supplies.

h. **PHYSICAL EDUCATION FACILITIES**

Permanent employees have available the Physical Education facilities in the Hall Building using one of three methods:

1. The employee can register for a Continuing Education PE class
2. The employee can register for a curriculum PE class
3. The employee can pay to use the PE Lab on a semestral basis at a time the lab is not being used for classes. This fee can be paid at the Business Office. This money is deposited in the County budget and used for repairs and operational costs of the facility

Use of the facility without meeting one of these criteria could void any coverage under the College's insurance policy.

i. **SEANC MEMBERSHIP**
The State Employees Association of North Carolina (SEANC) is a full-time advocate for state employees. Membership makes available to employees a wide variety of benefits including insurance, travel discounts, scholarships, and many, many more. For information on SEANC, an employee can contact the SEANC office in Raleigh (1-800-222-2758) or ask the Personnel Office about the local SEANC Representative.

Approved:
3.18 JSCC EMPLOYEE RECOGNITION PROGRAM

There are five different opportunities to recognize James Sprunt Community College employees:

1. **Employee of the Quarter Recognition:** This is considered an opportunity for peer-to-peer and/or supervisor recognition and as such, it reflects the respect and appreciation of your colleagues at work rather than just management. Often team members see the day-to-day effort and hard work that individuals put in and this is their opportunity to acknowledge it. Incorporating peer-to-peer recognition empowers employees to have a part in who is deserving of this reward, which has a twofold benefit: not only does the recipient feel good, but so does the person nominating them. The recipient of the Employee of the Quarter award receives $25.00 from the foundation, a certificate, and recognition at either the personnel meeting or the Christmas luncheon.

Recommendations for Employee of the Quarter must be forwarded to the Director of Human Resources. Selection authority for the candidate chosen rests with President’s Council. Nominating instructions for Employee of the Quarter are provided as Attachment 1.

2. **SPRUNT SPIRIT on the Spot Award Recognition:** An On-the-Spot Award is a Special Act or Service award for a one-time achievement that essentially provides an immediate reinforcement for exceptional performance beyond the normal bounds of an employee’s job and which benefits the workplace. Full-time and part-time employees can be nominated for this award recognition. Once approved, the President will visit the workplace of the employee to present a special On-the-Spot Award to the recipient. The recipient will receive a Certificate of Appreciation signed by the President, a photo of the award presentation with the President and a large beverage container bearing the JSCC logo and “SPRUNT SPIRIT.”

Nominations for On-the-Spot Awards must be forwarded to the Director of Human Resources. A thorough but concise description/justification for the award is required. Additional research and/or contact may be necessary to ensure the nomination meets the award criteria.

The President has approval authority for the On-the-Spot recognition award nominations. Nominating instructions for On-the-Spot Awards are provided as Attachment 2.

3. **Length of Service Awards:** Length of Service Awards are awarded to employees who have been employed with James Sprunt Community College in increments of 5, 10, 15, 20, 25, 30, and 35 years. These awards are typically presented to employees during the annual Christmas luncheon. The Human Resources Department will collect the data necessary to process these awards.

4. **A Simple Thank You:** A letter of appreciation or a “Thank You” email from an immediate supervisor, Vice President, or co-worker. This is a quick and easy way to demonstrate appreciation and they give the impression that someone has taken time out to recognize hard work. This recognition can be sent to Full-Time and Part-Time employees.

Letters of appreciation do not have to be approved by anyone but should be sent via the Vice President and direct supervisor for awareness. A letter of appreciation template is provided as Attachment 3.
5. **Team Achievement Recognition Award:** This once-a-year award would provide a unique opportunity to publicly recognize a team that exemplifies the College’s Mission, Goals, and Core Values on behalf of their department and the College through a significant team accomplishment, collaboration or initiative. Eligibility and selection criteria are provided as Attachment 4. The deadline for nominations for this award is March 31 of each year. The President’s Council will review and decide on the winning team. The winning team will be announced at Convocation in April. Each member of the winning team will receive a JSCC trophy for excellence in team achievement.

Approved: New Policy
3.19 STAFF DEVELOPMENT PLAN

I. STATEMENT OF PHILOSOPHY

a. Because James Sprunt Community College recognizes its main purpose as providing the best possible educational programs and related services to its students and the community it serves, the institution supports a comprehensive, planned program of staff development.
b. Staff development is perceived as a program of individual professional development, designed and pursued by each staff member with the aim of developing his skills and knowledge in the area of his responsibility and expertise.
c. The institution recognizes that, for such a program to be successful, it must be supported philosophically and pragmatically by both the administration and the individual. In recognition of these conditions, a viable plan of staff development must be a cooperative effort, incorporating the following commitments:
d. In accordance with institutional needs, resources, and policies, the institution supports staff development by:
   e. Providing a planned schedule of in-service workshops to meet the needs of administrators, faculty, counselors, and support staff.
   f. Providing incentives and/or released time for pursuit of academic course work, training programs, and work on advanced degrees.
   g. Providing adequate and appropriate professional reading materials for individual reading programs.
h. The individual staff member supports staff development by:
i. Developing a planned program of personal and professional development.
j. Taking part in appropriate in-service workshops.
k. Pursuing advanced course work, training programs, and degrees appropriate to his area of responsibility.
l. Taking part in an individual professional reading program.

II. DEFINITION

a. The Staff Development Program at James Sprunt Community College provides a planned program of activities designed to promote the personal and professional growth of institutional employees. In addition to on-campus staff development activities, employees may apply for staff development travel to conferences or workshops, educational leave for specific courses or first-hand experience relevant to their area, or released time from their duties to work on special college projects.
b. When an individual decides to make an application for staff development assistance, the individual should discuss the feasibility of the request with their immediate supervisor for approval and to obtain the necessary forms.

III. STAFF DEVELOPMENT RESPONSIBILITIES

a. Staff development activities will function within the existing organizational structure of the college. The major responsibility for implementing the staff development program resides with the Personnel Committee which is representative of institutional
employees, and the Director of Human Resources & Title IX Coordinator. This committee will advise and assist in carrying out the following specific functions:

i. Provide the leadership nucleus for the total staff development program and promote the staff development program among all James Sprunt employees.

ii. Develop and write institution-wide procedures and guidelines for approval by appropriate institutional officials.

iii. Assist in developing institutional survey techniques for determining staff development needs.

iv. Recommend topics for on-campus workshops, seminars, etc. and help plan and carry out these activities.

v. Help the Director work out the procedures, document efforts and evaluate the progress of the staff development program.

vi. Recommend procedures and criteria for awarding released time, educational leave, etc. for participation in staff development activities.

vii. Recommend forms and procedures for employees to use in reporting their staff development experiences.

b. The members of the Personnel Committee will keep the Director of Human Resources & Title IX Coordinator informed of staff development concerns of their constituents.

i. The Director of Human Resources & Title IX Coordinator is responsible for overseeing the total staff development program. Since the staff development program at James Sprunt will function within the current organizational structure, individual supervisors will be responsible for decisions concerning the staff development of employees under their supervision insofar as released time, educational leave, travel and individual professional development plans are concerned. The Director of Human Resources & Title IX Coordinator will assist individual employees in the implementation of these activities.

ii. Each participating employee will assess their own competencies, set objectives for improvements of these, and select strategies to reach these goals. These objectives and a record of accomplishments will be recorded on the Individual Professional Development Plans to be filed on a yearly basis. (See section on components.)

iii. The Director of Human Resources & Title IX Coordinator, with assistance from the Personnel Committee, will provide information on available alternatives and opportunities for staff development. Possible alternatives include, but are not limited to, traveling to other institutions, participating in on-campus workshops and seminars, taking formal coursework, attending state and national conferences, etc.

iv. Staff development activities that require institutional monies must be processed through established channels for approval. All travel for staff development must be carried out within prevailing state travel regulations, including limits on per diem, registration and other allowable costs.

v. Upon completion of each staff development activity, the employee will submit appropriate evidence of accomplishment for his Individual Professional Development Plan.

IV. COMPONENTS
a. Staff Development is made up of many different possibilities too numerous to list them all here. Each individual employee is responsible for taking the initiative to request those activities that are appropriate to their Professional Development Plan.
b. The components listed here give an outline of steps the employee should follow in developing their own individual plan. If there are any questions about this process, the employee’s supervisor or the Director of Personnel can assist.

V. ANNUAL INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

a. An individual employee’s staff development plan begins with the completion of the Professional Development Plan. The employee completes this form each year in time for the employee's supervisor to review and sign off on the plan by September 15. The employee and supervisor each retain copies of the form for their files.
b. This form gives the employee an opportunity to plan objectives for the fiscal year. The employee's objectives are tied directly to the institution and departments objectives.
c. Individual employees should maintain the records needed to update this form at the end of the fiscal year with information about objectives reached and outcome measurement results.

VI. TAKING COMMUNITY COLLEGE COURSES DURING WORKING HOURS

a. Any full-time, permanent employee may take, upon the approval of their supervisor, one curriculum or extension course during working hours. Following are the rules that apply to this opportunity:
   i. The employee must obtain the supervisor’s approval.
   ii. Time spent in class by personnel during working hours may be considered on-the-job time for hours spent in class, not to exceed (5) five class hours per week (not to include travel time).
   iii. When tabulating compensatory time, non-exempt employees shall not include class hours.
   iv. Instructors must arrange their enrollment in a class to prevent conflict with scheduled institutional teaching assignments.
   v. Job responsibilities and/or teaching assignments will not be reduced for employees who enroll in courses unless the course(s) is required by the institution or unless educational leave has been granted.
b. It is the intent of this procedure that approval be limited to one course per semester during the employee’s regular working hours. Circumstances may occur to cause an employee to request permission to take additional courses during regular working hours. Such requests should be submitted in writing by the employee to the employee’s supervisor and the divisional administrator. A joint decision will be made and referred to the President for concurrence. A written response of approval/disapproval will be submitted by the divisional administrator to the employee and a copy sent to the Personnel Office to be filed in the employee's personnel file.
c. If an employee takes additional voluntary courses during regular working hours, class time for the additional course(s) must be made up on an hour-for-hour basis within that work seek and reported in writing to the divisional administrator.
VII. REQUEST FOR EDUCATIONAL LEAVE WITH PAY

a. The James Sprunt Community College Leave Policy addresses the requirements for requesting educational leave with pay. Approval of educational leave with pay is contingent upon the availability of funds at the time leave is to be taken and educational leave plans should be included in the individual's Professional Development Plan.

b. In order to request educational leave with pay, the employee should complete the application form. This form should be submitted to the employee's supervisor for completion and approval. The application must then be approved by the following:
   i. The divisional administrator
   ii. The President's Council
   iii. The President
   iv. The Board of Trustees

Each applicant will receive written notification of action.

An employee can request travel funds to attend workshops or conferences that directly relate to the employee's job responsibilities. These funds are requested through the employee's supervisor, using the appropriate travel forms. The employee and supervisor should keep in mind the employee's Professional Development Plan in discussing any possible opportunities.

VIII. PROFESSIONAL ACTIVITIES SUMMARY

a. At the end of each fiscal year, employees must complete a listing of all their professional activities for the year. This form will be filed in the employee's personnel file for a record of their year's activities. For any questions about the completion of this form, the employee should contact their supervisor.

Approved:
3.20 PERSONNEL EVALUATION PROCEDURES AND FORMS

I. PURPOSE AND DESCRIPTION

The purpose of the James Sprunt Community College Personnel Evaluation System is for improving administrative services, instructional programs, instructional delivery, student services, support services, and physical facility maintenance services. James Sprunt Community College is committed to providing every College employee the opportunity to do a satisfactory job. Effective communication between the supervisor and the employee is the key to fulfilling this commitment. To attain employee commitment to organizational goals and to earn his loyalty, the following must be clearly communicated to each employee:

- The duties and responsibilities of the employee
- The expected performance standards
- How well the employee performs the job on an annual basis
- Future career opportunities.

A supervisor’s ability to manage greatly influences the performance of an employee. The supervisor’s methods and techniques of appraising job performance are a most beneficial tool to maintain productivity. Properly administered, a program of employee appraisal will enhance the supervisor’s effectiveness, aid in the achievement of the College’s objectives, and allow employees to grow in competence.

Employee Appraisal System (Evaluations)

Specific Objectives

Employees and supervisors are encouraged to take performance appraisals seriously as a way to make performance expectations clear and to address potential problems. Supervisors are responsible for making sure all employees understand James Sprunt’s performance appraisal system and the instruments (forms) used.

Employee Classifications

Employees at James Sprunt Community College are classified as either faculty or staff for the purposes of performance appraisal and professional development. Each classification has an appraisal instrument designed to address its unique features. Staff and Faculty Performance Appraisal forms are provided as a part of this policy.

Staff

Supervisors will use the Staff Performance Summary to appraise full-time staff, and part-time staff, as appropriate. The appraisals must focus on specific job duties as listed in the employee’s position description. In addition, appraisals may address attitudes and behaviors as they relate to performance, including but not limited to:

- attitude toward work
- demonstrated work ethic
- knowledge of the job
- quality of work produced
• quantity of work produced
• employee initiative
• employee promptness
• overall dependability
• demonstrated cooperation
• acceptance of responsibility
• performance under pressure
• adherence to rules and regulations
• attention to detail
• pride in work performed
• organization
• acceptance of authority
• decisiveness
• communication skills

Performance Appraisals for New Staff

Upon employment, every employee enters a probationary period of up to 120 days. At any time prior to the 120th calendar day of employment, the new employee or the College can terminate the employment agreement. New staff employees must be evaluated using the 90-Day Evaluation for New Employees at the end of their first 90 days of employment. After completing these Performance Appraisals, a copy will be provided to the employee and the original will be retained by the supervisor. This 90-day evaluation informs the new employee if they are meeting expectations and/or if they need to make changes to meet expectations. This is an informal performance review and will not be filed in the employee’s official personnel file. (Only annual appraisals are housed in the employee’s personnel file.)

Approved:
3.21 Annual Performance Appraisals for Staff

Annual performance appraisals must be completed for every employee who is no longer in a probationary period. Each staff member holding an annual appointment will be formally appraised at least once each year. The annual appraisal must be completed February 28 of each year for the period of March 1st of the preceding year through February 28 of the current year.

As the current rating period ends, the evaluating supervisor and the employee must discuss and agree upon the employee’s goals for the next rating period. Once the goals have been set and agreed upon, the employee will retain the goals until the end of the next rating period. Upon time to complete the annual appraisal, the employee must evaluate the outcome of his/her goals and submit the results to the evaluating supervisor. The evaluating supervisor will complete his/her portion and submit the appraisal to the next level supervisor for administrative review and signature. The supervisor will then meet with the employee to discuss the evaluation. The employee will sign the appraisal and the supervisor will make a copy of the appraisal for the employee with all signatures in place. The supervisor will forward to his/her Vice President who will forward to Human Resources for review and filing in the employee’s official personnel file.

At least one mid-year review must be conducted to determine if performance is on target. Any difficulties should be resolved and/or expectations modified at this time. Ideally, communication about performance will be informal and ongoing.

Faculty

Curriculum faculty (instructors) and Continuing Education faculty (instructors) are appraised using the Faculty Performance Appraisal. Faculty performance appraisals are linked to position description. Responsibilities may vary widely among instructors and particular educational programs. Faculty members and supervisors must review program requirements regularly to determine if revision is necessary and set expectations that fit specific situations, departmental goals, and institutional purpose. Faculty performance appraisals are designed to emphasize future performance. Supervisors will base performance expectations for the next appraisal period on their own observations of the instructor and instructor evaluations from students (see below).

Performance Appraisals for New Faculty Members

Upon initial employment, every faculty member enters a probationary period of one teaching semester. At any time prior to the end of the first semester, either the new faculty member or the College can terminate the employment agreement. New faculty members are appraised by their immediate supervisors at the end of the first semester of employment using the New Faculty Member Semester Review. (Summer term does not count as a semester in this case.) The first semester faculty evaluations must be completed and retained with the evaluating supervisor just as Staff appraisals. New faculty members may be considered for annual appointment after satisfactorily completing the first-semester probationary period.
Annual Performance Appraisals for Faculty Members

Each faculty member holding an annual appointment will be formally appraised at least once each year. The appraisal period starts the first day of fall semester and ends the last day of spring semester for nine-month faculty. For 12-month faculty, the annual appraisal must be completed by February 28 of each year for the period of March 1st of the preceding year through February 28 of the current year.

The faculty member and supervisor must set measurable performance expectations (goals) for instructional (teaching) and non-instructional duties and activities, and they must agree on how to demonstrate that expectations have been met. The following are guidelines for setting expectations and measuring performance.

Instructional Activities

Teaching: Performance expectations may be derived from the compiled instructor evaluation forms that students have completed. Instructors are encouraged to offer their own ideas for delivering a particular course effectively, even when the previous delivery of the course has “met expectations.”

Non-Instructional Activities

Advising: Quantity and/or quality of contacts with advisees. The supervisor and instructor must decide exactly how advisor-advisee relations can be improved and how to document those improvements.

Faculty Service: Time and effort spent on committee membership (ad hoc or standing); number of meetings attended, contributions made, chairperson or other responsibilities. Faculty service may be more significant for particular faculty members or during particular appraisal periods. Documenting faculty service can be an effective way to highlight otherwise unrecognized activity.

Community Relations: Engagement with “customers” off campus for purposes of recruitment, placement, program enrichment, etc. Community relations may be more significant for particular faculty members or during particular appraisal periods.

Administration: Reporting and record keeping as required. Deficiencies in this work are rarely noted; should one occur an appropriate performance expectation could be set.

Professional Development: Pursuing continuous improvement by attending conferences and workshops, taking courses, completing an advanced degree, etc., with the goal of meeting performance expectations more fully.

Once performance expectations are set for the upcoming appraisal period, the faculty member and supervisor should both sign the document, signifying their agreement that meeting these expectations will be a significant part of the appraisal.

At least one mid-year review must be conducted to determine if performance is on target. Any difficulties should be resolved and/or expectations modified at this time. Ideally, communication about performance will be informal and ongoing.
At the end of the evaluation period, the faculty member will be evaluated using the Annual Performance Appraisal designated for faculty. The approval flow for faculty members follows the same path as Staff.

Faculty Evaluations by Students

Instructor evaluation forms completed by students can provide valuable information for faculty appraisals. Student evaluations focus on standards for quality instruction that are also included on the faculty performance appraisal form, since teaching is the core of an instructor’s job. All instructors must have their students complete student evaluations for each course they teach.

Student evaluations may be administered at other times, at the discretion of instructors, department heads, or the Executive Vice President. The forms are collected in a way that protects student anonymity. The student evaluations are discussed with the instructor by the department head.

Employee Response to Appraisals

If an employee disagrees with or objects to any aspect of a performance appraisal, those objections may be stated within the appraisal under “Employee’s Comments.”

An employee who disagrees with a supervisor’s assessment or decisions in a performance appraisal usually has no avenue for appeal other than direct dialogue with that supervisor. James Sprunt believes that the preservation of its academic integrity precludes review of or participation in a supervisor’s appraisal of an employee’s performance when the supervisor is dutifully exercising professional judgment. However, an employee who sincerely believes that he or she is the victim of unlawful discrimination or arbitrary or capricious conduct on the part of a supervisor may bring a grievance, following the employee grievance procedure.

Appraisal Terms

Meeting Expectations

A staff or faculty member who is meeting expectations is defined as “an acceptable faculty or staff member who consistently meets requirements and requires a normal degree of direction and supervision.” The overriding objective is to maintain the level of performance for which one has been hired, not to compare oneself with other faculty members in other positions.

Exceeding Expectations

A staff or faculty member is exceeding expectations for an appraisal period when there is tangible evidence that the staff or faculty member’s performance far exceeds the supervisor’s expectations. The staff or faculty member consistently makes significant contributions and requires minimal direction and supervision. This appraisal is exceptional, and the circumstances should be documented in writing.

Below Expectations
A staff or faculty member performing below expectations is defined as “a somewhat below average faculty member whose performance cannot be considered fully acceptable. The staff or faculty member generally meets objectives but requires more than a normal degree of supervision. Staff or faculty members may perform below expectations with respect to a certain aspect of job performance when there is clear and incontrovertible evidence that the staff or faculty member is not meeting expectations established with the supervisor and based on mutual understanding of the position description. Written substantiation of this appraisal result is required.

If a staff or faculty member receives one or more ratings of (1) – Unsatisfactory, the employee must be placed on a Performance Improvement Plan (PIP) with clear expectations of what the employee needs to do in order to be considered fully acceptable with a rating of (3) and a timeline in which the improvement must be achieved. If a staff or faculty member receives one or more ratings of (2) – Needs Improvement, the supervisor makes the decision whether or not the employee should be placed on a PIP.

Overall performance should be assessed. Regardless of past achievements, employees may be required to give special attention to other aspects of their jobs in the future. New requirements may influence how well an employee performs during a rating period. Emphasis should be on continuous improvement.

Approved:
3.22 ANNUAL EVALUATION OF PRESIDENT POLICY & PRESIDENTIAL EVALUATION FORM

I. INTRODUCTION

a. The Board of Trustees of James Sprunt Community College will evaluate the President on an annual basis. The purpose of the evaluation will be to improve the quality of James Sprunt Community College and to assess the performance of the President so as to:
   i. Close the gap between presidential authority and accountability
   ii. Ensure that the Board and the President concur on goals toward which the College is moving
   iii. Identify strengths and weaknesses of the President and the College
   iv. Define the scope and role of the office and the President's performance in it

II. FORM

a. The evaluation of the College President will be conducted by the Board of Trustees on a form developed by the Board of Trustees. The evaluation form will include the following major items:
   i. General Administration
   ii. Relationships
   iii. Personal Attributes
   iv. Personnel Administration
   v. Fiscal and Facilities Administration
   vi. Academic Administration

III. PROCEDURES FOR ANNUAL EVALUATION OF PRESIDENT

a. The Board Chair (or their designee) will distribute the Presidential Evaluation Form to all Trustees by April 15 of each year. The Form will be returned promptly to the Chair (or their designee) for compilation of the results. Prior to the May Board meeting the Board Chair and Vice Chair will meet with the President to review and discuss the evaluation results.

b. The Chair will report to the Board at the May meeting that the evaluation has been completed. The evaluation results will be made a part of the President's personnel file and may be reviewed at any time by any member of the Board of Trustees.

c. The Chair of the James Sprunt Community College Board of Trustees will notify in writing the Chair of the State Board of Community Colleges prior to June 30 of each year that such evaluation has been completed.

Approved by JSCC Board of Trustees: 11/23/88
3.23 REDUCTION-IN-FORCE POLICY

Reduction-In-Force is the elimination and/or consolidation of positions occurring as a result of a decrease of funds, regardless of the source, in a given year. In order to ensure that Reduction-In-Force of James Sprunt Community College personnel is undertaken on an orderly and systematic basis, the procedures herein enumerated shall be followed. These procedures involve two phases. During Phase I, every effort shall be made to avoid the elimination of full-time permanent positions. Only when the procedures in Phase I prove inadequate shall the procedures in Phase II be implemented.

Phase I

1. Extensive efforts will be made by each Vice President to secure other funds for positions within their respective departments.
2. Vacancies will not be filled from outside the institution until it is determined that:
   a. The position is essential to the college for the ensuing year;
   b. The job responsibilities cannot be performed by part-time employees or by combining two or more positions institution-wide; and/or
   c. The job cannot be performed by someone whose position is to be eliminated.
3. Part-time curriculum instructional needs will be met by current instructional and administrative staff, including mid-management and President’s Council members teaching courses deemed qualified by SACS credentialing guidelines, insofar as possible.
4. Final decisions regarding the issuance of contracts and the length of contracts will be delayed until the budget is confirmed.
5. Progress on implementing raises, experience factors, or other goals of the Salary Plan may be delayed by at least one year including Presidential approval for interim assignments.

Phase II

1. In the event that after all the Phase I measures have been considered and/or acted upon and the limited availability of funds still mandates a reduction-in-force, all positions will be evaluated and those that are most critical to the functioning of the college will be given priority funding. The following considerations will be used to make this determination:
   a. Maintaining a sound and balanced educational program that is consistent with the mission and goals of the College;
   b. Preserving the ability of the College to fulfill its mission and goals in terms of quality and quantity of services to students and the community;
   c. Maintaining accreditation standards.
2. In the educational program areas, specific criteria to be applied are:
   a. Level of productivity and cost effectiveness of program(s) and/or position(s) based on past, present, and anticipated enrollments; and/or
   b. Importance of program to the mission and goals of college.
3. In the administrative and support areas, the specific criterion to be applied is the importance of the position(s) to maintaining an essential level of services to students and staff.
4. The President, in consultation with the President's Council, will evaluate each program or area of operation within the institution in light of the items listed above. The President will decide in which program(s) or area(s) or operation that a cutback in personnel will be made and the number of positions to be eliminated.

5. When it is determined that a division will lose a position, the appropriate member of the President's Council will recommend to the President which personnel are to be released. The following criteria will be considered in deciding who would be displaced in cases where a position(s) within a specific area of operation is filled by two or more persons: (Not necessarily in priority order)
   a. Seniority within the area
   b. Length of service in all areas at James Sprunt Community College
   c. Performance evaluations
   d. Ability of person to work in two or more areas
   e. Effect on Affirmative Action and diversity efforts.

1. Employees displaced by this procedure will have re-employment rights to the same position for twelve months following termination should the same position be re-established. Employees may be granted 30 days paid administrative leave at the discretion of the College. According to General Statute, the College is responsible for paying the “employee only” portion of health insurance for one year.

2. Employees displaced as a result of these procedures will have the right to a hearing as outlined in the College's Grievance Policy.

Approved by JSCC Board of Trustees: 11/11/97; 05/26/2015
3.24 TITLE IX POLICY

James Sprunt Community College strives to make its campus safe and welcoming learning environments. Pursuant to the Clery Act, the Violence Against Women Act, the Campus SaVE Act and other applicable federal and state laws and regulations, the College hereby adopts these procedures when investigating, disciplining and educating the College community about sexual harassment and sexual-based violence.

Also, pursuant to the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and other applicable federal and state laws and regulations, the College prohibits discrimination in its services and programs based on race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information and veteran status.

The College is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The College responds to reports of sexual harassment including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. An individual who has questions or concerns regarding possible discrimination based on sex should contact the Title IX Coordinator or the Deputy Title IX Coordinator. Contact information for the Title IX Coordinator and the Deputy Title IX Coordinator is located at the end of this document.

All members of the College community are expected to engage in conduct that contributes to the culture of integrity and honor upon which James Sprunt Community College is grounded. Acts of sexual misconduct, sexual harassment, dating, violence, domestic violence and stalking, jeopardize the health and welfare of our campus community and the larger community as a whole.

The College has established procedures for preventing and investigating allegations of sexual misconduct, sexual harassment, dating violence, domestic violence and stalking that are compliant with Title IX federal regulations.

Reporting

Reports regarding an alleged violation of Title IX, including those taking place off campus, such as sexual misconduct, sexual harassment, dating violence, domestic violence, stalking; sexual misconduct incidents involving minors, guests and third party users; and any allegation of inequity in educational programs and activities should be reported to any College responsible employee and communicated to the Title IX Coordinator or Deputy Title IX Coordinator.

Campus Security Reporting

James Sprunt Community College is committed to providing a safe and secure environment for all members of the College’s community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
Amnesty Clause

The health and safety of every student at James Sprunt Community College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. The College may also offer amnesty or leniency to the alleged victim or reporting witness with respect to other violations of College policy which may be disclosed as a result of such reports, depending on the circumstances involved. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to James Sprunt Community College officials or law enforcement will not be subject to James Sprunt Community College’s Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Process

The Title IX Coordinator ensures that the report is addressed through the identified resolution procedures and policies, and that the incident is resolved in a timely, fair, and impartial manner. Reports are examined based on the policies and procedures of the College where compliance with Title IX is of the utmost importance.

Education

Title IX of the Education Amendment of 1972 and the Campus Sexual Violence Elimination (SaVE) Act require colleges to provide sexual harassment, sexual violence and sexual discrimination prevention education for students and employees annually.

All new students and all employees shall be required to participate in specific training for prevention and awareness and that promotes awareness of discrimination, harassment and sexual-based violence. This program will be held annually at the beginning of each fall semester.

Questions about the training and Title IX as it relates to students and employees can be answered by:

Director of Human Resources & Title IX Coordinator
Located in McGowen Building
Phone: 910-275-6180

Associate Vice President of Student Services & Deputy Title IX Coordinator
Located in Strickland Building
Phone: 910-275-6362

Approved: New Policy
3.25 HARASSMENT, DISCRIMINATION & RETALIATION POLICY

Faculty, staff and students at JSCC have a right to be free from harassment, discrimination, and retaliation in the JSCC environment.

Harassment

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct which interferes with an employee’s job performance or which creates an intimidating, offensive or hostile work environment. Examples of what may be considered harassment, depending on the circumstances, are:

- Questions or comments that unnecessarily infringe on personal privacy.
- Offensive, sexist, off-color or sexual remarks, jokes, slurs.
- Propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.
- Ethnic slurs, racial “jokes,” offensive or derogatory comments or other verbal or physical conduct based on an individual's race/color or national origin or because an individual is affiliated with a particular religious or ethnic group or because of physical, cultural or linguistic characteristics.
- Comments based upon cultural traits, clothing or linguistic characteristics such as accent or dress associated with a particular ethnicity, country of origin or religion.
- Requirements or coercion to abandon, alter, or adopt a religious practice or subjection to unwelcome statements or conduct that is based on religion.

We will not allow harassment by supervisors, coworkers or non-employees under our control. Employees are required to respect the rights of their coworkers and any other individual they come into contact with as a result of their employment with JSCC.

Discrimination

We will not discriminate in any aspect of employment including hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

We will not:
• Make employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals on the basis of their sex, sexual orientation, pregnancy, gender/gender-identity, disability, genetic profile, religion, national origin, ethnic background, military service, citizenship or any other statutorily protected activity;

• Deny employment opportunities to a person because of marriage to, or association with, an individual of a particular sex, sexual orientation, gender/gender-identity, disability, genetic profile, religion, national origin, ethnic background, military service, citizenship or any other statutorily protected activity. We will also not discriminate because of participation in schools or places of worship associated with a particular racial, ethnic, or religious group.

Retaliation

We will not fire, demote, harass, or otherwise “retaliate” against an individual for filing a charge of harassment or discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination.

Anyone who feels that he or she has been harassed or discriminated against should report such incidents to their immediate supervisor as soon as possible. Should you not feel comfortable doing so, please report the incident directly to the Human Resources Department.

Employees are encouraged to report harassment before it becomes severe or pervasive. The Company will promptly investigate all charges of violations of this policy. The confidentiality of persons reporting violations will be respected so far as practicable in conducting an investigation of such claims. If it is determined that harassment has occurred, we will take immediate and appropriate corrective action.

Approved by the JSVCC Board of Trustees: 10/17/2017
3.26 EMPLOYEE RESIGNATION/TERMINATION/NON-RENEWAL PROCEDURES

I. DESCRIPTION

a. When a permanent employee leaves the employ of James Sprunt Community College, there are several tasks that must be completed before the employee actually leaves. The employee’s final paycheck(s) will be withheld until the tasks are completed or checked off. The employee must schedule an Exit Interview with the Human Resources Office. At that time, any tasks that have not been completed will be discussed with the employee.

II. EMPLOYEE RESIGNATION PROCEDURES

a. Letter Of Resignation
   i. The employee must write a letter of resignation as the official notice to the college of their resignation and based on the terms of the employee’s contract. (Note that these terms may differ for staff and faculty.)

b. Letter Of Acceptance From Supervisor
   i. The supervisor must formally accept the employee’s resignation by writing a letter to the employee and sending a copy of the letter to the Director of Human Resources & Title IX Coordinator.

c. Letter Of Acceptance From The Director of Human Resources & Title IX Coordinator
   i. The Director of Human Resources & Title IX Coordinator will confirm the resignation has been received and respond with a letter of acceptance to the employee.

d. Employee Termination Procedures
   i. A supervisor must request a termination or non-renewal of contract in writing to the President via their Vice President. The reasons for the termination must be clearly documented with any written warnings to the employee attached to the letter. If the President approves of the termination, the letter, along with the President’s approval, is routed to the Director of Human Resources & Title IX Coordinator. The Director of Human Resources & Title IX Coordinator prepares a letter from the President to the employee informing them of the termination or non-renewal. The Director of Human Resources & Title IX Coordinator, the immediate supervisor and the Vice President over the area in which the employee works, meet with the employee and presents the letter to the employee informing them of the termination or non-renewal.

III. OTHER TASKS

a. Each of these tasks must be completed and checked off by the Human Resources Office:
   i. All JSCC keys must be returned to the Human Resources Office and then sent to the Vice President of Administrative and Fiscal Services or his designee.
   ii. All library books must be returned to the JSCC Library.
iii. If the employee has a Corporate Credit Card, it must be returned to the Human Resources Office.

iv. If the employee is a faculty member, all coursework materials, grade books, etc., must be left in order.

v. All leave slips, Compensatory Time Sheets and unsettled travel claims must have been completed and given to the Human Resources Office.

vi. The Human Resources Office will request Computer Access Termination.

vii. All uniforms must be returned to the supervisor or to the Human Resources Office.

viii. The Human Resources Office will cover the employee's options for their retirement account and for their health insurance in a letter to the employee or at the exit interview.

Approved:
3.27 POLICY ON DISCIPLINARY ACTION, SUSPENSION, AND DISMISSAL

The President, or his/her designee, has the authority to warn, reprimand, suspend, or dismiss any employee of James Sprunt Community College regardless of occupation, classification, or profession. Disciplinary action may be taken for causes relating to performance of duties or personal conduct. These causes shall include, but are not necessarily limited to:

Performance of Duties

- A demonstrated pattern of inefficiency or incompetence in the performance of duties.
- Negligence in the performance of duties.
- Failure to maintain satisfactory and harmonious working relationships with the public, employees, and students.
- Absence without approved leave.
- Habitual improper use of sick leave privileges.
- Habitual pattern of failure to report for duty at the assigned time and place.
- Failure to obtain or maintain a current license, certificate, or credentials required by law as a condition for performing the job.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor.
- Careless, negligent, or improper use of College property or equipment.

Personal Conduct

- Disgraceful or gross misconduct that is prejudicial to the college.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination) and disrespect for authority.
- Conviction of a felony or a criminal act that may be prejudicial to the college or detrimental to the performance or integrity of the position.
- Misuse or theft of college funds.
- Careless, negligent, or improper use of or theft of college property or equipment.
- Submission of falsified information or the omission of material information for the purpose of obtaining employment with the college.
- Participation in any action that would in any way seriously disrupt or disturb the normal operation of the College.
- Willful damage or destruction of property.
- Willful acts that would endanger the lives or property of others.
- Possession of unauthorized firearms or lethal weapons on the job or on College property.
- Using or being under the influence of alcohol or drugs while on the job.
- Acceptance of gifts in exchange for “favors” or “influence” related to the college.
- Betrayal of confidential information or tampering with official records.
- Taking part in political management or campaigns prohibited by law.
- Engaging in employment or activities that constitute a conflict of interest.
- Harassment (sexual or other) of an employee or student.
- Unprofessional or inappropriate conduct, including unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct of a sexual nature.
• Deliberately or willfully making false or misleading statements in connection with any college business or official records.
• Violation of College policies and/or procedures.

Procedures: DISCIPLINARY ACTION, SUSPENSION, AND DISMISSAL

The following procedure shall be followed for disciplinary action, suspension, or dismissal:

For just cause, any employee, regardless of position, may be warned, reprimanded, counseled, admonished, suspended, or dismissed. The degree and kind of action taken will depend upon the circumstances and the severity of the situation. Depending upon circumstances and the severity of the situation, the President has the authority to alter the progressive levels of discipline contained in this policy, including, but not limited to, immediate suspension or dismissal.

1. The employee shall receive an oral warning or reprimand from the supervisor explaining the reason for the warning and corrections to be made. This oral warning is to be accompanied or followed by a letter or memorandum to the employee with a copy to the Director of Human Resources & Campus Safety Officer to be placed in the personnel file for a length of time to be specified by the supervisor.

2. If the situation continues, the next step will be a formal, written warning from the appropriate Vice President or director. The contents of the letter will include a statement that a continuation of the practice may result in further disciplinary action. A copy of this letter will be placed in the employee’s personnel file permanently.

3. If the problem is not corrected, the President shall impose the appropriate disciplinary action, suspension, or dismissal based upon the seriousness of the conduct. Before an employee is disciplined, suspended, or dismissed, a written summary of the case will be prepared by the appropriate Vice President or director and reviewed with the President. The Chairperson of the Board of Trustees will be notified of each proposed dismissal.

4. The employee shall be notified with a written notice of dismissal and will be provided a copy of this policy and the policy covering the appeal process. A copy of the dismissal notice will be placed in the personnel file.

Approved by the JSCC Board of Trustees: May 18, 2010
3.28 POLICY ON EMPLOYEE GRIEVANCES

I. INTRODUCTION

a. Any employee of James Sprunt Community College who has a personal grievance regarding his or her employment will be granted the opportunity to have that grievance heard and considered in accordance with the procedures prescribed herein:

II. PROCEDURES:

b. Discussion of matter in issue with supervisor(s). Every effort should be made by supervisors to solve grievances at this level. Supervisors will fully inform employees with grievances of the proper procedures for having their complaints heard. (An employee has one year from the date of the alleged incidence to file a written grievance with the President.)

c. Presentation of grievance in writing to the President. The President will afford the employee a full hearing on the matter in issue and conduct any investigation into the matter which s/he deems appropriate and take whatever action s/he considers appropriate and provide the employee with a written response to the grievance within 10 working days of the receipt of the written grievance.

d. Appeal of President’s decision to the Board of Trustees. An employee who wishes to appeal the decision of the President has five days to submit a written request for a hearing before the Board. The Board, or a committee of the Board, will afford the employee a full hearing on the matter at either a regular or a special Board meeting, conduct any investigation of the matter it considers necessary, and provide the employee with a written response within 15 working days of the written notice of appeal. Decision of the Board in grievance matters constitutes the final administrative ruling on such matters.

e. Grievance may be presented by an employee personally or by an authorized representative of the employee. Authorized representatives or counsel may be present at any grievance hearing.

f. Grievances involving allegations of discrimination based on race, sex, color, religion, or national origin will be heard and considered as prescribed above except that the President will, in every such case, have the Personnel Office conduct a full investigation of the matter and provide the President a report of findings prior to the rendering of any decisions on the grievance.
3.29 DRUG AND ALCOHOL POLICY

The employees of the College are its most valuable resource, and their health and safety are of great importance. The use of illegal drugs and the abuse of alcohol are harmful to employee health, and the College will not tolerate any drug or alcohol use which imperils the health and well-being of its employees, students, or the public at large, or which could result in damage to College property. All employees have the right to work in a drug and alcohol-free environment, and the College is committed to maintaining a safe workplace free from the influence of illegal drugs and alcohol.

This statement of the drug and alcohol-free workplace policy of the College is being provided as part of its good faith commitment in complying with the Drug-Free Workplace Act of 1988 and to maintain a safe workplace. Employees are required to abide by this policy as a condition of their employment with the College.

Definitions

For purposes of this policy, the term “prohibited drugs” means any “controlled substances” as defined at 21 U.S.C. 802 and listed on Schedules I through V of 21 U.S.C. 812; 21 CFR Part 1308; and Article V, Chapter 90 of the North Carolina General Statutes, as revised from time to time, and as defined by other federal statutes and regulations. Generally, these are drugs, which have a high potential for abuse and include but are not limited to heroin, marijuana, cocaine, PCP, methamphetamines, amphetamines, and “crack.” Also included are any other drugs that are illegal under federal, state, or local law, legal drugs that have been obtained illegally or are not being taken as prescribed by a licensed health care provider, and substances that are not intended for human consumption (such as glue). “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

For purposes of this policy, “workplace” includes the buildings, grounds, and parking lots of the College campus, satellite facilities, including the use of any other location where the business of the College is being performed or carried out, and College equipment and vehicles.

Violation of Policy

A violation of this drug and alcohol abuse policy occurs when any employee:

- Engages in the unlawful or unauthorized manufacture, distribution, dispensing of, possession of, sale, purchase, or use of any prohibited drug or alcohol while at the workplace, while traveling to or from the workplace, while using equipment owned or leased by the College, while in a vehicle owned or leased by the College, while at work or during working hours, while engaged in business for the College, or while representing the College away from the workplace, except for the reasonable social use of alcohol in a business/social setting;

- Manufactures, distributes, dispenses, possesses, sells, purchases, or uses prohibited drugs away from the workplace in a manner that adversely affects the employee’s work performance, his or her or others’ safety at work, or the regard or reputation of the College in the community;
• Manufactures, distributes, dispenses, possesses, sells, purchases, or uses alcohol away from the workplace in a manner that adversely affects the employee’s work performance or his or her or others’ safety at work;

• Fails to report to the College a conviction under any federal or state criminal drug statute or conviction of an alcohol-related crime that results from a violation occurring in the workplace more than five (5) calendar days following such conviction; or

• Stores any prohibited drug or alcohol in a locker, desk, vehicle, or other repository owned or leased by the College or located at the workplace.

No employee, student, or guest shall knowingly use or be under the influence of any non-prescribed narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the College campus; however, the legal use of alcoholic beverages may be allowed as appropriate at selected off-campus college-sponsored activities.

If an employee is convicted of violating any criminal drug or alcoholic beverage control statute while in the college workplace, on college premises, or as a part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination. Specifically, any employee who is convicted of a felony, or a misdemeanor which results in an active prison sentence will be terminated from employment. Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any person charged with a violation of these "Unlawful Use" policies may be suspended from employment before initiation or completion of disciplinary proceedings if the Director of Human Resources determines that the continued presence of such persons within the college community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry.

Each employee is required to inform the Director of Human Resources at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the college workplace, on college premises, or as a part of any college-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court.

If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to disciplinary action up to and including termination. Alternatively, the college may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

The Director of Human Resources must notify the U.S. Governmental agency from which a grant was made within ten (10) days after receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the college within 30 days. As a condition of employment on any federal government grant, the law requires all employees to abide by the policy.

A description of applicable state sanctions and the health risks associated with the use of both
Illicit drugs and alcohol is attached and included as part of this policy.

**Drug and Alcohol Testing**

The College endeavors to have a drug and alcohol-free workplace. In particular, JSCC reserves the right, in its discretion and within the limits of federal and state laws, to examine and test for the presence of drugs and alcohol (as stated above) in situations such as, but no limited to, the following:

1. **Post Job Offer**: All offers of employment will be made subject to the results of a drug test. Applicants will be required to voluntarily submit to a urinalysis test and sign an acknowledgement form which will release JSCC from liability. JSCC will not discriminate against applicants for past drug abuse. It is the current abuse of drugs which prevents employees from properly performing their jobs.

2. **Post-Accident**: A drug and/or alcohol test will be conducted on all employees involved in accidents occurring during work time or while on JSCC property. Covered accidents include, but are not limited to, accidents that the employee caused or contributed to that involve:
   a. Personal injury to employees or others which necessitates medical attention (beyond first aid) or results in lost work time; and/or
   b. Damage to JSCC property.

Employees are expected to be available for Post-Accident testing. If circumstances require an employee to leave the scene of an accident, the employee must make a good-faith attempt to be tested and notify and company of his/her location.

Failure to report any accident which meets the Post Accident testing criteria is in violation of JSCC policy and subject to disciplinary action. Employees testing positive, under certain state laws, may be ineligible for workers’ compensation benefits.

3. **Reasonable Suspicion**: Any employee may be asked to submit to a drug and/or alcohol test if reasonable cause exists to suggest that the employee’s health or ability to perform expected job duties is currently impaired.

Employees who notify their supervisors of an abuse problem prior to being discovered, shall be referred immediately to the College’s Employee Assistance Program for treatment and rehabilitation. An employee may have to participate in follow-up testing before returning to work.

In accordance with the Drug-Free Workplace Act of 1988, the College will take disciplinary action against any employee who is convicted under any federal or state criminal drug statute for a workplace-related violation and/or will require the employee to participate in and complete satisfactorily an approved substance abuse assistance or rehabilitation program.

Approved by the JSCC Board of Trustees: 10/17/2017
3.30 Intellectual Properties Policy

The College has adopted the following policy concerning intellectual property rights as it pertains to employees and students:

Faculty, staff, and students utilizing college time, property and/or materials, may create work which is the subject of the college’s intellectual property protection and which the college will have exclusive rights to and ownership of; and which faculty, staff, and students will make available for use to the college without the expectation of further compensation.

The college, at its sole discretion, may release in writing from faculty, staff or students, its rights of ownership in intellectual property. However, the college shall retain a royalty-free license to use said intellectual property for research and education.

Approved: New Policy
3.31 ANIMALS ON CAMPUS POLICY

I. Policy

It is the policy of James Sprunt Community College (the “College”) that individuals are generally prohibited from bringing animals onto College property. However, the College welcomes the presence of animals on campus when consistent with the provisions of this policy and applicable law.

II. Rule

Employees with disabilities are permitted to bring animals onto College property as part of an approved accommodation in accordance with Title I of the Americans with Disabilities Act and as provided in this policy.

III. Definition

A. Service Animals for Students and Visitors

1. A service animal for students and visitors as defined by the Americans with Disabilities Act is any dog that has been individually trained to do work or perform tasks for the benefit of a student or visitor with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the student’s or visitor’s disability. The potential crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

2. In limited circumstances, miniature horses may qualify as service animals for students and visitors.

B. Animals for Employees

Employees with disabilities who wish to bring an animal on campus as part of a reasonable accommodation request shall complete an Employee Accommodation Request Form for approval and shall comply with the provisions of this policy.

C. Service-Animals-In-Training for All Individuals

A service-animal-in-training is an animal brought to campus by a trainer for the purpose of training the animal to become a service animal for individuals with disabilities and is allowed in accordance with and the provisions of this policy.

1. Visiting trainers must provide prior documentation to the Office of the President demonstrating that the animal is a service-animal-in-training and must adhere to the responsibilities outlined in this policy.

2. Student trainers must provide prior documentation to the Office of Disability Services demonstrating that the animal is a service-animal-in-training and must adhere to the responsibilities outlined in this policy.
3. Employee trainers must provide prior documentation to the Office of Human Resources demonstrating that the animal is a service-animal-in training and must adhere to the responsibilities outlined in this policy.

IV. Places of Access

A. Service animals and service-animals-in-training are permitted to accompany students and visitors with disabilities and student/visitor trainers in all areas of the College’s campuses where the individual is normally allowed to go. Animals approved as part of an accommodation and service-animals-in-training are permitted to accompany employees with disabilities and employee trainers in all areas of the College’s campuses where the employee is normally allowed to go. However, the College may prohibit the presence of animals in certain locations where health or safety restrictions prevent their presence, where animals may be in danger, or where the presence of animals may cause health issues, for example: laboratories, food preparation areas, mechanical rooms, or other places where the health or safety of others may be compromised.

B. The appropriate office will be consulted when determining if the presence of the animal can be allowed. If the animal cannot be present, every effort will be made to provide reasonable accommodations to help the individual have equal access to the required tasks.

V. Requirements

A. No request by a student or visitor to bring a service animal on campus is required, and no documentation supporting the need for a service animal is required. A student or visitor does not need to register the service animal with the College in order to be accompanied by a service animal. However, when the need for a service animal by a student or visitor is not readily apparent, College staff may make the following two inquiries of the individual:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

B. Although not required to do so, students and visitors who wish to bring service animals to campus are encouraged to voluntarily make that known to the Office of Disability Services (for students) or the Office of the President (for visitors). Advance notice can allow for effective communication with College staff and more flexibility in meeting an individual's specific needs.

C. An animal will not be permitted on campus if it behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the owner/handler.

VI. Rules and Responsibilities Regarding Animals on Campus

All individuals are responsible for complying with the College’s Policies and Procedures.

A. Responsibility for the Animal

1. The owner/handler is fully responsible for:
a. the care and supervision of the animal (including toileting, feeding, grooming, veterinary care, and cleaning up after the animal and including any associated costs);

b. the well-being of the animal; and

c. any damage or injury caused by the animal.

2. Evidence of mistreatment or abuse may result in immediate removal of the animal and/or discipline for the owner/handler.

B. Animal Health and Hygiene

1. Animals must be current on all state and local vaccination requirements. The College may, in its discretion, require the owner/handler to provide documentation establishing that such vaccination requirements have been met.

2. Animals must be housebroken.

C. Control over the Animal

1. The owner/handler must be in full control of the animal at all times; the animal may not be left unattended at any time.

2. An animal must have a harness, leash, or other tether, unless either the owner/handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the animal’s safe, effective performance of work or tasks, in which case the animal must be otherwise under the owner’s/handler’s control (e.g., voice control, signals, or other effective means).

3. Upon approval of the President (or designee), an animal may be removed from campus if it is out of control (e.g. uncontrolled barking, wandering, displaying aggressive behavior) and the owner/handler does not take effective action to control it; if it poses a direct threat to the health or safety of others; or if it is not housebroken.

D. Identification

1. It is recommended, but not required, that animals for individuals with disabilities wear some type of commonly recognized identification symbol indicating the animal is a working animal.

2. A service-animal-in-training must wear a collar and leash, harness, or cape that identifies the animal as a service-animal-in-training.

VII. Conflicts

A. Students who come into contact with an animal on campus regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should contact the Associate Vice President of Student Services.
B. Employees who come into contact with an animal on campus regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should contact the Human Resources Office.

Approved: New Policy
3.32 **COMMUNICABLE DISEASES POLICY**

James Sprunt Community College is aware of the interrelatedness and complexity of the medical, legal and administrative problems associated with controlling AIDS, Hepatitis B, tuberculosis and other contagious diseases. The college also recognizes that efforts to increase awareness about AIDS, Hepatitis B (HBV), tuberculosis and other blood borne pathogens or contagious diseases and providing information to help prevent further spread of these diseases must be one of its priority goals.

Therefore, to ensure that all employees with occupational exposure understand their obligations under the North Carolina Standard, James Sprunt Community College assumes responsibility for conducting an ongoing educational campaign designed to reach all campus constituencies (students and employees), to provide basic information about AIDS and other contagious diseases. The campaign will be designed to reach all members (including high-risk groups) of the college community on a continuing basis and will be conveyed via distribution of printed materials, posters, meetings and seminars, or other appropriate means.

1. Persons infected with HBV, human immunodeficiency virus (HIV), the AIDS virus (whether active AIDS, or AIDS-Related Complex, or zero-positive to virus) and other contagious diseases will not be excluded from enrollment or employment, or restricted in their access to James Sprunt Community College's services or facilities, unless there is a direct, significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

2. Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of other members in the community. Persons who know that they are infected with a communicable disease are encouraged to share that information with their supervisor so that the College can assist with the appropriate response to their health needs and can make reasonable accommodations, if necessary. Such information will be kept confidential unless authorized by the individual in writing to be released.

3. James Sprunt Community College will widely publicize and carefully observe the OSHA Blood borne Pathogen Standards established by the North Carolina Department of Labor.

4. This policy will be widely publicized on the James Sprunt Community College campus.

5. This policy will be implemented under the direction of the President and will be reviewed at least annually for possible revision due to medical and legal updates.

6. The Vice President of College Advancement and Human Resources is designated as the primary spokesperson for the college to respond to questions about the college's policies and practices concerning AIDS as well as other communicable diseases (including but not limited to herpes, chicken pox, hepatitis, measles, tuberculosis, mononucleosis and whooping cough).

Refer to the Employee Handbook, “OCCUPATIONAL EXPOSURE TO BLOOD BORNE PATHOGENS AND HBV IMMUNIZATION PROCEDURES, pages 68-72, for additional information and requirements for employees who are considered to be at high risk for exposure to blood borne pathogens.
*Excerpts of this policy have been derived from the "Response of the University of North Carolina to the AIDS Epidemic."

Approved by the JSCC Board of Trustees: 11/11/97
3.33 OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS AND THE HBV IMMUNIZATION

EXPLANATION

It is the intent of the College that all permanent employees either full- or part-time, who are classified as either Category I or Category II below, be offered the Hepatitis B vaccine at the cost of the College. Category III employees may receive the vaccine at cost. Part-time temporary employees who are classified as Category I or II may also receive the vaccine at cost, but must complete the appropriate documentation described here under the FORMS section.

Category I: Includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

Category I Positions:

- Associate Degree Nursing Instructors
- Biology Instructors
- Practical Nursing Instructors
- CPR Instructors
- Nurses' Aide Instructors

Category II: Includes jobs in which required tasks normally do not involve performing unplanned Category I tasks.

Category II Positions:

- EMT Instructors
- Housekeeping/Maintenance
- Cosmetology Instructors
- Student Services Counselors
- Physical Education Instructors
- Physical Education Instructors
- Student Services Assoc. VP

Category III: Includes jobs in which required tasks involve no greater exposure to blood, body fluids or tissues than would be encountered by a visitor.

Category III Positions:

All positions not classified as Category I or Category II above

Forms

Permanent employees in all three categories and part-time employees in Category I or II must complete one of the forms described below. The form you complete will reflect your choice regarding the Hepatitis B vaccine and will be kept on file in the Human Resources Office. If you have not signed one of these forms, please go by the Human Resources Office right away.

1. Form HBV-A: Informed Consent, Assumption of Risks, Release of Liability and Hold Harmless Agreement

This form must be completed by each employee that chooses to have the Hepatitis B vaccine administered.
2. Form HBV-B: Employee Informed Refusal Form - Categories I and II

This form should be completed by all employees who, even though their position has been classified as Category I or Category II, choose not to have the Hepatitis B vaccine administered.

3. Form HBV-C: Employee Informed Refusal Form - Category III Employees

This form should be completed by all Category III employees who choose not to have the Hepatitis B vaccine administered.

4. Form HBV-D: Verification of Previous HBV Vaccination

This form should be completed by all employees who have already received the Hepatitis B vaccine.

5. Form HBV-E: Vaccination Waiver

This form should be completed by employees who, on the medical advice of a physician, should not receive the vaccination. (Please note that this form requires the signature of a physician.)

Information On The HBV Vaccine

The Disease

Hepatitis means inflammation of the liver. Hepatitis B, which is a viral infection, is one of multiple causes of hepatitis. Most people with Hepatitis B recover completely, but up to 50% become chronic carriers; 1-2% die of fulminant hepatitis. In the group of chronic carriers, many have no symptoms and appear well, yet can transmit the virus to others. Others may develop a variety of symptoms and liver problems varying from mild to severe (chronic persistent hepatitis, chronic active hepatitis, cirrhosis and liver failure). There is also an association between Hepatitis B virus and hepatoma (a form of liver cancer).

Hepatitis B virus can be transmitted by contact with body fluids including blood (including contaminated needles), semen, tears, saliva, urine, breast milk, and vaginal secretions. Health workers are at high risk of acquiring Hepatitis B because of frequent contact with blood or potentially contaminated body fluids and, therefore, vaccine is recommended to prevent the illness.

The Vaccine

Engerix B (Hepatitis B Vaccine Recombinant) is a noninfectious Recombinant DNA Hepatitis B Vaccine. Clinical studies have shown that after three doses 96% of healthy adults have been seroprotected.

Persons with immune system abnormalities, such as dialysis patients, have less response to the vaccine, but over 67% of those receiving it do develop antibodies. If you have immune deficiency problems, you should obtain a written release from your physician.
Dosing Schedules

Three doses of Hepatitis B Vaccine are needed to confer protection. Engerix B is administered either at 0, 1, and 6 months or alternatively at a 0, 1, and 2 month regimen. This regimen is designated for protection of individuals at immediate risk of Hepatitis B infection - those recently exposed to the virus (including needle stick exposure), certain travelers to high risk areas, and neonates born of infected mothers. Studies have shown that 99% of subjects vaccinated with the 0, 1, 2 month dosing regimen have developed protective antibody titers by month 3.

Adverse Reactions

Engerix B is generally well tolerated. During clinical studies involving over 10,000 individuals distributed over all age groups, no serious adverse reactions attributable to vaccine administration were reported. As with any vaccine, however, it is possible that expanded commercial use of the vaccine could reveal rare adverse reactions not observed in clinical studies. The most frequently reported adverse reactions were injection site soreness, fatigue, induration, erythema, swelling, fever, headache, and dizziness. Other more serious adverse reactions have occurred infrequently. If you have any questions about Hepatitis B or about Engerix B please contact the Personnel Office.

Contraindications

Hypersensitivity to yeast or any other component of the vaccine is a contraindication for use of the vaccine.

Warnings

Patients experiencing hypersensitivity after an Engerix B injection should not receive further injections of Engerix B.

Hepatitis B has a long incubation period. Hepatitis B Vaccination may not prevent Hepatitis B in individuals who have an unrecognized Hepatitis B infection at the time of vaccine administration. Additionally, a small percentage of healthy people do not respond to the vaccine and do not develop an immunity of the HBV.

Pregnancy

Animal reproduction studies have not been conducted with Engerix B. It is also not known whether Engerix B can cause fetal harm when administered to a pregnant woman or can affect reproduction capacity. Engerix B should be given to a pregnant woman only if clearly needed and after consultation with her personal physician.

Nursing Mothers

It is not known whether Engerix B is excreted in human milk. Because many drugs are excreted in human milk, caution should be exercised when Engerix B is administered to a nursing woman.

The individual requesting permission needs to provide a written statement as to what they or selling and the purpose. The statement will be provided at President’s Council meeting for
approval. The President’s Council will determine if the request is in the best interest of the students and staff.

Approved by the JSCC Board of Trustees: 10/17/2017
3.34 SOLICITATION/SALES OF BUSINESS PRODUCTS BY EMPLOYEES

Historically, James Sprunt Community College has taken a generally "hands off" approach to the practice of employees who are involved in private businesses soliciting sales and distributing products to other employees on campus.

However, please be reminded that such practice can only be on an informal basis. There can be no conflict of interest between one's job responsibilities and such an outside for-profit business.

Specifically, employees should not use the regular college information distribution systems (e.g. email, mail boxes, telephone system) for outside business purposes. College paper and copiers are also not to be used for these purposes.

The posting of flyers, posters, etc. for private business solicitations should be restricted to bulletin boards designated for this purpose.

History: Taken from Memo to All Faculty & Staff from Director of Personnel January 10, 1994
3.35 POLICY ON POLITICAL ACTIVITY OF EMPLOYEES

I. INTRODUCTION

a. As an individual, each employee of the community college system retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the State Board of Community Colleges encourages employees to exercise their rights and obligations of citizenship. James Sprunt Community College employees shall comply with the following criteria in their involvement in political activity.

II. POLITICAL ACTIVITIES OF INSTITUTIONAL EMPLOYEES

a. Any employee who decides to run for a public office shall notify the Board of Trustees through the President of their intentions to run and certify that they will not campaign or otherwise engage in political activities during his regular work hours or involve the college in his political activities.

b. Any employee, who is elected to a part-time public office, shall certify through the President to the Board of Trustees that the office will not interfere with his carrying out the duties of the position with the institution, or request leave.

c. Any employee who is elected or appointed to a full-time public office or the General Assembly shall be required upon assuming that office, to take a leave of absence without pay for the period of time needed to attend the duties required of that office. The length of the leave of absence shall be determined by the local Board of Trustees.

d. Any employee who becomes a candidate for public office shall be prohibited from soliciting support during his regular work hours. The employee in question is prohibited from soliciting support on College property unless otherwise authorized by the local Board of Trustees.

III. POLITICAL ACTIVITIES OF INSTITUTIONAL PRESIDENTS

a. Any institutional president who decides to run for public office shall notify the local Board of Trustees of the intention to run and certify that there will be no campaigning or otherwise engaging in political activities during regular work hours or involving the college in the president’s political activities.

b. Any institutional president, who is elected to a part-time public office, shall certify to the local Board of Trustees that the office will not interfere with carrying out the duties of the presidency or request leave.

c. Any institutional president who is elected or appointed to a full-time public office or the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the local Board of Trustees.

d. Any institutional president who is a candidate for public office is prohibited from soliciting support during his regular work hours. The president in question is prohibited
from soliciting support on college property unless otherwise authorized by the local Board of Trustees. The authorization must be on a case-by-case basis.

IV. DEFINITIONS AS USED IN THIS POLICY

a. Public office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.

b. Membership in the General Assembly is a full-time public office under this policy.

V. APPLICATION OF THIS POLICY

a. The requirements of this policy shall apply prospectively only. No change in the employment status of an employee who was an incumbent in public office on the effective date of this policy shall be required under this policy for the remainder of that term of office; provided, however, this policy shall not apply to any employee in the system who was a full-time public officer on the effective date of this policy.

Reference: 1C SBCCC 200.99
Approved by JSCC Board of Trustees: 10/08/69
Rewritten & Approved by JSCC Management Team: 09/22/87
3.36 STATEMENT OF ETHICS AND ACADEMIC FREEDOM

The James Sprunt Community College Statement of Professional Ethics and Academic Freedom is based on belief about the nature of individuals, education, and society. Recipients and providers of academic services are viewed as individuals and groups who possess both rights and responsibilities and whose values and circumstances command respect at all times. James Sprunt Community College as an institution is dedicated to free investigation, and assures all faculty that their right to free inquiry and the instructor’s right to teach his subject will be protected at all times from administrative and political interference. The interpretations provide guidance for conduct and relationships in carrying out the academic responsibilities consistent with the ethical obligations of the profession and the quality of education.

Approved by JSCC Board of Trustees:
3.37 POLICY ON OUTSIDE EMPLOYMENT

All secondary employment for the President must be approved in advance by the Board of Trustees.

Full-time employees of JSCC are expected to devote the time, energy, and efforts to their employment with the College that are necessary to fulfill the terms of their contract. If one should also accept work other than College work, it should not conflict with nor interfere with his/her College duties and responsibilities. Any full time employee who engages in work for pay outside the College shall submit a request through his/her supervisors who will make a recommendation to the President. The request must state the hours per week or month and be approved by the President or his designee prior to the employee engaging in such employment.

Approved by JSCC Board of Trustees: 10/17/2017
3.38 FACILITIES USAGE POLICY AND PROCEDURES

JAMES SPRUNT COMMUNITY COLLEGE

USE OF FACILITIES POLICY AND PROCEDURES

I. Introduction

It is the purpose of James Sprunt Community College to provide comprehensive educational services to the people of Duplin and surrounding counties. It is the intent of the James Sprunt Community College Board of Trustees that the college's facilities will be utilized with this purpose in mind.

The James Sprunt Community College facilities are defined as all buildings and grounds under the control of the James Sprunt Community College Board of Trustees. These facilities are to be used on a space-available basis as follows:

Category 1:

1. For regularly scheduled James Sprunt Community College classes.
2. Office space for James Sprunt Community College faculty and staff, SGA offices, and student lounge.
3. Storage space and workspace for service and maintenance related functions of the college.
4. For other scheduled James Sprunt Community College-sponsored activities as follows:
   - Board of Trustees meetings
   - Faculty and staff meetings
   - Student meetings
   - Community College meetings
   - Other meetings that may be sponsored or hosted by the college.
5. Meetings of Duplin County Governmental agencies.
7. Meetings of Federal Governmental agencies.

Category 2:

1. Meeting of non-profit organizations.
2. Meetings of business and industry groups.
3. Meetings, formal or informal, of community citizens as long as their purpose is not in violation of the Constitution of the United States and/or North Carolina. (This excludes the use of JSCC facilities for the purpose of selling products and/or services for profit.)

C. Category 3:

Off-Limits - the following facilities are off-limits and unavailable for rental purposes:

- All computer labs
- All instructional labs
II. Charges for Use

There will be no charges assessed for use of facilities by groups listed under numbered categories 1 and 2 if scheduled for use during the normal operating hours of the college. However, charges may be assessed for use of facilities by groups under Category 2 when scheduled for use at times other than the normal operating hours of the college.

Facility charges for Category 2 uses will be assessed according to the needs for custodial and/or security personnel. It will be the responsibility of the President’s Council to establish reasonable fees for such Category 2 uses in order to offset any expenses incurred by the college for custodial, security, set-up and related expenses incurred.

It will be the responsibility of the office of the Vice President of Administrative and Fiscal Services to see that adequate custodial services are provided and the responsibility of the Vice President of College Advancement and Human Resources to see that adequate security services are provided for all scheduled activities in both Categories 1 and 2.

A forty-eight (48) business hour cancellation notice is required in order to receive a full refund of rental fees, if applicable. Refunds will be issued by James Sprunt Community College and will be processed in the normal manner for payment of any bill.

III. Scheduling of Facilities:

It will be the responsibility of the office of College Advancement to schedule facilities, via the college receptionist, for Categories 1 and 2 facilities use, other than regular curriculum classes.

Persons desiring to schedule the college facilities for any reason and/or time should allow a minimum of two weeks advance notice in making the request for facilities use to the college receptionist. Facilities will not be reserved more than four months prior to the event.

IV. Disruptive Behavior/Damages to Facilities

Should a group become disruptive or if facilities are being used in violation of the Policy, the President of James Sprunt Community College or his/her designee has the authority to withdraw permission for continued use of facilities to this group. Further, the President or his/her designee has the authority to assess reasonable charges against any group for damages to property of the college during any use of the facilities.

JSCC Board of Trustees

Approved: 3/13/79
Effective: 4/1/79
Revised: 11/11/97
Revised: 8/8/18
3.39 FULL-TIME FACULTY WORKLOAD POLICY

I. PURPOSE

Provides a plan for the equitable and reasonable assignment of duties for full-time curriculum faculty.

II. PROCESS

It is the responsibility of the academic administrators to develop the workload schedules for faculty members under their supervision. At the beginning of each semester, faculty workload schedules will be submitted to the Vice President of Curriculum Services for approval.

III. GENERAL PROVISIONS

   a. Contract Period
      i. Employment contracts and related matters are covered in the JSCC Personnel Handbook.

JSCC Semester System Calendar requirements are as follows:

<table>
<thead>
<tr>
<th>Total Days</th>
<th>Each Category</th>
<th>Day/Type</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>204</td>
<td>Instructional/Exam Day</td>
<td>80</td>
<td>80</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Registration Days</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>New Student Orientation Days</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Grade Days</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Faculty Development Day</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Faculty Work Days</td>
<td>1 Minimum</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Graduation</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Holidays</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Break

Days* 21-23 Range on 5 Day Summer week
19-21 Range on 4 Day Summer Week

**Numbers based on 12-month contract. Pro-rated for less than 12-month contracts.

IV. WORKING HOURS AND LOCATIONS

The workweek for faculty is typically Monday through Thursday although it can vary depending on the instructional area and the college schedule. The workday for faculty may include day and/or evening classes and/or other assignments. Faculty may be required to teach weekend classes. If a faculty member is assigned weekend classes, every effort will be made to provide for a day off during the week. If this is not possible, the contact hours taught during the weekend will be counted twice toward the faculty member's workload for that semester. Where possible,
weekend teaching assignments will be rotated among faculty in order to not overburden a particular faculty member.

Faculty members may be assigned to teach classes on or off-campus. Transportation costs for off-campus assignments will be reimbursed in accordance with the College's Travel Policy.

In order to ensure accessibility and accountability, permanent full-time faculty are required to schedule on-campus hours each semester equivalent to the number of contact hours for courses they are assigned to teach that semester regardless of the course delivery format (i.e. traditional, on-line, hybrid).

V. EXCEPTIONS:

a. WBL – use credit hours as basis for required weekly on-campus hours; travel to WBL sites is permitted during that time with Department Head approval.

b. EDU 284 – use credit hours as basis for required weekly on-campus hours; travel to practicum sites is permitted during that time with Department Head approval.

c. EDU 285 – use credit hours as basis for required weekly on-campus hours; travel to internship sites is permitted during that time with Department Head approval.

d. NUR courses with clinical component – clinical hours are conducted on-campus or at the clinical site which is considered a campus extension site.

It is the responsibility of the immediate supervisor to ensure that teaching schedules are reasonable with regard to working hours and location of classes, number of preparations, number of students taught and nature of subjects taught.

VI. GRIEVANCE

A faculty member has the right to file a grievance in matters regarding workload assignments in accordance with the College's Grievance Procedure.

VII. WORKLOAD

a. The normal workload for a faculty member includes teaching, providing academic advising, program/course development, evaluation, and review, serving on committees, recruitment activities, retention activities, maintaining a regular schedule of weekly office hours, engaging in professional development activities and performing other job-related activities.

b. Teaching Load
   i. The primary responsibility of a faculty member is teaching. The factors involved in assigning teaching loads are course credit and contact hours, the nature of instruction
   ii. (ex. lecture vs. lab), the number of different course preparations, the number of students, off-campus location, class times and available assistance.

c. Instructional Load - The normal instructional load for faculty members is 10-20 course credit hours and 16-30 course contact hours per semester. Based upon the nature of instruction, the average semester contact hour load per year should be:
Every attempt will be made to limit to 100 the number of composition students taught by one instructor.

Instructor/Coordinators and Department Heads have reduced instructional loads due to administrative responsibilities. Their load will be a maximum of half of the instructional load of faculty teaching the same type of courses.

Where multiple courses (combined classes are being taught in a lab setting with individualized/tutorial instruction), the course carrying the highest number of contact hours will be used in calculating instructional loads.

In the case of team-teaching, where all instructors are present at all classes during the semester and they are sharing equally in class presentation, each instructor may receive full credit for the contact hours. Otherwise, the contact hours will be counted on a prorated basis.

Approval of the Vice President of Curriculum Services is required before a faculty member can be assigned more than 30 course contact hours.

VIII. SPECIAL SECTION COURSES

A. Special sections or X1 sections have assumed the definition of nontraditional study. The use of nontraditional courses should be limited to provide instruction for a student when a course is not offered in the regular schedule. In order for a student to be eligible to enroll in a special section course, the student must need the course to graduate and/or the course will not be scheduled again before graduation. An instructor may not teach a special section course without prior approval of his/her Department Head and approval of the Executive Vice President / Vice President of Curriculum Services.

B. Special section courses must be kept to a minimum since they are not counted in the determination of a normal workload and there is no extra compensation for nontraditional courses.

C. Course Preparations - In general education and degree program areas, the range of different course preparations will normally be from 3 to 5 per session. In diploma and certificate program areas and specialized lab settings wherein courses are taught on an individualized or small group basis, the number of different course preparations may range up to 10 per session. These ranges and maximums may vary due to program design.

i. In the case of team-teaching where each instructor is sharing equally in the preparation and management of the course throughout the semester, each may
count the courses as one preparation. Otherwise, the preparation will be counted on a prorated basis.

ii. When a faculty member is offering a new course(s), effort should be made to minimize the number of different preparations for that semester.

D. Number of Students - It is recognized the student loads will vary among instructors and from semester to semester due to such factors as the nature of the instruction and program requirements.

i. A faculty member carrying an unusually small student load may be assigned additional duties. For a faculty member carrying an unusually large student load, adjustments should be made in the instructional load or other workload assignments during that semester or subsequent semester.

ii. "Unusually large student load" will be defined at the discretion of the Department Head and the Vice President of Curriculum Services. The numbers may vary by program.

iii. (See Overload, pg. 7)

IX. CAMPUS LOCATION AND CLASS TIMES

The travel time from home to James Sprunt Community College each workday is not considered in the workload assignments.

Travel time from JSCC to teach classes at off-campus locations which exceeds 5 hours per week is considered in the assignment of workloads: each additional hour will be counted as 1 contact hour in the faculty member's instructional load for that semester. No reduction in office hours may be made when travel is counted in the workload hours.

A faculty member traveling to an off-campus location which requires less than 5 hours of travel per week may adjust the required office hours that semester. Adjustments will be made by the following guideline: For each 2 hours of travel, office hours may be reduced by 1.

The maximum the office hours may be reduced is by 2, leaving 3 required office hours.

Adjustments to required office hours must have the approval of the Department Head and the Vice President of Curriculum Services.

X. AVAILABLE ASSISTANCE

To support instruction each department is provided with secretarial/clerical assistance. In addition, each department may use Work Study students, when available, to provide instructors with additional assistance.

XI. ACADEMIC ADVISING

Accurate and timely academic advising is a key element in helping students achieve their educational and career goals. Each faculty member is expected to serve as an academic advisor, normally for no more than 30 advisees. Faculty members should meet with their advisees on a periodic basis during the semester. Faculty members are expected to make themselves available to assist advisees in registering for classes. Faculty members may be called upon to follow-up on non-returning advisees from previous semesters. Academic Advising includes
retention activities during the semester, as well. (Refer to the Academic Advising Handbook for additional Guidelines, Policies and Procedures.)

XII. COMMITTEE SERVICE

Active involvement on college committees is the primary avenue for faculty participation in the College’s decision-making processes. Each faculty member should expect to serve on one major committee each year. Standing committees or ad hoc committees established to consider major issues are considered major committees. In addition, faculty members may be appointed to serve on minor or short-term ad hoc committees as needed during the year. Faculty members who serve as chairperson on the Faculty Council should not be asked to serve on major committees beyond those required of the position to represent faculty.

XIII. OTHER JOB-RELATED ACTIVITIES

Faculty members can expect as a part of their normal workload, to engage in other activities during the year such as: recruiting students, sponsoring student organizations, participating in student activities, speaking to community groups, developing programs and courses, and attending JSCC related functions. Specific activities are determined by the faculty member and his/her supervisor on a semester basis. If a faculty member is assigned unusually heavy responsibility in any or several of the above areas, consideration should be given toward reducing other workload requirements for that semester.

XIV. OFFICE HOURS

Each faculty member is required to maintain five office hours per week with the exception of faculty whose workload falls in the Lecture/Shop/Field/Practicum Coop category, who will maintain three office hours per week. Office hours are to be scheduled at reasonable times for the convenience of students. Adjustments to the required number of office hours may occur due to off-campus assignments or during compressed semesters. A reduced number of office hours requires the approval of the Department Head and the Vice President of Curriculum Services. (See Campus Location and Class Times, pg. 5)

Temporary office hours will be posted on the faculty member's office door on the first day of classes each semester. Permanent office hours will be posted no later than the first day after the drop/add period. During posted office hours, faculty members shall remain within the departmental area (except for called JSCC meetings) and be available to meet with students, colleagues and staff.

XV. NON-TEACHING WORKDAYS

The specific work schedules for faculty on non-teaching workdays (ex. Faculty Development Day or Grade Day) are assigned by the Vice President of Curriculum Services. For the purpose of planning, on the non-teaching workdays the workday is considered to be from 8 a.m. - 6 p.m. with a 1 hour lunch based on a 4 ½ day work week.

XVI. PROFESSIONAL DEVELOPMENT

Each faculty member is expected to be engaged in professional development activities on a regular basis. During the Fall Semester, each faculty member will develop for approval by
his/her supervisor a Professional Development Plan (PDP). The PDP will be a factor in the annual evaluation of faculty.

Activities such as taking courses, attending workshops and conferences, maintaining memberships and participation in professional organizations, and keeping abreast in one's field through planned study and research should be part of one's Professional Development Plan. The results of Student and Supervisor Evaluations should be used in the development of the PDP for the improvement of instruction. For faculty members requesting to take additional course work, every effort will be made to adjust the schedule of classes (days/times) to accommodate such course work. Before enrolling in any courses, the faculty member must have the prior approval of his/her supervisor. If a schedule conflict occurs, the assigned workload schedule will take precedence.

XVII. UNDERLOAD

An underload occurs when a faculty member's instructional load falls below the minimum required in a given semester. An underload can be made up by: (1) increasing the instructional load during a subsequent semester within the year or (2) assigning additional duties during the semester in which the underload occurs (See Release-Time Section). A faculty member may be assigned to teach Continuing Education classes in order to reach a full-time instruction load.

XVIII. OVERLOAD

An overload occurs when a faculty member's assigned load exceeds the appropriate instructional load range. Overloads can be handled by (1) reducing the instructional load during a subsequent semester or (2) paying the faculty member for the overload incurred. Due to accounting procedures, overload hours may not cross the fiscal year (July 1 - June 30).

Faculty members may volunteer to teach overloads and will be given first priority to teach courses which are available each semester. In situations where no qualified part-time instructors are available and it is necessary to offer courses to protect program integrity, faculty members may be required to teach overloads with pay.

In the case of either voluntary overloads or assigned overloads, the maximum overload a faculty member may carry in a given semester is ten contact hours. An overload of more than ten contact hours must be approved in writing by the Vice President of Curriculum Services. The total class and office hours should not exceed 40 hours per week.

Overloads will be paid during the semester earned if it is unlikely that a reduced teaching load can be scheduled during a subsequent semester. Overloads will be calculated from the maximum of the appropriate instructional load range. Overload pay will be based on the part-time faculty rate.

It is the obligation of the College's administration to ensure to the greatest extent possible that faculty members will be paid for overloads. However, in an emergency budget situation, faculty members may be required to carry overloads without pay or with partial pay. Partial pay would be calculated at a standard percentage. Assigned overloads without pay or with partial pay should not exceed two consecutive semesters.
XIX. RELEASE-TIME

Contingent upon the availability of funds, faculty may request release-time from instructional duties. Release-time may be granted for such purposes as program development activities, administrative duties or professional development activities. In most cases, release-time is used to support activities requested of the faculty member by the institution. A Request for Release-Time form should be submitted at least 30 days in advance of the semester for which release-time is being requested (see Attachment I).

The number of hours to be worked while on release-time will be calculated as follows: 1 lecture hour = 2 work hours, 1 lab hour = 1.5 work hours, and 1 shop/field/etc. hour = 1 work hour. Release-time to take additional course work is usually calculated on a course-for-course basis.

Faculty who are granted release-time during a semester in which they do not have a full load scheduled will be required to count the release-time hours at 2:1 ratio. The total scheduled hours worked cannot exceed 40 hours per week. Faculty members in an instructional underload and who are assigned additional duties should use the Request for Release-Time form to document such assignments.

XX. EDUCATIONAL LEAVE

Faculty members may request educational leave in accordance with the policy in the JSCC Employee Handbook.

XXI. SUMMER SESSION POLICY

In calculating faculty workloads for summer session, the same factors are considered as those during the regular academic year.

EXCEPTIONS

- This policy describes the general bases upon which workloads for full-time faculty are assigned. Because of the multi-faceted responsibilities of a faculty member, exceptions to this policy may occur from time to time. Any such exceptions will be documented in writing and will require the approval of the Vice President of Curriculum Services.
- An emergency budget situation exists when declared by the President in accordance with the College's Reduction-in-Force Procedure.

JSCC Board of Trustees

Approved: 10/8/69
Revised: 1/28/88, 3/18/14, 10/17/17
Originally titled: 9/8/97
Policy for Over-time Work for Faculty: 9/2/98
3.40 REQUIRED ATTENDANCE AT GRADUATION EXERCISES

Graduation exercises are designated as an official college function and attendance is required of permanent college employees. In addition, attendance at graduation is considered to be an additional designated workday and is adjusted by extending the Christmas holidays by one day.

All permanent employees who earn annual leave and who are present for assigned duties at graduation exercises are eligible for and will be entitled to the vacation day extended at Christmas break.

All employees (both faculty and staff) on authorized leave for graduation must have their leave pre-approved by the President and must submit a leave form for eight (8) hours of leave. Authorized absences from graduation exercises can be granted only by the President. For unauthorized absences, the President has the authority to charge an additional four (4) hours in addition to charging eight hours of leave to that employee.

JSCC Board of Trustees
Approved 03/13/79
Revised: 11/11/97
Revised and Approved: January 20, 2015
CHAPTER 4: FISCAL POLICY AND PROCEDURES

4.1 REFERENCING NCCC FISCAL POLICY

I. NORTH CAROLINA COMMUNITY COLLEGE FISCAL POLICY AND PROCEDURES

The North Carolina Community College Division of Business and Finance revises and publishes statewide policies, procedures, and forms on a regular basis. The College will reference and maintain adherence to all state North Carolina Community College fiscal policies and procedures and related forms.

It is the responsibility of the College Division of Administrative and Fiscal Services (DAFS) to review and comply with all NCCC policies and procedures and related forms. DAFS will follow state policies and procedures to create any fiscal and administrative policies and procedures specific to JSCC.

II. LOCATION OF RESOURCES

Related resources are located within the Finance and Operations section of the NCCC website at http://www.nccommunitycolleges.edu/finance-operations.

This information includes but is not limited to:

- Accounting Procedures Manual
- College and Budgeting and Accounting System
- Foreign National Compliance Program
- Budget information
- Core Banking System
- State Aid
4.2 DEFINITIONS

I. COMMODITY NUMBER - The number assigned to an item on the state contracts list.

II. CONTRACT ITEMS - The NC Division of Purchase & Contract establishes, through competitive bidding, contracts with vendors to provide to state agencies certain purchases at a pre-set price. Before a requisition is completed this contract list must be checked and if the item or service is on the contract list, the purchase must be made through the designated vendor.

III. CONTRACT NUMBER - This is the number assigned to each contract that the Division of Purchase & Contract establishes with a vendor to provide an item at a set price. This number is listed on the state contracts list.

IV. EQUIPMENT - Any purchase that meets all of the following criteria is considered equipment:
   a. The product has a life expectancy of more than 3 years.
   b. The product retains its original shape and appearance with use.
   c. The product is nonexpendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit (which is not true of supplies.)
   d. The product does not lose its identity through incorporation into a different or more complex unit or substance.
   e. Equipment can be divided into two categories:
      i. Non-Capitalized Equipment has a unit cost of less than $5,000 and will be charged to an account code with 555100 or 555200 as the object code. (Contact the Business Office for help in determining the correct code.)
      ii. Capitalized Equipment has a unit cost of $5,000 or more and uses a different account code from Non-Capitalized Equipment. (Contact the Business Office for help in determining the correct code.)

V. NON-CONTRACT ITEMS - Anything being purchased that is not listed on the contracts list developed by the NC Division of Purchase & Contract.

VI. PURCHASE ORDER - Computer generated form issued by the Purchasing Office that reflects the actual purchase being made. Under most circumstances, this is the form actually mailed to the vendor requesting or ordering the item or service.

VII. REQUISITION - Form used for employees to request approval of a purchase. This form is used to list, in detail, information about what is being purchased and to gather the signatures necessary for the approval of the purchase.

VIII. SERVICES - A purchase (excluding travel expenses) that is not identified as equipment or supplies would be a service. Examples of services would be a maintenance agreement, repairs to equipment, or consulting services.

IX. SUPPLIES - A purchase is designated a supply item if it meets any one or more of the following criteria:
a. The product is consumed in use.
b. The product loses its original shape or appearance with use.
c. The product is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it (which is not true of equipment.)
d. The product is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
e. The product loses its identity through incorporation into a different or more complex unit or substance.

X. VENDOR - Company or person from whom purchases are made.

XI. VENDOR NUMBER - The vendor's Federal Tax ID number.

XII. VOUCHER - To voucher a purchase is to record in the college's computer accounting system the approval to issue a check to pay an invoice, bill, etc. Once a purchase has been vouchered, the computer system can then generate a check for that amount.
4.3 REFERENCING NCCC FISCAL POLICIES AND PROCEDURES

I. NORTH CAROLINA COMMUNITY COLLEGE FISCAL POLICY AND PROCEDURES

a. The North Carolina Community College Division of Business and Finance revises and publishes statewide policies, procedures, and forms on a regular basis. The College will reference and maintain adherence to all state North Carolina Community College fiscal policies and procedures and related forms.

b. It is the responsibility of the College Division of Administrative and Fiscal Services (DAFS) to review and comply with all NCCC policies and procedures and related forms. DAFS will follow state policies and procedures to create any fiscal and administrative policies and procedures specific to JSCC.

II. LOCATION OF RESOURCES

a. Related resources are located within the Finance and Operations section of the NCCC website at http://www.nccommunitycolleges.edu/finance-operations. Documents and links are also included in APPENDICES of the JSCC Management Manual.

b. This information includes but is not limited to:
   i. Accounting Procedures Manual
   ii. College and Budgeting and Accounting System
   iii. Foreign National Compliance Program
   iv. Budget information
   v. Core Banking System
   vi. State Aid

Approved:
4.4 TRUSTEE TRAVEL POLICY

James Sprunt Community College Board of Trustees’ members are not required to share hotel rooms when traveling on college business.

JSCC Board of Trustees:

Approved: 10/26/95
4.5 INVESTMENT MANAGEMENT POLICY

III. PURPOSE

a. The purpose of the Policy is to establish investment policies and guidelines for investment management of available funds for James Sprunt Community College.

IV. INVESTMENT GOAL

a. The investment goal of the College is to safeguard funds and produce maximum yields from funds in the College's budget within established guidelines and performance criteria.

V. FUNDS AVAILABLE FOR INVESTMENT

a. Due to the restrictions placed on the college by the North Carolina State Treasurer and the United States Department of Education James Sprunt Community College has a minimal amount of cash which is not committed to current operations. All state funds are required by specific statute (G.S. 147.77) to be on deposit with the State Treasurer. Construction funds and special projects funds must be on a reimbursement basis. Federal funds for applicable projects must be requested when needed (i.e. the amount of cash needed for three days). The cash balance must be reported each time Federal funds are requested. County Capital and current fund allotments are received on a periodic basis.

b. Consequently the only funds which are available for investment for any period of time greater than one month are as follows:

   i. Unexpended County Allotments
   ii. Unbudgeted County Fund Balance
   iii. Overhead Receipts
   iv. Bookstore Revenues
   v. Student Activity Fees
   vi. Vending Receipts
   vii. Endowments - Other Institutional Funds

VI. INVESTMENT DISCRETION

a. The James Sprunt Community College Board of Trustees has ultimate fiduciary responsibility for the college. Investment discretion is granted to the President and to the Vice President of Administrative and Fiscal Services within the guidelines and criteria of this policy.

VII. INVESTMENT AUTHORIZATION
a. Cash available for investments will be invested pursuant to G.S. 159.30, G.S. 159.31, G.S. 147-69.2, & G.S. 147-69.3 as outlined in the Community College Laws of North Carolina 115 D-58.6 - Investment of idle cash.

VIII. CRITERIA FOR INVESTMENT PERFORMANCE MEASURES

a. In investing the funds which the College has available, four criteria are established for investment performance. These criteria are listed in priority order.

i. Compliance with regulations governing State, Local, and Federal funds.

ii. Security of funds.

iii. Liquidity of funds.

iv. Yield of funds.

IX. ANNUAL REPORT

a. The Board of Trustees will be provided an annual report detailing investment actions and performances of investments.

JSCC Board of Trustees

Approval: 8/4/88
4.6 POLICY FOR USE OF BOOKSTORE OPERATING PROFITS

I. PRACTICES

a. In accordance with State Board of Community Colleges' Policy concerning the budgeting, accounting, and expenditures of funds generated through bookstore operating profits, James Sprunt Community College's practices are:

i. To charge bookstore users a reasonable mark-up over the institutional cost of textbooks and other required instructional supplies. This mark-up shall be comparable to the mark-up charged by surrounding college bookstores and will be reviewed by the Board of Trustees every three years.

ii. To utilize bookstore funds in support of bookstore operating expenses including, but not necessarily limited to, salaries, supplies, travel, materials, operating resources, and equipment associated with the operation, support and enhancement of the bookstore.

II. EXCESS FUNDS

a. Funds in excess of operating expenses will be used in support of:

i. Student aid and/or scholarships.

ii. Other expenditures of direct benefit to students.

iii. Other similar expenditures which are consistent with the mission and purpose of James Sprunt Community College as authorized by the James Sprunt Community College Board of Trustees.

b. Funds will not be used for:

i. Supplemental salaries of any personnel.

ii. Administrative support of the college other than as noted in 3 above.

iii. College entertainment expense.

III. REVIEW

The use of bookstore profits will be reviewed by the Board of Trustees every three years.

JSCC Board of Trustees

Approved: 10/08/90
4.7 POLICY ON COLLECTION PROCEDURES FOR INSTITUTIONAL ACCOUNTS AND LOANS

It shall be the policy of James Sprunt Community College to aggressively pursue the collection of all accounts due to the College. Minimum effort will be that required by the General Statutes of North Carolina, the federal government and rules and regulations imposed by other agencies. The College may adopt more stringent measures than the required minimum effort.

The College shall charge interest and/or penalty at the rate established by the General Statutes of North Carolina.

JSCC Board of Trustees
Approved: 9/25/80
Revised: 10/27/94
4.8  EMPLOYEE CHECK CASHING POLICY

The JSCC Business Office does not cash checks for employees. There is an Automated Teller Machine (ATM) available at the State Employee's Credit Union in Kenansville.

The JSCC Bookstore will accept a check or credit card for the total of a purchase only.
4.9 POLICY ON WAIVER OF STUDENT FEES

JSCC will waive student activity fees for students exempted by State law and the State Board of Community Colleges from tuition and fee charges. The President of the College or his/her designee may waive any student fees set by the College at his/her discretion. This policy is effective March 23, 1995.

JSCC Board of Trustees

Approved: 9/24/87

Revised: 03/23/95
4.10 STUDENT ACTIVITY FEE POLICY

Curriculum students admitted to James Sprunt Community College are assessed a student activity fee during fall and spring semesters of $19 per semester if taking twelve (12) or more credits, and $17 per semester if registered for seven to eleven (7-11) credits and $15 if taking one to six (1-6) credits. Students enrolling in the technology-related Continuing Education Barber School class are assessed an activity fee during fall and spring semesters of $10 per class. Students enrolling in any Basic Skills program (ABE, AHS, HSE, ESL) are assessed an activity fee during fall and spring semesters of $5 per session.

The College uses student activity fees to:

- provide support for the student government association and other student organizations;
- provide student enrichment and social activities;
- provide student identification cards;
- provide support for the intramural sports program.

The College’s administration is responsible for oversight and distribution of student activity fees.

JSCC Board of Trustees approved: 5/17/16
4.11 SAFE DEPOSIT BOX AUTHORIZATION

Be it resolved that the Board of Trustees of James Sprunt Community College authorize the College President or his designee to secure by rental agreement a bank safe deposit box(es) and authorizes him/her to designate a person(s) to have access thereto.

JSCC Board of Trustees

Approved: 5/27/93
4.12 POLICY ON RETURNED CHECKS

Any check presented to James Sprunt Community College in payment of tuition, fees, loan repayment, bookstore purchases or for any other purpose, shall be subject to the following conditions and collection actions if subject check is not accepted for any reason for payment by the bank on which it is drawn:

a. James Sprunt charges $25.00 for a check on which payment has been refused by the payer bank because of insufficient funds or because the drawer did not have an account at the bank.

b. Reasonable effort will be made by business office personnel to notify the individual responsible for the returned check. This notification will be made informally through institutional channels and by telephone to his/her place of residence.

c. Written notification that a check has been returned to the institution will be sent via first class mail to the responsible individual's address of record. This notification will provide 15 calendar days for the returned check to be paid and/or otherwise cleared in the James Sprunt Community College Business Office.

d. After the time allowed in section 3 above has elapsed, formal written notification will be made to the individual responsible for the returned check. Such notification will be sent to his/her address of record via registered mail and will provide notification that payment should be made in the James Sprunt Community College Business Office for the amount of the returned check within 10 calendar days or returned check will be submitted to a magistrate for prosecution in District Criminal Court.

e. All returned checks not properly cleared within 10 calendar days after delivery or attempted delivery of registered letter referred to in section 4 above will be submitted to the magistrate for criminal prosecution.

f. Any check uncollectable by legal steps outlined above will be reimbursed by institutional refund to the bad check or petty cash fund and appropriate account receivable will be debited to reflect this charge back until such time as the student pays the account or the account is written off by authority of the Attorney General of the State of North Carolina. At this point, if subject is a student, his/her academic record is identified with a "Financial Hold" and records to include any certificates or diplomas will not be released and participation in any institutional exercises pertaining thereto will be denied until such time as the account is properly cleared in the Business Office. In addition, subject student will not be allowed to re-enroll and/or register for any subsequent quarter until such charges are paid in full.

g. This policy is in compliance with fiscal control and audit requirements.

JSCC Board of Trustees

Approved: 11/29/79

Revised: 10/18/07
4.13 HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM (HUB) POLICY

I. PURPOSE

a. James Sprunt Community College's (JSCC) program to encourage and promote business opportunities without regard to race, gender, or disability shall be coordinated and administered by the Vice President of Administrative and Fiscal Services in accordance with Executive Order No. 77. The program shall address business transactions in the areas of purchasing, contracting, and construction. Purposes of the Program are as follows:

i. To increase the amount of goods and services acquired by the College from businesses owned and controlled by minorities, women, disabled;

ii. To increase the amount of construction contracts awarded to minority, women and disabled contractors;

iii. To ensure the absence of barriers reducing participation of minorities, women and disabled persons in the College's purchasing and construction processes;

iv. To promote awareness among minorities, women and disabled persons of opportunities to do business with JSCC.

b. The Program objective is to exceed the minimum goal of four percent in the utilization of HUB vendors in the purchasing process and to encourage participation of HUB contractors in the College's construction contracts.

II. ADMINISTRATION

a. The Vice President of Administrative and Fiscal Services shall:

i. Ensure all College departments are aware of the objectives of the HUB Program and that directories of businesses owned and controlled by minorities, women and disabled persons are maintained in the Office of the Construction, Purchasing and Inventory Control Officer and in the College Library.

ii. Ensure the Construction, Purchasing and Inventory Control Officer maintains a record of transactions involving HUB vendors and reports purchase and contract opportunities and awards on a quarterly basis to the Vice President of Administrative and Fiscal Services.

iii. Attempt to divide minor construction projects into smaller tasks providing increased opportunity for participation by HUB vendors.

iv. Publicize the program objectives to all personnel at least on a semiannual basis.

v. Ensure all contracts initiated by the College contain requirements that its contractors comply with federal EEO requirements or their equivalent.

JSCC Board of Trustees:

Approved: 10/26/95
4.14 SUPPLEMENTAL SUPPLY FEE POLICY

Be it resolved that the James Sprunt Community College Board of Trustees authorizes the college to charge students enrolled in curriculum classes with laboratory components a specified supplemental supply fee ranging from $1.00 to $6.00 per course and students enrolled in continuing education computer classes a $5.00 supplemental supply fee per course, with no student to be charged in excess of a $12.00 maximum supplemental supply fee per enrollment period.

Specification of charges per laboratory contact hour and administration of supplemental supply funds are to be determined by supply requirements and established by the administration. Waiver of fees for special situations may be made at the discretion of the administration.

JSCC Board of Trustees

Approved: 09/08/97
4.15 FUNDRAISING POLICY

The James Sprunt Foundation, Inc., is designated as the primary fund-raising organization authorized by the Board of Trustees to solicit and accept charitable gifts and contributions on behalf of James Sprunt Community College. All major fund-raising activities are planned and/or coordinated through the Foundation Office.

All fundraising activities conducted in the name of the college, or any division of the college, including student organizations, must receive prior approval from the President's Council in order to prevent potential conflicts of interest with fundraising efforts by the Foundation, and to ensure the appropriate use of college personnel, facilities and supplies in such activities.

All grant applications and proposal development must receive prior approval from the President, and must conform to the guidelines set forth in the "Externally-Funded Grants and Contracts Policy and Procedures."

JSCC Board of Trustees

Approved: 1/20/98
CHAPTER 5: OTHER INSTITUTIONAL SERVICES

5.1 TRAFFIC CONTROL AND PARKING POLICY

I. PURPOSE:

The purpose of the James Sprunt Community College Policy for Traffic Control and Parking is to enhance an orderly flow of on-campus vehicle traffic and parking in the interest of safety for all persons and vehicles while on campus. Rules and regulations will be kept to a minimum with this purpose in mind. It is hoped that all students, staff, faculty, and visitors who drive vehicles onto the campus will abide by such rules and regulations on a voluntary basis. However, in cases where willful violations of these rules and regulations occur, the violations will be handled as set forth in this policy.

II. VEHICLE REGISTRATION

This policy does not require a system of vehicle registration. However, persons requesting and receiving a reserved handicapped parking space must register with the Business Office.

III. PARKING AREAS

Parking areas on campus will be developed as needed as resources are available. Parking will be on a first-come, first-served basis unless otherwise posted. Parking spaces in paved areas will be appropriately marked by white lines.

IV. NO PARKING AND RESTRICTED PARKING AREAS

Please note that there are designated no parking or restricted parking areas throughout the campus and the offending owner may be towed away at the owner's expense without a written warning. Please look for the marked signs.

Approved:
5.2 POLICY ON CLOSURE OF THE COLLEGE DUE TO EXTENUATING CIRCUMSTANCES

GENERAL POLICY

When inclement weather prevails (ice, snow, or natural disaster) or other hazardous conditions exist, the President or his designee will determine whether the college will be closed and/or what activities of the college will be canceled or postponed. The President’s designee is the Vice President of College Advancement. Announcements about the closing and reopening of the college, cancellations or postponements of classes and other activities, and whether college personnel and students should report to work will be made over radio and television stations, Spartan Alert System (SAS), and social media outlets. The Director of Marketing and Public Information will make contact with the radio and television stations and update the website. The Director of Public Safety will maintain the SAS. Activities of the college will proceed as scheduled unless specifically announced otherwise. The college will reschedule classes canceled because of inclement weather as necessary.

I. CURRICULUM MISSED OR CANCELED CLASSES:

a. Scheduled curriculum classes which are missed or not held for any reason, including inclement weather, are to be made up by giving an alternative assignment(s).

b. These assignments are to be documented and on file in the appropriate Department Head’s office area. If missed time for classes taught by salaried or permanent instructors is not made up as described above, student membership hours must be adjusted accordingly.

c. Missed or canceled classes taught by part-time or adjunct instructors must be rescheduled or the instruction made up with the documented alternative assignment.

d. When the missed or canceled classes exceed five in number, then the class(es) in excess of five must be rescheduled. Part-time instructors are compensated by a lump sum for the courses taught.

II. CONTINUING EDUCATION MISSED OR CANCELED CLASSES

a. Missed or canceled classes will be made up (rescheduled) to the extent possible and the instructional contract modified to reflect a change in class ending date if required. In the event that it is not possible or practical to reschedule the missed or canceled class(es) the instructor contract will be modified to reflect the reduced hours.

b. Additionally, instructor compensation will be adjusted and student hours reported under that contract will also be adjusted to reflect the reduced hours resulting from the missed or canceled class(es).

JSCC Board of Trustees:

Approved: 08/29/96
5.3 ABOUT THE PREVENTION OF CRIMES

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, The Board of Trustees of James Sprunt Community College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

a. The Division of Administrative and Fiscal Services shall develop programs to inform students and employees about the prevention of crimes.

b. The Division of Administrative and Fiscal Services shall work with the VP of Students and VP of College Advancement and appropriate employee organizations in the development of these programs.

c. The Division of Administrative and Fiscal Services shall also work with local law enforcement officials in securing appropriate written material, presenting programs and developing regulations to implement this responsibility.

JSCC Board of Trustees

Approved: 01/28/93
5.4 POLICY ON CAMPUS CRIME AND SECURITY

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act of 1990; and

WHEREAS, the Board of Trustees of James Sprunt Community College intends to comply with the requirements of that Act;

NOW THEREFORE, the Board of Trustees hereby directs the administration to prepare, publish and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990.

Policy statements shall be issued covering the following areas:

   a. Procedures for students to report criminal activities;
   b. Security at campus facilities;
   c. Availability and authority of campus law enforcement;
   d. Programs available to inform students about security and the prevention of crime;
   e. Recording of crime through local police agencies
   f. Possession, use and sale of alcohol and drugs.

FURTHER, administration shall prepare, publish and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990.

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

JSCC Board of Trustees

Approved: 01/28/93
5.5 POLICY ON REPORTING AND RESPONDING TO CRIMES ON CAMPUS

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of James Sprunt Community College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

a. The Division of Administrative and Fiscal Services (DAFS) shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act.

b. The President's Council will develop rules and regulations to implement these policies and to carry out its duties and responsibilities.

c. The President shall from time to time, file reports with the Board of Trustees as to compliance with the Crime Awareness and Campus Security Act, problems that have arisen in its enforcement and the costs of carrying out its responsibility.

d. The DAFS shall develop procedures and methods to respond to reports of crime and other emergencies on campus.

e. The DAFS shall investigate the occurrence of on-campus murder, rape, criminal sexual abuse, robbery, aggravated assault, burglary, motor vehicle theft and liquor law violations, drug abuse violations, weapons possessions and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. For purposes of this policy, the offenses are defined in accordance with the FBI's Uniform Crime Reporting System (UCR) and the modification in such definitions made by the Hate Crimes Statistics Act. Data collected and reported to staff, students, and the college community will not be limited to these offenses.

f. The reports of these occurrences shall be reviewed to determine the information gathered can assist the College in its security program.

g. Timely reports shall be made to students and employees after such occurrences. The type and nature of the report shall be determined by the DAFS. Notice of occurrences shall be on bulletin boards, and via other internal communication methods designed to inform students and employees of criminal occurrences on the campus.

h. The DAFS and other college personnel shall provide reasonable support services and resources to crime victims and the victim's family.

i. In the event a perpetrator of a violent crime is subject to discipline by the College, the victim of the crime shall, at the discretion of the DAFS be permitted to obtain the results of that disciplinary proceeding.

II. Definitions of Students and Employees

a. “Student” is defined as any person enrolled in one or more courses of study for curriculum or continuing education credit.

b. "Employee" is defined as a part-time or full-time person with scheduled hours of employment under the direction and control of the College and its agents.

JSCC Board of Trustees

Approved: 01/28/93
5.6  WEAPONS ON JSCC PROPERTY

POLICY

It is against college policy for any person, while on college property, to possess, or carry, with a limited exception, any gun, rifle, pistol, or other firearm; dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in NC G.S.14.284.1; BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors or razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, maintenance, or for school-sanctioned ceremonial purposes; or any other weapon of any kind.

A firearm is permissible on campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the individual with the permit’s locked vehicle; or a locked container securely affixed to the individual with the permit’s locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

College property refers to any college building or vehicle; campus grounds, recreation areas, athletic fields, or other property owned, used or operated by the College Board of Trustees. Any person violating this policy shall be guilty of a felony or misdemeanor depending on the weapon involved and the enrollment status of the individual.

Infractions that violate this policy will be reported to the Vice President of Student Services for appropriate disciplinary actions.

JSCC Board of Trustees

Approved: 10-15-13
5.7 SECURITY TO ACCESS AND MAINTAIN CAMPUS FACILITIES

WHEREAS, Congress has enacted Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of James Sprunt Community College intends to comply with the requirements of that act; and

WHEREAS, the Board of Trustees seek to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities. However, the policy of promoting openness must be balanced by controls on access to campus facilities designed to promote security in campus facilities.

NOW THEREFORE, the Board of Trustees adopts the following policy:

a. The DAFS will develop rules and regulations on access and security of campus facilities including parking, vehicle registration and student identification.

b. The DAFS shall inspect the lighting, landscaping and the College's physical plant (door, locks, etc.) to determine what improvements if any need to be made for security on the campus.

c. The DAFS will examine or cause to have examined all campus facilities to determine if any security concerns exist in those facilities.

DEFINITIONS

a. "Campus" is defined as any building or property owned or controlled by the College within a reasonably contiguous geographic area and used by the College in direct support of or related to its educational purposes, or any building or property owned or controlled by student organizations recognized by the College.

b. Campus shall also include any building or property utilized by the College such as satellite facilities.

JSCC Board of Trustees

Approved: 01/28/1993
5.8 ENCOURAGEMENT TO REPORT CRIMES TO APPROPRIATE JSCC STAFF AND STATE AGENCIES

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act; and

WHEREAS, the Board of Trustees of James Sprunt Community College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

Local off-duty law enforcement officers hired on an hourly basis by the College are conservators of the peace. The scheduled working hours of the Security staff will vary depending on the need as determined by the VP Administrative and Fiscal Services and the VP Student Services. They work with other local, state and federal law enforcement agencies and they seek to protect life and property, to prevent anti-social conduct and to preserve a secure campus environment.

Security officers are empowered to make arrests on view or warrants of violation of state statutes, city and county ordinances of the county in which the college is located when such is required for the protection of college properties and interest, its students and personnel and when specifically requested by appropriate state or local law enforcement officials.

Emergency situations requiring immediate action will be reported by calling 911. This call should be immediately followed by a call to the College switchboard by dialing 0. The Receptionist will notify either the VP Student Services or the DAFS who will follow up immediately and also complete the incident report form for data collection purposes. The Receptionist will always ask if 911 has been called. If not, she will call 911 and then notify the VP Student Services or DAFS who will follow up and also complete the incident report form.

Non-emergency/non-threatening situations or concerns may or may not involve criminal action. They may directly involve people or they may only involve property. They do not require calling 911 but may need follow up action. For non-emergency situations involving people Student Services should be called first. Either they will follow up themselves or notify the security staff. An example of these situations would be unusual, suspicious behavior. If the situation involves property the DAFS will be called during the day or weekends. Weekday evenings when school is in session the Instructor/Coordinator- Evening and Weekend Services will be called. Examples of these situations are stolen property or an unlocked door. The Instructor/Coordinator. Evening and Weekend Services will report the incident to the DAFS the next day.

The DAFS shall develop, together with the VP of Student Services, procedures and methods to encourage students and employees to report criminal actions and other emergencies occurring on campus.

The DAFS and/or the Security Staff shall report all crimes occurring on campus to appropriate police agencies, will pursue cooperative relationships with municipal, county, state and federal law enforcement agencies and when requested shall aid in any investigations or apprehensions on the campus.

Students and employees shall be encouraged to report unusual and suspicious behavior, and crime on campus to either the DAFS or VP of Student Services.
The DAFS shall periodically distribute appropriate written material to explain the importance of crime reporting and how it is to be done.

Periodic public information displays shall be prepared by the DAFS.

The DAFS shall arrange for crime prevention presentations to student and employee groups at least once a semester.

JSCC Board of Trustees
Approved: 01/28/93
5.9  TOBACCO USE AND SMOKING POLICY

POLICY

James Sprunt Community College, in its efforts to create a healthier atmosphere for the campus community, strives to control exposure to secondhand smoke. It emphasizes prevention and education efforts that support non-use and that address the risks of tobacco use. To protect our students, staff, visitors and guests, James Sprunt Community College prohibits the use of tobacco products.

1. At James Sprunt Community College, smoking and tobacco use is prohibited in the following locations:
   A. On all parts of the campus
   B. Inside all campus buildings (see item # 3 for definition of campus)
   C. In all college owned or leased vehicles.
   D. Includes all classes taught by JSCC personnel regardless of location.

2. The College is committed to prevention and education efforts that support non-use and address the risk of tobacco use. The College also offers programs and services that include practical steps to quit using tobacco products, including smoking-cessation resources.

3. Promotional advertising, sale, or free sampling of tobacco is prohibited on campus.

4. The sponsorship of any campus event by tobacco-promoting organizations is prohibited.

5. All tobacco advertising in public spaces in College locations, such as billboard and signage, is prohibited.

6. This policy applies to trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

7. Tobacco advertisements are prohibited in College publications.

8. Organizers and attendees at public events using James Sprunt Community College’s facilities, such as conferences, meetings, public lectures, athletic events, social and cultural events will be required to abide by the College’s Smoking Policy. Organizers of such events are responsible for communicating and enforcing this policy.

DEFINITION OF TERMS

1. Tobacco Products: For the purposes of this policy, tobacco is defined to include any lit or unlit cigarette, pipe, cigar, cigarillo, or other smoking equipment (whether filled with tobacco or any other type of materials), smokeless tobacco (use of snuff, dip, chew, smokeless pouches, or other forms of loose leaf tobacco), and any other tobacco product in any form. This is to include “e-cigarettes” or any device designed to introduce tobacco into the body.
2. Students: Includes but is not limited to full-time day students, part-time students, commuter students, non-traditional students and other special students.

3. Campus: Includes any and all college owned, leased, or maintained property (includes all classes taught by JSCC personnel regardless of location) including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds.

4. College vehicle: This includes college owned, rented, or leased vehicles.

POLICY IMPLEMENTATION & ENFORCEMENT

James Sprunt Community College asks that students, employees, and visitors will recognize the value of this policy and voluntarily comply. Implementation and enforcement of this policy are the shared responsibility of the entire college community to promote a clean, safe, healthy environment in which to work, study, and live. Enforcement will begin with Campus Security monitoring the campus for violators and notifying offenders of the tobacco policy.

Any faculty member, staff member, or student may ask individuals to comply with this policy.

Violation of any campus policy may result in discipline. Faculty and staff should be referred to their Supervisor and/or to the Vice President of College Advancement and or Director of Human Resources. Students should be referred to the Associate Vice President of Student Services, or designee, for disciplinary action.

ASSISTANCE

To assist those who wish to quit smoking, James Sprunt Community College offers the following support:

1. The James Sprunt Community College Human Resources Department will assist in referring those who wish to quit smoking to the appropriate professional resources.

2. Faculty and staff may avail themselves of EAP resources for referrals to community smoking cessation.

Approved:
5.10 OPERATION OF COLLEGE VEHICLES

I. GENERAL

a. The College has many different types of vehicles available for employees and students in the performance of their duties or coursework. All College vehicles, excluding buses, may be driven with North Carolina class "C" license. B.

II. DRIVER RECORD EVALUATION

a. In an effort to control the College's automobile liability risks, the driving records of all employees designated as "principal" drivers of campus vehicles may be evaluated for risk by the College's liability carrier and the College's administration. The review will involve the evaluation of the individual's driving record from data supplied by the North Carolina Department of Motor Vehicles and any other reasonable means to satisfy the institution of acceptable risk. Since all employees have the potential for operating College vehicles, the College may elect to conduct a review of the driving records of all current employees for risk assessment.

III. DRIVER RECORD CHANGES

a. Employees who operate college vehicles in the course of their work must notify their supervisor and the Director of Public Safety of the suspension, revocation, or cancellation of the employees driving license for any reason.

b. Suspension of College Driving Privileges

i. Any individual who is unwilling to conform to these policies will not be allowed to operate college vehicles. The suspension, revocation, or cancellation of the driving license of any employee required to operate college vehicles in the performance of his duties may result in the termination of the employee.

IV. VOLUNTEERS

a. The same policies and regulations apply for volunteers as for employees when asked to operate college vehicles. They must meet the same institutional requirements as employees. Volunteer drivers should be used as a last resort in operating college vehicles

Approved:
CHAPTER 6: INFORMATION MANAGEMENT: IT AND MARKETING

6.1 POLICY ON INTERNET USE

POLICY

This policy is implemented to ensure that Internet access does not impair network security, result in inappropriate use, or impede learners from performing their duties as an employee or student.

Any use of the Internet for such purposes as gambling, viewing pornographic material, or any activity that is unlawful or degrades, impacts, or restricts acceptable uses is strictly prohibited.

All James Sprunt Community College computers are subject to periodic audits, and violations of this policy may result in temporary or permanent restriction of access.

PROCEDURE

Internet access is provided for the purposes of enhancing education, research and development, and conducting college business. Acceptable uses include staying current with developments in a particular discipline, researching for class projects, or learning about new technologies. Other appropriate uses include communications with peers and researching products for purchase.

All James Sprunt Community College computers are subject to periodic audits, and violations of James Sprunt Community College Policy may result in temporary or permanent restriction of Internet access. Offenses in violation of local, state, or federal law will result in restriction of network access and will be reported to the appropriate law enforcement agency.

References:

NC General Statutes:
14-455
14-458

US Children’s Internet Protection Act 28

US Code Title 17 Copyrights
6.2 POLICY ON INFORMATION SECURITY

INTRODUCTION

James Sprunt Community College maintains electronic information resources that are essential to performing College business. Similar to any other capital resources owned by the College, these resources are to be viewed as valuable assets over which the College has both rights and obligations to manage, protect, secure, and control. College employees, students, and other affiliates are expected to utilize these resources for appropriate purposes, protect access to them, and control them appropriately. Examples of information resources include, but are not limited to, computer systems, network systems, software and data.

DEFINITIONS

Chief Information Officer (CIO) – works in conjunction with information resource owners, data administrators, and departmental data security liaisons to insure that access rights to systems and data are consistent and applicable as individuals’ jobs require.

Resource Owner - An administrative officer within the College given responsibility for managing specific information resources within a functional area. These resources may be equipment-related or data-related.

Resource Steward - An individual appointed by a Resource Owner to manage a subset of the resources designated as being within the area of responsibility of that Owner.

Resource User - Any individual requiring access to College information resources in the course of meeting the requirements of the work position or an educational curriculum.

PURPOSE

This policy sets forth the mechanisms by which data stored on College-owned computing systems and utilized by College employees and students is secured and protected. This policy is adopted and promoted in order that:

1. The college can meet its record-keeping and reporting obligations as required by state and federal law, the Board of Trustees, the Board of Governors, and College administrators.
2. The college can comply with the Family Educational Rights and Privacy Act of 1974 (FERPA - the Buckley Amendment), Identity Theft Protection Act of State of North Carolina and other statutes and policies protecting the rights of individuals.
3. The college can consistently maintain data integrity and accuracy.
4. The college can assure that authorized individuals have timely and reliable access to necessary data.
5. The college can assure that unauthorized individuals are denied access to computing resources or other means to retrieve, modify or transfer data.

Every employee, student and affiliate of James Sprunt Community College must be aware of these risks, and act in a way to protect the information resources of the college.
SCOPE

This policy applies to all individuals associated with James Sprunt Community College, including, but not limited to:

- faculty
- staff
- students
- student assistants
- contractors
- temporary staff.

This policy applies to all college-owned information technology hardware and its software, including, but not limited to, desktop workstations, departmental servers and institutionally available resources, such as:

- servers
- personal computers
- network systems
- access card systems
- computer integrated telephony
- other technology hardware

The policy applies to all College data, and reports derived from College data; and it applies to all programs utilizing College operational data.

RESPONSIBILITIES FOR INFORMATION SECURITY

The Chief Information Officer is responsible for ensuring that James Sprunt Community College has adequate information security, and that this policy is observed. To that end, the Chief Information Officer, currently Department of Information Technology managers, have the added responsibility of developing and publicizing the information security policy, and monitoring its compliance.

The Chief Information Officer coordinate the standards, procedures, and guidelines necessary to administer access to College information resources. The Chief Information Officer work in conjunction with information resource owners, the College Data Administrator, and functional users to develop this material.

As expected, every employee, student and affiliate at James Sprunt Community College is responsible for protection of College assets, including information systems equipment and data. Each employee, student and affiliate is responsible for notifying the Chief Information Officer whenever he or she observes actions which seem to be contrary to this policy. The Chief Information Officer is responsible for responding appropriately to actual or perceived breaches by working together with the Resource Owners and the Information Technology personnel directly responsible for the resource in question.
PASSWORDS

A. SECURITY
1. No one should access college information systems without an authorized network account ID and password. Receiving a network account ID requires approval of the individual(s) responsible for the system in question.
2. A network account ID may be revoked or disabled to protect the system at any time. Network account access will be revoked if the employee, student or affiliate terminates the relationship with the college.
3. Inactive network accounts are temporarily disabled until continued need can be established. Each user is required to change his or her password at least every 90 days. Depart of Information Technology will automatically enforce this when a user has not changed his/her password within the time of expiration.
4. College applications systems must be configured so that only users with authorized network accounts can access them.
5. Network users logged into systems and computers should not leave their workstations unsecured.

B. GUIDELINES
The following password protection guidelines should be followed:

1. Passwords are not to be shared except in emergency circumstances or when there is an overriding operational necessity.
2. Passwords should be changed immediately after sharing.
3. Passwords should not be kept in a location accessible to others or secured in a location for which protection is less than that required for information that the password protects.
4. Passwords or any other sensitive information are not to be sent via email.
5. Stolen or compromised passwords should be changed immediately.
6. Passwords are not to be written down and post it in an unsecured area such as a computer’s monitor.
7. James Sprunt Community College employees are not to provide their user ids and passwords to anyone in person or via e-mail.

PASSWORD MANAGEMENT

All authorized users must enroll in the password management system in order to change and retrieve forgotten passwords. For security reasons, the help desk will no longer be resetting passwords over the phone. Persons not enrolled in the system and need assistance with their password will need to come in person to the help desk with a valid James Sprunt Community College ID.

To enroll in the password management system, network users will need to go to James Sprunt Community College Password Management System.
POLICY AWARENESS

Every student, employee and affiliate of James Sprunt Community College should have access to a copy of this policy. All new students and employees should be made aware of the importance of information systems security and their responsibilities in the process. All effort should be made to include this policy in existing communication mechanisms for policy dissemination.

Prior to network accounts being issued, the Resource Stewards of each department are responsible for notifying employees of the security practices of their departments, and the policy of the College.

All students must be made aware of the Information Security Policy. The Associate Vice President of Student Services is responsible for notifying students of information security practices relating to students.

All affiliates must be made aware of the Information Security Policy. The sponsoring official is responsible for notifying the affiliate of information security practices relating to affiliates.

ACCESS TO EQUIPMENT

Only authorized persons whose work requires it will be allowed access to information systems resources. All information systems resources will be protected against fire, water, physical damage and theft. The appropriate protection will be selected from among physical barriers, environmental detection and protection, insurance, and other risk management techniques.

DATA PROTECTION AND SECURITY

All data and program files on college information systems will be protected against unauthorized changes. Sensitive data and program files will be protected against unauthorized reading and copying. James Sprunt Community College requires that all James Sprunt Community College employees save their data files on the network drives instead of the storage on the local PC. Furthermore, employees who make copies of data on thumb drives and CDs must take responsibility to insure that sensitive information such as social security numbers, credit card numbers and addresses of James Sprunt Community College employees and students have additional layers of protection. College information systems shall be configured to control which network accounts can read and/or write to any given file. Every file shall be associated with an owner. The owner of each file is responsible for specifying whether the file is sensitive and which network accounts should be allowed to read and/or write to it.

All college data must be stored in devices that are backed up by the data center. This essentially means that individual users and departments that need to work with college data locally on their workstations must store the data on the network to protect from inadvertent loss of data. Colleague, the Enterprise Resource Planning system for the campus which houses all student, faculty, and staff information is secured through firewall and backed up nightly for recovery purposes. A copy of the back-up data is physically stored at an off-site location to protect against natural or man-made disasters.
VIOLATIONS

Violations of this policy incur the same types of disciplinary measures as violations of other College policies including, but not limited to, the revocation or disablement of the network account.

If network account credentials are compromised or unauthorized and sensitive data is discovered on employee desktop computer, laptop, tablet, or other mobile device during routine scan, the following disciplinary measures will incur.

- First offense: communication to user and supervisor + disabling of network account + one business day to report to Department of Information Technology for mandatory one-on-one training.
- Second offense: communication to user and supervisor + disabling of network account + one business day to report to Department of Information Technology for mandatory one-on-one training + recommendation of formal write up to be placed on employment records and report to legal.

REVISIONS

As an ongoing document, the James Sprunt Community College Information Security Policy is reviewed on an annual basis, in cooperation with Resource Owners and Department of Information Technology advisory groups. All affected parties are encouraged to correspond with the Chief Information Officer regarding any suggestions for revising this document.

Approved:
6.3 COMPUTER ADMINISTRATIVE RIGHTS POLICY

INTRODUCTION AND POLICY STATEMENT

James Sprunt Community College provides desktops and laptops to faculty and staff to perform university related functions. This policy is intended to support the goal of insuring the highest level stability and usability of the James Sprunt Community College issued computers. This is based on the premise that computers are productivity tools where stability and usability are most important. In such environment limiting administrative privileges is an Information Technology best practice because change management is one of the foundations of providing stable computing environment.

Administrative rights are restricted by default on all desktops and laptops since they can have a profound impact on stability and usability. Due to the availability of trained and experienced support staff and the inherent dangers of inappropriate, uninformed, or unintentional use of logins with administrative rights, the College’s policy is to restrict the use of administrative rights.

Administrative rights are typically reserved for Department of Information Technology personnel who are responsible for providing administrative services such as system maintenance and user support. However, in unique instances, administrative rights may be issued to faculty and/or staff on either a temporary or ongoing basis to perform tasks within the scope of their employment. Users who have demonstrated the ability to configure and manage their workstations and who possess an understanding of the responsibility of maintaining appropriate security measures may be granted administrative rights on their computer. Users who have been granted administrative rights on their workstations are herein referred to as power users.

Power User Responsibilities

- changing their AD password every 60 days;
- maintaining the integrity of their workstation;
- any accounts they create on their own computer;
- maintaining software licensing information for any software personally installed on their workstation;
- routinely checking for and eliminating spyware, or any similar data gathering and reporting software, from their workstations;
- NOT sharing their username and password with others for access to the James Sprunt Community College network;
- reporting any system failures and/or compromises in security measures to the Department of Information Technology Helpdesk;
- adhering to all Department of Information Technology Policies

Power users must not install or use software that are considered insecure or that do not incorporate an encryption scheme or that are not legally licensed. These include but are not limited to email applications, FTP clients, and Telnet applications that do not employ secure connections.
The Alternative to Power User Status

As an alternative to personally acquiring administrator rights on the workstation the Department of Information Technology division highly recommends contacting Department of Information Technology Helpdesk to schedule software installations.

Information Technology Services Terms of Support

The Department of Information Technology department will continue to provide Microsoft system patches, application software patches, antivirus updates, and application software updates through the North Carolina Community College System client management portal to all James Sprunt Community College workstations. This pretty much covers most of the needs for administrative rights. James Sprunt Community College computer users must not block or in any manner disable and/or revise any services on the workstation that may prevent these and other routine maintenance procedures.

Department of Information Technology will not be able to restore a configuration customized by the user. In the event of a computer failure, the Department of Information Technology Client Services group will restore the original base image on the computer.

The base image includes an operating system and any software maintained by the Department of Information Technology. All documents that are synchronized to the network server will be restored if possible. All James Sprunt Community College issued desktop machines must be administered in accordance with standard configurations, and all computers must:

a. be joined to the James Sprunt Community College Active Directory domain;

b. have remote management software installed to facilitate administration and upgrades;

c. have properly configured anti-virus software;

d. And have service packs or patches as deemed necessary by Department of Information Technology staff.

Note: Network monitoring and intrusion detection is performed as deemed necessary and appropriate by designated Department of Information Technology staff.

Loss or Denial of Power User Status

e. If a user abuses his/her administrative access, Department of Information Technology will revoke this access immediately and will restore the original base image on the computer. Abuse is defined as, but not limited to:

i. downloading software (intentionally or accidentally) that is malicious to the James Sprunt Community College network;

ii. downloading unlicensed/illegal software;

iii. downloading copyrighted material without permission;

iv. public exposure of sensitive data

v. Not adhering to Department of Information Technology policies and procedures.

f. Violation of this policy or repeated support problems will result in revocation of the authorized user status and/or other sanctions.
Applying for Authorized User Status

a. For audit purposes, James Sprunt Community College must have on file documentation showing that Administrative Rights have been formally requested and approved. If a James Sprunt Community College employee, would like to be granted the power user status, they must follow these steps:
   
i. Submit a formal request via e-mail articulating the need for such status
   ii. Receive approval from the Chief Information Officer
   iii. Department of Information Technology staff member will configure the desktop and the user to have Power User status.

Approved:
6.4 ACCEPTABLE USE POLICY

PURPOSE

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College’s computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities including cloud accessible hardware or software provided by the College. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible, ethical, and lawful behavior when using these resources. Users are expected to read, understand, and comply with the College’s Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access these resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College’s computing resources, users expressly consent to such monitoring, access, and use by the College. Information contained on the College’s computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user’s judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

POLICY: ACCEPTABLE AND UNACCEPTABLE USES

1. Use should be consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Education Network (NCREN), operated by MCNC and consistent with the mission of James Sprunt Community College.

2. College computing resources are to be used only for educational, research, instructional or college administrative purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.

3. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College’s computing resources. Obtaining another user’s password, allowing friends, family, co-workers, or any other individual use of your or another user’s account, or other unauthorized use of an access account, is a serious violation of this policy.

4. All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College’s computing resources. Software that is not owned by the College cannot be installed on College equipment.
5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the express permission of the author or creator.

6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College’s computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.

7. Users shall not access or damage any portion of the College’s computing resources or other College property, such as College records, or use the College’s computing resources for illegal activities.

8. Users learning of the misuse of the College’s computing resources or violations of this Acceptable Use Policy should notify a College faculty member or College official immediately.

**ENFORCEMENT**

Anyone found to have violated this policy may be subject to disciplinary action including but not limited to suspension or revocation of computing privileges, disciplinary review, dismissal from class with a grade of “F,” and/or termination.

Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

James Sprunt Community College is not liable for actions of anyone connected to the Internet through the College’s computing resources. All users will assume full liability (legal, financial or otherwise) for their actions.

**MODIFICATIONS:** JSCC reserves the right to modify this policy at any time
6.5 ACCEPTABLE USE FOR WIRELESS ACCESS POLICY

As a condition to James Sprunt Community College (JSCC) providing you with access to the James Sprunt Wireless Service (Service), you are required to comply with the guidelines of this Acceptable Use Policy. By accepting the Policy and using the Service, you signify your agreement to the terms, conditions and notices of this Policy. “You” when used in this statement shall mean the users of the Access Device(s). For purposes of this Policy, any actions that JSCC may take with regard to your use of the Service may also be performed by JSCC’s third party service providers.

If you violate any of the provisions of this Policy, JSCC may take action to restrict or terminate your access to the Service, including access to any Internet websites associated with the Service. JSCC reserves the right, at its discretion, to update or revise this Policy, any other policy or statement on any JSCC website, and any product offerings or programs described on any JSCC website. Please check back periodically to review any changes to this Policy.

Use of the Service for any purpose that is unlawful or in any manner which could damage, disable, overburden or impair the operation of the JSCC Network or the Service or any other party’s use or enjoyment of the JSCC Network or the Service, is strictly prohibited.

Specifically, you may not:

- Attempt to use or gain unauthorized access to data, accounts, hosts, servers, systems or networks associated with the Service or with JSCC, or to probe, scan or test the vulnerability of a system or network associated with the Service, JSCC or those of any other party.
- Interfere with Service to any user, host or network including, without limitation, mail-bombing, flooding, or attempting to overload the system.
- Use the Service to engage in activities that violate any terms or conditions of any other network access provider or Internet service provider.
- Forge any TCP-IP packet header or any part of the header information in an e-mail or a newsgroup posting.
- Falsify address information or otherwise modify e-mail headers to conceal the sender’s or the recipient’s identity.
- Additionally, you may not, by use of the Service or another service, upload, post or otherwise distribute or facilitate distribution of any content, including text, communications, software, images, sounds, data, or other information that, in JSCC’s discretion:
  - Is unlawful, abusive, libelous, deceptive, fraudulent, and invasive of another’s privacy, tortious, pornographic or inaccurate.
  - Is posted in violation of a newsgroup charter.
  - Contains viruses, corrupted files, or any other similar software or programs that may damage the operation of another’s computer.
  - Has a negative effect on JSCC or its networks (including, without limitation, overloading servers on the JSCC networks; causing portions of the JSCC networks to be blocked by other network providers; generating unresolved third party complaints or complaints.
which, in the discretion of JSCC, impose an unreasonable administrative burden on the service provider or College).

- Constitutes unsolicited duplicative e-mail (commercial or otherwise). This prohibition extends to the sending of unsolicited and/or mass e-mailings such as the following:
  - E-mail from any JSCC account or via another service which in any way implicates the use of this site or the Service, JSCC equipment or any JSCC e-mail address;
  - E-mail relayed from any JSCC or third party’s mail servers without permission;
  - E-mail employing techniques to hide or obscure the source of the e-mail;
  - E-mail sent, or caused to be sent, to or through the JSCC Network that makes use of or contains invalid or forged headers, invalid or non-existent domain names or other means of deceptive addressing that may be deemed to be counterfeit. A communication may be unsolicited if recipients’ email addresses were not obtained through a personal or customer relationship between recipient and sender, recipients did not affirmatively consent to receive communications from sender, or recipients have opted out of receiving communications from sender when given notice of the opportunity to do so.

Approved:
6.6 E-MAIL RETENTION AND ARCHIVING POLICY

POLICY

All material, electronic or otherwise, created by employees and volunteers of James Sprunt Community College in the course of their employment or accessed by employees on James Sprunt Community College equipment is the property of the College. Archived James Sprunt Community College Microsoft 365 emails are stored on the local user’s computer. Access to these files is not guaranteed in perpetuity. James Sprunt Community College has no control over e-mail which is communicated through the Gmail accounts provided by the agreement with Google. The College makes no representations regarding the retention or archiving of information in Gmail.

PROCEDURE

All James Sprunt Community College e-mail information transmitted or received through the internal e-mail system shall be categorized as general correspondence. There shall be no attempt to treat any correspondence as priority e-mails unless directed to do so by an authorized entity.

General correspondence covers information that relates to interactions and the operational functions of the college. The individual employee is responsible for e-mail retention and archiving of general correspondence where this is likely to be of continuing usefulness. It shall be the responsibility of the Department of Information Technology to maintain backup tapes from the internal e-mail server for the purpose of disaster recovery only.

REFERENCES

NC General Statutes:
121-2 (8)
132-1
14-454
14-455
14-458
114-15.1
132-1

NC Information Resources Management Commission [IRMC] document titled E-mail Notification Policy (revision #4, effective March 5, 2002)

NC Department of Cultural Resources Office of Archives and History Division of Historical Resources Archives and Records Section document: Email as a Public Record in North Carolina; Guidelines for its Retention and Disposition
6.7 ELECTRONIC SIGNATURE POLICY

POLICY

James Sprunt Community College utilizes e-signatures which are reviewed periodically for appropriateness and continued applicability.

An e-signature may be accepted in all situations if requirement of a signature/approval is stated or implied unless laws specifically require a written signature. The college does not limit the right or option to conduct the transaction on paper or in non-electronic form and the right to have documents provided or made available on paper at no charge. The e-signature must be protected by reasonable security measures as applicable to established computer functions of the College.

References:

NC General Statutes:
66-58.4
66-312-330

PROCEDURE

The Electronic Signature policy is supported by methods that are practical, secure, and balance risk and cost. It is not the intent of this policy to eliminate all risk, but rather to provide a process that gives parties assurance that appropriate analysis was completed prior to implementation of e-signature, and that the level of user authentication used is reasonable for the type of transaction conducted.

The e-Authentication Risk and Requirements Assessment (eRA) procedure is the risk and assurance level evaluation tool to be used at James Sprunt Community College. User authentication entails verifying the user’s unique credentials, username and password. This requires validation against specific James Sprunt Community College held information in Active Directory. Security and access to James Sprunt Community College specific information is determined by a “record custodian.” Record custodians are responsible for compliance with all legal obligations related to information, and in that capacity have final authority for the utilization, access, and release of data under their jurisdiction. In some instances, there are multiple custodians for various sets of data.

College transactions enabled by e-signatures will be evaluated using the eRA procedure. (This includes any existing implied or explicit e-signatures in use prior to the adoption of the policy.) For risk assessment and review purposes, similar types of transactions may be grouped together under one agreement. Implemented e-signatures will be reviewed periodically for appropriateness and continued applicability.

Approved:
6.8 POLICY ON SOFTWARE COPYRIGHT COMPLIANCE

James Sprunt Community College is committed to adhering to the Federal Copyright Law as it applies to software used on computer hardware owned by the college.

Authorized software is defined as software that is registered, licensed and/or purchased by the college. Proof of ownership of authorized software can be established with a license agreement, paid invoice, or manual and original diskettes.

Authorized use of software is defined as use of software in accordance with the license agreement, purchase agreement or software documentations. Unauthorized use of software includes making or using software by copying, sharing, lending, giving, transferring, and/or installing software in a way not in compliance with the license or purchase agreement.

Unauthorized use of software by students, staff, or faculty of the college constitutes an infringement of this policy. Such infringements constitute grounds for disciplinary action by the college and/or legal action by software manufacturer(s) and the college, which may result in civil damages, criminal penalties, fines, and/or imprisonment.

James Sprunt Community College employees having knowledge of any misuse of software or related documentation within the college shall notify the appropriate supervisor or the President.

Approved:
6.9 POLICY ON POSTING OF TEMPORARY SIGNAGE

I. GUIDELINES

a. The posting of signs, notices, and other informational posters in campus buildings is permissible under the following guidelines:

i. Persons posting signs or notices are responsible for seeing that signs are removed as soon as they are out of date.

ii. Housekeepers in each building are authorized to remove and dispose of signs not taken down after their effective date has expired.

iii. Signs are not to be posted on walls where tape would mar or damage the painted surface.

iv. Persons posting signs are to use care in the type of tape used. No "packing" tape is ever to be used.

b. Signs are not to be posted in the following "main entrance" areas:

i. Hoffler Building: two main "air lock" entrances

ii. Strickland Center: front main "air lock" entrance

iii. McGowen Building: Main covered entrance

iv. Boyette Building: front main “air lock“ entrance

v. Williams Building: two main entrances

Guidelines recommended by Management Team

Accepted by President 7/23/91

Updated 11/01/07
6.10 POLICY ON ELECTRONIC MAIL

POLICY

James Sprunt Community College provides email accounts to full-time and part-time employees when their duties require electronic communication for the purpose of correspondence relating to official college business, education, instruction, professional development, and occasional non-commercial personal use. Inappropriate use of James Sprunt Community College email accounts is strictly prohibited. James Sprunt Community College is a state agency and as such, all correspondence sent or received via James Sprunt Community College e-mail accounts may be monitored and disclosed to third parties including law enforcement personnel.

PROCEDURE

Inappropriate uses of James Sprunt Community College provided e-mail accounts is strictly prohibited. Examples of inappropriate use include, but are not limited to, the following:

a) Any illegal activity
b) Producing unsolicited mass mailings [spamming]
c) Intentional distribution of viruses, Trojan horses, worms, or other rogue programs
d) Posting or sending any message that is contradictory to the mission of James Sprunt Community College
e) ‘Hacking’ into another user’s e-mail account, or viewing another’s e-mail without permission
f) Distribution of chain letters
g) Personal profit or commercial use
h) Distribution and forwarding of alarming e-mail not related to James Sprunt Community College such as scams and hoaxes
i) Any act that violates the Sexual Harassment Policy

Any alarming e-mail such as scams and hoaxes should be forwarded to the Department of Information Technology for appropriate action. E-mail account users should be aware that James Sprunt Community College is a state agency and as such, all correspondence sent or received via a James Sprunt Community College e-mail accounts may be monitored and disclosed to third parties including law enforcement personnel.

REFERENCES:

NC General Statutes:

14-454
14-455
14-458
114-15.1
121-2 (8)
132-1
NC Information Resources Management Commission [IRMC] document titled E-mail Notification Policy (revision #4, effective March 5, 2002)

NC Department of Cultural Resources Office of Archives and History Division of Historical Resources Archives and Records Section document: Email as a Public Record in North Carolina; Guidelines for its Retention and Disposition
6.11 POLICY ON COMPUTER SOFTWARE USE

The purpose of this policy is to prevent copyright infringement and to protect the integrity of the college’s computer environment. James Sprunt Community College intends to comply with all computer software copyrights and to adhere to the terms of software licenses that the college acquires.

POLICY

Therefore, it is the policy of James Sprunt Community College that no person shall use or cause to be used on the college’s computer devices or systems any software that is not licensed to James Sprunt Community College or does not fall into one of the following categories:

1. It is in the public domain and does not have restrictions that would prevent its use at James Sprunt Community College.
2. It is covered by a licensing agreement with the software author, authors, vendor or developer, whichever is applicable.
3. It has been donated to the college and a written record of the contribution exists along with a license for its use.
4. It has been purchased by the college and a record of the purchase exists.
5. It is being reviewed or demonstrated by the user in order to reach a decision about possible future licensing.
6. It has been written or developed by a college employee for the specific purpose of being used at the college.

In all of the preceding categories, copies of the authorization, agreement, license, or original media will be maintained by the Department of Information Technology.

It is also the policy of James Sprunt Community College that there will be no copying of copyrighted or proprietary programs on computers belonging to James Sprunt Community College. The software developer copyrights most software and, unless expressly authorized to do so, James Sprunt Community College has no right to make copies of the software except for backup or archival purposes. College personnel may not duplicate any licensed software or related documentation for use either on college equipment or elsewhere unless expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject employees and/or the college to both civil and criminal penalties under the United States Copyright Act.

According to U.S. copyright law, any person who makes an unauthorized copy is liable to the copyright owner for actual damages and profits or statutory damages of up to $200,000, plus court costs and attorney fees. In addition, in certain cases the infringer may be criminally prosecuted and subject to a fine of up to $500,000 and imprisonment of up to five years for first offenses.

All software will be installed by the Department of Information Technology. Users are required to inform the Department of Information Technology in advance of any software needing installation.
The Department of Information Technology will conduct random audits of all college computers to ensure that the college is in compliance with software licenses.

Reference: United States Code: Title 17 - Copyrights
6.12 POLICIES ON COMPUTER ADMINISTRATION AND USE

POLICY

James Sprunt Community College provides computing, networking, and information resources for students, faculty and staff. This policy and associated procedure applies to all users of technological resources provided by James Sprunt Community College and ensures the appropriate use of desktop computers, portable computers, network resources and peripherals at the college.

All consumers of technological resources are obligated to use such resources in an appropriate, considerate, efficient, ethical and lawful manner consistent with the rules and guidelines set forth in the associated procedure.

Users shall have no expectation of privacy and should be aware that data created with software licensed to James Sprunt Community College and stored on hardware owned by James Sprunt Community College is the property of the college.

References:

United States Code of Federal Regulations Title 18 Part I Chapter 47 Section 1030
NC General Statute (Article 60) 14-453
6.13 POLICY ON PORTABLE COMPUTER RESPONSIBILITIES AND USE

POLICY

James Sprunt Community College provides employees with computing devices that are to be used in the best interest of the college.

When a faculty or staff member is assigned a computing device, he/she takes responsibility to protect the device, any accessories provided, and the installed software on and off campus. In the event that the device is damaged or stolen, the user can be held financially liable for the loss.

Faculty and staff members are not allowed to add, modify, replace, or remove any component or software of the computing device without prior approval from the administrative head of Department of Information Technology. Repairs or changes to the device can only be performed by a college employee with the Department of Information Technology or by a contracted maintenance company under the direction of a college employee with the Department of Information Technology.

Computing devices are James Sprunt Community College property, and faculty and staff members should not use the assigned device for purposes other than those related to their James Sprunt Community College position and duties. In addition, faculty and staff members are expected to respond to the Department of Information Technology request relating to the device in a timely manner. This includes making the device and accessories available when requested.

References:

NC General Statutes:

14-454
14-455
114-15

PROCEDURE

Portable computers are to be used in the best interest of James Sprunt Community College.

Portable computers are intended to be used when faculty or staff require the ability to travel and use electronic files outside of his/her office at James Sprunt Community College. The flexibility of portable computers is recognized as a means of enhancing an employee’s work in the area of instruction. This will allow faculty the flexibility to prepare for course instruction and deliver the material with the fewest obstacles and distractions.

When a faculty or staff member is assigned a portable computer, he/she is taking responsibility to protect the portable computer hardware components and the installed software on and off campus. In the event that the portable computer is damaged or stolen, the user can be held financially liable for the portable computer loss. The value of the loss will be deemed at the time of loss by a calculation to be determined by James Sprunt Community College President’s
Council. Therefore, it is in the best interest of computer users to ensure that their homeowners/renters insurance and automobile insurance can cover the loss of a portable computer and that the user is able to fund the deductible as indicated in his/her insurance policy. If a user does not agree or is unable to provide financial insurance for the portable computer, the portable must remain on campus.

If the portable computer is stolen, the faculty or staff member is required to immediately notify the appropriate police department or security office and the James Sprunt Community College Department of Information Technology as soon as possible. If the portable computer is stolen off campus, the local police department should be notified where the portable computer was stolen and a police report should be completed. If the portable computer is stolen on campus, campus security should be contacted to complete an incident report. In both cases, a copy of the report must be provided to Department of Information Technology. Department of Information Technology must also be notified if the portable computer is damaged.
6.14 POLICY ON COMPUTER ADMINISTRATIVE RIGHTS

INTRODUCTION AND POLICY STATEMENT

James Sprunt Community College provides desktops and laptops to faculty and staff to perform university related functions. This policy is intended to support the goal of insuring the highest level stability and usability of the James Sprunt Community College issued computers. This is based on the premise that computers are productivity tools where stability and usability are most important. In such environment limiting administrative privileges is an Information Technology best practice because change management is one of the foundations of providing stable computing environment.

Administrative rights are restricted by default on all desktops and laptops since they can have a profound impact on stability and usability. Due to the availability of trained and experienced support staff and the inherent dangers of inappropriate, uninformed, or unintentional use of logins with administrative rights, the College’s policy is to restrict the use of administrative rights.

Administrative rights are typically reserved for Department of Information Technology personnel who are responsible for providing administrative services such as system maintenance and user support. However, in unique instances, administrative rights may be issued to faculty and/or staff on either a temporary or ongoing basis to perform tasks within the scope of their employment. Users who have demonstrated the ability to configure and manage their workstations and who possess an understanding of the responsibility of maintaining appropriate security measures may be granted administrative rights on their computer. Users who have been granted administrative rights on their workstations are herein referred to as power users.

Power User Responsibilities

Power users are responsible for:

1. changing their AD password every 60 days;
2. maintaining the integrity of their workstation;
3. any accounts they create on their own computer;
4. maintaining software licensing information for any software personally installed on their workstation;
5. routinely checking for and eliminating spyware, or any similar data gathering and reporting software, from their workstations;
6. NOT sharing their username and password with others for access to the James Sprunt Community College network;
7. reporting any system failures and/or compromises in security measures to the Department of Information Technology Helpdesk;
8. adhering to all Department of Information Technology Policies

Power users must not install or use software that are considered insecure or that do not incorporate an encryption scheme or that are not legally licensed. These include but are not
limited to email applications, FTP clients, and Telnet applications that do not employ secure connections.

The Alternative to Power User Status

As an alternative to personally acquiring administrator rights on the workstation the Department of Information Technology division highly recommends contacting Department of Information Technology Helpdesk to schedule software installations.

Information Technology Services Terms of Support

The Department of Information Technology department will continue to provide Microsoft system patches, application software patches, antivirus updates, and application software updates through the North Carolina Community College System client management portal to all James Sprunt Community College workstations. This pretty much covers most of the needs for administrative rights. James Sprunt Community College computer users must not block or in any manner disable and/or revise any services on the workstation that may prevent these and other routine maintenance procedures.

Department of Information Technology will not be able to restore a configuration customized by the user. In the event of a computer failure, the Department of Information Technology Client Services group will restore the original base image on the computer.

The base image includes an operating system and any software maintained by the Department of Information Technology. All documents that are synchronized to the network server will be restored if possible. All James Sprunt Community College issued desktop machines must be administered in accordance with standard configurations, and all computers must:

1. be joined to the James Sprunt Community College Active Directory domain;
2. have remote management software installed to facilitate administration and upgrades;
3. have properly configured anti-virus software;
4. and have service packs or patches as deemed necessary by Department of Information Technology staff.

Note: Network monitoring and intrusion detection is performed as deemed necessary and appropriate by designated Department of Information Technology staff.

Loss or Denial of Power User Status

If a user abuses his/her administrative access, Department of Information Technology will revoke this access immediately and will restore the original base image on the computer. Abuse is defined as, but not limited to:

1. downloading software (intentionally or accidentally) that is malicious to the James Sprunt Community College network;
2. downloading unlicensed/illegal software;
3. downloading copyrighted material without permission;
4. public exposure of sensitive data
5. not adhering to Department of Information Technology policies and procedures.
Violation of this policy or repeated support problems will result in revocation of the authorized user status and/or other sanctions.

**Applying for Authorized User Status**

For audit purposes, James Sprunt Community College must have on file documentation showing that Administrative Rights have been formally requested and approved. If a James Sprunt Community College employee, would like to be granted the power user status, they must follow these steps:

1. Submit a formal request via e-mail articulating the need for such status
2. Receive approval from the Chief Information Officer
3. Department of Information Technology staff member will configure the desktop and the user to have Power User status.
6.15 POLICY ON PERSONAL USE OF FAX MACHINES

POLICY

It shall be the policy of James Sprunt Community college to charge employees, students, and the general public an amount sufficient to recoup the cost to the College for personal out-going and in-coming facsimile (fax) copies and other copies when such copies are not made on coin-operated machines provided for that purpose. It shall be the responsibility of the VP of Administrative and Fiscal Services to administer this policy.

JSCC Board of Trustees

Approved: 10/26/95
6.16 POLICIES AND PROCEDURES FOR MARQUEE USE

POLICY

The marquee is the principal sign at the college entrance announcing events or activities sponsored by the college or that utilize college facilities. External groups may only display messages for events and activities that utilize college facilities and are open to the general public.

External User Policies:

• The college reserves the right to refuse any requested posting that it deems inappropriate.
• External users are charged for the use of the marquee.
• Fees are included in the cost of using facilities and are invoiced and collected according to the Facilities Use Policy.
• Charges may be waived for public agencies.

PROCEDURES

Requests for postings should be submitted to the VP of College Advancement in clear written form. Event or announcement information should contain the beginning and ending dates and times of the even and clear wording of the information to be posted.

Acceptance, final wording and design of the posting will be determined by the VP of College Advancement.

Postings will be done by the VP of College Advancement or his designee. Sufficient time, usually two weeks, should be provided for the posting to be made.

Multiple requests for use of the marquee during the same time period will be accommodated by alternating displays. The number and scheduling of alternating displays will be discretion of the VP of College Advancement.

JSCC Board of Trustees

Approved: 1/16/01
6.17 POLICY ON COPYRIGHTS: CLASSROOM GUIDELINES

I. INTRODUCTION

a) The following guidelines were adopted by the Ad Hoc Committee on Copyright Law Revision, Authors League of America, and the Association of American Publishers, Inc. as a reference for classroom use of copyrighted material. The guidelines appeared in a congressional report that was part of the passage of the 1976 Copyright Act.

II. AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS. WITH RESPECT TO BOOKS AND PERIODICALS

a) The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may be permissible under revised guidelines.

b) Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

III. GUIDELINES

a. Single Copying for Teachers

i. A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay or short poem, whether or not from collective work;
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

b. Multiple Copies for Classroom Use

i. Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

1. The copying meets the tests of brevity and spontaneity as defined below and;
2. Meets the cumulative effect test as defined below; and,
3. Each copy includes a notice of copyright.
IV. DEFINITIONS

a. Brevity

b. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

c. Prose: a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.

i. [Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

d. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

e. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

V. SPONTANEITY

a. The copying is at the instance and inspiration of the individual teacher, and

b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

VI. CUMULATIVE EFFECT

a. The copying of the material is for only one course in the school in which the copies are made.

b. Not more than one short poem, article, story essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

c. There shall not be more than nine instances of such multiple copying for one course during one class term.

d. The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

VII. PROHIBITIONS AS TO I AND II ABOVE

a. Notwithstanding any of the above, the following shall be prohibited:
b. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

c. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

d. Copying shall not:
   i. substitute for the purchase of books, publishers' reprints or periodicals;
   ii. be directed by higher authority;
   iii. be repeated with respect to the same item by the same teacher from term to term.

e. No charge shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1976.

Ad Hoc Committee on Copyright Law Revision:
By Sheldon Elliott Steinbach.

Author-Publisher Group:

Authors League of America:
By Irwin Karp, Counsel.

Association of American Publishers, Inc.:
By Alexander C. Hoffman,
Chairman, Copyright Committee.
6.18 POLICY ON INTELLECTUAL PROPERTIES

The College has always operated under the belief that it owns any materials and intellectual property that is made, discovered or created by an employee within the scope of his or her employment by the College.

POLICY

The College has adopted the following policy concerning intellectual property rights:

I. Faculty and staff create materials, utilizing college time and property and/or materials, which are the subject of intellectual property protection and which they make available for use to the College without the expectation of further compensation.

II. The College, at its sole discretion, may release its rights of ownership in Intellectual Property. However, the College shall retain a royalty-free license to use said Intellectual Property for research and education.

III. The individual creator may still market and sell the materials, with the College’s release.

IV. Developers of materials must comply with the Copyright Laws under Title XVII of the US Code.

JSCC Board of Trustees

Approved 5/15/01
6.19 POLICY ON SOCIAL MEDIA

POLICY

James Sprunt Community College (the “College”) may establish official College social media networking sites to facilitate information sharing and collaboration. Social media communications tools may be used for official College business such as marketing to potential students; communicating with prospective and current students, alumni, and employees; educating the public about the College and its mission, programs and events; and for emergency communications. The Director of Marketing and Public Information shall coordinate with the Chief Information Officer to establish and maintain appropriate College procedures governing use of social media by College employees, independent contractors, and students (collectively, “College Community Members”) and shall ensure that these procedures are readily accessible by such College Community Members.

PROCEDURE

These procedures apply to all use of social media by College Community Members, including officially-recognized JSCC social networking sites as well as personal sites reflecting College Community Members’ opinions and viewpoints. Examples of social networking sites and services, used both professionally and personally, include but are not limited to blogs, forums, Facebook, Twitter, LinkedIn, Instagram, Flickr and YouTube.

1. Establishment of Social Media Accounts on Behalf of the College

The Marketing Department will establish and maintain the College’s official social media sites. Any College Community Member who wishes to create a social media account on behalf of the College or use any established JSCC-owned social media account, must be approved and trained. To obtain approval and training, contact the Director of Marketing or the Public Information Officer. Establishment of social media sites must follow these steps:

   a. College employees may request a social media account by filling out the Social Media Application and Social Media Checklist documents. Submit all paperwork to the Director of Marketing and the Public Information Officer for review.

   b. College Community Members who are approved to use a College social media account will be required to successfully complete Social Media Training through the Office of Marketing and Public Information before full authorization is granted.

   c. All new registered accounts will undergo a 60-day trial period in which the Office of Marketing and Public Information will monitor the account to ensure that the account is active, content is current and posted regularly and adheres to the College’s Social Media Best Practices (located on the College’s Marketing and Public Information web page), as well as the Social Media Policy and Procedures.

   d. The Office of Marketing and Public Information reserves the right to delete or unpublish/deactivate an officially-recognized JSCC social networking site if: the site has been inactive for more than 180 days (including the 60-day trial period); posts inaccuracies; or if the account’s administrator does not adhere to the social media guidelines, policies and procedures.
e. Any employee who creates a social media account on behalf of the College without prior approval from the Office of Marketing and Public Information will be required to terminate the account immediately. Failure to do so will result in disciplinary action.

f. If an administrator of a college social media account ceases employment with the College, it is that employee’s responsibility to notify the Director of Marketing or Public Information Officer of this change so he/she can be removed from the account. In the event that an administrator has been terminated from their position, it is the responsibility of the Director of Human Resources to notify the Director of Marketing, Public Information Officer and Webmaster.

g. When student organizations use college-sponsored social media for communication, the employee administrator of said account will be responsible for monitoring the account on a daily basis to ensure that all forms of communication are appropriate and do not portray the College in a negative or false way.

h. College Community Members are personally and solely responsible for any legal liability arising from or relating to their use of social networking services and sites in violation of this Policy. Each College Community Member agrees to indemnify the College for any and all claims brought against the College arising from or related to such College Community Member’s violation of this policy.

i. Any officially-recognized JSCC social media account is subject to collection and preservation policies of the state.

j. Any offers or contests conducted through social media must be preapproved by the Director of Marketing and the appropriate vice president.

2. Personal Social Media Sites

a. Information publically published on social networking sites by College Community Members shall comply with all existing college policies (insert reference to management manual/student code of conduct). Any discussion of confidential college issues is prohibited.

b. Social media activities shall not interfere with a College Community Member’s work commitments. Community College Members who access social networking sites and services on non-working time with their own personal computing equipment should do so in a responsible and professional manner.

c. College Community Members are not permitted to use the College’s official logos or graphics without the prior written consent of the Director of Marketing and Public Information.

d. College Community Members should not claim or imply that they are speaking on behalf of the College unless they’ve been deemed a spokesperson by senior administration.

e. Information posted on personal social media sites that identifies an affiliation with the College should include a disclaimer like “the views expressed are mine alone and do not necessarily reflect the views of JSCC.”

3. Social Media in the Classroom

a. If using social media as an educational tool in the classroom, faculty must clearly identify how the medium will be used and what will be required.
b. Student and/or parents must have the option to opt out and an alternative must be provided for students who may not be comfortable creating a social media account. It is the responsibility of the faculty to provide a consent form that includes an opt-out option for students.

c. If a student is under 18, parental consent will need to be obtained for a student to create a social media account.

d. Social media accounts used as an educational tool must be authorized in advance by a department chair and/or division chair prior to applying for an officially-recognized JSCC social media account through the Office of Marketing and Public Information.

Approved:
6.20 POLICY ON DIGITAL SIGNAGE

James Sprunt Community College supports and encourages freedom of expression and an open environment for the pursuit of knowledge. One avenue for such expression and communication is digital signage. The JSCC Digital Signage presence promotes College activities, events and educational opportunities by providing well-produced, eye-catching advertisements to a large internal audience and visitors with the goals of improving communication across campus, increasing attendance at events, informing the campus community of College news, all while assisting and building broad based support for the College's mission of teaching, research, and service.

Each advertisement has a short time frame to tell a story, due to the rotating nature of digital signage, so well-designed concise messages are critical. The decentralized nature of the Digital Signage and the diverse purposes and constituencies it serves require that as much freedom as possible be granted to those creating and maintaining the sites. However, contents of all Digital Signage under College jurisdiction (i.e., housed on College servers or on other servers funded by College budgets) must comply with local, state and federal laws and with JSCC policies, rules, and regulations.

Further, the reputation and image of James Sprunt is determined, in part, by the quality of information published electronically by its students, faculty, staff, and affiliations. Therefore, the purpose of JSCC Digital Signage Policy is to ensure accuracy, consistency, integrity, and protection of the identity and image of the College by providing a set of minimum standards and guidelines for Digital Signage content for JSCC departments, schools, facilities, organizations, and affiliates.

General oversight of the College's Digital Signage and policies governing the use of these resources is the Office of Marketing and Public Information and the Department of Information Technology. The Office of Marketing and Public Information offers a mandatory training session for departments that wish to have decentralized access to its designated area digital signage. Each department must have a user attend the mandatory training session before being granted decentralized access.

JSCC’s Digital Signage offers two options for posting content.

1. College-Wide Content
   a. Delivers messages to every digital sign across campus.

2. Site-Specific Content
   a. Delivers messages to the sign in the department/user’s designated area(s). These two options enable users to customize content for their designated area(s) while allowing other campus monitors to carry to do the same and/or carry College-Wide Content.

No matter what option is selected, content should promote College activities, events and educational opportunities in a time sensitive manner. Material should be informative and of interest to students, faculty, and staff.

Approved:
CHAPTER 7: APPENDICES

JSCC Organizational Charts 220-
President’s Office
Revised: August 23, 2018

Board of Trustees

President

Executive Administrative Assistant

Executive Vice President

Vice President of Administrative and Fiscal Services

Vice President of College Advancement

Associate Vice President of Department of Information Technology

Associate Vice President of Continuing Education

Associate Vice President of Student Services
Administrative and Fiscal Services
Revised: August 23, 2018
Curriculum Services
Revised: August 23, 2018
Curriculum Services – General Education Faculty
Revised: August 23, 2018

Executive Vice President
June Davis

Department Head
Andy Cavenaugh

Instructor - Biology
Instr/Coordinator - Developmental Education
Instructor-School Age Education
Instructor-Early Childhood Education

Instructor-Developmental Studies - English
Instructor-Basic General Ed
Instructor-Psychology
Instructor-Foreign Language/ Other Academic Discipline

Instructor-Math, Jia Feng
Instructor-History
Instructor-Physical Education
Instructor-Biology

Instructor -Developmental Math
Instructor-English
Curriculum Services – Vocational & Technical Faculty
Revised: August 23, 2018

Executive Vice President
June Davis

Department Head
Teresa Meza
(Interim)

Instructor-Welding Technology
Instructor-Office System Technology/Office Administration
Instructor-Accounting
Instructor-Office Administration

Instructor-Computer Info Tech
Instructor-Livestock & Poultry Tech/Animal Science
Instructor-Welding Technology
Instructor-Diesel & Heavy Equip Technology

Instructor-Computer Info Tech
Instructor-Criminal Justice Tech
Instructor-Electrical/Electronics

Instructor-Advertising & Graphic Design
Instructor-Cosmetology
Instructor-Computer Info Technology
Curriculum Services – Vocational & Technical Faculty
Revised: August 23, 2018
Vice President of College Advancement

Senior Administrative Assistant - VP of CA

Director of Human Resources

Associate Director of Human Resources

Director of Marketing & Public Information

Director of Public Safety

Coordinator - Foundation Svcs

Grants Manager

Dir of Research, Planning & Institutional Effectiveness

CRO's PT-Temp

Human Resources Generalist

Human Resources Assistant

Receptionist/SB

College Advancement & Human Resources
Revised: August 23, 2018
Department of Information Technology
Revised: August 23, 2018
Student Services
Revised: August 23, 2018
Student Services
Revised: August 23, 2018
Continuing Education
Revised: August 23, 2018
Continuing Education
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