



*Part-Time  
Faculty & Staff Handbook*

## FOREWORD

*The Part-time Faculty and Staff Handbook* of Coastal Carolina Community College contains an overview of the mission and governance of the College, the official policies adopted by the Board of Trustees, and procedures and guidelines pertaining to academic affairs and administrative processes. It applies to all temporary employees of the College.

*The Part-time Faculty and Staff Handbook* does not constitute a contract between the College and its employees, but the faculty and staff are expected to become familiar with the contents of *The Part-time Faculty and Staff Handbook* and to comply with the policies and procedures contained therein. As required, revisions of the policies and/or procedures will be made for the effective operation of the College.

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## **SECTION I: INSTITUTIONAL MISSION, GOVERNANCE, AND EFFECTIVENESS**



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## MISSION

As a member of the North Carolina Community College System, Coastal Carolina Community College provides access and opportunities for quality post-secondary education, college transfer, workforce training, and lifelong learning for the civilian and military population of Onslow County. Coastal values academic excellence, learning outcomes, and student success; provides leadership for community cooperation; and actively contributes to the economic development of Onslow County.

### **Coastal Carolina Community College provides:**

- Associate Degrees, Diplomas, and Certificates
- Workforce Development
- Customized Training
- Developmental Education and Basic Skills
- Lifelong Learning
- Personal and Cultural Enrichment
- Student Support Services
- Economic Development

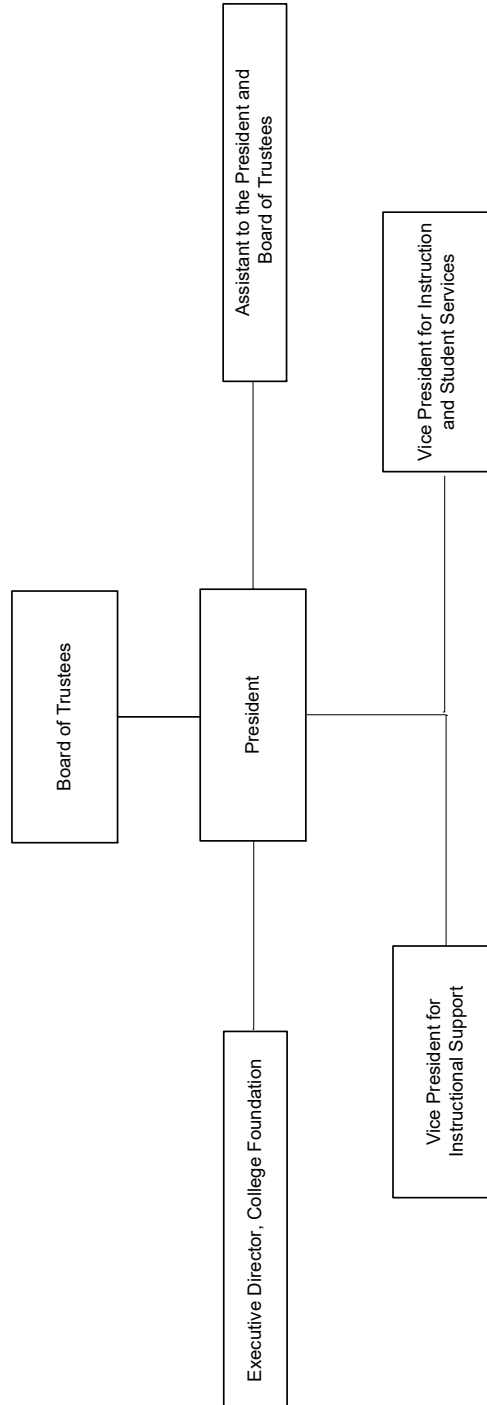
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# Administration

## ORGANIZATIONAL STRUCTURE

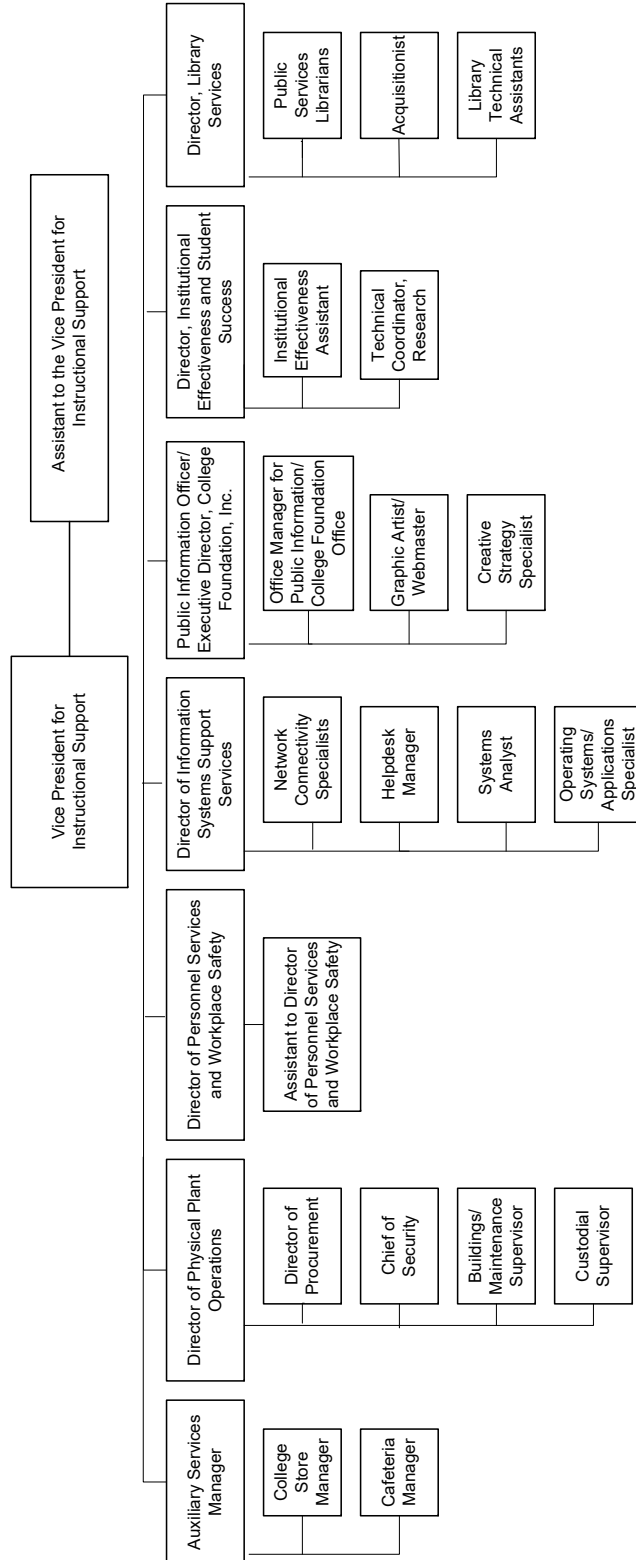






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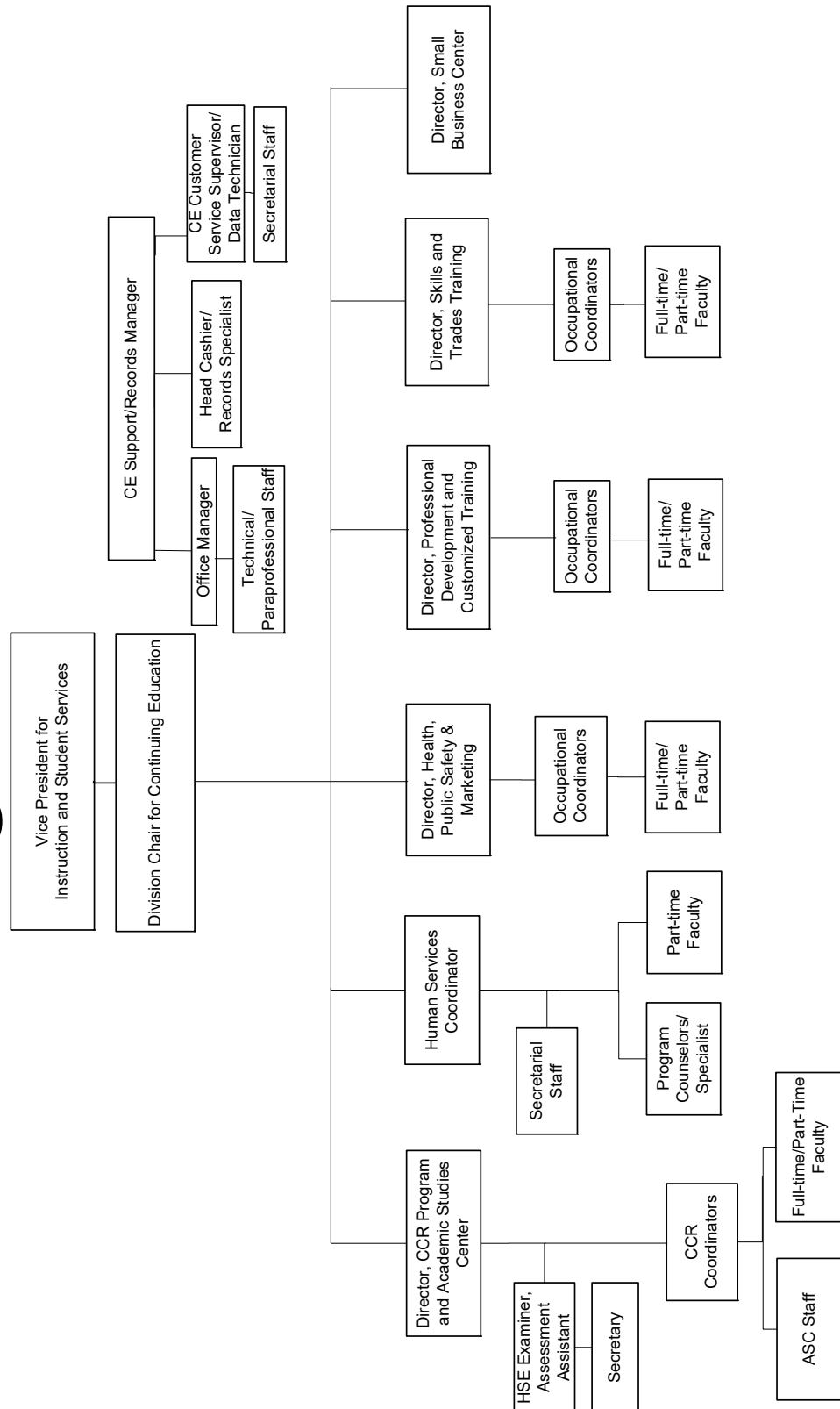
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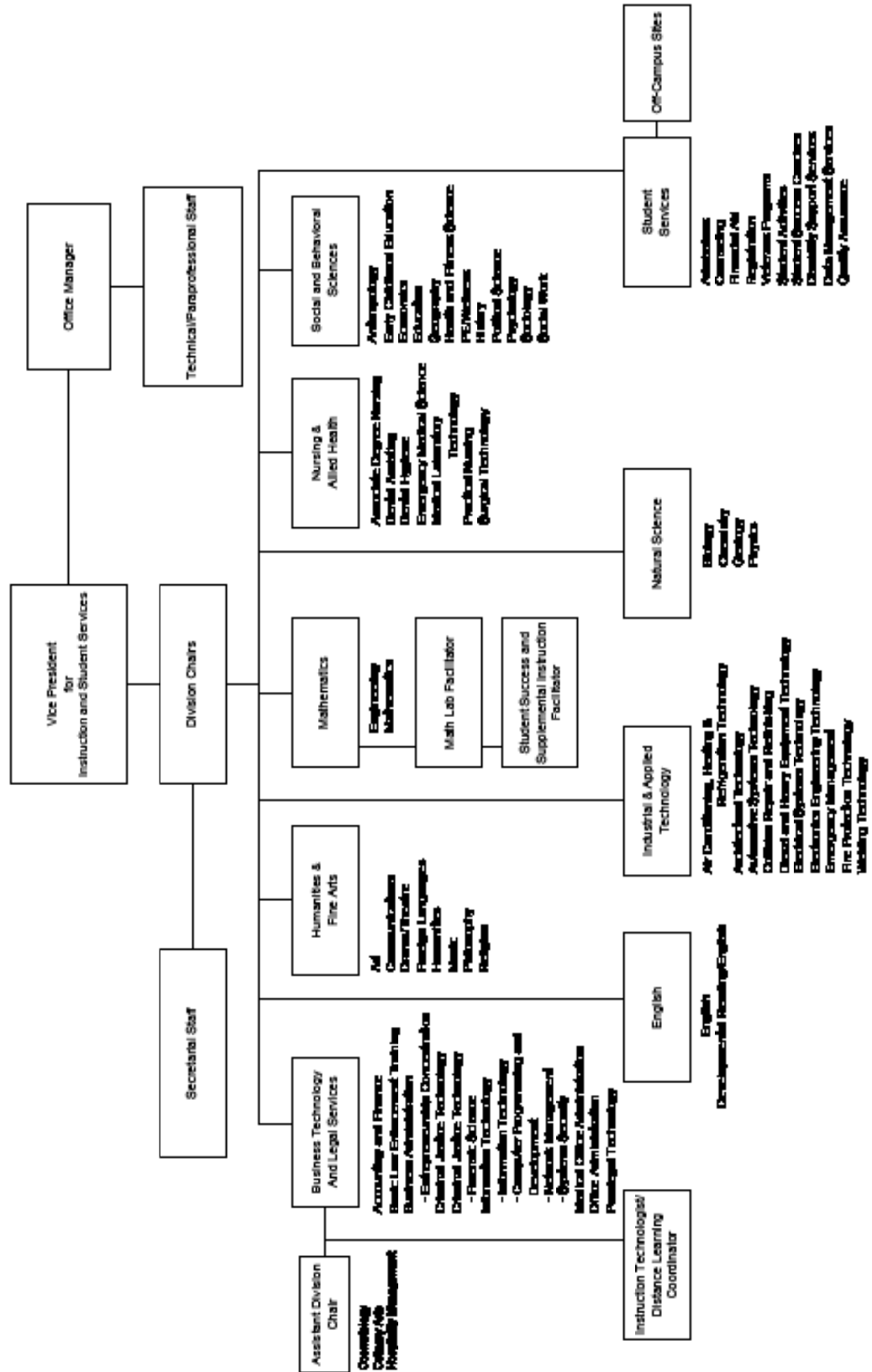
# Continuing Education





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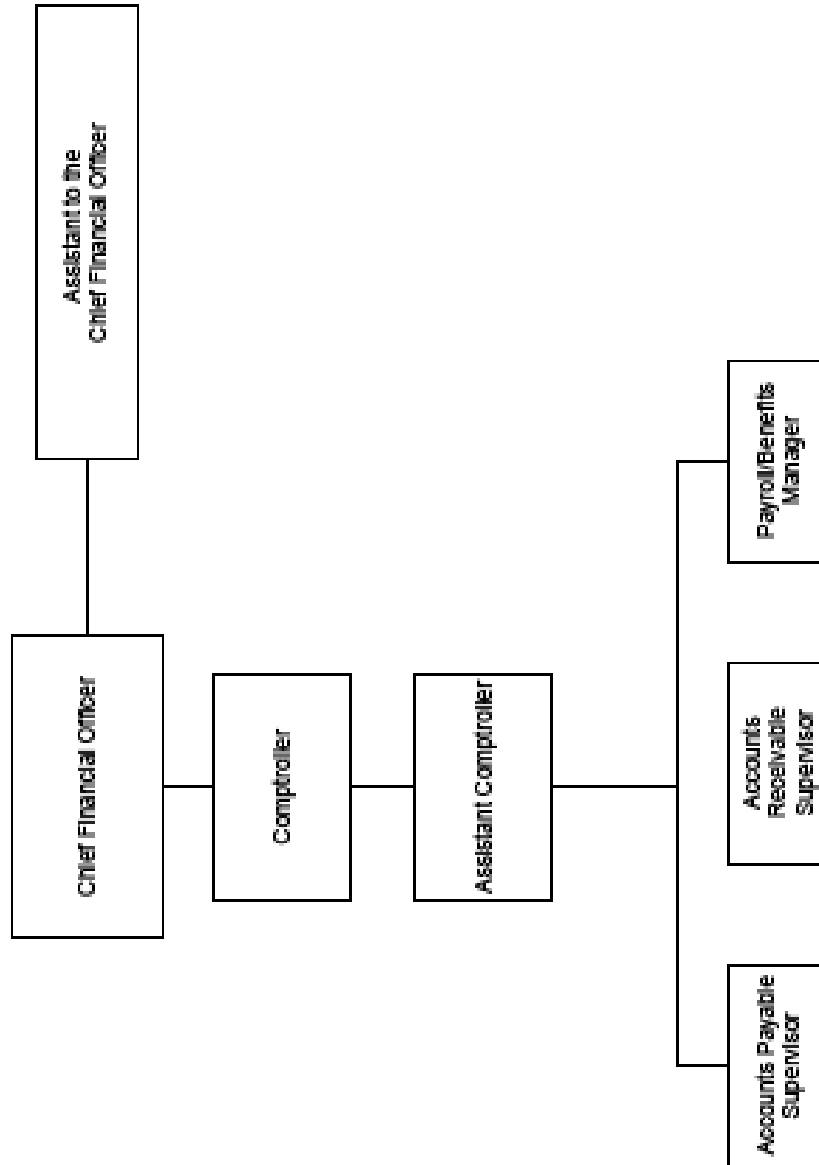
# Curriculum Education





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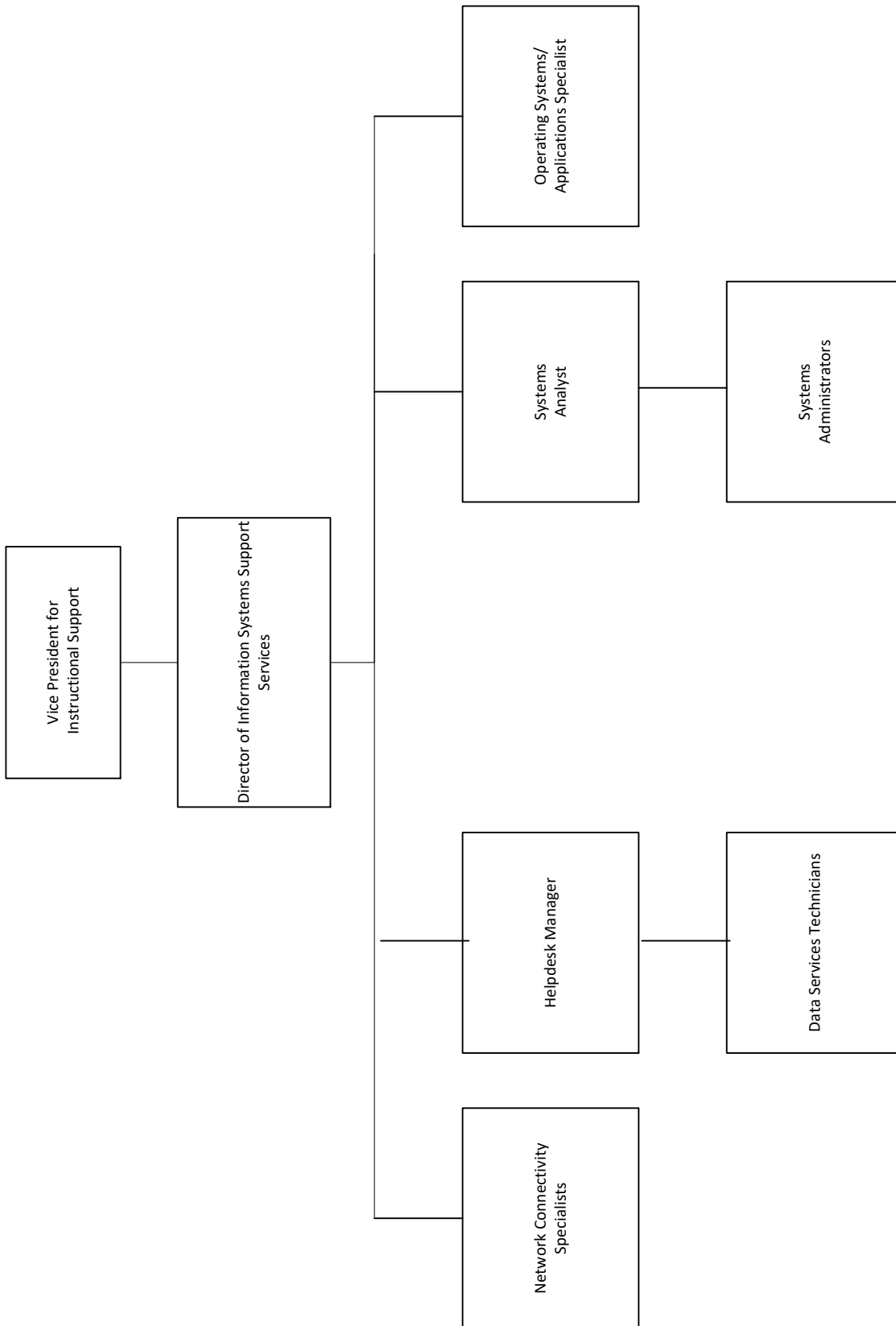
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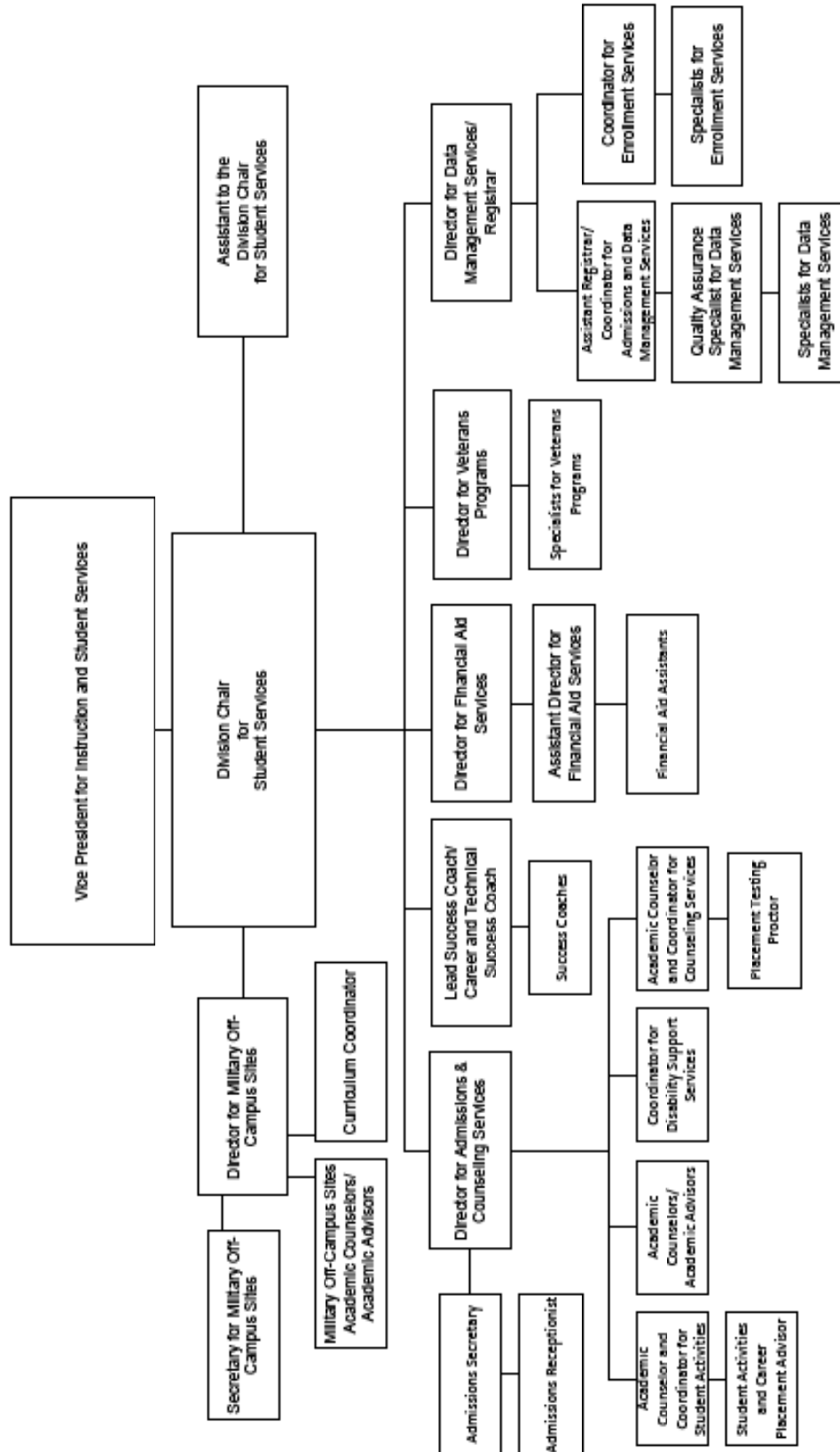
## Information Systems Support Services





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# Student Services





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## BYLAWS OF THE BOARD OF TRUSTEES

Each of the 58 colleges within the North Carolina Community College System shall operate under the direction of the Board of Trustees, a corporate body, which derives its authority from the laws and rules of the Community College State Board.

**A COPY OF THE BYLAWS OF THE BOARD OF TRUSTEES OF COASTAL CAROLINA  
COMMUNITY COLLEGE IS AVAILABLE IN THE OFFICE OF PERSONNEL SERVICES  
AND WORKPLACE SAFETY.**

Reviewed: 4/25/16



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## COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help ensure the purpose and objectives of the College, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basic costs of the College, but Foundation funds provide enhanced facilities, and educational and cultural opportunities. Because of limitations on normal sources, the College must look for private donor support.

### USES OF FUNDS

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for buildings, programs, and activities of the College which promote the objectives of the College.

While the current major objective of the College Foundation is to provide scholarships for Coastal's students, funds may be used for supplemental resources, including but not limited to:

- Capital Outlay
- Special Equipment
- Special Facilities
- The College library
- Professional development for staff and faculty; and
- Cultural opportunities.

### PROCEDURE FOR GIVING

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the College or its College Foundation are encouraged to contact the Executive Director of the College Foundation Office at (910) 938-6234.

Opportunities for large or small gifts to the College are almost unlimited and can be readily tailored to fit the situation or desires of the individual donor.

**A COPY OF THE CONSTITUTION AND BYLAWS OF COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC. IS AVAILABLE IN THE OFFICE OF PERSONNEL SERVICES AND WORKPLACE SAFETY.**

Reviewed: 4/8/24





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## INSTITUTIONAL EFFECTIVENESS

### Institutional Effectiveness

Coastal Carolina Community College's institutional effectiveness process is an ongoing, college-wide process of planning and outcomes assessment for the purpose of documenting that the College is achieving its mission and goals.

Institutional effectiveness essentially involves four major questions. The first question focuses on the College's mission: "What is our purpose?" The second is stated in the President's Vision: "What do we want to become?" The four themes of the College's Strategic Plan provide the answer to the third question: "How will we get there?" The fourth question, is a result of assessment as documented in the Desktop Audit; "How well is Coastal doing its job in order to fulfill its mission?"

Institutional effectiveness involves a minimum of four steps:

1. Establishing a clearly defined mission or purpose;
2. Formulating educational goals consistent with the mission and strategic plan;
3. Developing and implementing procedures to evaluate the extent to which goals have been achieved;
4. Using the results of evaluations to improve programs and services.

As guided by SACSCOC, the institutional planning and effectiveness process is linked to decision-making at all levels and provides for budgetary decisions and resource allocation.

### WHY IS INSTITUTIONAL EFFECTIVENESS IMPORTANT?

Over the past decade, colleges have come under increasing scrutiny by legislative bodies, accrediting agencies, and the public in general. All of these groups are demanding more accountability on the part of individual colleges.

The Southern Association of Colleges and Schools (SACSCOC) has played a critical role in adopting requirements for all institutions that it accredits to engage in systematic inclusive planning. Institutional planning is a Core Requirement as stated in Section 7 of the *Principles of Accreditation: Foundations for Quality Enhancement* as stated below:

The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. (Institutional Planning) [CR] December 2017)



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## INSTITUTIONAL EFFECTIVENESS (CONTINUED)

Institutional Effectiveness is a primary consideration at colleges throughout the southern states. The concept of accountability and performance-based funding for colleges is gaining momentum and has been implemented to varying degrees in a number of states. The North Carolina Community College System made a step in this direction with the implementation of the Performance Measures and Standards.

While meeting the requirements of external bodies underscores the importance of institutional effectiveness, the internal applications are even more important. Institutional effectiveness provides a mechanism whereby the College can assess and improve its programs and administrative and educational support services. This enables the College to better serve and meet the needs of its students and other stakeholders. Simply stated, institutional effectiveness ensures the academic quality and accountability of the institution.

Coastal Carolina Community College has implemented a comprehensive institutional effectiveness assessment model. The Desktop Audit is the major component of Coastal's institutional effectiveness model. The model is comprised of a number of components and assesses the effectiveness of all aspects of College programs and services, including curriculum and continuing education instruction and administrative and educational support services.

### WHO IS RESPONSIBLE FOR INSTITUTIONAL EFFECTIVENESS?

Without question, institutional effectiveness is the responsibility of all faculty and staff of the College. At Coastal Carolina Community College, the Institutional Effectiveness, Research, and Innovation Office coordinates the planning, goal setting, and assessment activities of the College. Planning, budgeting, assessment, and continuous improvement activities occur within the various planning units of the institution, and the results are captured and summarized in the annual Desktop Audit program and services review sessions.

Program review has been an integral component of the institutional effort at North Carolina community colleges since the late 1980s. In addition to its obvious appeal as a tool for internal assessment efforts, program review was also viewed as a key instrument for meeting the requirements of program accrediting bodies, SACSCOC, and the System Office.

In 1993, the North Carolina General Assembly adopted provisions (S.L. 1993-321, Sections 109 and 119) which necessitated significant changes in the program review process. The State Board charged the Program Review and Accountability Task Force with devising a new review process and to set standards programs must meet. The changes recommended by the task force were adopted by the State Board in September 1993. This new process was highly prescribed and became known as the Annual Program Review. It was based upon Coastal Carolina Community College's Desktop Audit.



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## INSTITUTIONAL EFFECTIVENESS (CONTINUED)

State Board of Community College policy, 1B SBCCC 400.3 addresses Program Review as follows:

### 1B SBCCC 400.3 Program Review

Colleges shall monitor the quality and viability of all of its programs and services. Colleges shall review each curriculum program, each program area within Continuing Education, and their Basic Skills programs at least every four years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

At Coastal, the annual program review, the Desktop Audit, remains a significant tool in evaluating student learning outcomes and in documenting institutional effectiveness. The Desktop Audit is the centerpiece of institutional effectiveness which reviews curriculum and continuing education instructional programs and administrative and educational support services annually.

Revised: 11/16/20



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## **SECTION II: BOARD APPROVED PERSONNEL POLICIES**



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## ADVERSE WEATHER POLICY

Should it become necessary to close the College because of adverse weather (storms, ice, snow, etc.) the President of the College or his representative will make an appropriate announcement through local media, the College website, and various electronic resources. The College is committed to delivery of instructional services for which the students have paid tuition. Therefore, in the event class time is missed due to adverse weather, the College will make every effort to deliver course content.

If the college opens late, campus activities will resume at the designated time. Students and employees should report to the location where they would normally be at that specific time, even if their class or lab has an earlier starting time. Instructional time missed will be made up.

A variety of mechanisms may be employed to make up course content. These include, but are not limited to, adding additional minutes to remaining class sessions, assigning out-of-class or online coursework, assigning class projects, as well as holding classes during scheduled breaks, and/or extending the semester through Catalog-published weather days.

NOTE: When the College is closed, certain personnel may be expected to report to work prior to the re-opening. Those personnel will be informed in advance by the appropriate supervisor.

Revised: 11/16/20



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## COMMUNICABLE DISEASE POLICY GENERAL GUIDELINES

In keeping with the College's mission and policy, Coastal Carolina Community College is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. The College recognizes the serious implications that the spread of communicable disease, as defined by the Centers for Disease Control and Prevention (CDC), has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment. This communicable disease policy is based on scientific, medical, and legal information currently available. It is also consistent with guidelines issued by the CDC, OSHA standards, other national/state health-related organizations' recommendations, and is compatible with the policies of all clinical affiliates. Since scientific information is prone to frequent change, the College will review this policy annually, or as necessary, as new information on infectious diseases becomes available.

Any student who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to Student Services. Any employee who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to the Office of Personnel Services and Workplace Safety. A serious public health threat is one that has been declared by the State Public Health Director or the Governor.

In the event of a reported occurrence of a communicable disease on campus, the College will seek guidance and direction from the appropriate public health authorities.

### ADMISSION AND EMPLOYMENT

Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from admission or employment, or restricted in their access to the institution's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution, patients, or its affiliates (patient care community).

### REPORTING INFECTIOUS STATUS/STATE LAW

Any student or employee who knows, or has reasonable basis for believing that he or she is infected with HIV/HBV/HCV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of patient care procedures which may be exposure prone, has an obligation to share that information.

North Carolina State law requires any health care providers whose work requires them to perform or assist in surgery, dental procedures, or vaginal deliveries and who know themselves to be infected with HIV/HBV to report themselves (confidentially) to the State Health Director. On the state level, an investigation will be made to assess the operative and infection-control techniques and clinical condition of the infected health care worker. When there may be a significant risk for transmission to patients, an expert panel will be convened to make recommendations to the State Health Director,



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## COMMUNICABLE DISEASE POLICY (CONTINUED)

who will determine whether restrictions in the health care worker's practice are needed to prevent transmission to patients and whether notification of any previous patients is warranted. The health care worker's practice and clinical condition will be periodically reviewed to determine whether re-evaluation is needed. The College requires employees/students to abide by this law to protect the health and welfare of employees, students, and patients from the spread of disease, and to respond appropriately to the individual's health and employment/educational needs.

Definition of Exposure Prone Procedures: Characteristics of exposure prone procedures may include, but are not limited to, digital palpation of a needle tip in a body cavity or simultaneous presence of the employee's/student's fingers and a needle or other sharp instrument or object (such as a catheter) in a poorly visualized or highly confined anatomical site. Performance of exposure-prone procedures may present a recognized risk of percutaneous injury to the employee/student, and if such an injury occurs, the employee's/student's blood is likely to contact the patient's body cavity, subcutaneous tissues, and/or mucous membranes. Characterization of particular exposure-prone procedures are identified on a case-by-case basis.

### HEALTH RECORDS FOR STUDENTS AND EMPLOYEES

Current student records are retained by department heads or their designee. After graduation, records are sent to Student Services and retained for five years. Continuing education student health records will be maintained in the Continuing Education Office. All employee health records are to be maintained as noted in the College's Infectious Disease Control Program. Records will be maintained in a secure and confidential manner.

### STANDARD PRECAUTIONS

All faculty, employees, and students in health-related fields are required to adhere to standard precautions consistent with Centers for Disease Control and Prevention Universal Guidelines.

1. Good personal hygiene must be followed at all times with special emphasis on good hand washing technique.
2. Appropriate personal protective equipment (PPE) must be worn for any direct contact with patients and/or with any body fluids.
3. All current OSHA guidelines for disinfection and sterilization of devices used in invasive procedures must be followed.
4. Laboratory, clinical, and affiliating agencies' policies regarding the practice of Standard Precautions in the delivery of care to all patients (regardless of infectious status) must be followed.
5. Laboratories and clinical affiliates will provide necessary personal protective equipment needed to protect faculty and students from direct exposure to potentially infectious materials during patient care.
6. Those with exudative lesions or weeping dermatitis must refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive procedures until the condition is resolved. (Release from a physician will be necessary before resuming direct patient care duties.)



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## COMMUNICABLE DISEASE POLICY (CONTINUED)

7. If a student, employee, or patient is accidentally exposed to an infectious agent, such as, but not limited to, blood or body fluids, the person will immediately report the incident to the appropriate supervisor as designated in the College Infectious Disease Control Program, Clinic Manual of the program in which the student is currently enrolled, or the guidelines of the affiliated agency where the incident occurred. In addition, the incident must be reported to Campus Security Services. Employees and students are ethically obligated to undergo testing for the pathogen when a patient has been accidentally exposed to their blood or body fluids. An Exposure Incident Authorization for Testing will be completed and filed for all accidental exposures.
8. All patients seeking treatment at Coastal Carolina Community College in an on-campus lab must sign a consent form stating that if a student or employee is exposed to the patient's blood, that the patient agrees to undergo blood testing for blood pathogens. This also applies to students enrolled in skills training involving invasive procedures.
9. Coastal Carolina Community College will provide required immunizations and testing for all employees who have risk of occupational exposure as well as post-exposure follow-up care. See the College Infectious Disease Control Program Manual in the Office of Personnel Services and Workplace Safety for further information.
10. Faculty members are required to stay informed about new developments in infectious diseases and their treatment and to incorporate the new information into the curricula.
11. All employees/students with occupational exposure risk will be provided with an initial training program on bloodborne pathogens and will be updated annually as outlined in the College Infectious Disease Control Program.

Revised 3/23/20





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## CONFLICT OF INTEREST

It is the policy of Coastal Carolina Community College that any College employee or official will discharge his/her duties in the best interest of the College and the public, and that he/she will avoid the following.

There are three main prohibitions in the statute:

1. No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in North Carolina General Statute 14-234, or as otherwise allowed by law.
2. A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.
3. No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

Revised 4/25/16



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## DRUG AND ALCOHOL POLICY

Coastal Carolina Community College is dedicated to the dissemination of knowledge and to the provision of quality educational opportunities by maintaining a teaching/learning environment which is conducive to that purpose. That environment is damaged by the use of alcohol and other drugs. Therefore, all members of the academic community – students, faculty members, administrators, and other employees – share the responsibility for protecting and maintaining that environment.

Accordingly, every faculty member, administrator, and any employee of Coastal Carolina Community College is responsible for being familiar with and complying with the terms of this policy, which has been adopted by the Board of Trustees of Coastal Carolina Community College. This policy is applicable to all other places and events controlled or sanctioned by the institution.

It is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use (including being under the influence) of an illegal drug or alcohol on the College's property or as a part of any of its activities is prohibited. Coastal Carolina Community College's policy and programs are intended to accomplish the following:

1. Prevent substance abuse through a strong educational effort;
2. Inform members of the academic community about counseling services and rehabilitation programs such as substance abuse counseling, treatment, or rehabilitation programs which are available to them;
3. Provide a description of applicable legal sanctions under local, state, or federal law;
4. Provide information concerning health risks associated with the use of illegal drugs and the abuse of alcohol.

## EDUCATION

Coastal Carolina Community College is committed to the education and development of students, faculty, and staff regarding alcohol and other drug use by establishing and maintaining a drug-free and alcohol-free awareness program.

The program will include information about the incompatibility of alcohol abuse and the use of illegal drugs with the goals of Coastal Carolina Community College, the health risks associated with illegal drug use, and the potential legal consequences of involvement with alcohol and other drugs.

## COUNSELING AND REHABILITATION SERVICES TO PREVENT SUBSTANCE ABUSE

Students, faculty, administrators, and staff may seek assistance with an alcohol-related or other drug-related problem through Coastal Carolina Community College. A listing of available services and referrals will be provided.



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## DRUG AND ALCOHOL POLICY (CONTINUED)

### ENFORCEMENT AND PENALTIES

Coastal Carolina Community College will take necessary action, including testing as appropriate, to comply with state and federal law and applicable campus policy in eliminating alcohol and other drugs from the College community. The penalties that may be imposed range from probation to immediate discharge from employment for faculty and staff. However, the following minimum penalties shall be imposed for the particular offenses described:

#### Alcohol and/or Intoxicants

1. Faculty and staff shall not knowingly possess, use, distribute, or be under the influence of any alcoholic beverage or intoxicant on the College campus or any off-campus instructional or administrative site.
2. For a first offense of knowingly possessing, use of, distributing, or being under the influence of any alcoholic beverage or intoxicant, the faculty member, administrator, or other employee will be escorted off the campus and must meet with his/her immediate supervisor for counseling prior to returning to the workplace.
3. For second or other subsequent offenses involving alcohol, progressively more severe penalties shall be imposed, including discharge of faculty members, administrators, or other employees.

#### Trafficking in Illegal Drugs

1. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, any controlled substance identified in Schedule I through Schedule VI, NC General Statutes 90-89 through 90-94 (including, but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone, marijuana, phenobarbital, codeine), any faculty member, administrator, or other employee shall be discharged.

#### Illegal Possession of Drugs

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, NC General Statutes 90-89 or Schedule II, NC General Statutes 90-90, the **minimum** penalty shall be suspension from employment for a period of at least one semester or its equivalent, or a **maximum** penalty which shall be discharge.



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## DRUG AND ALCOHOL POLICY (CONTINUED)

2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94, the **minimum** penalty shall be probation for a period to be determined on a case-by-case basis. An employee on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as his/her supervisor or designee of the President deems appropriate. Refusal or failure to abide by the terms of probation shall result in discharge from employment.
3. For second or other subsequent offenses involving the illegal possession of controlled substances, the penalty shall be discharge of faculty members, administrators, or other employees.

### SUSPENSION PENDING FINAL DISPOSITION

When a faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning illegal drugs or alcohol, he or she may be suspended from employment before initiation or completion of regular disciplinary proceedings in accordance with Special Rules Relating to Suspension as found in the Discipline and Non-Reappointment and Grievance Procedure.

It is the responsibility of all employees to be informed of and abide by the provisions of this policy.

Refer to the *Catalog* for the student Drug and Alcohol policy.

Revised: 4/8/24



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## EQUAL EDUCATIONAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Coastal Carolina Community College (Coastal), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the Coastal community; are incompatible with the safe, healthy environment that the Coastal community expects and deserves and will not be tolerated. Coastal is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. Coastal is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

In appreciation for their service to this state and country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, all eligible veterans as defined in G.S. 128-15 shall be granted preference in hiring decisions to the extent allowed by statute.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that all buildings, washrooms, laboratories and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Accommodation Request Form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal Carolina Community College cannot guarantee the availability of a reasonable accommodation when it is needed.

**Any employee or applicant with a disability who wishes to request some accommodation must contact the Office of Personnel Services and Workplace Safety and ask for the Coastal Carolina Community College Accommodation Request Form. This form should be supported by medical, psychological, or other appropriate documentation. Once the request is completed and submitted to the Office of Personnel Services and Workplace Safety, the Director will work with the appropriate Vice President to develop an accommodation plan through interaction with the requestor, seeking consultation as necessary. If an accommodation that is within the resources of the College can be provided, components of the plan will be**



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## EQUAL EDUCATIONAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

(CONTINUED)

**developed in accordance with the specific needs of the applicant/employee based on the documentation submitted. The decision on whether an accommodation will be made is determined by the President or his designee.**

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, Phone (910) 938-6788.

Revised: 11/16/20



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## REQUEST FOR ACCOMMODATION

Any employee or applicant with a disability who wishes to request some accommodation must contact the Office of Personnel Services and Workplace Safety and ask for the Coastal Carolina Community College Accommodation Request Form. This form should be supported by medical, psychological, or other appropriate documentation. Once the request is completed and submitted to the Office of Personnel Services and Workplace Safety, the Director will work with the appropriate Vice President to develop an accommodation plan through interaction with the requestor, seeking consultation as necessary. If an accommodation that is within the resources of the College can be provided, components of the plan will be developed in accordance with the specific needs of the applicant/employee based on the documentation submitted. The decision on whether an accommodation will be made is determined by the President or his designee.

Revised 1/30/17



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## EMPLOYMENT OF RELATIVES (NEPOTISM)

It is the policy of the College that present and prospective employees shall be evaluated on the basis of individual merit, regardless of race, sex, religion, national origin, or any other factors not involving professional qualifications and performance. Accordingly, the following restrictions are adopted, to avoid the possibility of favoritism based on family relationships, for all employees:

1. The College will not employ two or more persons concurrently who are closely related by blood or marriage in positions which would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.
2. "Closely related" is defined 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, step-parent, step-child, step-brother, step-sister, guardian, or ward.
3. With respect to the concurrent service of closely related persons within the same academic department or other comparable College subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

Reference: 1C SBCCC 200.98

Revised: 1/30/17





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## POLITICAL ACTIVITIES OF EMPLOYEES

1. 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 encourages employees of the system to exercise their rights and obligations of citizenship.
2. Each local Board of Trustees shall develop a policy on the political activities of its employees, except for the President, that meets the following criteria and submit that policy to the System President to determine if the policy meets these criteria:
  - a. Employees who decide to run for public offices 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 their regular work hours or involve the College in their 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 College, or request leave.
  - c. Any employee 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 employee who becomes a candidate for public office shall be prohibited from soliciting support during regular work hours. The employee in question is prohibited from soliciting support on College property unless otherwise authorized by the local Board of Trustees.
3. Political activities of college presidents.
  - a. Any college president who decides to run for public office shall notify the local Board of Trustees of the intention to run and certify that no campaigning or political activities will be engaged in during regular work hours and that the college will not be involved in the president's political activities.
  - b. Any college 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 college presidency, or request leave.
  - c. Any college president who is elected or appointed to a full-time public office or to 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.



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## POLITICAL ACTIVITIES OF EMPLOYEES

(CONTINUED)

- d. Any college president who is a candidate for public office is prohibited from soliciting support during 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.
  - e. The local Board of Trustees shall notify the State Board if the college president should become a candidate for public office or if the college president is elected or appointed to a public office.
4. Definitions as used in this rule.
- 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 rule.

Reference: 1C SBCCC 200.99

Revised: 3/26/18



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## SEX DISCRIMINATION AND HARASSMENT POLICY

### 1.01 Notice of Nondiscrimination

Coastal Carolina Community College (Coastal), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the Coastal community; are incompatible with the safe, healthy environment that the Coastal community expects and deserves and will not be tolerated. Coastal is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. Coastal is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

Inquiries concerning discrimination or harassment on the basis of sex may be referred to Coastal's Title IX Coordinator, Dr. Annette Harpine, at 910.938.6788.

Inquiries from employees or students, concerning discrimination or harassment based on a protected characteristic or status other than sex may be referred to Dr. Annette Harpine.

Individuals may also make inquiries regarding discrimination or harassment to the U.S. Department of Education's Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: [OCR@ed.gov](mailto:OCR@ed.gov).

### 1.02 Prohibition on Sex Discrimination and Harassment, Retaliation, and Providing False Information or Interfering with a Grievance Process

This Policy prohibits discrimination and harassment on the basis of sex. Coastal strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment.

Sexual Harassment, as defined by Title IX and herein, is a specific type of sex discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking, which Coastal addresses using its Title IX Sexual Harassment Grievance Procedures, as required by Title IX.

This Policy also prohibits Retaliation, as defined by Title IX and herein. Complaints alleging Retaliation may be filed with the Title IX Coordinator and, at the discretion of the Title IX Coordinator, may be addressed under Coastal's Title IX Sexual Harassment Grievance Procedures or other grievance procedures adopted by Coastal.



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## SEX DISCRIMINATION AND HARASSMENT POLICY (CONTINUED)

Additionally, any individual who knowingly files a false Formal Complaint or who interferes with a Coastal grievance process may be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to Coastal officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

### 1.03 Reporting and Period of Limitations

Any person (whether or not alleged to be the victim) may report sex discrimination or harassment, including Sexual Harassment, in person, by mail, by telephone, by electronic mail, by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

Coastal strongly encourages all employees and other members of the Coastal community to promptly report concerns regarding suspected or known discrimination/harassment on the basis of sex to the Title IX Coordinator.

In addition to the Title IX Coordinator, Coastal has designated the following employees as individuals with the authority to institute corrective measures on behalf of Coastal: Division Chair for Student Services, Vice Presidents, and President. Accordingly, these employees are required to report discrimination and harassment on the basis of sex to the Title IX Coordinator.

Additionally, Coastal has designated the following employees as confidential resources for students.

Director for Admissions & Counseling Services  
910-938-6245

Coordinator for Disability Support Services  
910-938-6245

Academic Counselor  
910-938-6245

Information about sex discrimination or harassment shared with these confidential resources typically will not be reported to other Coastal personnel (including the Title IX Coordinator), to the Respondent, or to others, unless the disclosing individual gives consent to the disclosure, or the law requires it (as may be the case with abuse involving a minor or under conditions involving imminent physical harm, for example). (Confidential resources may report non-identifying statistical information to the Title IX Coordinator for recordkeeping and compliance purposes.)

Coastal will address allegations of sex discrimination and harassment appropriately no matter the length of time that has passed since the alleged conduct. However, Coastal strongly encourages prompt reporting to preserve evidence for a potential legal or disciplinary proceeding. Delay may compromise the ability to investigate, particularly if the individuals involved in the alleged conduct are no longer Coastal students or employees.



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## SEX DISCRIMINATION AND HARASSMENT POLICY (CONTINUED)

- Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- Fondling: The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

“Dating Violence,” as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship;

“Domestic Violence,” as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction; or

“Stalking,” as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

“Supportive Measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Coastal’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Coastal’s educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work schedule, leaves of absence, increased security, and monitoring of certain areas of the campus. Coastal will maintain as confidential any



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## **SEX DISCRIMINATION AND HARASSMENT POLICY (CONTINUED)**

Supportive Measures provided to a Complainant or a Respondent, to the extent that maintaining such confidentiality would not impair Coastal's ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

Note: The full Sex Discrimination and Harassment Policy as well as the Grievance Procedures are available on Coastal's website, [www.coastalcarolina.edu/title-ix](http://www.coastalcarolina.edu/title-ix).

If you have any questions or concerns, please contact the Title IX Coordinator at 910.938.6788.

Revised: 11/16/20



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## PROFESSIONAL DEVELOPMENT

Coastal Carolina Community College is committed to the professional development of the faculty and staff.

Professional development is available for part-time instructors on a case-by-case basis.

Part-time temporary employees will be provided professional development opportunities, as appropriate.

Reviewed: 4/25/16



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## EMPLOYMENT OF COLLEGE PERSONNEL

### AUTHORITY OF THE BOARD

Among the powers and duties of the Board of Trustees of Coastal Carolina Community College is the authority to elect or employ all of the personnel of the College upon nomination by the President, subject to standards established by the State Board of Community Colleges (NC General Statutes 115D-20).

### AUTHORITIES DELEGATED TO THE PRESIDENT

The Board of Trustees has delegated the authority for employing all personnel other than the President of the College to the President (Bylaws of the Board of Trustees, Revised 2022, Article VI, Section 2-C). This employment authority also includes lateral transfers, promotions, non-renewals, terminations, and other changes in employment status, as well as the authority to set and revise base salaries, within the approved Salary Plan, for all College personnel except the President.

### AT-WILL EMPLOYMENT DOCTRINE

All employees of the College, both full-time and part-time, are hired under North Carolina's "at-will employment doctrine." While most of these employees will receive contracts for specified work periods (not to exceed one full fiscal year), these contracts are provided solely for the purposes of providing reasonable job security and adequate due process protection from inappropriate, illegal, or inequitable supervisory treatment during the contract period and for affording the students of the College a reasonable expectation of continuity of instruction during the academic semester.

**Nothing written herein or elsewhere in this handbook shall be interpreted as providing contractual employees an expectation of continued employment beyond the specified contract period. The "At-Will Employment" relationship cannot be modified by any oral or implied agreement.**

### EMPLOYMENT CATEGORY

**Part-time Permanent** - This is a position established in the budget as a recurring position each year, unless specific action is taken by the President or his designee to eliminate it therefrom. Employees in part-time permanent positions are those employees who are hired under a signed and dated contract and whose assigned workweek is at least 30 hours per week but less than 40 hours per week.

**Part-time Temporary** - This is a position not established in the annual budget as a permanent recurring position.





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## EMPLOYMENT OF COLLEGE PERSONNEL (CONTINUED)

### BENEFITS FOR VARIOUS EMPLOYMENT CATEGORIES

Benefits provided for the various employment categories are as follows:

**Part-time Permanent** - Employees are entitled to a pro-rata share of benefits provided to state employees, as well as all benefits not set by statute, which have been approved by the Board of Trustees.

**Part-time Temporary** - Employees are entitled to benefits as required by applicable law.

Revised: 4/8/24



# Part-Time Faculty and Staff Handbook

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## EMPLOYMENT PROCEDURES

### FILLING A PART-TIME TEMPORARY TEACHING/TUTORING POSITION

Part-time temporary teaching and tutoring positions are established in order to accommodate identified instructional needs or meet enrollment demands. When established, those positions are filled by the appropriate Division Chair, Department Head, Director, Coordinator, or designee. Instructional assignments are made by the appropriate Division Chair, Department Head, Director, Coordinator, or designee and reported to the Office of Personnel Services and Workplace Safety.

#### Responsibilities of the Applicant

To become an applicant for any open position, the applicant must:

4. Submit a copy of the College's Application for Employment.
5. Submit a copy of transcript(s) from each college or university (if required for the position), or proof of high school graduation or equivalent, when required. In most cases, official transcripts must be received prior to employment, however, exceptions may be made to ensure the delivery of instructional services.
6. Provide the names of at least three (3) current references qualified to evaluate the applicant's potential for the position.
7. Submit records of any applicable certificate, license, or other recognition of achievement in a specialized field for instructional positions in trade or technical programs.

### FILLING A PART-TIME TEMPORARY STAFF POSITION

- A. When a position opens, either as a result of a position being vacated or the establishment of a new position, a Personnel Request Form will be submitted through the appropriate Vice President to the President for approval.
- B. If the position is to be filled by administrative appointment/reassignment/promotion, an Employee Status Change Notice will be submitted to the President for approval.
- C. Positions not filled by administrative appointment, reassignment or promotion are considered open candidacy. Coastal Carolina Community College will follow an established procedure to seek the best applicants for these positions
- D. The open position may be advertised on campus, with the North Carolina Community College System, local and selected large circulation newspapers, professional journals, and nworks.gov.

The position announcement will contain:

1. Qualifications for the position;
2. Beginning date of employment;
3. Minimum salary;
4. Application instructions; and
5. Application deadline.



# Part-Time Faculty and Staff Handbook

## EMPLOYMENT PROCEDURES (CONTINUED)

### E. Responsibilities of the Applicant

To become an applicant for any open position the applicant must:

1. Submit a copy of the College's Application for Employment.
2. Submit a copy of transcript(s) from each college or university, (if required for the position) or proof high school graduation or equivalent, when required. In most cases, official transcripts must be received prior to employment, however, exceptions may be made to ensure the delivery of instructional services.
3. Provide the names of at least three (3) current references qualified to evaluate the applicant's potential for the position.
4. Submit proof of high school graduation or equivalent for staff positions that require a high school diploma.

### F. The open position selection process will be as follows:

1. The Office of Personnel Services and Workplace Safety will receive all employment applications. Copies of the applications which were received by the published deadline as required by the position announcement, will be forwarded to the Chair of the search committee.
2. The search committee (no less than three members, with diversity on the committee, when possible) will include members of the faculty and/or staff who are aware of the qualifications and characteristics needed and desired for the position.
3. The search committee will select no less than three qualified candidates to interview for the position. Exceptions must be approved by the College's Affirmative Action Officer.
4. The Chair of the search committee will report to the Office of Personnel Services and Workplace Safety the names of the candidates selected for interview and the names of the candidates not chosen for interview.
5. The Office of Personnel Services and Workplace Safety will send letters to those candidates not chosen to be interviewed. The Chair will determine who will contact those candidates chosen to be interviewed in order to arrange the interviews.
6. Upon completion of the interviews, reference checks will be made and the search committee will determine the name(s) of the candidate(s) who is/are the best qualified candidate(s).
7. A criminal background check may be required before an offer of employment is extended.

### G. The offer of employment will be as follows:

1. The President, appropriate Vice President or designee may extend an offer of employment to the selected candidate(s). In the event a candidate(s) is/are not employed, the search process may be repeated.
2. After the offer of employment has been agreed upon, the Office of Personnel Services and Workplace Safety will be notified. The Chair or the Office of Personnel Services and Workplace Safety, upon request, will notify, in writing, the successful candidate(s) and all those interviewed but not selected.
3. The successful candidate must provide all pertinent official transcripts/documentation at his or her own expense within thirty (30) calendar days of being notified of selection.



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## SALARY PLAN

### PART-TIME SALARY DETERMINATION

Each year, the Budget Oversight Committee reviews resources available for salaries. As appropriate, recommended salary increases for part-time employees are made to the President for final approval. The determination of salaries for part-time positions is based on the specific position.

Curriculum instruction usually pays by course. Continuing education instruction pays by a schedule of hourly rates. Part-time support staff are paid an hourly wage with the exception of part-time permanent, who are paid a monthly salary.

Reviewed: 4/25/16



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## CONTRACTS

All part-time temporary instructors hired to teach a specific course will be issued a contract covering the hours of instruction.

Other part-time temporary faculty and staff will be paid by time sheets or contracts, as appropriate.

Reviewed: 4/25/16



# Part-Time Faculty and Staff Handbook

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## EMPLOYEE PERFORMANCE APPRAISALS

### INSTRUCTIONAL OBSERVATION OF ADJUNCT FACULTY

Each adjunct faculty member will be evaluated during their first semester by the Division Chair or designee. After the first semester, adjunct faculty members will be evaluated at least once every two years.

The Division Chair or designee will review the outcome of the observation and provide feedback to the adjunct faculty member. A copy of the observation will be maintained in the division office. A copy of the instructional observation evaluation form is available from the appropriate Division Chair.

Continuing Education faculty are observed periodically consistent with the Continuing Education Accountability Plan.

### PART-TIME STAFF EVALUATIONS

All part-time staff will be evaluated monthly by their immediate supervisor using the institutional evaluation instrument.

Revised: 4/25/16



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## STUDENT EVALUATION OF INSTRUCTION

Curriculum adjunct faculty undergo student evaluations every semester.

In most cases, student evaluations of Continuing Education courses will be conducted during the term.

Class-by-class results of student evaluations are reviewed by the Division Chair and made known to each instructor. The results should assist the faculty member in determining his/her instructional effectiveness.

Reviewed: 4/25/16



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## REDUCTION IN FORCE

Financial exigency, decline in student enrollment, or the reduction in size, consolidation, or elimination of programs or services may necessitate a reduction in the number of personnel employed by the College.

The President of the College shall monitor the availability of financial resources, enrollment figures, program needs, and staffing requirements and when necessary, shall initiate a reduction in force.

Reviewed: 4/25/16





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## DISCIPLINARY ACTIONS

### GENERAL INFORMATION

Coastal Carolina Community College operates under the Employment at Will Doctrine. Discipline will be based on the severity of an offense or failure, the repetitive nature of an offense or failure, the circumstances surrounding an offense or failure, and the frequency of the current and previous offenses and failures. In all events, disciplinary decisions will be made in the best interests of the College. All disciplinary actions, with the exception of oral warnings, should be noted in the employee's personnel file. Disciplinary actions may include an oral warning, a written warning, being placed on disciplinary probation, forfeiture of an individual's pay, suspension with or without pay, demotion, and involuntary termination. These actions are not required to be taken altogether or in any particular order.

For purposes of this policy, "College premises" shall include the buildings, grounds, and parking lots of the College campus, extension facilities, or any other location where the business of the College is being performed or carried out, and College equipment and vehicles. "Students" of the College shall include enrolled students, applicants for enrollment, and other participants and applicants for participation in College programs and services.

### PROHIBITED CONDUCT

Disciplinary actions, up to and including dismissal, may be taken in response to the following offenses:

**FALSIFYING** personnel or other College records or documents or obtaining employment on the basis of false or misleading statements.

**REFUSAL** or inability to perform assigned duties (including the duties and responsibilities imposed on an employee by the General Statutes of the State of North Carolina), deliberately neglecting assigned duties, or unsatisfactory performance of assigned duties.

**REPEATED** discourtesy to or difficulty in dealing with students of the College, fellow employees, or the public, including a consistent pattern of unremediated student complaints.

**THEFT** from the College, from a fellow employee, or from any student of the College.

**VIOLATION** of safety practices, failure to observe health and safety rules, negligence, or intentional conduct which results or could result in damage to College property or serious injury to self, students of the College, or fellow employees.

**FAILURE** to report to work, being absent from work without timely notification of the appropriate supervisor, repeatedly being late to work or in reporting back to work following breaks or the meal period, or unauthorized leaving of College premises during working hours or failing to immediately report an on the job injury.

**DISCLOSURE** of confidential information concerning the College, students of the College, or fellow employees.



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## DISCIPLINARY ACTIONS

(CONTINUED)

WILLFUL or unnecessary waste, damage, abuse, or misuse of equipment, materials, supplies, or other property of the College or that of a student or fellow employee, or removing equipment, materials, supplies, or other property of the College or that of a student or fellow employee from the College premises without permission.

POSSESSION of illegal weapons, ammunition, firearms, firecrackers, or other explosives on College premises at any time.

INSUBORDINATION to supervisors or management personnel.

PERFORMING personal tasks or attending to personal business during working hours.

USING vulgar, profane, or abusive language toward a student, another employee, a supervisor or any other management person, or a member of the public at any time, whether on or off College premises.

PROVOKING or instigating a fight or fighting on or off College premises while engaged in College duties, or while at any College-sponsored event.

VIOLATION of the College's Drug and Alcohol-Free Workplace Policy.

FALSIFICATION of hours worked or falsification or omission of information requested on College documents or records.

GAMBLING in any form on College premises.

OFFENSIVE personal hygiene, or creating or contributing to unsanitary conditions.

ALLOWING, directly or indirectly, anyone other than employees of the College and other authorized persons to drive or ride in College-owned vehicles or using a College-owned vehicle or College-owned equipment without authorization.

ENGAGING in sexual harassment.

CONVICTION of a felony or a crime involving moral turpitude.

USE of College property, resources, or labor for personal gain.

ENGAGING in incompatible employment or serving a conflicting interest.

FAILURE to follow the policies and procedures adopted by the College's Board of Trustees or any other rules and regulations applicable to the employees of the College.



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## DISCIPLINARY ACTIONS (CONTINUED)

These offenses are not all-inclusive, but serve to illustrate certain types of unacceptable behavior which may result in disciplinary action, including dismissal for just cause if deemed serious enough to require termination during a contract period or non-reappointment at the end of the contract period. Moreover, appropriate disciplinary action will be taken for violations of other policies and procedures adopted by the College's Board of Trustees or of any other rules and regulations applicable to employees of the College, up to and including dismissal for just cause or non-reappointment.

### PROCEDURE

All disciplinary actions will be administered in accordance with the Discipline Procedure section of the College's Discipline, Non-Reappointment, and Grievance Procedure.

### RIGHT TO APPEAL

Employees who wish to appeal any disciplinary action taken against them should refer to the Grievance Procedure section of the College's Discipline, Non-Reappointment, and Grievance Procedure. Review of the disciplinary action may be requested in accordance with the Discipline, Non-Reappointment, and Grievance Procedure, from the level where the decision to administer discipline was made.

Reviewed: 4/25/16



# Part-Time Faculty and Staff Handbook

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## DISCIPLINE AND GRIEVANCE PROCEDURE

### 1. PURPOSE

The purpose of this Discipline, Non-Reappointment, and Grievance Procedure is to ensure that, where appropriate, employees will be afforded adequate notice and an opportunity to respond to any charges that may result in disciplinary action, to inform employees of the College's procedures relating to non-reappointment, and to assure employees that their grievances (including those relating to disciplinary action) will be considered fairly, rapidly, and without reprisal.

Coastal Carolina Community College operates under the Employment at Will Doctrine. Annual and shorter term contracts are extended to employees to provide adequate due process protection from inappropriate, illegal, or inequitable supervisory treatment during the contract period, and to afford the students of the College a reasonable expectation of continuity of instruction during the academic semester. Nothing written herein or elsewhere in the *Full-Time Faculty and Staff Handbook* shall be interpreted as providing contractual employees an expectation of continued employment beyond the specified contract period.

### 2. GENERAL DEFINITIONS

- a. A **fiscal year** runs from July 1 through June 30 of the following calendar year.
- b. A **contractual employee** is any College employee who has a written letter of employment with the College to work for all or any portion of a fiscal year.
- c. A **contract period** is the period during a fiscal year for which a contractual employee has been employed to work.
- d. **Disciplinary action** includes an oral warning, a written warning, disciplinary probation, forfeiture of an individual's pay, suspension with or without pay, demotion, and involuntary termination.
- e. **Involuntary termination** is the termination of a contractual employee's employment by the College during a contract period.
- f. **Non-reappointment** is the administrative decision not to employ a contractual employee at the conclusion of a contract period.
- g. A **grievance** is any matter of concern or dissatisfaction arising from the working conditions of an employee, including any disciplinary action taken against the employee, subject to the control of the College.
- h. **Workday** is a normal workday during which the administration of the College is open for business, unless otherwise defined.



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## DISCIPLINE AND GRIEVANCE PROCEDURE (CONTINUED)

### 3. DISCIPLINE PROCEDURE

Employees may be disciplined for any of the reasons described in the College's policy on Disciplinary Actions and in other policies and procedures applicable to College employees. Any supervisor administering discipline other than an oral warning shall consult first with the appropriate Vice President. This is for the purpose of achieving reasonable uniformity in administering discipline by coordination through appropriate managerial personnel and a centralized office.

#### a. **Oral Warnings**

Oral warnings may be administered by any supervisor. While not required, the supervisor may submit a written report to the appropriate Vice President describing the disciplinary action taken.

#### b. **Written Warnings**

Written warnings must be approved by the appropriate Vice President before being administered. The written warning should describe the offense(s) with which the employee has been charged, the supervisory expectations, and the consequences should the prohibited conduct continue. A copy of the written warning should be provided to the appropriate Vice President and the Office of Personnel Services and Workplace Safety. The Vice President will determine whether or not the warning will be placed in the disciplined employee's personnel file. Prior to a written warning being placed in an employee's file, he/she will be given an opportunity to file a rebuttal statement.

#### c. **Disciplinary Actions Requiring a Pre-Disciplinary Conference**

Prior to any disciplinary action other than an oral warning or a written warning, a contractual employee will be afforded the opportunity to participate in a pre-disciplinary conference, at which the employee will be provided with notice of the charges against him/her and an opportunity to respond to those charges. The College officials participating in the conference shall include the appropriate Vice President and the employee's immediate supervisor, unless one of these persons is disqualified because of his/her involvement in the alleged charges; in which case, the President shall appoint another designee. Any response by the employee to the charges will be considered by these said College officials prior to their decision regarding any disciplinary action against the employee. The employee then will be notified in writing of the final decision regarding disciplinary action within five (5) workdays.

A copy of the notice of final disciplinary action should be provided to the Director of Personnel Services and Workplace Safety, who will place it in the employee's personnel file. The employee does not have the right to be represented by an attorney at this stage of the discipline procedure.



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## DISCIPLINE AND GRIEVANCE PROCEDURE (CONTINUED)

### d. **Special Rules Relating to Suspension**

Notwithstanding the foregoing, an employee may be suspended with or without pay and without notice by the President of the College or in his absence, his designee, in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons. In the event of a criminal act, the Chief of Security shall be authorized to remove the individual from the premises. When an employee is suspended without notice, he or she shall be required to leave the College premises at once. The College official responsible for the suspension shall notify the Office of Personnel Services and Workplace Safety immediately. A written summary describing the circumstances and facts leading to the immediate suspension shall be prepared and mailed via certified mail to the suspended employee, and a copy provided to the Director of Personnel Services and Workplace Safety, who will place it in the employee's personnel file. In the event suspension is without pay, an employee shall have a right to a hearing under Step 3 of Section 5 of this policy.

In the event of an employee's suspension without pay for disciplinary reasons, benefits will not accrue or be recoverable during the suspension period. If, following a contractual employee's disciplinary conference or further appeal, a determination is made that the suspension of the employee without pay was improper, the employee will be reinstated to his/her position, and all pay and benefits applicable to his/her job (including back pay, leave time, or other benefits) that would have accrued had the employee not been suspended without pay will be restored.

### e. **Right to Appeal**

Employees who wish to appeal any disciplinary action taken against them may have the decision reviewed under the College's Grievance Procedure from the step where the decision was rendered.

## 4. GRIEVANCE PROCEDURE

The College's goal is to find solutions at the lowest possible level and to keep proceedings relating to employee grievances as informal and confidential as possible. Supervisors and employees are expected to make every effort to resolve any problems as they arise. An employee's immediate supervisor will be in the best position to handle the employee's grievance satisfactorily.

The College recognizes that not all grievances will be settled satisfactorily between an employee and his/her supervisor, and for this reason, has adopted procedures to assist in the formal resolution of grievances. This grievance procedure is open to all College employees, except in the case of non-reappointment. Supervisors are responsible for making certain that employees under their jurisdiction understand the College's Discipline and Grievance Procedure, and that employees feel free to use the grievance procedure without fear of criticism or action being taken against them affecting the terms and conditions of their employment. All grievances will be given prompt and objective consideration in an atmosphere of mutual assistance.

Concerning those grievances that cannot be resolved informally by the employee and his or her immediate supervisor, the following procedure is established to ensure fair and impartial review:



# Part-Time Faculty and Staff Handbook

## DISCIPLINE AND GRIEVANCE PROCEDURE (CONTINUED)

**Step 1:** Within five (5) workdays following his/her knowledge of an event giving rise to a grievance, including receipt of a notice of disciplinary action, an employee must present the grievance in writing to his/her supervisor, who will make a careful inquiry into the facts and circumstances of the grievance. The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten (10) workdays of the date presented. When dealing with disciplinary action, this step is equivalent to a pre-disciplinary conference.

If the employee's grievance involves the conduct of or the decision of his/her immediate supervisor, the employee may submit the grievance directly to the appropriate Vice President.

**Step 2:** An employee who is dissatisfied with the decision of his/her supervisor may submit the grievance in writing to the appropriate Vice President within five (5) workdays after the decision is made known to the employee. The grievance must include the date of the incident that gave rise to the grievance, a brief description of the grievance, and the relief that the employee is seeking. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 1 of this grievance procedure.

If the procedures set forth in Step 1 have been followed, and further review of a decision made at Step 1 of this grievance procedure is requested, the appropriate Vice President will make such investigations as he/she deems appropriate, and will make an independent determination on the merits of the grievance. No additional evidence will be taken unless the Vice President deems it appropriate. The Vice President will inform the employee in writing of his/her findings and decision within ten (10) workdays after receipt of the employee's grievance. In appeals from oral or written warnings, the Vice President will be assisted by the Director of Personnel Services and Workplace Safety in the above-described investigation and grievance determination process.

**Step 3:** At any time within five (5) workdays following receipt of the decision of the Vice President or within five (5) workdays after the date of involuntary termination from employment, the employee may submit a written request for further review of his/her complaint to the President.





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## DISCIPLINE AND GRIEVANCE PROCEDURE (CONTINUED)

**Step 4:** The President will conduct a hearing within thirty (30) workdays of the date on which the written request for hearing is received by the President, unless extenuating circumstances exist, which said circumstances shall be left solely to the determination of the President. The President shall notify the employee of the time and place of the hearing. The employee shall have the opportunity to appear before the President and shall have the right to have witnesses testify in his/her behalf and present any evidence he/she wishes. The hearing need not be conducted strictly according to rules of law relating to the examination of witnesses or presentation of evidence. Any relevant matter on which responsible persons customarily rely in the conduct of serious affairs shall be considered, regardless of the existence of any common law or statutory rule which might make evidence inadmissible over objections in a civil or criminal action.

The employee for whom the hearing is being held shall, prior to or during the hearing, be entitled to submit memorandum(s) concerning any issue, procedure, or fact, and such memorandum(s) shall become a part of the hearing record. The hearing may be transcribed or recorded. Within thirty (30) workdays after the conclusion of the said hearing, the President shall make a final and binding decision whether or not to uphold or reverse the disciplinary action taken against the employee and will provide the employee with written notice of his/her decision. The decision shall be immediately effective and final and shall not be subject to further administrative review.

Failure to request review of a decision relating to disciplinary action or a grievance, in accordance with the provisions of this grievance procedure, shall be deemed to be a waiver of the opportunity to receive such review; unless the College official, at the level where review is sought, determines that extenuating circumstances have prevented the employee from requesting review in a timely manner. In such case, the College official, at his/her sole discretion, may extend the applicable deadline for requesting review.

Revised: 1/30/17





# Part-Time Faculty and Staff Handbook

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## PERSONNEL FILES

### 1. PERSONNEL FILES MAINTENANCE

Such personnel files as are necessary for the proper administration of the personnel system will be maintained by the Office of Personnel Services and Workplace Safety. Personnel files will contain only information that is necessary and relevant to accomplishing legitimate personnel administration needs.

### 2. INFORMATION OPEN TO THE PUBLIC

The following information on each College employee is public information:

- a. Name
- b. Age
- c. Date of original employment or appointment to College service
- d. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the board has the written contract or a record of the oral contract in its possession
- e. Current position
- f. Title
- g. Current salary
- h. Date and amount of each increase or decrease in salary
- i. Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the College
- j. Date and general description of the reasons for each promotion by the College
- k. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the College. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the President setting forth the specific acts or omissions that are the basis of the dismissal
- l. Office or station to which employee is currently assigned

### 3. ACCESS TO PERSONNEL FILES

As required by N.C.G.S. 115D-28, any person may have access to the information listed in Section 2 of this article for the purpose of inspection, examination, and copying during regular business hours, subject only to the rules and regulations for the safekeeping of public records as the Board of Trustees may adopt. Any person denied access to any file shall have the right to compel compliance with these provisions by application to a court of competent jurisdiction for a writ of mandamus or other appropriate relief.



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## PERSONNEL FILES (CONTINUED)

### 4. CONFIDENTIAL INFORMATION

All information contained in the employee's personnel file, other than the information listed in Section 2 of this article, will be maintained as confidential in accordance with the requirement of N.C.G.S. 115D-29 and shall not be open for public inspection or examination except to the following persons:

- a. The employee, applicant for employment, former employee, or his/her properly authorized agent, who may examine his/her own personnel file at all reasonable times in its entirety, except for letters of reference solicited prior to employment;
- b. The President and other supervisory personnel.
- c. Members of the Board of Trustees and the Board's attorney;
- d. A party by authority of a subpoena or proper court order who may inspect and examine a particular confidential portion of an employee's personnel file; and
- e. An official of any agency of the Federal government, State government, or any political subdivision thereof. Such an official may inspect any personnel records when such inspection is deemed by the College of the employee, applicant, or former employee whose record is to be inspected as necessary and essential to the pursuance of a proper function of said agency; provided, however, that such information shall not be divulged for purposes of assisting in a criminal prosecution, nor for purposes of assisting in a tax investigation;
- f. Notwithstanding any other provision of this Article, any president may, in his discretion, or shall at the direction of the board of trustees, inform any person or corporation of any promotion, demotion, suspension, reinstatement, transfer, separation, dismissal, employment or nonemployment of any applicant, employee or former employee employed by or assigned to the board of trustees or whose personnel file is maintained by the board and the reasons therefor and may allow the personnel file of the person or any portion to be inspected and examined by any person or corporation provided that the board has determined that the release of the information or the inspection and examination of the file or any portion is essential to maintaining the integrity of the board or to maintaining the level or quality of services provided by the board; provided, that prior to releasing the information or making the file or any portion available as provided herein, the president shall prepare a memorandum setting forth the circumstances which he and the board deem to require the disclosure and the information to be disclosed. The memorandum shall be retained in the files of the president and shall be a public record.



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## PERSONNEL FILES

(CONTINUED)

### 5. REMEDY OF EMPLOYEE OBJECTING TO MATERIAL IN FILE

In accordance with N.C.G.S. 115D-30, an employee, former employee or applicant for employment who objects to material in his/her file may place in his/her file a statement relating to the materials he/she considers to be inaccurate or misleading. An employee, former employee or applicant for employment who objects to material in his/her file because he/she considers it inaccurate or misleading, and the material has not been placed there in connection with a grievance procedure established by the Board of Trustees, may seek the removal of such material from the file through grievance procedures to be established by each Board of Trustees, as set forth in the said *Full-Time Faculty and Staff Handbook*.

### 6. PENALTY FOR PERMITTING ACCESS TO CONFIDENTIAL FILE BY UNAUTHORIZED PERSON

Any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, may be judged guilty of a misdemeanor.

### 7. DESTRUCTION OF RECORDS

No public official may destroy, sell, loan, or otherwise dispose of public record, except in accordance with N.C.G.S. 121-5(b) and N.C.G.S. 130A-99, without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates or destroys it, shall be guilty of a Class 3 misdemeanor and upon conviction only fined at the discretion of the Court.

Revised: 1/30/17



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## HOLIDAYS

Coastal Carolina Community College currently observes the State approved paid holidays during the contract period for full-time permanent, full-time temporary, and part-time permanent employees, as follows:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas/New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day

The actual number of days or holidays observed may vary from year to year.

Revised: 6/25/18



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## ATTENDANCE (GENERAL POLICY)

Coastal Carolina Community College shall endeavor to keep attendance of employees at a maximum and absences at a minimum. However, the College realizes that absences are unavoidable and inevitable.

### RESPONSIBILITIES OF ALL COLLEGE PERSONNEL

All College personnel have the following obligations and responsibilities concerning absence, regardless of regular or temporary status, position or work assignment, eligibility or non-eligibility for absence pay allowance, or whether it is a regularly scheduled workday or non-scheduled workday.

#### 1. Advance Notice

When the need for being absent from work is known in advance, the employee must notify his/her immediate supervisor as far in advance as possible. For faculty, efforts should be made to arrange for substitute instructors so that scheduled classes will be held.

#### 2. Notice of Unexpected Absences

When a College employee has not given advance notice but finds that it is impossible to report for work, the employee or someone else must notify his/her immediate supervisor before starting time if possible. If the supervisor is notified via phone, the employee must ensure receipt by their supervisor before the starting time, if possible.

#### 3. Attendance

Unless an absence has been authorized in advance, or an absence is either unavoidable or justifiable, every faculty member and other College employee shall be expected for his/her scheduled work.

Reviewed: 4/8/24



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## CIVIL LEAVE

### JURY DUTY

An employee who serves on a jury is entitled to leave with pay for the period of absence required and to regular compensation plus fees received for jury duty.

### COURT ATTENDANCE

1. When an employee attends court in connection with official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be forfeited to Coastal Carolina Community College. (When an employee is required to attend court on a day that would normally be a day off, the time is to be considered as working time and is included in the total hours worked per week).
2. When an employee is subpoenaed or directed by proper authority to appear as a witness, civil leave with pay shall be granted. Any fees received shall be forfeited to Coastal Carolina Community College. The employee may use annual leave rather than take civil leave with pay in which case any fees received may be retained.
3. An employee who is a party (plaintiff or defendant) in a court procedure is not considered as a "witness" and must use annual leave and/or leave without pay if staff, or personal leave and/or leave without pay if faculty, for purposes of attending court.

Reviewed: 4/25/16



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## COMPENSATORY LEAVE NON-EXEMPT EMPLOYEES

### OVERTIME

1. Coastal Carolina Community College abides by all applicable sections of the Fair Labor Standards Act with regard to compensatory time. The College will properly record all applicable overtime earned for each covered employee. This overtime policy is applicable only to employees of Coastal who are exempt from overtime rules of the Fair Labor Standards Act.
2. In the event that a part-time employee works at least an eight-hour day, he/she is expected to work during all assigned periods exclusive of breaks or meal times. One 15-minute break at mid-morning and one 15-minute break at mid-afternoon may be authorized by the immediate supervisor. Breaks are not an entitlement but a privilege and are counted as work time. Breaks may not be used in conjunction with lunch breaks, starting time, or quitting time. Employees are not to perform work during mealtime or at any time that they are not scheduled to work, unless they receive approval from their immediate supervisor, except in cases of emergency. An emergency exists if a condition arises that could reasonably result in damage to property or persons and requires immediate supervisor approval of the overtime worked as soon as practical following completion of the work.
3. Overtime pay (time and one-half) is awarded when the actual hours worked in the standard workweek exceed forty (40) hours for a seven (7) day work period. The standard work period or workweek is Monday through Sunday. Excess hours beyond the normal workweek must be approved in advance by the Supervisor.

### REQUIRED RECORDS

Part-time non-exempt employees complete time sheets and any hours over 40 are recorded.

### ELIGIBILITY

Overtime is earned by non-exempt employees only. Exemption status is indicated on all position descriptions.

Reviewed: 4/25/16



# Part-Time Faculty and Staff Handbook

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## FAMILY AND MEDICAL LEAVE

As Family and Medical Leave, the College will grant up to twelve weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. Employees who have worked for the College for one year and at least 1250 hours over the previous 12 months are eligible for Family and Medical Leave.

### PURPOSES

Family and Medical Leave will be granted for any of the following reasons:

- to care for the employee's child after birth or placement by adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

A total of up to twelve weeks of leave in a 12-month period will be granted. However, if paid leave such as sick leave, annual leave, petty leave, or Paid Parental leave is used, the period of paid leave used will be subtracted from the total of twelve weeks of Family and Medical Leave available.

### ADVANCE NOTICE AND MEDICAL CERTIFICATION

Employees are expected to provide at least 30 days advance notice when the leave is foreseeable. The College may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions at the College's expense. The College may also require a physician's notification that the employee is fit to return to work. The taking of leave may be denied by the College if notice and certification requirements are not met. Employees expecting to use Family and Medical Leave should discuss the options available with the Office of Personnel Services and Workplace Safety and their direct supervisor, to permit the operations of the College to proceed, while meeting the needs of the employee.

### JOB BENEFITS AND PROTECTION

When Family and Medical Leave is used, the College will maintain the employee's coverage under the paid benefits described elsewhere in the Handbook. In the event the employee does not return from Family and Medical Leave, any benefits paid must be repaid by the employee. Upon return from Family and Medical Leave, employees will be restored to their original or other positions for which they are qualified with equivalent pay and benefits. The use of the leave will not result in the loss of any employment benefit which has accrued prior to the start of leave.

### MARRIED EMPLOYEES

When both spouses are employed by the College, the full amount of leave is limited to a total of twelve weeks for both, when the leave is used for the birth, adoption, or foster care of a child or to care for a sick parent.

Revised: 4/8/24





# Part-Time Faculty and Staff Handbook

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## LEAVE WITHOUT PAY

Any eligible employee may request to be absent from his/her assigned duties without pay. Such a request is subject to the approval of his/her supervisor and the appropriate Vice President. Employees may also be assigned by their supervisor to leave without pay status as a result of unauthorized absence.

### UNAUTHORIZED ABSENCES

Employees assigned to leave without pay for unauthorized absence may be subject to further disciplinary action to be determined on a case-by-case basis.

Reviewed: 4/25/16



# Part-Time Faculty and Staff Handbook

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## MILITARY LEAVE

Pursuant to N.C.G.S. 127A-116, Coastal Carolina Community College follows the policies and regulations established by the Governor or the Governor's designee relating to leaves of absence for short periods of military training and for State or federal military duty or special emergency management service, without loss of pay, time or efficiency rating.

Privilege of Organized State Militia and Reserve Components of the Armed Forces of the United States.

§ 127A-116. Leaves of absence for State officers and employees. The Governor or the Governor's designee shall promulgate appropriate policy and regulations relating to leaves of absence for short periods of military training and for State or federal military duty or special emergency management service of all officers and employees of the State and its political subdivisions, including officers and employees of public educational facilities under the sponsorship of the State, without loss of pay, time or efficiency rating. (1917, c. 200, s. 88; C.S., s. 6869; 1937, c. 224, s. 1; 1949, c. 1274; 1975, c. 604, s. 2; 2001-513, s. 23(b).)

### 1C SBCCC 400.7 MILITARY LEAVE

(a) The rules concerning military leave, codified in Title 25 of the North Carolina Administrative Code, Subchapter 1E, Section .0800 are hereby incorporated by reference including any subsequent amendments and editions of these rules to apply to community college system employees.

### 25 NCAC 01E .0802 MILITARY LEAVE

Military leave shall be granted to employees of the State for periods of service in the uniformed services in accordance with G.S. 127A-116 and the Uniformed Services Employment and Reemployment Act of 1994. Military leave shall also be given for state military duty to members of the State Defense Militia as outlined in Rule .0820 of this Section and the Civil Air Patrol as outlined in Rule .0806 of this Section.

Revised: 11/16/20



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## UNEMPLOYMENT COMPENSATION

Federal legislation passed as Public Law 94-566, known as the "Unemployment Compensation Amendment of 1976," extends unemployment compensation to all State employees. Unemployment compensation will be charged for each employee who separates from a job and who is qualified to receive unemployment benefits.

The State has elected the Direct Reimbursement Method. The law allows the State to pay the cost of unemployment compensation by reimbursing the Division of Employment Security (formerly known as the Employment Security Commission) for benefits paid to separated employees for which an agency is liable. This procedure requires only one annual payment. State departments must assure that funds are available to reimburse the Division of Employment Security. These funds are from the same source as those that originally paid the employee's wages. Therefore, it is essential that funds be reserved during the time of employment for employees whose salaries are supported from sources which are not of a continuing nature. For positions paid from non-continuing sources, funds should be reserved for potential reimbursement payments.

Any employee who separates from employment and is qualified to receive unemployment benefits must be registered with the nearest Division of Employment Security. It is the employee's responsibility to apply for benefits. There are specific guidelines the employee must meet in order to qualify for benefits. (Contact the Division of Employment Security for details.)

Revised: 4/25/16



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## WHISTLE-BLOWER POLICY

If an employee of Coastal Carolina Community College reasonably believes that some policy, practice, or activity of the College is in violation of the law, or a clear mandate or public policy, the employee may communicate his or her concern to the immediate supervisor or to the College President without fear or retaliation. If either or both of these avenues are inappropriate due to the circumstances of the situation, then the employee may communicate the complaint (either orally or in writing) to the Chairman of the Coastal Carolina Community College Board of Trustees or the North Carolina Office of the State Auditor.

### Retaliation

The college adheres to Equal Employment Opportunity Commission guidelines and will not harass, take adverse employment action, or retaliate in any manner against any employee reporting in good faith a concern about unlawful or inappropriate actions or misconduct. The President will impose disciplinary measures up to and including termination against any employee who harasses or retaliates in any manner against an employee who follows this procedure for making a good faith report of concerns.

### Investigation

The college will investigate these reports promptly and as discreetly as possible. At the discretion of the President and/or other college administrators, such investigations may be carried out internally or externally. While the college cannot ensure complete confidentiality in conducting a thorough investigation, the college will take reasonable measures to maintain the anonymity of the person making the complaint or report.

Findings of unlawful or inappropriate actions or misconduct will be reported immediately to the President (or to the Board of Trustees if the concern is related to the President) for taking immediate corrective action and reporting to the Board of Trustees. Should an investigation provide reasonable evidence that the allegation was unfounded and made for malicious purposes, the employee making the false allegation may be subject to disciplinary action up to and including termination.

Adopted: 3/27/23



# Part-Time Faculty and Staff Handbook

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## WORKERS' COMPENSATION AND LEAVE

1. **Purpose:** The purpose of this policy is to insure that employees injured on the job are provided compensation in accordance with the Workers' Compensation Act and to provide consistent application of these rules and regulations. Further, the purpose is not only to provide swift and certain remedy to an injured employee but also to insure a limited and determined liability for the employer.
2. **Responsibility of Employer and Employee:** The agency is required by law to report the injury to the North Carolina Industrial Commission using the I.C. form 19 within five (5) days from knowledge thereof.

Responsibility for claiming compensation is on the injured employee. The employee must file a claim within two years from the date of injury or the knowledge thereof. The employee files the claim through the institution and the workers' compensation administrator. Otherwise, the claim is barred by law.

In accordance with G.S. 97-22, written notice of an accident must be given to the employer by the employee or his/her representative as soon as practicable. No compensation shall be payable unless such written notice is given within thirty (30) days after occurrence of the accident or death, unless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby.

3. **Use of Leave:** When an employee is injured on the job as a result of a compensable accident and loses time from work due to the injury, the employee shall not be charged leave for time lost from work on the day of the injury. Employees are expected to return to work unless the treating physician indicates the employee must go home for the day. (A written statement shall be obtained from the treating physician if the employee cannot return to work.)

In situations where the employee cannot return to work, the employee shall be paid full salary for normal working hours on the day of the injury.

4. **Continuation of Benefits:** Annual Increase: Upon reinstatement, an employee's salary will be computed based on the last salary plus any legislative increase to which entitled. Any annual increase which would have been given had the employee been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.
  - a. **Annual and Sick Leave:** While on workers' compensation leave, the employee will continue to accumulate vacation and sick leave to be credited to his/her account for use upon return to work. If the employee does not return, vacation and sick leave accumulated during the first twelve months of leave will be paid in a lump sum along with other unused leave.



# Part-Time Faculty and Staff Handbook

## WORKERS' COMPENSATION AND LEAVE (CONTINUED)

Since the employee is on workers' compensation leave and is not able to schedule vacation time, the accumulation may in some cases exceed 240 hours and shall be handled as follows:

- (1) The 240-hour maximum to be carried forward to the next calendar year may be exceeded by the amount of vacation leave accumulated during workers' compensation leave. The excess may be used after returning to work or carried on the leave account until the end of the calendar year following a full year after the employee's return to work.
  - (2) If the employee separates during the period that excess vacation is allowed, the excess leave to be paid in a lump sum may not exceed the amount accumulated during the first twelve months of workers' compensation leave.
- b. **Hospitalization Insurance:** While on workers' compensation leave, an employee is in pay status and will continue coverage under their health insurance program. Monthly premiums of the employee will be paid by the institution. Premiums for any dependent coverage must be paid directly by the employee.
- c. **Retirement Service Credits:** While on workers' compensation leave, an employee does not receive retirement credit. As a member of the Retirement System, the employee may purchase credits for the period of time on an approved leave of absence. Upon request by the employee, the Retirement System will provide a statement of the cost and a date by which purchase must be made. If purchase is not made by that date, the cost will have to be recomputed.
5. **Return to Work:** When an employee who has been injured on the job and placed on workers' compensation leave has been released to return to work by the treating physician, there are three possible return to work situations (outlined a-c below).
- a. When an employee has reached maximum medical improvement and has been released to return to work by the treating physician, the institution shall return the employee to the original position he/she held prior to workers' compensation leave.
  - b. When an employee has not reached maximum improvement and is ready to return to limited work duty with approval of the treating physician but retains some disability which prevents successful performance in the original position, the institution shall provide work reassignment suitable to employee's capacity. The position must be both meaningful and productive, and advantageous to the employee and the institution. This work reassignment shall be a temporary assignment and shall not exceed ninety (90) days without approval from the institution's Office of Personnel Services and Workplace Safety. When the employee reaches maximum medical improvement, the institution shall return the employee to the original position held prior to worker's compensation leave.
  - c. When an employee has reached maximum medical improvement and has been released to return to work by the treating physician but has received a disability which prohibits employment in his/her previous position, the institution shall attempt to place the employee in another position



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## WORKERS' COMPENSATION AND LEAVE (CONTINUED)

- to the employee's capacity. The position must be both meaningful and productive, and advantageous to the employee and the employer. This work placement may be a permanent assignment or either a part-time or temporary assignment until a permanent assignment is found.
- d. If a position is not available for work placement, the institution shall appoint the employee to the first suitable vacancy that occurs.
  - e. Work placement efforts will continue for a period not to exceed 12 months except with the approval of the institution's Office of Personnel Services and Workplace Safety. Any time an employee has reached maximum medical improvement and is taken off workers' compensation leave, but a position is not available, the employee shall be placed in leave without pay status. While in leave without pay status, the employee may make arrangements to continue coverage under their health insurance plan. The employee is responsible for paying the total premium cost.
  - f. **Refusal of Suitable Employment:** The Workers' Compensation Act prevents employers from firing or demoting employees in retaliation for pursuing remedies under the Act but does not speak to reemployment after an employee has been released by the treating physician to return to work. If an employee refuses suitable employment in keeping with his/her capacity, the employer has the right to implement dismissal procedures.
6. **Failure to Cooperate:** When it has been determined that the employee has not fully cooperated with the intent and spirit of the workers' compensation policy, management may terminate the employee. Worker's compensation benefits may be continued or discontinued in accordance with the provisions of the Workers' Compensation Act.
  7. **Seven-day waiting period; exceptions:** No compensation, as defined in N.C.G.S. 97-2(11), shall be allowed for the first seven (7) calendar days of disability resulting from an injury, except the benefits provided for in N.C.G.S. 97-25. Provided, however, that in the case the injury results in disability of more than (21) days, the compensation shall be allowed from the date of the disability. Nothing in this section shall prevent an employer from allowing an employee to use paid sick leave, vacation or annual leave, or disability benefits provided directly by the employer during the first seven (7) calendar days of disability.

Revised: 4/8/24



# Part-Time Faculty and Staff Handbook

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## **SECTION III: OTHER BOARD APPROVED POLICIES**





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Page 1

## COLLEGE STORE REVENUES POLICY

### STATE BOARD OF COMMUNITY COLLEGES' POLICY FOR USE OF BOOKSTORE OPERATING PROFITS

In accordance with 1H SBCCC 300.3, the following policy has been established:

(a) Bookstore operations: All financial transactions pertaining to bookstore operations shall be accounted for in a proprietary institutional account and kept separate from all other activities of the College. At least every four years, the College's mark-up on textbooks and other instructional materials sold through the bookstore shall be reviewed to determine if the mark-up is appropriately balanced between affordability for students and other identified priorities.

(b) Use of bookstore operating revenues: Bookstore receipts shall first be used to support bookstore operating expenses including, but not limited to salaries and benefits of bookstore personnel, purchase of inventory, marketing, supplies, travel, equipment associated with the operation of the bookstore, enhancement of the bookstore, and bookstore facility support costs, such as utilities, housekeeping, maintenance, and security.

(c) Excess bookstore revenues: Receipts in excess of the above operating expenses shall be transferred to the appropriate account and expended consistent with the following provisions:

(1) Funds may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, loans, Work Study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and student activities. In addition, funds may be used to address impacts associated with the COVID-19 outbreak.

(2) Funds shall not be used to support any supplemental salary, benefit, or other form of compensation for the College President. Funds shall not be used to support administrative costs, promotional giveaways to individuals other than students, entertainment expenses, fundraising expenses, and capital improvements not allowed under (c)(1) above.

Revised: 11/16/20



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## CONTINUING EDUCATION ACCOUNTABILITY PLAN

1. On-site Visitation
  - a. Fifty (50) percent of all off-campus and distance education continuing education classes meeting 12 or more hours (excluding Self Supported and Community Service) will be visited each semester by the instructor's supervisor or a designated representative approved by the appropriate Vice President or Division Chair. Written documentation will be maintained to verify visitation.
  - b. Twenty-five (25) percent of all on-campus continuing education classes meeting 12 hours or more (excluding Self Supported and Community Service) will be visited each semester by the instructor's supervisor or a designated representative approved by the appropriate Vice President or Division Chair. Written documentation will be maintained to verify visitation.
  - c. The appropriate Vice President, Division Chair, or a designee approved by the College President will visit a random sample of ten (10) percent of "off-campus" and distance education continuing education classes each semester with no prenotification of these visits and will maintain written documentation of these visits. Registration periods may not be considered one of the unannounced class visits.
  - d. System Office Program Auditors will have access to any system developed to conduct electronic visitations of Internet classes so they may conduct unannounced class visits.
2. Student Membership Verification
  - a. A file will be maintained in the Continuing Education Office for each class offered within the division.
  - b. Class files will contain contract, roster, visitation documentation, and other information relevant to audit procedures.
  - c. Class receipt forms will be signed by the student enrolling in the class. In the event that the student is unable to sign, the instructor will verify the student's enrollment.
  - d. In distance education classes, student membership must be verified by one of the two following criteria:
    - (1) Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for.
    - (2) In cases where no registration fee is paid, electronic certification by the student, such as a faxed or scanned electronic signature, will be required for student membership verification in the course.



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## CONTINUING EDUCATION ACCOUNTABILITY PLAN (CONTINUED)

3. Instructor Verification
  - a. A photocopy of the instructor's actual social security card and one other form of identification will be required with the application for employment. The Accounting Office will not pay the instructor if this documentation is not on file.
  - b. Each month the Accounting Office will randomly select five instructors to pay in person. In the event that it is not practical to pay any one of the five (such as an instructor who traveled more than 30 miles to teach a weekend class), another instructor will be randomly selected. The selected instructors will be required to pick up their check in person from a representative of the Accounting Office. The Accounting Office will maintain a record of continuing education instructors paid according to this procedure.
4. College Approval Process for Conducting a Continuing Education Class
  - a. The appropriate Vice President or Division Chair will be responsible for approving the establishment/offering of all continuing education classes consistent with the mission and role of the Community College System and SACSCOC criteria.
  - b. An up-to-date master schedule of all continuing education classes including day, time and location will be maintained in the Continuing Education Office. In addition, directions to all off-campus classes will be on file in the Continuing Education Office.
5. College Responsibility for Accuracy in Reporting Practices in Continuing Education Programs
  - a. A summary of the internal audit for each semester will be maintained in the Division of Continuing Education for audit review.
  - b. Internal audit results will be reported in writing to the President at least twice yearly.
  - c. The President will report the internal audit findings to the College Board of Trustees once each year.
- I. **Governance Priorities:** *Activities that ensure credibility, establish equitable provision of services, and ensure appropriate actions by staff.*
  - a. **Goal 1:** Demonstrate accountability and credibility of operational functions.  
**Objective:** Utilize institutional reports to standardize processes and ensure program integrity.
  - b. **Goal 2:** Demonstrate operational accountability for data reported for state budget.  
**Objective:** Respond effectively to non-compliance issues, both material and non-material, identified in biennial review of records.
  - c. **Goal 3:** Demonstrate accountability to performance aligned with state and federal agencies.  
**Objective:** Pass all external agency audits and program assessments with no exceptions.



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## CONTINUING EDUCATION ACCOUNTABILITY PLAN (CONTINUED)

- II. **Academic Integrity/Program Accountability:** *Activities that ensure program quality, integrity, and relevance. Includes a quality curriculum taught by qualified instructors who employ effective instructional techniques. Curriculums should include measurable student outcomes taught in appropriate length of time and should be clearly aligned with the needs of college stakeholders.*
  - a. **Goal 1:** Students will meet specific course criteria to attain relevant license, credential, or demonstrate course completion requirements.  
**Objective:** Students will successfully attain learning outcomes described within each course/program syllabus and outline.
  - b. **Goal 2:** Instructional programs will demonstrate relevancy, rigor, viability, and student success.  
**Objective:** Course and program criteria will align to measurable outcomes of student success.
  - c. **Goal 3:** Faculty qualifications will support program relevancy and student success.  
**Objective:** Faculty will hold appropriate credentials and/or qualifications.
- III. **Market Forces:** *Activities that align industry and workforce interests with instructional actions. Initiatives meet their stated objectives and respond to the needs of the community they are meant to be benefitting, thereby contributing to better workforce training and industry sector responsiveness.*
  - a. **Goal 1:** Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths.  
**Objective:** Workforce Boards, Economic Development groups and industry partners will participate on college advisory boards.
  - b. **Goal 2:** Demonstrate proactive and reactive response to industry training needs.  
**Objective:** Develop training programs in response to specific business or industry sector needs.
  - c. **Goal 3:** Demonstrate development of a quality NC workforce prepared to succeed in employment.  
**Objective:** Develop training programs impacting employability of workforce.

Reference: 1D SBCCC 300.4

1G SBCCC 400.3 (c)(2)

Revised: 10/30/17

Board Reviewed: 9/25/23



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## CURRICULUM COURSE REPEAT POLICY

A course may be completed successfully a total of three (3) times, including all audits. Approval is required from the appropriate Division Chair for any student wishing to repeat a course beyond established limits. Each attempt will be recorded. With the exception of audits, the highest completion will be counted for credit in computing the grade point average. All grades will be reflected on the transcript. No course may be counted more than once toward graduation.

Certain financial aid sources are not available to support courses previously passed.

Students planning to transfer should note that the receiving institution may not honor the GPA alteration but may include all course attempts when computing the grade point average for admissions requirements.

Revised: 4/25/16



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## FISCAL AND MANAGEMENT POLICIES

1. The college expends funds prudently and consistently within the approved budget.
2. The current operating funds remaining unexpended at the end of each fiscal year will fall within North Carolina Community College System guidelines.
3. If any institutional fund account has a negative balance at year-end, the negative cash fund shall be reviewed. In the event the negative balance is not due to a planned reason, the college will present a plan to rectify the negative balance, and the information will be reported to the Board of Trustees at its first scheduled meeting following year-end.
4. All expenditures are tracked consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the NC Community College System Accounting Procedures Manual.
5. Financial reports are provided to the Finance Committee of the Board of Trustees at each regularly scheduled meeting.
6. The college maintains a system of internal controls as prescribed by G.S. 143D-7.
7. The college ensures bank accounts are reconciled and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. In the event the college fails to comply with this requirement more than once during a fiscal year, such information will be reported to the Board of Trustees at its first scheduled meeting following the month of non-compliance.
8. The college submits complete and accurate financial statements to the North Carolina Office of the State Controller by the prescribed deadline.
9. The college ensures that financial audits are conducted consistent with G.S. 115D-20(9) and G.S. 115D-58.16.
10. The college addresses any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews.
11. The college actively seeks to fill leadership and other supervisory positions in a timely manner with individuals of high competence.
12. The administration monitors staff turnover by providing an employee vacancy report for information to the Board of Trustees at least biannually.

Revised 6/25/18



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## LIVE CLIENT PROJECTS

Consistent with 1H SBCCC 300.1, the following policy has been established:

1. All projects must have prior approval from the appropriate Vice President or designee.
2. Priority for educational projects will be given to on-campus improvements and requests from students and employees, the Onslow County School System, and private non-profit agencies within the College's service area.
3. Nominal patron fees are established by the administration to provide students the opportunities to meet learning requirements. The receipts are utilized to support costs associated with providing services to patrons.
4. For projects not involving patron fees, all supplies and parts needed specifically for training projects must be purchased and furnished by the owner of the project.
5. Instructors, students, and agents of the College may not assess labor charges or accept gratuities or gifts for work performed.
6. All projects must be relevant to the subject being covered in the course in which the students are involved at that time.
7. The Waiver of Responsibility and Liability must be signed by the person/organization requesting the College's assistance and the project supervisor.

Revised: 4/25/16



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## SELF-SUPPORTING POLICY

State Board policy 1E SBCCC 600.2 permits the offering of self-supporting classes and specifies that the College is authorized to charge fees to students who enroll in self-supporting courses according to policies adopted by the Board of Trustees. Such policies shall include:

1. The method used to determine self-supporting fee rates; and
2. Permissible uses of excess funds generated from self-supporting activities.

The intent of the policy as applied by the State Board is to keep student charges as low as possible.

Given the uncertain nature of estimating the number of participating students and other related aspects, acquiring excess receipts for a given class is not inconsistent with State Board policies; however, accumulating a significant fund balance and expending these dollars appropriately are the primary issues.

A key element in offering self-supporting classes is System uniformity in determining direct and indirect costs involved.

### DIRECT COSTS

Direct costs are the costs required to provide an instructional course section. Examples of direct costs include, but are not limited to:

1. Instructor(s) salaries and salary-related benefits;
2. Travel to and from the instructional site;
3. Course curriculum development costs;
4. Instructional supplies;
5. Equipment;
6. Building rental;
7. Insurance;
8. Advertising, printing, postage, mailing costs;
9. Any other costs specifically related to the course section;
10. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section,

### INDIRECT COSTS

Indirect costs are the costs associated with activities and services that support instruction, but which cannot be exclusively assigned to a course section. Examples of indirect costs include, but are not limited to:

1. Student services;
2. Administrative costs;
3. Utilities;
4. Custodial services and security services, which cannot be exclusively assigned to a course section;





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## SELF SUPPORTING POLICY (CONTINUED)

If self-supporting receipts (all categories; e.g., curriculum, community service, etc.) exceed expenditures for the fiscal year the following provisions apply:

1. If receipts exceed direct expenditures, the surplus revenue should be expended for student financial aid/scholarships and/or program improvement. Expenditures should be of direct benefit to students.
2. Funds in excess of the above direct and indirect expense should not be used for:
  - a. Supplemental compensation or benefits of any personnel.
  - b. Administrative support of the College other than noted above of direct benefit to students.
  - c. College entertainment expense. (Educational activities for non-College personnel or College personnel to enhance student success would not be entertainment. Functions in which the primary purpose is fundraising would be entertainment.)
  - d. Fundraising expenses.

### USE OF EXCESS REVENUES

Excess receipts shall only be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and the acquisition of real property.

### COURSE FEES

Course fees will be established by the appropriate Vice President and/or his/her designee with consideration given to several factors. Course fees should be:

1. Inclusive of all direct costs of the course or program;
2. Based on the number of participants anticipated for enrollment;
3. Reflective of the length and scope of the offerings; and
4. Set at a level at or below the local market rate for the type of continuing education instruction provided.

### REFUND POLICY

A student who officially withdraws, in writing, from a self-support class prior to the first class meeting shall be eligible for a 100% refund. A student is also eligible for a 100% refund if an applicable class is cancelled by the College.

This policy will be in effect for a period not to exceed three years.

Reference: 1E SBCCC 700.7  
1E SBCCC 600.3c  
1E SBCCC 900.5

Revised: 11/16/20



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## LOCAL STUDENT FEES

Colleges are authorized to charge local fees that are established by the local Board of Trustees under the provisions of 1E SBCCC 700.1. Local fees include the following:

1. Required Specific Fees - These are fees charged to students for items required for individual courses that are considered to be in addition to normal supplies and materials the college provides for students, such as tools, uniforms, insurance, and certification fees.
2. Student Activity Fee - This is a fee charged to students to support student activities. The student activity fee shall not exceed the maximum established by the State Board.
3. Instructional Technology Fee - This is a fee charged to students to support the procurement, operations, and repair of computers and other instructional technology, including supplies and materials that accompany use of the technology. This fee shall not exceed the maximum established by the State Board.
4. Parking Fee - This is a fee charged to a student for use of the College's parking facilities.
5. Other Fees - These are fees charged to support costs of goods or services provided by the College that are not required for enrollment. Examples include, but are not limited to, graduation fees, transcript fees, optional assessment fees, library/equipment replacement fees, and fees to participate in a specific event or activity.

The Board of Trustees delegates to the President the authority to modify the Board-approved fee schedule as appropriate.

Reference: 1E SBCCC 200.1  
1E SBCCC 700.2  
1E SBCCC 700.3  
1E SBCCC 700.4  
1E SBCCC 700.5  
1E SBCCC 700.6

Revised: 11/16/20



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## OTHER ACTIONS REQUIRING BOARD APPROVAL

- Advisory Committee Members, self imposed
- Appointments/Reappointments to College Foundation Board of Directors, as needed
- Approval of construction budgets, including Architectural, Engineering, etc. firms for construction on campus, as needed
- Audit Reports - Financial, FTE, etc., annually
- Bid-Approval(s), as needed
- Capital budgets/113 budgets
- Captive and Co-opted Classes, as needed
- Deferred Payment Plan for Tuition, as needed
- Establishment of new curriculum programs
- Evaluation of College President, annually
- Holiday Leave Policy
- Naming of buildings, labs, classrooms, etc., as needed
- Resolutions/Proposals, as needed
- Revisions to College Mission Statement, President's Vision, Values, and Goals, as needed
- State and county budgets, annually

Revised: 11/16/20



# Part-Time Faculty and Staff Handbook

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## **SECTION IV: ACADEMIC AFFAIRS GUIDELINES**



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## ACADEMIC CALENDAR

An annual academic calendar is developed to identify the scheduled days of instruction in each academic semester. This calendar is published in the *College Catalog*. Faculty contracts are based on the academic calendar.

**The published academic calendar is subject to change due to unforeseen circumstances.**

Reviewed: 5/14/21



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## ACADEMIC FREEDOM

The faculty member is entitled to freedom in the classroom in discussing the subject matter within the constraints of the approved syllabus but should not introduce into his/her teaching any controversial matters that have no relation to that subject matter. When controversial matters are related to the subject matter and are introduced by the instructor, then the instructor should make every effort to clarify the relationship so that students understand why a given topic is included in the course.

Each member of the faculty or staff, in writing or speaking, has the same rights and duties as any other citizen. However, Coastal Carolina Community College believes that each of its members, in exercising the rights of free speech, should realize that in the minds of many citizens, the College employee represents the College and that, in consequence, the reputation of the College depends, in part, on each of its employees.

Each employee, therefore, should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others and for the established policy of the College. The employee should also properly identify himself/herself to outside audiences as associated with the College and should clearly indicate that he/she is not an institutional spokesperson unless specifically commissioned to serve in such a capacity.

Reviewed: 5/14/21



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## ADVISORY COMMITTEES

Advisory committees serve a valuable function at the College. Curriculum programs that provide opportunities for the students to be employed in the local community may have a local advisory committee. The committee provides a liaison between the College and the business, industrial, and professional community. The committees serve the College by advising and assisting the College personnel in the following:

1. Determining employment needs and identifying placement opportunities;
2. Recruiting students and faculty;
3. Recommending revisions in curricula and determining the need for new training programs for specific occupations;
4. Identifying appropriate equipment for training needs and desirable clinical facilities to meet the training needs;
5. Evaluating the effectiveness of the training programs in the community as the graduates are employed; and
6. Publicizing the training programs.

The advisory committees, in fulfilling their purpose, will be guided by the following policy:

1. Advisory committee appointments are subject to Board approval.
2. Advisory committees are composed of members with varying backgrounds and business interests in the discipline-specific areas.
3. Advisory committees which fail to fulfill their functions will be discontinued at the discretion of the College officials, and committee members who do not attend meetings may be terminated at the discretion of the College officials.
4. Additional advisory committees will be formed as the need arises.
5. All advisory committee activities are coordinated through the Vice President for Instruction or his/her designee.
6. Advisory committees must meet at least one time each academic year. Additional meetings may be scheduled at the discretion of the committee. Official minutes are on file in the Office of Instruction and respective divisions.

## CONTINUING EDUCATION

Advisory committees are appointed on an as needed basis by the President or his/her designee.

Reviewed: 5/14/21



# Part-Time Faculty and Staff Handbook

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## **CLASS ATTENDANCE (INSTRUCTORS)**

When possible, notice will be given to the appropriate supervisor in advance of any absence by instructors. In the event of emergencies, the supervisor must be notified as soon as possible. The instructor, working directly with his/her supervisor (or his/her designee) will make every effort to provide a qualified substitute instructor, as appropriate.

Reviewed: 5/14/21





# Part-Time Faculty and Staff Handbook

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## CLERICAL ASSISTANCE

Clerical assistance is available through the Office of Instruction or the Division of Continuing Education for typing, copying, printing, collating, and stapling instructional materials which are for classroom use. Cooperation is requested in allowing ample time to ensure that work is processed in an efficient and effective manner. Two (2) working days are required for completion of the material if it is to be typed and one (1) working day if it is to be copied.

Instructions should accompany the material so that the secretary doing the work understands what needs to be done, the date it will be needed, and how to return it to the instructor. A telephone number where the instructor may be reached should also accompany the material.

Reviewed: 4/25/16



# Part-Time Faculty and Staff Handbook

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## COURSE SYLLABUS

Each semester, instructors are required to provide a syllabus to students and to the Division Office accurately reflecting what is taught in the classroom.

Syllabi must include the following information:

- Course title and number
- Instructor and Supervisor contact information
- Class lecture hours, lab hours, and credit hours
- Prerequisites, and/or corequisites, if any
- Catalog description
- Course objectives/competencies
- Title, date, and author of textbook, if applicable
- Evaluation procedures (identify how the student's progress will be measured, how the results of that measurement will be used to determine grades, etc.)
- Grading System, as published in the *College Catalog*
- Attendance policy\*
- Disability Accommodations and Services
- Title IX Policy Reference

\*For online courses, attendance must be recorded through participation in an academically-related activity (i.e., engagement beyond logging into the LMS)

Note: Each instructor will inform students of posted office hours.

Revised: 7/21/21



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## CREDIT HOUR DEFINITION AND POLICY

In defining a credit hour, Coastal Carolina Community College adheres to State Board of Community Colleges Code 1D SBCCC 400.1(c), on scheduled instructional time or equivalent per credit hour, as well as the Federal definition and Carnegie unit recommendations as follows.

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

NOTE: The State Board of Community Colleges Code requires 16 hours of instruction for one semester hour of credit. The State Board of Community Colleges defines the minimum amount of time required for each scheduled class hour in 1G SBCCC 200.93 (b) (3) as follows:

Definition of a Student Membership Hour: A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall provide sufficient time between classes to accommodate students changing classes. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document.

Revised: 5/14/21



# Part-Time Faculty and Staff Handbook

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## CURRICULUM ESTABLISHMENT, REVIEW, AND EVALUATION

Courses offered at Coastal Carolina Community College are established statewide by instructional faculty. The faculty are nominated to serve by each college and selected by the North Carolina Community College System Office. The faculty produce the courses that make up the statewide Combined Course Library.

The faculty and administration jointly choose the programs offered for academic credit. The Division Chair and the Vice President for Instruction and Student Services submit the required Curriculum Program Application to the local and State Boards for appropriate approval. If approved, the Division Chair and faculty choose the courses that constitute the Program of Study. The Program of Study must be approved by the System Office and the Southern Association of Colleges and Schools Commission on Colleges. Once approved, the program is entered into the *College Catalog*.

Any program modification is initiated by the faculty, Department Head or Division Chair and approved by the Chief Academic Officer. Any modifications not previously approved at the state level must be submitted to the State Board.

On an annual basis, all curriculum programs are evaluated. The primary document for this review is the Desktop Audit. Each year the Department Head and Division Chair meet with instructional faculty to review course offerings and evaluate the state of the program. From these meetings, a plan of action is finalized with the Vice President for Instruction and Student Services, Vice President for Instructional Support, and Director for Institutional Effectiveness and Student Success.

Revised: 8/8/23



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## EARLY EXAMINATION REQUESTS (CURRICULUM)

At times, requests are received from students desiring to take final examinations prior to the completion of the semester. The requests are usually generated because the students have a need to depart the area prior to the end of the semester. The following policy has been established to provide uniformity in approach.

All requests from students wishing to take course examinations prior to delivery of the entire course content must be approved by the Vice President for Instruction. All such requests should be made by completing an Early Exam Form and submitting it to the Office of Instruction. The Vice President for Instruction will then, after consultation with the appropriate faculty member, decide upon the feasibility of administering the final examination early.

Instructors may, on a case-by-case basis, administer final examinations to students without vice presidential approval if the entire content of the course has been delivered. This is not intended to move entire class exams, but may be appropriate for an individual student.

It should be noted that for the purpose of attendance reporting, a student's membership hours will be terminated on the date the final examination is given; however, a student would be counted in the number of students enrolled at the end of the course. All early examination dates must be noted on the attendance record.

Revised: 5/14/21



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## EDUCATORS OF THE YEAR

Each academic year, Coastal Carolina Community College will recognize faculty members for teaching excellence. A maximum of six (6) instructional faculty members will be chosen as Coastal Carolina Community College's Educators of the Year. From the selected Educators of the Year, one (1) full-time faculty member will be selected as the College's Educator of the Year. The final Educator of the Year will represent the College in the Community College System Excellence in Teaching competition. The policies and procedures for selection of the Educators of the Year are as follows.

### ELIGIBILITY FOR NOMINATION

All full-time curriculum and continuing education instructors, including Division Chairs, are eligible for nomination. Other full-time employees and part-time instructors who have taught for at least two (2) semesters are eligible for nomination.

### NOMINATION RULES

- Nominations for Educators of the Year must be made by the appropriate supervisor.
- Nominations for Educators of the Year will be accepted in March of the spring semester.

### EDUCATORS OF THE YEAR SELECTION COMMITTEE

The Educators of the Year Selection Committee shall consist of two (2) full-time curriculum instructors (the most recent, currently employed Educators of the Year who were chosen to represent Coastal at the State level, one from College Transfer and one from Technical/Vocational); one (1) representative from continuing education, appointed yearly by the appropriate Vice President; one (1) student representative, appointed yearly by the Student Government Association; and the Vice President for Instruction, who will serve as chair.

- If either Educator of the Year is unable to serve, the Chair of the Faculty Assembly shall appoint a replacement unless the Chair is a nominee. Then, the appropriate Vice President shall appoint the replacement.
- Should one or more of the members on the committee be nominated as Educators of the Year, the Chair of the Faculty Assembly (or the appropriate Vice President) shall appoint a replacement(s) from the same area(s).
- The student representative on the committee may be either a full-time or part-time curriculum student.

### CHAIR DUTIES

The chair will have the following duties.

- Administer the Educators of the Year selection process;
- Ensure nomination forms are available and distributed;
- Provide the President of the College with a list of the nominees for approval;



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## EDUCATORS OF THE YEAR (CONTINUED)

- Inform the appropriate individual concerning the need for a replacement in the event a committee member is nominated for Educator of the Year;
- Oversee the committee's selection of Educators of the Year, including the North Carolina Community College System representative;
- Inform the President of the College of those persons chosen by the committee as Educators of the Year; and
- Inform the President of the College of the person chosen by the committee as Coastal Carolina Community College's Educator of the Year.

### CRITERIA FOR SELECTION AS AN EDUCATOR OF THE YEAR

Each nominee will be evaluated for indications of excellence based on the following qualities:

- Interactions with students that focus on their successful development as whole persons;
- Effective classroom environments that result in motivated students and successful learning, including student engagement strategies implemented by the instructor.;
- Innovations in teaching methods including the effective use of technology;
- Professional development activities and experiences that enhance teaching effectiveness;
- Leadership roles beyond the classroom related to the practice and profession of teaching;
- Past recognition and awards received as a faculty member; and,
- Overall consistent and excellent job behaviors that exhibit unselfish devotion and significant contributions to student, College, and System success (exceeds normal expectations).

### AWARDS AND RECOGNITION

The local Educators of the Year shall receive the following awards and recognition for their excellence:

- Recognition in an article submitted to the local newspaper, and
- Special consideration for staff development activities.

### SELECTION OF THE EDUCATOR OF THE YEAR TO REPRESENT COASTAL CAROLINA COMMUNITY COLLEGE AT THE STATE LEVEL

The Educators of the Year Selection Committee will select Coastal Carolina Community College's Educator of the Year from the selected Educators of the Year utilizing the North Carolina Community College System guidelines.

The President of the College shall approve the nomination of Coastal Carolina Community College's Educator of the Year and submit the nomination to the North Carolina Community College System.

Reviewed: 5/14/21



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## FACULTY ADVISING

Selected faculty members will assume the responsibility of advising students who have an interest in an area similar to the instructor's field of study. These advisors will meet with the student at least once each semester in order to create a pathway to successful completion of the student's goals, assist them with course selection, make referrals in any area of concern, and provide one-on-one interaction whenever possible.

Revised: 5/14/21





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## FACULTY ASSEMBLY

The Faculty Assembly, through its committees and its other activities, plays an important role in institutional decision-making and the pursuit of excellence at Coastal Carolina Community College. The standing committees of the Faculty Assembly are described in the Bylaws.

The membership of the Faculty Assembly is described in detail in the Bylaws. Full-time curriculum instructors are required to attend Faculty Assembly meetings unless the meeting conflicts with scheduled classes. In certain cases, arrangements may be made for a substitute. Exceptions to the required attendance must be approved by the immediate supervisor.

Revised: 5/14/21



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## FACULTY QUALIFICATIONS

Both full-time and part-time faculty must meet the faculty qualifications established by Coastal in response to the Southern Association of Colleges and Schools (SACSCOC). Standard 6.2.a states:

**For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (*Faculty qualifications*)**

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields.

## FACULTY CREDENTIALS

### I. General Education

Faculty teaching general education courses at the undergraduate level: doctor's or master's degree in the teaching discipline or a minimum of master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

### II. Introduction to Computers (CIS 110)

In compliance with the findings of the Southern Association of Colleges and Schools (SACSCOC) 2003 Substantive Change Committee for Distance Learning, Introduction to Computers (CIS 110) will be instructed by a lead instructor qualified with a minimum of master's degree in a computer related field or a minimum of master's degree with eighteen graduate hours in a computer related field.

This instructor will be responsible for every section of the CIS 110 course utilizing teaching assistants who meet specified qualifications. The course has standardized course lecture, schedule of delivery, schedule of test dates, common exams, common graded assignments and common software.

Teaching Assistants for CIS 110 will hold a minimum of a master's degree with 18 graduate hours in a computer related field or a minimum of a bachelor's degree, experience with information systems, and a Microsoft Office Specialist certification.

### III. Associate Degree Courses Designed for Transfer

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or a minimum of a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).



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## FACULTY QUALIFICATIONS (CONTINUED)

Teaching Assistants for biology labs will hold a minimum of a bachelor's degree in biology, a biology-related field, or a related degree with a minimum of 40 semester hours of biology or biology-related coursework.

Teaching Assistants for chemistry labs will hold a minimum of a bachelor's degree in chemistry, a chemistry-related field or a related degree with a minimum of 40 semester hours of chemistry or chemistry-related coursework.

Teaching Assistants for geology labs will hold a minimum of a bachelor's degree in geology, a geology-related field or a related degree with a minimum of 40 semester hours of geology or geology-related coursework.

Teaching Assistants for physics labs will hold a minimum of a bachelor's degree in physics, a physics-related field or a related degree with a minimum of 40 semester hours of physics or physics-related coursework.

### IV. Associate Degree Courses not Designed for Transfer

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or a minimum of an associate's degree and demonstrated competencies in the teaching discipline.

### V. Diploma

Faculty teaching diploma courses that are part of terminal programs completed in one year or less and not designed for transfer: diploma coupled with appropriate experience or a high school diploma coupled with outstanding professional experience. Examples may include professional and work experience, technical and performance competency, records of publications, certifications and other qualifications. Math courses for diploma only: a minimum of a bachelor's degree in the teaching discipline or a minimum of a bachelor's degree with at least 3 semester hours of undergraduate Calculus. English and Communications courses for diploma only: a minimum of a bachelor's degree in the teaching discipline or related field, or a minimum of a bachelor's degree with at least 12 undergraduate or graduate hours in the teaching discipline or a related field.

### VI. Non-Degree Certificate Programs

Faculty teaching non-degree certificate programs: demonstrated competence in the field in which they teach. Such competence may include work experience, certifications, and/or other qualifications as recognized by certifying agency.



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## FACULTY QUALIFICATIONS (CONTINUED)

### VII. Developmental and Supplemental Courses

Faculty who teach developmental and supplemental courses, not transferable to a baccalaureate degree:

- MAT 003, 010, 021, 043, and 071 – a minimum of a bachelor's degree in the teaching discipline or a minimum of a bachelor's degree and at least 3 semester hours of undergraduate level Calculus.
- ENG 002 and 011 – a minimum of a bachelor's degree in Reading or English, or related field; or a minimum of a bachelor's degree with at least 15 undergraduate hours in Reading or English.
- CHM 090 – a minimum of a bachelor's degree with coursework that involves at least two semesters of general chemistry and one semester of organic chemistry.
- CIS 070 – a minimum of a bachelor's degree with demonstrated competency in the subject area.

### VIII. Academic Related Courses

- Faculty who teach academic related non-transfer courses (such as ACA 090 and ACA 111) – a minimum of a bachelor's degree.
- Faculty who teach academic related transfer courses (like ACA 122) – a minimum of a master's degree.

Revised: 5/14/21



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## FIELD TRIPS

Field trips are encouraged to enhance the learning experience. The Field Trip Request Form must be submitted and approved by the appropriate supervisor before an off-campus field trip commences.

Reviewed: 5/14/21



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## GRADE APPEAL

All grade appeals must be initiated no later than the first calendar day of the next regularly scheduled semester.

The following procedure is to be utilized:

1. The student will contact the instructor to determine that there has been no mistake and to present his or her case.
2. In the event of no resolution between the student and the instructor, the student will, within five academic calendar days, contact the Division Chair, Director, or supervisor who will consider the appeal and render judgment within five academic calendar days.
3. In the event of no resolution with the instructor's supervisor, the student will, within five academic calendar days, contact the appropriate Vice President, who will require both the instructor and the student to present their cases. Upon completion of said presentations, the Vice President will render judgment within five academic calendar days.
4. Decisions obtained by this process will be recognized as final.

Exceptions to the aforementioned timelines must be approved by the appropriate Vice President.

Revised: 5/14/21



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## GRADING SYSTEM

Official grades are issued for each student at the end of each semester. Students enrolled in academic programs will be graded by the following letter grade system.

	<b>Numerical Grade</b>	<b>Grade Points Per Semester Hours</b>
A (Excellent)	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B (Good)	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C (Average)	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D (Below Average)	63-66	1.00
D-	60-62	0.67
F (Unsatisfactory)	Below 60	0

Note: Grades are rounded to the nearest whole number. Course credit may not be transferable to another institution when a grade of 72 "C-" or lower is earned.

The following grade/status abbreviations will not be used in computing the grade point average:

AU–AUDIT

CE–CREDIT BY EXAMINATION This is awarded for successful completion of institutional examination and carries credit earned but is not figured in grade point average. (Course credit may not be transferable to another institution.)

I–INCOMPLETE This indicates failure to complete certain course requirements because of extenuating circumstances. The student is responsible for arranging with the instructor the terms of the incomplete and for seeing that the incomplete is removed prior to the end of the succeeding term, or the grade becomes an "F." In rare and unusual circumstances, as determined and approved by the Vice President, a student may be approved to arrange with an instructor the terms of an incomplete for two academic terms. If the incomplete is not removed prior to the end of the second academic term, it becomes an "F".

IP–IN PROGRESS This status indicates current enrollment and progress toward course completion.

NA–NEVER ATTEND This status indicates that the student enrolled in the course but did not attend.

P–PASS This grade may be given in developmental courses when progress (80% mastery or higher) has been made toward required objectives.



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## GRADING SYSTEM

(CONTINUED)

**R-RE-ENROLL** This grade may be given in developmental courses when progress has been made but required objectives have not been met (below 80% mastery). A student who has earned an "R" will not be allowed to enroll in subsequent courses until he/she re-enrolls and earns a "P" in the specific course. Financial aid recipients who receive an "R" grade for a specific course may be eligible to have federal Pell funds reappropriated for the repeat for a specific course.

**W-WITHDRAWAL** This is a grade assigned when appropriate documentation is submitted by the instructor, student or College official by the published deadline, terminating enrollment. An instructor or College official may assign a "W" after the published deadline.

**WA-WITHDRAWAL FOR AUDITS** This is the grade reported for an audit student who ceases attendance without officially notifying the school or initiates a student withdrawal. This grade carries no credit and no penalty.

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## GUIDELINES PERTAINING TO STUDENTS

Many of the guidelines pertaining to students are referenced in the *College Catalog*. Faculty and staff members are encouraged to use the *College Catalog* as a reference for guidelines, such as the following list.

- Academic Forgiveness Rule
- Academic Warning/Academic Probation
- Adding, Disenrolling, or Withdrawing from Courses
- Admissions Requirements
- Adverse Weather Policy
- Attendance
- Children on Campus
- Communicable Disease Policy
- Curriculum Course Repeat Policy
- Drug and Alcohol Policy
- Equal Education Opportunity and Equal Employment Opportunity Policy
- Grading System
- Independent Study
- Intellectual Property Rights
- Policies Relating to Disruptive Conduct
- Privacy of Educational Records
- Request for Accommodation
- Residency Status
- Transfer of Credit to Other Institutions
- Tuition Refund Policy
- Two Year Rule

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## INSTRUCTIONAL TECHNOLOGY RESOURCES

Coastal Carolina Community College has invested heavily in its technology systems, support staff, and services to meet the needs of student learning and instruction. Several resources are available to assist faculty in the use of technology.

### INSTRUCTIONAL TECHNOLOGIST/DISTANCE LEARNING COORDINATOR

An Instructional Technologist/Distance Learning Coordinator provides technical support and professional development for faculty teaching online courses and for faculty seeking assistance in integrating technology in the classroom.

### PROFESSIONAL DEVELOPMENT

The Distance Learning Quality Council collaborates with the Instructional Technologist/Distance Learning Coordinator to identify and present additional workshops focused on incorporating instructional technology resources in the classroom.

### MEDIA/TECHNOLOGY RESOURCES

- Media materials, equipment, and facilities are available through the Help Desk.
- Training in the use of educational equipment is available through the Help Desk and Instructional Technologist/Distance Learning Coordinator.
- Video recording and equipment are available upon request.

Revised: 5/14/21



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## C. LOUIS SHIELDS LEARNING RESOURCES CENTER

### PURPOSE

The purpose of the Learning Resources Center (LRC), in supporting the mission of the College is to provide materials, services, and programs designed to enrich and support the curriculum and foster the academic and career success of students and members of the community. The LRC is committed to providing students, faculty, and staff with a collection of current academic resources as well as assisting in building information literacy skills to help navigate and evaluate sources of information. The LRC further seeks to create an environment that supports a commitment to ongoing education by providing students a space for study, collaboration, and growth.

### GENERAL INFORMATION

The LRC is open Monday-Thursday, 7:00 am-7:00 pm and Friday, 7:00 am-5:00 pm. Saturday hours are 9:00 am - 3:00 pm. Hours are extended during midterms and exams and may vary during semester breaks and holidays. The LRC offers a quiet and welcoming atmosphere conducive to study and research. A comprehensive print collection of over 15,000 volumes, covering academic, technical, and vocational fields, is available for circulation. Numerous periodicals, popular fiction, and a wide variety of non-print media, including audiobooks and DVDs are also available. The LRC offers computers and a wireless network for students, faculty, and staff to access over 150 databases, including NCLIVE, for research and class assignments. Other services include printing, photocopying, scanning, faxing, reference assistance, and information literacy instruction.

### COLLECTION DEVELOPMENT

Librarians have responsibility for selecting materials for the collection. Each librarian is assigned specific subject areas of the curriculum on which to focus their selection. Faculty members are active participants in the selection of material and collection development by collaborating with the LRC librarians and recommending materials that support their discipline.

Priority is given to titles directly related to current academic and vocational programs, and course assignments. Books and other materials are selected based on reviews in professional journals and other authoritative sources. The LRC staff will utilize all resources that help to select and verify high-quality items, including their own personal judgment based upon education, experience, and knowledge of a subject. Additionally, the LRC will select materials that address existing gaps in the collection and/or have demonstrated patron interest.

Additional criteria to be considered when selecting materials include the following:

- Contribution to the depth or breadth of a two-year, undergraduate academic collection
- Current strengths and weaknesses of present holdings in the subject area
- Faculty recommendations and requests



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## C. LOUIS SHIELDS LEARNING RESOURCES CENTER (CONTINUED)

- Accreditation requirements
- Patron needs, including materials that support specific populations
- Timeliness, depth, or scope of coverage
- Authority, accuracy, and currency
- Uniqueness and significance of the material
- Cost-benefit analysis
- Professional status and reputation

In addition to materials that support the academic curriculum, the LRC maintains a collection of popular materials (including, but not limited to, current fiction, audiobooks, and graphic novels) to promote a well-rounded information experience for the Coastal community. The addition of materials to the LRC collection in no way represents an endorsement of any theory, idea, or policy contained therein.

Space limitations, physical wear, and new developments in the disciplines or popular thought necessitate that materials occasionally be removed (weeded) from the collection. LRC staff review the existing collection regularly. Content considerations for weeding include: age, relevance to the 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.

### DONATIONS

The LRC welcomes donations of hardcover books in good condition. Materials donated to the library become the property of the LRC. Gift materials are accepted by the LRC with the understanding that the librarians will evaluate and retain items in the best interest of the LRC's collection.

### CIRCULATION

A valid Coastal Carolina Community College ID and library barcode are required to check out materials. Materials circulate for three weeks, unless otherwise stated. Items may be renewed twice if the material is not needed by another patron. There are no overdue fines for books. There is a \$1 a day fine for overdue DVDs. Patrons are responsible for the cost of lost or damaged items. Replacement costs are determined by the current price of the item. Any unpaid library charges are attached to student records. The account needs to be cleared before the student is able to register for classes, receive their diploma, or request a transcript.



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## C. LOUIS SHIELDS LEARNING RESOURCES CENTER (CONTINUED)

### RESERVE MATERIALS

Faculty may request that materials be placed on reserve for assigned reading. The reserved materials should be given to the LRC before assignments are given. Faculty are asked to please advise the LRC when assignments are completed, so the materials may be returned to the shelves. Reserve books, periodicals, and DVDs are shelved at the circulation desk and may be checked out for two hour intervals.

### INTERLIBRARY LOAN AND HOLDS

The LRC is part of the consortium of Community College Libraries in North Carolina (CCLINC) which provides online access to the collections at each of the libraries. Interlibrary loan service is available to all Coastal Carolina Community College faculty, students, and staff through the CCLINC online catalog.

### CONDUCT

To ensure an atmosphere conducive to learning, it is expected that patrons limit conversation and show consideration for fellow students, faculty, and staff. Cellular phones or any electronic devices that emit audible sound must be switched off or configured for silent operation in the LRC.

### ORIENTATION AND INFORMATION LITERACY INSTRUCTION

The LRC librarians provide orientation and information literacy instruction. Faculty are asked to schedule classes in advance by submitting the information literacy online request form. These classes can be tailored to meet the needs of specific class assignments. Faculty may also bring their classes to the LRC for general research and must schedule this with a library staff member. Chromebooks are available for use in the library if all computers are being used.

### STUDY ROOMS

Group and individual study rooms are available for students, faculty, or staff. Group study rooms are available for two-hour intervals and must be reserved ahead of time at the circulation desk. Individual study rooms are available on a first-come, first-served basis.

Revised: 5/14/21



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## OFF-CAMPUS EXTENSION OFFICES

The College maintains extension offices aboard Marine Corps Base (MCB) Camp Lejeune and Marine Corps Air Station (MCAS) New River. The office and classroom facilities for curriculum courses offered aboard MCB Camp Lejeune are located in the John A. Lejeune Education Center (Building 825). The MCAS New River office and curriculum classes are located in Building AS-212.

Military personnel, their family members, and civilians can receive services and information about the College and services including admissions, placement testing, academic counseling, and registration. The extension offices can also provide information about various military educational opportunities such as Tuition Assistance.

In addition to curriculum course offerings, various continuing education courses are offered at MCB Camp Lejeune. Learning labs, with free tutoring and placement testing for students, are available at MCB Camp Lejeune and MCAS New River extension sites.

Upon request, the College offers courses at various other locations aboard the Marine Corps installations in Onslow County, such as Camp Geiger, Camp Johnson, the Naval Medical Center, Courthouse Bay, Tarawa Terrace, and others.

Revised: 5/14/21



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## PRIVACY OF EDUCATIONAL RECORDS

Educational records include academic scores, transcripts, medical records, financial accounts, financial aid information and disciplinary records. Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the right of students to inspect and review their records.

Coastal Carolina Community College supports the rights and privacy afforded each student by the act and is in compliance with its provisions.

Within Coastal Carolina Community College, only those persons, individually or collectively, acting in the student's educational interest are allowed access to student educational records. Included are personnel in the Student Services Division, senior level administrators, the Accounting Office, the Office of Public Information/College Foundation, instructors, advisors, and other academic personnel within the limitations of their need to know.

At its discretion, the College may provide directory information in accordance with the provisions of the act to include the following: student's name, address, e-mail address, telephone numbers, major field of study, dates of attendance, full-time/part-time attendance, degrees, and awards received. The College will provide directory information listings to military recruitment offices (as designated by the Solomon Amendment), to other third parties for the sole purpose of educational benefits to the students, and for verification to employment agencies. No other persons shall have access to, nor will the College disclose, information from a student's record without the written consent of the student.

A student has the right to withhold disclosure of directory information by completing a Request for Nondisclosure in the Registrar's Office. Requests for Nondisclosure must be filed annually. The College assumes that failure on the part of any student to file a Request for Nondisclosure indicates approval for disclosure.

Student records, including admissions papers, registrations, grades and other supporting data are maintained in the Registrar's Office. Any student wishing to challenge the content of his/her educational records should notify the Director for Data Management Services/Registrar in writing.

Reviewed: 5/14/21



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## PROGRAM AND SERVICES REVIEW PROCESS

Coastal Carolina Community College has developed a systematic, annual process for the assessment of all educational programs and administrative and educational support services in compliance with all elements of the review policy as approved by the State Board of Community Colleges. Coastal will utilize the Desktop Audit which establishes standards and performance levels for the purpose of monitoring the quality and viability of all programs and services. The annual review process involves broad-based participation of Vice Presidents, Division Chairs, Department Heads, Directors, and Supervisors with the assistance of the Institutional Effectiveness Office. The annual review process enables the College to prioritize short-term decisions to meet changing needs.

A full copy of each year's Desktop Audit is available for review in the Institutional Effectiveness Office.

Reviewed: 5/14/21





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## RECORDS AND REPORTS

### CURRICULUM

The faculty are responsible for maintaining and submitting attendance and grade reports on all classes. These reports will be needed to complete state and federal reports. The curriculum faculty will keep the following records and reports:

#### 1. Records of Grades and Attendance

The recording of grades and attendance includes the option for faculty to utilize a physical and/or electronic grade and attendance record. Official records are maintained by the instructor and must be up-to-date, including the following information:

- a. Class prefix, number, and title (e.g., ACA 111 College Student Success); semester and year (e.g., Fall 2016);
- b. Name of each student enrolled in each class;
- c. First day of each student's entrance into the class, designated with the letter "E";
- d. Date of other significant occurrences, including:
  - A - Absent
  - D - Disenrolled by instructor
  - N - No day (Class did not meet due to College closing)
  - R - Reinstated
  - T - Tardy/Left Early
  - W - Withdraw by student
- e. Instructor's name; and
- f. Grades



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## RECORDS AND REPORTS (CONTINUED)

Seated courses will utilize physical and/or electronic grade and attendance records. Online courses will utilize the approved distance learning management system to electronically record both grades and attendance. Online course attendance is established by the instructor, to equate to the attendance rules as mentioned in the Coastal Carolina Community College Catalog, and specific attendance guidelines are published in the syllabus for each online course. Courses with an online component (hybrid or partial online) will record grades and attendance using a physical and/or electronic record or the approved distance learning management system, whichever is deemed appropriate by the instructor. The aforementioned are official records kept by the instructor and must be accessible to the appropriate Division Chair.

Prior to the termination of the faculty members employment with the College, all official records must be submitted to the appropriate Division Chair, as requested. These records must be accessible throughout the duration of the grade appeals process. Attendance/grade rosters must be filed with the Registrar's Office at the end of the term.

### 2. Attendance/Grade Roster

A preliminary class roster will be given to each instructor by the first day of class. Within ten (10) working days after receipt of the preliminary roster, each instructor will receive a second roster which will reflect updated information. Within seven (7) to ten (10) working days after receipt of the second roster, each instructor will be sent an official attendance/grade roster. Note: An instructor of a 12 week course, 2nd session 8 week course, and/or a 4 week developmental mathematics course will receive a preliminary roster followed by the official attendance/grade roster within seven (7) to ten (10) working days. The official attendance/grade roster is to be carefully checked, signed, and returned to the Registrar's Office as designated. The following instructions and clarifications apply.

- a. Once a curriculum course begins, a student may not enroll or be placed on the official attendance/grade roster without the approval of the appropriate Division Chair.
- b. If there is a student on the official attendance/grade roster who never attended the class, the abbreviation "NA" should be marked under the Grade column.
- c. Instructors are provided a timeline for verification for official attendance/grade rosters. Once verified by the instructor, official attendance/grade rosters are submitted to the Registrar's Office in accordance with the published timeline.

Attendance is to be recorded on the attendance/grade roster and submitted to the Registrar's Office on the date requested. Attendance may be kept on the yellow copy of the official attendance/grade roster or electronically.

The second copy of the census report (yellow copy) is to be maintained for recording attendance throughout the entire semester as well as final grades. This copy is to be submitted to the Registrar's Office when grades are due.



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## RECORDS AND REPORTS

(CONTINUED)

If attendance is recorded electronically, the electronic version must be printed out and attached to the yellow copy of the official attendance/grade roster.

In addition to maintaining and submitting attendance records for each term, the curriculum faculty in each division of the College are responsible for preparing the attendance/grade rosters and submitting them promptly to the Registrar's Office. The evening faculty will submit their attendance/grade rosters to the evening secretary or the Registrar's Office.

Attendance/grade rosters provide a precise count of students attending classes on the day designated as being the census date of the semester. These reports are used by the North Carolina Community College System in making funding decisions.

The College is subject to FTE and attendance compliance reviews by the State of North Carolina and audits by the Veterans Administration. Since State funds are based on FTE, the College may be penalized for any discrepancies in FTE reporting.

### CORRECTING ERRORS IN CLASS REPORTS

According to guidance from State compliance staff, all changes to records and class documentation should be made in a manner which allows for review of the original information. Therefore, no white-out, correction tape, or blacking-out may be used. All changes or corrections must be completed as follows:

- Do not obliterate or otherwise alter the original entry by blacking out with marker/pen, using white-out, correction tape, writing over an entry, etc.
- Draw a single line through entry (thin pen line). Make sure that the inaccurate information is still legible.
- Initial and date entry.
- State reason for error (i.e. in the margin or above the note, if room)
- Document the correct information.
- If there is not enough room at original entry, enter the correct information on the next available line/space documenting the current date and time, and referring back to the incorrect entry.

### CONTINUING EDUCATION

For classes that are not pre-pay, instructors are responsible to verify that the number of student registration forms equals the number of students on money sheets and on the attendance roster.



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## RECORDS AND REPORTS (CONTINUED)

### First Class Meeting Paperwork:

For classes that are not pre-pay, it is essential that the instructor verify that all students sign the money sheet and complete a class registration form. The money sheet, class attendance roster, and class registration forms should reflect all students attending class.

- Minor applicant forms must be completed and approved on any minors (students age 16 or 17) before they may be allowed to enroll in any continuing education class.

### **Within 24 Hours of First Class Meeting (for classes that are not pre-pay)**

- Money sheet(s) and fees collected must be turned into the Continuing Education Office within 24 hours of first class meeting. This also applies when companies are to be billed. Instructor should sign money sheet.

### **10% Date as Noted on Instructor Contract**

- Class roster signed with social security number or College ID number (yellow copy). Please list student names alphabetically on this attendance sheet.
- Any additional money sheets from students who enroll after the first session also must be turned in within 24 hours of collection.

### **End of Course (Within 24 Hours of Last Class Meeting)**

Turn in:

- Class roster (white copy). Grades need to be recorded in grade column.
- Student evaluation forms.
- All AV equipment returned. Please ensure you sign in all returned equipment. This equipment is very expensive, can be checked out to hundreds of instructors, and requires strict accountability.
- All materials/texts returned.

**To ensure student records are completed properly and in a timely fashion, it is essential to turn in all final paperwork within 24 hours of the last class meeting.**

For accuracy in reporting, any changes or corrections to class paperwork must follow the guidelines listed above (Correcting Errors on Class Reports).

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## STUDENT PRIVACY FOR DISTANCE LEARNING

Coastal adheres to all the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of the student's educational record regardless of delivery method. The Director for Data Management Services/Registrar is the point-of-contact for FERPA related issues. Because an online environment creates a record of student activity, it is subject to FERPA policy rights, unlike verbal exchanges in a physical classroom.

### PRIVACY FOR DISTANCE LEARNERS

Information Systems Support Services secures the privacy of student data by maintaining all official records on a secure virtual local area network with limited access, firewalls, and requirements for frequent password changes for access to that data. Furthermore, those requesting access to student records are granted that access upon application by his/her supervisor on a form which is reviewed and approved by the appropriate data manager and vice president. These permissions are reviewed and re-approved semi-annually. Also, all users annually sign a statement of understanding encompassing their individual responsibility in maintaining the confidentiality and the appropriate use of any data accessed.

### IDENTITY VERIFICATION IN DISTANCE LEARNING COURSES

The identity verification process for online courses protects student privacy through the use of a secure portal, with a secure login and student-selected password.

### FACULTY RESPONSIBILITY

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Student records are kept private by the instructor, except in cases where academic staff or administrators access the course with legitimate educational interest under FERPA guidelines.

Revised: 5/14/21



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## TESTS AND EXAMINATIONS

Tests and examinations are instruments for learning which help instructors evaluate students' performance. Instructors must make and interpret tests and examinations in light of the purposes for which they are given.

Each instructor, as a professional educator and an authority in his/her field, must determine the relative value of evaluation instruments used. Final examinations are an essential tool for evaluation and should be given in the majority of courses. A copy of the most recent final exam for each curriculum course must be on file in the division office and available for administrative review.

Alternatives to final exams may be made for courses where the primary objectives are to improve manual skills or where progress can be evaluated better by out-of-class projects or by other means.

Reviewed: 5/14/21



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Section IV

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## TIMELINESS (INSTRUCTORS)

Faculty are expected to begin and end class and other scheduled meetings on time.

Reviewed: 5/14/21



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## WRITTEN STUDENT COMPLAINTS

When informal procedures do not resolve concerns, for privacy and/or security reasons, all written complaints must be submitted through traditional or electronic mail to the Office of the President, who will determine the appropriate College personnel to review the Complaint.

It is expected that students making written complaints will demonstrate they have attempted to resolve their concerns through informal procedures. The written complaint should include the name and contact information of the student filing the complaint, and a brief description of the complaint or concern.

The student should receive written acknowledgement of the complaint within ten (10) working days.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the written acknowledgment of the complaint, the student will receive notification of the resolution of the complaint, or of the College's position concerning the complaint, from the appropriate Vice President.

NOTE: This policy refers to general written student complaints. Written student complaints that are received pursuant to Step 3 of the Grievance Policy will be referred to the Division Chair for Student Services.

Revised: 5/14/21





# Part-Time Faculty and Staff Handbook

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## **SECTION V: GENERAL ADMINISTRATION GUIDELINES**



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Section V

Page 1

## ACCOMMODATION TO RELIGIOUS PRACTICES

Coastal Carolina Community College will make reasonable accommodations for the religious practices of an employee concerning holidays unless such accommodation would result in undue hardship in the conduct of Coastal's business. An employee wishing to observe religious holidays different from the holidays observed at Coastal may request a "holiday exchange" under which the employee performs work on a holiday observed by Coastal in exchange for a day off to accommodate the religious practices of the employee. Such requests will be approved if arrangements can be made for employees to work on the other holidays. If, however, no work can be made available on those days because of logistical reasons (offices closed, supervision not available, no security available, etc.), supervisors should arrange work schedules so that the employee may take annual leave when requested for such religious observances. Requests for annual leave should not be denied unless such leave would create an emergency condition which cannot be resolved in any manner. When the nature of employee's duties permits, other accommodations may be reached between the employee and the supervisory chain of command.

Because of the nature of instructional duties and the necessity for faculty to meet classes, and because faculty do not earn annual leave, the process for faculty will be somewhat different. Reasonable accommodation to the religious practices of our faculty will be made. Those accommodations should include provisions for classes to meet, and, when possible, personal leave will be taken or alternate duties may be assigned. Accommodations will be reached on an individual basis with the faculty member, the Division Chair or Director, and the appropriate Vice President.

Employees who wish to observe religious practices other than those recognized by Coastal's holidays should make their desires known to their supervisor as soon as possible.

Reviewed: 5/14/21



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Section V

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## BACKUP AND PROTECTION OF ELECTRONIC DATA

### ADMINISTRATIVE SYSTEMS

Differential backups are run each night and full backups are run weekly. Backup logs are reviewed by the Systems Analyst the following morning. Monthly backups are stored in a secured location on campus. All other backups are stored in the System Administration Office's fireproof safe.

### EMAIL SYSTEM

Full backups are performed daily.

### CAMPUS NETWORK SYSTEMS

- Coastal Carolina Community College houses the college's file and application server equipment in server rooms. The rooms are secured and access is restricted by the Systems Analyst and Director of Information Systems Support Services. The rooms are environmentally controlled for correct temperature and humidity.
- In addition to the servers being physically secure, encrypted passwords are issued to all network users. Network users must first authenticate to the network infrastructure before gaining access to server resources.
- Backups are performed and logs verified daily. Weekly copies of the backup are completed each weekend and stored for 2 weeks. A backup is written to a disk array and a copy is written to external hard drives at the end of each semester and retained for five (5) years.

Revised: 5/14/21



# Part-Time Faculty and Staff Handbook

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## CAFETERIA

The cafeteria is located in the Student Center, and offers a variety of food selections.

Reviewed: 4/25/16



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## CELL PHONES AND ELECTRONIC DEVICES

Any electronic devices that emit audible sound must be switched off or configured for silent operation in classrooms, labs, the library, and appropriate office areas. Faculty members may ban any electronic device when appropriate. In addition, recording devices (cell phones, digital cameras, tape recorders, video cameras, etc.) may not be used in the aforementioned areas without prior approval.

Reviewed: 5/14/21



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## CHILDREN ON CAMPUS

No visitor, student, faculty member, or employee of the College should bring his/her children or other children with him/her to class or work. Parents or guardians are encouraged to arrange for childcare prior to conducting business at the College. In the event that children are needed for classroom demonstrations, etc., approval from the appropriate supervisor must be secured. Children visiting the dental lab or the cosmetology lab will be exempt if their reason for being there is for dental care or cosmetology services.

No child will be left unattended in any area on the campus.

Reviewed: 5/14/21



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## CLASSROOM ACCESS

In the case where the instructor is unable to access the classroom, contact the immediate supervisor or the Security Office, as appropriate.

Reviewed: 4/25/16



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## CODE OF PROFESSIONALISM

### PROFESSIONALISM IN COMMUNICATION

Coastal Carolina Community College is committed to creating a healthy and professional work environment. Communication is an important component to such an environment. All faculty and staff are to follow some general guidelines in communication to minimize risk and provide a work/academic environment that is responsible, professional, and productive.

#### Written Communication

Responsible and professional written communication is an important part of a healthy and professional work environment. Written communication includes, but is not limited to, electronic communication and social networking. Below are guidelines to provide a context for the responsible and professional use of written communication:

- Always maintain a courteous and professional tone in communicating with students and ensure that professional boundaries are maintained;
- Use official channels of communication (e.g., campus e-mail addresses, campus phones, and campus texting systems, etc.) and be aware of and comply with the college's policies and guidance;
- Avoid exchanging personal texts, personal phone numbers, personal e-mail addresses, or photos of a personal nature with students;
- Avoid formally connecting with students on personal social media accounts;
- Always respect The Family Educational Rights and Privacy Act of 1974 (FERPA) by maintaining student privacy and confidentiality at all times except in cases where college policy, Federal law, or State law requires reporting certain communications (e.g., Title IX reporting requirements).





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## CODE OF PROFESSIONALISM (CONTINUED)

### Face-to-Face Communication

Responsible and professional face-to-face communication is an important part of a healthy and professional work environment. Face-to-face communication includes, but is not limited to, personal meetings, phone conversations, meetings through online platforms, and off-campus encounters. Below are guidelines to provide a context for the responsible and professional use of face-to-face communication:

- Maintain a professional relationship with students;
- Avoid personal relationships with current students;
- Be sure students know that they have the option to keep their privacy;
- Avoid sensitive topics: politics, sex, religion, sports, etc. unless it is related to class (refer to Academic Freedom Policy);
- Don't use or allow inappropriate language in the classroom;
- Respect personal space (avoid touching students and their belongings).

### PROFESSIONALISM IN APPEARANCE

Coastal's Dress Code Policy is intended to create and maintain the professional image of faculty, staff, and administrators so that employees are easily identifiable. All college employees shall present a professional appearance, which is defined as a combination of dress and personal care that falls within the range of business casual while avoiding the more informal, specialized attire associated with non-academic activities.

Instructors who work in laboratories or shops shall wear appropriate clothing (protective and otherwise) to meet the requirements of the Occupational Safety and Health Act (OSHA).

Revised: 5/14/21



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## COLLEGE PUBLICATIONS

The Public Information Office is responsible for overseeing the development and production of all published materials that have a significant influence on the College. This responsibility includes electronic and print publications.

**Printed Publications:** All printed official primary Coastal publications prepared for external distribution must meet certain standards regarding editorial and graphic style, and consistency with the College's image as defined and directed by the Public Information Officer.

**Responsibilities:**

- a. **Office of Public Information:** The Office of Public Information is responsible for approving the editorial content and appearance of primary, marketing-oriented materials as far as standards of quality, composition, consistency, and propriety are concerned.

The Office of Public Information provides professional, editorial, and graphic design services and the technological expertise necessary to disseminate Coastal's promotional publications effectively and efficiently.

In keeping with the overall marketing and communications plan, the emphasis is on those publications intended for external distribution.

The desktop publishing of newsletters or brochures by Coastal departments for off-campus distribution without prior approval from the Office of Public Information is prohibited.

- b. **Photography:** The Office of Public Information provides photographic images for official College publications, media relations, and other public relations uses. The Office of Public Information maintains the College's photography library and ensures that a broad base of high-quality images in various formats is on file. The Office of Public Information will contract with professional photographers for special projects and primary publications as the need arises.

**Web Publications:** Official web pages residing on Coastal's web servers provide public information about Coastal's programs, departments, offices, and organizations. The Office of Public Information is responsible for the primary marketing-oriented pages which comprise the main entry portals on the homepage and additional launch pages of primary importance, e.g., Academics. These pages are created and implemented by the Graphic Artist/Webmaster in the Office of Public Information and are subject to approval by the appropriate Vice President(s). Creation and development of secondary pages, such as departmental or administrative pages, are the responsibility of the department, but must be submitted to the appropriate Vice President for approval prior to online posting. The Graphic Artist/Webmaster in the Office of Public Information is available for consultation or guidance.

**Recruitment Materials and Presentations:** Institutional integrity as identified by SACSCOC requires that recruitment materials and presentations accurately represent the institutional practices, policies, and accreditation status of the institution. (Comprehensive Standard 10.5).

As stated above, the Public Information Officer is responsible for overseeing the development and/or approving of all published materials. All recruitment and outreach presentations are delivered exclusively by the President, the Public Information Officer, or a designee approved by the Office of the President.

Revised: 5/14/21



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## THE COLLEGE STORE

The College Store, also located in the Student Center, provides required textbooks, study materials, and supplies. The College Store is open extended hours during the beginning of each semester. Extended hours will be posted outside The College Store. A book buy-back is scheduled during the days of final exams for the purpose of buying and recycling textbooks. The College Store offers Coastal clothing as well as a selection of insignia merchandise and gifts. The telephone number is (910) 938-6295.

Reviewed: 4/25/16



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## COMPUTER RESOURCES, NETWORK USE, AND COMPUTER AND NETWORK SECURITY

1. The computer and network resources owned and operated by Coastal Carolina Community College are intended for the use of its students, employees, and other authorized individuals for purposes related to instruction, learning, research, and administrative operations. Authorized individuals who use the computer network must take all appropriate actions to properly use the equipment and protect the security of associated data and electronic records.
2. Security refers to the protection of computer resources from accidental or intentional disclosure, modification, or destruction. The College's Information Systems Support Services Department strives to maintain the highest level of network security to protect the integrity of all files, electronic records and student and financial databases. Coastal Carolina Community College abides by the guidelines and policies of the NC Institutional Information Processing Systems (IIPS) information security manual.
3. All college employees, requesting access to the College's financial and student databases, must complete a user request form and sign a Statement of Understanding indicating they understand and comply with the terms and conditions in accordance with college policies related to computer resources, network use, and computer and network security.
4. Access to all college information databases is based on an individual's job responsibilities and access requirements related to the position. Only minimum access rights, necessary for the performance of assigned duties, will be granted.
5. User access will be reviewed annually and internal audits will be performed to guard against unauthorized access and security violations.
6. Violations of computer security and improper use will not be allowed and must be reported to Information Systems Support Services or the College administration. Violations include, but not limited to the following:
  - a. Deliberately downloading, uploading, creating, or transmitting computer viruses
  - b. Destroying or modifying directory structures or registries; or interfering or tampering with another user's data or files
  - c. Developing programs that infiltrate or negatively impact the performance of a computer or network operations
  - d. Attempting to obtain unauthorized computer access or network privileges, or attempting to access the files of another user
  - e. Using another person's password or sharing of one's own password; users who choose to share their passwords are responsible for the outcomes resulting from the use of their account login and password information



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## COMPUTER RESOURCES, NETWORK USE, AND COMPUTER AND NETWORK SECURITY

(CONTINUED)

- f. Committing any form of vandalism on computers, network or telecommunications equipment, software, or attempting to defeat or circumvent any security measures or controls
  - g. Connecting unsanctioned products (software or hardware) to the College network, or installing products for personal use – other than mobile devices using wireless connections or network connections intended specifically for public access
  - h. Using College computer resources for political campaigns or the distribution of political material
  - i. Using College computer resources for fraud, financial gain, or for any commercial or illegal activity
  - j. Disclosing student information in violation of the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974
  - k. Violating copyright laws and/or fair use provisions by downloading or uploading pirated or illegal material, including, but not limited to, software and music files; inappropriately reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright
  - l. Altering physical network connections.
7. All electronics connecting the Colleges network(s) to the Internet and other outside networks will be configured with filters and access controls to prevent security breaches.
  8. Wireless connectivity to the College's network will be configured using separate "Internet only" VLANs or connected by use of authentication protocols and servers to enforce access measures that only allow wireless connections from permitted computer devices.
  9. College firewalls will be configured to use network address translation (NAT) to hide internal IP addresses.
  10. All file and application servers are updated with the latest releases and service patches.
  11. High speed remote access to the College network is available through encrypted virtual private network (VPN) connectivity or secure shell (SSH) tunnels. Users of these services must complete a Statement of Understanding and Use form.

### RESERVATION OF RIGHTS AND LIMITS OF LIABILITY

1. Coastal Carolina Community College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to e-mail or Internet usage.



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## **COMPUTER RESOURCES, NETWORK USE, AND COMPUTER AND NETWORK SECURITY**

(CONTINUED)

3. The College is not responsible for the accuracy, content, or quality of information obtained through or stored on the College network.
4. The College reserves the right to limit the allocation of computer resources.
5. The College makes every effort to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
6. The College is not liable, legally, financially, or otherwise, for the actions of anyone connecting to the Internet through the College network(s).

Revised: 5/14/21



# Part-Time Faculty and Staff Handbook

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## COMPUTER AND TELEPHONE RESOURCES

Computer resources and telephones are available primarily for the support of College business. All employees are expected to limit personal telephone calls and computer usage not related to College business. Long distance calls are for College business only.

Reviewed: 5/14/21



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## COPYRIGHT AND FAIR USE GUIDELINES

Members of the College community are advised to become as knowledgeable as possible regarding copyright law and procedures. Coastal Carolina Community College directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.

It is the policy of Coastal Carolina Community College to adhere to the doctrine of fair use as incorporated in the United States Copyright law of 1976, Section 107 as amended (Title 17, U.S. Code). This section addresses the needs of scholars, teachers, and researchers, and applies to all media. To determine whether the use of a work is within fair use, the law defines four factors to consider:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit, education purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. the effect of the use upon the potential market for or value of the copyrighted work.

Faculty and staff have the ultimate responsibility to adhere to the law and to produce written documentation of permission granted if copying or duplicating exceeds fair use. Individuals who willfully disregard these procedures and guidelines do so at their own risk and may be subject to personal liability.

The College regards violation of these procedures as a serious matter. Any such violation is without the College's consent and is subject to disciplinary action, up to and including termination.

Reviewed: 5/14/21





# Part-Time Faculty and Staff Handbook

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## EATING AND DRINKING REGULATIONS

In an effort to maintain the professional appearance of classrooms and labs, eating and drinking are discouraged in instructional areas. In the event that food or drink is consumed in the classrooms or labs, it is expected that the space be appropriately maintained.

Reviewed: 5/14/21



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## EQUIPMENT

The importance of maintaining and accounting for state-owned property is found in the following quotation from the state regulation governing the use of state-owned equipment:

Liability for all state-owned equipment will rest initially with the President of the College; secondly, on the appropriate administrative officer and the local Board of Trustees. The President shall be responsible for the replacement of any loss or damage due to negligence, misuse, unauthorized loan, rental or sale of all state-owned equipment. Equipment is to be used for instructional purposes only.

The President's responsibility for equipment is in turn vested in each instructor having equipment assigned for his/her use. It is necessary, therefore, to have a few simple rules to follow:

1. Each employee is to stress the importance of the care of equipment; stress the use of proper tools, both hand and power, to do a given job; make a visual check of equipment to see that it is in good working condition, both from an operational and safety aspect; and report any damage to equipment or loss of equipment to the appropriate Vice President. A security report must be filed in the event of loss of equipment.
2. No equipment is to be removed from the premises without written permission from the appropriate Vice President.
3. The Division Chairs, Directors, coordinators, and managers will assist the inventory clerk in the inventory check for their respective areas, as appropriate.

The above applies to all state-owned equipment including that purchased through surplus property and that purchased locally.

### **MOVING EQUIPMENT, FURNITURE, ETC.**

No equipment, furniture, etc., should be moved, transferred, or removed from its location without the approval from the equipment coordinator and/or appropriate Vice President.

Each individual within the College should exert a maximum effort to ensure the security and safe-keeping of all items for which he/she is responsible/charged.

There will, however, be items lost or stolen even with our best efforts. In the event loss or theft is suspected, a reasonable search for the item should be completed to verify the loss or theft. As soon as the item cannot be located, it should be reported to the Security Office.



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## EQUIPMENT (CONTINUED)

### DISPOSAL OF SURPLUS (EXCESS) AND/OR OBSOLETE EQUIPMENT

The categories for disposal are:

1. Serviceable, but excess to the needs of the program.
2. Sale through State Surplus Property Agency.
3. Cannibalization: The College should initiate a Form 4-11 (Request to Dispose of Capital Assets) requesting the approval of the Chief Business Officer to cannibalize an equipment item. This should be done prior to cannibalization of the item.

A memo to include the following information:

1. Inventory number.
2. Description of equipment (manufacturer, model number, etc.).
3. Condition of equipment (good, fair or poor, whether operable or inoperable, in need of repair, etc.).
4. Reasons for disposition (categories above).
5. Minimum bid (if applicable).

Upon receipt of this information, the Director of Physical Plant Operations will initiate the appropriate action to have equipment removed from inventory.

Reviewed: 5/14/21



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## EXTERNALLY-FUNDED GRANTS AND CONTRACTS

### PURPOSE

Coastal Carolina Community College supports the efforts of its faculty and staff to participate in externally-funded grant and contract programs that reinforce and complement the educational mission of the College.

The purpose of this Policy on Externally-Funded Grants and Contracts is to describe the circumstances under which externally-funded grants and contracts will be accepted by the College and the approval process for obtaining and managing such grants and contracts.

### GUIDELINES FOR ACCEPTANCE

- a. **Conditions of Participation.** Because the College is a teaching and learning institution and not a research institution, faculty and staff who participate in externally-funded grants, contracts, or other external professional activities normally do so as part of their assigned duties and responsibilities. In some instances, faculty and staff can be released from their assigned duties to participate in grant-funded activities with the prior approval of their supervisor and the appropriate Vice President.
- b. **Coordination with Other Responsibilities.** In all instances, balance must be maintained between external professional activities and the responsibility of a faculty or staff member to fulfill his/her employment obligations to the College. The needs of students must take precedence in regard to the scheduling of classes and the providing of services. Therefore, externally-funded grants, contracts, or other external professional activities must not diminish or detract from an employee's primary responsibilities or interfere with the employee's scheduled work periods, except to the extent that the President of the College may authorize the employee to be relieved or partially relieved of his/her regular duties to participate in a project for which a grant or contract has been awarded. In this event, a replacement or substitute for the employee may be retained by the College to perform the duties from which the employee has been relieved.
- c. **College Conditions of Acceptance and Participation in Grants/Contracts Affiliated with the College.**
  - The College may accept grants and contracts which are consistent with the College mission and Bylaws/policies of the College's Board of Trustees.
  - The College may accept grants and contracts which are consistent with the laws, regulations, and policies of the State of North Carolina and the federal government.
  - College personnel shall not benefit personally by way of commissions or any other benefit that may be related to any grants or contract.
  - The College only accepts grants and contracts which have specific periods of time, do not endanger institutional activities, and do not jeopardize its educational programs.



# Part-Time Faculty and Staff Handbook

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## EXTERNALLY-FUNDED GRANTS AND CONTRACTS (CONTINUED)

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# Part-Time Faculty and Staff Handbook

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## EXTERNALLY-FUNDED GRANTS AND CONTRACTS (CONTINUED)

### APPROVAL AND RENEWAL PROCESS

- a. **Initial Proposal.** A faculty or staff member who is designated to prepare a grant or contract application in connection with an externally-funded grant or contract must consult with his/her immediate supervisor and prepare a brief initial draft (prospectus) for submission to the supervisor of the unit to be involved with the grant or contract, the appropriate Vice President, and other divisional administration or College personnel concerned with the grant or contract.
- b. **Proposed Budget.** In preparing the grant or contract application, the employee must develop the budget proposed for an externally-funded grant or contract in cooperation with the College's Accounting Office, which will furnish figures on utility costs, supplies, and indirect cost rate as needed. In preparing the budget for an application, all costs should be reasonable and in accordance with the College's accounting system. The budget should conform to College fiscal policies, identify all needed resources, and verify that a proposed project can be administered in accordance with the project plan.
- c. **Review Process.** All proposed projects that require funding through an external grant or contract and that are developed and entered into by the College require review by the President, the Vice President of the unit involved in the grant or contract, and other divisional administrators or personnel concerned with the grant or contract. The purpose of this review is to help ensure that grant proposals and contracts will help further the mission of the College and the goals of the specific department or unit involved, and are in balance with the instructional and other operations of that department or unit.

Completed proposals must be submitted to the appropriate supervisor in whose unit a project will operate. A proposed project director's immediate supervisor and/or the supervisor of his/her division, and the Vice President of the unit involved must review and approve a proposal before it will be forwarded to the President for review. Upon review and approval of a proposal, the President or his designee will sign the application and any related forms and submit the proposal to the appropriate external funding source.

- d. **Grant or Contract Acceptance and Management.** The President, who has final responsibility for coordinating and controlling efforts to secure external funding for the College, is responsible for making the final decision to accept or refuse the terms and conditions of each externally-funded grant or contract that is proposed and awarded. No expenditures or obligations of external grant or contract funds may be made until written notification of the award has been received from the grantor and the award has been accepted by the President.

Once a grant or contract has been accepted, a project director will be designated. The project director may be the employee who prepared the grant or contract application or any other employee selected by the College.



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## EXTERNALLY-FUNDED GRANTS AND CONTRACTS (CONTINUED)

The College operating, personnel, and fiscal policies/procedures apply to all grant and contract activities (e.g., salary, travel and per diem allowances, etc.). For more specific information regarding a specific policy or procedure, refer to the appropriate policy in *The Full-Time Faculty and Staff Handbook*.

Fiscal responsibility for externally-funded grants and contracts rests with the College's Accounting Office. However, it is the responsibility of the designated project director to monitor and code all budget transactions to ensure that all program activities requiring expenditures of external grant or contract funds are in accordance with the external funding source's requirements and the terms of the applicable grant or contract. Reimbursement requests, progress reports, fiscal documents, and project evaluations will be delegated as appropriate.

- e. **Continued Funding.** The procedures to be followed for submitting proposals for managing continued funding are the same as the procedures established for submitting new proposals.
- f. Faculty/staff conditions of acceptance and participation in grants/contracts not affiliated with the College are covered in the Secondary Employment guidelines included in *The Full-Time Faculty and Staff Handbook*.

Reviewed: 5/14/21



# Part-Time Faculty and Staff Handbook

Section V

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## INTELLECTUAL PROPERTY RIGHTS

### INTELLECTUAL PROPERTY RIGHTS

As an educational institution, Coastal Carolina Community College fosters and facilitates creative thinking and innovation. Many faculty and staff have the opportunity to develop original ideas that can benefit the public and private sector. This policy is intended to encourage innovation and to clarify the employee's and the College's rights to intellectual property.

Intellectual Property includes all inventions, improvements, copyright-eligible works, and tangible research materials produced by employees of Coastal Carolina Community College.

### INTELLECTUAL PROPERTY OWNERSHIP

1. The employee owns intellectual property when it has been created independently of duties with the College and without use of the College's resources.
2. Coastal Carolina Community College and the employee shall share ownership of intellectual property when it has been created by the employee within the scope of the employee's duties with the College or with the use of the College's resources. If and when the employee leaves the College, it will be understood that the College and the employee will have shared ownership of the intellectual property. If an employee wants sole ownership upon leaving the College, it must be in a written agreement generated by the employee and signed by the employee and the appropriate Vice President and approved by the President.
3. Notwithstanding paragraphs 1 and 2 above, an employee of the College may obtain or receive an express agreement between Coastal Carolina Community College and the employee varying the ownership rights to intellectual property. Such an agreement must be in writing and signed by the employee and the appropriate Vice President and approved by the President.
4. When an employee disagrees with the College's claimed ownership or use of intellectual property, he/she can submit a written complaint to the President within thirty (30) days. The employee should include a detailed description of the factual basis for the complaint and a statement of the actions requested. The President will review the complaint and render a decision within ten (10) working days. The President's decision is final.
5. All revenue derived by the College from the creation and production of intellectual property, shall be used for educational or research purposes that directly support the College's mission.

Reviewed: 5/14/21





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## INTELLECTUAL PROPERTY POLICY FOR THE VIRTUAL LEARNING COMMUNITY

(Approved by NCCCS State Board 11/17/00)

### INTRODUCTION

The Virtual Learning Community (VLC) is the collaborative initiative of the State Board of Community Colleges and the participating community colleges to share resources and expertise for the purpose of expanding access to quality online courses and support services. Consequently, the purpose of this intellectual property policy is to define the rights and responsibilities of all employees and institutions within the North Carolina Community College System (NCCCS) in their use of or contribution to the courses and materials of the Virtual Learning Community. This policy does not address online courses or materials developed for individual college use.

### DEFINITIONS

**Community Course:** Any course developed for or provided to the VLC that is housed in the central library of VLC courses and is available to all VLC members. Synonymous with “core course.” Does not include modifications made by individuals at colleges after the course is downloaded to local file servers.

**Core Course:** Any course developed for or provided to the VLC that is housed in the central library of VLC courses and is available to all VLC members. Synonymous with “community course.” Does not include modifications made by individuals at colleges after the course is downloaded to local file servers.

**Core Material:** Any material developed for or provided to the VLC that is housed in the central file server and is available to all VLC members. Does not include modifications made by individuals at colleges after materials are downloaded to local file servers.

**Developer:** Developers are community college employees who make a substantial intellectual contribution to the creation of core courses and/or materials for the VLC.

**Direct and Significant Allocation of Institution Resources:** Includes, but is not limited to, staff time, equipment, funds, release time from assigned duties, and computer usage. Also, a requested and approved allocation of resources not normally available to all members of an employee’s unit.

**Distance Learning Council:** Committee appointed by the NCCCS President and made up of representatives from the community colleges that is charged with identifying and recommending policies for distance learning.

**Fair Use Guidelines:** Limitation on the exclusive rights of the copyright owners that allows others to use copyrighted materials in certain situations. Educators may use portions of copyrighted material if four conditions exist: use of material is educational in nature, work is published, copied material is an excerpt or portion of the whole and not a substantial part of the work, and use of the work will not hamper marketability.



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## INTELLECTUAL PROPERTY POLICY FOR THE VIRTUAL LEARNING COMMUNITY (CONTINUED)

**Intellectual Property:** All components of core courses and core materials developed for or provided to the Virtual Learning Community including course design, course content, data generated, developer training materials, and student support materials.

**Ownership of Copyright:** All developers and contributors to the VLC are required to sign a “work for hire” agreement granting to the State Board and participating colleges, collectively, ownership rights to the core courses and core materials.

**Works Made for Hire:** A form of intellectual property ownership under the Copyright Act. The two categories of works for hire are (1) works prepared by employees within the scope of their employment and (2) works that have been specifically ordered or commissioned for use as a contribution to a collective work. These include works created through a direct and significant allocation of institution resources to a specified project and work created under a sponsorship/contractual agreement. Under these terms, the work of VLC developers of core courses and core materials is work for hire.

**Virtual Learning Community:** An initiative of the State Board and participating colleges to share resources and expertise to develop a comprehensive online educational program with all resulting courses and materials available equally to participating community colleges.

**Virtual Learning Community Steering Committee:** A 12-member board of college presidents selected regionally by their peers and charged with overseeing development of the Virtual Learning Community.

### SCOPE

All individuals and institutions that develop or use materials and/or data created by or generated for the Virtual Learning Community are subject to this policy.

### OWNERSHIP OF INTELLECTUAL PROPERTY AND DATA

The State Board and participating community colleges, collectively, own all intellectual property that is made, discovered, or created for the VLC by an individual or group of individuals specifically hired or commissioned for that purpose.

Included as intellectual property for the purposes of this policy are:

- Course design
- Course content
- Data generated
- Course developer training materials
- Student support materials



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## INTELLECTUAL PROPERTY POLICY FOR THE VIRTUAL LEARNING COMMUNITY (CONTINUED)

Not included as intellectual property for the purposes of this policy are:

- Intellectual property incorporated into the course or materials neither owned nor licensed by developers.
- Intellectual property made, discovered, or created by enrolled students.
- Content not designed or maintained by the developers.
- Third-party plug-in readers used to access embedded or hyper linked files.
- Improvements, revisions, or customizations to VLC courses or materials made by individuals not specifically hired or commissioned for that purpose.
- Improvements, revisions, or customizations made to a downloaded copy of the core course or materials used within the instructor's home institution.
- Bibliographic resources.

To enhance VLC content, the State Board and participating institutions may pursue the acquisition of rights, either by transfer of full copyright ownership or by limited license, to intellectual property that was not contracted on a work-for-hire basis for that purpose. This includes modifications made to core courses that add value to VLC courses as determined by representatives of participating colleges.

### RIGHTS OF USE AND RESPONSIBILITIES

Participating institutions of the NCCCS enjoy the exclusive right to use and modify the content of core courses and core materials created for the VLC to suit the specific needs of their students. Core courses and core materials will be available for use by other state institutions at no cost. This core material is not available for use outside of the NCCCS or by other state institutions without express permission of the State Board and a majority of participating colleges.

Modifications or customization of these core courses and materials are owned by the authors creating them or by their employing institutions, in accordance with local policies. Owners of these modifications reserve the right to assign, transfer, and convey their right, title, and interest in the modifications to a third party at their discretion provided that this action does not compromise the interests of the State Board and participating colleges in the VLC.

Authors creating these modifications are responsible for the accuracy of the content of these revisions. Further, they and instructors using the modifications are responsible for following any appropriate guidelines and policies established by their employing institutions, all provisions of this intellectual property policy, and any other pertinent guidelines and policies published by the NCCCS. In addition, they must adhere to all applicable administrative regulations and laws of the State of North Carolina and any national or international laws, treaties, and conventions enacted by or ratified by the United States of America.



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## INTELLECTUAL PROPERTY POLICY FOR THE VIRTUAL LEARNING COMMUNITY (CONTINUED)

### POTENTIAL FUTURE COMMERCIALIZATION

Ownership and the use of this intellectual property may not be transferred, licensed, or sold without the approval of the State Board of Community Colleges and a majority of participating colleges.

If support for commercialization is evident, the VLC Steering Committee will coordinate the decision-making process via the North Carolina Association of Community College Presidents.

Should the decision be reached to proceed with commercialization, the Distance Learning Council in conjunction with the VLC Steering Committee will oversee the development of guidelines for commercialization, including the disbursement of monies generated to participating colleges. These guidelines will be approved by the Virtual Learning Community Steering Committee, the North Carolina Association of Community College Presidents, and the State Board.

All such guidelines and processes must adhere to applicable policies of the State Board and state and federal laws and regulations.

### LIABILITY ISSUES

The core course or core material developer will ensure that the courses and materials created by the developer are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the courses or materials will in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the courses or materials will contain no information previously published or copyrighted by the developer unless such information is noted in the course or material; and that the course or material will contain no matter which is libelous or in any way contrary to law.

### DISPUTE RESOLUTION AND EMERGING ISSUES

The Distance Learning Council has authority to resolve disputes regarding this intellectual property policy or to respond to emerging issues. The Distance Learning Council may either act as a group of the whole in dealing with relevant issues or it may appoint an ad hoc committee, chaired by a member of the Distance Learning Council, with broad-based community college representation to address these issues. Final authority to resolve any and all matters resulting from this policy is vested in the State Board of Community Colleges.

### PARTICIPATION AGREEMENT

Faculty participating in the VLC are required to sign a participation agreement through the System Office.

Reviewed: 5/14/21



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## MAIL

Mail services are available to employees for purposes appropriate to College business. As a convenience to employees, personal outgoing mail may be placed in the drop box in the Administration Building for pick-up by the US Postal Service. Using the College address for the delivery of personal incoming mail, parcels, or packages is prohibited.

Reviewed: 5/14/21



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## MAINTENANCE AND CUSTODIAL SERVICES

Routine maintenance and custodial services may be requested electronically using the online forms section of the College's website. For immediate needs, contact the Maintenance Department, or Security, as appropriate.

Reviewed: 5/14/21



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## MEDIA COVERAGE

All information to be released to the news media will be issued by the Public Information Officer. Any request for media coverage must be submitted to the appropriate supervisor for submission to the Public Information Officer.

Reviewed: 5/14/21



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## OCCUPATIONAL EXPOSURE INCIDENTS OR ACCIDENTS

Occupational exposure incidents or accidents includes, but are not limited to, contact with hazardous materials, bloodborne pathogens, and hazardous waste. The following protocol applies to any occupational exposure incident or accident:

For the purposes of this protocol, the following definitions shall apply:

### DEFINITIONS

**Exposure Incident:** An event where blood or other potentially infectious body fluid comes into contact with skin, mucous membranes (via inhalation) or subcutaneous tissue (via percutaneous injury).

**Exposed Person (Recipient):** The person into whom blood or other potentially infectious material was introduced. Depending upon the circumstances, the recipient could be a patient, client, patron, student, faculty or staff.

**Source:** The person whose blood or other potentially infectious material has come in contact with another individual. Depending upon the circumstances, the source could be a patient, client, patron, student, faculty or staff.

**Standard Panel of Tests:** A series of Human Immunodeficiency Virus (HIV), Hepatitis B Surface Antigen (HBSAG), and Hepatitis C Surface Antigen (HCSAG) tuberculosis and/or meningitis testing, as appropriate, which shall be recommended for the source and the recipient involved in an exposure incident.

### PROCEDURE

The following procedure will be followed when an exposure incident occurs on campus:

1. The exposure incident will be immediately reported to the instructor or supervisory authority on site.
2. The instructor or supervisory authority on site will administer emergency care/first-aid, as necessary.
3. After making certain there is no medical emergency requiring immediate attention, the instructor or supervisory authority on site will contact the Security Services Department at extension 6290 for the completion of an Incident/Investigation Report.
4. The instructor or supervisory authority on site will separately and confidentially discuss the incident with the source and the recipient and will notify each that a standard panel of tests is recommended as soon as possible but not later than seventy-two (72) hours after the incident. The instructor or supervisory authority on site will also advise the source and the recipient that each has the right to sign a waiver and refuse testing.





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## OCCUPATIONAL EXPOSURE INCIDENTS OR ACCIDENTS

(CONTINUED)

5. The instructor or supervisory authority on site will notify the source and the recipient that testing, at the College's expense, is available from the Occupational Health Department of Wilmington Health located at 1000 Brabham Avenue, Jacksonville, N.C. 28546, (910) 937-2570.
6. The instructor or supervisory authority on site will complete and sign a separate standard Exposure Incident Authorization for Testing Form for the source and for the recipient.
7. The instructor or supervisory authority on site will provide the original and one copy of the standard Exposure Incident Authorization for Testing to the source and the recipient, one copy to the Office of the Vice President for Administrative Support Services, one copy to his or her direct supervisor, and one copy to the Security Services Department.

Revised: 5/14/21



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## DRUG TESTING

### I. Purpose

Coastal Carolina Community College has a vital interest in maintaining a safe, healthy and efficient workplace for the benefit of students, employees, and the public. Reducing drug and alcohol abuse in the workplace reduces avoidable injuries to employees, damage to property, and productivity losses.

### II. Statement of Policy

Any employee may be required to submit to testing for alcohol and/or drugs, as appropriate.

To ensure a safe and productive work environment, employees are prohibited from:

- a. Unlawfully manufacturing, selling, distributing, delivering, dispensing, possessing, or using any illegal drug, narcotic, or controlled substance as defined by the North Carolina Controlled Substances Act.
- b. Being impaired by the excessive use of prescription or nonprescription drugs.
- c. Using or being under the influence of alcohol while acting in the course and scope of employment.
- d. Having present in their bodies detectable levels of illegal drugs during working hours.
- e. Violating any Federal or State statute relating to drugs.

Possessing, using and/or transporting drugs, lawfully prescribed by a physician and being taken according to prescription instructions, is not prohibited by this policy unless it poses a safety risk to the employee, other employees, or the public.

### III. Employee Responsibilities

As a condition of employment, each employee must:

- a. Abide by this Drug Testing Policy and;
- b. Notify his or her supervisor of any criminal conviction for a violation of Federal or State law relating to manufacturing, selling, distributing, delivering, dispensing, possessing or using any illegal drug, narcotic, or controlled substance no later than five (5) work days after such conviction.
- c. Employees who are required to submit to testing agree to accept, at Coastal's discretion, transportation to and from the location where the test will be conducted.



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## DRUG TESTING (CONTINUED)

### IV. Penalties

Any employee who violates this Drug Testing policy shall be subject to disciplinary actions, up to and including dismissal.

### V. Drug and Alcohol Testing Procedures

- a. Any employee involved in a work related injury, regardless of severity, that requires professional medical treatment, will be subject to testing for alcohol and/or drugs.
- b. Employees involved in an accident or safety-related incident of any kind while in a Coastal vehicle; while on Coastal time; or, on Coastal property will be subject to testing for alcohol and/or drugs.
- c. Disciplinary actions, up to and including dismissal, shall be taken for refusal to cooperate in the collection procedure or refusal to submit to testing.

### VI. Confidentiality

Only those persons authorized to receive results from the laboratory, which specifically includes the appropriate Vice President of Coastal Carolina Community College, will be allowed to discuss these results with the employee and his or her Supervisor.

Drug test results will be released to a decision maker in a lawsuit, grievance or other proceeding (such as for a Workers' Compensation or Unemployment Insurance Claim) initiated by or on behalf of the employee.

### VII. Use of Prescription Drugs

In the event an employee is under the care of a physician and is taking prescribed medication that might impair his or her ability to perform a job safely, the employee must notify his or her supervisor prior to starting work.

Reviewed: 5/14/21



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## PURCHASING PROCEDURES

This policy is to provide both informative and instructional procedures (rules, regulations, and policies set forth by the State of North Carolina) to be followed in the acquisition of supplies, equipment, and services for this institution. The contents were taken from the North Carolina Procurement Manual; North Carolina Administrative Code, Title 1, Chapter 5; and the North Carolina Community College Purchasing and Equipment Procedures Manual.

### SUPPLIES/EQUIPMENT DEFINED

According to the Community College System, a supply item is defined as any article or material that meets any one or more of the following conditions:

- It is consumed in use.
- It loses its original shape or appearance with use.
- It 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).
- It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
- It loses its identity through incorporation into a different or more complex unit or substance.

### EQUIPMENT

According to the Community College System, an equipment item is defined as follows:

- It retains its original shape and appearance with use.
- It 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.
- It represents an investment making it feasible and advisable to capitalize the item.
- It does not lose its identity through incorporation into a different or more complex unit or substance.

### NON-CAPITALIZED ASSETS

Assets with an original cost below \$5,000.00 are expensed and are not capitalized or depreciated for financial reporting purposes.



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## PURCHASING PROCEDURES (CONTINUED)

### HIGH RISK ASSETS

According to the Community College System, a high risk asset includes the following:

- Data processing and networking equipment
- Servers, computers, laptops and portable projectors
- iPads, tablets, and guns

At the College's discretion, additional non-capitalized assets may be classified as high risk items.

### MAJOR EQUIPMENT

This classification is for a piece of equipment with a cost of \$5,000.00 or more. Equipment in this category is assigned and tagged with a North Carolina Community College System locally assigned inventory number for annual auditing purposes.

It is important for these numbers to remain on the appropriate equipment for inventory (annual audit) purposes. If, for whatever reason, it is felt that the paper stickers will not remain on the equipment, the inventory number should be either engraved or written in permanent ink.

### PURCHASE OF CONTRACT ITEMS

Requisitions received for items on State Contract may be processed by the Purchasing Office directly from the contractor regardless of dollar value without securing additional quotations, subject to any restrictions on specific term contract.

01 NCAC 05B.1101: USE

Term contracts, known also as indefinite quantity or requirement contracts, are used generally to establish suppliers and prices of a given commodity, group of commodities, printing, or services for a period of time without guaranteed quantities being specified. Statewide term contracts consolidate normal requirements of all agencies into one agreement and shall be handled by the Division of Purchase and Contract.

### PURCHASE OF ITEMS ON STATE CONTRACT

The State has established various contracts with vendors for many of the items required by the colleges on a day-to-day basis. Where there is a state contract, the College must purchase from this contract unless it is a convenience contract, which means the State of North Carolina has negotiated the prices and the College has the option to utilize the contract or another vendor or they are exercising the Purchasing Flexibility Option outlined below. Items on a state contract may be ordered directly from the vendor subject to any restrictions on the specific term contract. The purchasing delegation limits may apply to purchases made from a state contract.



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## PURCHASING PROCEDURES (CONTINUED)

### PURCHASING FLEXIBILITY OPTION

N.C.G.S. 115D-58.14 allows community colleges to purchase items that are on a state term contract from other (non-certified) sources, if the purchase price, including the cost of delivery, is less than the cost under the State Term Contract. The colleges must comply with the following conditions:

1. The items are the same or substantially similar in quality, service, and performance as items available under State term contracts.
2. The purchase price, including the cost of delivery, is lower than the state contract price. (This does not mean, "equal to.")
3. The cost of the purchase does not exceed the College's authorized purchasing delegation.
4. The College must keep a detailed record of all purchases made from non-certified sources. The record will contain the following:
  - a. A descriptive name of the item purchased;
  - b. The purchase order number;
  - c. The state term contract number for the item purchased;
  - d. The cost of the item had it been purchased under the state term contract;
  - e. The actual cost paid (including the cost of delivery but not the cost of taxes) for the item purchased from the non-certified source;
  - f. Savings per unit;
  - g. Number of units purchased; and
  - h. Total savings.

### PURCHASE OF NON-CONTRACT ITEMS (OPEN MARKET)

It is not **required** that quotations be secured on non-contract items or orders totaling less than \$5,000.00. Bid competition will be sought via e-quote for orders totaling \$5,000.00 or more but less than \$10,000.00.

Acquisitions totaling \$10,000.00 and over will be forwarded to Purchase and Contract Division, N. C. Department of Administration, Raleigh, NC, for formal bids.

#### 01 NCAC 05B.0315: DIVISION OF REQUIREMENTS

An agency shall not divide requirements in order to keep the expenditure under its benchmark or delegation and thereby avoid following the appropriate contracting requirement. In the case of similar and related items and groups of items, the dollar limits apply to the total cost rather than the cost of any single item.



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## PURCHASING PROCEDURES (CONTINUED)

These sealed bids are solicited by direct mailing and by advertisement on the State's IPS website at least ten (10) days prior to the date designated for opening of bids. This entire process will take approximately 30-45 days and then a purchase order is initiated by the College for items required. It is important that advanced planning be used for this process.

There are several methods for procurement of goods and services. The methods are petty cash, check request, professional service agreements, detail vendor form, purchase requisitions, and blanket purchase orders. The procedures for each are listed below.

### PETTY CASH

#### Purpose

The purpose of petty cash is to facilitate employees in their quest for small purchases or disbursement of insignificant funds. Petty cash expedites minor purchases, minimizes staff time, and reduces administrative costs. The petty cash program does not circumvent the use of purchase orders when items total less than \$50.00 or if there is sufficient time to generate a purchase order for the item.

#### Expenditures Allowed

- Petty cash must only be used for Coastal Carolina Community College purposes.
- Purchases, travel reimbursements and other non-contract items which are \$50.00 (including tax) or less may be made through petty cash. Exceptions must be approved by the Chief Financial Officer.
- Each Department shall verify with the Purchasing Department prior to making a petty cash purchase to ensure that circumvention of any North Carolina Purchase and Contract regulation does not occur. If an item is purchased without verification from the Purchasing Department, it will be documented on the paperwork and approval from the appropriate Vice President will be required before reimbursement can be paid. This is to ensure proper documentation is on file in the Purchasing Department for the annual Purchasing audit.
- The purchase of supply items must be verified with the Purchasing Department in order to prevent circumvention of the North Carolina Purchase and Contract regulations.
- Departments who have open purchase orders with a particular vendor should use a PO and not petty cash, even if the item is under \$50.00.
- Advisory Committee luncheon/dinner meetings are not limited to the \$50.00 maximum.
- Petty cash is not available for travel advances.
- Splitting invoices is considered to be a violation of this procedure. No Department shall purchase a combined amount that exceeds \$50.00 from one location, on the same day, and present separate receipts for reimbursement. Should this happen, the appropriate supervisor and/or Vice President will be notified and documentation will be filed for the annual Purchasing audit.

#### Implementation

Petty cash monies will be established from institutional funds. The Chief Financial Officer will designate the custodian who will monitor the petty cash box and the prenumbered petty cash vouchers.



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## PURCHASING PROCEDURES (CONTINUED)

The petty cash vouchers will be completed in ink by the custodian. The custodian of the petty cash box cannot be the receiver of petty cash. Periodically, the petty cash vouchers will be summarized by general ledger line items and a reimbursement check(s) will be made to replace the petty cash vouchers with cash. The petty cash vouchers and supporting documentation shall be filed as backup for the reimbursement check(s). The user may have the option of requesting an advance for the expenditure or using personal funds and then requesting reimbursement.

### Petty Cash Procedures

- A. The user determines the item(s) which need to be purchased and notifies the Purchasing Department to verify compliance with NC Purchase and Contract regulations. After this review, the user may proceed to purchase the item(s) and return the original receipt to the petty cash custodian. A copy of the receipt, with the appropriate general ledger code, is submitted to the appropriate Vice President for approval and then to the custodian for reimbursement. Both the custodian and the user will sign the petty cash voucher and the user receives the cash. The original receipt is attached to the petty cash voucher.

If an item is purchased without verification from the Purchasing Department, it will be documented on the receipt and approval from the appropriate Vice President will be required before reimbursement can be paid.

If an advance is desired, the user will sign the petty cash voucher as an "Advance" and then receives the cash. After the user purchases the item, the original receipt is submitted to the petty cash custodian. A copy of the receipt, with the appropriate general ledger code, is submitted to the appropriate Vice President for approval and then to the custodian. The original receipt is attached to the petty cash voucher.

- B. Travel reimbursements will be paid via check if the amount is over \$50.00. For amounts under \$50.00, reimbursements are eligible to be paid by petty cash. In certain circumstances checks will be issued if the reimbursement is under \$50.00 on a case-by-case basis.
- C. The Director of Physical Plant Operations will periodically conduct audits of the petty cash box to verify all cash plus petty cash vouchers equate to the petty cash established total.

### CHECK REQUEST

#### Expenditures

These items include: postage, emergency repairs and supplies, child care grants, employee and student reimbursements. It also allows for payment to vendors who do not accept purchase orders. Exceptions will be approved on a case-by-case basis by the Comptroller and Director of Procurement.





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## **PURCHASING PROCEDURES** (CONTINUED)

### **Procedures**

The user department receives the original invoice or other qualifying documentation and attaches it to the check request form. This is signed by the appropriate Vice President and submitted to the Accounting Office. After review and signature of Comptroller, the form is submitted to the Chief Financial Officer for signature.

### **PROFESSIONAL SERVICE AGREEMENT**

This form allows the College to compensate vendors for certain contracted services rendered. The PSA form is signed by the service provider, the appropriate Vice President, and the President. It specifies the type of service, dates, amounts, and GL account code.

### **DETAIL VENDOR FORM (ACCOUNTING OFFICE ONLY)**

This form is an Accounting Department form used primarily for regular monthly invoices such as telephone bills, utility bills, fuel bills, and cafeteria invoices. The Accounting Office receives these invoices and, after reviewing GL codes and signature, the Comptroller approves for payment and a check is disbursed to the vendor.

### **PURCHASE REQUISITIONS**

Information regarding the purchasing process is available from the person responsible for initiating purchase requisitions within each department.

### **BLANKET PURCHASE ORDERS**

Blanket purchase orders are used to encumber funds, to make routine purchases or obtain services from a particular vendor over the course of a fiscal year. Funds encumbered may, or may not, be completely utilized. Blanket purchase orders do not order particular products or services but rather allow end users to obtain items or services needed in the regular course of business from a predetermined, encumbered budget. All blanket purchase order receipts are to be provided to the Accounting Office for payment, and for deduction from the available balance.

Revised: 5/14/21



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## REPORTING OF ACCIDENTS

All emergencies or accidents must be reported to the Security Office. This may be accomplished by dialing 910-938-6290 or by using the emergency telephones. The location, nature of the emergency or accident, and the name of the individual or individuals involved should be included in the mandatory incident report filed by the Security Office. Any employee may be required to submit to testing for alcohol and/or drugs, as appropriate.

In the event you are injured on the job, the following steps should be followed:

1. Immediately notify your supervisor and Security of your injury.
2. As soon as medically stable, provide the Office of Personnel Services and Workplace Safety with all information regarding the accident.
3. The Office of Personnel Services and Workplace Safety will provide guidance and forms to secure medical treatment, if necessary.
4. If medical treatment other than first aid is required, medical evidence of fitness for duty will be required before returning to work. The original should be provided to the Office of Personnel Services and Workplace Safety, and a copy should be provided to the appropriate supervisor.
5. It is imperative that all injuries are reported to the Security Office promptly so that an Incident Report can be prepared and submitted to the Office of Personnel Services and Workplace Safety.

Reviewed: 5/14/21



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## SECURITY MEASURES AFTER HOURS

Anyone needing access to the College after normal business hours should notify Security at 910-938-6290. Emergency call boxes and towers are available throughout the campus. No vehicle may be left on campus overnight without prior approval from Security.

Reviewed: 5/14/21



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## UNAUTHORIZED PRESENTATIONS/SOLICITATION ON CAMPUS

Unauthorized presentations on College premises regarding the dissemination of information including, but not limited to, political, social, and/or religious issues are prohibited.

No outside agency will be allowed to solicit from employees or students, or advertise on campus, other than through regularly approved distribution channels such as The College Store or Cafeteria, unless it is a recognized non-profit corporation, specifically approved by the President or his/her designee.

The distribution of fliers or other materials on campus by outside agencies, whether directly to employees or students, including the placement of such materials on vehicles parked on campus, is prohibited.

Employees may not sell commercial products on campus without prior approval from the President or his/her designee.

This policy shall also apply to off-campus sites.

Reviewed: 5/14/21



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## TRAFFIC REGULATIONS

### GENERAL REGULATIONS

In addition to all traffic rules and regulations applicable to operating motor vehicles upon streets and highways in the State of North Carolina, the following additional rules and regulations apply to students, faculty, staff, and visitors operating motor vehicles on the campus of Coastal Carolina Community College. Students, employees, and visitors are responsible for any liability or damage claims arising from their negligence.

### PLACARD REGISTRATION

All full-time and part-time employees and curriculum students must obtain a parking placard upon employment or registration for classes. Students who are enrolled in certain non-credit programs only may be exempt from this registration requirement and will receive parking permits on the first day of classes, as appropriate. One parking placard will be issued to each employee and student as applicable, and is to be displayed from the rear view mirror when possible. Each placard is issued to the permit holder and transferred between vehicles as necessary. Visitor parking must be for individuals who are not currently enrolled or employed.

### MAXIMUM SPEED LIMIT

Notwithstanding any provisions of North Carolina law to the contrary, the maximum speed at which any vehicle shall be operated on campus is 15 miles per hour. It is the responsibility of every person operating a vehicle not to exceed a speed that is safe under existing conditions.

### PARKING

Parking spaces on campus are designated as:

- E - Employee
- S - Students
- College-owned vehicles
- Handicapped
- Overflow
- Training Vehicle
- Visitor/Cosmetology Patron
- Undesignated (open to all students, employees, and visitors)

With the exception of handicapped, visitor, College-owned vehicle, and training vehicle parking, all spaces are undesignated from 1:30 p.m. through midnight, Monday through Friday. Spaces designated for a particular purpose are to be used exclusively for that purpose. The College reserves the right to restrict access to any parking space(s) and/or parking lot(s), as long as needed, for College business.

No parking is authorized on lawns, landscaped areas, sidewalks or other areas not designated for parking without prior approval from the Security Services Department. Any vehicle left on campus overnight without prior permission, may be towed at the expense of the owner. In the event a vehicle is removed from campus, the Security Services Department will be able to provide information on the location of the vehicle.



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## TRAFFIC REGULATIONS (CONTINUED)

### FINES AND SANCTIONS

In addition to the fines and penalties imposed by the State of North Carolina for violation of the general laws regulating the use and operation of motor vehicles on the streets and highways of North Carolina, a fine not to exceed \$25.00 per offense shall be imposed upon each student, faculty, or staff member who violates any regulation contained herein. The assessment of a fine shall be evidenced by the issuance of a written citation left on the vehicle or delivered to the permit holder. In addition, improperly parked vehicles may have a tire boot applied which will require assistance by an authorized security officer before the vehicle can be mobilized.

In addition to a fine, any vehicle found to be in violation of any rule or regulation affecting the operation of other motor vehicles or disrupting normal campus activities may be towed at the expense of the owner. In the event a vehicle is removed from campus, Security will be able to provide information on the location of the vehicle.

All fines assessed under these rules and regulations must be paid to the Accounting Office within ten (10) days of assessment, or prior to the next registration period, whichever is earlier. Any student with an outstanding parking citation shall not be allowed to register until the fine is paid. Grades and/or transcripts will be withheld for nonpayment of a parking fine. Repeated and/or extreme campus traffic violations may result in the revocation of vehicle driving/parking privileges.

Reviewed: 5/14/21



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## TRAVEL REQUESTS

Statewide travel regulations are set forth in the Accounting Procedures Manual of the North Carolina Community College System available online at [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu).

### EMPLOYEE RESPONSIBILITY

An employee traveling on official College business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official college business are prohibited.

The College may authorize credit cards and/or P-cards for employees during travel on college business. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employee misuse of college issued credit cards and/or P-cards is grounds for termination. All travel is contingent upon the availability of funds in the proper budget line item.

Faculty and staff seeking travel authorization should adhere to the following procedure:

### TRAVEL AUTHORIZATION (Non Local)

1. Complete the form as far in advance as possible, making sure that all copies are legible. It is recommended that travel advances be requested no later than two weeks prior to the departure date to ensure the availability of funds. Current rates for subsistence and mileage are updated as needed and printed on the Travel Authorization Form. No excess will be allowed for meals unless the cost is included in the registration fee and/or the charges are predetermined.
2. Include any appropriate information such as the conference/workshop agenda, airfare quote, lodging information, etc. Please complete and attach any registration forms accompanying the request and indicate if the registration form should be mailed with the registration check.
3. Submit the completed form to the immediate supervisor for routing through the appropriate Vice President's office.
4. After approval and signature by the appropriate Vice President, submit the Travel Authorization form to the Office of the President for final approval. Thereafter, the original form will be returned to the originator. Departure is authorized only after the appropriate signatures have been obtained. Prior approval is required for all travel regardless of whether or not reimbursement is claimed.



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## TRAVEL REQUESTS (CONTINUED)

### ADVANCES

Generally, individuals are expected to make their own arrangements for travel, i.e. conference registration, hotel reservations, travel arrangements, etc. and the College will reimburse the traveler for approved costs. Individuals may find that costs exceed their available personal resources, or that it is necessary to incur out-of-pocket costs well in advance of the scheduled travel. When this occurs, the College may provide advances to the individual.

If advance funding is needed, the appropriate section of the Travel Authorization form must be completed. In some cases, more than one advance may be appropriate. For example, one advance may be necessary for payment of airfare and/or registration and another for such things as meals, lodging, and/or mileage (if driving). The minimum advance is \$50.00.

Advances made payable to the employee may be available as early as thirty (30) days before travel date. Upon receiving the advance, the individual is responsible for payment for airfare, registration, etc.

### REIMBURSEMENT

Within ten (10) days of return, the original Travel Authorization form is to be submitted with the completed Travel Reimbursement form to the appropriate Vice President, including the following information:

- Time of departure and arrival;
- Meal reimbursement rate;
- Mileage;
- Daily lodging fee;
- Mode of transportation;
- Luggage handling;
- Parking;
- Registration fee; and
- Airport shuttle service fee, etc.

The completed reimbursement form will be submitted to the appropriate Vice President(s) for approval and forwarded to the Accounting Office for processing.

Travel reimbursements will be paid via check if the amount is over \$50.00. For amounts under \$50.00, reimbursements are eligible to be paid by petty cash. Checks may be issued, on a case-by-case basis, for reimbursements under \$50.00.

### TRAVEL (Local)

Certain job responsibilities require local travel within the service area. Such travel will be reimbursed upon completing and submitting a local travel form with appropriate documentation. All reimbursements must be submitted in a timely fashion.

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## USE OF TOBACCO PRODUCTS

As a provider of higher education and job training, the College promotes the health and safety of all students, faculty, staff, and visitors. Numerous efforts have been made toward the creation of an atmosphere which is most conducive to teaching and learning, minimizing health and safety risks to the extent possible. Consequently, upon the recommendation of the Faculty Assembly, the campus is tobacco-free. Upon the recommendation of the Student Government Association, the use of electronic nicotine delivery systems is prohibited in all campus buildings, including entry ways.

Reviewed: 5/14/21



# Part-Time Faculty and Staff Handbook

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## SECTION VI: SAFETY AND SECURITY



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Section VI

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## **BOMB OR OTHER THREATS OF DANGER**

All oral and written threats directed against the College will not be tolerated and are punishable under College policies and applicable law.

If a threat is received, the person receiving the threat should gather and record as much information as possible. As appropriate, note the exact words spoken/written, the time of the threat, any background noises, the characteristics of the voice, i.e. male, female, accent, pitch, approximate age of person, mispronunciation of words, or any other details that may help to identify the source.

The person receiving the threat shall immediately contact Security at 910-938-6290 (or ext. 6290 if using a campus phone) or an emergency call box or tower.

### **THREAT EVALUATION PROCEDURES**

Campus Security will immediately report the threat to the Office of the President. The President, or the next available administrator, shall evaluate the threat and determine the appropriate action to be taken.

### **EVACUATION OF FACILITIES**

If facilities are to be evacuated, college personnel will be notified of the threat via the campus public address system, campus phone/voicemail system, campus computer e-mail system or other means as necessary. Upon notice of evacuation, all persons, including students, faculty, staff, and visitors should leave the building by the closest available exit in an orderly manner. (SEE CAMPUS EVACUATION PLAN). All students, faculty, staff, and visitors not required to remain on campus may be asked to evacuate the college property and remove their vehicles.

### **RESPONSIBILITY FOR SEARCHING FACILITIES**

The authority in charge will coordinate the search of facilities with appropriate off-campus law enforcement, and fire and rescue response teams. Local law enforcement will facilitate the notification of the nearest explosive response team as necessary. The Director of Physical Plant and Auxiliary Services and Chief of Security will assist the appropriate off-campus response teams as needed. Upon approval from off-campus response teams, the President or administrator in charge shall determine the re-entry of students and staff into affected building(s).

All bomb or other threats of danger must be reported to Campus Security. The location, nature of the emergency and the name of the individuals involved should be included in the mandatory incident report filed by Campus Security (SEE REPORTING OF ACCIDENTS IN SECTION V).

Reviewed: 5/14/21



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## CAMPUS EMERGENCY/SAFETY PLANS

Campus emergency/safety plans support the protection of college property and, most importantly, the saving of lives. In the event of an emergency situation, faculty, staff, students, and visitors will be provided with specific instructions via the most practical method of communication, including the emergency public address system, campus phone/voicemail system, campus computer e-mail system or other means as necessary.

Emergency situations may include fire, medical emergencies, adverse weather, hazardous material spills, threats and/or acts of terror, utility emergencies and bomb or other threats of danger.

### FIRE

Fire extinguishers are located strategically in each building and available for use by any person as circumstances warrant. Fire alarm boxes are located conspicuously within each building and should be activated immediately in the event of a fire that poses an imminent risk to life or property. Thereafter, the fire should be reported immediately to 911 and to Campus Security using the nearest functional phone in a safe location. When the fire alarm is activated, all persons, including students, faculty, staff and visitors should leave the building in an orderly manner using the closest available exit. Fires that do not pose an imminent risk to life or property should be reported immediately to Campus Security using the nearest functional phone in a safe location.

### MEDICAL EMERGENCIES

All medical emergencies must be reported to 911, and to Campus Security as soon as feasible, by calling 910-938-6290, by using extension 6290 if using a campus phone, or by using an emergency call box or tower. The location, nature of the medical emergency or accident, and name of the individual or individuals involved should be reported. While College employees are not required to provide emergency first aid or rescue assistance, nothing in this policy should be construed to restrict employees from providing first aid or rescue assistance as Good Samaritans.

### ADVERSE WEATHER EMERGENCIES

In the event that adverse weather presents an immediate threat to individuals on the campus, faculty, staff, students, and visitors will be provided with specific instructions via the most practical method of communication, including the emergency public address system, campus phone/voicemail system, campus computer e-mail system or other means as necessary.

### HAZARDOUS MATERIAL SPILLS

A list of the names and assigned locations of all hazardous materials on campus is maintained in the Security Office. In the event of a hazardous material spill that is likely to cause personal injuries or result in damage to property, the area should be evacuated immediately. The location, nature, and extent of the spill should be reported to Campus Security by calling 910-938-6290, or by using extension 6290 if using a campus phone, or by using an emergency call box or tower, or by calling 911, as appropriate. In the event an entire building needs to be evacuated, the fire alarm system should be activated.



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## CAMPUS EMERGENCY/SAFETY PLANS (CONTINUED)

### ACTS OF TERROR

Acts of terror carried out by and/or against members of the College community will not be tolerated and are punishable under College policies and applicable law. Acts of terror may include but are not limited to the following:

1. Verbal or written threats of injury and/or property damage.
2. Aggravated assault upon one or more individuals.
3. The willful non-negligent killing of one human being by another; and
4. The willful destruction or vandalism of buildings, vehicles or college property.

The College takes all threats and/or acts of terror very seriously. All threats, criminal acts and suspicious persons should be reported to Campus Security. Information should be reported to Campus Security by calling 910-938-6290, or by using extension 6290 if using a campus phone, or by using an emergency call box or tower, or by calling 911, as appropriate.

In the event of an explosion or fire as a result of an act of terror, persons are instructed to activate the fire alarm system (fire alarm boxes are located conspicuously within each building). When the fire alarm is activated, all persons, including students, faculty, staff, and visitors should leave the building by the closest available exit in an orderly manner. (SEE CAMPUS EVACUATION PLAN).

### UTILITY EMERGENCIES

Campus utilities include electricity, water, sewage, natural/propane gas, heating/air conditioning and telecommunications. During the day, all emergencies or problems with campus utilities should be reported to the Director of Physical Plant and Auxiliary Services at ext. 6343 or the College switchboard, accessed by dialing 0. During other times (after 5:00 pm weekdays, holidays, and weekends) all emergencies or problems with campus utilities should be reported to the Campus Security Office at 910-938-6290 (or ext. 6290 if using a campus telephone). The College will contact the appropriate persons to resolve the emergency or problem.

In the event of an explosion, fire or major hazardous material spill as a result of a campus utility emergency, persons are instructed to activate the fire alarm system (fire alarm boxes are located conspicuously within each building). When the fire alarm is activated, all persons, including students, faculty, staff, and visitors should leave the building by the closest available exit in an orderly manner. (SEE CAMPUS EVACUATION PLAN).



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## CAMPUS EMERGENCY/SAFETY PLANS (CONTINUED)

### **BOMB OR OTHER THREATS OF DANGER**

(SEE BOMB OR OTHER THREATS OF DANGER)

### **CLASSROOM/LAB EMERGENCY PREPAREDNESS**

In an effort to heighten emergency preparedness, the following procedure has been implemented:

Classroom and laboratory doors will be opened but in the locked mode before classes start. Upon completion of the class, all faculty are to leave the door open but in the locked mode. At the beginning and end of the instructional day, campus security will ensure that the doors are opened and closed, respectively, at the appropriate time.

Reviewed: 5/14/21



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## CAMPUS EVACUATION PLAN

### PURPOSE

To provide for an orderly evacuation of a college facility or the College campus during an emergency, the following plan and operating procedures have been adopted.

### EVACUATION AND EMERGENCY ESCAPE PROCEDURES

In the event of an alarm sounding or other notice of evacuation, all persons including students, faculty, staff, and visitors should leave the building by the closest available exit in an orderly manner.

### EVACUATION OF PERSONS WITH DISABILITIES

In the event of a building evacuation from one or more of the two-story buildings on campus, (C. Louis Shields Learning Resources Center, Health Occupational Science Building, W.D. "Billy" Mills Math and Science Technology Building, A.D. Guy Business Technology Building, or Kenneth B. Hurst Continuing Education Building) persons with mobility impairment who may be on an upper floor may utilize mobility aids, such as emergency stair travel devices, also known as evacuation chairs, that are available to transport people unable to use stairs in two-story buildings. Trained personnel must be involved in the supervision and utilization of the evacuation chairs. The evacuation chairs are only effective when utilized correctly and under the appropriate circumstances. The persons with mobility impairment who may be on an upper floor must use their own discretion to determine if the use of the evacuation chair is more of a risk than waiting for rescue personnel to reach them.

Faculty and staff of the College cannot be required to lift or carry a person with a mobility impairment and this is not required as it is beyond the Office of Civil Rights' definition of "minor assistance" and, is considered to be "services of a personal nature", which are not required by the Americans with Disabilities Act. This is not to imply that employees of the college are prohibited from offering this type of assistance during an emergency. If a person with mobility impairment does not utilize a wheelchair, but could benefit from assistance during an evacuation, office or computer lab chairs with rollers are usually available in every building.

### RE-ENTRY

All persons will remain outside of the affected building(s) and at a safe distance so as not to hamper movement of emergency personnel and equipment. Re-entry to the affected building(s) will be determined by the appropriate designated authority.

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## CAMPUS SECURITY

For several years, the College has committed resources for sustaining a safe and secure campus environment in support of enhanced learning and student success. The institution's focus on crisis communication and security includes installation of a public address system, emergency towers, lockable classroom and lab doors, emergency phones, motion sensitive lighting, and surveillance cameras.

1. It is the policy of Coastal Carolina Community College to comply with the rules and regulations as established by the Jeanne Clery Act of 1999 with amendments as included by: (1) Hate Crime Statistic Act of 1999; (2) Campus Sex Crimes Prevention Act of 2000; (3) Campus Sexual Violence Elimination (SaVE) Act of 2013 and (4) Violence Against Women Act (VAWA) of 2013. To maintain compliance, Coastal Carolina Community College will prepare a Campus Security Plan covering the following areas:
  - a. Procedures for students to report criminal activities;
  - b. Security at campus facilities;
  - c. Availability and authority of campus Security Services;
  - d. Programs available to inform students about security and the prevention of crime;
  - e. Procedures for campus emergency notification and response;
  - f. Awareness and prevention strategies to address sexual assault and sexual violence;
  - g. Drug and alcohol abuse education and prevention; and
  - h. Preparation and annual disclosure of crime statistics.
2. In accordance with federal guidelines, the administration will prepare, publish and distribute an annual security report that identifies designated campus crime statistics and statements regarding the College's crime reporting policies and programs.
3. The Campus Security Plan and statistical reports will be available to students and employees, as well as prospective students and the higher education community, upon request.

Reviewed: 5/14/21





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## HAZARD COMMUNICATION PROGRAM

Coastal Carolina Community College is committed to providing students, faculty, and staff with a safe and healthy work environment.

As required by law, the written Hazard Communication Program information shall be available to employees and their designated representatives.

The written Hazard Communication Program and the Chemical Hygiene Plan are located in the Office of Personnel Services and Workplace Safety. An inventory of all chemicals on the campus as well as the safety data sheets (SDS) for those chemicals is located in the Campus Security Office.

Reviewed: 5/14/21



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## SAFETY

All faculty and staff members are expected to evaluate the safety of areas which they use. Any hazards should be brought to the attention of the Chief of Security, who will notify the appropriate authority or authorities. Preventive steps to ensure safety will be the basic responsibility of every faculty and staff member. Each staff member is expected to report conditions that are not in keeping with the Occupational Safety and Health Act (OSHA) standards.

Safety procedures shall always be enforced, especially in shop and laboratory facilities. The following guidelines are to be followed:

1. Potential hazards should always be identified in advance. This must be done as part of the regular orientation program with special emphasis placed on the preventative approach.
2. Instructors must always be present when shops and laboratories are being used.
3. First aid for minor injuries may be given immediately by the instructor/supervisor in charge of the program. Serious injuries may be referred for off-campus medical treatment, as appropriate. All injuries must be reported to Campus Security and the Office of Personnel Services and Workplace Safety as soon as feasible.
4. The wearing of personal protective equipment is required of all students and employees during instruction involving any of the following conditions or activities:
  - a. Hot solids, liquids, or molten metals;
  - b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials;
  - c. Heat treatment tempering, or kiln firing of any metal or material;
  - d. Gas or electric arc welding;
  - e. Caustic or explosive chemicals or materials;
  - f. Other conditions or activities as appropriate.

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