

GUILFORD TECHNICAL COMMUNITY COLLEGE
MANAGEMENT MANUAL

SECTION IV
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COLLEGE POLICIES AND PROCEDURES

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IV. POLICIES AFFECTING EMPLOYEES

IV-1.00 Terms of Employment

IV-1.001 Inconsistent Publications

Any terms or provisions of any departmental, student or other handbooks or similar publications that are inconsistent with the policies set forth in this Section IV of the Management Manual shall not be binding on the College, and the policies set forth in this Section IV shall be controlling.

6/18/09

IV-1.010 Conflict of Interest

Members of the Board of Trustees and GTCC employees are prohibited from acting as an agent, either directly or indirectly, for those furnishing goods or services to any State agency, school, or institution. (General Statutes, Chapter 115D-26; North Carolina Administrative Code T01:05B.1509.)

Procedure:

1. Every reasonable effort shall be made to avoid GTCC making purchases from or through trustees and college employees.
2. The purchasing power of the State and GTCC shall not be used for private advantage of any trustee or employee.
3. No trustee or college employee shall directly or indirectly act as an agent for any supplier of goods or services to Guilford Technical Community College.
4. No trustee or college employee shall accept or solicit any gift that could reasonably be construed to influence him or her in recommending or procuring goods or services for Guilford Tech.
5. Should GTCC become aware of a conflict of interest of a trustee or college employee in any procurement of goods or services, action shall be taken immediately to cease such procurement.
6. Any employee determined to have violated the conflict of interest policy may be subject to disciplinary action according to the Disciplinary Action Policy IV-1.052. Furthermore, such violation may result in termination of employment and/or notification to the State Auditor that a violation of the conflict of interest statute has occurred.
7. A violation of the conflict of interest policy by a trustee will be forwarded to the State Auditor.
8. Each September, the President, Vice-Presidents, and all regular staff shall complete an Annual Reporting of Secondary Employment, Self-Employment and Affiliations form. All trustees shall complete an Annual Reporting of Employment and Affiliations form. These forms will be signed by the appropriate Vice-President or the President and maintained in Purchasing. Each newly hired employee will complete a Conflict of Interest form during new hire orientation.
9. Upon conviction of a violation of general statutes governing conflict of interest, a trustee or college employee shall be deemed guilty of a Class I Misdemeanor.

Rev. 9/15/97 (procedures only, President's Council)
4/17/02
11/18/02 (Procedures only, President's Council)
6/25/03

IV-1.020 Employment

Guilford Technical Community College is committed to equal employment opportunity. Except in cases of reorganization or reassignment of personnel approved by the President, all vacancies for full-time and part-time regular positions will be advertised. Announcements of the positions may be mailed to "target population" institutions or agencies.

Procedure:

1. After receiving a Personnel Requisition signed by the President, the Director of Human Resources will advertise all full-time regular, full-time term, part-time regular and special project positions. Positions which must be filled on an emergency basis will not necessarily be advertised. In such cases, the position may be filled on a term basis, and advertised at such a time when the position becomes a regular position. The President may waive advertisement of a position at his/her discretion.
2. The Director of Human Resources will receive, review, and may refer applications to the appropriate administrator(s) for screening and evaluation.
3. All recruitment files are maintained in Human Resources. When the application deadline has expired, the following occurs:
 - a. Candidate application file(s) are completed by the Director of Human Resources, and are signed out to the administrator/supervisor.
 - b. The administrator/supervisor (and committee, if there one is involved) reviews and screens applications, conducts interviews, and identifies a potential finalist.
 - c. The administrator/supervisor forwards the selected candidate's application file and a recommendation to the appropriate Vice President for review. (The Vice President may request more than one finalist for interview.)
 - d. If the appropriate Vice President concurs in the selection, the candidate(s)' application file with dual recommendations is forwarded to the President, along with a request for an employment agreement.
 - e. If the Vice President does not concur, the administrator/supervisor(s) is advised. He/she may then select another qualified candidate for consideration by the Vice President, or may recommend that the position be readvertised.
 - f. If the President concurs with the recommendations, a final interview is scheduled by the administrator/supervisor at a time mutually agreeable to all parties -- the President, the candidate, the Vice President, and the administrator/supervisor. The President may exempt any employee

from the final interview. His/her designee shall insure that all pertinent employment procedures are followed and that the candidate file is completed.

- g. During the interview, the President may inquire of the candidate if he/she is interested in the position at a given salary; term of employment may also be discussed.
 - h. If and when the candidate responds positively, the President signs the request for an employment agreement, thus authorizing the Human Resources Office to prepare an employment agreement. The complete file for the candidate is then forwarded to the Human Resources Office.
- 4. All candidate application files shall be returned to the Human Resources Office and shall be maintained there.
 - 5. As an integral part of the mission and purpose of the college, GTCC is committed to affirmative action in its employment process.

Rev. 2/15/96

IV-1.021 Classifications of Positions

Positions at GTCC are classified according to the following criteria. This classification is not intended to be a list of job titles, but to describe broad classification groups.

- 1. Administrative positions include the President, Vice Presidents, and other senior administrators with campus-wide administrative responsibilities.
- 2. Instructional Support Staff are classified in three types: College Support Staff, Campus Support Staff, and Professional Support Staff.
 - a. College support staff provides services to students, staff and faculty to facilitate the operation of the educational program.
 - b. Campus support staff provides services to the campus such as public safety, building maintenance, accounting, food service, housekeeping, purchasing, grounds maintenance and information services.
 - c. Professional support staff works primarily with students and the learning processes. The minimal educational level for these positions is usually a Master's Degree. Because of the unique nature of their responsibilities, basic skills instructors who have supervisory responsibilities also are considered to be in this category.
- 3. Faculty
 - a. Regular Faculty
 - 1)Regular teaching faculty are contracted normally for nine months when teaching assignments are for two semesters per year and extensions may be given as deemed necessary and with appropriate approval based on the needs of the college.

b. Adjunct Faculty

1) Adjunct teaching faculty will be employed after all regular faculty have been assigned appropriate teaching loads. The following are the four categories of part-time adjunct instructors and the maximum loads they may carry per semester.

<u>Category</u>	<u>Maximum Load/Term</u>
Curriculum	80% of the maximum teaching load of a comparable full-time position*
Literacy	25 contact hours
Occupational Extension --Regular Extension	25 contact hours
Community Service	25 contact hours

* This means **14-17 contact hours** per week, per semester. However, the average teaching load over the year is figured to determine the 80%. Thus, an instructor could teach 90% one term and 70% the next term and still meet the 80% average.

c. Division Chairs - Curriculum

1) Division Chairs report to the Vice President of Instruction. In addition to the role of teaching, the Division Chair responsibilities include management, supervision, and evaluation in their assigned area(s).

d. Department Chairs - Curriculum

1) Department Chairs report to a designated Division Chair. In addition to the primary role of teaching, the Department Chair responsibilities include management, supervision, and evaluation in their assigned area(s).

4. Classified Staff

a. Office Support/Clerical

1) Office support/clerical employees include all persons whose assignments typically are associated with clerical activities or are specifically of an office support nature. Such duties include responsibility for internal and external communications, recording and retrieval of data (excluding computer programming), and/or information and other paper work required in an office.

b. Technical/Paraprofessional

1) Technical/Paraprofessional employees include all persons whose assignments require specialized knowledge or skills which may be acquired through experience or in academic work such as is offered in two-year post-secondary institutions or through equivalent on-the-job training.

c. Service Maintenance

1) Service Maintenance employees include those whose assignments require skills and training appropriate for work as Campus Police Officers and Maintenance personnel.

5. All positions are classified as regular, temporary, or time-limited positions.

- a. A regular position is one which is budgeted from year to year as need for it continues to be demonstrated. Full or prorated benefits are provided based on the full-time or part-time status of the position.
- b. A temporary position is established to meet a short-term or intermittent need. An appointment to this type position is granted for no more than one year. Full-time temporary appointments will not be for continuous service arrangements. Continuous service means more than one year for both faculty and non-faculty. Persons appointed to temporary positions are not eligible for benefits.
- c. A time-limited position is a temporary appointment to a budgeted line item normally for a period exceeding three months, but no more than one year, exceptions to the one year limitation must be approved, in writing, by the President or Executive Vice President. Examples of this type of temporary appointment include the following: replacement of employees on leave, instances where insufficient job applicants have been received for a vacant position.

1) Persons appointed to time-limited positions receive the same benefits as employees in regular positions, with the exception of longevity pay, and one tuition-free course. (In the case of legislative salary increases, a review will be completed on a case by case basis.)

- 6. All positions are classified as to full-time or part-time status.
 - a. Full-time: A position is considered full-time when it is scheduled as required to meet the college's standard for that position. A typical non-faculty, full-time position is scheduled for 40 hours per week (2080 hours per twelve-month period). An employee may be appointed to a full-time position for a period of nine to twelve months at a specified monthly salary. A full-time position may be regular, temporary, or time-limited.
 - b. Part-time: A part-time position is scheduled for fewer hours than full-time. Part-time positions are often expressed in fractions of full-time, such as "half-time" or "quarter-time". As a general rule, part-time staff should not work more than 25 hours per week. A manager must obtain approval from his/her area Vice President to allow work beyond 25 hours per week. Area Vice Presidents will inform the Executive Vice President. A part-time position may be regular, temporary, or time-limited.

6/18/98
 Rev. 2/19/04
 Procedure revised 6/19/2006
 Rev. 3/16/09

IV-1.022 Change in Employment Status

The President reserves the right to make changes in job status through reorganization or reassignment of personnel (includes promotion, lateral transfer and demotion). Promotions or transfers of employees also will be considered upon request initiated by the employee or by appropriate supervisory personnel.

Procedure:

- 1. Significant changes in an employee's job status will be discussed with the affected employee in a timely manner.

2. The employee may initiate a request for change of job status by submitting an application for an announced vacancy to the Human Resources Office, or by informing his/her immediate supervisor of a desire to change job status.
3. The supervisor or appropriate administrator may initiate change of job status by referring the employee to the appropriate administrator, or by encouraging the employee to apply for an available position.
4. Vacant positions are filled as outlined in the procedural guidelines of the Employment Policy. The position must be posted prior to acceptance of applications. If no qualified person applies the president or his/her designee may reassign a qualified employee.
5. The position vacancy notice defines the job classification, thus determining whether an applicant's change in job status constitutes a promotion or transfer.

Rev. 2/15/96

IV-1.023 Equal Opportunity

Guilford Technical Community College offers equal employment opportunities to all qualified applicants and to all employees of the college without regard to race, color, religion, national origin, sex, age, political affiliation/belief, or disability of persons who are otherwise qualified. These opportunities include all phases of employment and benefits, including but not limited to recruiting, hiring, placement, rate of pay, promotion, transfer, demotion, and termination.

Further, Guilford Technical Community College will continue its affirmative policy of offering equal opportunity to all qualified applicants for admission and to all students without regard to race, color, religion, or disability of persons who are otherwise qualified. All the rights, privileges, programs, and activities generally accorded or made available to students are so provided on a nondiscriminatory basis, including but not limited to equal administration of admissions policies, educational policies, financial aid programs, and other programs administered by the college.

GTCC will remain in compliance with all applicable federal and state laws and regulations concerning equal opportunity.

Procedure:

1. An employee believing that he/she (or a group of employees) has been the object of discrimination may register a complaint with the Director of Human Resources. The Director of Human Resources will assist the employee(s) in the use of the Employee Grievance Policy (IV-4.030).
2. A student believing that he/she (or a group of students) has been the object of discrimination may register a complaint with the Director of Academic Support Services. The Director will assist the student(s) in the use of the Student Grievance Policy (III-2.013).

6/18/98

IV-1.024 Initial Probationary Employment

New employees receiving appointment to full-time or part-time regular positions must serve an initial probationary

period of nine months. In the case of part-time employees hired for nine months or less, the probationary period will extend through the duration of the appointment.

At any time during the initial probationary employment period, an employee may be dismissed for any reason. If the employee wishes to terminate employment from Guilford Technical Community College, a 30-day written notice is requested and a minimum of two weeks is expected.

Procedure:

1. A new employee will be evaluated a minimum of three times during the nine month initial probationary period. The evaluations will be scheduled at the discretion of the supervisor, but should take place at approximate three-month intervals during the nine-month probationary period.
2. The employee will be apprised of his/her progress at each evaluation.
3. The employee can be dismissed at any time during the initial probationary period if it is determined that he/she has not achieved a satisfactory level of performance. The decision to dismiss an employee is made by the President, upon recommendation of the appropriate Vice President.
4. Due process is not available to the employee serving an initial probationary period in the case of his/her dismissal.

Rev. 2/15/96

IV-1.025 Background Checks

Hiring qualified individuals to fill positions is important to the success of GTCC. The college may use background checks as an important part of the selection process for jobs determined to require such checks. Background checks may be used to obtain additional applicant information to help determine the applicant's overall employability and for the purposes of protecting GTCC property and information security and promoting a safe environment for current and future GTCC students and employees.

Procedures:

1. Guilford Technical Community College determines for each position in the college whether a criminal history background, credit, or motor vehicle record check is required based on the type of position, business necessity, and applicable state laws.
2. When a criminal history record check is required, the internal or external applicant for the position must authorize this background investigation in writing using the approved release form.
3. The college will inquire only about convictions and probation status, if any, and not about arrests unless required by applicable laws.
4. The following factors will be considered for those applicants with a criminal history in determining whether to hire the external applicant or transfer or promote the internal applicant:
 - a. The nature of the crime and its relationship to the position;
 - b. The time since the conviction;
 - c. The number (if more than one) of convictions; and

- d. Whether hiring, transferring or promoting the applicant would pose a risk to the college.
5. The applicant will be given an opportunity to review the criminal, credit, or motor vehicle background check results and may submit an explanation.
6. If any applicant is found to have falsified or withheld any information regarding conviction history, the applicant will not be considered for employment.
7. If an employee seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the employee may be immediately discharged.
8. When GTCC collects credit information on applicants such checks will be consistent with the guidelines set forth by the federal Fair Credit Reporting Act (FCRA). The Act requires organizations to obtain a candidate's written authorization before obtaining a credit report.
9. Motor vehicle record checks will be conducted for applicants to, and periodically for employees in, positions requiring routine use of college vehicles, as designated in the job description. Such checks will help assess risks of damage to persons and property. Applicants may not be hired, and employees may be discharged if the risk of such damage is deemed to be too great based on the record check.
10. If an employee seeking a transfer or promotion to a position requiring a motor vehicle record check is found to have driving violations making them ineligible, the employee will not be further considered for any position requiring the use of college vehicles (as determined by the job description).
11. Some departments may require additional background checks appropriate to the position, e.g., campus police officer, child care worker, etc.
12. As of August 1, 2009, GTCC requires Criminal Background Checks (CBC), Office of the Inspector General Reviews (OIG), and Drug Testing of students, all full-time faculty and staff and assigned part-time faculty in curriculum and continuing education programs that involve them in clinical or internship placements at health facilities where these screenings are required. Accordingly, completion of the CBC, OIG Review, and submission of a negative Twelve Panel Urine Drug Screen report from a National Institute of Drug Abuse (NIDA) approved laboratory is required by GTCC prior to the first assignment of a faculty or staff member or of a student at any requiring health facility partner. Therefore, the following rules apply for employees:
 - a. The required drug testing shall be conducted on a pre-employment/pre-assignment basis.
 - b. An employee's refusal to sign either an Acknowledgement, Consent & Agreement to Comply Form or a Chain of Custody Form will result in the employee's being unable to participate in the program, and may also be treated as a voluntary resignation from employment. (See Forms section of this manual.)
 - c. Clinical partnership positions made available to faculty are contingent upon the results of these screenings and drug test, and submitting a negative drug and screening report will be a requirement prior to the start of clinical courses.
 - d. Positive CBC and OIG Review results will be evaluated on a case-by-case basis. In addition, employees must immediately self-report (to the College's Human Resources Director) any subsequent charges/involvement in criminal or fraudulent activity that would violate CBC or OIG standards. Failure to self-report will result in appropriate action being taken, up to and including termination of employment.
 - e. An employee who does not test negative for inappropriate drug or alcohol use is in violation of the partnership agreement. A confirmed positive or inconclusive drug test result, validated by the

medical review officer, will result in the employee being removed from the clinical agency, and may result in disciplinary action up to and including termination of employment.

- f. GTCC shall pay the cost of the CBC, OIG Review, and drug tests, initial and confirmation, which are required by the clinical agency. The employee shall pay the costs of any additional screenings or drug tests not required by the clinical agency, as outlined above or for a specimen retest.
- g. Screening and test results will be confidential with disclosure of results provided only to approved persons in the Human Resources Office and those with a need to know. GTCC shall maintain as confidential records, separate from other personnel records, all screening/drug test results and related information.
- h. GTCC may offer an Employee Assistance Program to employees and their immediate family members in appropriate cases. Employees are encouraged to seek assistance with drug-related problems prior to being selected for drug testing.

Adopted 12/18/08
Rev. 7/23/09

IV-1.026 Employment Preference for Veterans and Their Spouses or Surviving Spouses

It shall be the policy of the Guilford Technical Community College that, in appreciation for their service to this State and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, eligible veterans shall be granted preference in employment with Guilford Technical Community College when the qualifications and experience of the final candidates for a position are generally equal. The provisions of this policy are congruent with the provisions of North Carolina General Statutes §128-15.

The veterans' preference is not absolute. The college is allowed to hire the best qualified candidate and to consider recent/remote experience and how relevant the experience is to the position. The preference applies to each stage of the hiring process, initial employment, and other employment events including subsequent hirings, promotions, reassignments, and horizontal transfers.

For purposes of this policy, an "eligible veteran" is:

1. A veteran who served during a period of war. "A period of war" includes World War I (April 16, 1917, through November 11, 1918); World War II (December 7, 1941, through December 31, 1946); the Korean Conflict (June 27, 1950, through January 31, 1955); the period of time between January 31, 1955, and the end of the hostilities in Vietnam (May 7, 1975); the Persian Gulf War (August 2, 1990 through January 2, 1992); or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.
2. The spouse of a disabled veteran.
3. The surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service.
4. A veteran who suffered a disabling injury for service-related reasons during peacetime.
5. The spouse of a veteran described in subdivision 4 of this subsection.

6. The surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service-related reasons during peacetime.

Procedures:

1. To be considered for hiring preference, a person who considers himself/herself to be an “eligible veteran” under the provisions of this policy must indicate veteran or qualified spouse status on the appropriate forms submitted as part of the application and submit DD form 214.
2. HR will identify applicants who are “eligible veterans” and who wish to claim veterans’ preference. The interview committee will determine if the veteran(s) meet minimum qualifications. The interview committee is not required to interview all qualified eligible veterans if their inclusion would result in a burdensome number of interviews, but eligible veterans must be represented in the interview pool.
3. The interview will be considered critical to determine how relevant the experience of the eligible veteran is compared to other qualified candidates in the pool. If a non-veteran is hired over a preferred eligible veteran, the interview committee must document and justify the decision. This documentation will be submitted to the Human Resources Department with the committee’s recommendation for hiring.

Adopted: 12/18/08

IV-1.030 Employment Agreements

Employment agreements are completed annually for each staff member of Guilford Technical Community College. The agreements may be either contracts, or letters of employment, or hourly employment approval forms. They may be either for full-time or part-time positions, regular or temporary.

Procedure:

1. Employment agreements will be issued to those employees who are determined by the President to be necessary for the continuation of operations. (See non-renewal policy, IV-1.051.) Employment agreements will be issued on or after July 1 of each year. (The exact date of the issuance of employment agreements is subject to the actions of the North Carolina General Assembly.) Employment agreements for new employees are issued upon hire, at any time during the year.
2. Initial employment agreements will be probationary for nine months. During the initial probationary period, if the employee's performance is deemed unsatisfactory, the agreement may be terminated by GTCC without the application of due process.
3. Full- and part-time regular employees, other than those in the initial probationary period, are afforded due process, to the extent provided by GTCC policy.
4. Should it be determined that the performance of an employee who has completed an initial probationary period is or becomes marginal, he/she may be offered an interim probationary employment agreement, and he/she must fulfill the stipulations listed in the agreement in order to continue to be employed by GTCC.
5. Employees who occupy positions that are specially funded may be subject to additional guidelines that govern the privileges, conditions and terms of employment as required by the funding agency.

6. The President (or designee) is the only individual empowered to offer employment agreements.
7. Employees hired prior to July 1, 1981, shall not have the length of the employment agreements under which they have been hired changed unless by mutual consent of the employee and the employer or due to budgetary restraints.
8. Employment Agreements of the following types may be issued:
 - a. All full-time and part-time regular employees will initially receive letters of employment; thereafter, all may receive employment contracts. The contract shall be written for a specified period of months, a specific beginning and ending date, and a given salary.
 - b. All Curriculum Teaching Faculty will be awarded a 9-month contract with salary information. Specific dates to which the contract applies will be governed by the academic calendar. Based upon the college's need for instructors and available funds, some curriculum faculty may be awarded extensions of their contracts to cover one or more additional months of employment. The annual leave policy does not apply to faculty employees. (See also the College-Wide Rule, Faculty Employment Contract.)
 - c. Continuing Education faculty may be awarded 12-month contracts.
9. An employee occupying a part-time position will be issued an employment agreement for a specified hourly wage and a specified number of hours per week or month. The term of employment generally will not exceed three months, though exceptions may be authorized by the President.
10. In case of extenuating circumstances affecting the employer and/or employee, management has the prerogative of altering scheduled workdays.

Rev. 2/15/96
 8/98
 10/05

IV-1.031 Nontenure

Guilford Technical Community College adheres to the North Carolina Community College System's position that there is no tenure.

Procedure:

(There is no procedure necessary for this policy.)

Rev. 12/14/95

IV-1.040 Nepotism

When "closely related" individuals are employed concurrently at GTCC, no individual shall be permitted, either individually or as a committee member, to supervise or to participate, either as a judge or an advocate, in the

evaluation of another employee to which that individual is "closely related;" or to participate in other management or personnel considerations that directly affect the other person. The North Carolina Administrative Code, Section 23 02C.0204(1), shall be adhered to in the administration of this policy.

Procedure:

1. A "closely related" individual is defined as mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother, step-sister, guardian or ward, or any other persons living within the same household.
2. Applicants for employment at GTCC will be informed of this policy.
3. Employees of GTCC must report relationships, which are covered under this policy to the Human Resources Office.

Rev. 10/17/96

IV-1.050 Separation

IV-1.051 Non-Renewal

Guilford Technical Community College, at its sole discretion, reserves the right of nonrenewal of any employment agreements issued by the college. Any employee who establishes a *prima facie* case that his or her right to academic freedom has been violated by nonrenewal has the right to request due process.

Procedure:

1. The appropriate Vice President determines if a recommendation for non-renewal will be forwarded to the President.
2. If non-renewal is approved by the President, the employee will be notified on or before May 1 of the current period of employment.
3. Except as expressly provided above, employees whose employment is not renewed shall not have recourse to the Due Process procedure.

Rev. 12/14/95

IV-1.052 Disciplinary Action Including Termination

Guilford Technical Community College shall have the right to discipline or discharge an employee for failure to meet acceptable standards of performance and/or conduct or for violating the college rules and regulations.

Procedure:

1. Any employee who fails to meet acceptable standards of performance and/or conduct or who violates the rules and regulations of the college shall be subject to disciplinary action.
2. Infractions of the rules and regulations of the college by any employee are to be reported to that employee's immediate supervisor.
3. The immediate supervisor, in consultation with the Director of Human Resources, will conduct a thorough investigation of the alleged violation or failure to meet acceptable standards, interviewing observers and parties involved. This consultation should take place in privacy to protect the rights of all concerned.
4. The immediate supervisor should determine the seriousness of the offense and the disciplinary action, which should be taken. The two types of disciplinary action and the procedures to implement them are as follows:
 - a. Written warnings.
 - 1) All pertinent information shall be contained in the written warning: the date and nature of the initial offense, the investigative information, the decision of the immediate supervisor. There shall be a space where the affected employee shall be given the opportunity to respond in writing to the warning.
 - 2) The written warning should be forwarded by the supervisor to the appropriate area head, the Director of Human Resources (who will place the documentation in the personnel file of the employee), and the employee involved.
 - 3) The first written warning may result in the employee being placed on interim probation. This status requires that the employee correct specific performance or conduct in order to continue employment. The length and terms of the interim probationary period will be determined by the appropriate area head in consultation with the Director of Human Resources, and the employee's supervisor.
 - 4) An employee placed on interim probation is ineligible for salary increases during the term of the probation. Appropriate salary increases will be awarded beginning with the effective date the employee returns to regular status through the ending date of the current employment agreement.
 - 5) A second written warning within a period of twelve months may result in suspension or discharge of the employee. This action will be decided by the President in consultation with the appropriate area head and the employee's supervisors.
 - 6) Suspension means that the employee is removed from his or her duties and from the payroll, unless otherwise specifically stated.
 - b. Suspension or discharge without prior warnings.
 - 1) An employee may be suspended or discharged without prior warning if the offense is determined to be serious enough to warrant such action. This action will be taken by the President in consultation with the appropriate parties.

5. The employee may use employee grievance procedures if he/she wishes to appeal. The due process procedure shall be available only when disciplinary action results in discharge from employment.

Rev. 12/14/95

Rev. 3/16/09

IV-1.053 Due Process for Employment Termination

Employees occupying full-time or part-time regular positions -- excluding those on initial probationary status -- are entitled, upon timely request, to a hearing to review the termination of their employment.

Procedure:

1. Following discharge from employment in a full-time or part-time regular position, the employee concerned may request a hearing to review the decision made by the college. The request must be made to the President in writing within ten (10) business days.
2. Except for announcements as may be required, public statements and publicity about the case by either the discharged employee or by the college will not be permitted until the proceedings have been completed.
3. The discharged employee may at any time request in writing that the proceedings be discontinued and will waive all further hearing rights.
4. After receiving the dismissed employee's request for a hearing, the President will, within three (3) business days, set the time for a hearing and request that the Director of Human Resources notify the Employee Relations Committee to designate a hearing committee from its membership.
5. The Director of Human Resources will notify the Chair of the Employee Relations Committee to designate a hearing committee from its membership. (The composition of the Employee Relations Committee is described in the section of this manual on Standing Committees). The hearing committee will consist of one member of the Employee Relations Committee from each employment category. There will be no representation from the operational unit from which the complaint arises. Note that "operational unit" does not refer to one of the employment categories but to the department in which the complainant works. The Chair of the Employee Relations Committee will also serve on the hearing committee unless he/she is employed in the operational unit from which the complaint arises, in which case the Vice Chair will serve.
6. During the proceedings, either party may have an advisor who may be an attorney. The proceedings shall be closed to all except the discharged employee, his/her advisor, college representative(s), the college attorney, the Director of Human Resources and the Employee Relations Committee conducting the hearing.
7. The fact-finding portion of the hearing shall be tape-recorded. Committee deliberations after the fact finding portion shall not be recorded, to protect the rights of employees serving on the Employee Relations Committee.
8. The President shall review the Employee Relations Committee's recommendation.

9. Within five business days of receipt of the Employee Relations Committee's recommendation, the President shall render a decision to the dismissed employee and to appropriate administrative personnel; that decision shall be the final decision of Guilford Technical Community College.

Rev. 12/14/95

IV-1.054 Reduction in Force

Guilford Technical Community College reserves the right to reduce its personnel in the event of financial exigency, material changes in duties or organization, abolishment of a position or positions, or other related reasons. Those terminated under this policy will be given consideration for a period of one year on future openings for which they are qualified. Decisions to reduce personnel within a department or area shall be initiated by the Vice Presidents (or other senior administrator, when such an administrator reports directly to the President) in coordination with deans, directors, division chairs, and department chairs utilizing the following criteria, in the order given:

1. Necessity to the operation and the objectives of the college.
2. Individual performance based on evaluation.

Decisions for reduction in force within a department or an area shall be subject to final approval by the President.

In the event a reduction in force is necessary, it shall be college policy to reduce the numbers of part-time personnel prior to reducing the numbers of full-time personnel in all cases where it is practicable to do so.

Procedure:

1. The President of GTCC will publish a notice to all institutional personnel stating the need for a reduction in force. Details concerning the amount of the funding cutback involved, the funding source in which the cutbacks occurred, how many part-time or full-time positions the reduction may affect and the deadline for a final decision on the reduction in force, shall be included if relevant and known.
2. Area heads (Vice Presidents and other senior administrators reporting to the President) shall, in writing, direct supervisors who report to them to submit a written report within a given period of time which identifies organizational units within their jurisdictions that could be considered for a reduction in force.
 - a. Managers shall seek input from the supervisors who report to them (if any) prior to making a decision.
 - b. Identification of organizational units in which reductions may take place will be based on the effect the reduction will have on direct and indirect generation of FTE, and on the ability of the college to accomplish its goals and objectives.
3. Each area head shall call a general meeting of the supervisors who report to them to allow each one an opportunity to present his/her views and make any special remarks.
4. At this meeting, or within five business days thereof, the area head shall render in writing a decision as to which organizational units shall be recommended to the President for reduction in force, and how many individuals will be affected within each organizational unit. Further, the area head shall notify, through

appropriate channels, those supervisors whose areas will be affected, and direct them to make written recommendations within a given time for the specific positions which will be discontinued. Leave status does not exempt an employee from organizational changes or reduction in force.

5. Supervisors shall submit their reports through appropriate channels to the appropriate area head for consideration. Personal interviews for clarification may be requested.
6. Written recommendations for reduction in force shall be submitted by the area heads to the President, for final approval.
7. If the recommendations are approved, the President shall, in writing, notify those persons affected of the intent of the institution to reduce in force.
8. Any employee separated from employment under this procedure shall retain a right to re-employment in the same position or to consideration for openings for which they are qualified, for a period of one year from the date of separation. Reinstatement shall be in inverse order to the order of reductions in force. At the time of reinstatement all benefits, including accumulated sick leave, shall be restored. However, should an employee refuse to accept a job opening which is equal in pay and status to the position held prior to the reduction in force, or fail to respond to an offer within ten (10) business days after receipt of the offer by registered mail, the employee's right to re-employment is terminated.
9. When employment is terminated under this policy, the employee may retain health insurance coverage for up to twelve months. The college will continue to pay the employer portion of the cost for twelve months, but the employee must continue to pay the employee portion of the cost of coverage.
10. On the day of separation the employee may request consideration for re-employment in any future job opening in a lower grade position for which he/she is qualified. No employee, however, shall be offered more than three (3) such positions.
11. Employees rehired after reduction in force shall be employed at their previous salaries if funds permit. In no instance, however, will an employee be paid less than the minimum salary required by the job classification to which he/she is assigned.

Rev. 12/14/95

IV-1.055 Furloughs

The President may, in his/her sole discretion, implement furlough policies applicable to any or all employees in the event of either a reduction or an elimination of State, local, federal or other funds or grants, or in the event of any other financial exigency. Furloughs of College employees may also be implemented by the President in response to direction by the State through legislative action, executive order of the Governor or other measures. Furloughs may apply to any or all employees regardless of their salary funding source, and may alter, reduce or terminate employees' work schedules, duties compensation or benefits.

6/18/09

IV-1.060 Outside/Dual Employment

Employees may secure and maintain employment beyond their regular, full-time work. If an employee engages in

outside employment, such employment must not conflict with or interfere with his/her institutional duties and responsibilities.

Procedure:

1. Outside Employment: refers to work done for pay, whether self-employment or as an employee of agents or agencies other than Guilford Technical Community College.
 - a. An employee may use approved annual leave to engage in outside employment.
 - b. An employee who obtains outside employment will notify his/her immediate supervisor of the nature of the employment, employer, and any information that is necessary for scheduling of the employee's work hours to meet institutional needs. Supervisors will notify the appropriate Vice President or Dean of the outside employment. Employees will report any outside employment at the time it occurs. Any employee subject to the Conflict of Interest policy (IV-1.010) and procedures must report all outside employment at least annually.
 - c. An employee's notice of outside employment may be challenged by the supervisor on the following grounds:
 - 1) When such outside employment will interfere with the employee's performance of his/her institutional duties by causing the employee to be late reporting to work, to leave early, or to be unavailable for required work (included in the job description) beyond regular work hours.
 - 2) When such outside employment would be conducted during regular working hours or on GTCC property.
 - 3) When such outside employment creates the appearance of impropriety or constitutes a conflict of interest.
 - 4) When such outside employment adversely affects the employee's level of job performance.
 - c. The employee must demonstrate that challenged outside employment does not violate this policy and procedures, or he/she must give up such employment immediately.
2. Dual Employment: refers to work done for additional pay by an active employee of GTCC in addition to the employee's primary job with GTCC.
 - a. GTCC does not permit non-exempt staff to take time away from regular duties to teach during regular business hours.
 - b. To avoid potential compliance issues with the Fair Labor Standards Act (and the appearance of "double-dipping"), non-exempt staff should be hired for additional work outside the regular business day only in exceptional circumstances.
 - c. In the event an exempt or non-exempt staff person is requested to work temporarily in a department other than his or her usual department, for even a portion of the person's regularly scheduled work day, **prior** consent must be granted by the Director of Human Resources.

Rev. 4/18/96
3/21/2005 – procedures revised
7/05/05

IV-1.070 Volunteers

Guilford Technical Community College benefits greatly from the services of volunteers, who may be current and former students as well as members of the community. Volunteers may serve the college in many capacities, including service on committees, providing assistance to students, supporting staff and faculty, and assisting with college services to the public. Such service, which shall not be remunerated, is very valuable, and much appreciated. All volunteers are expected to observe policies and rules that govern conduct on campus, such as the Drug Free Workplace policy, Sexual Harassment policy, and computer use policies.

To protect the college from liability, volunteers who serve the college on more than a sporadic basis, providing services that are commonly remunerated here and elsewhere, shall be required to meet minimum criteria as specified by the president. They may be required to sign a release of liability and other agreements indicating that they understand and will abide by such rules and policies as may affect their work.

Students may volunteer as a means of documenting to potential employers that they have gained some practical experience in their areas of study, to include work references. However, managers must employ students for these purposes and not as a source of free labor. Student volunteers in these types of activities also may be required to sign a release of liability. Supervisors must carefully observe all regulations governing the employment of minors, as well as OSHA and safety standards that may be applicable to the work being performed.

Procedures

- a. In all cases, supervisors of volunteers must insure that all OSHA and safety standards that may affect the work area of volunteers are met, and all regulations governing work by minors are observed.
- b. Recruitment and employment of volunteers who serve the college on more than a sporadic basis and provide services that are commonly remunerated, must be coordinated through the Human Resources office.
 - a. These volunteers must be selected through an interview process in which the supervisors of the potential volunteers must play an active role.
 - b. These volunteers must sign a Release of Liability Form.
 - c. Volunteers may be required to sign the Acceptable Use Agreement for Computer Network Accounts, and other similar agreements as applicable.
 - d. Volunteers may be required to sign other releases or agreements specific to the type of work and the area of the college in which they are employed.

Approved 12/16/04

IV-2.00 Compensation: Pay and Benefits

IV-2.010 Official Holidays

Effective January 1, 2004, Guilford Technical Community College observes the following twelve holidays each fiscal year:

<u>Holiday</u>	<u>Number of Days</u>
New Year's Day	1
Martin Luther King, Jr. Day	1
Good Friday	1
Independence Day	1
Labor Day	1
Thanksgiving	2
Christmas	5

In the President's discretion, an additional day during the year-end holidays may be observed as a mandatory leave day, and/or New Year's Day and Christmas Day may be observed either the previous Friday or the following Monday.

Independence Day holidays are observed on the actual date (July 4). If it falls on Saturday or Sunday, either Friday or Monday will be observed as the holiday, as scheduled by the President on the official college calendar.

Martin Luther King, Jr. holiday is observed the third Monday in January. Labor Day is the first Monday in September.

Rev. 8/17/95
Rev. 10/25/2003

IV-2.020 Pay

The salaries of college employees are computed using the salary schedules and computation sheets specified for the employment status, type and category of the position to which each employee is appointed. This system is designed to ensure that college employees receive appropriate compensation for the services rendered. Any exceptions must be approved by the President.

Procedure:

1. The Director of Human Resources recommends salary schedules for regular positions following a study of positions to be filled. This study includes consideration of like positions in the employment area and GTCC positions with similar responsibilities and tasks. Salary schedules and compensation work sheets are published as part of the procedures of this policy.
2. Salaries for particular positions are recommended by the Director of Human Resources based on the applicable salary schedule and approved by the appropriate Vice President and the President. Recommendations for placing selected individuals within ranges may be made by hiring supervisors based on a candidate's unique qualifications and/or market conditions.
3. Pay is affected by the employee's full or part-time status, regular or temporary position type, and category. Definitions of these terms are found in IV-1.021. Additional information regarding pay procedures may be found in the College-Wide Rule entitled Fair Labor Standards Act Compliance.

6/18/98

IV-2.021 Overtime Pay

Guilford Technical Community College adheres to the guidelines set forth by the Fair Labor Standards Act. Classified non-exempt employees will earn overtime at a rate of 1 1/2 to 1 for all hours worked in excess of 40 hours weekly, when such work is authorized by the supervisor, or by his/her designee.

A maximum of 160 hours of overtime work, which equates to 240 overtime hours, may be banked for use at a later time. Unless authorized to the contrary, overtime hours will be compensated with scheduled time-off periods. Should an employee separate from service, he/she will be paid for the accumulated hours in the overtime bank.

In order to control overtime liability, the college subscribes to the implementation of an active time-off program that does not unduly disrupt the operations of the College.

Procedure:

1. All classified (non-exempt) employees must complete a GTCC Employee Time Record Sheet. All hours worked and all leave time must be recorded on the Record Sheet. (See also Fair Labor Standards Act Compliance under College Wide Rules & Procedures.)
2. When a supervisor requests that an employee work in excess of 40 hours during a workweek, the employee is entitled to overtime pay.
3. If an employee works any extra time beyond his/her regularly scheduled workday, and has not worked a full 40-hour week, he/she receives time-off on a one-hour-for-one-hour basis. For each hour or fraction thereof worked by an employee in an overtime status (in excess of a full 40-hour week), the supervisor computes the time at a ratio of 1 1/2 to 1. Overtime hours are banked for use at a later date.
4. Overtime hours must be taken before other types of leaves are requested. The employee's supervisors must approve the use of overtime hours in advance.
5. Normally, overtime hours earned will be compensated through implementation of a time-off plan. In emergency situations, the President or Vice President can authorize payment for overtime work. Such overtime work payments should appear in the employee's monthly paycheck if possible, or no later than the next monthly paycheck. Additionally, an employee will be paid for accumulated hours in the overtime bank when he/she is separated from service.

Rev. 10/17/96

IV-2.022 Substitute Compensation

Substitute compensation will be provided to individuals who assume extra assigned work because of the absence of another employee of the college. Extra assigned work occurs when a full-time faculty member substitutes in excess of four accumulated hours in a semester.

Procedure:

1. The immediate supervisor or appropriate administrator may assign substitutes for faculty members on leave as needed.
2. The immediate supervisor or appropriate administrator shall complete a course approval form with the appropriate hourly rate and forward it to the appropriate administrator.
3. Hours worked in substitution (beyond the four accumulated hours per semester) shall be paid at the rate established for the course.

Rev. 10/17/96

Rev. 5/5/00

Rev. 8/00

IV-2.023 Longevity Pay

Longevity pay is provided to recognize long-term service. An eligible employee who has at least ten (10) years of total State service shall receive a lump sum payment annually as provided by the State Personnel Act and state regulations.

Procedures:

1. Payment shall be made during the same monthly pay period in which the employee is eligible to receive longevity pay. This includes employees on workers' compensation leave.
2. Eligibility
 - a. Full –time: regular and probationary employees are eligible.
 - b. Part-time (20 hours or more): regular and probationary employees are eligible.
 - c. Temporary, term or intermittent employees are **not** eligible for longevity pay.
3. Annual longevity pay amounts are based on the length of total State service and a percentage of the employee's annual rate of base pay on the date of eligibility. Longevity pay amounts are computed by multiplying the employee's base pay rate by the appropriate percentage from the following table: (Note: Salary increases effective on the longevity eligibility date shall be incorporated in the base pay before computing longevity.)

Years of Total State Service	Longevity Pay Rate
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

4. Total State Service is the length of time in a full-time or part-time (20 hours or more) regular position. If an employee is in pay status or is on authorized military leave for one-half or more of the regularly scheduled workdays and holidays in a pay period, credit shall be given for the entire pay period.

Credit shall be given for:

- a. Employment with an institution in the community college system and the public school system of North Carolina, with the provision that a school year is equivalent to one full year (credit for a partial year is given on a month-for-month basis for the actual months worked).
 - b. Employment with departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, State Revenue Department, University of North Carolina, State Department of Community Colleges, State Department of Public Instruction).
 - c. Employment with other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).
 - d. County agricultural extension service.
 - e. Employment with local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.
 - f. An authorized military leave from any of the governmental units for which service credit is granted provided the employee is reinstated within the time limits outlined in the North Carolina Administrative Code.
 - g. An authorized workers' compensation leave from any of the governmental units for which service credit is granted.
 - h. Temporary and regular employment of employees of the General Assembly and the full legislative terms of the members. Service of legislative interns and pages will not be counted.
5. A prorated longevity payment shall be made to an eligible employee who retires, resigns or is otherwise separated before the date of annual eligibility. When an employee dies, any payment due shall be made to the employee's estate.
 6. The longevity pay amount shall be computed on the salary as of the last day worked; then it is prorated by an amount equal to the proportion of the year worked toward the annual eligibility date. The specific computation shall follow the rules set forth in the State Personnel Act.
 7. Longevity pay is not considered a part of annual base pay for classification and pay purposes, nor is it to be recorded in personnel records as a part of annual base salary.

Approved 8/18/05

IV-2.030 Professional Development

Guilford Technical Community College recognizes the importance of providing a comprehensive professional development program for employees, which will assist them in advancing their personal and professional knowledge, competence, skill, and behavior. GTCC is committed to supporting these efforts with fiscal, human, and time resources.

Employees are expected to participate in professional development activities, which support institutional goals and serve to improve the overall effectiveness and efficiency of the college and the quality of services it provides to the community. They are also encouraged to take the initiative in promoting their own growth by identifying and

participating in professional development activities which meet their individual needs and enhance their performance.

Full-time employees may take one GTCC curriculum or continuing education course per semester, tuition-free, subject to admission requirements. (Employees who are required to maintain CPR and/or First Aid certification may take a GTCC CPR and/or First Aid course at no cost in addition to another course.)

All professional development activities (including taking a GTCC course) which affect the individual's work schedule must receive approval of the appropriate administrator.

Procedure:

1. GTCC's comprehensive professional development program addresses four major areas: organizational development, manager development, staff development, and individual development.
2. GTCC assumes financial responsibility for many professional development activities by providing opportunities for employees to participate on campus within working hours. GTCC also provides funding through regular travel budgets, Tier A (state funded), Carl Perkins (federal funds), educational/return-to-industry leave (see Policy IV-3.040) and other grant programs.
3. To apply for reimbursement of expenses through the travel or special funds budgets, the employee follows this procedure:
 - c. The employee submits a Travel Request form to his/her immediate supervisor. The form should be accompanied by a faculty substitute schedule or appropriate recommendation for covering the work of the position during the employee's absence (as applicable).
 - a. If the supervisor agrees to recommend the experience, the request is forwarded to the appropriate administrator for review. The administrator returns the request to the employee and supervisor with his/her approval or denial within ten workdays, if possible.
4. If the supervisor requests that the employee become involved in a professional development activity which affects his/her work schedule, the following process applies:
 1. The employee and supervisor submit a joint request to the appropriate Vice President. The request should include, but not be limited to, the following:
 1. Employee's name, position and department
 2. Rationale for the experience
 3. Present work schedule
 4. Proposed extension of the workday or other accommodations of work
 2. The Vice President will respond to the employee and the supervisor, in writing, within five workdays, if possible.
5. Tier A funds may be available for professional development experiences initiated by the employee (and approved by the supervisor) or initiated by the supervisor. Tier A Proposal forms are available from the Organizational Development Office.

6. Carl Perkins Vocational Education and Technology Grant funds may be available for professional development experiences initiated by the employee (and approved by the supervisor) or initiated by the supervisor. Carl Perkins Proposal forms are available from the Disability Access Services Office.
7. If an employee wishes to become involved in a professional development experience affecting his/her work schedule, and is willing to take financial responsibility for the costs of the experience, the following process applies:
 - a. The employee submits a request in writing to his/her supervisor for permission to be involved in the activity during his/her scheduled workday. The request should include, but not be limited to, the following:
 - Employee's name, position and department
 - Rationale for the experience
 - Present work schedule
 - Proposed extension of the workday or other accommodations of work
 - b. The supervisor submits the request, along with his/her recommendation in writing, to the appropriate Vice President. The Vice President will respond to the employee and the supervisor, in writing, within five workdays, if possible.

Rev. 10/17/96

IV- 2.040 Vehicle Use and Mileage Reimbursement

College employees and trustees using their personal vehicles for official college business may be reimbursed for mileage at a rate not to exceed the prevailing IRS standard business mileage rate. This applies to reimbursements of local mileage from all fund sources available to the college. All reimbursements require supervisory approval and are contingent upon the availability of funds.

This policy is not intended to reimburse normal commuting expenses.

College employees may use their private vehicle at a reimbursement rate not to exceed the IRS standard business mileage rate in effect at the time of travel when such use is at the convenience of the college. Two examples of such use are 1) when such use is to the college's advantage due to particular requirements of the employee's duties, or 2) when the employee has a physical handicap that requires specialized equipment for operation of a motor vehicle that is not available on cars purchased on state contract.

College employees on official college business may elect to use their private cars for personal convenience at a reimbursement rate that is 10¢ less than the approved rate for driving private vehicles for the convenience of the college.

Procedure:

1. A college employee may use his/her own vehicle for the college's convenience when college vehicles are not available for use on approved college business, or when it is otherwise to the benefit of the college. Reimbursement will be equal to the IRS standard business mileage rate.
2. College employees may seek approval to use their own vehicles for their own convenience and be reimbursed at a rate that is 10¢ less than the IRS standard business mileage rate.
3. The Finance Office will communicate any increase or decrease to the approved IRS mileage reimbursement rate

and the effective date of each rate change as it occurs during the year.

4. Reimbursement of costs incurred through use of a private vehicle is for direct mileage between points on the employee's itinerary. Mileage should be calculated from the employee's assigned duty station or home, whichever is less.
5. Tolls and parking are reimbursable to employees when using personal vehicles. Receipts must be provided when costs of tolls and parking exceeds four dollars (\$4.00) per day.
6. Reimbursement may not be made for commuting between an employee's home and the duty station, except for temporary or part-time instructors, not coordinators.
7. Temporary or part-time curriculum and extension instructors who travel more than 15 miles to or from a duty station for the purpose of teaching curriculum and extension courses may be paid mileage expense in justified cases approved in writing, in advance, by the Director of Finance. Employee expenses for commuting from home to duty station are not reimbursable.
8. Reimbursement may be made to college Board of Trustees members for their commute from their home to their duty station to conduct official college board meetings.
9. Each employee is responsible for his/her own request for reimbursement. All approved reimbursement requests must be submitted to the Director of Finance within thirty (30) days after the travel period has ended. Travel Period is defined as the calendar month during which the travel occurred. Reimbursement requests not filed monthly may not be approved for payment, contingent upon funding availability or other factors.
10. The college rules on Use of College Vehicles and Travel Reimbursement Procedures must be observed (See Rules).

Approved 02/17/05
Rev. 08/23/07
06/19/08
02/19/09

IV-2.050 Other Benefits

Full-time and part-time regular employees are eligible to enroll or otherwise participate in employee benefits and programs from the first day of employment.

Procedure:

1. Information about insurances such as medical, dental, disability, vision, etc. and benefits related to retirement may be obtained from the Human Resources Department.
2. College courses: Employees are encouraged to take advantage of the many courses available at Guilford Technical Community College for their professional and personal development. Full-time regular employees are eligible to enroll in one curriculum course or one continuing education course per term, including any co-requisite lab, without payment of tuition, lab, or activity fees. If an employee chooses a self-supporting course (any course coded CSP 4000, SEF 3001 or classes with numbers of 7000 or 8000), the employee must pay the registration fee.

Employees who enroll in a course (either curriculum or continuing education) must pay for books and any other special fees associated with the course. A regular employee may take a course during his/her regular workday only with the prior written approval of his/her immediate administrator. Approval is not required for a course taken during the lunch hour or outside of the employee's usual work hours.

1. Parking: the college has designated parking areas to be used without cost by employees on a first-come, first-served basis. These spaces are intended to accommodate the parking needs of employees only and are not to be used by employees' friends or families.

Other benefits available to employees are detailed in specific policies found in Section IV of the Management Manual. These include holidays (IV-2.010), sick leave (IV-3.070), annual leave (IV-3.010), and professional development (IV-2.030).

Pres. Council approval 12-14-04

Board approval 8-18-05

IV-3.00 Leave

IV-3.010 Annual Leave

All eligible administrative, instructional, instructional support, and classified employees occupying regular positions who work or are on paid leave for half or more of the regularly scheduled workdays in any month shall earn annual leave.

The amount of annual leave earned will be based on an employee's years of aggregate state service and will be computed according to the following schedule for employees **hired before January 1, 2004**.

Years of State Service	Hours Earned/Month	Annual Leave Total Earned Year
Less than 1 year	8 hours 0 minutes	12 days
1 but less than 5	9 hours 20 minutes	14 days
5 but less than 10	11 hours 10 minutes	16 $\frac{3}{4}$ days
10 but less than 15	13 hours 10 minutes	19 $\frac{3}{4}$ days
15 but less than 20	15 hours 10 minutes	22 $\frac{3}{4}$ days
20+	17 hours 10 minutes	25 $\frac{3}{4}$ days

For employees **hired January 1, 2004 and later**, the amount of annual leave will be computed according to the following schedule:

Year of Total State Service	Hours per month	Hours per Year	Days per Year
Less than 2 years	7 hours 50 minutes	94	11 $\frac{3}{4}$
2 but less than 5 years	9 hours 10 minutes	110	13 $\frac{3}{4}$
5 but less than 10 years	11 hours 10 minutes	134	16 $\frac{3}{4}$
10 but less than 15 year	13 hours 10 minutes	158	19 $\frac{3}{4}$
15 but less than 20 years	15 hours 10 minutes	182	22 $\frac{3}{4}$
20 years or more	17 hours 10 minutes	206	25 $\frac{3}{4}$

Eligible employees occupying regular part-time positions will earn annual leave proportionate to time worked.

Procedure

1. Eligible employees are full- or part-time regular employees of the college whose employment agreements call for a standard workweek. Most faculty members are excluded from this definition.
2. Eligible employees may accumulate a maximum of 30 days annual leave; leave accrued beyond 30 days as of June 30 of each year will be added to the employee's sick leave balance.
3. New employees may be granted leave only as it is earned through the first six months' service. After six months, upon the appropriate supervisor's discretion, an employee may be advanced that amount of leave he/she would earn during the remainder of his/her employment agreement. Annual leave that has been advanced, but not earned by June 30, will be deducted from the June paycheck, if other applicable leave is not available or approved. Upon termination from employment at GTCC, any annual leave that was advanced, but not earned, will be deducted from terminal pay.
4. Annual leave may be taken only in one-hour increments.
5. If a paid holiday or day the college is closed falls within a period when an employee is on annual leave, the holiday or day the college is closed is not counted against the employee's leave balance.
6. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 30 days (240 hours for a full-time employee, prorated for part-time employees) when he/she is separated from service due to conclusion of employment agreement. When an employee transfers to a position that does not accrue annual leave, he/she will be paid for his/her unused leave balance at the time of the transfer.
7. Annual leave must be exhausted before leave without pay is granted, unless leave without pay is approved under the Family and Medical Leave Act.
8. To claim annual leave, an eligible employee must use the following process:
 - a. Submit a completed annual leave form to his/her immediate supervisor at least one week prior to the requested beginning date of leave, except in case of emergency.
 - b. If the leave request is approved by the immediate supervisor, the signed request will be forwarded as directed on the form. Approved annual leave forms are due in the Finance Office no later than the fifth day of each month. If the leave request is not approved, the annual leave forms will be returned to the employee.
 - c. It is the responsibility of each employee and his/her supervisor to assure that all annual leave is reported accurately. Failure to do so may be grounds for disciplinary action.
 - d. Annual leave records are maintained in the Finance Office, as well as in each division/department. Before disposing of annual leave records, the designated departmental record keeper should verify leave balances with the Finance Office.
9. Faculty receives personal leave days in lieu of annual leave.

- a. Faculty with less than five years of service in the state system will receive one personal leave day per year. Those with five or more years of service will receive two personal leave days per year.
- b. Personal leave must be requested from and approved by the immediate supervisor. This leave is non-cumulative year to year. The supervisor shall report the absence(s) to the Finance Office.
- c. Faculty is charged personal leave using the following formula (refer to sick leave policy for examples):
- d. First figure hours absent divided by scheduled work hours, then multiply the result by 8 hours which will equal hours charged (rounded to the nearest whole hour).

10. Bonus Leave

The NC General Assembly may on occasion approve the award of bonus leave to community college employees. Bonus leave eligibility and use criteria must comply with the requirements established at the time of the award by the General Assembly, State Board of Community Colleges and GTCC.

- a. Eligible employees are full- or part-time regular employees of the college whose employment agreements provide eligibility to accrue regular annual leave. Term and temporary employees, as well as regular curriculum faculty members, are excluded from this definition.
- b. Bonus leave awards are pro-rated for part-time regular employees and full-time regular employees working less than 12 months.
- c. Bonus leave must be tracked separately from regular annual leave and sick leave.
- d. Bonus leave is not subject to the 240-hour maximum annual leave carry forward at year-end. Bonus leave does not convert to sick leave at year-end.
- e. Bonus leave may be used for any purpose for which annual leave or sick leave can be used, and may be taken at any time, subject to supervisory approval.
- f. Bonus leave may be taken only in one-hour increments.
- g. If a paid holiday or day the college is closed falls within a period when an employee is on bonus leave, the holiday or day the college is closed is not counted against the employee's leave balance.
- h. When an employee is separated from service due to the conclusion of the employment agreement, he/she shall be paid a lump sum for all accumulated bonus leave. When an employee transfers to a position that is not eligible for bonus leave, he/she will be paid for his/her unused leave balance at the time of the transfer.
- i. Bonus leave must be exhausted before leave without pay is granted, unless leave without pay is approved under the Family and Medical Leave Act.
- j. To claim bonus leave, an eligible employee must use the following process:
 - 1) Submit a completed leave form to his/her immediate supervisor at least one week prior to the requested beginning date of leave, except in case of emergency.

- 2) If the leave request is approved by the supervisor, the signed request will be forwarded as directed on the form. Approved leave forms are due in the Finance Office no later than the fifth day of each month. If the leave request is not approved, the leave form will be returned to the employee.
- 3) It is the responsibility of each employee and his/her supervisor to assure that all bonus leave is reported accurately. Failure to do so may be grounds for disciplinary action.
- 4) Bonus leave records are maintained in the Finance Office, as well as in each division/department. Departmental leave record keepers must keep a separate record for bonus leave. Bonus leave hours may not be combined with annual or sick leave records. Before disposing of bonus leave records, the designated departmental record keeper should verify leave balances with the Finance Office.

Rev. 4-4-02
Rev. 10-25-03
Rev. 8/04

IV-3.020 Bereavement Leave

An employee occupying a regular position may be granted leave in case of the death of an individual deemed close to the employee.

An employee may elect to use annual or sick leave for bereavement leave. However, if leave is exhausted, the bereavement leave may be without pay.

Procedure:

1. Employees of GTCC occupying full-time or part-time regular positions are eligible for leave under this policy.
2. To request bereavement leave, an employee must use the following process.
 - a. The employee submits a request for leave to his/her supervisor for approval, noting the requested length of absence.
 - b. The supervisor accepts or rejects the request.
 - c. If approved, the supervisor reports the absence to the appropriate administrator and to the Finance Office by forwarding a Sick Leave or Annual Leave Report on the date the employee returns to work.
3. If both sick leave and annual leave (if applies) are exhausted, the employee may request leave without pay.

Rev. 12/14/95

IV-3.030 Required Court Attendance

An employee attending court or an administrative hearing in connection with his/her official duties shall be granted leave with pay for the period of required absence. Additionally, an employee summoned to jury duty shall be granted leave with pay for the period of required absence.

The employee serving in the above capacities must report to work for all or part of his/her work day that he/she is not actually engaged in judicial proceedings or required to be in attendance.

Procedure:

1. An employee receiving notice of required attendance in court or at an administrative hearing of a duly constituted government agency shall advise his/her supervisor immediately by submitting a copy of the notice/subpoena.
2. An employee receiving notice for jury duty shall advise his/her supervisor immediately by submitting a copy of the summons. Employees serving on jury duty are entitled to leave with pay and may keep jury duty fees, in lieu of receiving a travel allowance.
3. Absence due to required court/administrative hearing attendance related to institutional concerns shall not be deducted from any leaves (sick leave, annual, etc.) accrued by the employee.
4. An employee attending court on voluntary or involuntary noninstitutional business (other than jury duty) will be required to take personal leave, annual leave, or make other accommodations for work.

Rev. 12/14/95

IV-3.040 Educational Leave with Pay

Eligible employees may be granted educational and/or industrial leaves with pay for study and professional self-improvement under provisions of the North Carolina Administrative Code, Title 23, Section 2D.0103.

Procedure:

1. Educational leave with pay as used in this policy is the release from duties or time normally required of a full-time employee in carrying out his/her full load of assigned responsibilities to pursue academic or field experience.
2. Employees of GTCC who meet all the following criteria are eligible for educational leave with pay:
 - a. The employee has been employed full-time on at least a nine-month basis for at least three years. The president may authorize exceptions to this requirement.
 - b. The employee has not taken educational leave within the past three years.
 - c. The employee will engage in academic and/or return-to-industry activities during the educational leave which are directly related to improving competence in his/her regularly assigned duties.
 - d. The employee agrees to be legally committed to returning to GTCC for the year following the educational leave. An employee who fails to honor the contract stipulated in this provision of these procedures shall be required to repay the amount expended by the college for the educational leave. If the employee fulfills a portion of the contract before defaulting, repayment shall be based on a prorated portion of the amount due [i.e., an employee who returns to work for four months of the contracted

year would be required to repay two thirds (66.7%) of the cost of the educational leave]. (See b(4) in North Carolina Administrative Code, Title 23, Section 2D.0103)

3. The duration of an educational leave with pay may not exceed a period of ninety workdays per calendar year.
4. To secure educational leave with pay associated with the Sponsorship of the Board of Trustees OR the Faculty Upgrade Allotment Program (includes funds available for both staff and faculty), the employee must use the following process.
 - a. The employee completes an application (See Professional Development Funding Application) and submits it to his/her supervisor. A travel request form along with supporting documentation, such as a description of the educational program, training agenda, academic schedule, registration fees, travel expenses, and tuition fees, etc. as applicable, should accompany the Application.
 - b. The immediate supervisor will verify that the employee's employment status qualifies him/her for the leave program, and determine whether the educational experience meets the specified criteria. The supervisor may add his/her signature and forward the application to the appropriate Division Chair, Dean, or Manager.
 - c. The Division Chair/Dean/Manager may add his/her signature to indicate approval of the request and will forward all applications that meet the criteria to the appropriate Vice President.
 - d. The Vice President will forward only the requests that meet the criteria and have the approval of all supervisors in the "chain" to the Director of Organizational Development at least 10 days prior to a scheduled meeting of the Faculty/Staff Professional Development Review Committee. The Director will present the requests to the Committee for review.
 - e. The Faculty/Staff Professional Development Review Committee will schedule a meeting on a designated day of the month as outlined in submission deadlines. The Committee will prioritize requests for funds according to the length of time the applicant has been employed at GTCC without such leave (the employee's standard work year, i.e., 9 months) will be considered one year for purposes of this procedure, and part-time experience will be pro-rated). The Director of Organizational Development will notify all applicants of the decision within one week of Committee review and forward all necessary paperwork to the Finance Department.
 - f. When notified that the leave has been approved, the employee must complete the Educational/Return to Industry Contract Form and forward it to the Director of Organizational Development at least 30 days before the leave is to begin.
 - g. Travel outside the United States associated with Faculty Upgrade funding must be approved by the college President. The learning experience must relate directly to the employee's discipline or job requirements. A written request, in advance, with Presidential endorsement must be submitted to the NC Community College System Office prior to the activity as required by categorical funding and reporting accountability.
5. Any applications associated with contract extensions or replacement costs for substitutes are subject to review for accuracy by Human Resources and Payroll. The Director of Organizational Development will forward duplicate copies of the applications and completed contracts to the Human Resources and Payroll Office after the leave is awarded.

Rev. 12/95

2/97
10/98
Approved 6/2006

IV-3.050 Family and Medical Leave Act

In accordance with federal law, employees of Guilford Technical Community College may be eligible to take unpaid leave under the Family and Medical Leave Act of 1993 (FMLA).

Procedure:

1. Full-time or part-time regular employees of GTCC who have worked for at least one year with a minimum of 1,250 hours over the twelve months prior to the requested leave period are eligible for leave under the FMLA.
2. *The Family and Medical Leave Act of 1993 provides for an eligible employee to be entitled to a total of up to twelve workweeks of leave during any twelve-month period for one or more qualifying reasons. The Family Medical Leave Act of 1993 was expanded in 2008 under The National Defense Authorization Act which allows military family leave for qualifying reasons.*
3. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following qualifying reasons:
 - a. To care for the employee's child after birth, or placement of a child with the employee for adoption or foster care.
 - b. To care for the employee's son or daughter, spouse or parent who suffers from a serious health condition. The definitions of child, spouse, and parent apply are summarized below:
 - 1) "Son" or "Daughter" includes biological, adopted, foster, stepchild, a legal ward, or the "child" of a person acting *in loco parentis*," who is either under the age of 18 or is "incapable of self-care" because of a "mental or physical disability" at the time FMLA leave is to commence.
 - 2) A "parent" includes biological, adoptive, step or foster father or mother, or any person who acted in the capacity of a parent (*in loco parentis*) when the employee was a son or daughter as defined above.
 - 3) "Spouse" is a husband or wife as defined in state law.
 - c. For an employee's own serious health condition that makes the employee unable to perform his or her job.
 - d. For qualifying exigencies related to military family leave. An eligible employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Son or daughter for this type of

FMLA leave includes biological, adopted, foster, stepchild, a legal ward, or the "child" of a person acting "*in loco parentis*," regardless of age.

4. The FMLA requires covered employers to provide up to 26 weeks of unpaid, job protected leave to eligible employees to care for a covered servicemember during a single 12-month period, if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. For this leave, "spouse" and "parent" are defined as set forth in paragraph 3b. above, and "son" or "daughter" are defined as set forth in paragraph 3d. "Next of kin of a servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the priority order as set out federal regulation.

A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on a temporary disability retired list.

5. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period, provided the employee does not take more than 12 weeks of leave for one or more of the reason specified in paragraph 3 above.
6. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with any normal call-in procedures.
7. Employees must provide sufficient information for GTCC to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform GTCC if the requested leave is for a reason for which FMLA leave was previously taken or certified.
8. Employees may also be required to provide certification and periodic recertification supporting the need for leave. The employee requesting leave due to his or her own serious health condition will be required to obtain a fitness-for-duty certification before returning to work.
9. Employees will be required to use any accrued sick leave for illness related absences while taking FMLA leave. This applies in the case of the illness of the employee, the employee's son, daughter, spouse or parent. Sick leave may be used only in accordance with GTCC's current sick leave policy. Periods of absence covered by Worker's Compensation for a FMLA-qualifying reason shall be designated as FMLA leave as provided by law.
10. Employees will have the option of using annual leave for serious illness of self, spouse, son, daughter or parent once sick leave is exhausted, or may be granted unpaid leave.
11. For adoption of children, employees will be allowed to use a maximum of thirty (30) days accrued sick leave. In the case of foster care of children, employees may choose to exhaust available annual leave prior to taking unpaid leave. Employees are not permitted to use sick leave for placement of a (foster) child in the home.
12. If a husband and wife are employed by GTCC, the aggregate number of workweeks of leave to which they would be entitled may be limited to twelve weeks if the leave is taken for the birth of a child, adoption, or placement of a child in the home, or to care for the employee's parent with a serious health condition.

13. For employees who are affected by a family member's active duty or call to military service (to include spouse, son, daughter or parent), employees may choose to exhaust available annual or personal leave prior to taking unpaid leave.
14. Benefits shall be handled during the leave according to the following provisions:
 - a. GTCC will maintain benefit coverage under any "group health plan" for the employee and the employee's dependents on the same conditions as coverage would have been provided if the employee were not taking leave.
 - b. The employee is required to pay the health insurance premiums that he or she had paid prior to the leave period.
 - c. If the employee elects not to maintain health coverage during the leave period, he/she will be entitled to have health coverage resumed upon return to work without a waiting period for pre-existing conditions.
 - d. GTCC shall recover the premiums if the employee fails to return to work after the leave period is exhausted unless the employee has a continuation, recurrence or onset of a serious health condition or other circumstances beyond the employee's control as defined in the federal regulations.
15. The employee may be asked his or her intent to return to work before the leave period begins.
16. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may be the definition of continuing treatment.
17. Intermittent or reduced leave may be available based on medical necessity in certain circumstances. Leave due to a qualifying exigency may be taken on an intermittent or reduced leave basis. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.
18. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
19. To take leave under this policy, an employee must use the following process.
 - a. Notify the supervisor and the Director of Human Resources in writing at least thirty days prior to the planned leave. If an emergency situation arises, notify the supervisor and the Director of Human Resources as soon as possible.
 - b. Complete forms requesting leave under the FMLA. Forms may be obtained from the Human Resources Office.
 - c. Supervisors will notify the next, appropriate levels of supervision, up to the Vice President. The Vice President will determine final approval of the leave request.

- d. Federal regulation requires that records of leaves taken under the FMLA be maintained for a specified period of time. Any records required to be maintained will be maintained by the Human Resources Office.
- 20. Leaves from employment that qualify as FMLA leave will automatically be considered as FMLA leave, if the employee otherwise meets the eligibility requirements. This does not prevent the employee from requesting unpaid leave under the college's Leave Without Pay policy (IV-3.080).
- 21. GTCC will inform employees requesting leave whether they are eligible for leave under the FMLA. If they are, the employee will be given notice of his or her rights and responsibilities. If the employee is not eligible, GTCC will inform the employee of the reason for ineligibility.
- 22. GTCC will inform employees if the requested leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If GTCC determines that the leave is not FMLA-protected, GTCC will notify the employee of the same.
- 23. As provided by law, GTCC will not interfere with, restrain, or deny the exercise of any right provided under the FMLA. GTCC will not discharge or discriminate against any employee for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. Employees who feel that their rights have been violated may file a complaint with the U.S. Department of Labor or may bring a private lawsuit.

Rev. 12/14/95
 Rev. 12/03
 Rev. 10/08
 Rev. 12/08
 Rev. 04/23/09

IV-3.060 Military and National Emergency Leave

Pursuant to The North Carolina Administrative Code, Title 23, Section 2D.0104, leave with pay shall be granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Subject to the approval of the president of the college, employees who are asked to respond to national emergencies or disasters as determined by the U.S. Public Health Service (USPHS), Office of Emergency Preparedness (OEP), or other federal agencies that may be authorized to mobilize civilians during a time of emergency may also be granted leave within the limits of this policy. Employees shall incur no loss of status or benefits as a result of their military and/or national emergency service.

Procedure

- 1. Military leave with pay
 - Leave with pay shall be granted to members of Reserve components of the United States Armed Forces for certain periods of active duty training. Reserve components of the U.S. Armed Forces are considered the National Guard, Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve. The National Guard has a dual role in that it serves as the State Militia and, in that capacity responds to the Governor and serves as the military arm of State Government.
 - a. Periods of entitlement for all reserve components
 - 1) Military leave with pay shall be granted for up to 120 working hours (prorated for part-time employees) during the federal fiscal year, (October 1 – September 30) for any type of active

military duty for members not on extended active duty.

- 2) Although scheduled unit training drills occurring on weekends do not normally require military leave, the college is required to excuse an employee for all regularly scheduled military duty and, if necessary, rearrange the employee's work schedule.
 - 3) Within the 120 hours provided for training, an employee shall be granted necessary time off when the employee must undergo a required physical exam relating to membership in a Reserve component.
- b. Additional periods of entitlement for members of the National Guard
- 2) Military leave in addition to the 120 hours for training shall be granted to members of the National Guard for infrequent, special activities in the interest of the State, usually not exceeding one day, when so ordered by the Governor or the Governor's authorized representative.
 - 3) Leave with pay shall be granted for state duty (domestic disturbances, disasters, search and rescue, etc.) for periods not exceeding 30 consecutive days. For periods in excess of 30 days, employees shall be entitled to military leave with differential pay between military and their regular state pay if military pay is lesser.
- c. Periods of entitlement for Civil Air Patrol
- 1) When performing missions or encampments authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of the Department of Crime Control and Public Safety, a member of the Civil Air Patrol is entitled to military leave not to exceed a combined total of 120 hours (prorated for part-time employees) in any calendar year unless otherwise authorized by the Governor.
 - 2) Regularly scheduled unit training assemblies, usually occurring on weekends are not acceptable for military leave with pay; however, GTCC will make every effort to arrange work schedules to allow employees to attend this training.
- d. Periods of entitlement for members of State Defense Militia
- The State Defense Militia is considered a Reserve component of the National Guard but not a Reserve component of the US Armed Forces. Its members are not subject to obligatory service unless they are assigned to a unit that is ordered or called out by the Governor. Under the following conditions, state employees who are members of the State Defense Militia are entitled to military leave with pay. Under the following conditions an employee may be granted military leave not to exceed 120 hours (prorated for part-time employees) during any fiscal year:
- 1) Infrequent special activities in the interest of the State, usually not exceeding one day, when so ordered by the Governor or his authorized representative.
 - 2) State duty for missions related to disasters, search and rescue, etc. State employees are not entitled to leave with pay when volunteering for support functions or events sponsored by civic or social organizations even though such support has been authorized.
 - 3) Regularly scheduled unit training, usually occurring on weekends, is not acceptable for military leave with pay but the college is encouraged to arrange work schedules to allow participation in these activities.
- e. Periods for which military leave with pay is not authorized

Employees shall not be entitled to military leave with pay for the following periods, nor is the college required to grant leave--with or without pay--for these purposes:

- 1) Duties resulting from disciplinary action imposed by military authorities.
 - 2) Unscheduled or incidental military activities such as volunteer work at military facilities (not on duty status), unofficial military activities, etc.
 - 3) Inactive duty training (drills) performed for the convenience of the member, such as make up drills, equivalent training, etc.
- f. Guilford Tech requires the employee to submit a copy of the orders or other appropriate documentation to certify performance of required military duty.
- g. During the period of military leave with pay, the employee shall not incur any loss of state service or suffer any adverse service rating. The employee shall continue to accumulate sick and vacation leave, aggregate service credit, and receive any promotion or salary increase if eligible.
2. Military leave without pay
- a. Military leave without pay shall be granted for certain periods of active duty to include attendance at service schools. Except for extended periods of active duty, the employee may use all or part of the 120 hours annual military leave (prorated for part-time employees) with pay or regular vacation leave in lieu of or in conjunction with military leave without pay.
 - 1) Military leave without pay shall be granted for attendance at service schools when such attendance is mandatory for continued retention in the Reserve component.
 - 2) For purposes other than retention, leave without pay may be granted employees for attendance at resident military service schools. Such leave will be granted when the employee is required to attend, and when the required course is not available by any other means.
 - b. Leave without pay shall be granted for periods of active duty in the armed forces of the United States. Use of military leave with pay is not authorized upon entry into extended active duty.
 - c. Additional periods of military leave without pay shall be granted in the following situations:
 - 1) While awaiting entry into active duty provided any delay is not due to the employee's fault. This shall include any period up to 30 days to allow for settlement of any personal matters.
 - 2) The period following military service while employee's reinstatement is pending provided the employee applies for such reinstatement within 90 days following release from active duty.
 - 3) Any period of involuntary extension of an enlistment which originally was made for four (4) years or less when such extension was not voluntary or due to the fault of the employee. Employees may be required to provide evidence that such extensions were involuntary.

- 4) Extensions of enlistments due to hospitalization for service connected injury or illness. This benefit is contingent upon the employee applying for reinstatement within 90 days of release from active duty after any such hospitalization.
 - d. The employee shall inform his or her supervisor and shall provide a copy of orders to report for active duty to the Human Resources Department as soon as they may be available, and shall give the effective date of leave and the probable date of return. The employee is responsible for making application for reinstatement within 90 days from the date of separation from service and shall notify the college of any decision not to return.
 - e. The college is responsible for determining the employee's eligibility for leave without pay. The employee's department head must explain to the employee the rights and benefits concerning leave, salary increases, retirement status, and reinstatement from military leave.
 - f. The employee may choose to have accumulated annual leave paid in a lump sum, may exhaust this leave, or retain part or all of accumulated leave until return to state service. The maximum accumulation of 240 hours applies to a lump sum payment.
 - g. The employee shall retain all accumulated sick leave and continue to earn time toward total state service.
 - h. The employee is entitled to retirement service credit for all active duty service in the armed forces for which discharge, release, or separation was under honorable conditions. Under this provision, credit is received for such service upon filing with the Teachers' and State Employees' Retirement System a copy of the service record showing dates of entry and separation. (In addition, the retirement credit is available to employees who return to state employment within a period of two years after the earliest discharge date or anytime after discharge and who have earned ten or more years of credit in the Retirement System.) Voluntary enlistments following the earliest discharge are not creditable. No contribution is required to receive this credit.
 - i. Those called to active duty cannot continue coverage under the State Health Plan. Coverage ends on the last day of the month in which the employee enters active service. Employees who use the military leave with pay option and employees who are exhausting vacation leave are still on the payroll, but their health coverage ends on the last day of the month in which they enter active service.
 - j. Employees on leave without pay who are separated or discharged from military service under honorable conditions and who apply for reinstatement within the established time shall be reinstated to the same position or one of like status, seniority, and pay in the college. If, during military service the employee is disabled to the extent the duties of the original position cannot be performed, the employee shall be reinstated to a position with duties compatible with the disability. The employee's salary shall be the same as when placed in a non-pay status plus any general increases granted during military leave. In no case will the reinstated employee's salary be less than when placed in military leave status. Employees who resign to enter military service without knowledge of their eligibility for leave without pay and reinstatement benefits, but who are otherwise eligible, shall be reinstated as if they had applied for this benefit.
3. National Emergency Leave
- Guilford Tech employees may be asked to respond to national emergencies or disasters as determined by the U.S. Public Health Service (USPHS), the Office of Emergency Preparedness (OEP) or other federal agencies. For example, an employee who is a member of the National Medical Response Team (NMRT) could be requested to serve on a Special Operations Response Team (SORT). Upon approval of the President of the college, employees may be granted leave as follows:
- a. Periods of entitlement for national emergency leave with pay

- 1) Guilford Tech requires the employee to submit a copy of the orders or other appropriate documentation to certify performance of required duty.
 - 2) When activated, an employee is entitled to paid leave not to exceed a combined total of 120 hours (pro-rated for part-time employees) during any calendar year.
 - 3) During the period of national emergency leave with pay, the employee shall not incur any loss of state service or suffer any adverse service rating. The employee shall continue to accumulate sick and vacation leave, aggregate service credit, and will receive any promotion or salary increase if eligible.
- b. Employees shall not be entitled to national emergency leave with pay for the following periods, nor is the college required to grant leave, with or without pay, for the following reasons:
- 1) Unscheduled or incidental activities such as volunteer work (not on required duty status) or unofficial activities associated with the USPHS and/or OEP, etc.
 - 2) Training performed for the convenience of the member, such as make-up and/or equivalent training, etc.

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 4/15/99
 10/17/02

IV-3.070 Sick Leave

An employee occupying a full-time regular position who is in pay status for at least one-half of the regularly scheduled workdays in any month shall earn sick leave computed at the rate of one day (8 hours) per calendar month. Employees occupying regular part-time positions will earn prorated sick leave. The proration is determined by calculating the part-time hours worked per week, divided by a regular workweek, to arrive at the allowable proportionate time [i.e., 28 part-time hours per week divided by 40 hours per week equal .700 day (5.6 hours) accruable sick leave per month].

Sick leave may be used for the following purposes:

1. Illness or injury not covered by Workers' Compensation, which prevents an employee from performing usual duties.
2. Medical appointments.
3. Quarantine as duly placed by proper authorities.
4. Actual period of temporary disability, (Examples include, but are not limited to, chemotherapy, rehabilitative services, pregnancy and childbirth, etc.).
5. Illness of an individual deemed close to the employee.
6. Bereavement leave as defined in GTCC policy.

Procedure:

1. An "individual deemed close to the employee" may or may not be a relative.
2. It is the responsibility of every employee to report sick leave to his/her immediate supervisor by the employee's usual starting time in order to provide ample time to obtain adequate coverage for the employee's workstation. Failure to provide timely notice could be grounds for disciplinary action.
3. The employee and the supervisor report the absence to the Finance Office by filling out a Sick Leave Report form on the date the employee returns to work and forwarding the form the following day. Copies of the form should be distributed as indicated on the form.
4. Sick leave of more than three consecutive days may require supportive documentation signed by the physician or by the employee providing satisfactory evidence of incapacity. Employees will not normally be required to furnish certification substantiating a request for approval of sick leave for three days or less. The supervisor will notify the Human Resources Department when an employee has been out for three consecutive days. Communication with the employee and the physician may be made at the discretion of the Director of Human Resources.
5. Sick leave can be taken only in one-hour increments.
6. A sick leave day will only be deducted when an employee is absent on a scheduled workday.
7. Eight (8) hours of sick leave must be deducted for each full-time day missed by any full-time regular employee. Part-time regular employees must deduct the number of hours they were scheduled to work on the day(s) missed. Faculty is charged sick leave using the following formula:

$$\frac{\text{hours absent}}{\text{scheduled work hours}} \times 8 \text{ hours} = \text{hours charged (rounded to the nearest whole hour)}$$

Examples:

$$\frac{1 \text{ hour absent}}{4 \text{ hours scheduled}} \times 8 \text{ hours} = 2 \text{ hours charged}$$

$$\frac{2 \text{ hours absent}}{6 \text{ hours scheduled}} \times 8 \text{ hours} = 3 \text{ hours charged}$$

$$\frac{\text{absent full day}}{5 \text{ hours scheduled}} \times 8 \text{ hours} = 8 \text{ hours charged}$$

8. The appropriate supervisor may advance sick leave not to exceed the amount an employee can earn during the period of his/her employment agreement. Upon termination, sick leave that has been advanced, but not earned, shall be deducted from terminal pay. At June 30, sick leave that has been advanced, but not earned, shall be deducted from the June paycheck, if other applicable leave is not available.
9. When accrued or advanced sick leave, or available compensatory time for the employment year, has been totally exhausted, an employee may be able to draw from his/her accrued or advanced annual leave. When an employee has exhausted all accrued or advanced time, he/she may be granted a leave of absence without pay.
10. Sickness or disability covered by Workers' Compensation shall not be considered as sick leave. However, during the mandatory waiting period before the commencement of Worker's Compensation, the employee may use his/her sick leave. Also, if Worker's Compensation is approved, the employee may use sick leave for the one-third salary not compensable by Worker's Compensation.

11. It is the responsibility of an employee and his/her supervisor to assure that all sick leave is reported accurately. Sick leave forms must be completed for every use of sick leave. Sick leave records are maintained on an annual basis and recorded in the Finance Office as well as by a record keeper in each division or department. Before disposing of sick leave records, the designated departmental record keeper should verify leave balances with the Finance Office.
12. All GTCC employees in an active status shall accrue sick leave days on a perpetual basis, accumulated from their commencement of employment at GTCC.
13. Employees having accumulated sick leave days from prior service in North Carolina public schools or other state employment may transfer that sick leave provided the transfer meets all the requirements of the State Personnel Manual. Sick leave accumulated at a community college shall also be transferable to other subsequent North Carolina state or public school employment. Accumulated sick leave may be used for retirement credit.

Rev. 12/14/95

Rev. 7/00

IV-3.071 Voluntary Shared Leave (VSL)

Sometimes employees have prolonged medical conditions that cause them to exhaust all available leave and to lose income. This policy allows regular or term employees at Guilford Technical Community College to assist another employee on a one-to-one basis when a medical condition requires absence from duty for a prolonged period of time. In addition, any regular or term employee of Guilford Technical Community College may share leave voluntarily with an immediate family member who is an employee of a North Carolina community college, public school, or state agency. This policy shall conform to state personnel policies for VSL.

Procedure:

1. Recipient Guidelines

1. Participants must be full- or part-time regular or term employees.
2. "Medical condition" means that an employee is likely to require an absence from work for 20 or more consecutive workdays and that absence will result in a loss of income to the employee who has exhausted his/her earned leave account.
3. The medical condition may involve the employee or immediate family (spouse, parent, child, brother, sister, grandparent, or grandchild). The term "immediate family member" includes the step, half and in-law relationships.
4. This policy does not apply to short-term or sporadic conditions or illnesses that are common, expected or anticipated. This includes such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term medical or therapeutic treatments or uncomplicated pregnancies. These examples are illustrative, not all inclusive.
5. A full-time employee may receive up to a total of 1040 hours per fiscal year (pro-rated for part-time employees), either continuously or, if for the same condition, on a recurring basis.
6. Not to exceed 1,040 hours, the number of hours of leave an employee may receive is equal to the projected recovery or treatment period less the employee's combined vacation and sick leave balance

as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.

2. Donor Guidelines

- a. A non-family member donor may contribute only vacation and/or bonus leave to another employee within the same department or college (faculty may donate personal leave). A non-family donor may not contribute leave outside the parent agency. A family member, who is a state employee, may contribute vacation, bonus, or sick leave to another immediate family member state employee in any department or college.
- b. The minimum amount to be donated is four hours. An employee family member donating sick leave to a qualified family member under VSL may donate a maximum of 1040 hours but may not reduce the donor's sick leave account below 40 hours.
- c. The maximum amount of vacation leave that one individual may donate is to be no more than the amount of the individual's annual accrual rate. However, the amount donated shall not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate.

3. Administration of the Program

- a. An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving or using annual or sick leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal misconduct.
- b. To receive donated leave, employees must apply through the Human Resources Office.
 - 1) Applications will include name, social security number, classification, parent agency, jurisdiction from which donation of leave is requested, description of medical condition and estimated length of time needed to participate in the program.
 - 2) A physician's statement must be attached to application and a signed release to allow Human Resources to obtain further necessary information. (Employee medical information will not be released by HR unless employee signs a consent. Appropriate forms may be obtained from the HR office.)
 - 3) The employee's immediate supervisor must be notified that a VSL request has been submitted.
- c. Voluntary shared leave donations will be processed through completion of official leave forms.
- d. Individual leave records will be kept private, and only individual employees may reveal their donation or receipt of leave.
- e. An employee donating leave cannot receive remuneration for the leave donated. Conversely, a separating employee cannot be paid for donated leave received but not yet used.
- f. Voluntary shared leave and donations must be taken in increments of whole hours.
- g. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to thirty (30) calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient.

- h. At the expiration of the medical condition, as determined by a physician, any unused leave in the recipient's donated leave account shall be treated as follows:
- 1) The recipient's combined annual and sick leave account balances may not exceed 40 hours (pro-rated for regular part-time employees.)
 - 2) Any additional unused donated leave shall be returned to the donor(s) on a pro-rated basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.
 - 3) Donated leave shall be credited to recipient's sick leave account and charged according to 25 North Carolina Administrative Code (NCAC) 1E.0300 Sick Leave.

Adopted 10-25-03
Procedures Revised 5/16/04

IV-3.080 Leave Without Pay

At the discretion of the college administration, approved leave without pay may be granted to full-time and part-time regular employees of the college for a period not to exceed one year. Approved leave without pay (LWOP) is intended to be used for protracted absences. Separate leave policies within the Management Manual govern military leave, Family and Medical Leave Act (FMLA) leave, educational leave, worker's compensation leave and Disability Income Plan leave. Reasonable notice shall be given by the employee requesting approved LWOP. Leave will be granted only when the employee expresses in writing his/her intent to resume employment at GTCC at the end of the leave period.

An employee on approved LWOP shall notify the Director of Human Resources in writing and confirm his/her intention to resume employment at GTCC; such confirmation of intent must be no later than 90 days prior to the date upon which resumption of employment was anticipated

In extraordinary circumstances, employees may request an extension of the leave period; such request must be in writing to the college President.

Procedures:

Area Vice Presidents or the President may make approval of LWOP on a case-by-case basis considering the needs and circumstances of the employee and the impact that the employee's absence will have on the workplace. Approved LWOP is intended for protracted absences and is not a substitute for short-term unexcused absences resulting from an employee's lack of earned or advanced leave balances to cover time out of work.

1. Employees must request approval of LWOP in writing to the Director of Human Resources. Requests for approved LWOP should be made in writing at least 90 days prior to the desired beginning of the leave period, and must include a statement of intent to resume employment at GTCC at the end of the leave period. Except in cases of educational leave, employees must have exhausted all paid annual, bonus and personal leave, all compensatory time balances, and any approved voluntary shared leave prior to the start of approved LWOP. If approved LWOP is requested because of medically related circumstances not covered by FMLA, then sick leave (in addition to all other paid leave) must also be exhausted before the start of LWOP. The employee's department leave record keeper shall reconcile the employee's leave and compensatory time balances with the Payroll Department prior to the approval of LWOP. In emergency

circumstances, the President or appropriate Vice President may approve leave without pay to begin less than three months from the time of the request. In all such cases of approved emergency LWOP requests, the President or appropriate Vice President shall as soon as possible notify the Human Resources Director and take steps to assure that the employee's leave records are reconciled. The Human Resources Director will forward documentation of approved LWOP to the Payroll Department.

2. Area Vice Presidents or the President may grant employees in probationary status an approved LWOP; however, employee will have his/her probation extended by an equal number of weeks/months.
3. Emergency LWOP may be approved when an employee does not have enough sick or annual leave balance (earned or eligible to be advanced) to cover a protracted illness or other absence.
4. Approved LWOP shall not exceed a period of one year; however, in extraordinary circumstances, extensions may be approved by the President.
5. Approved LWOP status does not exempt the employee from organizational changes (re-organizations, furloughs, etc.) or reductions in force, which may be made in his/her absence.
6. Annual leave, sick leave and service credits do not accrue while on approved LWOP.
7. Confirmation of intent to resume employment at GTCC must be made in writing by the employee on planned approved LWOP to the Director of Human Resources no later than 90 days prior to the end of the leave period. Failure to provide written notice relieves the college of any reinstatement commitments and failure to return to work at the expiration of the approved leave period will be considered a resignation.
8. Employees desiring health insurance coverage while on approved LWOP must pay both employer and employee costs of the coverage. Employees may also elect to continue optional insurance plans by paying the monthly premium to the college; otherwise, coverage will lapse and employees may re-enroll during the next annual enrollment period. All such insurance payments are due to the Payroll Department by the 18th of the month for coverage beginning on the 1st of the following month.

Rev. 12/14/95
9/11/06
12/17/09

IV-3.090 Educational Assistance

GTCC encourages all employees to improve their effectiveness in their job performance and prepare themselves for future career opportunities within GTCC. The purpose of tuition assistance is to develop a better educated workforce.

Procedure:

1. Employees of GTCC who meet all the following criteria are eligible for educational assistance:
 - a. The employee has been employed full-time or part-time on at least a nine-month basis for at least three years. Part-time employees must work at least 30 hours per week to be eligible. The president may authorize exceptions to this requirement.
 - b. The employee has not taken educational leave with pay within the past three years.
 - c. The employee's most recent performance evaluation must reflect a "meets expectations" rating.

- d. The employee will engage in academic activities during the specified term which are directly related to improving competence in his/her regularly assigned duties. Courses must be taken for academic credit and/or certification but do not have to be taken toward the completion of a degree.
 - e. The employee will maintain a passing grade (defined as receiving a minimum of a “C” grade in undergraduate studies and a “B” for graduate studies) for academic credit or pass the certification satisfactorily to qualify for tuition assistance.
 - f. The employee must be accepted for admission to the institution and/or program.
2. Tuition assistance is available for employees who attend accredited institutions of higher learning only.
3. Tuition assistance will be based on the cost of credit hours only. Student fees (e.g., parking, library, activity, registration, late fees, books, supplies, etc.) are excluded.
4. In return for receiving tuition assistance, the employee must agree to continue employment at GTCC for at least one year following the completion of the course or courses for which he/she received tuition assistance. Should the employee voluntarily resign within one year of completing a course or courses for which he/she received tuition assistance, he/she will be required to pay back the full amount of the assistance received.
5. Tuition Assistance Limits: Tuition assistance for approved expenses is limited to \$1,000 per fiscal year for employees who meet eligibility requirements.
6. To secure educational assistance, the employee shall use the following process:
 - a. The employee will complete a Request for Tuition Assistance application and submit it to his/her immediate supervisor for approval. A travel request form along with supporting documentation, such as a description of the academic program, academic schedule, and tuition should accompany the application. Completing the application is not a guarantee of assistance.
 - b. The immediate supervisor will verify employment status with Human Resources and determine whether the Tuition Assistance request meets the specified criteria. The supervisor will submit the application to the Division Chair/Dean/Manager.
 - c. The Division Chair/Dean/Manager may add his/her signature to indicate approval of the request and will forward all applications that meet the criteria to the appropriate Vice President.
 - d. The Vice President may add his/her signature to indicate approval of the request, and will forward only the requests that meet the criteria and have the approval of all supervisors in the “chain” to the Director of Organizational Development at least 10 days prior to a scheduled meeting of the Faculty/Staff Professional Development Review Committee.
 - e. The Faculty/Staff Professional Development Review Committee will review applications on a quarterly basis and make recommendations for funding to the Director of Organizational Development. Priority will given to those employees who have not received tuition assistance in the last two years. Ultimate approval for distribution of funding will reside with the President or designee. The Director of Organizational Development will notify applicants of the decision within one week of Committee review.
 - f. Upon successful completion of the course(s), the Employee will be required to submit his or her certification, transcript/official grade documentation and travel reimbursement form to the Director of Organizational Development. Only those applicants who have received prior approval and have achieved a passing grade will be considered. The Director of Organizational Development will then

submit required forms to the Finance Department for reimbursement.

Approved 6/06

IV-4.00 Conditions of Work

IV-4.010 Dress

Faculty and staff members will dress in a manner, which observes health and safety regulations, appropriateness to respective work environments, and consideration of Guilford Technical Community College's position as a college serving the public.

Procedure:

1. Any recommendation/complaint concerning a deficiency or inappropriateness in dress on the part of an employee shall be brought to the attention of the employee's immediate supervisor.
2. The immediate supervisor judges whether or not a recommendation/complaint concerning dress is justified in terms of the college policy.
3. If the immediate supervisor believes the recommendation/complaint to be valid, he/she informs the employee of the nature of the recommendation/complaint and the changes that must be made.

Rev. 8/17/95

IV-4.020 Drug Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the college's workplace is prohibited. The workplace is defined as an official college location and/or any location at which an employee is engaged in work on behalf of the college.

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of all employees and the public at large, and may damage college property.

Any employees violating this policy will be subject to disciplinary action up to and including termination. This policy includes the following specific provisions:

1. Any employee who sells or manufactures a controlled substance while on the job or on college premises will be subject to immediate dismissal.
2. Any employee, who uses, gives or in any way transfers a controlled substance to another person while on the job or on college premises will be subject to disciplinary action up to and including dismissal.
3. The term "controlled substance" means any drug listed in 21 U.S. Sub-section 812 and other federal regulations. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

4. Each employee is required by law to inform his/her supervisor or the President in writing within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
5. If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to disciplinary action up to and including termination. This action may include, but is not limited to, probation, suspension, termination, or the required successful completion of a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

Rev. 4/18/96

IV-4.030 Employee Grievance

Guilford Technical Community College is committed to the employee's right to redress of grievance. Therefore, any employee occupying a full-time or part time regular position – excluding those in initial probationary status - may utilize the College's grievance process. Preference is to be given to the informal resolution of all employee problems. Procedures to resolve grievances shall require following the organizational pattern through the supervisor and the appropriate Vice President to the President.

Procedure:

1. An employee occupying a full-time or part-time regular position – excluding those on initial probationary status - who has a problem or complaint about his/her job or something that affects the job should discuss it with his/her supervisor. If the issue is not resolved to the employee's satisfaction at this level, or if the complaint is of such a nature that the employee is unable to discuss it comfortably with the supervisor, the employee may go to the next level supervisor or administrator or the Director of Human Resources, following the steps detailed below.
2. Step One: Informal Discussion with Immediate Supervisor.
 - a. An employee having a grievance must first present the issue for informal discussion to his/her immediate supervisor within five (5) working days of the event(s) giving rise to the complaint or within five (5) days of the time when the complainant became aware of the event(s).
 - b. In cases of sexual harassment or another issue of such a nature that the employee is unable to discuss it comfortably with the supervisor, or in which the charge is against the immediate supervisor, the complainant may present the issue to the Director of Human Resources or to the next level supervisor or administrator (see Sexual Harassment Policy, IV-4.070).
 - c. The immediate supervisor will meet with the employee within five (5) working days of receiving the complaint to respond to the issue.
 - d. The employee having the grievance may contact the Director of Human Resources regarding the procedures for filing and processing a grievance. The Director of Human Resources also may be consulted by the supervisor or administrator during this step to provide advice on the procedures for filing and resolving grievances.
3. Step Two: Written Grievance.

- a. If the grievance is not resolved during Step One, the employee may file a written grievance with the immediate supervisor within five (5) working days following the immediate supervisor's oral response to the grievance.
 - b. The supervisor will respond to the written grievance in writing within five (5) days of receiving it.
 - c. The supervisor will forward a copy of all written correspondence related to the grievance to the Human Resources Director.
4. Step Three: Appeal to Next Level Supervisor.
- a. If the employee wishes to appeal the decision of the immediate supervisor, he/she must submit a written request for appeal to the next higher level supervisor or administrator within five (5) working days of receiving the response of the immediate supervisor.
 - b. Within five (5) working days of receipt of the appeal, the employee and the immediate supervisor will meet with the next level supervisor/administrator, individually and/or jointly.
 - c. At this point, the supervisor/administrator shall inform the Director of Human Resources that a grievance is in process and will consult with him/her before a decision is made.
 - d. The supervisor/administrator will respond in writing to the complainant within five (5) working days of receipt of the appeal.
 - e. If the complaint is not resolved to the satisfaction of the employee, he/she may forward a written request for appeal to the Director of Human Resources to signify continuation of the appeal process.
 - f. The Director of Human Resources will establish a meeting within five (5) working days of the receipt of the appeal with the next appropriate administrator and complainant up to but not including the President.
 - g. All responses of supervisors to the complainant will be in writing.
5. Step Four: Appeal to the Employee Relations Committee.
- a. Grievances involving the following may be appealed to the Employee Relations Committee:
 - 1) Suspension.
 - 2) Dismissal.
 - 3) Reduction in force.
 - 4) Reduction in pay.
 - 5) Disciplinary demotion.
 - 6) Allegations of inaccurate or misleading material in personnel files or unauthorized examination or copying of confidential material in personnel files.
 - 7) Failure to post a notice of vacancy when required by State law.
 - 8) Failure to accord priority consideration and promotion when required by State law.
 - 9) Allegations of discrimination because of age, sex, race, color, national origin, religion, creed, political affiliation, or handicapping condition as defined by State law.
 - b. Grievances based on any of the following may not be appealed to the Employee Relations Committee:

- 1) Performance rating and salary adjustments based on performance ratings except when discrimination is alleged.
 - 2) Required overtime assignments.
 - 3) Disapproval of leave requests.
 - 4) Disciplinary warning (oral or written).
 - 5) Job and shift assignments and reassignments that do not affect salary or classification.
 - 6) Requests for reclassification to equal or higher level.
 - 7) Departmental functions, programs and budgets.
- c. If a grievance involving an issue not included in b. above is not resolved during the previous steps, the complainant may choose a hearing before the Employee Relations Committee or may request direct review of the grievance by the President.
- d. Hearing Before the Employee Relations Committee.
- 1) The complainant shall submit a written request to the Director of Human Resources that the grievance be heard by the Employee Relations Committee. The request must be submitted within five (5) working days of receipt of the decision of the highest appropriate administrator.
 - 2) The Director of Human Resources will notify the chair of the Employee Relations Committee to designate a hearing committee from its membership. The hearing committee will consist of one member of the Employee Relations Committee from each employment category. The Chair of the Employee Relations Committee will also serve on the hearing committee. There will be no representation from the operational unit from which the complaint arises. Note that "operational unit" does not refer to one of the employment categories but to the department in which the complainant works.
 - 3) The Director of Human Resources will convene the hearing committee to conduct the hearing within five (5) working days of receiving the request from the complainant.
 - 4) The complainant may be represented by legal counsel. If the complainant is to be so represented, he/she must notify the Director of Human Resources. If the complainant is represented by legal counsel, the college's legal counsel will be present at the hearing.
 - 5) Only parties directly involved in the hearing will be allowed to attend. Individuals who are to participate will be informed as to when it is appropriate for them to be in the hearing room.
 - 6) The fact-finding portion of the hearing will be tape recorded. Committee deliberations after the hearing will not be recorded.
 - 7) The hearing committee will arrive at its decision by simple majority vote and will communicate its conclusions, recommendations, and findings of fact in writing to the President within five (5) business days after the hearing.
 - 8) The committee only recommends to the President; it does not decide the result of the complaint.
- e. Review by the President.

- 1) The complainant may instead submit a written request to the Director of Human Resources for an appeal directly to the President within five (5) working days of receipt of the decision from the highest appropriate administrator.
- 2) The President will consider the appeal in person within five (5) working days of receipt of the request for appeal. The complainant shall have no more than one (1) hour in which to present his/her grievance to the President. The complainant may not be represented by legal counsel or by other advisors in this proceeding.
- 3) Within five (5) working days of either receiving the recommendation of the Employee Relations Committee or meeting with the complainant and reviewing the grievance personally, the President will render the final decision of the college to the Director of Human Resources, who will respond to the complainant, in writing.
- 4) The Director of Human Resources will conduct a final meeting with the complainant to review the President's decision, discuss other options at the disposal of the complainant, and formally end the grievance process.
- 5) The written record of the employee's grievance and the resolution of that grievance are filed in the Human Resources Office's grievance files. The Employee Relations Committee or the President (or designee) is responsible for filing these documents with the Director of Human Resources within five (5) business days of the close of the grievance process.

Rev. 12/14/95
Rev. 10/26/06

IV- 4.040 Employee Performance Appraisals

To ensure quality performance, retain qualified employees and facilitate the communication of expectations between supervisors and employees, job performance is reviewed regularly for new employees, continuing employees, and employees on probation.

Procedure

1. An Employee Performance Appraisal will generally be completed for each regular employee once a year.
2. At the beginning of the review period, the employee and his/her supervisor may meet for the purpose of reviewing the employee's job description, identifying critical dimensions, and establishing individual performance objectives. The supervisor will consider the employee's input in the process. Responsibility for identifying critical dimensions and individual performance objectives remains with the supervisor.
 - a. The job description should be updated as needed by the supervisor with input from the employee. Then, the appropriate senior administrator reviews and approves the updated job description, and Human Resources receives the approved job description for any further review and for the records of the college.
 - b. The employee and supervisor will also review the performance dimensions listed on the Employee Performance Appraisal and defined in a separate document. At the time of the review, the supervisor, with input from the employee, will mark the employability skills and performance attributes that are

- most critical to the function of that position. In most cases, six or more skills and attributes will be identified.
- c. The supervisor, with input from the employee, will establish individual performance objectives for the employee.
 - 1) In most cases three objectives will be established.
 - 2) One objective may be directed toward personal growth and/or individual work assignments.
 - 3) All should support the college initiatives.
3. During the review period, the employee and supervisor will communicate formally and informally as needed.
 - a. The employee should provide feedback on the supervisor at mid-year. (See # 8 for procedures.)
 - b. The employee and his/her supervisor should review the employee's performance objectives.
 4. At the end of the review period, the employee receives an overall assessment on his/her performance.
 - a. The employee may evaluate his/her own job performance and provide a copy to his/her supervisor for consideration in the performance appraisal.
 - b. Each supervisor should complete an Employee Performance Appraisal on each regular employee.
 - c. Prior to the discussion with the employee, the supervisor's supervisor should review and sign the form if the employee's supervisor rates the employee overall "Needs Improvement" or overall "Does Not Meet Expectations."
 - d. The supervisor reviews the evaluation with the employee. Both the supervisor and the employee sign the form and may write comments.
 - e. Both the employee and the supervisor retain a copy of the completed, signed instrument.
 - f. The supervisor forwards the original completed, signed form to the Human Resources office for filing.
 5. If a regular employee changes supervisors during the year, all supervisors under whom he/she has worked for at least three months should evaluate him/her.
 - a. Ideally, at the time the change occurs, an evaluation should be completed according to year-end procedures.
 - b. The employee may have an overall assessment from each supervisor rather than one combined overall assessment for that cycle.
 6. Regular employees reporting to more than one supervisor should have an Employee Performance Appraisal completed for each position.
 - a. Each supervisor should complete a form if the employee reports to different supervisors because he/she has different job descriptions.
 - b. The supervisors should complete one form and agree on assessment if the employee has one job description with more than one supervisor.
 7. Regular employees who separate from employment with the college may receive a written evaluation if more than six months have elapsed since their last evaluation.
 - a. The evaluation may be conducted prior to the employee's date of exit.

- b. If an evaluation is not conducted before the exit date, the supervisor may complete the written evaluation in the employee's absence.
 - 1) Human Resources will determine whether, in its discretion, a copy of the evaluation will be delivered to the employee.
 - 2) If delivered to the employee, he or she will sign the evaluation, make any desired comments, and send the evaluation back to GTCC for his/her personnel file.
 - 3) If the employee does not return the evaluation as requested, the unsigned copy of the evaluation will become the official document for the personnel file.
8. Supervisor feedback will be sought at the mid-year point of the review period.
 1. Supervisors' supervisors will request that employees evaluate their supervisors using the Supervisor Feedback Form. All employees will be encouraged to complete the form.
 2. The supervisor's supervisor will take these evaluations into account when evaluating the supervisor.
9. Students will evaluate faculty at least once a year. The student evaluations will be taken into account by faculty supervisors when completing the Employee Performance Appraisal.
10. New (regular) employees under letters of employment or contracts should be evaluated at intervals of approximately ninety days for the nine months of the initial employment period.
11. An employee (excluding initial probationary employees) receiving an overall "Does Not Meet Expectation" evaluation may be placed on probation or discharged, at the discretion of the college. If probation:
 - a. The supervisor will request a Notice of Probation from Human Resources.
 - b. The supervisor will notify the employee in writing by the Notice of Probation that he/she is on probation for a specific time period.
 - c. The supervisor will send a copy of the form to the Director of Human Resources and a copy to the appropriate administrator(s).
 - d. The Notice of Probation will give the employee specific recommendations and a timetable for improving job performance.
 - e. The employee on probation will have his/her performance reviewed at approximately thirty-day intervals until one of the following occurs:
 - 1) His/her performance has improved and he/she is evaluated as overall "Meets Expectations," or
 - 2) The defined probationary period ends before the employee receives an overall "Meets Expectations." Then, the immediate supervisor and appropriate administrative personnel will consider dismissal from employment with the college.
12. Policies, job descriptions, and other information that clarifies the expectations of positions will be made available to employees.
13. All evaluations shall be kept confidential. (This is the responsibility of the supervisor, employee, Human Resources Office, and other appropriate administrators.)

Revised 10/17/96

IV-4.050 Personnel Records, Access to

Complete personnel records are maintained on all employees occupying full-time and part-time permanent positions. Personnel records are available to the President, to the appropriate administrative heads (designated by the President), and to the Director of Human Resources. The confidentiality of all records is strictly enforced. Unless otherwise required by law, confirmation of employment, length of employment and employee salary shall be the only personnel information released to any person, with the exception of those listed, without written permission of the employee.

An individual has access to his/her personnel file, excluding confidential pre-employment information by reference sources, upon scheduling an appointment with the Human Resources Office.

Procedure:

1. An employee must schedule an appointment for access to his/her personnel file. If at all possible, the appointment should be scheduled within one business day of the request.
2. A staff member of the Human Resources Office shall be present when the employee reviews his/her personnel file.
3. No personnel file may be removed from the Human Resources Office without written permission of the President or his/her designee.
4. If an employee requests a copy of individual items from the personnel file, single copies may be provided by the Human Resources Office.
5. An employee may challenge any information included in his/her file by filing a written complaint with the Director of Human Resources.
6. The Director of Human Resources shall request a written ruling from the President or his/her designee within 14 calendar days (excluding official holidays).
7. The Director of Human Resources shall discuss the ruling with the employee.
8. Should the employee remain dissatisfied, he/she may avail him/herself of the grievance procedure in effect at the time of the challenge.

Rev. 8/17/95

IV-4.060 Political Activities of Employees

Each employee of the college 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. The college encourages its employees to exercise these rights and obligations of citizenship.

It is the policy of the college that an employee shall neither engage in political activities while on duty, nor do so at any time in a manner which interferes with the functions and/or mission of the college. Nor may any employee use his/her position as an employee of the college to influence the political activities of other college employees.

Procedure:

1. The following conditions apply to the President or any employee who seeks public office:
 - a. "Public office" means any national, state, or local government position of public trust and responsibility, whether elective or appointed, which is created or prescribed or recognized by constitution, statute, or ordinance. Membership in the North Carolina General Assembly is a full-time public office under this definition.
 - b. Any employee who decides to run for public office shall notify the Board of Trustees through the President of his/her intention to run and certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the college in his/her political activities. The President shall so notify the Board directly.
 - c. Any employee, who is elected to a part-time public office, shall certify through the President to the Board of Trustees that his/her office will not interfere with his/her carrying out the duties of his/her position with the college, or shall request leave. The President shall so notify the Board directly.
 - d. Any employee, including the President, who is elected or appointed to a full-time public office or the General Assembly, shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees.
 - e. Any employee is prohibited from soliciting support on college property while on duty. However, college employees retain the same rights and privileges as other candidates concerning the use of facilities and participating in candidate's forums while they are not on duty.
2. In addition, no employee may:
 - a. Take any active part in managing a campaign or otherwise engage in political activity while on duty or within any period of time (when) expected to perform services for which he/she receives compensation from the college.
 - b. Otherwise use the authority of his/her position or utilize college funds, supplies, or vehicles to secure support for or oppose any candidate, party, or issue in a partisan election involving candidates for office or party nominations or affect the results thereof.
 - c. Promise rewards, threaten loss of job, or coerce any college employee to support or contribute to any political issue, candidate, or party.
3. The Board of Trustees shall notify the State Board of Community Colleges if the President of GTCC should become a candidate for public office of if he/she is elected or appointed to a public office.

Rev. 4/18/96

IV-4.070 Anti-Harassment Policy

Guilford Technical Community College is committed to providing an educational and working environment that is free from harassment for faculty, staff, and students. This commitment extends to prospective employees (applicants) as well. The college values diversity and recognizes the dignity and worth of every individual. Unlawful harassment in any form is contrary to these goals and will not be tolerated. Incidents of unlawful harassment will be met with appropriate disciplinary action, up to and including dismissal from the college.

Unlawful harassment includes jokes, comments, gestures, or actions that create an intimidating, hostile or offensive work environment and that are based on or directed at a person because of race, color, religion, sex, age, national origin, disability, or any other class protected by law.

Procedure:

1. Sexual harassment is considered a form of discrimination based on sex and as such is prohibited by Title VII of the Civil Rights Act of 1964, as amended, which prohibits sex discrimination in employment, and by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.
 - a. Unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature or with sexual implications could constitute sexual harassment if it:
 - b. has direct employment consequences resulting from the acceptance or rejection of such conduct;
 - c. has direct academic consequences resulting from the acceptance or rejection of such conduct;
 - d. creates an intimidating, hostile, or offensive working or learning environment; and/or
 - e. interferes with an employee's work performance or a student's academic performance.
2. While it is not possible to list all of the circumstances that might constitute sexual harassment, the following are some examples of conduct that, if unwelcome, could constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Consequently, this behavior is considered a violation of the college's policy:
 - a. sexual epithets, jokes, written or verbal references to sexual conduct; gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies or prowess;
 - b. displaying sexually suggestive objects, pictures, cartoons; use of electronic communications to download or transmit materials with pornographic, profane, or sexually explicit content;
 - c. unwelcome leering ,whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
 - d. inquiries into one's sexual experiences;
 - e. discussion of one's sexual activities.
3. Consensual dating relationships may give rise to actual or perceived conflicts of interest when they occur between instructional staff and their students, or between supervisors and their subordinates. This is due, in part, to the power differential that exists between the participants. Such a relationship, whether in a class or work situation, has the potential to affect the educational or employment environment by creating an appearance of improper, unprofessional, or discriminatory conduct. Therefore, the college prohibits these relationships.
 - a. Should an employee or student become aware of the existence of such a relationship, he or she has a duty to communicate the matter to the Dean of Student Support Services (if a student is involved) and/or the Director of Human Resources so that appropriate steps may be taken.
 - b. The college does not intend for this policy to discourage friendships or social activities among its employees. This policy applies solely to employees who are in a power-differentiated relationship at

work with the same person with whom they also have an intimate, romantic or dating relationship outside of work

4. No personnel decision may be made by any supervisor on the basis of the acceptance or rejection of communications or conduct of a sexual nature. Personnel decisions include, but are not limited to, hiring, promoting, demoting, transferring, and terminating an employee.
5. Employees or prospective employees have a duty to report immediately incidents of alleged sexual or other unlawful harassment to their immediate supervisor, the supervisor's manager and/or to the Director of Human Resources for review, investigation, and response.
6. An employee may initiate a grievance if incidences or circumstances of alleged sexual or other unlawful harassment are not resolved.
7. No academic decision may be made by an instructor or staff member on the basis of a student's acceptance or rejection of communications or conduct of a sexual nature. Academic decisions include, but are not limited to, grades, status in class, privileges granted to students, and/or admission to programs.
8. Students have a duty to report immediately incidents of alleged sexual harassment to the Dean of Students for review, investigation and response. If the allegation is against an employee of the College, the Dean of Students must notify the Director of Human Resources. The Director of Human Resources will, in cases where there has been a violation of this policy by an employee, recommend appropriate disciplinary action up to and including termination.
9. A student may initiate the student grievance procedure if the incidence or circumstances of alleged sexual harassment are not resolved.
10. All complaints of alleged sexual or other unlawful harassment and related information will be investigated promptly. To the fullest extent practicable, the college will keep complaints, the investigation of complaints and the nature of the resolution of complaints confidential.
11. Supervisors shall take appropriate action to prohibit the occurrence of sexual or other unlawful harassment, including incidents that involve vendors or other persons who may visit the campus for business or other purposes.
12. No employee or student may engage in interference, coercion, restraint, or reprisal against any person who utilizes this policy in good faith to resolve a concern regarding alleged harassment.
13. This policy shall not be used knowingly to bring false or malicious charges against any faculty, staff, students, vendor, or campus visitor. Disciplinary action will be taken against any person or group found to have brought a charge of harassment in bad faith.
14. Any violation of this policy will lead to serious disciplinary action up to and including dismissal or expulsion.
15. Employees shall be required to participate in periodic training as set forth in the college's schedule of mandated trainings and/or when otherwise instructed to do so.

Rev. 10/17/96
04/19/07

IV- 4.071 Workplace Anti-violence

Guilford Technical Community College is committed to providing a safe work place and an educational environment free from all forms of violence. The College does not tolerate acts of violence or hostility committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on or at any College campus or facility.

Workplace violence includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage.

1. **Intimidation:** Includes, but is not limited to, cyber-stalking or engaging in actions intended to frighten, coerce or induce duress, whether verbal or non-verbal, including such actions conducted online.
2. **Threat:** The expression of intent to cause physical or mental harm, whether verbal or non-verbal. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out without regard to whether the expression is contingent, conditional or future, and regardless of the medium used to express the threat.
3. **Physical Attack:** Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
4. **Domestic Violence:** The use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date or who have been married, lived together or dated.
5. **Property Damage:** Intentional damage to property which includes property owned by the College, employees, students, visitors or vendors.

Procedure:

1. Employees should report any incident of workplace violence or any threat of workplace violence immediately to campus police, their supervisor or Director of Human Resources. Students should report such incidents or threats to campus police and/or the appropriate Campus Disciplinary Officer.
2. All suspicious individuals or activities should also be reported as soon as possible.
3. The College will promptly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Campus police will refer incidents that are criminal in nature to the appropriate law enforcement agency for any further police investigation and action as may be needed. The college may also investigate the incident administratively.
4. The identity of the College employee making a report will be protected as much as is practicable.
5. In order to maintain workplace safety and the integrity of its investigation, the College may suspend employees, either with or without pay, pending investigation.
6. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

6/18/09

IV-4.080 Work Schedules, Non-Faculty

Non-faculty employees of Guilford Technical Community College shall arrange their work hours in order to meet the professional demands of their jobs. Schedules shall be set by the unit head in accordance with the objectives of the employee's position and the philosophy and goals of the institution.

Procedure:

1. Each administrator and administrative support employee shall coordinate his/her work schedule with his/her immediate supervisor.

Consideration of the operating hours of the institution will govern the approval of schedules.

Copies of the office hours shall be forwarded to the Human Resources Office and the campus switchboard operator.

2. Professional support staff members may be assigned a flexible work schedule by the unit head in accordance with the following:
 - a. the institution's operating hours.
 - b. the staffing needs of the area.
 - c. the requirements of the job description.
3. Paraprofessional and Technical, Secretarial, Clerical, Skilled Crafts and Service Maintenance employees, (Non-Exempt Staff from Wage and Hour Laws) shall adhere to schedules of 40 hours per workweek. These hours shall be flexibly scheduled:
 - a. To insure maximum service during regular and peak work periods of the office/area.
 - b. To insure employee opportunity for participation in professional development activities.
 - c. To provide employee opportunities to serve on institutional committees.
 - d. With prior approval of the immediate supervisor, an employee may alter his/her work schedule for a limited time to accommodate peak work periods.
 - e. Within each workday, employees shall be allowed two 15 minute breaks away from their work station.
 - f. Work time in excess of 40 hours per week must be at the request of the supervisor.
 - g. The meal period may be scheduled within the normal work hours to meet the needs of the employee and the working unit but may not be used to shorten the workday. During the meal period, the employee will be completely relieved of duty. The meal period does not count as hours worked. Employees who work on a day schedule must take their lunch hours between the hours of 10 AM and 3 PM.

Note: This policy formerly included faculty workloads, which are now covered in a separate policy. It also included a list of the responsibilities of Department Chairs. That is considered to be part of the job description for all Department Chairs. It should appear in the job description, not the Management Manual.

Rev. 4/97

IV-4.081 Work Schedules, Faculty

The full-time curriculum and continuing education faculty of Guilford Technical Community College are professionals who prepare for and teach classes, advise and assist students, evaluate student performance, participate in committee, departmental, divisional, and institutional activities, engage in continuous professional improvement, and perform other duties as assigned. Curriculum faculty will be at a campus site and/or other designated location for 30 hours each week, except for holidays and faculty break days which are identified in the academic calendar, and will spend the additional time necessary to accomplish these responsibilities. Continuing education faculty will be at a campus location and/or other designated location for 40 hours, except for holidays.

Procedure:

1. Teaching Assignments.

Prior to the beginning of each term, each department chairperson will assign a teaching schedule, which includes courses, times and locations, to each member of the faculty in his/her department. The factors to be considered in making equitable assignments include the following: number of students, number of course preparations, number of course sections, number of locations within the same day, length of the teaching day, length of the teaching week, new course preparations, and the use of new technologies and/or alternative methods of delivery. Continuing education faculty will establish their teaching schedules with their direct supervisor. Business and Industry Services faculty, working with their supervisor, are responsible for generating their teaching schedules.

Each member of the faculty will be available to teach classes as assigned. Curriculum faculty will teach 18 - 21 contact hours per week per term, except in extenuating circumstances or in cases where the program requires. Continuing education faculty will teach 32 - 40 contact hours per week per term. In addition, faculty should have adequate time reserved for preparation of classes and evaluation of student performance.

Each division chairperson will monitor the teaching assignments of faculty in his/her division to ensure that they meet the needs of students, are equitable to the faculty, and consider the financial resources available.

2. Adjustments to Teaching Load.

Curriculum faculty will be eligible for an adjustment to the teaching assignment below the 18 hours for supervising faculty and staff, teaching courses with high enrollment and performing additional instructional and/or administrative duties for the college.

An appropriate adjustment will be individually determined for each faculty member who has supervisory responsibilities. Likewise, an appropriate adjustment will be individually determined for each faculty member who normally teaches classes with high enrollment.

A member of the curriculum faculty will receive one contact hour adjustment to the teaching load for each 1.5 hours per week which he/she is assigned to one or more of the following activities on a regularly scheduled basis and in addition to class time scheduled as a part of the teaching load.

- 1) Teaching continuing education classes.
- 2) Assisting students in labs, shops, clinics or other instructional settings.
- 3) Working another department of the college.
- 4) Conducting workshops and/or training for faculty, staff, and/or the community.
- 5) Tutoring students with special needs.
- 6) Returning to industry.
- 7) Performing project assignments.

All reductions in curriculum faculty teaching load must be recommended by the department chairperson and approved by the appropriate division chairperson. Reductions which result in an instructor having an actual teaching assignment of less than 15 contact hours per week must be approved by the appropriate Vice President. Reductions in teaching loads for continuing education faculty must be recommended by a Dean and must be approved by the appropriate Vice President.

3. Additional Assignments.

An additional teaching assignment occurs when a member of the curriculum faculty is assigned to teach more than 21 contact hours per week for a term. The President of the College or his designee may identify specified faculty positions, which will not receive additional pay for teaching more than 21 contact hours. A faculty member within a department will not be assigned a teaching overload except in extenuating circumstances and when all full-time faculty in the department are assigned full loads.

A curriculum faculty member will be paid for a teaching overload when the hours taught result in a teaching assignment of more than 21 contact hours per week for the term and when the hours taught require the faculty member to be available more than 30 hours per week at a campus site and/or other designated location. The faculty member will be paid at the part-time faculty course rate for the course with the least number of contact hours necessary to adjust the assigned teaching load to 18 - 21 hours. Payment will be made during the term in which the teaching overload occurs. All overload payments must be recommended by the appropriate division chairperson and approved in advance by the appropriate Vice President.

In addition, the college and a faculty member may enter into an agreement for the faculty member to perform duties in addition to the teaching assignment for additional pay. The specific duties and rate of pay should be mutually agreed to prior to the work being performed.

4. Substitute Teaching Assignments.

Prior to the beginning of each term, each department chairperson will develop a plan to provide for coverage of classes in the event of the absence of a member or members of that department. The faculty in a department are responsible for providing coverage of classes for their colleagues on a short-term and/or emergency basis. A faculty member will not be paid for a substitute teaching assignment which involves monitoring a class activity and/or test which has been prepared by someone else.

A faculty member will be paid for a substitute teaching assignment when the hours taught result in a teaching assignment of more than 21 contact hours in the week in which the substitute assignment occurs and require the faculty to be available more than 30 hours at a campus site and/or other designated location. The rate of pay will be pro-rated based upon the part-time faculty course rate for the course in which the substitution occurs. Payment for substitute teaching assignments will be made during the subsequent pay period following when the substitution occurs. Payment must be recommended by the division chairperson and approved by the appropriate Vice President.

5. Office Hours.

Each member of the faculty will be available 5 hours per week at a designated location for the purpose of assisting students enrolled in his/her courses and/or program. These hours shall not be used in calculating a reduction in teaching load.

6. Academic Advising Assignments.

Each department is responsible for the academic advising of students assigned to that department. The department chairpersons are responsible for the equitable distribution of advising duties.

7. Recruitment and Employer Contact.

Faculty members are responsible for helping to recruit new students and for maintaining contact with and knowledge of the employer community.

8. Curriculum Currency and Outcomes.

Faculty members will participate in maintaining the currency of curriculum, and in insuring that program outcomes are met.

9. Required Meetings.

Each faculty member will agree to serve on 1 - 3 committees per year and will attend institutional meetings, meetings of his/her department and division and meetings of committees to which he/she is assigned. A faculty member can expect to spend 2 - 3 hours per week preparing for and attending meetings.

10. Professional Development Activities.

Each faculty member will engage in a program of continuous professional improvement. Each faculty member will participate in required professional development activities, including those scheduled on specified days in the academic calendar, and will complete required assignments.

11. Registration Assignments

Each department/division is responsible for providing coverage during the posted hours on registration days. Department chairpersons are responsible for the equitable distribution of registration duties. Each member of the faculty will assist with registration as assigned.

12. Faculty Prep Days.

Prior to the first day of classes in each term, each faculty member will complete assigned individual and departmental responsibilities, which are necessary to the beginning of classes, including the preparation of a syllabus for each course which he/she is assigned to teach.

13. Final Examination Assignments.

Final exams are to be given at the time and location scheduled by the college. Any change in the exam schedule must be submitted in writing by the faculty member, recommended by the department chairperson and the appropriate division chairperson and approved by the appropriate Vice President at least two weeks prior to the examination period.

Each faculty member will complete and submit grade sheets, attendance sheets and other department assignments prior to the end of the scheduled grade day for each term.

14. Graduation Assignments.

Each faculty member will participate in graduation activities and will perform duties related to graduation as assigned. A faculty member may be exempted from graduation upon written request to and approval by the President of the college or his/her designee.

Rev. 4/97

IV-4.100 Faculty Titles

Guilford Technical Community College has a system of titles for the faculty. This system is intended to serve both the faculty and the college by encouraging continued professional growth and rewarding service to Guilford Technical Community College. Nothing in this plan shall in any way have any impact on faculty status, tenure, salaries, or workloads.

Procedure:

1. Final approval of a faculty member's title rests with the president. The guidelines contained within this program will be implemented by a committee of the Faculty Association. The committee will have as its members at least one faculty member from each division. The committee will make recommendations to the president of the college or designee, who will either confirm or deny the title.
2. Final approval of a of a faculty member's title will require that the faculty member is in good standing with the college. Should a faculty member be denied a title at any stage of the process, a professional development plan will be recommended to the faculty member to provide appropriate credentials for approval.
3. No title beyond that of instructor will be automatically assigned. In order to change a title a faculty member must apply for a change of title to the Faculty Title Committee of the Faculty Association. The application shall include a letter of application and a portfolio containing documentation of academic credentials, work history, additional course work and/or certifications.
4. Titles will be assigned based on the following minimum criteria:
 - a. **Instructor** - The title of *Instructor* will be used for any faculty member with fewer than nine months of full time teaching at Guilford Technical Community College. Appropriate entry-level credentials are required for the title of Instructor.
 - b. **Assistant Professor** - The title of *Assistant Professor* may be applied for by any full time faculty member with at least nine months of full time teaching at Guilford Technical Community College and three total years of work experience as credited by the college. A minimum of a Bachelor's degree and/or certifications appropriate to the field are required to apply for this title.
 - c. **Associate Professor** - The title of *Associate Professor* may be applied for by any full time faculty member with at least nine months of full time teaching at Guilford Technical Community College and eight total years of work experience as credited by the college. A minimum of a Master's degree is required to apply for this title.
 - d. **Professor** - The title of *Professor* may be applied for by any full time faculty member with no fewer than twelve total years of work experience, as credited by the college. At least three years of full time teaching at Guilford Technical Community College must be included in the twelve years. A minimum of a Master's degree and an additional eighteen hours of course work and/or certifications appropriate to the field are required to apply for this title. The portfolio for this title should also include evidence of other professional and/or scholarly activities.

6/18/98

IV-4.110 Reporting Fraud and Improper Activities

Employees and anyone else providing services to the college are encouraged to report either orally or in writing all

evidence of any activity on the part of its current or former employees, trustees, or anyone else with whom Guilford Tech has a business relationship that may constitute:

1. A violation of any state, federal, or local law, rule, or regulation applicable to the operations of the college;
2. Misappropriation or misuse of college resources;
3. Substantial and specific danger to the employee's or public's health and safety; or
4. An act of gross mismanagement, gross waste of public funds, or gross neglect of duty.

The college shall promptly investigate all alleged violations and provide a response to the person(s) reporting the violation (unless the report was submitted anonymously) within 30 calendar days after the close of the investigation.

Any employee who reports such violations as described above in good faith shall be protected from any retaliatory action including discharge, suspension, demotion, or any other adverse employment action. In addition, employees are also protected for refusing to carry out a directive which constitutes a violation as described above. Any alleged retaliatory actions shall be promptly investigated by the college.

Employees who commit any of the violations described above or retaliate against someone who, in good faith, has reported a violation shall be subject to disciplinary action up to and including termination of employment and/or criminal or civil prosecution. Likewise, any employee who knowingly or maliciously reports a violation or retaliatory action that has no factual basis shall be subject to disciplinary actions up to and including termination of employment.

These employee protections extend to violations reported both internally and to the "hotline" maintained by the North Carolina Office of the State Auditor. GTCC will, to the extent possible and consistent with the need to conduct an adequate investigation, maintain confidentiality of reported violations.

This policy shall in no way affect the requirements of General Statute § 114-15.1 whereby employees and state agencies must report cases of damage, theft, embezzlement, or misuse of state-owned personal or real property to the State Bureau of Investigation.

Procedure

The process for reporting an alleged violation shall be:

- a. Any person who has knowledge of a violation should report this information as soon as possible to the Executive Vice President. Should this be inappropriate, the report should be made to the Director of Human Resources. All reports should be factual rather than speculative in nature and should contain as much specific information as possible to demonstrate that there are sufficient grounds for concern. The Executive Vice President and/or the Director of Human Resources will conduct an investigation and report his or her findings to the President, or if the allegation of wrongdoing includes the President, to the Chair of the Board of Trustees.
- b. A report may be filed anonymously using the same steps described above. Anonymously filed reports must provide sufficient evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without sufficient grounds for concern. Because an anonymous whistleblower cannot be interviewed, it may be more difficult to evaluate the allegations and less likely that an investigation can be initiated.
- c. An employee who is asked to aid in an investigation should not discuss the investigation with anyone other than the individual or individuals officially assigned to investigate the allegations.

2. The process for reporting retaliatory actions shall be:
 - a. An employee is protected from retaliation only if he/she did not participate in the alleged violation, the alleged violation is brought to the attention of the college, and the employee provides the college with the opportunity to investigate and correct the alleged violation.
 - b. Any whistleblower who believes that he/she is the subject of retaliation may file a written complaint with the Director of Human Resources, or, as appropriate, with the Executive Vice President. The complaint must be filed within 30 days of the employee's discovery of the retaliatory action.
 - c. This protection from retaliation is not intended to prohibit supervisory personnel from taking, directing others to take, recommending, or approving any adverse personnel action, including disciplinary action, in the usual scope of their duties and based on evidence separate from the fact that the person has made a protected allegation.
3. Any media inquiries concerning an allegation or retaliation should be directed to the Executive Vice President.
4. Any employee dissatisfied with the official conclusions of the investigative process shall be afforded due process rights through the college grievance procedure (IV-4.030) and the disciplinary procedure (IV-1.052 and IV-4.053).

12/2005

IV-4.120 Laptops, Use of

Guilford Technical Community College is committed to providing an appropriate computer system for each fulltime faculty and staff member whose job requires it.

A laptop is intended to provide mobility and business continuity in the case of disaster. It is for use only for college-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for personally owned computers or for personal use. Use of the laptop shall be within the standards of good judgment and common sense, in compliance with the college's published policies, and with national standards such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA), and as required through the terms and conditions of applicable software license agreements.

The laptop is intended for use solely by the employee to whom it is assigned. Employees shall not allow other individuals, such as friends, family or students, to use the laptop.

Procedures:

1. All orders for laptops must be processed through the Management Information System (MIS) department and the normal purchasing procedures. The laptop must be the configuration, model and brand approved by the MIS department. Laptops will be replaced according to the normal established replacement cycles.
 - a. Laptop computers issued by the college are owned by the college. They must be brought in annually for inventory, and must be returned when employment ends or on demand of college officials.
 - b. GTCC will offer operating system and application software upgrades as needed.
 - c. MIS will provide technical support for college owned laptops equivalent to the support provided for desktop computers. Direct support such as hardware upgrades, software installations, or troubleshooting will only be provided while laptops are on campus.

- d. Individual departments can order laptop peripherals such as a mouse, keyboard, or numeric keypad from Central Store using their departmental supply budgets.
2. Off-campus use by any employee requires the completion of a *Request for Usage of GTCC Equipment Off Campus* form with supervisor approval. Supervisors must monitor all work off campus by any non-exempt staff as work outside normal work schedules may obligate the college to compensatory time. Non-exempt employees must obtain prior approval before working hours beyond his/her normal work schedule (failure to obtain prior authorization may lead to disciplinary action). In the event an immediate supervisor approves for a non-exempt staff member to complete work assignments off campus, the supervisor must assure that all work, including but not limited to work outside normal work schedules, is documented properly on college time sheets and in accordance with college procedures.
3. It is the employee's responsibility to take appropriate precautions to prevent loss, theft, or damage to the laptop assigned to him/her. Damaged laptops may be replaced with cascaded computers the college owns if they are not repairable. Employees may be responsible for certain costs to repair or replace the laptop if the damage or loss is due to negligence or intentional misconduct.
 - a. Care of the laptop to prevent damage:
 - 1) Food and drink should not be next to the laptop when in use.
 - 2) Cords, cables, and removable storage devices must be inserted carefully.
 - 3) Laptops should not be carried while the screen is open.
 - 4) Employees are responsible for charging batteries if the laptop is to be used while not connected to the campus network.
 - 5) Laptops should always be carried within the protective case.
 - 6) Some carrying cases can hold other objects (such as folders), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
 - 7) The laptop must be turned off before placing it in the carrying case.
 - b. Precautions against theft and reporting theft:
 - 1) Security cables will be provided from MIS to secure the laptop in an office, wherever feasible.
 - 2) Laptops not secured with a cable should not be left unattended in an office without closing and locking the door.
 - 3) Unsecured laptops left unattended overnight should be kept in a locked office or in a locked drawer or cabinet, if available. Otherwise, the laptop should be kept out of plain sight.
 - 4) Under no circumstances should laptops be left in unsupervised areas including the college grounds, the cafeteria, library, unlocked classrooms and hallways or unlocked offices. Unsupervised laptops will be confiscated by staff and taken to the MIS department for safekeeping.
 - 5) Laptops left unattended in a locked parked car should be kept out of plain sight or locked in the trunk.
 - 6) If the laptop is lost or stolen it must be reported to Campus Police immediately. For theft or loss off campus, it should also be reported to local police as well. The police report should include the serial number of the laptop, as well as the make and model and state tag number. Employees assigned laptops should keep a copy of this identification information separate from their laptops. Following notification to law enforcement agencies, MIS should also be notified so that anti-theft devices loaded into the laptop can be remotely activated.
4. Employees shall not have sensitive information on their laptops without precautions against theft of that information. Sensitive information refers to any data that is protected by college policy, or by any local, state or national laws or regulations. This includes, but is not limited to, educational records, personally identifiable information, and confidential internal college information. Precautions to prevent loss of such information include:
 - a. Employees are expected to password protect their laptops by setting a network logon password, and keeping that password confidential.
 - b. If sensitive information is needed for work purposes, it shall be either encrypted or password protected.

- c. Any sensitive information no longer needed for work purposes shall be deleted from the laptop. The trash can should be emptied weekly.
5. The laptop will be configured with a standard suite of programs that are appropriate based on the campus software standards. Based on professional needs, the college may provide additional applications. Periodically the college changes software agreements; when it does, the laptop must be made available for upgrades.

If employees need to install privately owned software, they must demonstrate a business related need and receive permission from the college's Chief Information Officer before installation. If approved, a copy of the license agreement for any software not supplied by the college must be sent to the MIS department before installation on a college-owned computer. Games, entertainment software, or personal finance software must not be installed on a college-owned computer. For additional information regarding software piracy and software licensing visit:

<http://www.bsa.org/usa/antipiracy/> or <http://www.definetheline.com>.

6. The college is not responsible for providing off-campus Internet access. Those employees approved to work at home are responsible for the cost of such service. The MIS department does not provide configuration for specific ISP's. While MIS employees may offer some tips or advice about best practices for off-campus use, it will be up to the employee and his/her ISP to make remote connections work.
7. Employees are responsible for maintaining backups of documents and data files on the laptop. Documents and files may be backed up to removable storage devices or to the storage available on the H drive of the campus network server. If removable storage devices are used, those devices should be kept in a secured location. To insure that virus protection and other security patches are current, employees should plan on connecting to the campus network at least once a week.

12/17/09