



**GUILFORD TECHNICAL COMMUNITY COLLEGE MANAGEMENT MANUAL  
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MARCH 2020**

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## I. CAMPUS FACILITIES

### I-1.1 Use of Facilities and Grounds

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#### I-1.1.1 Use of Facilities by College-Affiliated and Outside Groups

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Guilford Technical Community College's buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of Guilford County and/or GTCC, and when it will not interfere with or be detrimental to the ongoing educational programs, operations, and facilities of the college.

Student and faculty organizations and activities are integral parts of the educational process; therefore, all campus-affiliated groups may, with proper approval, use the college's facilities when their activities are a part of the college's mission.

Groups affiliated with GTCC shall have priority over other groups in reserving campus facilities. When space is available and subject to reasonable procedures for reservations, GTCC welcomes other organizations to campus for meetings or other events when their work supports or enhances the educational purposes of the college and the proposed meeting or event does not generate reasonable concern for the safety of persons or property.

Non-affiliated groups may use GTCC facilities. However, such groups may not use the facilities for profit-making purposes except as specified under [G. S. 66-58\(c\)](#) and [G. S. 115D-20\(12\)](#). UNC Institutions may have access to GTCC facilities as specified in the Memorandum of Understanding between the North Carolina Community College System and the University of North Carolina. Private businesses that loan or donate instructional equipment may use college facilities on a limited basis to demonstrate the equipment to customers or potential customers in accordance with [State Board of Community College Code SBCCC 02C.0503](#).

Attendance at any event may not be restricted on the basis of race, sex, color, religious affiliation, national origin, or disability.

When required, charges for the use of the facilities shall be made according to the schedule of fees outlined in the procedural guidelines of this policy.

|         |            |
|---------|------------|
| Adopted | 12/12/1996 |
| Revised | 06/30/1999 |
| Revised | 02/20/2003 |
| Revised | 04/19/2007 |
| Revised | 10/19/2017 |

### **I-1.1.2 Parking**

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Guilford Technical Community College maintains parking regulations for the safety and benefit of its employees, students, and visitors. GTCC governs its citations, traffic control, and fines according to [N.C. General Statutes Chapter 115D-21](#) (as modified by S.L. 2012-142) and Chapter 20-219.11. A current GTCC parking permit is required for each vehicle parked on campus by GTCC employees and students.

|         |            |
|---------|------------|
| Adopted | 08/17/1995 |
| Revised | 07/12/1999 |
| Revised | 07/20/2000 |
| Revised | 09/13/2000 |
| Revised | 02/23/2009 |
| Revised | 10/01/2013 |

### **I-1.1.3 Smoking and Tobacco Use**

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Tobacco use will not be permitted at any time at any Guilford Technical Community College facility. E-cigarettes, other smoking devices, and/or paraphernalia are also not permitted on campus. Minimal use of tobacco will be permitted for specific educational purposes which have prior approval from the college. Students who violate the policy are subject to disciplinary action as provided for in *IV-3.1.1 Student Code of Conduct* policy (). Faculty and staff who violate the policy are subject to disciplinary action according to the *V-2.1.2 Disciplinary Action Including Termination* policy.

|         |                                |
|---------|--------------------------------|
| Adopted | 12/1997                        |
| Revised | 06/16/2005                     |
| Revised | 10/18/2007 (effective 08/2008) |
| Revised | 10/14/2010 (effective 01/2011) |
| Revised | 06/19/2014                     |



### I-1.1.4 Solicitation on Campus

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Guilford Technical Community College promotes the efficiency of the public services it performs. Therefore:

1. Solicitation or distribution by persons other than employees of GTCC in those areas of school property which are open to the public is prohibited to the extent that such solicitation or distribution results in disruption of or interference with college, administrative, or operational activities.
2. Solicitation or distribution by GTCC employees in working areas during working time is prohibited. However, the institution may sponsor solicitations (such as United Way) during work time.
3. No solicitation or advertisement may be posted on GTCC property or college electronic media until approved by the appropriate administrator responsible for the area where the notice is to be posted.
4. No solicitation or advertisement may be posted on vehicles parked on GTCC property until approved by either the associate vice president, Facility Operations and Safety (when requested by employees and/or the general public) or the associate vice president, Student Services (when requested by students).
5. For an employee, student, or student organization wishing to solicit monetary or in-kind donations from corporate, foundation, organization, and individual donors beyond employees and students, the solicitor must contact the Foundation Office to approve a list of proposed contacts in advance of solicitation and adhere to the *III-2.1.5 Fundraising* policy to ensure solicitations are in accordance with fundraising guidelines.

|         |            |
|---------|------------|
| Adopted | 06/20/1996 |
| Revised | 02/19/1998 |
| Revised | 02/15/2010 |
| Revised | 04/19/2018 |

### **I -1.1.5 Free Speech and Public Assembly**

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Guilford Technical Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Guilford Technical Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The college will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to normal operations of the college including but not limited to instruction or college business, or actions that interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Adopted      08/20/2009

### **I-1.1.6 Speakers, Non-Classroom Guests**

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Individuals may be invited to speak at Guilford Technical Community College under the conditions set forth in the procedural guidelines of this policy. The guest speaker may answer questions from the floor relating to the content of the presentation. The college reserves the right to designate a location for the program or presentation.

Adopted      10/17/1996  
Revised      09/28/2009

### **I-1.1.7 Lake and Shore Area Use**

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As detailed in the accompanying procedure, the Guilford Technical Community College lakes and shore areas are open to the general public for limited recreational purposes from dawn to dusk daily. No recreational wading, swimming or boating is permitted. Fishing is governed by state fishing licensure requirements and state fish size and creel limits. GTCC reserves the right to prohibit fishing at any time and for any length of time in order to prevent depletion of the fish population. Use by the general public may be preempted for approved college uses.

Anyone may request use of the lake according to procedures associated with this policy.

|         |            |
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| Adopted | 08/17/1995 |
| Revised | 06/2006    |
| Revised | 10/20/2016 |

### **I-1.1.8 Skateboarding and Other Conveyances**

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Skateboarding is prohibited on all GTCC campuses because of potential risks to the skateboarder, pedestrians, motorists and other individuals on campus.

Other wheeled conveyances such as sneaker skates, roller blades, bicycles, scooters, hover boards or any similar items of any type or brand name must not be used in a way that endangers the person using them, other people, or property. They may not be used at any time inside buildings, on sidewalks, steps or ramps that are being used by pedestrians, on benches or tables, and/or in any way that might destroy property or landscaping.

|          |  |
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| Adopted  | 08/16/2002   |
| Reviewed | 01/22/2014 (President's Council Reviewed, no change) |
| Revised  | 02/18/2016   |

### **I-1.1.9 Naming of Facilities and Other Tributes**

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Final authority for naming facilities (or any specialized campus center or activity) rests with the Board of Trustees.

The character and use of the facility to be named or the purpose of the naming tribute should be considered when a name is chosen. Individuals for whom facilities or tributes are named should, as a rule, be alumni, college personnel, trustees, major donors, or other distinguished persons, whether living or deceased who have had a significant positive impact on the college over an extended period of years. Duplication of names should be avoided; no facility should be named for a person whose surname has already been assigned to another facility.

The word "facility" as used above applies to buildings, conference rooms, streets, courts, athletic fields, and other named places. Other tributes include curriculum programs, workforce/continuing education programs, an event or series of events, or other designated special funds. Use of the words "individual" and "person" above need not preclude the naming of facilities for families, groups, organizations, foundations, or corporations.

|          |                             |
|----------|-----------------------------|
| Adopted  | 08/21/1997                  |
| Reviewed | 02/19/1998                  |
| Reviewed | 04/18/2013 (Board Reviewed) |
| Revised  | 02/18/2020                  |

### **I-1.10 Public Complaint**

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Guilford Technical Community College strives to respond to public complaints to the greatest extent possible. College personnel will work diligently to answer questions, clarify information, and resolve problems. If informal efforts to solve problems do not satisfy the complainant, members of the public may submit formal complaints to campus deans, vice presidents, or the president.

Adopted      10/25/2003  
Revised      06/19/2014

### **I-1.1.11 College Closure/Delay**

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The following procedures will apply in the event of emergency and inclement weather circumstances that required the college to close or to delay opening.

<https://www.gtcc.edu/student-life/campus-safety-and-police/index.php>

|         |            |
|---------|------------|
| Adopted | 02/15/1996 |
| Revised | 10/1998    |
| Revised | 11/1999    |
| Revised | 12/2003    |
| Revised | 10/2004    |
| Revised | 10/2012    |
| Revised | 04/18/2013 |



## I-2.1 Campus Safety

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### I-2.1.1 Campus Police Authority and Responsibility to Report Criminal Activity

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The college maintains a Campus Police Department for security and law enforcement on its campuses. The GTCC Campus Police Department employs both sworn and non-sworn personnel. The sworn officers possess the power of arrest and the authority to enforce all state laws and college regulations on all of GTCC's property and on all roads and highways that run through or adjacent to the campuses. The Campus Police Department enjoys a close working relationship with local law enforcement agencies, including the Greensboro Police Department, Guilford County Sheriff's Department, High Point Police Department and the Piedmont Triad International Airport Police.

The college will make timely warning reports to members of the campus community regarding the occurrence of criminal offenses as required by [20 United States Code section 1092\(f\)](#), the [“Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”](#)

All students, employees, and others on campus have a duty to report incidents of criminal activity to Campus Police or another college official as soon as possible after they are observed.

Adopted        10/02/2001  
Revised        02/20/2014

### **I-2.1.2 Use of Taser Electronic Control Devices**

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The college's campus police are authorized to utilize Taser electronic control devices against dangerous or violent persons as reasonably necessary in the performance of their lawful duties for the college. Provided, however, that the campus police shall not utilize Taser electronic control devices to deny or violate anyone's constitutional rights under the North Carolina State Constitution or the Constitution of the United States of America.

Adopted      04/21/2011

### **I-2.1.3 Drug Free Workplace**

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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 or student is engaged in work or college activities on behalf of the college.

Any employee or student violating this policy will be subject to disciplinary action up to and including termination or dismissal.

Adopted      04/18/1996  
Revised      02/20/2014

#### **I-2.1.4 Anti-violence and Threat Assessment**

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Guilford Technical Community College is committed to providing a safe learning and working environment for all students, faculty, staff, visitors and volunteers. This policy applies to situations, including electronic and online communications, involving acts of harassment or abusive behavior, assaults, threats or other acts of violence by any student, employee, or other person on a GTCC campus or at any sponsored or supervised college activity, whether on or off campus or online.

Acts of violence, threats of violence, harassment, or acts of intimidation (i.e. statements or physical acts which put a reasonable person in fear of harm to him/herself or another), with or without the presence of a weapon, will not be tolerated at GTCC. Violations of this policy shall result in appropriate disciplinary action, including suspension, expulsion, separation or criminal charges.

|         |            |
|---------|------------|
| Adopted | 06/16/2011 |
| Revised | 02/2014    |
| Revised | 10/20/2016 |

### **I-2.1.5 Accidents/Safety**

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Accidents and all other incidents relating to the safety of all individuals on GTCC campuses and the protection of property shall be timely reported to Campus Police.

Preventive safety measures are the responsibility of all faculty and staff members. Faculty and staff shall continuously monitor their working areas to detect existing or potentially unsafe work practices and/or conditions. Such work practices or conditions will be promptly reported to the Risk Manager.

|         |            |
|---------|------------|
| Adopted | 08/17/1995 |
| Revised | 11/26/2001 |
| Revised | 01/14/2002 |
| Revised | 06/19/2014 |

### **I-2.1.6 Sexual Harassment, Sexual Violence, and Anti-Harassment**

Guilford Technical Community College is committed to providing an educational and working environment that is free from discrimination and harassment for faculty, staff, and students. This commitment extends to prospective employees (applicants) as well. See *V-1.1.1 Employment*, *V-1.1.10 Equal Opportunity*, and *V-5.1.6 Anti-Harassment* policies.

In accordance with [\*Title IX of the Education Amendments of 1972, 20 U.S.C.1681 et seq.\*](#), GTCC prohibits discrimination on the basis of sex in education programs and activities operated by recipients of Federal financial assistance. The college does not unlawfully discriminate and offers equal access to its educational programs and activities regardless of an individual's sex or gender (including gender expression, gender identity and sexual orientation). Under Title IX, discrimination on the basis of gender or sex can include sexual harassment, sexual violence, sexual assault, sexual battery, sexual coercion, interpersonal violence, and stalking.

Retaliation against anyone who in good faith brings forward a complaint pursuant to this policy is strictly prohibited. Anyone responsible for retaliation, or threats of retaliation will be subject to disciplinary action by GTCC up to and including suspension, expulsion or other termination from the college. Retaliation should be reported promptly to one of the college's Title IX Coordinators. Retaliation by a person not affiliated with the college may be addressed by Campus Police.

|         |                                  |
|---------|----------------------------------|
| Adopted | 10/02/2001                       |
| Revised | 10/20/2011                       |
| Revised | 06/16/2016                       |
| Revised | 07/17/2017 (contact name update) |
| Revised | 04/30/2018 (contact name update) |
| Revised | 06/17/2019 (contact name update) |
| Revised | 03/05/2020 (location update)     |

### I-2.1.7 Alcohol and Controlled Substance Use

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No person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Guilford Technical Community College (GTCC) except as otherwise provided in this policy. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances at any location while engaged in activities on behalf of GTCC.

“Alcoholic beverage” means any beverage containing at least one-half of one percent (0.5%) by volume, including beer, malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission (NCABC) under Chapter 18B of the North Carolina General Statutes.

“Controlled substances” means any drug included in [21 CFR Part 1308, Article V of Chapter 90 of the North Carolina General Statutes](#) or any other drugs or substances regulated under any federal or state laws or regulations, including but not limited to heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription.

Subject to compliance with the procedures set forth below, the above prohibitions shall not apply to the following circumstances:

1. Use of alcoholic beverages at special events on GTCC property that have been specifically approved in advance by the president or designee and comply with applicable laws and the requirements outlined in Paragraph 4 of the Procedures below. The president shall have the authority to limit the types of alcohol served.
2. Use of alcoholic beverages or controlled substances for approved educational purposes on the premises of GTCC or at other locations on behalf of GTCC when the activity complies with the applicable laws.
3. Possession and use of legal drugs by a person with a valid prescription for such drugs. However, if the legal prescription is being improperly used, or if it has side effects that cause the user to become impaired, GTCC may take appropriate protective measures.

|         |                         |
|---------|-------------------------|
| Adopted | 08/17/1995              |
| Revised | 10/25/2003              |
| Revised | 08/2006                 |
| Revised | 01/13/2014 (procedures) |

### **II-2.1.8 Records Retention and Disposition**

Pursuant to [G.S. §121-5](#) and [G.S. §132-8](#), Guilford Technical Community College shall destroy, transfer or dispose of records in the manner and the times specified in the [Records Retention and Disposition Schedule](#) as published and maintained by the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records.

Adopted            10/16/2017  
Revised            04/09/2018  
Revised            05/29/2018 (To include NCDNCR revisions)  
Approved by NCDNCR        03/01/2019



## II. SECURITY, CONFIDENTIALITY, AND INTEGRITY OF INFORMATION

### II-1.1 Information Security and Confidentiality

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Guilford Technical Community College collects and stores varied types of data in order to facilitate the college's business. As a responsible organization, and to comply with state and federal statutes, the college recognizes that data should be treated as any other valuable asset: it should be protected from accidental or unauthorized use, theft, modification, or destruction; data should be secured from the time of collection until the time of disposal; access to stored data should be secure and at the minimum level necessary for effective job performance. Those with access to college data must abide by college policies that prevent unauthorized disclosure of restricted information. This policy covers both electronic and non-electronic data. Violators of this policy may be prosecuted and will be subject to disciplinary action that may include termination of employment. All exceptions to this policy must be approved by the president or designee.

It is the intent of the college to comply with all applicable laws (such as but not limited to FERPA, HIPPA, Gramm-Leach-Bliley, the NC Identity Theft Prevention Act) that specify information security requirements. Each department head is responsible for periodically reviewing the procedures for handling information in his or her area of responsibility, and for taking remedial action where necessary to insure that data is handled in a secure manner. Information security is the responsibility of every employee, and the college holds each employee accountable for the security of any data accessed in the course of work.

|         |  |
|---------|--|
| Adopted | 10/25/2003                             |
| Revised | 02/15/2007                             |
| Revised | 12/15/2011                             |
| Revised | 08/12/2016 (Titles only in procedures) |
| Revised | 03/11/2020 (procedures)                |

## II-2.1 Public Information

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### II-2.1.1 Code of Ethics

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Guilford Technical Community College is committed to maintaining the highest professional standards in all of its academic and administrative operations; promoting ethical practices among its administrators, faculty, staff, and students; and ensuring a level of accountability appropriate for a public institution. Individuals are expected to observe all federal, state, and local laws including those pertaining to equal opportunity, nondiscrimination, and harassment.

Personal interactions among members of the college community and between members of the college community and those outside the college community should be characterized by truthfulness, openness to new ideas, civility, and consideration for the rights of others. Each member of the college should respect the rights of others to freedom of thought, opinion, speech, and association.

Individuals shall present information accurately, comply with policies to the best of their abilities, and use the institution's resources appropriately. Each employee is responsible for avoiding real or apparent conflicts of interest; ensuring that authority is exercised within a framework of accountability; and ensuring that information is managed in accordance with relevant public record and privacy statutes.

Approved      06/2006  
Revised      01/29/2018 (procedures)

### **II-2.1.2 Internet Acceptable Use**

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Internet services are provided for Guilford Technical Community College students to support their educational needs and for GTCC faculty and staff to support their professional activities. All GTCC users are responsible for using the Internet in an effective, efficient, ethical and lawful manner. Internet access is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly.

|          |  |
|----------|--|
| Approved | 06/20/1996                             |
| Revised  | 07/12/1999                             |
| Revised  | 07/11/2003                             |
| Revised  | 08/12/2016 (titles only in procedures) |
| Revised  | 02/13/2017 (procedures)                |

### **II-2.1.3 Social Media**

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Guilford Technical Community College (the “college”) may establish official college social media networking sites to facilitate information sharing and collaboration. Social media communications tools may be used for official college business such as marketing to potential students; communicating with prospective and current students, alumni, and employees; educating the public about the college and its mission, programs and events; and for emergency communications. The Director of Marketing and Public Information shall coordinate with the Chief Information Officer to establish and maintain appropriate college procedures governing use of social media by college employees, independent contractors, and students (collectively, “College Community Members”) and shall ensure that these procedures are readily accessible by such College Community Members.

Adopted      02/16/2012

#### **II-2.1.4 Marketing/Public Information**

To ensure the timeliness, accuracy and consistency of news and information concerning GTCC, the preparation and release of news, features, advertising copy, publications and other printing projects will be coordinated by the Marketing/Public Information Office.

Inquiries from the media are to be referred to the Marketing/Public Information Office to determine the appropriate employee to respond on behalf of the college.

Adopted      08/17/1995  
Revised      12/12/2013

## **II-2.1.5 Public Records**

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Guilford Technical Community College will provide access to, and copies of, records and documents in accordance with, and subject to, [Chapter 32 of the North Carolina General Statutes](#) and other applicable State and Federal laws. The president may designate individuals authorized to provide access to, and copies of, such records and documents. The fees charged for providing copies of records and documents shall not exceed the actual cost to the college for making such copies. The fees for certifying copies of such records and documents shall be as provided by law. See Chapter 32 of the North Carolina General Statutes for the State's Public Records law as specific questions about what constitute public records arise.

Adopted        06/20/1996  
Revised        01/13/2020 (procedures CLT)

## II-2.1.6 Intellectual Property

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Guilford Technical Community College adopts the following document as its Intellectual Property Policy. The president and/or designees of the president have the authority to make changes in the provisions of Section 6. Administration of Intellectual Property without further action of the Board of Trustees.

### SECTION 1. INTRODUCTION

This document establishes a policy for Guilford Technical Community College (“GTCC”) with respect to intellectual property developed by faculty, staff, and students. The goals of this Policy are:

- To provide appropriate incentive to creative intellectual effort by faculty, staff, and students;
- To establish principles for determining the interests of GTCC, authors, inventors, and sponsors in regard to original works of authorship, inventions, and/or discoveries;
- To enable GTCC to determine the significance of original works of authorship, inventions, and/or discoveries that may be brought to the point of commercial utilization; and
- To recognize the right of the author or inventor to financial benefits in the original works of authorship, inventions, and/or discoveries.

### SECTION 2. COPYRIGHTS

The GTCC policy with regard to copyrightable works is intended to foster the traditional freedoms of GTCC faculty, staff, and students in matters of publication, through a fair and reasonable balance of the equities among authors, sponsors, and GTCC. At the same time, the policy is intended to ensure that copyrightable materials in which GTCC has a legitimate interest are utilized in a manner consistent with the public interest.

#### A. Definition of Copyrightable Material

Copyrightable materials include original works of authorship for which property rights are protected under federal copyright legislation such as books, manuscripts, artistic works, movies, television programs, software, music, and multimedia materials.

#### B. Copyright Use

GTCC supports the responsible, good faith exercise of fair use rights, as codified in [17 U.S.C. § 107](#), by faculty, librarians, and staff in furtherance of their teaching, research, service, and other educational activities. (Copyright Law of the United States of America and related laws contained in Title 17 of the United States Code.)

GTCC shall:

1. Inform and educate the GTCC community about fair use and the application of the four fair use factors as set forth in [17 U.S.C. § 107](#) and as interpreted in applicable case law. The four factors are:
  - a. The character and purpose of the proposed use.
  - b. The nature of the work to be used.
  - c. The amount and substantiality of the portion to be used.
  - d. The effect on the market or potential market for the work.
2. Develop and make available resources concerning copyright laws in general and the application of fair use in specific situations.

3. Ensure that employees and students have access to assistance in making fair use determinations.

#### C. Ownership

##### 1. Works by faculty

##### a. Non-Directed Works

A “non-directed work” is a pedagogical, scholarly, literary, or aesthetic (artistic) work originated by a faculty employee resulting from an effort that is not specifically funded or created at the direction of GTCC. Such works may include textbooks, manuscripts, scholarly works, fixed lecture notes, distance learning materials not falling into one of the other categories of this Policy, works of art or design, musical scores, poems, films, videos, audio recordings, or other works of the kind that have historically been deemed in academic communities to be the property of the author.

Except as otherwise provided in Section 2 of this Policy, non-directed works shall be owned by the author (the word “author” as used in this Policy also includes the plural where there is more than one author or contributor) of the work. (See Section 2(C)(2) below for the definition of “work for hire;” under the Copyright Act GTCC is deemed the “Author” of a work for hire.) If GTCC is to be involved in commercializing a non-directed work, the work’s author shall assign the work to GTCC. In cases of ownership by the author of a non-directed work, GTCC, where practical, shall be granted a non-exclusive, nontransferable, royalty-free license to reproduce, distribute, publicly perform, publicly display, or make derivative works of the work for its own educational or research use (hereinafter referred to as a “Shop Right”).

##### b. Non-Directed Works Involving Exceptional Use of GTCC Resources

“Exceptional use of GTCC resources” means GTCC support of non-directed works with resources of a degree or nature not routinely made available to faculty in a given area.

The following are some examples of that are presumed to be exceptional use:

- 1) Waiver of fees normally required to use specialized GTCC facilities (e.g., equipment, production facilities, service laboratories, special computing resources, studios) where those facilities are used in creation of the work;
- 2) GTCC grants or gifts in support of the work’s creation;
- 3) Reduction in levels of teaching, service or other GTCC employment responsibilities (e.g., course load, student advising, division/department meetings, office hours, administrative tasks) granted solely for the purpose of facilitating creation of a specified work or works; and
- 4) Use of GTCC personnel, laboratory space, equipment, or supplies not routinely made available to faculty or employees.

Exceptional use does not normally include routine use of GTCC personnel, office space, laboratories, desktop computers, libraries, telephones, and information resources in a manner that (i) does not interfere with or delay use for GTCC business purposes, and (ii) does not result in substantial direct costs to GTCC.



Non-directed works involving exceptional use of GTCC resources shall be owned by GTCC. However, upon approval by the Intellectual Property Committee, GTCC may release or transfer its rights to the work's author, with GTCC retaining (1) a Shop Right, and/or (2) the right to require reimbursement and/or income sharing from the author to GTCC if the work produces income for the author. The parties may also negotiate for joint ownership of such works, with the approval of the Intellectual Property Committee.

c. Directed Works

“Directed works” include works that are specifically funded or created at the direction of GTCC (including, but not limited to, works for hire by faculty or other employees).

Directed works shall be owned by GTCC. The work's author, where practical, shall be granted a Shop Right. GTCC may release or transfer its authorship rights to the work's author under a written agreement negotiated between the author and GTCC, usually with GTCC retaining (1) a Shop Right, and/or (2) the right to require reimbursement and/or income sharing from the work's author to GTCC if the work produces income for the author. The parties may also negotiate for joint ownership of such works, with the approval of the Intellectual Property Committee.

d. Sponsored or Externally Contracted Works

A “sponsored or externally contracted work” is any type of copyrighted work developed using funds supplied under a contract, grant, or other arrangement between GTCC and third parties.

For a sponsored or externally contracted work created under an agreement that expressly requires copyright ownership by GTCC, the author of the work must disclose the work to GTCC. Provided there is no conflict with a sponsored agreement, GTCC may release or transfer its rights to the work's author under an agreement negotiated between the author and GTCC, usually with GTCC retaining (1) a Shop Right, and/or (2) the right to require reimbursement and/or income sharing from the work's author to GTCC if the work produces income for the author; or the parties may also negotiate for joint ownership of such works, with the approval of the Intellectual Property Committee. For a sponsored or externally contracted work created under an agreement that does not expressly require copyright ownership by GTCC or a third party, the author of the work shall own the work, subject to required disclosure to GTCC. In case of ownership by the work's author, GTCC, if practical, shall be assigned a Shop Right.

2. Works by GTCC Staff

For purposes of this policy, a staff member that engages in academic instruction shall be Considered “Faculty” with regards to works created within the scope of the staff member's employment and relating to the provision of academic instruction by such staff member. (See Section 2(C)(2) above).

Most works by GTCC staff members are considered to be “Works for Hire.” A “work made for hire” is:

- A work prepared by an employee within the scope of his or her employment, including without limitation a work created in the context of carrying out

administrative duties for GTCC; or

- A work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.
- Works for hire made by GTCC staff shall be owned by GTCC. In special cases, however, GTCC may enter into a written agreement in advance that the employee shall own the copyright. In addition, the Intellectual Property Committee may waive GTCC ownership.

### 3. Works by Independent Contractors

Works by independent contractors shall be owned in accordance with the contract under which the work was created. GTCC shall ensure that there is a written contract for work by an independent contractor specifying GTCC ownership.

### 4. Works by Students

“Student works” are papers, computer programs, theses, dissertations, artistic and musical works, and other creative works made by students in the instructional process. For purposes of this Policy, the term “students” includes teaching, graduate, and research assistants.

Except as provided below, student works shall be owned by the author, and GTCC, where practical, shall be granted a Shop Right.

- 1) Sponsored or Externally Contracted Works: Ownership shall be in accordance with Section 2(C)(1)(d) of this Policy on sponsored or externally contracted works made by faculty or other GTCC employees.
- 2) Works for Hire: Student works created by students in the course of their employment with GTCC shall be considered to fall within the scope of Work for Hire in accordance with Section 2(C)(2) of this Policy on works for hire made by GTCC staff.

### D. Distribution of Income

**Commercialization of Employee or Student Owned Works by GTCC:** If a GTCC employee or student wants GTCC assistance to commercialize a work for which he/she owns the copyright, he/she must contact the Intellectual Property Committee. If the Intellectual Property Committee agrees to assist in commercialization, the author must assign copyright in the work to GTCC. The assignment agreement shall contain provisions outlining the commercialization responsibilities of GTCC and a mechanism for the sharing of commercial proceeds with the author. The author receives sixty (60%) percent of the net proceeds from the commercialization of the work and GTCC receives forty (40%) percent.

**Commercialization of GTCC Owned Works:** GTCC may commercialize works owned by GTCC. If a work created by a faculty member is owned by GTCC due to exceptional use of GTCC resources and is commercialized by GTCC, GTCC receives sixty (60%) percent of the proceeds and the author receives forty (40%) percent of the net proceeds.

Commercialization of Jointly Owned Works: Works that are jointly owned by GTCC and the author may be commercialized in accordance with a written agreement negotiated by the parties and the division of proceeds will be specified in that agreement.

E. Works Subject to Protection by Both Copyright and Patent Laws

In cases where an invention or creation is subject to protection under both patent law and copyright law, if GTCC elects to retain title to its patent rights, then the inventor/author(s) shall assign the copyrights to GTCC and the inventor/author(s) shall be compensated in accordance with the royalty provisions of this Policy regarding patent revenue sharing.

F. Videotaping and Related Classroom Technology

Any courses that are videotaped, recorded, or transmitted using any media are GTCC property and may not be further distributed without permission from the Intellectual Property Committee. All videotaped courses shall carry an appropriate copyright notice.

G. Copyright Registration

The responsibility for determining the need for copyright registration of a GTCC owned work shall rest with the Intellectual Property Committee.

H. Use of GTCC Name in Copyright Notice

In general, all GTCC owned works should bear appropriate copyright notice. Such copyright notice should be composed and affixed in accordance with United States copyright law, as follows:

Copyright (year) GTCC. All Rights Reserved. The date in the notice should be the year in which the work was created, with separate dates included for years in which any changes are made to the work.

### SECTION 3. INVENTIONS

A. Patent Ownership

GTCC shall own all rights and title in all inventions and discoveries of GTCC faculty, staff and students that are: (1) conceived or first actually reduced to practice as a part of or as a result of GTCC research or activities within the scope of the inventor's employment by GTCC, or (2) that involve the use of GTCC time, facilities, staff, materials or funds administered by GTCC. Inventions that are made by faculty, staff, and students entirely on their own time and without the use of GTCC facilities, equipment, staff, supplies, resources, or trade secret information, shall remain the exclusive property of the inventor.

In the event there is a question as to whether GTCC has an ownership claim to an invention, the invention should be disclosed according to Section 3(B) below. Such disclosure is without prejudice to the inventor's ownership claim. In determining ownership interest in an invention, GTCC may determine that GTCC has no property interest in an invention because its conception and reduction to practice were unrelated to the inventor's duties as a GTCC employee or involved only insignificant use of GTCC resources (such as office space or libraries normally available to all faculty and staff). The inventor will receive a written statement confirming GTCC's property interest. If a student makes an invention that is, or

may be, subject to GTCC ownership in accordance with this Policy, the student shall disclose the invention to GTCC as provided in Section 3(B) below, and GTCC, together with the student, shall determine an equitable resolution of ownership rights.

#### B. Disclosure

GTCC faculty, staff, and students are required to report all inventions and discoveries in which GTCC may have an interest to GTCC's Intellectual Property Committee (a "Disclosure Report"), at which time the possibility of exploring patenting should be considered. Students should first discuss an invention with their instructor, who shall assist them in further discussion with GTCC.

In order to preserve rights in unpatented inventions, it shall be the duty of the inventor, or of the supervisor if the inventor is not available, to report to the Intellectual Property Committee any publication, submission of manuscript for publication, sale, public use, or plans for sale or public use, of an invention, if a Disclosure Report has previously been filed with respect to the invention. If an invention is disclosed to any person who is not employed by GTCC or not working in cooperation with GTCC upon that invention, a record shall be kept of the date and extent of the disclosure, the name and address of the person to whom the disclosure was made, and the purpose of the disclosure. The inventor shall promptly notify the Intellectual Property Committee of the acceptance for publication of any manuscript describing the invention or any sale or public use made or planned by the inventor.

In those cases in which GTCC has obtained a patent without obligation to any sponsor that supplied funds under a contract, grant, or other arrangement for the development of the underlying invention, and no arrangement has been made for commercial development of the invention within a reasonable period from the date of the issuance of the patent, the inventor(s) may request in writing a release of GTCC's patent rights. The Intellectual Property Committee will promptly either grant the request or will advise the inventor of GTCC's plans for the development of the invention.

As to any invention in which GTCC has determined that GTCC has an interest, the inventor, upon request, shall execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in GTCC or its assignees any or all rights to the invention, including complete assignment of any patent or patent applications relating to the invention. GTCC personnel may neither (a) sign patent agreements with outside persons or organizations which may affect GTCC's rights and interests as stated in this Policy or as provided in any grant or contract funding the invention, nor (b) without prior written authorization use the name of GTCC in connection with any invention.

#### C. Revenue Sharing

GTCC shall share revenue which it receives from patents or inventions with the inventors. As noted above, specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions made in connection with sponsored research; consequently, revenues GTCC receives from such inventions may be subject to payments of royalty shares to sponsors or contractors. Moreover, GTCC may contract with outside

persons or organizations to obtain, manage, and defend patents, and any royalty shares of expenses contractually committed to such persons or organizations may be deducted before revenues accrue to GTCC.

The revenues (net, if applicable per the preceding paragraph) which GTCC receives from a patent or invention will be applied first to reimburse GTCC for any incremental expenses incurred by it in obtaining and maintaining patents and/or in marketing, licensing and defending patents or licensable inventions. After provision for such expenses, the inventor's share of such revenues shall be as follows: 50% of the first \$500,000 of the net revenue and 35% of net revenue thereafter. In the case of co-inventors, each such percentage share shall be subdivided equally among them, unless GTCC in its sole discretion determines a different share to be appropriate. Applicable laws, regulations or provisions of grants or contracts may, however, require that a lesser share be paid to the inventor.

D. Inventor Request for a Determination of GTCC Rights

If the inventor believes that the invention was made outside the general scope of his or her GTCC duties or entirely on the inventor's own time and without the use of GTCC resources, and does not choose to assign the rights in the invention to GTCC, he or she shall, in the invention disclosure, request that the Intellectual Property Committee determine the respective rights of GTCC and the inventor in the invention and shall include information on the following points:

- 1) The circumstances under which the invention was made and developed;
- 2) The employee's or student's official duties at the time of the making of the invention;
- 3) Whether he or she requests a waiver or release of any GTCC claims or acknowledgment that GTCC has no claim;
- 4) Whether he or she wishes a patent application to be prosecuted by GTCC, if it should be determined that an assignment of the invention to GTCC is not required under this Policy; and
- 5) The extent to which he or she would be willing voluntarily to assign domestic and foreign rights in the invention to GTCC if it should be determined that an assignment of the invention to GTCC is not required under this Policy.

E. Responsibilities of GTCC Personnel

Employees engaged in external consulting work or business are responsible for ensuring that agreements emanating from such work are not in conflict with this Policy or with GTCC's contractual commitments. Such employees should make their GTCC obligations known to others with whom they make such agreements and should provide other parties to such agreements with a statement of this Policy.

**SECTION 4. TRADEMARKS AND SERVICE MARKS**

Trademarks and service marks (collectively "trademarks") include any word, name, symbol, sounds or device used by a person or entity in commerce to distinguish its goods/services from those of others and to identify the source of those goods/services. Trademarks used for goods or services distributed by GTCC shall be owned by GTCC. Examples include, but are not limited to, names and symbols used in conjunction with computer programs or GTCC activities and events. The ownership of a trademark is determined by the identity of the entity that uses the

trademark. It follows that the fact that a member of the faculty, staff or student creates a trademark used by GTCC does not confer any ownership rights in the faculty member, staff or student. The Intellectual Property Committee should be consulted about registration, protection, and use of marks.

#### SECTION 5. PROPRIETARY INFORMATION

Proprietary information arising out of GTCC work (e.g. Actual and proposed terms of agreements, financial arrangements, or confidential business information) shall be owned by GTCC. Trade secret is a legal term referring to any business or technical information, whether or not copyrightable or patentable, which derives commercial value from not being generally known or readily ascertainable and is the subject of reasonable efforts to maintain its secrecy. Trade secrets are proprietary information.

#### SECTION 6. ADMINISTRATION OF INTELLECTUAL PROPERTY

##### A. Organization

The vice president of Instruction is responsible for the administration of intellectual property matters at GTCC. GTCC may contract with outside agents for certain technology transfer services, including marketing and licensing of GTCC owned copyrights and inventions. The vice president of Instruction is authorized to negotiate with reputable agencies or firms to secure arrangements for intellectual property management, including evaluation of invention disclosures, filing of patent, trademark, and copyright applications, and licensing and administration of intellectual property.

##### B. Intellectual Property Committee

The Executive Vice President shall appoint an Intellectual Property Committee (IPC) consisting of no fewer than three members. The vice president of Instruction shall serve as Chairman of the Committee, and the vice president of Workforce and Continuing Education and at least one faculty member shall serve on the Committee. The Committee shall be responsible for the following:

- 1) Review and recommend to the Board of Trustees changes to these Procedures.
- 2) Decide upon appropriate disposition of intellectual property disclosures.
- 3) Resolve questions of intellectual property ownership.
- 4) Recommend the expenditure of royalties.
- 5) Make such recommendations as are deemed appropriate to encourage disclosure and assure prompt and effective handling, evaluation, and prosecution of invention opportunities and to protect the interests of GTCC and the public.

The president of GTCC shall have the right to review and overrule any decision of the Intellectual Property Committee. Any interested party may appeal a decision of the Intellectual Property Committee to the president of GTCC.

|         |            |
|---------|------------|
| Adopted | 10/23/1997 |
| Revised | 02/19/2004 |
| Revised | 10/18/2007 |

## II-2.1.7 Copyright

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All college-sponsored instruction, activities, events, publications, theatrical, or musical performance must be in compliance with federal copyright law ([Title 17, U.S. Code](#)). Employees of the college are individually responsible for identifying and obtaining information about copyright requirements, which relate to the performance of their duties, and for conforming to them. Employees who do not adhere to copyright requirements are acting beyond the scope of their employment, and may be subject to disciplinary action or dismissal. In order to assist employees in complying with the copyright law, the college maintains guidelines and procedures on the copyright law and its application.

Adopted 08/21/1997

Revised 07/12/1999

### **II-2.1.8 Records Retention and Disposition**

Pursuant to [G.S. §121-5](#) and [G.S. §132-8](#), Guilford Technical Community College shall destroy, transfer or dispose of records in the manner and the times specified in the [Records Retention and Disposition Schedule](#) as published and maintained by the North Carolina Department of Cultural Resources, Division of Archives and Records.

|         |  |
|---------|--|
| Adopted | 10/16/2017                               |
| Revised | 04/09/2018                               |
| Revised | 05/29/2018 (to include NCDNCR revisions) |



## II-3.1 Private Information

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### II-3.1.1 Use of Private Information

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Individuals using Guilford Technical Community College's computer resources may have the ability to access sensitive information about students and college employees. The college takes seriously the privacy of such information. All users, when signing onto the system, must acknowledge responsibility to use such privileged information ethically and for academic or college business purposes only.

Data that is subject to privacy rules may not be moved to an off-campus server, nor may employees access the data on a college server from off-campus unless authorized by the Director of ITS. Individuals not employed by the college or under a college contract requiring such action are not allowed to access college data without specific prior approval.

Employees who have knowledge of campus security setups and configurations such as passwords, IP addressing schemes, etc., are prohibited from sharing such information with students or non-GTCC employees, with the exception of vendors working with the college on specific projects. Attempts to break security setups or hack into systems are prohibited.

Violators may be prosecuted and will be subject to disciplinary action that may include termination of employment.

Adopted        12/12/2002  
Revised       02/17/2005

### **II-3.1.2 Personal Information Protection**

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Guilford Technical Community College maintains electronic and written personal information which is essential to performing college business. The college has both rights and obligations to manage, protect, secure, and control personal identifying information. Personal identifying information includes but is not limited to an individual's name combined with any confidential distinguishing information and/or numbers such as social security numbers, bank account numbers, credit cards numbers, driver's license numbers, and personal identification numbers (PINs). Every employee, student and affiliate (including but not limited to contractors, temporary staff, consultants, volunteers, and vendors) of GTCC should protect this personal information when collecting, using, transferring, storing, and disposing of it.

Adopted        10/26/2006  
Revised        06/19/2014

### **II-3.1.3 Identity Theft Prevention Program**

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In compliance with the [Federal Fair and Accurate Credit Transactions Act of 2003 \(FACTA\), Section 114](#), and rules promulgated by the Federal Trade Commission to address identity theft, GTCC will implement procedures to protect students and college employees from damages associated with the compromise of sensitive personal information. The college will identify patterns, practices, or specific activities (red flags) associated with new and existing accounts which indicate the possibility of identity theft; take measures to prevent identity theft; and respond to identity theft should it occur.

The Board of Trustees directs the president to be responsible for the oversight, implementation, and administration of this Identity Theft Prevention Program. Particular direction should be given to the implementation of this and related policies, to the continuing education of both employees and students regarding the importance of properly protecting personal information, and to the monitoring of any experiences which demonstrate a need for change in either policy or procedures.

Adopted      04/23/2009

### III. POLICIES AFFECTING THE DELIVERY OF PROGRAMS

#### III-1.1 The Instructional Process

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##### III-1.1.1 Academic Freedom and Responsibility

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Guilford Technical Community College is committed to the objective of educating its students. Since academic freedom is essential to the pursuit of this goal, the college encourages, supports and protects all staff members (teaching and non-teaching) in their academic pursuits—teaching, performing academic research, discussion and publication. Academic Freedom carries with it duties correlative with that freedom. Each staff member is free from restraints and penalties that would restrict responsible academic endeavors.

It is the staff member's responsibility to present material objectively. Within a course, discussions and assignments should relate to the material designated by the course outline. Under other conditions, discussion and assignments should be in accordance with the college's mission, philosophy and goals.

Each staff member has the right to perform research and to publish the results of this research. This right is subject to restraint only if it imposes upon the first priority of each member at Guilford Technical Community College, which is to maintain excellence in job performance.

As a citizen of the community, the staff member is free from institutional censorship and discipline in the exercise of the freedom to speak and write as a private citizen. The staff member must recognize that as an employee of Guilford Technical Community College, the public may assume that one speaks for the college; therefore, each employee is responsible for alerting the public that he/she is not serving as a college spokesperson.

Further, Guilford Technical Community College provides books and other learning resources which reflect the needs of its educational programs and includes materials with all points of view for the information, interest and enlightenment of the community the Learning Resource Center serves. Materials are selected using the best knowledge and criteria of the staff members of the college.

1. Employees
  - a. An employee who decides to perform academic research during the established work schedule must inform his/her immediate supervisor in writing. The notice should precede the beginning of the research.
  - b. The notification should include:
    - Name of employee
    - Summary of proposed project
    - Expected length of the project

- In oral or written public expression, the employee must indicate in a definite manner that one is speaking/writing as a private citizen.

## 2. Learning Resources

In the fulfillment of the responsibility to provide information and enlightenment, censorship will be challenged.

- a. The Director, Library or designated staff member will notify the appropriate vice president of any attempts to abridge this freedom.
- b. The vice president will insure that this freedom is not abridged.

## 3. Rules

- a. Academic research conducted by an employee during the established work schedule must not impose upon teaching, student, or institutional obligations.
- b. Such research must relate to the employee's responsibilities as specified by the job description.
- c. All instructional faculty must maintain the relevance of lecture content and course requirements as specified by the course outline. Supplementary learning resources must be directly related to the course as a whole.

Approved      11/20/1980  
Revised        11/01/1991

### **III-1.1.2 Credit Hours and Coursework**

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Guilford Technical Community College (GTCC) uses directives from the State Board of Community Colleges Code [1G SBCCC100.1 Definitions](#), [1D SBCCC 400.97 Courses and Standard for Curriculum Programs](#) and from [Federal Regulations 34 CFR 600.2](#) to define credit hour and determine the amount and level of credit awarded for courses. A credit hour reflects the amount of work required to achieve identified learning outcomes and is validated by student achievement of those outcomes. The credit awarded is the same for courses regardless of instructional delivery method. In addition, GTCC complies with the directives from the North Carolina Community College Combined Course Library.

Adopted 02/20/2014

### **III-1.1.3 Outcomes-Based Education Policy**

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Guilford Technical Community College is dedicated to utilizing an outcomes-based educational approach to validate and improve the educational experience. Through involvement of the faculty and staff, advisory committees, professional organizations, and community representatives, knowledge and skill-based outcomes are identified for each program. In addition, employability skills are embedded in courses to encourage students to exhibit professionalism in their interactions with college employees and current/future employers.

The faculty designs the general education and program curriculum and course offerings using the identified outcomes as a focus. Embedded assessments are utilized to determine student achievement of the defined outcomes thus providing a framework for continuous program improvement in accordance with established procedures.

|         |            |
|---------|------------|
| Adopted | 10/15/1998 |
| Revised | 12/12/2013 |

### **III-1.1.4 Self-Supporting Classes**

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Guilford Technical Community College will offer self-supporting classes pursuant to State Board of Community Colleges Code [1E SBCCC 600.1](#) when the administration has determined that there is a need and where such classes are appropriate and consistent with the mission of GTCC.

|         |            |
|---------|------------|
| Adopted | 06/17/1999 |
| Revised | 04/15/2010 |
| Revised | 06/17/2004 |
| Revised | 12/12/2013 |
| Revised | 06/21/2007 |
| Revised | 06/19/2014 |



### **III-1.1.5 Extension Programs Offered to Captive or Co-Opted Groups**

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Offering courses to students in captive or co-opted settings is a valid component of the mission of GTCC. State Board of Community Colleges Code [1D SBCCC 700.98\(a\)](#), "inmates in a correctional facility; military personnel on military bases when classes are designed exclusively for military personnel; clients of sheltered workshops, domiciliary care facilities, nursing facilities, mental retardation centers, substance abuse rehabilitation centers; and in-patients of psychiatric hospitals.") The college shall ensure that courses taught to students in these agencies are appropriate educational experiences based on the needs and capabilities of the students. Program offerings may be work-related or non-work-related and may include basic skills, community service, occupational extension and/or curriculum courses.

Adopted      08/17/1995

### **III-1.1.6 Federal Loan Default Management Plan**

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In accordance with recommendations from the William D. Ford Federal Direct Loan (Direct Loan) programs, Guilford Technical Community College has adopted a default prevention and management plan. The purpose of this plan is to reduce defaults, promote student and college success, help preserve the integrity of the college's loan programs, and reduce costs to taxpayers.

Adopted      10/20/2011

### **III-1.1.7 Financial Aid, Coordination of**

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All donations or inquiries about donations to the college for student assistance must be directed to the Guilford Technical Community College Foundation. In addition, the Financial Aid Office will process funds from sponsors who choose to select their own scholarship recipients.

Approved      10/17/1996  
Revised        12/12/2013

### III-1.1.8 Graduation

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Graduation exercises shall be held to honor students who successfully complete a program of study. All of these students are encouraged to participate and are required to pay a non-refundable graduation fee to cover the costs. Academic attire will be worn.

All regular full-time exempt employees, to include thirty-hour (30) employees, in pay status during the semester of graduation are required to participate in graduation exercises. If the employee cannot attend, prior approval from the president (or designee) must be secured. Full-time exempt employees not in pay status during the semester of graduation are encouraged to attend the exercises. Academic attire will be worn.

Adopted        08/17/1995  
Revised        02/17/2011

### **III-1.1.9 Program and Service Review**

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Guilford Technical Community College will monitor the quality and viability of all its programs and services. All instructional and continuing education programs and all service areas shall be reviewed on a three year cycle established by the president or designee. Information Summary Reports outlining the critical outcomes of the review cycle shall be provided to the Board of Trustees.

Instructional programs shall meet standards for performance set by the State Board of Community Colleges and such other criteria deemed appropriate by the college. Programs that do not meet the standards will be subject to further and/or more frequent review to document temporary or permanent conditions, which shall be taken into account to justify continuation of the program. If further review fails to provide a justification for the program or to lead to improvement so that the program meets the standards, the program shall be terminated.

|         |            |
|---------|------------|
| Adopted | 12/14/1995 |
| Revised | 04/11/2002 |
| Revised | 02/19/2004 |
| Revised | 04/18/2013 |

### **III-1.1.10 Annual Program and Service Area Planning**

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All GTCC employees shall be involved in an annual planning process covering program and service areas of the institution. The process shall support the goals of the college and the president's initiatives; respond to any planning mandates of the General Assembly and the State Board of Community Colleges; and, where appropriate, address System identified goals and objectives. The process should include the evaluation of progress toward goals, outcomes assessment, awareness of trends, determination of the effects of technological change, and strategic positioning. The process shall require that decisions and plans be based on data and evaluation; that the needs of students and the community be recognized and considered; and that every employee shall have an opportunity to participate. The result of the planning process shall be the college's Institutional Effectiveness Plan.

Adopted      10/02/2001  
Revised      07/30/2013

### **III-1.1.11 SACSCOC Compliance Substantive Change**

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Guilford Technical Community College (GTCC) is committed to ensuring compliance with all policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) including the substantive change policies and procedures. In addition, the GTCC Board of Trustees endorses the policies and procedures that GTCC has adopted to ensure compliance.

|         |            |
|---------|------------|
| Adopted | 06/21/2012 |
| Revised | 01/14/2014 |
| Revised | 02/20/2014 |
| Revised | 07/02/2014 |

### **III-1.1.12 Board of Trustees Self-Evaluation**

The Guilford Technical Community College Board of Trustees will annually define and evaluate its responsibilities and expectations.

Adopted      04/19/2018



## **III-2.1 Other Campus Issues**

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### **III-2.1.1 Advertising, External**

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All Guilford Technical Community College publications which generate funds from the sale of external advertising are subject to regulations established by GTCC.

Adopted      08/17/1995  
Reviewed     10/07/2013

### **III-2.1.2 Board Policy Development and Review**

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The Board of Trustees will follow an established procedure for development and review of official policies.

Adopted 02/15/1996

Revised 07/30/2003

Revised 10/01/2013

Revised 08/12/2016 (procedures)

### III-2.1.3 Telephone Use

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College telephones, standard and cellular, are maintained primarily for official use. Consequently, personal calls by members of faculty and staff should be kept to a minimum. Any charges incurred for personal long distance calls and personal use of cell phones, in excess of allowable personal calls as defined in procedures, are the responsibility of the caller.

Telephones are available for student use and will be maintained at various locations on campus. Please note that these phones have local dialing capacity only. The use of personal communications devices must be restricted to locations and times when college functions and classes are not disturbed.

|         |            |
|---------|------------|
| Adopted | 10/17/1996 |
| Revised | 04/11/2002 |
| Revised | 12/16/2004 |
| Revised | 07/03/2012 |

### **III-2.1.4 Disease, Infectious or Communicable**

---

Guilford Technical Community College places a high priority on the need to prevent the spread of serious communicable diseases on its campuses. It is the intention of the college to promote the health and safety of its faculty, staff and students. The college will follow established medical and regulatory guidelines for preventing the spread of communicable diseases.

The college will not discriminate against any applicant, employee or student who has or is suspected of having a communicable disease.

|          |            |
|----------|------------|
| Adopted  | 08/22/1996 |
| Revised  | 12/17/2009 |
| Revised  | 03/12/2015 |
| Reviewed | 03/02/2020 |

### **III-2.1.5 Fundraising**

---

Access to Guilford Technical Community College's programs and the excellence of the educational experience at GTCC are greatly enhanced by the receipt of donations whether monetary, in-kind, or comprised of other personal or real property from citizens, philanthropic institutions, public agencies, and businesses. The GTCC Foundation is the major fundraising vehicle for the college. All staff and faculty members are encouraged to promote the efforts of the college to secure gifts.

|          |                         |
|----------|-------------------------|
| Adopted  | 02/19/1998              |
| Reviewed | 10/07/2013              |
| Revised  | 02/12/2018 (procedures) |

### III-2.1.6 Internal Audit Plan for Continuing Education Classes

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Guilford Technical Community College's Board of Trustees shall maintain a Continuing Education Internal Audit and Credibility Plan and shall review the plan at least once every three years in accordance with the State Board of Community Colleges Code, [1D SBCCC 300.4\(a\)](#).

#### GTCC Continuing Education Internal Audit Plan:

1. The college shall maintain a master schedule of course offerings which includes days, times, and locations for all Workforce and Continuing Education (CCED) classes. A physical address for all off-campus class locations must be maintained in the vice president of Workforce and Continuing Education's office, as well as the Registrar's office. The CCED at GTCC shall follow the guidelines for Course Standards as outlined in [1D SBCCC 300.5](#).
2. In accordance with [1D SBCC 300.5.e](#), colleges may articulate academic credit for course work taken on a non-credit basis. For those Occupational Extension (OE) courses where academic credit can be awarded, one Continuing Education Unit (CEU) is equivalent to ten contact hours of participation in class. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines plus Guilford Technical Community College's (GTCC) local academic policies shall be the guiding factor in the awarding of any academic credit. For transfer credit to be awarded, it must first be approved by the vicefor Instruction or a designee. Credit will only be for courses that have been pre-approved and designated transferable from a list of OE courses that (1) carry a recognized third party credential; (2) have a comparable program of study in for credit offerings and (3) are taught by faculty judged competent by college standards.
  - a. All requests made for the awarding of academic credit for approved OE courses must be routed through the Office of the vice president of Workforce and Continuing Education. The vice president of Workforce and Continuing Education must approve and certify any request for transfer credit before it goes to the vice president of Instruction.
  - b. Because North Carolina community colleges have as part of their mission to offer continuing education programs which award CEUs it is expected that each Continuing Education Program will follow guidelines contained in the Commission's document CEU Criteria and Guidelines. For non-credit continuing education programs, GTCC's Workforce and Continuing Education Division will follow national guidelines for the recording of CEUs, with an emphasis on the evaluation of student success and achievement as well as having ways to assess findings.
3. The vice president and/or their designee(s) shall approve the scheduled offering of all Continuing Education Courses each term. Courses and scheduled offerings should be submitted to the Continuing Education Registrar based upon a calendar established each term. All class schedules are to be approved by the vice president, or the appropriate designee in advanced of publication. Failure to get prior approval may result in the course not being counted for FTE purposes.
4. The hiring and managing of all instructors for CCED shall fall under the auspices of the vice president of Workforce and Continuing Education, who may delegate hiring to the appropriate administrator.

- a. All hiring of adjunct instructors must comply with GTCC's policies found in the Management Manual and abide by established college rules.
  - b. Adjunct and full-time instructors teaching for Continuing Education shall have the experience and/or the credentials in the field where they are teaching, as judged by local CCED Standards and/or the Commission on Colleges of the Southern Association of Colleges and Schools, as may be appropriate.
  - c. When hiring individuals, CCED shall follow GTCC's procedures associated with the payment of full-time and part-time personnel. Hiring must include appropriate verification that services have been rendered and that proper personnel are being paid. Verification shall be conducted through the collaborative efforts of Financial Services, Human Resources and the Internal Auditor's Office.
5. Class visitation is a component of appropriate supervisory oversight ensuring integrity in the course offerings. The immediate supervisor or approved designee will conduct the visits.
- a. On-campus courses - Courses taught in a face-to-face format will be visited each semester. A randomly chosen sample of 15% of all on-campus courses will be selected for visitation. There shall be no mandatory visitation of courses that meet 12 hours or less nor classes offered on a self-support basis.
  - b. Off-campus courses (including distance learning) - Courses taught in off-campus locations (including distance education) will be visited each semester. A distance education class is defined as a class that is offered through distance education technology (including information highway, Internet, and Tele-course). A randomly chosen sample of 20% of off-campus courses will be selected for visitation. Continuing Education courses taught in an on-line format shall be visited electronically.
  - c. In addition to the process described above, the vice president of Workforce and Continuing Education and/or their senior-level designee will randomly visit 10% of selected off-campus and distance education CCED classes each semester.
  - d. Class visitation must occur each term using the methodology described above. The Office of the vice president of Workforce and Continuing Education shall produce, in conjunction with the Registrar, a listing of all applicable courses being taught for a given term. From this list, the appropriate supervisor shall be given a randomly generated grouping of courses that must be visited during that period. Completed visitation reports must be submitted to the vice president's office each semester.
  - e. Annually, an accountability report detailing results of classroom visitation will be prepared and presented to the GTCC Board of Trustees for review.
6. Student membership in courses must be verified in accordance with prescribed standards and college rules. A student is verified as registered when the signed registration form or a fee payment/waiver is processed. Students are required to pay at the time of registration, unless another process has been approved or sanctioned by the college.
7. The Workforce and Continuing Education Division shall established clearly defined goals and objectives consistent with the college's vision and mission. The Division shall determine the extent to which it is adequately meeting goals and objectives as a result of participating in the college's annual review process, with an emphasis on staff development and training activities, student progress, enrollment growth and connection with the workforce

community and employers.

Adopted 06/20/1996

Revised 12/14/2000

Revised 01/14/2002

Revised 10/14/2002

Revised 02/19/2004

Revised 02/15/2007

Revised 12/12/2013

Revised 06/16/2016 (Policy)

Revised 08/17/2016 (Plan)



### III-2.1.7 Investment

Investment and management of college funds will be in accordance with [North Carolina General Statute §115D-58.6](#). Funds eligible for investment include institutional funds that have accumulated for future benefit of the college and any county funds paid to the college for approved operating budgets or capital projects.

The Guilford Technical Community College Finance Committee of the Board of Trustees shall serve as the Investment Committee for the Board. The Investment Committee shall make decisions based on investment guidelines approved by the board, monitor performance of investments, and report investment results to the board on a regular basis. The investment program shall be so managed that investments and deposits can be readily converted into cash to meet operating needs as determined by the chief financial officer. Moneys shall be invested only in the form of investments pursuant to [G.S. 159-30\(c\)](#) or in any form of investment established or managed by an investment advisor within guidelines established by the board.

The Board of Trustees shall discharge their duties with respect to the management and investment of college funds as follows:

1. Investment decisions shall be solely in the interest of the college and the students, faculty, and staff of the college.
2. The investments shall be for the exclusive purpose of providing an adequate return to the college.
3. Investments shall be made with the care, skill, and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.
4. Investment decisions shall be made impartially, taking into account the best interest of the college, with special attention to conflicts of interest or potential conflicts of interest.
5. Investments shall incur only costs that are appropriate and reasonable.

This policy should be understood not to include college foundation funds managed by a separate board of directors and involving funds independent of college funds.

|         |            |
|---------|------------|
| Adopted | 10/17/1996 |
| Revised | 12/21/2006 |
| Revised | 02/16/2012 |

### III-2.1.8 Children on Campus

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To protect the safety of young visitors and to avoid disruptive behavior, children accompanying students, visitors, or employees of Guilford Technical Community College must be under the constant supervision of a responsible adult while on the property of GTCC or on the site of any approved off-campus event. Employees of the college have assigned duties and cannot take supervisory responsibility for the unattended children of students, visitors, or employees. High school students who are not enrolled at GTCC and are at least 16 years of age may utilize GTCC libraries without being accompanied by an adult. Exceptions will be made for children under 16 that are participating in library or college sponsored programs and activities. Children are not to be left unattended in any other college facility at any other time.

|         |            |
|---------|------------|
| Adopted | 10/23/1997 |
| Revised | 03/10/2011 |
| Revised | 08/29/2019 |

### **III-2.1.9 Pets on Campus**

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No person may have an animal, excluding service animals, on campus without written permission of the appropriate vice president or dean. Service animals are permitted on campus within established guidelines.

Adopted      02/15/1996  
Revised      02/20/2014

### **III-2.1.10 Returned Checks**

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A service charge shall be established by the Board of Trustees to be assessed on each check returned by the bank. Sanctions will be imposed on individuals who fail to redeem the check in a timely manner.

The returned check policy shall be posted in prominent locations of the college, such as the Cashier's window, Student Services, GTCC Bookstores, and satellite campuses. Money collected from service charges shall be used to defray collection costs associated with collection of delinquent accounts.

Revised 06/20/1996

Revised 10/01/2013

### **III-2.1.11 Sponsorship of Individuals to Attend Community Events**

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Guilford Technical Community College sponsors attendance at a variety of community events as part of its commitment to support the community. The college may elect to invite persons in addition to employees, students, and members of the Board of Trustees to participate in these events and be included in the payment of the related fee. Such persons may include spouses or other members of the immediate families of employees, students, Board members, and/or persons with whom the college has a direct relationship. State and county funds shall not be used for this purpose.

Adopted 12/18/2008

Reviewed 09/05/2014

### III-2.1.12 Use of Human Subjects

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Research or other activities conducted under the jurisdiction of Guilford Technical Community College shall not expose persons who participate as subjects or respondents to unreasonable risks to their health, general well-being, or privacy. All activities or projects involving human subjects are subject to review and approval by the Director of Institutional Research (IR) to insure the protection of the rights and welfare of the individuals who participate as subjects.

#### Internal Research

All research conducted by Guilford Technical Community College personnel and/or students, including surveys, must be reviewed and approved by the Director IR to eliminate duplication of effort, to prevent the over-surveying of select groups, to ensure the quality of the instruments used, and to protect the human subjects involved.

#### External Research

An external research project is defined as any research project, survey, or study not conducted directly by Guilford Technical Community College personnel and/or students. Any individual, group, or agency desiring to conduct research at GTCC, or to use college students, faculty, or staff in research projects must obtain the written permission of the Director IR at GTCC.

#### Instructional Program Requirements

As a component of the educational experience of some instructional programs, students and faculty may be required to practice procedures and perform measurements on individuals within the program, the college, or the community as indicated by the curriculum. Students and faculty may be required to participate in activities and/or simulations to allow students opportunities to apply didactic knowledge and laboratory skills. All students, faculty members, and others participating in the activities and/or simulations must sign a written authorization for use as a human subject. To insure the safety of all persons involved, the authorization form will require disclosure of any personal limitations or conditions that might affect participation in such activities and/or simulations.

Procedures and techniques learned in instructional programs may only be used to treat patients in a clinical setting under the direction of a licensed/certified practitioner. Except for legally authorized practitioners, students and faculty members may not diagnose or treat medical/dental conditions of fellow students, faculty members, or others. Students learning procedures and techniques in the academic setting may practice these skills during assigned classroom/laboratory/clinical hours and during supervised open laboratory/clinical sessions.

Students or faculty members who fail to comply with this policy will be subject to disciplinary action that may include suspension from the program or dismissal from employment.

Adopted        10/1998  
Revised        02/20/2003  
Revised        09/11/2006

### **III-2.1.13 Inconsistent Publications**

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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 III of the Management Manual shall not be binding on the college, and the policies set forth in this Section III shall be controlling.

Adopted      06/18/2009  
Revised      09/05/2014

### III-2.1.14 Tuition and Fees

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Guilford Technical Community College assesses student tuition and registration fees subject to provisions of the State Board of Community Colleges and NC General Statutes in accordance with 1E SBCCC 200.1. Tuition and registration fees will be waived for eligible training provided to members of groups and organizations that are expressly authorized by law in accordance with G.S. 115B-2, G.S. 115D-5(b), 1E SBCCC 100, and 1E SBCCC 800.1.

The GTCC Board of Trustees will establish and annually approve local fees and waivers of local fees subject to the provisions of State Board of Community Colleges Code 1E SBCCC 700.1.

|         |            |
|---------|------------|
| Adopted | 06/1998    |
| Revised | 07/1999    |
| Revised | 09/2000    |
| Revised | 02/2002    |
| Revised | 10/2002    |
| Revised | 07/2003    |
| Revised | 06/2004    |
| Revised | 08/2004    |
| Revised | 08/18/2005 |
| Revised | 06/15/2006 |
| Revised | 06/21/2007 |
| Revised | 02/21/2008 |
| Revised | 06/18/2009 |
| Revised | 08/20/2009 |
| Revised | 08/26/2010 |
| Revised | 12/21/2010 |
| Revised | 08/25/2011 |
| Revised | 08/23/2012 |
| Revised | 08/22/2013 |
| Revised | 03/12/2015 |
| Revised | 02/18/2020 |



### **III-2.1.15 Fiscal and Management Practices**

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To assure the college has sound fiscal and management practices, such procedures will be in accordance with [\*IA SBCCC 200.4 Sound Fiscal and Management Practices\*](#).

Adopted      02/28/2019

## IV. POLICIES AFFECTING STUDENT LIFE

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### IV-1.1 Academic Issues

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#### IV-1.1.1 Admissions

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Guilford Technical Community College operates under the "open door" policy of the State Board of Community Colleges ([1D SBCCC 400.2 Admission to Colleges](#)). Any individual 18 years old or older and able to profit from further formal education, or high school graduate under the age of 18, may be admitted to the college. Individuals under 18 years of age who have not attained graduation from high school can attend GTCC as stipulated by the policies of the State Board of Community Colleges and the procedures specified by GTCC. Admission to the college, however, does not ensure admission to any individual program or course or continued enrollment in the college.

GTCC may refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity. The college may also refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the college may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals.

Upon making application to the college, the individual may be tested and/or interviewed as required by certain programs or if deemed advisable by admissions personnel. An applicant is granted admission into a specific program when there are instructional spaces available and where the student has demonstrated aptitude for that program as determined by personal interest, academic background and/or test scores. If there is any indication of academic deficiency, the prospective student will be given an opportunity to remove the deficiency through preparatory alternatives.

|         |                         |
|---------|-------------------------|
| Adopted | 12/14/1996              |
| Revised | 08/21/1997              |
| Revised | 10/23/1997              |
| Revised | 06/16/2005              |
| Revised | 07/05/2005 (procedures) |
| Revised | 11/15/2007              |
| Revised | 08/26/2010              |
| Revised | 08/13/2012              |
| Revised | 04/18/2013              |
| Revised | 02/12/2018 (procedures) |

#### **IV-1.1.2 Appeal of Denial of Admission or Readmission**

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Applicants denied admission or readmission to Guilford Technical Community College or specific academic programs of the college have the right to appeal their denial following established administrative procedures.

|         |            |
|---------|------------|
| Adopted | 04/18/1996 |
| Revised | 08/21/1997 |
| Revised | 01/02/2013 |

### **IV-1.1.3 Student Academic Integrity**

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Guilford Technical Community College (GTCC) is an academic community with its fundamental purpose being the pursuit of learning and student development. Consistent with this purpose and in order to uphold and support standards of personal honesty and integrity for all members of the college community, it is the policy of GTCC to enforce standards for academic integrity of our programs and courses. Conduct that violates standards of academic honesty and integrity is subject to academic disciplinary action. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action.

Adopted        02/20/2014  
Revised        05/2014

#### **IV-1.1.4 Grade Assignment and GPA**

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Faculty at Guilford Technical Community College will assign course grades according to methods which are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

|         |                         |
|---------|-------------------------|
| Adopted | 04/1997                 |
| Revised | 08/21/1997              |
| Revised | 06/18/2009              |
| Revised | 02/20/2014              |
| Revised | 11/09/2015 (procedures) |

#### **IV-1.1.5 Minimum Grade Point Average**

A student must maintain a program grade point average of 2.0 or better and complete all required course credits in his/her program of study to be eligible for graduation.

|         |            |
|---------|------------|
| Adopted | 04/1997    |
| Revised | 08/21/1997 |
| Revised | 12/13/2001 |
| Revised | 06/19/2008 |

#### **IV-1.1.7 Honor Roll(s)**

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The honor rolls consist of the President's List, Dean's List and Honors List. The President's List will include all curriculum students completing at least twelve (12) credit hours for the fall or spring term or nine (9) credit hours for the summer term while earning a 4.0 grade point average. The Dean's List will include all curriculum students completing at least twelve (12) credit hours for the fall or spring term or nine (9) credit hours for the summer term and earning a grade point average less than a 4.0 but no lower than a 3.5 with no grade being lower than a "C". The Honors List will consist of all curriculum students completing at least two courses for the term for a minimum of six (6) credit hours, but no more than eleven (11) credit hours in the fall or spring term or eight (8) credit hours in the summer term, while earning at least a 3.5 grade point average with no grade lower than a "B."

Students receiving an incomplete ("I") for any course are ineligible for honor rolls. Courses awarding grades of S, U, X, or AU will not be considered for honor rolls, nor will they be considered for accumulation of the minimum hours for consideration for honor rolls. Grades earned in developmental courses which do not carry credits that can be applied toward graduation cannot be used to determine honor roll status.

|         |            |
|---------|------------|
| Adopted | 08/17/1995 |
| Revised | 08/21/1997 |
| Revised | 12/12/2013 |

#### **IV-1.1.8 Student Complaint**

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A student complaint is a request for a college action or decision to be reviewed and either confirmed or changed to reflect impartial application of college policies. A complaint may or may not be grade related. Any student may file a complaint and request a review.

|         |            |
|---------|------------|
| Adopted | 04/18/1996 |
| Revised | 08/21/1997 |
| Revised | 12/13/2010 |
| Revised | 02/20/2014 |
| Revised | 05/2014    |
| Revised | 02/18/2016 |



#### **IV-1.1.9 Health Program Student Screening Requirements and Appeal Process**

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Guilford Technical Community College, Division of Health Sciences, will admit and allow students to progress and participate in a clinical experience only if eligibility requirements are met and demonstrated. Eligibility requirements may include, but are not limited to, an acceptable criminal background check, acceptable Office of the Inspector General (OIG) review, and negative drug screen from an approved National Institute of Drug Abuse (NIDA) approved laboratory. Students have the right to appeal the program's decision to terminate the student's participation in the program based on the results of the criminal background check, OIG review, and drug screening.

Adopted 04/21/2016

## **IV-2.1 Academic Difficulties**

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### **IV-2.1.1 Attendance**

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Regular attendance in class is essential to receiving maximum benefit from the educational experience. A curriculum student is expected to attend and be on time for all classes and lab/shop/clinic sessions.

|         |            |
|---------|------------|
| Adopted | 04/1997    |
| Revised | 08/21/1997 |
| Revised | 12/2005    |
| Revised | 12/2010    |
| Revised | 07/14/2011 |

#### **IV-2.1.2 Early Alert**

---

The success of students in their academic programs is very important to Guilford Technical Community College. The college has a variety of sources of assistance that are available to help students with both personal and academic problems that may be impeding their academic progress. It is in the interest of students and the college to make students aware of their academic progress and aware of the sources of assistance available to them. Instructors, advisors, departmental and divisional leaders must take a proactive approach to inform students when their progress is unsatisfactory and to help them find appropriate assistance.

|         |                         |
|---------|-------------------------|
| Adopted | 08/21/1997              |
| Revised | 10/12/2000              |
| Revised | 10/14/2010              |
| Revised | 04/17/2017 (procedures) |

#### **IV-2.1.5 Readmission**

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All students who have been suspended or dismissed or who have withdrawn for academic or other reasons may apply for readmission. Health program students will be readmitted under conditions specified by their individual departments.

|         |            |
|---------|------------|
| Adopted | 06/22/1995 |
| Revised | 08/21/1997 |
| Revised | 12/13/2001 |
| Revised | 03/25/2009 |

#### **IV-2.1.6 Advanced Standing**

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The college recognizes and values knowledge and skills gained in many ways. Advanced academic standing may be earned by any or all of the following methods:

1. Transfer of Credit from Approved Institutions
2. Guilford Technical Community College Proficiency Examinations
3. College Level Examinations Program (CLEP)
4. Advanced Placement Examinations (AP)
5. High School Articulation
6. Professional Certification

Students who have gained knowledge and skills through continuing education courses, where no avenues for cross-walked credit exists, and work experiences may receive credit through the use of proficiency examinations.

|         |            |
|---------|------------|
| Adopted | 12/14/1995 |
| Revised | 08/21/1997 |
| Revised | 10/15/1998 |
| Revised | 10/20/2011 |

#### IV-2.1.8 Graduate Guarantee

Guilford Technical Community College believes in the quality of its students, faculty, and staff. Therefore, we guarantee transfer credit for those graduates obtaining Associate of Arts, Associate of Fine Arts, and Associate of Science degrees at Guilford Technical Community College. Also, we will guarantee entry-level technical skill competency for those who have obtained an Associate of Applied Science degree at the college.

Effective Fall Quarter 1994, all students entering degree, diploma, or certificate programs at Guilford Technical Community College are eligible for the Graduate Guarantee that applies to their degree program.

This tuition-free education as described below constitutes the sole and exclusive remedy under the Guilford Technical Community College Graduate Guarantee.

1. Guarantee of Transfer Credits

Guilford Technical Community College guarantees that graduates of the A.A., A.S., and A.F.A. degree programs will receive transfer credit for courses completed at GTCC with a grade of "C" or above to those North Carolina colleges and universities that have written transfer agreements with GTCC. In this case, the guarantee refers to courses transferring, and not to student performance. Transfer must take place within 12 months after graduation to be covered under the guarantee.

GTCC will permit a graduate to take a tuition-free alternative, acceptable course to replace any course which is rejected for transfer credit under the provisions of a written transfer agreement. The cost of books, insurance and fees will be the responsibility of the graduate.

2. Guarantee of Skill Competency (AAS Degree)

Guilford Technical Community College guarantees to its Associate of Applied Science graduates appropriate technical job skills identified in the program outcomes for a specific degree. The guarantee applies only to graduates employed on a full-time basis directly related to the area of program concentration as certified by the vice president of Curriculum and Instructional Technology. Employment must commence within six months of graduation to be covered by the guarantee.

If an Associate of Applied Science (AAS) or diploma graduate is judged by his/her employer to be deficient in entry level technical job skills identified by the program outcomes for his/her specific degree program, the graduate will be provided up to ten tuition-free semester credit hours of additional training by Guilford Technical Community College under the conditions of the guarantee policy. The cost of books, insurance and fees will be the responsibility of the graduate or employer.

Adopted 10/15/1998

#### **IV-2.1.9 Disability Access**

---

The college is committed to providing access to facilities and reasonable accommodation in the instructional process, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Guilford Technical Community College does not discriminate nor does it approve of discrimination against students or applicants on the basis of race, color, gender, age, national origin, disability, religion, pregnancy, veteran's status or political belief/affiliation. (See Equal Opportunity Policy V-1.1.10.) This policy of non-discrimination covers participation in all programs, support services, and activities. Guilford Technical Community College is committed to providing equal access to technology, including the Internet and the institution's web presence.

Guilford Technical Community College does not make pre- or post-admission inquiries or referrals based on an assumption that a student has a disabling or handicapping condition. It is the responsibility of the student with a disability to initiate the request for accommodations/services by contacting the *disAbility* Access Services Office.

Adopted        02/17/2000  
Revised        02/20/2014

#### **IV-2.1.11 Ability to Benefit**

---

Guilford Technical Community College reserves the right, after assessing the degree to which a student might be successful in a given course or program of study, to conclude that it cannot meet the educational needs of that student at a particular time. The president will establish appropriate program assessments to determine whether an individual student should be allowed to continue enrollment in a particular program or course.

Adopted      08/20/2015



#### **IV-2.1.12 Academic Status: Warning, Supervision, Probation, and Suspension**

A student must have a cumulative program grade point average (GPA) of 2.0 or higher to remain in good standing and graduate. Therefore, at the end of each term, the college will review the cumulative program grade point average (GPA) achieved by each student enrolled in six or more credits. Developmental education courses will not be included in the attempted credit hours. Failure to maintain good standing may result in one of the following actions as described in the procedure: warning, supervision, probation and suspension.

Adopted      06/16/2016

## **IV-3.1 Non-Academic Issues**

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### **IV-3.1.1 Student Code of Conduct**

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Students may not display conduct on Guilford Technical Community College premises or at GTCC sponsored events that adversely affects the college's educational objectives, is illegal, or is contrary to the rules and regulations of the college. Students who display such conduct shall be subject to disciplinary action under the college's disciplinary policy. Such students have the right to appeal under the policy.

Conduct prohibited by this rule shall be determined by the president, consistent with this definition.

|         |            |
|---------|------------|
| Adopted | 08/17/1995 |
| Revised | 08/21/1997 |
| Revised | 06/19/2014 |

### **IV-3.1.2 Identification Card**

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Guilford Technical Community College is concerned about the safety of our students, employees and visitors to our campuses. Therefore, all students who are consistently present on a GTCC campus are required to have in their possession a GTCC issued ID. Any exemptions must be approved by the appropriate vice president.

|         |                                |
|---------|--------------------------------|
| Adopted | 08/17/1995                     |
| Revised | 10/14/2010 (Effective 01/2011) |
| Revised | 08/15/2011                     |
| Revised | 02/19/2016 (procedures)        |

### **IV-3.1.3 Dress Code**

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Guilford Technical Community College expects all students and employees to dress in a manner in keeping with the serious academic intent of the college and in a manner acceptable to the community. In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the general accepted bounds of good taste. The college respects individual style and creativity, as long as students dress in a manner which is not disruptive or distracting to the educational environment and conforms to the expectations and standards of the professional community.

Adopted        08/17/1995  
Revised        10/14/2010 (Effective 1/2011)

#### **IV-3.1.4 Freedom of Expression**

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It is undeniable that students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States. Accordingly, Guilford Technical Community College officials are responsible for ensuring freedom of expression for all students, within the principles embodied in the Constitution.

The student newspaper and the literary magazine, the official, school-sponsored publications of GTCC, have been established as forums for student expression and as voices in the uninhibited, robust, free, and open discussion of issues. Each publication should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

Student journalists shall have the right to determine the content of official student publications. Accordingly, guidelines shall be issued relating only to establishing grounds for disciplinary actions subsequent to publication.

Adopted      08/17/1995

#### **IV-3.1.5 Housing**

---

Guilford Technical Community College does not provide housing for its students. Limited information on off-campus housing may be available in the Student Life Office.

Adopted      04/18/1996  
Revised      09/05/2014

#### IV-3.1.6 Right to Privacy

---

Guilford Technical Community College will protect the privacy of personally identifiable information contained in a student's record. The exception to this rule will be directory information, as defined in college procedures.

General access to information in a student's official records will be granted to the following persons:

1. The student.
2. Parents of a student, if the student is a dependent of the parents.
3. Appropriate college officials
4. Authorized persons/agency representatives having a legitimate educational interest in information contained in the records.

Other persons/agency representatives wishing to obtain information from a student's record must have prior written consent of the student. The college will maintain a record, kept with the student's record and available to that student, of all requests for and disclosures of personally identifiable information, other than requests for directory information or requests submitted by the student and/or parent(s) of a dependent student.

Implementation of this policy will be subject to rules and procedures, which will be available from the Admissions and Records Office upon request.

Adopted        02/15/1996  
Revised        04/13/2009

### **IV-3.1.9 Tuition and Fees Deferment**

---

In cases of financial need or emergency, Guilford Technical Community College students may defer a portion of their tuition and fees at the time of registration, to be paid later in the academic term, subject to the provisions of the State Board of Community Colleges Code [1E SBCCC 200.2 Time Due, Deferred Payment, Failure to Pay](#).

|         |            |
|---------|------------|
| Adopted | 08/22/1996 |
| Revised | 11/02/1998 |
| Revised | 12/12/2013 |
| Revised | 02/16/2017 |



#### **IV-3.1.11 Tuition, Registration Fees, Local Fees, and Self-Supporting Fees Refund**

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Tuition, registration fees, local fees, and self-supporting fees will be refunded subject to provisions of the State Board of Community Colleges in accordance with [1E SBCCC 900.1](#), [1E SBCCC 900.2](#), and [1E SBCCC 900.5](#).

A full refund of tuition and local fees for credit students and registration and local fees for non-credit students will be made to military reserve and National Guard personnel called to active duty or to active personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements in accordance with [1E SBCCC 900.4](#).

Where applicable, students receiving Federal Financial Aid and/or Military Tuition Assistance will receive refunds in accordance with appropriate federal guidelines.

|         |            |
|---------|------------|
| Adopted | 10/17/1996 |
| Revised | 02/14/2002 |
| Revised | 06/21/2007 |
| Revised | 12/16/2010 |
| Revised | 08/22/2014 |
| Revised | 06/16/2016 |

## **V. POLICIES AFFECTING EMPLOYEES**

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### **V-1.1.1 Employment**

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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.

Adopted      02/15/1996  
Revised      10/03/2012

### **V-1.1.2 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.

Adopted 02/15/1996

Reviewed 01/22/2014 (President's Council reviewed)

### V-1.1.3 Employment Preference for Veterans and Their Spouses/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.

Adopted      12/18/2008

#### **V-1.1.4 Employment Agreements**

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

|         |            |
|---------|------------|
| Revised | 02/15/1996 |
| Revised | 08/1998    |
| Revised | 10/2005    |
| Revised | 02/20/2014 |

### **V-1.1.5 Classifications of Positions**

---

It is the intent of Guilford Technical Community College to clarify the definitions of job classifications so that employees understand their employment status and benefits eligibility. Classification groups are generally based on positions that have comparable types of duties and responsibilities requiring similar types of knowledge, skills and abilities. These classifications do not guarantee employment for any specified period of time.

|         |                        |
|---------|------------------------|
| Adopted | 06/18/1998             |
| Revised | 02/19/2004             |
| Revised | 06/19/2006 (procedure) |
| Revised | 03/16/2009             |
| Revised | 10/20/2016             |

### **V-1.1.6 Background Checks**

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Hiring qualified individuals to fill positions is important to the success of Guilford Technical Community College (GTCC). The college uses background checks as an important part of the selection process for all designated GTCC positions. Background checks are used to obtain additional applicant information to help determine the applicant's overall employability. These assessments are also useful in protecting GTCC property, to ensure information security and to promote a safe environment for current and future GTCC students and employees. The type of information that may be collected includes, but is not limited to, criminal background checks, educational background information, employment history, credit information, drug and alcohol screening results, professional and personal references.

Each background check will be evaluated using a set of Human Resources best practice factors against the particular requirements of the specific position. A conviction in a person's background will not be used as a blanket exclusion from employment with the college

|         |            |
|---------|------------|
| Adopted | 12/18/2008 |
| Revised | 07/23/2009 |
| Revised | 02/17/2011 |
| Revised | 06/16/2016 |

### **V-1.1.7 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, demotion, work site location, and work schedule). Promotions or transfers of employees also may be considered upon request initiated by the employee or by appropriate supervisory personnel.

Adopted      02/15/1996  
Revised      02/20/2014



### **V-1.1.8 Secondary Employment**

---

The employment responsibilities to the college are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee must have approval from the president, or designee prior to engaging in any secondary employment. The GTCC Board of Trustees shall approve or disapprove any secondary employment of the president. ([State Board of Community Colleges Code IC SBCCC 200.94.a.28](#)).

|          |                              |
|----------|------------------------------|
| Adopted  | 04/18/1996                   |
| Revised  | 03/21/2005 (procedures)      |
| Revised  | 07/05/2005                   |
| Reviewed | 09/05/2014 (policy reviewed) |
| Revised  | 02/16/2017                   |

### **V-1.1.9 Conflict of Interest**

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Members of the Board of Trustees and Guilford Technical Community College 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](#))

|         |                         |
|---------|-------------------------|
| Adopted | 09/15/1997 (procedures) |
| Revised | 04/17/2002              |
| Revised | 11/18/2002 (procedures) |
| Revised | 06/25/2003              |
| Revised | 02/16/2017              |

### **V-1.1.10 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.

Adopted        06/18/1998  
Revised        10/03/2012

### **V-1.1.11 Nontenure**

---

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

Adopted      12/14/1995

### **V-1.1.12 Nepotism/Employment of Relatives**

It is the policy of Guilford Technical Community College (GTCC) to prevent conflicts of interest and appearances of favoritism that result from the appointment, reappointment, and/or supervision of an employee by a close relative. This policy applies to all employees of GTCC.

The [State Board of Community College Code SBCCC, 1C 200.98](#), shall be adhered to in the administration of this policy. As a result, a college shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative. With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

|          |                                     |
|----------|-------------------------------------|
| Adopted  | 10/17/1996                          |
| Reviewed | 01/22/2014 (by President's Council) |
| Revised  | 12/12/2019                          |

### **V-1.1.13 Volunteers**

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Guilford Technical Community College supports the use of volunteers. Volunteers are defined as individuals who are not employed by the college but provide services or perform work without remuneration or expectation of remuneration and without expectation regarding continuation or length of assignment. Volunteers are expected to observe GTCC rules and policies and are subject to a criminal background check as a pre-requisite to their service. Volunteers may resign from their assignment at will at any time. GTCC may also release volunteers from service at any time.

Approved 12/16/2004

Revised 08/20/2015

## V-2.1 Separation

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### V-2.1.1 Non-Renewal

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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.

Adopted      12/14/1995  
Revised      02/2014 (procedures)

### **V-2.1.2 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.

|         |                    |
|---------|--------------------|
| Adopted | 12/14/1995         |
| Revised | 03/16/2009         |
| Revised | 09/5/2014 (policy) |



### **V-2.1.3 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.

Adopted      12/14/1995

#### **V-2.1.4 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 at the discretion of the president. Recommendations to reduce personnel within a department or area shall be initiated by the vice presidents (or other appropriate senior administrator) for approval of the president based on the outcomes he/she deems to be in the best interest of the college.

|         |            |
|---------|------------|
| Adopted | 12/14/1995 |
| Revised | 02/20/2014 |
| Revised | 08/20/2015 |

### **V-2.1.5 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.

Adopted      06/18/2009  
Revised      11/2013 (reviewed)

### **V-2.1.6 Pay In Lieu of Notice**

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The president may approve pay in lieu of notice where the president believes that such action is in the best interests of the college.

Adopted      02/18/2016  
Revised      08/29/2019

## V-3 Compensation

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### V-3.1.1 Official Holidays

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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                     |

At the president's discretion, additional day/s off during holidays such as Christmas, New Year's, Memorial Day or any other such holiday(s) may be designated as a mandatory leave day/s. 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.

The college will make reasonable effort to accommodate the religious needs of our employees where such accommodation can be made without undue hardship on the operations of the college. Employees may, under these guidelines and in accordance with leave policies, V-4.1.1 Annual Leave and V-4.1.8 Leave Without Pay, take religious holidays not designated as a college holiday as an annual leave day or (faculty may use) a personal leave day or an employee may request a day without pay if all other applicable leave has been exhausted. Prior approval must be obtained from the supervisor.

|         |            |
|---------|------------|
| Adopted | 08/17/1995 |
| Revised | 10/25/2003 |
| Revised | 08/26/2010 |
| Revised | 08/23/2012 |

### V-3.1.2 Pay

---

GTCC is committed to providing compensation that serves to attract, motivate and retain highly qualified employees. The salaries of college employees are computed using the applicable salary schedule(s) and any additional relevant factors such as length of appointment period, market demand, equity, etc., as may be determined by president. This system is intended to promote efforts that are aimed at ensuring college employees receive appropriate compensation for the services rendered. Any exceptions must be approved by the president.

Adopted      06/18/1998  
Revised      06/19/2014

### **V-3.1.3 Overtime /Compensatory Time**

---

Guilford Technical Community College adheres to the guidelines set forth by the [Fair Labor Standards Act](#) (FLSA). Non-exempt employees will earn compensatory (comp) time at a rate of time and one half for one-hour for all hours worked in excess of 40 hours weekly.

Unless otherwise authorized and in order to control comp time liability, the college subscribes to an active time-off program that does not unduly disrupt the operations of the college. Supervisors are responsible for approving overtime hours and monitoring comp time balances to prevent balances greater than 80 hours (pro-rated for part-time employees) for any one employee. Upon the separation of an employee, accumulated but unused comp time will be paid to the employee.

Revised        10/17/1996  
Reviewed      09/05/2014  
Revised        12/12/2019

### **V-3.1.4 Substitute Compensation**

---

Substitute compensation will be provided to individuals who assume extra assigned work because of the absence of another employee of the college.

Revised 10/17/1996  
Revised 05/05/2000  
Revised 08/2000  
Revised 08/22/2014

*Note: Related policies V-5.1.7, Work Schedules Non-Faculty, V-5.1.8 Work Schedules Faculty, and V-3.1.3 Overtime Pay should reference this policy.*



### **V-3.1.5 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.

Approved      08/18/2005  
Reviewed      09/05/2014 (policy)

### **V-3.1.6 Professional Development**

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GTCC recognizes the benefits professional development provides to employees and the college. GTCC will provide a professional development program for its employees to assist them in advancing their personal and professional knowledge, competence, skill and behavior.

|         |                         |
|---------|-------------------------|
| Adopted | 10/17/1996              |
| Revised | 06/19/2014              |
| Revised | 05/08/2017 (procedures) |

### **V-3.1.7 Other Benefits**

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Full-time and part-time regular employees and time-limited employees are eligible to enroll or otherwise participate in employee benefits and programs from the first day of employment. Temporary employees are eligible to participate in the college's 403(b) supplemental retirement plan.

|                        |            |
|------------------------|------------|
| Pres. Council approval | 12/14/2004 |
| Board approval         | 08/18/2005 |
| Revised                | 08/2014    |

### **V-3.1.8 Vehicle Use and Mileage Reimbursement**

---

College employees and trustees may use their private vehicle for official college business when such use is at the convenience of the college. The private vehicle reimbursement rate may not exceed the prevailing IRS standard business mileage rate and is in accordance with state budget guidelines in effect at the time of travel. This applies to reimbursements of local mileage from all fund sources available to the college. All reimbursements require prior supervisory approval and are contingent upon the availability of funds. This policy is not intended to reimburse normal commuting expenses.

|          |                     |
|----------|---------------------|
| Approved | 02/17/2005          |
| Revised  | 08/23/2007          |
| Revised  | 06/19/2008          |
| Revised  | 02/19/2009          |
| Reviewed | 09/05/2014 (policy) |
| Revised  | 02/16/2017          |

### **V-3.1.9 Retirement Benefit Cap**

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Retirement benefits for certain employees eligible for North Carolina state retirement benefits may be subject to a cap in accordance with limits established effective January 1, 2015, under [NCGS 135-5\(a\)\(3\)](#). In general, Guilford Technical Community College (GTCC) will not make payments on behalf of retiring employees that may be required by the North Carolina Teachers and State Employees Retirement System (TSERS) for the difference between the contribution-based benefit cap amount and the uncapped retirement amount the employee would otherwise be eligible to receive. All such payments made for benefit of the president shall be negotiated in advance and approved by the GTCC Board of Trustees. All other exceptions shall be approved by the president as part of the hiring or career advancement negotiations of college personnel.

[Internal Revenue Code 415-b](#) and [NCGS 135-18.7\(b\)](#) also impose a limit on the maximum annual retirement benefit that may be paid under a defined benefit plan, including TSERS. Additional information about these retirement caps may be found in the TSERS Handbook on the N.C. State Treasurer's website at [www.nctreasurer.com](http://www.nctreasurer.com).

Adopted 06/16/2016

## V-4.1 Leave

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### V-4.1.1 Annual Leave

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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 as of January 1, 2011:

| Year of Total State Service | Hours per Year | Days per Year |
|-----------------------------|----------------|---------------|
| Less than 5 years           | 112            | 14            |
| 5 but less than 10          | 136            | 17            |
| 10 but less than 15         | 160            | 20            |
| 15 but less than 20 year    | 184            | 23            |
| 20 years or more            | 208            | 26            |

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

Adopted 04/04/2002  
Revised 10/25/2003  
Revised 04/21/2011

### V-4.1.2 Sick Leave

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An employee occupying a full-time regular or time-limited 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 or time-limited 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. Actual period of temporary disability, (Examples include, but are not limited to, chemotherapy, rehabilitative services, pregnancy and childbirth, etc.).
3. Quarantine as duly placed by proper authorities.
4. Illness or injury of a member of an employee's immediate family or individual deemed close to the employee.
5. Medical or dental appointments for the employee, an employee's immediate family member, or an individual deemed close to the employee.
6. Bereavement leave as defined in GTCC policy V-4.1.3.

|         |            |
|---------|------------|
| Adopted | 12/14/1995 |
| Revised | 07/2000    |
| Revised | 02/20/2014 |

### V-4.1.3 Bereavement Leave

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An employee occupying a regular or time-limited position may be granted leave in case of the death of an individual deemed close to the employee. An "individual deemed close to the employee" may or may not be a relative.

An employee may elect to use any accrued leave for bereavement leave. However, if leave is exhausted, the bereavement leave may be without pay (unpaid leave).

|          |   |
|----------|---|
| Adopted  | 12/14/1995                                |
| Reviewed | 01/22/2014 (President's Council reviewed) |
| Revised  | 12/12/2019                                |



#### **V-4.1.4 Required Court Attendance**

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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.

Adopted 12/14/1995

Reviewed 01/22/2014 (President's Council reviewed)

#### **V-4.1.5 Military and National Emergency Leave**

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Pursuant to State Board of Community College Code [SBCCC 1C 400.97](#), 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.

|         |                     |
|---------|---------------------|
| Adopted | 12/14/1995          |
| Revised | 04/15/1999          |
| Revised | 10/17/2002          |
| Revised | 02/2014 (procedure) |

#### **V-4.1.6 Family and Medical Leave Act**

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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).

|         |            |
|---------|------------|
| Adopted | 12/14/1995 |
| Revised | 12/2003    |
| Revised | 10/2008    |
| Revised | 12/2008    |
| Revised | 04/23/2009 |

#### **V-4.1.7 Voluntary Shared Leave (VSL)**

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This policy allows regular or time-limited 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 time-limited employee of Guilford Technical Community College may share leave voluntarily with another employee of a North Carolina community college, public school, or state agency. This policy shall conform to state personnel policies for Voluntary Shared Leave, [1C SBCCC 200.94 Local College Personnel Policies](#).

|         |                         |
|---------|-------------------------|
| Adopted | 10/25/2003              |
| Revised | 05/16/2004 (procedures) |
| Revised | 02/20/2014              |
| Revised | 04/20/2017              |

#### V-4.1.8 Leave Without Pay

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Leave without pay (LWOP) is a temporary non-pay status and absence from duty that may be approved 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, workers' 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. In extraordinary circumstances, employees may request an extension of the leave period; such request must be in writing to the college president.

|         |            |
|---------|------------|
| Adopted | 12/14/1995 |
| Revised | 09/11/2006 |
| Revised | 12/17/2009 |
| Revised | 02/20/2014 |

#### **V-4.1.9 Extended Leave**

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Extended leave is a request to have a prolonged absence from the college (greater than 2 weeks). This is a temporary status and absence from duty that may be approved at the discretion of the president or designee. Extended leave may be granted to full-time and part-time regular and time-limited employees in good standing for a period not to exceed one year. Separate leave policies within the Management Manual govern military leave, Family and Medical Leave Act (FMLA) leave, educational leave, workers' compensation leave and Disability Income Plan leave. A notice of 30 days should be given by an employee requesting an extended leave. Extended leave will be considered only if the employee states in writing the intent to resume employment at GTCC at the end of the leave period. Extended leave may be paid or unpaid depending on the employee's balances. In extraordinary circumstances, an employees may request an extension of the leave period; such requests must be in writing to the college president.

Adopted      12/12/2019

#### V-4.1.10 Unexcused Absence

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An unexcused absence is an unapproved, temporary, non-pay status and absence from the employee's regularly scheduled workday. Leave is considered unexcused when a request is made and denied, no request is made but the employee is absent, or other similar circumstances.

##### Procedure

1. All employees are required to submit leave requests or provide notification to their supervisors prior to any absence from a regularly scheduled workday. Failure to provide notification or receive approval may result in disciplinary action and unexcused, unpaid time off even if the employee has available leave balances.
2. Employees who fail to report to work for three consecutive work days without communicating to their supervisors the reason(s) for absence will be viewed as voluntarily resigning their employment effective at the close of the third work day. See the [Resignation](#) college wide rule for more information.
3. Supervisors are responsible for notifying their area vice president, Human Resources, and the Payroll office of any unexcused absence of their employees.
4. Repeated unexcused absences may result in disciplinary action up to and including termination of employment.

Adopted      12/12/2019

## **V-5.1 Employee Rights and Responsibilities**

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### **V-5.1.1 Dress Code**

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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.

Revised        08/17/1995

Reviewed      09/05/2014



### **V-5.1.2 Employee Grievance**

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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.

Adopted      12/14/1995  
Revised      10/26/2006

### **V-5.1.3 Employee Performance Appraisals**

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To ensure quality performance, retain qualified employees and facilitate the communication of expectations between supervisors and employees, job performance is reviewed on a schedule established by the administration of the college for new employees, continuing employees, and employees on probation. Evaluation protocols are established by the college and may vary dependent on job function.

|         |            |
|---------|------------|
| Adopted | 10/17/1996 |
| Revised | 08/1998    |
| Revised | 12/18/2003 |
| Revised | 12/13/2010 |
| Revised | 08/20/2015 |

#### V-5.1.4 Personnel Records, Public Access to

Community College employee personnel records are governed by [Section 18\(c\) NC G.S.115D-28](#) which provides that certain records shall be open to inspection.

Personnel information maintained by the college on each employee which is open to inspection and public information:

- Name
- Age
- Date of original employment or appointment
- The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the college has the written contract or a record of the oral contract in its possession.
- Current position
- Title
- Current salary
- Date and amount of each increase or decrease in salary
- Date and type of promotion, demotion, transfer, suspension, separation, or other change in position classification
- Date and general description of the reason for each promotion.
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was dismissal, a copy of the written notice of the final decision of the president setting forth the specific acts or omissions that are the basis of the dismissal.
- Office or station to which the employee is currently assigned.

Further, subject only to college policies for the safekeeping of records as adopted by the board of trustees, every person having custody of the records shall permit them to be inspected and examined and copies made by any person during regular business hours. If copies are made the requesting party may be charged the actual cost of making the copies. Any person who is denied access to any record for the purpose of inspecting, examining or copying the record shall have a right to compel compliance with the provisions of Section 18(c) NC G.S.115D-28 by application to a court of competent jurisdiction for a writ of mandamus or other appropriate relief.

All information in an employee's personnel file not specified above is confidential.

Adopted        08/17/1995  
Revised        10/14/2010

### **V-5.1.5 Political Activities of Employees**

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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. Examples of political activities include, but are not limited to, circulating petitions, conducting or participating in opinion polls, soliciting votes or contributions and fundraising.

Nor may any employee use his/her position as an employee of the college to influence the political activities of other college employees.

|         |                         |
|---------|-------------------------|
| Adopted | 04/18/1996              |
| Revised | 02/20/2014              |
| Revised | 03/02/2020 (Procedures) |

### **V-5.1.6 Anti-Harassment**

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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.

Adopted      10/17/1996  
Revised      04/19/2007

### **V-5.1.7 Work Schedules, Non-Faculty**

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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 supervisor in accordance with the objectives of the employee's position and the mission and goals of the institution.

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|---------|----------------------|
| Adopted | 04/1997              |
| Revised | 02/2014 (procedures) |
| Revised | 12/12/2019           |

### **V-5.1.8 Work Schedules, Faculty**

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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.

Adopted      04/1997

### V-5.1.9 Reporting Fraud and Improper Activities

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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 Technical Community College 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 and did not participate in the alleged violation shall be protected from any retaliatory action including discharge, suspension, demotion, or any other adverse employment action. Participation in an alleged violation will not automatically exclude an employee from these protections, and will be considered on a case by case basis. 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 [NC General Statute § 143B-919](#) 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.

Adopted        12/20/2005  
Revised        12/14/2017



### V-5.1.10 Laptops/Computer Systems, Use of

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

A computer system may be a laptop, netbook, tablet, desktop or other device deemed appropriate for job requirements. It is for use only for college-related business as a productivity tool, curriculum tool, and for research and communication. Mobile computers are intended to provide increased productivity due to flexibility and business continuity in the case of disaster. It is not intended as a replacement for personally owned computers or for personal use. Use of the system 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 computer 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 computer for non-college uses.

|         |            |
|---------|------------|
| Adopted | 12/17/2009 |
| Revised | 12/15/2011 |
| Revised | 02/04/2013 |













