

POLICIES MANUAL

BOARD OF TRUSTEES OF WAYNE COMMUNITY COLLEGE

March, 2003



VOLUME 1 ADMINISTRATION

POLICY 01-01 SMOKING (approved 3-23-93)

1. Effective June 1, 1993 that smoking, including the chewing of tobacco and dipping of snuff, be permitted in faculty/staff offices equipped with a filter and the door closed and all other inside areas of all buildings be designated smoke-free.
2. Effective June 1, 1994 that all inside areas of all buildings be designated smoke-free.
3. Effective September 1, 1993, that smoking cessation programs be offered to faculty, staff and students.

POLICY 01-02 ADA COMPLIANCE (approved 3-23-93)

WHEREAS, Congress has enacted the Americans with Disabilities Act; and

WHEREAS, the Board of Trustees of Wayne Community College intends to comply with the requirements of the Act; and

WHEREAS, the Board of Trustees is committed to compliance with both the letter and the spirit of the Americans with Disabilities Act as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities; and

WHEREAS, the Board of Trustees is committed to providing opportunities to qualified persons with disabilities in employment and in access to education, where this will not pose an undue burden or fundamentally alter the programs of the institution; and

WHEREAS, compliance with the ADA requires raising the awareness of all employees of the institution and a commitment of institutional resources.

NOW THEREFORE, the Board of Trustees directs the administration to make compliance with the Americans with Disabilities Act a priority of the institution and to take appropriate steps to meet the deadlines established by Congress. In preparing its plan for compliance, the Board of Trustees directs the administration to take the following steps:

1. Implement procedures for raising awareness of the requirements of the ADA at all levels of the institution, including senior administrators, faculty, and supervisors. Because of the importance of compliance with the ADA and other Equal Employment Opportunity laws, the administration should direct employees to attend workshops where the administration deems it necessary; take steps to coordinate responses to requests from individuals with disabilities and respond to those requests in a timely fashion. The administration should create at least one staff position to coordinate campus wide compliance, process requests, and respond to grievances, and
2. Create a Task Force to support the efforts of the ADA Coordinator and ensure prompt preparation of a self-evaluation. It is strongly urged that a senior administration official participate in or be familiar with the activities of the ADA Task Force.
3. Preparation of an institutional budget to support ADA activities; to provide for the self evaluation and provision of reasonable accommodation or auxiliary aid and services.

The members of the Board of Trustees hereby resolve to work with the administration in an effort to raise awareness of the ADA with the appropriate state legislative bodies and to secure the resources necessary to comply with the ADA.

The Board of Trustees recognizes that compliance with the ADA may require rearranging certain priorities of the institution. It is our intent that compliance with the letter of the ADA shall be a high priority of the institution and appropriate changes be made and accommodation provided to qualified individuals with disabilities, unless this poses an undue burden on the institution's resources or would fundamentally alter the nature of a program. Other desirable projects may, of necessity, have to be deferred. The administration is requested to take this policy statement and the ADA's requirements into account in preparing its budgetary proposals.

POLICY 01-03 DIVERSITY (Approved 11-23-93 Revised 3-25-03)

Purpose Statement

The faculty, staff, students, and the Board of Trustees are committed to the college's mission of fostering a diverse, multi cultural, educational environment which not only reflects the area's cultural composition but which also can serve effectively all segments of society.

A commitment to diversity involves the help of faculty, staff, students, and the Board of Trustees in reducing or eliminating the following barriers to an acceptance of diversity:

1. fear
2. prejudice
3. lack of education
4. lack of tolerance, understanding or sensitivity from faculty and staff about student needs
5. lack of transportation, child care, financial or emotional support, all factors which directly affect student performance
6. provincialism (narrow as opposed to global views of people)

Implementation

The following actions will be instituted as necessary to attract and nurture employees traditionally discriminated against:

1. Competitive salaries: raise salaries for faculty and staff to attract quality employees.
2. Include in the responsibilities of the personnel officer a plan of action for finding those traditionally discriminated against and encouraging them to apply for vacancies at Wayne Community College.
3. Strive to increase the percentage of African American employees to 33% throughout all job levels, also increase African American faculty to 14%.
4. Educate the college community--faculty, staff, Board of Trustees, and students--about factors that affect acceptance of diverse people.
 - a. Have the president and the Administrative Council develop seminars or workshops to increase awareness of diversity for faculty, staff, and Board members.
 - b. Place posters that emphasize acceptance of all people in areas where students gather.
5. Include salary range in job vacancy announcements.
6. Ask for related job experience and/or education in job vacancy announcements rather than the current 3 to 5 year requirement.
7. Encourage all who work with students of diverse cultures--especially counselors and faculty--to greater sensitivity of the cultural traditions, language, and values that may influence those students' educational goals.
8. Modify existing courses, especially humanities courses, to emphasize diversity.
9. Develop new courses to focus on diversity, including Continuing Education courses.

10. Use Staff Development Funds to provide the means for women and minorities to assume leadership roles in the community college system.
11. Create a Cultural Enrichment Committee to plan activities that promote diversity, especially to celebrate African American History and Women's History Months.
12. Involve the Learning Resources Center in diversity through displays of books.
13. Involve the Foundation in supporting programs that celebrate diversity--a forum of scholars, community persons, and/or students from diverse cultures who can share their customs, traditions, etc.
14. Develop a Mentoring Program for employees
15. In the job offer letter, include a welcome and mentor assignment.

POLICY 01-04 NAMING BUILDINGS, FACILITIES AND ROOMS (approved 11-16-99)

1. The current functional names will be replaced by the following:

| | |
|--------|-----------------------|
| LC | Wayne Learning Center |
| A&M | Dogwood |
| MSS | Azalea |
| AH | Pine |
| HS | Holly |
| A&A | Magnolia |
| Energy | Cedar |

Any new buildings will be named in a similar manner.

2. Rooms may be named for (1) persons who have made significant contributions to the growth and development of Wayne Community College and (2) persons who provide an unrestricted endowment/gift to Wayne Community College. The amount should be commensurate with the total cost of the room as determined by the Board of Trustees.
3. The president or the board chair will submit in writing names and rationale to the Wayne Community College Board of Trustees for consideration. The Wayne Community College Recognition Committee shall be an ad-hoc committee appointed by the Board of Trustees and shall include the Chair of the Finance committee of the Board of Trustees, who serves on the Foundation of Wayne Community College Board of Directors.

After receiving the recommendations in closed session, the Board will take final action at a subsequent full Board of Trustees meeting. This allows the entire Board to reflect and weigh community support prior to final adoption.

Following final Board action, the college administration will prepare markers for the facility and plan the appropriate dedication or recognition ceremony.

POLICY 01-05 TRUSTEE EMERITUS (approved 11-16-99)

Purpose

Periodically, there are trustees of the college who, upon leaving that post, are deemed to have performed above and beyond the role typically thought of the community college trustee. Thus, the Board of Trustees wishes to have, at its discretion, the opportunity to confer upon such trustees the title of Trustee Emeritus.

Criteria

Persons considered for the designation(s) of Trustee Emeritus at Wayne Community College should meet all the following criteria: (1) eight (8) or more years of services as a Trustee of Wayne Community College, (2) demonstrated leadership on the Board of Trustees of Wayne Community College, (3) active involvement in community activities and (4) measurable support for the mission, programs and constituents of Wayne Community College.

Procedures

The Board of Trustees may confer the designation of Trustee Emeritus only once per fiscal year. The Board is to be cognizant of the uniqueness of this designation and is to make such designation in the most special and carefully chosen of circumstances. Nominees for the designation of Trustee Emeritus are to be made to the Personnel Committee of the Board which will forward the nomination, if deemed appropriate, to the Board of Trustees for consideration.

Privileges

Persons designated as Trustee Emeritus may enjoy the following privileges: listed in the college catalog with the current board of trustee members, their name on a plaque honoring Trustee Emeritus; special invitations to college events and other special recognition deemed appropriate by the Chair of the Board of Trustees.

**POLICY 01-06 FEDERAL, STATE, LOCAL, AND OTHER GRANTS
(approved 3-25-03)**

The Board of Trustees authorizes the administration of Wayne Community College to apply for federal, state, local, and private grants for college purposes. Grant funds received will be expended according to grant terms as set forth by federal, state, local, and private sources. All grant awards made to the College shall be reported to the Board of Trustees.

**POLICY 01-07 ACADEMIC FREEDOM, RIGHTS, AND RESPONSIBILITIES
(approved 3-25-03)**

Wayne Community College is dedicated to the dissemination of knowledge, the engendering and development of skills, competencies, and understandings, and to the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board shall likewise require the exercise of responsible judgement on the part of personnel of the College as they exercise academic freedom in accomplishing the objectives of the institution.

POLICY 01-08 PURPOSE AND/OR MISSION (approved 3-25-03)

Wayne Community College will have a stated purpose and/or mission statement appropriate to collegiate education as well as to its own specific role, stated clearly and concisely, representative of the official posture and practice of the institution, and published in the college catalog and other official publications as appropriate. The origination of the revision of the statement of purpose/mission shall involve the efforts of the faculty, administration, and governing board. The statement of purpose/mission shall be approved by the Board of Trustees.

POLICY 01-09 INTELLECTUAL PROPERTY (approved 3-25-03)

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

A College employee owns all rights to copyrightable or patentable independent works created by the employee without college support or use of College equipment. Unless otherwise provided in a rights agreement, the College owns all rights to a copyrightable or patentable work created by the employee with the College support.

POLICY 01-10 CONFLICT OF INTEREST (approved 3-25-03)

In compliance with G.S. 115D-26, all local trustees and employees of Wayne Community College will adhere to the conflict of interest provisions as stated in G.S. 14-234 which prohibits public officials and firms in which they have a financial interest from conducting business with the College.

**POLICY 01-11 SALARY AND POSITION CLASSIFICATION PLAN
(approved 3-25-03)**

The college shall administer an equitable salary and position classification plan and shall include both levels and salary ranges for all established staff positions, as well as a scale for computation of salaries for established faculty positions.

POLICY 01-12 AFFIRMATIVE ACTION (approved 3-25-03)

The College is committed to equal opportunity for all persons, whether employed or seeking employment, without regard of race, color, sex, age, religion, national origin or disability. Inherent in this commitment is the intent of the Board of Trustees to attain staffing ratios comparable to those found in the comparable workforce of the community served by the College.

POLICY 01-13 NEPOTISM (approved 3-25-03)

The College shall not employ two or more persons concurrently who are closely related by blood or marriage in positions that 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. Two or more members of the same family may be employed by the College provided that the President must approve such employment and that one member of the family as defined in this section is not in the direct line of supervision of the other family member. In this policy, “members of the same family” is defined as father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, grandparent, grandchild, or anyone claimed on a tax return as a dependent or anyone who claims the same household for address purposes.

POLICY 01-14 BY-LAW AND POLICIES MANUAL REVIEW (approved 3-25-03)

The Personnel Committee of the Board of Trustees will conduct a review of the By-Laws and Policies Manual of the Board of Trustees every five (5) years, or earlier, if deemed necessary. The Personnel Committee will report its findings to the Board as well as recommended changes, deletions or additions.

POLICY 01-15 PRESIDENTIAL SABBATICAL (approved 3-25-03)

After having served in that office for five (5) years, the President of the College may be eligible to receive, from time to time, subject to Board approval, sabbatical leave with pay during his or her tenure as Wayne Community College President. The sabbatical leave may not exceed three (3) months.

The sabbatical leave may be granted for reasons as follows:

1. Course work, seminars and workshops
2. Internships or other work experiences
3. Visiting other community colleges
4. Long Range Planning
5. Travel and Renewal
6. Other activities designed to improve the quality and experience of the President.

The President, in consultation with the Chairman of the Board, shall designate a person to act as President during the period of sabbatical leave.

POLICY 01-16 INCLEMENT WEATHER (approved 3-25-03)

The Administration will develop the procedures for notification of class cancellations, class delays, and college closings due to inclement weather.

POLICY 01-17 COMPENSATORY TIME (approved 3-25-03)

The Administration will develop the procedures for compensatory time.

POLICY 01-18 PERFORMANCE APPRAISAL (approved 3-25-03)

The Administration will develop the methods of performance appraisals for employees.

POLICY 01-19 ACCESS TO PERSONNEL RECORDS (approved 3-25-03)

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

POLICY 01-20 PROCEDURE FOR SELECTING PERSONNEL (approved 3-25-03)

The Administration will develop the procedures to select new personnel of the college.

POLICY 01-21 VACATION LEAVE (approved 3-25-03)

The Administration will develop the policies for annual leave consistent with the State Personnel Policy.

POLICY 01-22 LONGEVITY PAY PLAN (approved 3-25-03)

The Administration will develop the longevity pay plan for full-time employees consistent with the State Personnel Policy.

POLICY 01-23 SALARY ADMINISTRATION PROGRAM (approved 3-25-03)

The Administration will develop a program that is to provide a fair and uniform administration of wages and salaries and to insure that wages and salaries are equitable.

VOLUME 2 PERSONNEL

**POLICY 02-01 FULL-TIME EMPLOYMENT FOR BENEFIT PURPOSES
(Approved 5/25/99)**

PURPOSE:

The purpose of this section is to define continuing part-time employees for benefit purposes.

PROCEDURE:

Wayne Community College has adopted a policy for Continuing Part-time employees who are in positions that require sufficient hours and duration so as to reasonably be considered the primary employment of those employees. Employees identified as continuing part-time shall be eligible to participate in state retirement and health benefit plans.

An individual who is provided continuing employment for a minimum of nine (9) months per year and who works a minimum of 3/4 of the normal hours per week will be eligible to receive certain employee benefits that full-time employees receive. The following employment categories may elect to participate in the colleges benefit programs:

| <u>POSITION</u> | <u>MINIMUM HOURS</u> |
|------------------------|----------------------|
| Staff | 30 hours per week |
| Curriculum | |
| Faculty | 14 hours per week |
| Shop | 18 hours per week |
| Non-Curriculum | |
| Occupational Extension | 24 hours per week |
| Basic Skills Faculty | 24 hours per week |

The following benefits will be made available to continuing part-time employees beginning July 1, 1999:

1. State Retirement Plan
2. Health Benefit Plans
3. Sick Leave (All continuing part-time positions)

| <u>Hours Earned Each Month</u> | <u>Hours Earned Each Year*</u> |
|--------------------------------|--------------------------------|
| 6 | 72 |

4. Annual Leave (continuing part-time staff positions only)

| <u>Years of Aggregate State Service</u> | <u>Hours Earned Each Month</u> | <u>Hours Earned Each Year*</u> |
|---|--------------------------------|--------------------------------|
| Less than 2 years | 5.88 | 70.5 |
| 2 years but less than 5 years | 6.88 | 82.5 |
| 5 years but less than 10 years | 8.38 | 100.5 |
| 10 years but less than 15 years | 9.88 | 118.5 |

| | | |
|---------------------------------|-------|-------|
| 15 years but less than 20 years | 11.38 | 136.5 |
| 20 or more years | 12.88 | 154.5 |

*Hours earned each year is based on a twelve month employment contract. For employees employed on a less than twelve month contract, the actual months employed for a school year for a given employee shall be used to determine the hours earned each year.

5. Holidays

Continuing part-time employees may receive holidays on a pro rata basis. Temporary employees are not eligible for paid holidays. The college provides twelve (12) paid holidays per year.

6. Longevity Pay Plan

Aggregate service to the State of North Carolina is based on a month-for-month computation of permanent, full-time and permanent, part-time (equated to full-time) employment.

7. Other Benefits

Continuing part-time employees must follow the colleges established procedures as outlined in the CPM for all leave taken. Other leave provided on a pro rata basis include:

- Shared Leave
- Civil Leave
- Funeral Leave
- Maternity Leave
- Child Involvement Leave
- Family & Medical Leave

8. Payroll Deductions

The following payroll deductions are available to continuing part-time employees when allowed by the company:

- Tax Sheltered Annuities
 - 401K
 - 403B
 - 457
- State Employees Credit Union
- Life Insurance
- Cancer & Accident Insurance

POLICY 02-02 COMMUNICABLE DISEASE POLICY
(Approved 7/28/92, Revised 3/25/03)

1. PURPOSE

The purpose of this section is to define the policy on communicable diseases.

Wayne Community College recognizes that students and employees with communicable illnesses or diseases may wish to engage in as many of their normal activities as their condition allows, including educational and work goals. Furthermore, the College is aware of the interrelatedness and complexity of the medical, legal, and social problems sometimes associated with these illnesses and diseases.

Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the college community.

Any student, college employee, either full-time or part-time, and any employee of contractors or contracted services who know or has basis for believing that he or she is infected with a communicable disease has the responsibility of reporting immediately this fact, on a confidential basis, to the Personnel Coordinator for employees or to the Vice President for Academic Affairs or Vice President for Continuing Education or his/her designee.

A person who knows or has a reasonable basis for believing that he or she is infected with a communicable disease is expected to seek expert advice about his or her health circumstances and is obligated ethically and legally to conduct himself or herself responsibly in accordance with such knowledge for the protection of other members of the college community.

The College will widely publicize and carefully observe the safety guidelines established by the North Carolina Department of Labor's Division of Occupational Safety and Health and Occupational Safety and Health Act (OSHA), U.S. Public Health Service, and the Center for Disease Control for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

For employee procedures please refer to College Procedures Manual Policy 02-0305 - Exposure Control Plan. For student procedures please refer to the Student Handbook.

POLICY 02-03 MILITARY LEAVE (Approved 6-26-95, Revised 3-25-03)

1. PURPOSE:

The purpose of this section is to define the college's policy on military leave with or without pay.

2. PROCEDURE:

Wayne Community College has adopted a military policy for full-time and part-time employees that fully supports the nation's defense efforts and which also promotes the safety and welfare of the state's citizens.

Statutory Authority

This regulation is promulgated pursuant to North Carolina General Statute 127A-116 and the Uniformed Services Employment and Reemployment Rights Act of 1994.

Policy

Leave shall be granted to employees for certain periods of service in the uniformed services. Employees or applicant for employment shall not be discriminated against because of their membership, application for membership, performance of service, application for service or obligation for service in the Uniformed Services.

Definitions

Following are definitions of terms used in this policy:

Term Definition

Service in the Uniformed Service

The performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes:

- * active duty (extended active duty; mobilization or call up of reserve components),
- * active duty for training of reserve components (annual training - usually 2 weeks or special schools),
- * initial active duty for training (initial enlistment in reserve or National Guard),
- * inactive duty training (drills - usually on weekends),
- * full-time National Guard (usually a 3-year contract), and
- * a period for which a person is absent to determine fitness of the person to perform such duty.

National Guard

A reserve of the U.S. Armed Forces. The N.C. Army and Air National Guard respond to the Governor as Commander in Chief and serve as the military arm of State government and respond to the President of the U.S. in time of war.

Uniformed Services

- * Armed Forces and the Reserve Components (Army, Navy, Air Force, Marine Corps, Coast Guard, Army and Air National Guard),
- * Commissioned Corps of the Public Health Services, and
- * any other category of persons designated by the President in time of war or national

emergency.

MILITARY LEAVE WITH PAY

Periods eligible for leave with pay for training

Leave with pay, up to the maximum of 120 hours each Federal fiscal year (Oct.-Sept.) [pro-rated for part-time employees] shall be granted to:

1) Members of the Uniformed Services for:

active duty for training (annual training or special schools)

inactive duty training (drills - usually on weekends)

If the drill is not scheduled on the employee's off-days, the employee has the option of requesting that the work schedule be rearranged, or the employee may use any unused portion of the 120 hours leave with pay, vacation/bonus leave or leave without pay.

2) Members of the State Defense Militia (as defined further in this policy); and,

3) Civil Air Patrol members (as defined further in this policy).

Additional military leave needed for training shall be charged to vacation/ bonus leave or leave without pay at the discretion of the employee.

Periods eligible for leave with pay for training (continued)

The College may require the employee to provide notification of upcoming duty and/or schedule changes as soon as known.

Note: When a military obligation is less than 31 days an employee is authorized eight (8) hours recoup time before and after performance of military duties or military training. This time may also be charged to the 120 hours leave with pay, leave without pay or vacation/bonus leave.

Example: An employee may be scheduled on a Friday, to take a convoy to a specific site. If significant travel is required, the employee may need to be released early on the day before training in order to accommodate the request for travel and reasonable rest. The employee is to return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an 8 hour rest period.

Leave with pay for physical examination

In addition to the above 120 hours, leave with pay shall be granted for a required physical examination relating to membership in the uniformed services.

Period of leave with pay for reserve active duty

The following shall apply for active duty for each period of involuntary service:

1) Members of the uniformed services reserve components shall receive up to thirty (30)

calendar days of full pay when ordered to State or Federal active duty.

2) After the thirty-day period, members shall receive differential pay for any period of involuntary service. This pay shall be the difference between military basic pay and the employee's annual State salary, if military pay is the lesser.

Responsibility -Notification of service for full pay or differential pay

The College shall require the employee, or an appropriate officer of the uniformed service in which such service is performed, to provide written or verbal notice of such service claimed for military leave with pay. For periods eligible for military leave with differential pay, the agency shall require the employee to provide a copy of their Leave and Earnings Statement or similar document covering the period eligible for differential pay.

Retention and continuation of benefits during leave with pay

Prior to the 30 days of full pay and the differential, the employee may choose to retain their vacation/bonus leave, exhaust their vacation/bonus leave, or be paid in a lump sum up to a maximum of 240 hours of vacation leave plus any unused bonus leave. If the employee is FLSA non-exempt, any compensatory time may also be exhausted prior to exhausting leave or may be paid in a lump sum.

During the period of reserve active duty, whether receiving full pay, differential pay, or no pay, the employee shall not incur any loss of total service or retirement service or suffer any adverse service rating. The employee shall continue to accumulate sick and vacation leave, total service credit, and receive any promotion or salary increase for which otherwise eligible.

Differential pay does not meet the statutory definition of "compensation" for retirement purposes. Thus, retirement contributions should not be reported to the Retirement System on differential pay. Retirement membership service credits will be granted employees for all required periods of active military service.

When on duty, the College continues to pay for health coverage for members of the National Guard. When on Federal active duty, coverage in the State Health Plan ends on the last day of the month in which the individual enters active service. The military health and benefits program covers the reservists and their dependents.

Employees and/or their dependents whose health coverage ceases because of entry into the military service are eligible for COBRA coverage for a period of up to eighteen months. The employee must pay for periods in excess of thirty days.

Additional leave for National Guard

Members of the National Guard are granted additional time off with pay for infrequent, special activities in the interest of the State when so authorized by the Governor or his authorized representative.

MILITARY LEAVE WITHOUT PAY

Periods eligible for leave without pay

Military leave without pay shall be granted for all uniformed service duty that is not covered by military leave with pay. Among the reasons are:

- 1) extended active duty for a period not to exceed five years plus any additional service imposed by law (see note below);
- 2) full time National Guard duty (usually a 3 year contract);
- 3) initial active duty for training (initial enlistment);

The following absences may be taken as leave without pay or as available vacation/bonus leave or a combination of the two, at the employee's option:

- 4) duties resulting from disciplinary action imposed by military authorities;
- 5) inactive duty training (drills) performed for the convenience of the member, such as equivalent training, split unit assemblies, make-up drills, etc.

Agencies are not required to excuse an employee for incidental military activities such as volunteer work at military facilities (not in duty status), unofficial military activities, etc.

Note: Service in the uniformed services, except the types of service listed below, counts toward the cumulative 5-year limit of military service a person can perform while retaining reemployment rights:

- 1) Unable (through no fault of the individual) to obtain release from service or service in excess of 5 years to fulfill an initial period of obligated service,
- 2) Required drills and annual training and other training duty certified by the military to be necessary for professional development or skill training/retraining, or
- 3) Service performed during time of war or national emergency or for other critical missions/contingencies/military requirements.

Additional periods of military leave without pay

Leave without pay shall also be granted in the following situations:

- 1) While awaiting entry into active duty, such period as may be reasonable to enable the employee to address personal matters prior to such extended active duty.
- 2) The period immediately following eligible period(s) of active duty, as defined under

"Reinstatement From Military Leave Without Pay" of this policy, while reinstatement with the college is pending, provided the employee applies for such reinstatement within the time limits defined. (Note: It is the employee's responsibility to apply for reinstatement within the time limit defined.)

3) Employees hospitalized for, or convalescing from, an injury or illness incurred in, or aggravated during the performance of extended active duty, except that such period shall not exceed two years beyond their release from extended active duty under honorable conditions. Also, the employee shall be entitled to leave without pay for the period from the time of release by the physician until actually reinstated in employment, provided the employee applies for such reinstatement within the time limits defined.

Employee responsibility

The employee or an appropriate officer of the military service in which such service is or is to be performed shall provide written or verbal notice of such service as soon as it is known. The employee shall be responsible for returning, or making application for reinstatement, within the time limits defined under "Reinstatement from Military Leave Without Pay."

Retention and continuation of benefits during leave without pay

The employee may choose to have accumulated vacation/bonus leave:

paid in a lump sum (maximum of 240 hours of vacation leave),
exhausted, or
retained (part or all) until return to State service (but does not earn vacation leave while on leave without pay).

The employee shall:

Retain accumulated sick leave (but does not earn sick leave while on leave without pay);
continue to earn time toward total service, and receive retirement service credit for periods of active duty up to the time the employee was first eligible for discharge if the employee returned to employment within two years; or any time after discharge if they had completed at least ten years of membership service in the Retirement System. (See Retirement System Handbook for further details.)

The employee may elect to continue employer-sponsored health care for a period of up to 18 months; however, the employee must pay the full premium for periods in excess of 30 days.

Reinstatement from military leave without pay

The time limit for submitting an application for reemployment or reporting back to work depends upon the length of uniformed service. If reporting back or submitting an application for

reemployment within the specified periods is impossible or unreasonable through no fault of the employee, the employee must report back or submit the application as soon as possible thereafter. The service duration and periods for returning or applying for reemployment are as follows:

- * less than 31 days, must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an 8 hour rest period;
- * more than 30 days but less than 181 days, must submit a written or verbal application for reemployment with the agency not later than 14 days after the completion of the period of service; or,
- * more than 180 days, by submitting an application with the agency not later than 90 days after the completion of the period of service.

Reinstatement shall be made if the employee:

separated/discharged from military service under honorable conditions, and reports to work or applied for reinstatement within the established time limits.

Reinstatement shall be to the position they would have likely achieved had they remained continuously employed (escalator position); or, if the period of uniformed service was in excess of 180 days, their escalator position, or one of like seniority, status and pay with the same agency or with another State agency. In the case of reemployment, such reemployment is to be promptly effective.

If, during military service, the employee suffers a disability incurred in, or aggravated during, uniformed service, to the extent that the duties of the escalator position cannot be performed, the employee shall be reinstated to a position most nearly comparable to the escalator position, with duties compatible with the disability and without loss of seniority.

SPECIAL PROVISIONS

Civil Air Patrol

While the Civil Air Patrol is not a reserve component, it is an auxiliary to the Air Force. Its members are not subject to obligatory service. When performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary, Department of Crime Control and Public Safety, its members are entitled to military leave with pay not to exceed 120 hours (prorated for part-time employees) in any calendar year. Exceptions may be granted by the Governor. Such service may be verified by the Secretary of the Department of CCPS upon request by the employing agency. Regularly scheduled unit training assemblies, usually occurring on weekends are not acceptable for military leave, however, employing agencies are encouraged to arrange work schedules to allow employees to attend this training.

State Defense Militia

The State Defense Militia is considered a reserve to the National Guard, but it is not a reserve component of the U. S. Armed Forces. Its members are not subject to obligatory service unless they are assigned to a unit that is ordered or called out by the Governor. Only under the following conditions are State employees entitled to military leave with pay:

Infrequent special activities in the interest of the State, usually not exceeding one day, when so ordered by the Governor or his authorized representative.

State duty for missions related to disasters, search and rescue, etc., again, only when ordered by the Governor or his authorized representative.

Under these conditions, an employee may be granted military leave not to exceed 120 hours (prorated for part-time employees) during any calendar year.

Employees who are members of the State Defense Militia are not entitled to military leave with pay when volunteering for support of functions or events sponsored by civic or social organizations even though such support has been "authorized."

Regularly scheduled unit training assemblies, usually occurring on weekends, are not acceptable for military leave; however, employing agencies are encouraged to arrange work schedules to allow the employee to attend this training.

Duty status may be verified with the Office of the Adjutant General, North Carolina National Guard, ATTN: Vice Chief of Staff - State Operations (VCSOP).

POLICY 02-04 - CHILD INVOLVEMENT LEAVE POLICY
(Approved 5-24-94; Revised 6-7-99)

PURPOSE:

To promote employee involvement in the education of youth and to promote employee assistance to schools.

PROCEDURE:

Full-time faculty and staff may take leave under this policy to:

Meet with a teacher or administrator of any elementary school, middle school, high school or child care program authorized to operate under the laws of the State of North Carolina concerning the employee's children, step-children, or children over whom the employee has custody.

Attend any function sponsored by the school or child care program as defined above in which the children, step-children or children over whom the employee has custody are participating. The program shall only be authorized in conjunction with non-athletic programs that are part or supplement to the school's or day care's academic or artistic program.

Perform, by any employee without regard to parental status, school approved volunteer work approved by a teacher, school administrator, or program administrator.

Only full-time permanent, and trainee employees shall be granted up to eight hours of paid leave on January 1 of each year. Part-time continuing employees shall be granted six hours of paid leave on January 1 of each year. The eight hours of leave is credited to each employee regardless of the number of children or parental status of the employee. New employees will be credited with the full eight hours of leave immediately upon their employment. Employees who transfer to other state agencies shall transfer any balance of the unused eight hours of leave to the new state agencies. Leave not taken in a calendar year will be forfeited and not carried over into the next calendar year. Employees will not be entitled to payment for this leave upon separation from state government. Requests for leave must be approved in advance through regular supervisory channels. Requests must be supported by acceptable proof that leave is taken within the purpose and intent of this policy. Supervisors are responsible for accounting for time taken by employees under this policy and for maintaining accurate monthly leave records. Contact the Personnel Department for questions regarding the Child Involvement Leave Policy.

POLICY 02-05 OCCUPATIONAL HEALTH AND SAFETY POLICY
(Approved 1-22-80, Revised 12-19-02)

1. PURPOSE:

The purpose of this section is to present the Occupational Safety and Health Policy.

2. PROCEDURE:

The purpose of the statement is to define the policy of Wayne Community College concerning the personal safety and health of all persons employed by the college, enrolled as students in the college or visiting on the college campus, and to delegate responsibilities for assuring compliance with approved standards for safety. The college shall engage in a program of voluntary compliance with the Occupational Safety and Health Act of North Carolina and with all other applicable federal, state, and local codes and regulations. To be successful, such a program must embody the proper attitudes toward injury prevention and safety on the part of all members of the college community. Hence, the program shall be designed to provide not only a safe physical working and learning environment but also an atmosphere of safety awareness through safety education, training, and employee and student involvement. The participation and earnest cooperation of all faculty, staff, and students shall be actively encouraged.

Responsibilities:

A. Executive:

1. As chief administrative officer, the president of Wayne Community College has the legal responsibility for the compliance with the Occupational Safety and Health Standards at Wayne Community College and for all reports required by the North Carolina Department of Labor.
2. The Vice President for Educational Support Services is delegated the responsibility for proper administration, implementation, and enforcement of the provisions of these regulations.

B. Administration:

1. It shall be the responsibility of the Vice-President of Educational Support Services, acting as safety coordinator, to plan and recommend a program of safety that adheres to all applicable federal, state, and local laws, codes, and regulations pertaining to safety.
2. Safety and Health Committee: A college Safety and Health Committee representing different areas of the college community shall be appointed by the president. The committee shall serve as an advisory unit to the Vice President for Educational Support Services on all matters pertaining to safety and health.

C. Implementation:

An important part of any successful safety program is the individual work place supervisor, be it the instructor in the classroom, laboratory or shop, the maintenance foreman on the job or the administrative department head in an office. Supervisors must exhibit the proper attitudes towards safety and health as models to those they supervise or instruct. It shall be expected that, within its budgetary limitations, each department furnish such equipment as deemed necessary to provide the mandatory protection of employees and students. It shall

further be expected that each department require the use of all such equipment whenever needed to the point of disciplinary action or administrative sanction in cases of failure to do so. The college Safety and Health Committee shall provide for effective communication with all departments operating throughout the campus.

D. Planning and Financing:

While it is recognized that the individual department is largely responsible for developing the proper attitudes towards safety, it is also important that each department plan for and develop safe procedures and safe working areas for all those under supervision. Safety considerations must become a vital part of the budget planning for all new and existing learning programs. The Vice President for Educational Support Services shall serve as a resource person to the departments in the interpretation of the standards as they affect each of the work places on campus, making recommendations for the most expeditious and economical means to bring the areas into compliance. Responsibility for the planning and developing of budget requests for departmental safety programs shall rest with the individual department. Financial planning for safety must be concurrent with the academic and general operations budgets.

POLICY

02-06 POLITICAL ACTIVITIES OF EMPLOYEES (Approved 8-1-93)

PURPOSE:

The purpose of this section is to define the policy on political activities of employees.

PROCEDURE:

Each employee of Wayne Community 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. Therefore, the Board of Trustees of Wayne Community College encourages its employees to exercise those rights and obligations of citizenship, subject to the following provisions:

- 1) Any employee who intends to seek a public office shall so inform the Board of Trustees through the president. The president shall obtain certification from the employee that the employee will not campaign or otherwise engage in political activities during the employee's regular work hours or involve the College in political activities.
- (2) Any employee, who is elected to a part-time public office, shall either certify through the president to the Board of Trustees that the office will not interfere with the carrying out of the duties of the employee's position with the College, or shall request leave without pay.
- (3) Any employee, who is elected or appointed to a full-time public office or to the General Assembly, shall take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees on an office-by-office basis.
- (4) Any employee who is a candidate for public office is prohibited from soliciting support during the employee's regular work hours. The employee in question is also prohibited from soliciting support on college property, such as, displaying of signs or passing out cards, etc., except during open forums to which other candidates are also invited.

Definitions as used in this Rule

- (1) Public office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.
- (2) Membership in the General Assembly is a full-time public office under this rule.

Application of this Rule

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

Political Activities of College Presidents

The State Board of Community Colleges has adopted a policy that applies to all college presidents regarding political activities. This is under North Carolina Administrative Code 2C.0200.

POLICY 02-07 SEXUAL HARASSMENT (APPROVED 8-1-93)

PURPOSE:

The purpose of this section is to present the policy on sexual harassment.

PROCEDURE:

The policy of Wayne Community College is to promote an atmosphere in which all employees of this school are entitled to a work and learning environment free of discrimination or intimidation based on sex and to provide for the orderly resolution of complaints of sexual harassment.

Policy:

All members of the college are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee by any other employee, an employee sexually harassing a student or a student sexually harassing a college employee or another student, is a violation of the policy of this school and will not be tolerated. Sexually harassing conduct includes: offensive sexual flirtations, advances, propositions; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace of sexually suggestive objects or pictures. Anyone who violates this policy will be disciplined in accordance with the procedures outlined below.

Definition:

The following definition is taken from section 1604.11(a) of the Equal Employment Opportunity Commission's (EEOC) amended "Guidelines on Discrimination Because of Sex" (45 Red. Reg. 74676 [1980]). Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any one of three criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Appointment of Grievance Officers

The President shall appoint Grievance Officers whose duties are to receive complaints of sexual harassment and to attempt to resolve the complaints in an informal manner. The Grievance Officer shall:

- (1) Inform employees of the policy against sexual harassment and of the grievance procedures for resolving complaints;
- (2) Receive complaints of sexual harassment from employees and/or students, and try to resolve as quickly as possible but not later than 10 workdays from the date of the complaint;
- (3) Confer separately with the complaining employee/student and the person

against whom the complaint is made in an attempt to determine the circumstances leading to the complaint;

(4) If the Grievance Officers consider it desirable and both parties consent, confer jointly and informally with both parties;

(5) Make a determination as to the merits of the complaint and, where appropriate, prepare an informal resolution, and,

(6) Keep the matter confidential, except to the extent that disclosure is required by these procedures. An informal resolution agreeable to both parties closes the matter, except the Grievance Officers shall, within 20 days after resolution, submit a record of the incident, including the names of the parties involved and its resolution to the President through the Director of Personnel who shall maintain a confidential file of such records. The complaining party and the person against whom the complaint is made may inspect the record and submit a statement to the President through the Personnel Director for inclusion in the file. Where investigation confirms the allegation and prohibited behavior persists, disciplinary action may be taken as outlined in the College Procedures Manual or Student Handbook.

Application of the Grievance Procedures

After presentation to the Grievance Officer, the complaint of an employee or student who believes that he or she has been subjected to sexual harassment in violation of this policy should be resolved through the employee or student grievance procedures of Wayne Community College as set out in the College Procedures Manual or Student Handbook, except that the presentation of the complaint to the Grievance Officers replaces the presentation of the complaint to the complaining employee's immediate supervisor. The Grievance Officers' determination may be appealed to the same official of the administration who would hear an appeal from the decision of the immediate supervisor under the employee grievance procedures of this college. Appeal is available to both the complaining party and the person against whom the complaint is made. In the event the Grievance Officers or Personnel Director is the subject of a sexual harassment complaint, the employee or student should confer with his or her immediate supervisor or the Director of Student Development for resolution.

POLICY 02-08 SHARED LEAVE (APPROVED 05-25-93; REVISED 11-26-96)

PURPOSE:

The purpose of this section is to describe the shared leave policy.

PROCEDURE:

This policy is designed to provide a means of continued income for employees experiencing serious and prolonged medical conditions. The policy would allow for the transfer of leave from one employee to another only in medical situations that would otherwise cause the employee to be forced to be placed on leave without pay. Further, this policy is believed to be a humane approach for one employee to assist another by allowing for the transfer or donation of leave at a critical time in one's life.

POLICY

The shared leave policy is the only means by which leave may be shared or transferred among employees. The sharing of leave among employees is otherwise prohibited. The shared leave policy permits the sharing of leave only in instances of medical necessity. Such medical conditions must be of a prolonged, serious, critical nature, generally considered to be at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve (12) months, an exception to the 20-day period may be made.

Medical conditions that are considered to be normal, short-term, or incidental shall not be considered for shared leave purposes. Such short-term medical conditions might include headaches, sinus infections, bronchitis, toothaches, etc. For purposes of this policy, medical condition means medical condition of an employee or a family member of such employee that would result in a substantial loss of income to the employee.

An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct.

Leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.

ELIGIBILITY

The employee must be in permanent or probationary status. The limitation and leave balance for permanent part-time employees is prorated.

The employee must be willing to sign a medical release form that allows Personnel to solicit leave on his behalf. The employee is discouraged from soliciting his own leave. Personnel must ensure that employees are neither directly or indirectly intimidated, threatened, or coerced for the purpose of interfering with any right which such employee may have with respect to either donating, receiving, or using leave under this program.

The employee must also understand that Personnel and the college's Shared Leave Committee take full responsibility and accountability for the administration of this program on a fair and consistent basis throughout the college.

The employee qualifies for participation in the program after exhausting all accumulated

leave from his personal leave account.

Requests for shared leave must be substantiated by a doctor's certificate which states specifically the nature of the illness and the anticipated length of disability. Additionally, the disabling condition must cause the employee to be absent from work a minimum of twenty (20) consecutive workdays in order to meet the definition of "prolonged."

Shared leave shall be solicited on a current/as needed basis, and may be retroactive for up to thirty (30) calendar days. Shared leave donations must be received, documented, and appropriately accounted for within thirty (30) days of the expiration of the disability. An employee whose disability ended on June 30 has until July 30 to solicit leave. Personnel shall ensure the appropriate debiting and crediting of leave accounts for audit purposes.

An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required 60-day waiting period and following the waiting period provided DIPNC benefits have not begun.

An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in this program. Use of donated leave under the workers' compensation program would be limited to use during the required waiting period and to the supplemental leave schedule published by the Office of State Personnel. (Ref. Sec. 8, Page 17.)

Non-qualifying conditions: The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

Wayne Community College policy, as with the State policy, prohibits the banking of leave or the establishment of a leave "bank" for use by unnamed employees. Leave must be solicited as the need occurs.

APPLICATION PROCEDURE

Personnel must receive official notification of a request to participate in the shared leave program. Such notification may come from the employee or from a co-worker or another state employee. Personnel cannot assume responsibility for knowing of such requests except that someone makes the request.

Personnel will contact the employee to verify the validity of the request, and will inform the employee of the application procedures.

All requests for shared leave must be substantiated by a doctor's certificate stating the nature of the illness and the approximate recuperation time.

The employee must sign a medical release form authorizing Personnel to solicit shared leave from other employees.

This form also permits the shared leave committee to meet to discuss the merits of the request.

The employee will be notified of the committee's decision to either grant or deny the request for participation in the shared leave program. There is no outside appeal process.

RECIPIENT GUIDELINES

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

Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated shared leave.

Leave donated to a recipient's leave account is exempt from the maximum accumulation carry-over restrictions at calendar year end.

At the expiration of the medical condition, as determined by the agency, (substantiated by a doctor's certificate), unused leave in the recipient's leave account shall be returned to the donors on a pro-rata basis.

If a recipient separates from Wayne Community College, participation in the program ends. Donated leave shall be returned to the donor(s) on a pro-rata basis.

DONOR GUIDELINES

A non-family donor may not contribute leave outside Wayne Community College. A non-family member donor may contribute only vacation/sick leave to another employee within the college.

A family member who is a State employee may contribute vacation leave to another immediate family member or State employee in any department or university. For transfer of vacation leave to an immediate family member, immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren, including the step, half, and in-law relationships.

The minimum amount of leave to be donated is four (4) hours.

An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below forty (40) hours.

The maximum amount of vacation leave allowed to be donated by one individual is to be no more than the amount of the individual's annual accrual rate. However, the amount donated is not to reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate.

Example 1: An employee with five (5) but less than ten (10) years of state service annually earns 134 hours of vacation leave.

Employee may contribute four or more hours but may not reduce vacation leave balance below 67 hours.

Example 2: An employee with more than twenty (20) years of state service annually earns 206 hours of vacation leave.

Employee may contribute four (4) or more hours but may not reduce vacation leave balance below 103 hours.

ACCOUNTING PROCEDURES

Wayne Community College shall establish a system of leave accountability which will accurately record leave donations and recipient's use. Such accounts shall provide a clear and

accurate record for financial and management audit purposes. All records pertaining to granting and receiving shared leave are subject to audit.

Withdrawals from recipient's leave account will be charged to the recipient's account according to the usual leave policies.

Leave transferred under this program will be available for use on a current basis or may be retroactive for up to thirty (30) calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient.

Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donors. Employees who donate "excess" leave (any amount above the 240 maximum allowable carry-over) at the end of June may not have it returned. Their prorated share will be lost the same as it would have been at the end of June.

POLICY 02-09 SICK LEAVE (Approved 08-01-93; Revised 06-07-99)

PURPOSE:

The purpose of this section is to present the policy on sick leave.

PROCEDURE:

Amount Earned - A full-time employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave computed at the following rates:

| <u>Hours Earned Each Month</u> | <u>Hours Earned Each Year*</u> |
|--------------------------------|--------------------------------|
| 8 | 96 |

*For Purpose of Computing Sick Leave Earned - The number of months of employment for a school year for a given employee shall be determined by calculating the number of months covered by the employment agreement rounded to the nearest whole month.

Accumulation - Sick leave is cumulative indefinitely.

Advancement - The institution may advance sick leave not to exceed the amount an employee can earn during the current fiscal year.

Verification of Sick Leave - The institution may require a statement from a medical doctor or other acceptable proof that the employee was unable to work to the end that there will be no abuse of sick leave privileges.

Sick Leave May Be Granted For:

- (a) Illness or injury which prevents an employee from performing his usual duties.
- (b) A maximum of three days in case of death in the employee's immediate family.
- (c) Medical appointments.
- (d) Quarantine due to a contagious disease in the employee's immediate family.
- (e) The actual period of temporary disability connected with child bearing.

Sick leave may be granted for illness of a member of the employee's immediate family. For this purpose, immediate family is defined as spouse, parents, children (including step relationships). Leave may also be taken for the illness of other dependents living in the employee's household. Sick leave is non-transferable to any other type of leave.

Leave Charges

- (a) Faculty members will take sick leave days in units of one day and a minimum of one-half day.
- (b) The minimum amount of sick leave which may be taken by staff is fifteen minutes.
- (c) Only scheduled work hours shall be charged in calculating the amount of leave taken.

Saturdays and/or Sundays are charged if they are scheduled workdays.

Sick Leave Transferable - Unused sick leave shall be transferred when an employee transfers between state agencies. Sick leave may also be transferred to a county mental health, public health, social services or civil defense agency if the county is willing to accept the leave. When a county employee transfers from one of the agencies listed above to a state agency, sick leave or any portion of unused sick leave may be transferred to the state agency.

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

2. Should an employee be separated before he has earned all of the sick leave taken, it will be necessary to make deductions from his final salary check for overdrawn leave on a day-for-day basis.
3. Sick leave shall be exhausted before going on leave without pay because of extended illness. While an employee is exhausting sick leave, he earns all benefits for which he is entitled.

Reinstatement of Sick Leave

- (a) Reduction in force: Employees separated because of a reduction in force shall be credited with accrued sick leave if reinstated within five (5) years.
- (b) Authorized leave without pay: Employees granted leave without pay shall be credited with accrued sick leave if reinstated before the termination date of such leave.
- (c) If an employee is separated for other reasons and is reinstated within one year from the date of his last workday, the institution may consider reinstatement of sick leave credits accumulated at the time of separation.

Retirement Credit - One month of credit is allowed for each 20 days, or any portion thereof, of sick leave to an employee's credit upon retirement.

Sick Leave Without Pay - Sick leave without pay may be granted by the institution for the remaining period of disability after both sick and annual leave have been exhausted or upon written request of the employee. In the event such leave exceeds one year, an extension must be requested.

Leave Records - it is the responsibility of the institution to maintain annual records for sick leave earned and taken for each employee and assume responsibility for notifying employees of leave balances at least once each month. The institution will retain sick leave records for all separated employees for a period of at least four years from the date of separation.

Anything included above which is not or later becomes inconsistent with the policy of the State Personnel Commission for state employees shall be null and void. New policies established by the State Personnel Commission, not inconsistent with the rules, regulations, and policy of the State Board of Community Colleges, the Wayne Community College Board of Trustees, or the General Statutes of North Carolina, shall become part of the policy of Wayne Community College.

POLICY 02-10 UNSATISFACTORY PERFORMANCE/PROBATIONARY STATUS
(Approved 05-25-93)

PURPOSE:

The purpose of this section is to define the policy on unsatisfactory performance/probationary status.

PROCEDURE:

A. Any employee receiving an unsatisfactory performance appraisal maybe placed on probationary employment status (hereafter called probation). An employee also may be placed on probation for any of the causes for dismissal as set forth in the section "Dismissal or Suspension."

B. Employees may be placed on probation by the president of the College for not less than a three-month period nor more than a twelve-month period. Employees placed on probation for a three-month period will be evaluated each 30-day period; employees placed on probation for more than a three-month period will be evaluated at least each 60-day period.

C. At the end of the probation period, the president may remove the probationary status, continue the probationary status, or terminate the employee for failure to comply with the conditions of his/her probation.

POLICY 02-11 NON TENDERING OF A NEW CONTRACT
Date Adopted: 05-25-93 (BT)

1. PURPOSE:

The purpose of this section is to define the policy on nontendering of a new contract.

2. PROCEDURE:

- A. All Wayne Community College employees serve at the pleasure of the Board of Trustees. Through the president, the Board of Trustees issues employment contracts. The employment contract constitutes the only agreement of employment. Automatic continuation or renewal of the employment contract is not implied anywhere in any of its provisions.
- B. Not later than 60 calendar days prior to the expiration of the employee's contract of employment, he/she will be notified in writing of the intent of the president not to tender a new contract of employment for the subsequent employment period. Neither the president nor any employee will disclose publicly the reasons that any employee was not tendered a new contract of employment.
- C. If an employee contends that he/she was not tendered a new contract of employment because of unlawful discrimination on the basis of color, creed, sex, race, national origin, age, disability, the exercise of protected First Amendment rights or any other unlawful reason expressly prohibited by the North Carolina General Statutes, he/she may appeal the decision by notifying the Personnel Committee of the Board of Trustees, hereinafter referred to as Personnel Committee, in writing of his/her request for a hearing, within ten (10) working days of his/her receipt of the notice of non-tendering of a new contract from the president. The request for a hearing shall include written evidence of the employee's contentions. The failure of the employee to give written notice of appeal to the Chairman of the Personnel Committee within the ten (10) working day period shall cause the decision of the president to be final.
- D. Within fifteen (15) days of its receipt of the employee's appeal and request for hearing, the Personnel Committee shall review the same and determine whether the evidence submitted by the employee is sufficient to establish reason to believe that the failure to renew the contract of the employee was due to the unlawful discrimination on the basis of color, creed, sex, race, national origin, age, disability, the exercise of protected First Amendment rights, or any other unlawful reason expressly prohibited by the North Carolina General Statutes. If the Personnel Committee determines that the evidence submitted by the employee is sufficient to justify a hearing for the reasons set forth above, then the employee shall be notified by certified letter addressed to his/her residence address of record at the College of the specific date, time, and place of hearing. This date will be as soon as practicable, but not less than ten (10) or more than thirty (30) working days from the official date of the notification. If the Personnel Committee determines that the evidence submitted by the employee does not justify a hearing, then the employee shall be so notified by certified letter mailed to his/her address of record at the College.

- E. The employee may appeal the Personnel Committee's denial of a hearing to the full Board of Trustees by giving notice of appeal, in writing, to the Chair of the Board of Trustees within ten (10) working days of the date of the notice from the Personnel Committee. The failure of the employee to give written notice of appeal to the Chair of the Board of Trustees within the ten (10) working day period herein prescribed shall cause the decision of the Personnel Committee to be final. Upon receipt of the notice of appeal the Board of Trustees shall, as soon as practicable, but not more than thirty (30) working days, review the evidence submitted to the Personnel Committee by the employee. If the Board of Trustees determines that the evidence submitted by the employee is sufficient to justify a hearing, it shall direct the Personnel Committee to proceed with a hearing in the manner set forth below as soon as practicable. If the Board of Trustees sustains the Personnel Committee's decision that a hearing is not justified, the matter shall be deemed ended. In either event the employee shall be notified, in writing, of the Board of Trustees' decision within five (5) working days after the decision is reached.
- F. If a hearing is determined to be justified by either the Personnel Committee or the Board of Trustees, the hearing shall take place before the Personnel Committee meeting in executive session. A record of the hearing shall be made. The Chair of the Personnel Committee shall appoint a reporter who shall have the duty of preparing a summary of the evidence presented to the Personnel Committee. It shall not be necessary to prepare a verbatim transcript of the proceeding before the Personnel Committee. The proceedings shall be tape recorded and the tapes preserved until a final decision is reached by the Personnel Committee or, in case of an appeal, by the Board of Trustees.
- The employee shall be permitted to present witnesses and evidence and to cross-examine witnesses but not be represented by Counsel. The employee shall have the burden of persuading the Personnel Committee that the non-tendering of a new contract results from unlawful discrimination on the basis of race, sex, religion, national origin, age, disability, the exercise of protected First Amendment rights or any other unlawful reason expressly prohibited by the North Carolina General Statutes.
- The Personnel Committee shall limit the evidence presented by the employee to that evidence which is relevant to one or more of these prohibited grounds as set out in the employee's notice of hearing.
- Following the presentation of evidence by the employee, the College administration shall present such relevant evidence as it chooses to establish that the non-tendering of a new contract was not related to a prohibited ground. At the conclusion of the presentation of evidence by the administration, the employee shall be given the opportunity to present relevant rebuttal evidence. Within seven (7) working days of the conclusion of the hearing, the Personnel Committee shall determine whether the decision not to tender the employee a new contract resulted from unlawful discrimination on the basis of race, sex, religion, national origin, age, disability, the employee's exercise of protected

First Amendment rights or any other unlawful reason expressly prohibited by the North Carolina General Statutes, and shall notify the employee of its decision by certified letter to his/her address of record at the College.

- G. The employee shall have ten (10) working days from the date of the notice provided for in the preceding paragraph within which to appeal the Personnel Committee's decision to the full Board of Trustees. The employee's notice of appeal must be in writing and directed to the Chair of the Board of Trustees. The failure of the employee to give written notice of appeal to the Chair of the Board of Trustees within the ten (10) working day period shall cause the decision of the Personnel Committee to be final.

Upon receipt of the employee's notice of appeal the Chair of the Board of Trustees shall set a meeting of the Board of Trustees at a time as soon as practicable but not more than thirty (30) working days from receipt of the notice of appeal to consider the appeal.

The consideration of the employee's appeal by the Board of Trustees shall be in executive session and shall be upon a summary made of the hearing before the Personnel Committee. Upon its completion of that review the employee and a representative of the administration shall be permitted to appear before the Board of Trustees to present a summary argument of not more than 15 minutes of his/her position based on the evidence contained in the record. The employee shall not be represented by counsel.

At the conclusion of these arguments the Board of Trustees shall excuse the employee and representatives of the administration and then act to sustain or reverse the actions of the Personnel Committee. Within seven (7) working days after the Board of Trustees has made its decision, the employee shall be notified by certified letter, delivered to his/her address of record at the College of the decision of the Board of Trustees.

POLICY 02-12 TERMINATION OF ANNUAL CONTRACT

Date Adopted: 05-25-93 (BT)

1. PURPOSE:

The purpose of this section is to define the policy on termination of an annual contract.

2. PROCEDURE:

A. TERMINATION OF PROGRAM

An employment contract may be terminated when a program, curriculum, or service is decreased or terminated to the result that the services of the affected employee are no longer needed by the college.

B. FINANCIAL EXIGENCY

An employment contract may be terminated when a significant decline in the financial resources of the College is brought about by a decline in enrollment or by other action or events that compel a reduction in the College's current operations budget.

C. DISMISSAL OR SUSPENSION

The president may dismiss or suspend any employee of the College prior to the expiration of an annual contract for good cause which shall include but not be limited to the following reasons:

1. Failure to perform competently, in keeping with the administrative practices of the College or the duties of the position for which he/she was employed.
2. Willful or negligent failure to serve in capacities complementary to his/her related position, such as student advisor, committee member, etc.
3. Conviction of a crime involving moral turpitude or conviction of a felony.
4. Failure to maintain satisfactory and harmonious working relationships with the public, and/or other employees.
5. Failure to obtain or maintain a current license or certificate required by regulations of an appointing agency or law as a condition for performing the job.
6. Chronic absenteeism, absence without approved leave, and/or improper use of sick leave privileges.
7. Physical or mental incapability for performing duties.

8. Falsification of official records, expense claims, and/or misuse of state funds.
9. Possession of unauthorized firearms or lethal weapons on the job or on College property.
10. Failure to comply with rules, regulations and policies of the State Board of Community Colleges, the Board of Trustees, or lawful directives of the president.
11. Use, manufacture, distribution, and/or possession of controlled substances during work hours or appearing at anytime on the property of Wayne Community College under the influence of controlled substances in violation of North Carolina General Statutes.
12. A second offense of reporting to work or appearing at any time on the property of Wayne Community College under the influence of intoxicating liquor.
13. Insubordination or refusal to accept a reasonable and proper assignment from an authorized supervisor, or failing to report for duty at the assigned time and place.
14. Participating in any activity which impairs, impedes, or disrupts the legal mission, process, or functions of the College.
15. Counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operation(s) of the College.
16. Failure to comply with any condition of probation while an employee is on probationary status.

D. CAUSES FOR SUSPENSION (WITHOUT PAY).

When, in the opinion of the president, an infraction of the stated reasons for dismissal as outlined under "Dismissal" has occurred but is not of sufficient magnitude to warrant dismissal, an employee may be suspended without pay for a specified length of time. The president will send written notice of such suspension to the employee.

E. PRE-DISMISSAL HEARING

Before an employee may be dismissed, a pre-dismissal hearing shall occur. The purpose of the pre-dismissal hearing is to inform the employee of the allegations made against him/her and to give the employee the opportunity to respond to the allegations. The president shall schedule and conduct a pre-dismissal hearing with the employee. A second management representative or security personnel may be present at the president's discretion. No attorneys representing either side may attend the hearing. The president, in the hearing, shall give the employee notice of the allegations made, including the specific reason(s) and a summary of the information supporting these allegations. The president shall inform the employee of the possible termination of his/her employment. The employee shall have an opportunity to respond to the proposed dismissal, to refute information supporting the allegations, and to offer information or arguments to support his/her position. Every effort

should be made to assure that the employee has a full opportunity to set forth any information in his/her possession in opposition to his/her dismissal prior to the end of the conference.

Following the conference, the president shall review and consider the information presented by the employee and confer with the employee's supervisor or other administrative staff. If it is determined that dismissal is justified, a dismissal letter shall be prepared, delivered or mailed, containing the specific reason(s) for the dismissal, effective date, and employee's appeal rights.

F. APPEAL FOR DISMISSAL

1. If an employee is dismissed for good cause pursuant to Paragraph 2-C, he/she may appeal the dismissal by notifying the Chair of the Personnel Committee of the Board of Trustees in writing of his/her request for a hearing, within ten days of his/her notice of the dismissal from the president. The request for hearing shall include written evidence of the employee's contentions.
2. A hearing on the employee's appeal shall take place before the Personnel Committee meeting in executive session. A record of the hearing shall be made. The Chair of the Personnel Committee shall appoint a reporter who shall have the duty of preparing a summary of the evidence presented to the Personnel Committee. It shall not be necessary to prepare a verbatim transcript of the proceeding before the Personnel Committee. The proceedings shall be tape recorded and the tapes preserved until a final decision is reached by the Personnel Committee or, in case of an appeal, by the Board of Trustees. The employee shall be permitted to present witnesses and evidence and to cross examine witnesses. The employee shall have the right to be represented by counsel at the hearing. The employee shall have the burden of persuading the Personnel Committee that the dismissal was not for good cause as set out above. Following the presentation of evidence by the employee, the College administration shall present such relevant evidence as it chooses to establish that the dismissal was for good cause as set out above. At the conclusion of the presentation of evidence by the administration, the employee shall be given the opportunity to present relevant rebuttal evidence. Within seven (7) working days of the conclusion of the hearing, the Personnel Committee shall determine whether the decision to dismiss the employee was for good cause and shall notify the employee of its decision by certified letter mailed to his/her address of record at the College.
3. The employee shall have ten (10) working days from the date of the notice provided for in the preceding paragraph within which to appeal the Personnel Committee's decision to the full Board of Trustees. The employee's notice of appeal must be in writing and shall be directed to the Chair of the Board of Trustees. The failure of the employee to give written notice of appeal to the Chair of the Board of Trustees within the ten (10) working day period herein prescribed shall cause the decision of the Personnel Committee to be final. Upon receipt of the employee's notice of appeal the Chair of the Board of Trustees shall set a meeting of the Board of Trustees at a time as soon as practicable but not more than thirty (30) working days

from receipt of the notice of appeal to consider the appeal. The consideration of the employee's appeal by the Board of Trustees shall be in executive session and shall be upon a summary made of the hearing before the Personnel Committee. Upon its completion of that review the employee and/or his/her counsel and a representative of the administration shall be permitted to appear before the Board of Trustees to present a summary argument of not more than 15 minutes of his/her position based on the evidence contained in the record. At the conclusion of these arguments the Board of Trustees shall excuse the employee and representatives of the administration and then act to sustain or reverse the actions of the Personnel Committee. Within seven (7) working days after the Board of Trustees has made its decision, the employee shall be notified by certified letter, delivered to his/her address of record at the College of the decision of the Board of Trustees.

POLICY 02-13 RELEASE FROM EMPLOYMENT
(Approved: 08-01-93)

PURPOSE:

The purpose of this section is to describe the conditions for release of employment from the college.

PROCEDURE:

Release from employment will be granted by the Board of Trustees provided a thirty days written request is submitted to the president. Under extenuating circumstances, release will be granted by the Board provided the circumstances warrant the release and a suitable replacement is available. The State Board of Community Colleges, as well as other institutions and agencies, will be notified of persons who have left employment of the college without proper release.

POLICY 02-14 DRUG-FREE WORKPLACE POLICY (Approved July 25, 1989)

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to college property. Therefore, it is a policy of this college that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the college's workplace is prohibited. Any employees violating this policy will be subject to disciplinary action up to and including termination. The specifics of this policy are as follows:

1. Wayne Community College does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on college premises will be subject to disciplinary action up to and including termination.
2. The term "controlled substance" means any drugs listed in 21 U.S.C. Sub-section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the college within five (5) days after he or she is convicted for violation of any federal or state criminal statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The Personnel Department at Wayne Community College must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to disciplinary action up to and including termination. Alternatively, the college may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment. Wayne Community College currently provides an Employment Assistance Program.
6. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

POLICY 02-15 EMPLOYMENT CATEGORIES AND BENEFITS (Approved 3-25-03)

PURPOSE:

The purpose of this section is to define employment categories and the benefits for employees of the college.

PROCEDURE:

The employment categories and benefits for employees of Wayne Community College are as follows:

Full-Time Permanent

Staff: 40 hours per week for a minimum of nine months and are eligible for full benefits*

Faculty: 18 Instructional hours per week for a minimum of nine months and are eligible for full benefits * (except vacation leave)

Full-Time Temporary

Staff - 40 hours per week with no benefits*

Faculty - 18 Instructional hours per week with no benefits*

Part-Time Permanent

For staff and faculty 3/4 or more of the full-time permanent hours per week for a minimum of nine months with pro-rated benefits of State Retirement and Health Benefits and all remaining benefits

Part-Time Temporary

Staff - Less than 30 hours per week and no benefits

Faculty - Less than 14 hour hours per week and no benefits.

*Benefits include State Retirement, Health Benefits, Sick Leave, Annual Leave, Holidays, Longevity Pay, Tuition Exemption, Civil Leave, Military Leave, Child Involvement Leave, Shared Leave and Payroll Deductions.

VOLUME 03 INSTRUCTION

POLICY 03-01 COURSE REPETITION AND MINIMUM CLASS SIZE POLICIES

CURRICULUM PROGRAMS (Approved 3-25-03)

Course Repetition Policy

A student who has passed a curriculum course twice must receive permission from the Vice President of Academic Affairs & Student Services before the student is allowed to register for the class another time. A student shall not repeat a course as an audit without the approval of the Vice-President of Academic Affairs & Student Services.

A student who has received an “F” or “W” grade three times (or any combination three times) in a single curriculum course must make an appointment with a college counselor and, after this appointment, receive permission from the counselor before enrolling in the course for the fourth time.

Minimum Class Size Policy

The decision to offer a class and to establish minimum class size will be made by the department chairman and the division director with the approval of the Vice President of Academic Affairs & Student Services. Criteria for determining minimum class size will be on a class-by-class basis and based on the subject matter of the course, the need for the course, the impact on the institution including resources, and the students enrolled.

CONTINUING EDUCATION

Course Repetition Policy

Students in the division of Continuing Education may repeat courses as needed as long as the courses continue to provide benefits and opportunities for those enrolled. A student who takes an occupational extension class more than twice is required to pay a fee to be determined using the following computations. For example, the first and second time a student takes an occupational extension class the fee will be based on the sliding fee scale. The third time a student takes a class the fee is the highest of the sliding fee scale or the number of hours that the class meets times \$5.08 (Class of 33 hours x \$5.08 - \$167.64 registration fee). (Senior citizens who are eligible to take classes free of charge will also be required to pay for classes they take more than twice).

Minimum Class Size Policy

Class size will be determined on a class-by-class basis and will take into consideration the subject matter, need of the course, the location, and the impact it will have on the institution including resources, and the students enrolled. Any variance to this policy must be approved by the Vice President of Continuing Education.

POLICY 03-02 WAYNE COMMUNITY COLLEGE DIVISION OF CONTINUING

EDUCATION AND WORKFORCE PREPAREDNESS/BASIC SKILLS INTERNAL AUDIT PLAN (Approved 11-22-88, Revised 11-24-98, Revised 07-25-00)

Accountability and credibility are two very important elements in the process of achieving quality in teaching and learning and in the effective management of the college. One of the primary ways of insuring these desirable results is through an internal audit system which has safeguards designed to maintain the public trust. Wayne Community College has established the following administrative procedures to guarantee the proper use of public funds in its service area.

The North Carolina Community College System set forth guidelines for the College's accountability and credibility plan. The following plan follows the guidelines set by NCCCS. The updated guidelines are effective upon approval of the local trustee board:

Class Visits

The instructor's supervisor or designated representative as approved by the Vice President of Continuing Education will visit 50 percent of off campus classes each semester and will sign and date the class membership record for documentation. Twenty-five percent of on-campus classes require visitation. Community Service and self-supporting classes are excluded from required visitation.

The following policy shall apply to classes that do not physically meet i.e. distance education classes:

Classes offered via distance education technology must be visited in the same proportion that other continuing education classes are required to be visited. A visit to an on-line course shall be accomplished by the supervisor, designated representative or other appropriate official logging in to the Administration Center of the particular course. (Log in passwords are available from the course supervisor). Documentation to verify that the visit has taken place will be provided by printing a copy of the activity/progress report and annotating it with signature and date. Classes which met twelve or fewer hours are excluded from the visitation requirement.

The Vice President of Continuing Education and the Director of Basic Skills will visit 10 percent of off campus classes separately each semester with no pre-notification of these visits and will maintain written documentation by signing and dating the class membership record at the time of the visit. Registration will not be considered as one of the Vice President of Continuing Education and Director of Basic Skills unannounced class visits. Note: An off campus class is defined as any class not held in institutionally owned or leased property.

Student Membership Verification

The class registration form (roster) will be signed by each individual upon enrollment in the class. Any class roster which, by necessity, has the participants listed by the teacher (most likely ABE or Compensatory Education) is to be carefully checked by the instructor's supervisor. The following policy shall apply to classes that do not physically meet, i.e., distance education classes.

Membership verification shall consist of payment of the applicable registration fee by the student for the class. Documentation of payment must be available to show that a particular student paid for the specific class in question. In cases where no registration fee is paid (i.e., the student is 65 or over, etc.) the student must provide a signed registration form.

Instructor Verification

Payment will not be rendered to instructors until documented verification is received that all work contracted for has been completed for the pay period. Roll books must be turned in before final payment is made to instructors. The Continuing Education and Basic Skills office(s) shall be required to submit to the Business Office class rosters, and copies of instructor's contracts for verification.

Institutional Approval Process for Conducting a Continuing Education Class

- a. The Vice President of Continuing Education shall be responsible for approving the establishment/offering of all Continuing Education and Basic Skills classes. The vice president's signature on the official contract will note final approval. An official course outline must be on file in order to affect approval. Course approval for basic skills is granted after the appropriate outline has been developed and approved by the curriculum committee, and director of basic skills. The vice president's signature on the official contract will note final approval. An official course outline must be on file in order to effect approval.
- b. Approved classes shall be consistent with the institution's role and mission.
- d. The college will maintain an up-to-date master schedule, including day, time, and location of all continuing education and basic skills classes. Directions to all off campus classes must be on file with the continuing education and basic skills office(s). This information is to be maintained in Continuing Education by the records clerk and in Basic Skills by the secretary.

Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education and Basic Skills Program

- a. The institutional president is responsible for administration and will insure that approved internal audit procedures are maintained. Annual reports will be made to the Board of Trustees by the President.
- b. Reporting internal audit results to President
 1. Report each semester or as needed by the Vice President of Continuing Education.
 2. Persons reporting to the President are the Vice President of Continuing Education and Workforce Preparedness.
- e. Additional internal controls will be initiated as deemed necessary to insure accountability and credibility.

VOLUME 4 - FINANCE

POLICY 04-01 DEFERRED PAYMENT POLICY FOR TUITION, FEES AND BOOKS (Approved 07-27-98)

PURPOSE:

To define the college's policy on deferred payments of tuition, fees, and books.

PROCEDURE:

Activity Fees, Insurance, and Books

A student may request a deferment for student activity fees, student insurance, and/or books through the Financial Aid Office if he/she is unable to make payment at the time payment is due. The following applies if a student requests a deferment:

- Student does not owe a balance from a previous semester.
- Student is in good standing with the College.
- Student must sign a Deferred Payment Agreement and pay by the-dates specified on the agreement.

Tuition

Tuition may be deferred only if the Business Office and/or Financial Aid Office has some type of authorization that a student's scholarships, loan, Pell Grant or third party payment will be approved during the semester. A Deferred Payment Agreement must be signed.

If the student does not pay within the specified time, the Procedure for Student Billing on Past Due accounts will be followed.

POLICY 04-02 GIFT CERTIFICATE POLICY (Approved 11-17-97)

PURPOSE:

The purpose of this section is to describe the procedures for purchasing gift certificates.

PROCEDURE:

Wayne Community College has gift certificates that may be purchased at the cashier's window in any amount for tuition, fees, and books.

The purchaser must provide the student's name, address, and social security number in order for the funds to be applied to the student's account. If the student does not use the gift certificate a year from the date of purchase, the unused funds will be placed in other student financial aid funds or refunded to the purchaser.

The purchaser will sign a statement giving Wayne Community College permission to refund the money in one of the above categories.

POLICY 04-03 INVESTMENT POLICY (Approved 11-22-94)

PURPOSE:

The purpose of this policy is to establish investment policies and guidelines for the investment management of available funds for Wayne Community College. The college is to safeguard funds and produce maximum yields from funds in the College's budget within established guidelines and performance criteria.

PROCEDURE:

Funds Available for Investment

Due to the restriction placed on the college by the North Carolina State Treasurer and the United States Department of Education, Wayne Community College has a minimal amount of cash which is not committed to current operations. All state funds are required by specific statute (GS 147.77) to be on deposit with the State Treasurer. Construction funds and special fund projects must be on a reimbursement basis. Federal funds for applicable projects must be requested when needed (i.e. funds that will be disbursed within the next 3 working days). Funding for WIA projects must be obtained on a reimbursement basis. County Capital funds are obtained on a reimbursement basis while County Current fund allotments are received on a periodic basis.

Consequently, the only funds which are available for investment for any period of time greater than one month include but may not be limited to the following:

- I. Current Unrestricted Funds
 - A. Unexpended County Allotments
 - B. Unbudgeted County Fund Balance
 - C. Overhead Receipts

- II. Unrestricted Proprietary Funds
 - A. Bookstore
 - B. Student Activity Fees
 - C. Print Shop

- III. Plant Funds
 - A. Unbudgeted Capital Outlay (Plant) Fund Balance

- IV. Endowment Funds

Investment Discretion

The Board of Trustees of Wayne Community College has ultimate fiduciary responsibility for the college. Investment discretion is granted to the President and to the Chief Financial Officer within the guidelines and criteria of this policy.

Investment Authorization

Cash available for investment will be invested pursuant to GS 159.30, GS 159.31, GS 147.69.2 and GS 147-69.3 as outlined in the Community College Laws of North Carolina 115 D-58.6 Investment of idle cash.

Criteria for Investment Performance Measures

In investing the funds which the College has available, four criteria are established for investment performance. These are listed in priority order.

1. Compliance with regulations governing State, Local, and Federal funds.
2. Security of funds.
3. Liquidity of funds.
4. Yield of funds.

The Finance Committee of the Board of Trustees will be provided with an annual report detailing investment actions and performance of investments.

POLICY 04-04 USE OF COLLEGE VEHICLES
(Approved 10-14-96)

PURPOSE:

The purpose of this section is to provide the procedures for use of the college vehicles.

PROCEDURE:

The purpose of the college vehicles is to provide a means of transportation for staff and faculty. The vehicles shall be used for official college business only.

The following procedures will be strictly adhered to in the use of the college vehicles:

- a. The vehicles must be scheduled through the business office.
- b. A school vehicle, if available, should be used in lieu of a personal vehicle.
- c. When requesting use of the vehicles, the following must be observed:
The request must provide the date, destination, and the name of the driver.
- d. All drivers must have a valid NC Driver's License.
 1. Insurance rules prohibit the use of college vehicles except by employees. Students are prohibited from driving college vehicles unless duly authorized by the Chief Financial Officer.
 2. It is the responsibility of the driver to:
 - record the mileage traveled,
 - report any necessary repairs to the maintenance department,
 - clean out the vehicle upon returning from travel,
 - return keys and credit cards promptly to the business office.
- e. Other college vehicles will be scheduled by contacting the appropriate office.
 - Ag Vans - Office of Agriculture & Natural Resources
 - SGA Van - Coordinator, Student Activities

POLICY 04-05 MOTOR VEHICLE REGISTRATION, TRAFFIC AND PARKING VIOLATIONS (Approved 3-25-03)

The administration is authorized to require each motor vehicle operated on the college campus by a student or college employee to display a registration sticker. Students may be required to purchase registration stickers at a charge not to exceed the maximum permitted by State Law. Registration stickers shall be dated to determine the period of validity.

The administration is authorized to adopt and enforce traffic and parking rules and regulations for motor vehicles on college campuses. Rules and regulations adopted by the administration shall be stated in the appropriate college publication(s) and will be enforced through such means as fines, towing at owner's expense, and cancellation of college vehicle registration.

POLICY 04-06 LOCAL AUCTIONS OF COLLEGE ASSETS (Approved 3-25-03)

The College may conduct sales of surplus property as approved by the Board of Trustees. Proceeds are used in accordance with NCGS 115D-15.

POLICY 04-07 COMMUNITY USE OF FACILITIES (Approved 3-25-03)

Use of college facilities by community groups for the cultural and educational welfare of the community is encouraged.

The President of the College has the authority to approve or disapprove the use of college facilities by organizations. Such use will be under the supervision of college personnel and a fee will be charged for utilities, maintenance, parking, law enforcement, etc. Procedures for establishing rental fees for college facilities are on file in the Vice President for Educational Support Services office. Fees will be deposited into county funds in accordance with NC General Statute 115D.

POLICY 04-08 USE OF PRIVATE CARS FOR CONVENIENCE OF THE EMPLOYEE (Approved July 25, 2000)

The uniform rate of (\$.25) per mile for the use of a private car for the convenience of the employee beginning August 1, 2000 is established.

Reimbursement will not be authorized for expenses which exceed the established rate of travel or actual air-coach rate when:

- A college-owned vehicle is available.
- Railroad, airplane, or other alternate transportation is feasible and would be more economical, considering transportation, subsistence, and salary costs.

POLICY 04-09 GRANT POLICY
(Approved 1-24-95)

The office of the President has primary responsibility for coordinating and controlling efforts to secure grants for the college. The office of Planning and Research is responsible for coordinating the planning, initiation, and evaluation of all grants. All faculty and staff members are encouraged to assist in these activities as appropriate.

Policy

The following basic policies apply to all grant activities:

1. The College shall accept grants which are consistent with the laws, regulations, and policies of the State of North Carolina and the federal government.
2. The College shall accept grants which are consistent with the mission, goals, purpose, and services of the college.
3. The purpose for each grant proposal shall be cleared in advance by the president, and no grants will be solicited without authorization by the president.
4. Grants may be received by the president or his designee but must be accepted officially by the Board of Trustees.
5. The College shall not accept grants which may endanger its tax-exempt status.
6. College personnel shall not benefit personally by way of commissions or any other benefit that may be related to any grants received.

Grants

Grants are available to the college from public and private sources to fund a variety of programs or purposes. Wayne Community College shall identify and pursue those sources from which it may be eligible and competitive for the award of a grant. The office of Planning and Research performs the following functions:

1. Maintains a library of materials on funding agencies and proposal preparation,
2. Circulates promising grant announcements to appropriate members of the faculty and staff.
3. Assists with the proposal development process.
4. Acts as a clearinghouse for the dissemination of all grant proposals submitted by the college, and
5. Maintains liaison between the College and funding agencies.

The office of Planning and Research will be responsible for coordinating the proposal process. In some cases, this office may prepare the grant proposal; in other cases, a “task force” may be designated. In any event, all proposals shall be submitted through the office of Planning and Research, which will be responsible for tracking proposals through the approval process.

POLICY 04-10

WAYNE COMMUNITY COLLEGE POLICY FOR SELF-SUPPORTING CLASSES (Approved 6/25/1998 Revised 03-26-02)

It is the policy of Wayne Community College to provide classroom instruction for self-supporting classes to the student body at the most affordable cost. In order to assure that student expenses are held to a minimum, the Curriculum Committee for the Board of Trustees shall periodically review registration fees charged, expenditures and the use of excess funds. The local Board of Trustees shall review its policy on self-supporting classes at least once every three years. All expenditures must be consistent with the mission and purpose of the community college system.

Self-Supported Classes - Wayne Community College may sponsor self-supporting classes, deposit income to a local account, and pay all expenses from the local account. Each student is required to pay a pro-rata share of the cost of a self-supporting class. The pro-rata share for any individual or group is not waived.

1. To promote uniformity in determining cost of the self-supporting classes, direct and indirect costs for these classes are defined as follows:
 - A. Direct Costs are the expenses associated with the delivery of instruction which may include the following:
 1. Instructor(s) salary including FICA, travel and course development costs
 2. Instructional supplies and materials
 3. Rental of buildings
 4. Advertising, printing, postage and mailing
 5. Equipment
 6. Refreshments
 7. Administrative or clerical costs
 - B. Indirect Costs are the charges for activities and services that support self-supporting classes which cannot be directly and exclusively assigned to a self-supporting class. Indirect cost application may not exceed twenty-five percent of the direct cost for a given self-supporting class for a group of individuals not associated with a company or entity. This stipulation is not applied to a class offered to employees of a company or entity. The following items are considered indirect costs:
 1. Utilities, custodial and security services
 2. Coordination/administration
 3. Clerical salary and fringe benefits
6. Funds in excess of direct and indirect expenses may be used in support of:
 1. Student financial aid/scholarships/program improvement
 2. Other expenditures of direct benefit to students (e.g. funding of the positions for financial aid and students activities, etc.)

3. Other similar expenses authorized by the Board of Trustees (e.g. new faculty positions for a start-up of new programs, counselors, equipment, construction, etc.) All expenditures shall directly benefit students.
3. Funds derived from self-supporting classes shall not be used for:
 1. Supplemental salaries of any personnel
 2. Administrative support of the college (other than noted above) and only for activities that directly benefit students
 3. College entertainment expenses. (Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment. Functions in which the primary purpose is fund-raising would be entertainment.)

(Approved November, 1990)

It is the policy of Wayne Community College to provide textbooks and supplies at the most affordable cost possible to the student body. In order to assure that student expenses are held to a minimum, the Board of Trustees shall periodically review the mark-up on textbooks and the use of profits. The policy of Wayne Community College, as required in 1150-5(al), is that bookstore funds may be used as follows:

1. Support of bookstore operating expenses including, but not limited to, salaries; supplies; travel; materials; operating resources; and equipment associated with the operation, support, and enhancement of the bookstore.
2. Funds in excess of these operating expenses may be used in support of:
 - a. Student aid and/or scholarships
 - b. Other expenditures of direct benefit to students (e.g. funding of positions for financial aid and student activities, etc.)
 - c. Other similar expenses authorized by the Board of Trustees (e.g. new faculty positions for start up of new programs, counselors, equipment, construction, etc.)

Funds may not be used for:

1. Supplemental salaries of any personnel.
2. Administrative support of the college other than that allowed above.
3. College entertainment expense. (Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment. Function in which the primary purpose is requesting funds would be entertainment.)

All expenditures shall be consistent with the mission and purpose of the college.

Statutory Policy

North Carolina law, Chapter 147-86.10 of the General Statutes, requires that “all agencies, institutions, departments, bureaus, boards, commissions and officers of the State shall devise techniques and procedures for the receipt, deposit and disbursement of moneys coming into their control and custody which are designed maximize interest-bearing investment of cash and to minimize idle and nonproductive cash balances.

Plan Administration

The State Controller, with the advice and assistance of the State Treasurer, the State Budget Officer and the State Auditor, is charged with developing and implementing a uniform statewide plan to carry out the cash management policy for all State agencies, departments and institutions. The Wayne Community College Cash Management Plan outlines the policies, duties, responsibilities and requirements for cash management within the College in support of the Statewide Cash Management Plan.

The Chief Financial Officer of Wayne Community College has the responsibility for developing the College’s cash management plan for approval by the President. The Plan serves as the basis for College’s Cash Management Policy as approved by the Wayne Community College Board of Trustees. The Chief Financial Officer maintains the Wayne Community College Cash Management Plan.

Plan Requirements

Cash Management over Receipts:

1. Except as otherwise provided by law, all funds belonging to the State of North Carolina, and received by an employee of the College in the normal course of his/her employment shall be deposited as follows:
 - a. All monies received shall be deposited with the State Treasurer pursuant to G.S. 147-77 and G.S. 147-69.1.
 - b. Monies received in trust for specific beneficiaries for whom the employee-custodian has a duty to invest shall be deposited with the State Treasurer under the provisions of G.S. 147-69.3.
 - c. Monies available for investment will be invested pursuant to G.S. 159.30, G.S. 159.31, G.S. 147.69.2 and G.S. 147.69.3 as outlined in the Community Laws of North Carolina 115D-58.6 Investment of Idle Cash. In investing available funds, the College has established four criteria. Listed in priority order they are:
 - 1.) Compliance with regulations governing state, local, and federal funds.
 - 2.) Security of funds.
 - 3.) Liquidity of funds.

- 4.) Yield of funds.
 - d. The Finance Committee of the Board of Trustees will be provided an annual report detailing investment actions and performance of investments.
2. Monies received shall be deposited daily in the form and amounts received, except as otherwise provided by law.
 - a. Daily cash collections are closed at the end of every business day and deposited no later than 11:00 AM the following business day.
 - b. Cashiers that receive funds do not make deposits.
 - c. The College does not have a returned check fee policy.
 - d. There are no State Treasurer approved exceptions to the Daily Deposit and Reporting Act.
3. Monies due to the College from other governmental agencies or from private persons shall be promptly, collected and deposited.
4. It is the responsibility of the Accounts Receivable Accounting Technician to bill students when they have a debt with the College that is past due. The following procedures are used when trying to collect the debt:
 - a. A statement is mailed to the student after the 10% point of the semester.
 - b. If there is no response to the statement sent, the following are done once a week:
 - Just A Friendly Reminder
 - Past Due Notice
 - Final Notice
 - 10-Day Letter

After routine billings and normal past due notices have been sent, the following should be considered:

 1. For amounts less than \$25, a personal letter, which details the date, purpose, and amount of the debt, should be mailed. The student should be advised that he or she would not receive transcripts or be able to register for future classes. If this fails, the account may be written off with the approval of Wayne Community College's Board of Trustees. Copies of all correspondence should be retained.
 2. For amounts of greater than \$25 but less than \$50, the same type of letter, which is recommended above, should be mailed. If this fails to produce results, the account should be turned over to the Collection Agency. If this effort is not successful, the account may be written off with the approval of the Institution's Board of Trustees. Copies of all correspondence should be retained.
 3. For amounts of \$50 and more, follow the procedure as outlined above, but when the account is returned from the Attorney, it should be turned over to the Collection Agency and the Attorney General. If the Collection Agency notifies the Institution that the account is uncorrectable, the debt shall be turned over to the Department of Revenue. All debts \$50 and over can be submitted for collection. Copies of all correspondence should be retained.
 4. For non-sufficient funds checks (NSF), the student is allowed ten (10) days to clear this debt. If the student fails to clear the debt within the allotted time frame,

the student is dropped from class(es). ("Student Rights, Responsibilities and Judicial Procedures", Section III-R) The Magistrate processes non-sufficient fund checks in excess of \$400 with a criminal summons issued.

5. If this final effort should prove unsuccessful, approval to write off the account should be requested from the Financial and Administrative Services Division of the Department of Community Colleges. When requesting approval, the history of the collection attempts should be included and all correspondence should be retained at the school.
 - c. Items turned over to the collection agency and NC Department of Revenue for debt set-off collection shall be maintained as open receivables for one year, at the end of which a request to write-off is submitted to the NC Community College System.
 - d. Even though all of aforementioned procedures have been followed and these accounts are written off, the student will still have to clear the debt before he or she can receive transcripts or register for future classes. A copy of all mark-offs is given to the Office of Admissions and Records and the accounts are flagged.
 - e. The College levies no interest or penalties.
5. Federal funds received for major federal assistance programs that are governed by the Cash Management Improvement Act of 1990 are drawn in accordance with the current State/Federal Agreement.
6. All federal fund draws will be on deposit with the State Treasurer no more than two business days prior to the disbursement. Procedures for handling federal funds are:
 - a. Drawdowns for federal expenditures shall be spent within 3 working days after the deposit date.
 - b. Requests for funds are made after expenditures except at the beginning of the semester when Pell awards are extremely large; funds are requested approximately three (3) days before the expenditures are made.
 - c. The following certification shall be made with each request. "I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the grant or agreement."
7. The College accepts electronic payments, in accordance with G.S. 147-86-22, to the maximum extent possible and consistent with sound business practices. Electronic payments are received into the local control bank account. The following techniques shall be used to improve cash handling.
 - a. Amounts representing state receipts are transferred to the State Treasurer's account as soon as possible.
 - b. Federal grant payments are received by wire transfer whenever possible.
 - c. Deposits are made with cash concentration banks designated by the State Treasurer.
 - d. Billing schedules are efficient and lead to earlier receipt of monies due to the State.
 - e. The College times deposits in order to receive current day credit in accordance with schedules available from the State Treasurer.

Cash Management over Disbursements:

The objective of managing disbursements is to maintain funds in interest-bearing accounts for the longest appropriate period of time. This allows the College to recognize the maximum earning potential on its funds. The following guidelines are provided.

1. Monies deposited with the State Treasurer shall remain on deposit with the State Treasurer until final disbursement to the payee. Specific procedures include:
 - a. Invoices, with proof of receiving, are matched to purchase orders and vouchered for payment.
 - b. Individuals not involved in preparation or approval of disbursements shall perform bank reconciliations monthly.
2. The order in which appropriations and other available resources are expended shall be subject to the provisions of the Executive Budget Act, G.S. 143-27.
3. Federal and other reimbursements of expenditures paid from State funds shall be paid immediately to the source of the State funds.
4. Billings to the State for goods or services received shall be paid neither early nor late, but on the discount date or the due date to the extent possible.
5. Disbursement cycles for the College shall be established to the extent practicable so that the overall efficiency of the warrant disbursement system is maximized while maintaining prompt payment of bills due. In order to avoid disbursing account overdrafts, warrants should not be released before the College has requisitioned adequate funds and approved and deposited to the applicable disbursing account by the OSC. Payments from special funds are made weekly and a minimum of twice monthly from county and state funds. An individual not involved in preparation or approval mails the checks.
6. Electronic Funds Transfer (EFT) shall be used for certain payments between state and local units, vendors and employees when it is determined to be mutually beneficial to both parties. Direct deposit payroll and federal payroll taxes are currently the only payments being made electronically by the College.
7. Delegation of Disbursing Authorities shall be kept current and must be approved by the State Controller. The current date of delegation of Disbursing Authority is March 2001.
8. The College employs the following techniques helpful in controlling disbursements:
 - a. Establishment special procedures for making large disbursements such as social security and federal withholding tax remittances to ensure payment is made on the due date and not before.
 - b. Management of inventory and supply levels to stock the minimum necessary to conduct business without disruption.

VOLUME 7 STAFF DEVELOPMENT

POLICY 07-01 STAFF DEVELOPMENT PROGRAM (Approved 08-01-93; Revised 10-14-96 Revised 02)

1. PURPOSE:

The purpose of this section is to describe the staff development program.

2. PROCEDURE:

The Office of Planning & Research is responsible for administering the Staff Development Program. The Faculty/Staff Development Committee assist in the development, operation, and decisions of the program. Staff development at Wayne Community College is a comprehensive program of activities designed to promote the personal and professional growth of all employees. It provides opportunities for faculty and staff members to assess their own development needs, determine individual goals, and plan and implement effective programs of personal and professional growth. Each year all employees are encouraged to include professional developmental objectives in their annual performance appraisal plan.

Because AC is a comprehensive community college, the staff development needs of its employees are varied and include both instructional and administrative elements. When a staff development need is identified that affects enough employees, the administration seeks to provide that development internally through existing staff or by employing an external resource.

Often, though, the need can be more effectively and economically met through travel to other community colleges, agencies, or businesses; through attendance at training seminars offered by some other agency; through participation in a state, regional or national conference; or through the pursuit of formal course work or degrees.

Through the planning process and to the extent available resources allow, travel funds are provided within individual department budgets to fund professional travel. Planning units may submit annual planning objectives which request additional travel or contractual service funds to meet an identified staff development need.

In addition, the Staff Development Committee is annually provided an allocation of State (Tier A) funds, Federal Vocational Education funds, and WCC Foundation funds to respond to individual requests from faculty and staff for professional development assistance.

POLICY 07-02 DEVELOPMENTAL LEAVE (Approved 1-23-90 , Revised 3-25-03)

“Developmental Leave” refers to the release from duties or time normally required of a full-time employee in carrying out his/her full load of assigned responsibilities to engage in non-traditional study. This non-traditional study is defined as time spent gaining first-hand information related to the employee’s job function or duties. Developmental Leave may be granted for non-traditional study such as:

- Visiting other programs within the community college system
- Visiting transfer institutions
- Spending time in industry to gain in-plant experience
- Simulated hands-on type training
- Back-to-Industry
- Other experiences deemed appropriate by individual’s supervisor

Subject to availability, institutional, grant, or staff development funds may be used to pay the salaries of professional personnel while on developmental leave as well as payment of a substitute instructor or worker. Should the site of the developmental leave be located outside of Goldsboro, travel and per diem expenses, when necessary, will be paid. Developmental Leave may be granted provided all of the following conditions are met:

1. The employee is employed full-time on a nine month or more basis.
2. Developmental Leave with pay may be granted according to the following guidelines:
 - a. May be granted no more than twice annually (fiscal year).
 - b. A maximum of one quarter per leave may be granted dependent upon the type of non-traditional study in which the employee will be engaged.
3. The Developmental Leave must be approved by the following:
 - a. Department Chair or immediate supervisor
 - b. Division Head
 - c. Staff Development Committee Chair
 - d. Vice President of applicant’s work area
 - e. President of the college
4. The studies engaged in during such Developmental Leave are directly related to improving the competence of the employee in his/her assigned duties and are reflected in the employee’s Personal and Professional Development Plan objectives (PPDP).

Some developmental activities, such as Back-to-Industry, have additional requirements and forms which must be completed. Additional information and Developmental Leave forms can be obtained from the Director of Staff Development

POLICY 07-03 TUITION ASSISTANCE
(Approved 08-01-93; Revised 06-01-98)

Tuition Assistance refers to the payment of course tuition for full-time faculty and staff members employed on a nine-month or more basis. Depending upon the availability of funds and the number of applicants, the tuition assistance plan will pay up to \$400 per fiscal year for tuition, books and fees (lab, etc.)

Depending upon the source of funds (State Tier, College, Grant, etc.) there may be certain stipulations on the course content which is entitled to reimbursement. In all cases, the course being taken should be directly related to improving the competence of the employee in his/her assigned duties or needs of the college and should be reflected in the employee's Personal and Professional Development Plan.

Payment for course(s) taken will be through reimbursement. Receipts for tuition, books and fees will be required for reimbursement.

Tuition Assistance forms may be obtained from the Dean of Curriculum Programs. Applications must be processed through the following for reimbursement approval:

- a. Department Chairman or immediate supervisor
- b. Division Head
- c. Vice President of applicant's area
- d. Staff Development Committee Chairperson (After approval vote of Staff Development Committee)