

NRCC Classified Staff Handbook

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Letter From The President

TO SUPPORT STAFF:

New River Community College has been widely recognized for instructional excellence, leadership in regional economic development, state of the art management information systems, advanced instruction technologies, and for service to students with disabilities. Effective administration of these services and others far too numerous to mention have earned for the college a reputation of excellent programming, a friendly and caring environment and a commitment to student access.

The effective administration of services mentioned above would not be possible without the competent involvement of an exceptional support staff. The contributions of this group of dedicated employees are integrated throughout the college organization and have contributed substantially to institutional success on many fronts. My gratitude is expressed to each and every member of the support staff for both individual and collective contributions to our work.

This handbook has been prepared to provide you with information pertaining to your employment at the College. Please become thoroughly familiar with the contents of this handbook as it will not only make your job easier but will also help the College to function properly.

I value your service to New River and hope that your association with us will be long and productive.

Please feel free to contact the Personnel Office or your supervisor should you have any questions that are not answered by this handbook.

Jack M. Lewis

President

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HANDBOOK DISCLAIMER NOTICE

This handbook does not create any rights or benefits. The rights or benefits of State employees are set forth in the State Policies and Procedures Manual administered by the Department of Personnel and Training (DPT). The Policies and Procedures Manual is available for review in agency human resource offices. The official policies, some of which are discussed in this handbook, are subject to change at any time. In the event that the policies discussed in this handbook differ from the policies and procedures contained in the Policies and Procedures Manual, the manual governs.

This handbook is designed to provide information about benefits and policies that apply to full-time classified State employees. This handbook is not a contract, nor is it an invitation to contract.

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Affirmative Action Statement

New River Community College's Affirmative Action Plan has been developed using guidelines furnished by the State Department of Personnel and Training's Office of Equal Employment Services and Program Evaluations in accordance with Executive Order Number Two (94) and Title 29 Labor, Chapter XIV Equal Employment Opportunity Commission, Part 1608, Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964, as amended, the 1983 Virginia Plan Amendments, and other applicable federal and state laws.

We are committed to achieving the goals established in this plan and promoting equal employment opportunity without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), veteran status, religion, disability, national origin, or other non-merit factor.

It is the policy of New River Community College that all people have access to educational programs and activities, facilities, employment, and to operate both affirmative action and equal opportunity programs including grievance procedures that are consistent with both federal and state requirements. Inquiries concerning this affirmative action policy or the fulfillment of such should be addressed to the Affirmative Action Officer, New River Community College, located in Office 06, Godbey Hall.

The New River Community College Affirmative Action (Faculty, Student and Classified) Plan is available for review in all administrative offices, the Learning Resources Center, and the Affirmative Action Office and is effective through June, 2006.

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Section 1

INTRODUCTION

1.1 HISTORY

The foundation for New River Community College was laid in 1959 when classes were first started at the New River Vocational/Technical School to serve students in Montgomery and Pulaski counties and the city of Radford. The college is one of five community colleges developed from existing vocational/technical schools under the 1966 legislation passed by the Virginia General Assembly creating the Virginia Community College System. This system today includes 23 colleges across the Commonwealth.

The NRCC Board was appointed in August 1969. One of its first tasks was to find a name for the facility which would serve the counties of Floyd, Giles, Montgomery, and Pulaski, and the city of Radford. In October 1969, it chose New River Community College as the name that would best describe the college's area of service.

In the fall of 1970, a comprehensive community college program, including transfer programs, was offered for the first time. Off-campus facilities were utilized as construction of the first building, Godbey Hall, moved toward completion. Since then, three more buildings have been constructed on the 100-acre campus located at the intersection of U.S. Routes 11 and 100. They are Martin Hall, Rooker Hall and Edwards Hall.

NRCC offers 39 different curricula in associate, diploma, and certificate programs. A student may earn any of four types of graduation awards, including the Associate in Arts and Sciences (college transfer), Associate in Applied Science (occupational/technical), diploma (occupational/ technical), or certificate (occupational/technical). The college is fully accredited with the Southern Association of Colleges and Schools.

1.2 PURPOSE

Life at New River Community College is grounded in the belief that all people should have a chance to develop and extend their skills and knowledge and to increase awareness of their roles and duties as citizens. The college seeks to serve the educational needs of the public. It assumes a duty to help provide the instruction required to prepare trained workers to fill the jobs offered within the service area. This is done through a combined effort with industry, business, professions, and government. The college also works to organize programs with local public school systems and senior institutions.

Adults as well as college-age youth may enroll in certificate, diploma, and associate degree programs. Counselors and faculty assist students with decisions concerning their occupational, educational, and personal goals.

1.3 STATE BOARD OF COMMUNITY COLLEGES

The State Board of Community Colleges is the state agency responsible for the establishment, control, administration, and supervision of all community colleges in the Commonwealth of Virginia. This board consists of 15 members appointed by the Governor, subject to confirmation by the General Assembly. The members are responsible for serving the best interests of the state.

The State Board is responsible for providing and maintaining a system of comprehensive community colleges through which appropriate educational opportunities and programs shall be available throughout the state. In providing these offerings, the State Board recognizes the need for excellence in all curricula and endeavors to establish and maintain standards appropriate to the purposes that the respective programs are designed to serve.

1.4 VIRGINIA COMMUNITY COLLEGE SYSTEM

The Virginia Community College System is the agency responsible for the administration and supervision of all community colleges in the Commonwealth of Virginia under the authority of the State Board for Community Colleges.

The Chancellor, who is the chief executive officer of the Virginia Community College System, is appointed by the State Board for Community Colleges and serves as Secretary of the State Board.

The Chancellor formulates such rules and regulations and provides such assistance as is necessary for the proper performance of his duties. The State Board prescribes those duties of the Chancellor which may be in addition to those duties prescribed by law. The State Board also approves the Chancellor's appointment of agents and employees needed to carry out the functions, duties, and powers of the Chancellor's Office and the Virginia Community College System.

1.5 NEW RIVER COMMUNITY COLLEGE BOARD

The New River Community College Board performs such duties with respect to the operation of the college as may be delegated to it by the State Board of Community Colleges within the state-wide policies, procedures, and regulations. These duties include electing officers, serving as the liaison between the State Board and the governing bodies of local political subdivisions, naming the new buildings, providing recommendations to the State Board concerning procurement of facilities and equipment for the college, and consulting with the State Board and the Chancellor about the selection of the college President.

In general, the College Board is also responsible for the following: promoting the development of high quality education, eliciting community participation in program planning and development, recommending approval of all new curricula proposals, developing, approving, and submitting to the State Board the regular annual and biennium budgets, reviewing and approving the local

budget, developing local regulations on student conduct, supervising the student activity fund, participating in evaluations of the college, and preparing a written annual report.

1.6 NEW RIVER COMMUNITY COLLEGE ORGANIZATION

New River Community College is organized into three general branches. They are the Office of the President, the Office of the Dean of Instruction and Student Services, and the Office of the Director of Planning and Advancement.

The President of New River Community College is Dr. Jack M. Lewis. The Vice President for Instruction and Student Services is Dr. Charlie White. Dr. Mark Rowh serves as Vice President for Advancement.

See organization charts included at the end of Section 1.

1.7 NEW RIVER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.

The State Board for Community Colleges approved the establishment of the New River Community College Educational Foundation, Inc., at its meeting on October 18, 1979.

This corporation is organized and operated only for the following non-profit educational and charitable purposes:

- To foster and promote the growth, progress, and general welfare of NRCC and the Virginia Community College System.
- To do all things which a corporation of like character is, or may be, authorized or permitted to do by the laws of the United States or the Commonwealth of Virginia, provided such things are in accord with the general educational and charitable purposes of this Corporation, and the policies and regulations of the Virginia State Board of Community Colleges.

1.8 VISION - MISSION - GOALS

MISSION STATEMENT

**The general objects of this law are to
provide an education adapted to the years, to
the capacity, and the condition of every one,
and directed to their freedom and happiness.**

Thomas Jefferson, Notes on the State

of Virginia, 1781; 1782.

New River Community College, a member of the Virginia Community College System (VCCS), subscribes to the tenets set forth in the VCCS mission statement. This statement is as follows:

The Virginia Community College System functions within the educational community to assure that all individuals in the diverse regions of the Commonwealth of Virginia are given a continuing opportunity for the development and extension of their skills and knowledge through quality programs and services that are financially and geographically accessible.

The Virginia Community College System, through comprehensive community colleges, provides leadership in determining and addressing both the needs of individuals and the economic needs of the colleges' service areas.

Occupational/technical education, transfer education, developmental studies, continuing education, and community services are the primary avenues through which the mission is fulfilled. To assure that all students have the opportunity for success, each college shall provide a comprehensive program of student development services.

In addition, New River Community College believes that all people should have a chance not only to develop and extend their skills and knowledge, but also to increase awareness of their roles and duties as citizens. The college serves the educational needs of the public and assumes a responsibility to help provide the requirements for trained workers in the New River Valley through a combined effort with local industry, business, professions, and government, including economic development efforts. The college is also dedicated to organizing programs with senior institutions as well as with those of local public school systems.

New River Community College offers certificate, diploma, and associate degree programs. The college is also committed to assisting students with decisions concerning their occupational, educational, and personal goals.

NEW RIVER COMMUNITY COLLEGE VISION

"Through forward-looking leadership, efficient management and the deep commitment of faculty and staff to provide the best possible teaching and learning environment, the college aims not only to meet the educational challenges of the coming decades, but to welcome them. Accordingly, New River Community College embraces the following beliefs:

- "That student learning is the ultimate priority for the college and to best serve students there must be maintained the highest level of commitment achieved by focusing on the teaching/learning process and by providing support for the personal development of students;

- "That instruction must remain the primary function of the college, with other college functions to be supportive of or complementary to the instructional program;
- "That access to higher education must be provided to all who can benefit from it;
- "That high quality must be maintained in all programs and services through instructional excellence, competency of faculty and staff, on-going curriculum development and improvement, and effective processes for assessment of quality;
- "That the college must foster a spirit of innovation through technological advancements and through continuous improvement of programs and services;
- "That a positive institutional climate must be maintained which supports high ethical standards, professionalism, faculty and staff development, and an inclusive environment based on dignity and respect for all persons;
- "That the college must be community centered as reflected by comprehensive and affordable programming, linkages and partnerships with other organizations, community outreach efforts, fostering of an appreciation for education in the community, and continued responsiveness to community needs;
- "That the college must support multi-cultural diversity as well as equal opportunity for all persons, and that the institution must be outward looking as it fulfills its local mission;
- "That the college must focus continually on institutional effectiveness with emphasis on accountability, assessment, good management practices, employability of graduates, comprehensive planning processes, and the overall improvement of organizational effectiveness."

NEW RIVER COMMUNITY COLLEGE INSTITUTIONAL GOALS

"Since student learning is the ultimate priority for the college, and since the highest level of commitment must be maintained for serving students by focusing on the teaching/learning process, the following goals for 2001-2004 have been developed to be supportive of or complementary to the instructional process.

Educational Programs

"To enhance the educational programs of the college by emphasizing accessibility, teaching effectiveness, and the assessment of student achievement.

Human Resources

"To provide a progressive program of human resources management that strengthens and expands professional development in an environment of civility and equal opportunity, ensures affirmative action, promotes gender equity, and protects the rights of all personnel.

Campus Environment

"To provide a campus that is inviting, safe, beautiful, and that addresses the space needs of the college in order to fulfill the mission.

Accountability

"To ensure that the college's programs, services, systems, and plans meet all mandated requirements while achieving the highest possible quality.

Enrollment Enhancement

"To provide programs and services and to foster attitudes that encourage individuals to enroll at the college and to remain until their educational objectives have been met.

Student-Centered Services

"To enhance the quality of services for students by providing an environment that is inviting, caring, and attractive to students.

Community Involvement

"To provide service and leadership within the college's service region in areas consistent with the college's mission.

Support Environment

"To provide student and instructional support services to assist all students and staff in achieving their personal and professional goals."

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Section 2

GENERAL WORK ORIENTATION

2.1 YOU AND YOUR JOB

New River Community College provides for its employees an opportunity to earn a livelihood as well as a chance to attain growth in a field in which they are interested. Employees who approach their work with appreciation for their job will make a lasting contribution to the development and growth of NRCC. All employees should consider their job equally important at NRCC.

2.2 YOU AND YOUR SUPERVISOR

In addition to supervising and evaluating employees' job performance, college supervisors are available to help their employees with any problems related to their job. Employees have a responsibility to take any problem they may have to their immediate supervisor prior to contacting any others about the problem.

The most effective way to deal with a problem is to prevent it from happening. This can be accomplished only through joint efforts of both employees and their supervisors. A supervisor-employee relationship built upon trust and good communication should not only help solve problems but should also assure all of a more meaningful work experience.

2.3 RESPONSIBILITY

Employment with NRCC means working for the citizens of the state. A spirit of understanding and courtesy is essential to those in the public's service. When on duty, employees should strive to create a good impression for everyone with whom they come in contact. Employees who have an occasion to deal with an unreasonable person or one whose problem they cannot solve should ask their supervisor for help.

Ethical behavior is a minimum requirement for those in the service of the public. State employees have an obligation to avoid even the appearance of being unethical. They should not allow themselves to become involved in any situation that would make their words or actions subject to questionable interpretation.

2.4 ATTENDANCE

Attendance at work is an indication of a sense of responsibility and is a factor in evaluating an employee's job performance with regard to advancement. Employees who must be absent or late should notify their supervisor in advance of such an absence when it is possible. When advance notice is not possible, they should notify their supervisor immediately on the day of the absence.

2.5 CONFIDENTIALITY OF INFORMATION

NRCC employees may have access to information which is confidential. The Virginia Conflict of Interest Act provides that no employees of the state shall disclose to any person not entitled thereto information gained by virtue of their office or employment, nor otherwise use such information for their personal benefit. In other words, when employees are away from NRCC, they should not discuss any official business that is transacted or any information from the records where they work.

2.6 WORK ORIENTATION

See [Appendix E](#) for checklist of items that supervisor is to go over with new employees.

2.6.1 USE OF TELEPHONE

Telephone service is provided for NRCC business use only. Because of the number of calls coming through the switchboard, the operators will not be responsible for taking messages for staff members.

The telephone is an extension of employee's personality. The moment college employees lift the telephone receiver they are making an impression. If their voice is unfriendly, abrupt, or unpleasant, the caller pictures NRCC in the same light.

2.6.2 CORRESPONDENCE

Appropriate college letterhead is provided for all official college correspondence. The quality of expression, the accuracy of spelling and punctuation, and the general appearance of college letters give the recipients a mental picture of NRCC. The college, as a teaching institution, is expected to employ persons who use good English, who can spell or properly use the dictionary, who have knowledge of sentence structure, and who take pride in the quality of their work.

2.6.3 STATE CAR

State cars are reserved through the Maintenance Office. Credit cards and keys are also provided by this office.

All state employees who drive or occupy the front seat of state vehicles or a privately owned vehicle on official state business shall wear their safety belts at all times when the vehicle is in motion and equipped with safety belt systems.

The policy provides exemptions only to employees who have a physical condition or other bona fide medical reason, determined in writing by a licensed physician and presented to the employee's supervisors, which would make wearing a safety belt impractical.

State employees who fail to comply with this order will be committing a Group I offense and be subject to a written notice. Refer to [Section 11](#) for an explanation of offenses covered by the Standards of Conduct.

2.6.4 TIME AND ATTENDANCE FORMS

All non-exempt classified personnel must submit bi-weekly time and attendance sheets (see [Appendix A](#)). These time sheets must be filled out in ink and signed by both the employee and the supervisor.

Any corrections on time sheets must be initialed by the employee and the employee's immediate supervisor. Employees should check with the Personnel Office to determine due dates for time sheets.

2.6.5 TRAVEL EXPENSE

Travel expense reimbursement vouchers must be submitted to the Business Office for payment as soon as possible after completion of travel.

Those traveling on official NRCC business should be aware that they are spending public funds. Expenditures for meals and lodging must be reasonable. Expenses are to be paid by the traveler and are not to be charged to NRCC, with the exception of airfare, which is to be charged to NRCC by those authorized to make these charges. Ordinarily, no reimbursement is allowed for the use of private automobiles for travel within the Dublin area.

2.6.6 TRAVEL ADVANCES

Travel advances will be limited to \$25 per trip or travel event. American Express Travel Charge Cards (Travel Cards) are available as a means for paying for most expenses associated with official State business travel. Contact the Business Manager to apply for a Travel Card. Instructions for preparing travel vouchers may be obtained from the Business Office.

2.6.7 PURCHASING GUIDELINES

Most college employees find it advantageous to be familiar with purchasing guidelines. The college has an automated purchasing system on the local area computing network. New employees may request training in the use of the system from the User Services staff. Contact the Materiel Management Technician in the Business Office for a copy of information about Purchasing Guidelines.

2.6.8 COPYRIGHT POLICY

Photocopying of copyrighted materials is regulated by Title 17 of the U.S. Code, Public Law 94-

553, 90 Stat. 2541 -- often called the "Copyright Law."

NRCC's policy regarding reproduction of materials that hold a copyright is to comply with the regulations specified in the "Fair Use" Guidelines.

2.6.9 PARKING

Classified employees are eligible for faculty-staff parking stickers which authorize parking in the NRCC parking lot. These stickers are available at no charge from the campus Security Office.

2.7 PERSONAL ORIENTATION

2.7.1 PERSONAL APPEARANCE

Dress for NRCC employees should be neat and suitable for state offices and for greeting the public. Because the public will judge NRCC by its daily appearance, neatness, cleanliness, and good grooming are naturally expected. Persons who are neatly and appropriately dressed for the job make the most favorable impression. Designated positions may require certain wearing apparel or uniforms. Questions concerning personal appearance should be directed to the appropriate immediate supervisor.

2.7.2 MANNER

A cheerful manner, a desire to serve, a willingness to learn, an intelligent interest in things that benefit NRCC, and a spirit of cooperation and friendliness are the attributes that make for the success of the employee and the good reputation of the college.

2.7.3 REGULARITY AND PUNCTUALITY

An organization cannot work smoothly and efficiently unless its employees report regularly for work on time. Normal working hours are from 8 a.m. to 5 p.m. Monday through Friday with a scheduled hour for lunch. Other work hours can be assigned by the appropriate supervisor. Employees will be notified as much in advance of these assignments as possible.

Lunch Periods and Breaks

Agency heads are responsible for scheduling lunch periods and/or breaks as described below, with the least disruption possible to the agency's operations.

1. Mandatory Lunch Period

- Employees who work at least six consecutive hours shall be afforded a lunch period (meal break) of at least 20 minutes, but not to exceed 60 minutes.

- The required lunch period shall not be included in the total required hours of work per day, except when the agency head has designated the lunch break as part of the work schedule to provide staffing for client (patient or inmate) services and care.

2. Discretionary Breaks

- Agency heads may grant employees who work an eight hour day a maximum of one 15-minute rest break before and one 15-minute rest break after the required lunch period.
- Rest breaks shall be included in the required hours of work per day.

3. Impermissible Use of Lunch Period and/or Breaks

- The lunch period and the break(s) must be used separately and *normally* may not be used to extend the lunch periods and/or breaks.
- Neither the lunch period nor the break(s) may *normally* be used to compensate for an employee's late arrival or early departure, or to cover time off for other purposes.

2.7.4 GIFTS, GRATUITIES, REWARDS

State employees are in a position of public trust and, therefore, cannot accept gifts, gratuities, favors, or rewards for any service performed in connection with employment at NRCC. In addition, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for an appointment, promotion, or special privilege with New River Community College or with any other state agency.

2.7.5 PURCHASE OF FLOWERS IN EVENT OF DEATH OR ILLNESS

To express condolences in the event of deaths of college employees or members of their immediate families, the college will routinely take the following measures:

- Flowers will be sent in the event of the death of an employee or an employee's:
 - spouse
 - child
 - parent
 - brother
 - sister
 - mother-in-law
 - father-in-law
- Cards may be sent in the loss of others such as step-brothers, step-sisters, grandparents, step-children and others.

- Members of the College Board and the Foundation Board will be treated the same as employees in this area.
- Flowers will not normally be sent in the event of illness of an employee or family member.
- Nothing in this policy shall prohibit individual employees or groups of employees from purchasing flowers or taking other similar measures using their own funds or resources.
- The president may authorize that flowers be sent to other persons or in instances other than those cited above.
- The president's secretary will take care of this matter as necessary. Other employees are encouraged to help keep the president's office informed of situations where condolences would be in order.

2.7.6 KEYS

Keys will be issued by the Capital Outlay Project Engineer. No key should be duplicated or loaned to another person. Master keys will be issued to those administrators who have a requirement for them.

2.7.7 MAIL

Individual mailboxes are provided for administrators, full-time staff, and faculty. All memos and other mail will be placed there. Personnel are asked to check their mailboxes daily to ensure efficient communication within the college.

2.7.8 LOST AND FOUND

All personal articles found on college grounds are stored in the Security office. They may be claimed through appropriate demonstration of ownership.

2.7.9 COLLEGE POLICY ON POLITICAL ACTIVITIES

The Virginia Community College System recognizes and encourages the exercise of the right of VCCS employees, as citizens, to engage in political activities on their own time.

Should a staff member campaign for or be elected to local, state, or federal office, it is necessary that the individual give assurance to the President, who will in turn give assurance to the Chancellor and the State Board for Community Colleges that the individual's duties in the System are being carried out fully and with no diminution of effectiveness caused by absences that might be required as a public official.

In conformance with the foregoing policy, the following guidelines cover political activities of staff members:

- Faculty or staff members should, as a matter of courtesy, notify the President of the college of their intent to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media.
- If staff members are elected or appointed to local, state, or national office, they must understand that their first and primary responsibility is to their position with the college.
- If faculty or staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Candidates must be ready to assure their constituents that their candidacy is not subsidized by public funds.
- When a staff member is elected or appointed to public office and assignments conflict with institutional duties, the member would first be required to take available annual leave or compensatory leave. If no annual or compensatory leave is available, then the staff member should request leave without pay subject to existing rules and policy. If leave without pay is not appropriate, the member should resign from the college.

2.7.10 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

New River Community College embraces professional development as an important function in support of the college's mission. The college is committed to a comprehensive professional development program that provides opportunities to promote the individual progress of all faculty and staff members. Such progress comes through improvements in efficiency and effectiveness, resulting in faculty and staff members who feel positively about themselves, their jobs, and their skills, all working together in a supportive environment toward the mission of the college and the Virginia Community College System.

A college-wide professional development plan is in place. A copy of this plan is available to all personnel (copies may be obtained from the Office of Planning and Advancement or may be accessed on the Internet through the NRCC homepage). This plan is based on the tenets of high quality, a spirit of innovation and a positive institutional climate.

Responsibility for the advancement of the professional development plan at New River Community College rests in the Office of the President. Development of the plan and oversight of its implementation is the responsibility of the Professional Development Committee appointed by the President. This committee includes both faculty and staff and is chaired by the Director of Planning and Advancement. For information about the committee or the college's professional development plan, consult the written document, New River Community College Professional Development Plan, or any member of the committee. The document Sources of Professional Development Support at New River Community College is also available in the Office of Planning and

Advancement.

2.8 EDUCATIONAL AID

Classified employees in a permanent position may obtain tuition assistance for courses taken which are work-related. Tuition will be reimbursed for up to six (6) credit hours of classes per semester. An employee may be excused from work for up to the three (3) credit hours per semester with the approval of the appropriate supervisor.

2.9 PRIVACY OF RECORDS

Employee personnel records on file in the college Personnel Office are private. Such records are the property of the Commonwealth of Virginia, and the information contained therein is to be used only on a need-to-know basis in the conduct of personnel work and in the administration of college business. Employees may review their personnel file at any time during normal working hours.

The Privacy Protection Act of 1976 provides that employees may have access to information contained in their personnel records with the exception of letters of recommendation from or to a third party and medical and psychological records which may be a part of the records. Medical and psychological records can be released to a physician or psychologist designated in writing by the employee.

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Section 3

COLLEGE FACILITIES AND USE

3.1 Guidelines, Policies and Procedures, and Fees

The faculty and staff at New River Community College (NRCC) fully realize the college's role in supporting community activities and economic development. Many college employees have made personal commitments to participate in community activities and events, and the college encourages community organizations to use college facilities when space is available.

With the commitment, however, comes a responsibility to recognize limitations which may exist in both the time staff members may be able to contribute and the availability of space at the college. Based upon the limitations and the fundamental belief that student learning and instruction must be given primary consideration, the following priorities and procedures are established.

A. Priorities

1. Any instructional or co-curricular activity offered by NRCC. (Both credit and non-credit activities are included in this category.)
2. Events and activities sponsored by other colleges or governmental agencies.
3. Non-profit/public service community groups within the service region of the college.
4. Other organizations.

B. Applications

1. All organizations or individuals who would be included in priority 2, 3 or 4 above must submit a completed application for use of college facilities.
2. Applications must be submitted to the office of the Division Chair of Arts and Sciences (Dr. Charlie White or Mrs. Peggy Dalton).
3. Applications must be submitted at a reasonable time prior to the event.
4. Acceptance of the application is confirmed by the approval and signature of the Chair, Division of Arts and Sciences.
5. Rejections of requests may occur when these and other reasons are considered:
 - a. There is not satisfactory evidence that the applicant will take the necessary safety precautions for

the participants or protection of property.

- b. The event may unduly tax the college facilities.
 - c. The event may interfere with the normal operations of the college.
 - d. The applicant may have previously breached the agreement for facility usage.
 - e. The applicant's event may not be appropriate for the college's environment.
 - f. The applicant did not pay the fee from a previous usage of college facilities.
6. Applications normally will not be approved more than 90 days in advance of the events.

C. Obligations of the College

1. The college will provide facilities which are safe, clean, and accessible.
2. The space approved for the applicant will include the furniture and/or equipment normally provided in the area. It may be the responsibility of the applicant to secure additional furniture, equipment, or supplies required for the event.

D. Regulations

1. The applicant or group shall either clean the area used to the satisfaction of the Director of Facilities and Environmental Services (Director) or contract with Service Master (674-4605, ext. 109) to clean the area used. If the area is not cleaned to the satisfaction of the Director, then Service Master will be contracted by NRCC to clean the area. The applicant or group will be responsible for paying Service Master for these janitorial services.
2. No alcoholic beverages will be served or consumed on or in property of NRCC without prior approval from NRCC.
3. The usage fee paid to NRCC is solely for the use of the assigned space, area or room.
4. Any damages to existing utilities, finished surfaces, to include but not limited to floors, walls or ceilings, or to other property of NRCC that the applicant or group used or readied for use shall be repaired to the satisfaction of the Director at the expense of the applicant or group. NRCC reserves the right to repair such damages and bill the applicant or group for the costs of these repairs.
5. NRCC has limited audiovisual equipment that may be available for use by the applicant or group.
6. The applicant, group, any participants or guests shall hold NRCC and NRCC employees harmless from any claims, damages or actions of any kind or nature arising from or caused by the

use of systems, equipment or facilities or NRCC.

7. Business hours for NRCC are Monday through Thursday, 8:00 a.m. to 10:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. NRCC will not be open for selected holidays. If NRCC is closed the day an event is scheduled to occur because of inclement weather or other unscheduled events or situations, such as power failure, then the event will be canceled. Any fees collected by NRCC will be refunded to the applicant or group.

8. Fees must be paid before the scheduled occurrence of the event.

Section 4

EMERGENCIES

4.1 GENERAL

When an emergency occurs, the Security Office should be notified immediately concerning the nature and location of the emergency. This office will then notify the fire department, police, rescue service, or appropriate college personnel, as necessary. If security personnel are not available, the Switchboard Operator should then be contacted.

4.2 MEDICAL

The First Aid Station is located next door to the Nursing classroom on the upper floor of Rooker Hall. The Security Office should be notified immediately in the case of any student or employee requiring medical attention.

4.3 ACCIDENTAL INJURIES AND ILLNESS

Accidents should be reported without delay to the Security Officer, and the Dean of the College.

The rescue squad will be called to take any major emergency case to the nearest hospital emergency room. A major emergency will be classified as any life or death situation, especially when one has stopped breathing, whose heart has stopped, or who is unconscious. Anyone who is bleeding heavily or has sustained a severe burn or a fracture of the neck, back, or leg shall also be considered a major emergency case.

In the case of students who have injuries or illnesses not requiring immediate emergency room attention, their parents or other designated adult should be called to pick them up at the college to take them home or to a family physician. Students over 18 years of age should make the decision concerning their transportation to a physician. If this is not possible, the Activities Counselor will make arrangements for transportation home or to a physician.

Any accidental injury or illness sustained by an employee should be reported to the employee's supervisor, division chair, Personnel Office and the Security Office. Referral will then be made to a physician, if necessary. If an injury occurs when the college is closed and medical attention is received through a private physician, clinic, or hospital emergency room, it should be reported to the Personnel Office the following day.

In the event of a workmen's compensation claim, it is desirable to obtain the bill at the time of treatment so it can be attached to the initial report sent by the division chair.

4.4 EVACUATION OF BUILDINGS

If it becomes necessary to evacuate the building or buildings, an alarm will ring continuously. Should this occur it is imperative that everyone remain calm and leave the building in an orderly manner. Evacuation maps are posted in all classrooms and offices/office suites.

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Section 5

INCLEMENT WEATHER

5.1 CLASSES CANCELLED

An announcement on radio or television stating that classes will be cancelled or that the college is closed, in either case, will mean that classes will not be held that day and that the college offices will be closed. There may be times, however, when staff will have to report for work when classes are not held.

There may be some situations in which an administrator will want to have a member or members of the staff report to work on these days. This, however, will be handled by the administrators on an individual basis with members of the staff.

The decision to close NRCC will be communicated to all employees and students through the following news media:

TV Stations	Radio Stations
WDBJ-TV, Roanoke, VA WSLC-TV, Roanoke, VA	WRAD (AM1460)/WRIQ (FM101.7), Radford, VA WNRV, Pearisburg, VA - AM 99 WPSK, Pulaski, VA - FM 107.1 WXLK, Roanoke, VA - FM 92.3 WJJJ-WVVV, Christiansburg, VA - FM 104.9, AM 1260 WBRF, Galax, VA - FM 98.1 WMEV, Marion, VA - FM 93.9 WMEV, Marion, VA - AM 1010 WFNR, Christiansburg, VA - AM 710 WFNR, Christiansburg, VA - FM 100.7 WVTF, Roanoke, VA - FM 89.1

5.2 SPECIAL SCHEDULES

An announcement on radio or television, as outlined in [Section 5.1](#), will be made when classes will not be held and offices are closed for the day.

When it is not necessary for NRCC to be closed for a full day, an announcement on radio or television will be made stating that a delayed schedule will be followed. In this case, classified employees will be expected to report to work according to the schedule below:

On Mondays, Wednesdays, and Fridays, "delayed schedule" will mean report to work at 10 a.m. On Tuesdays and Thursdays, "delayed schedule" will mean report to work at 9:30 a.m.

5.3 ABSENCE BECAUSE OF INCLEMENT WEATHER

See [Section 9.5](#).

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Section 6

HOLIDAY SCHEDULE

6.1 STATE AND COLLEGE POLICY

State employees are authorized eleven (11) paid holidays per year. The following holidays are state holidays:

- New Year's Day
- Lee-Jackson-King Day
- George Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

In general, the following holidays are observed by **NRCC**:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Three days during the Christmas Holidays (*including Christmas Day and two additional days*)
- Other days as designated by the college

Compensatory time is granted to employees who are required to work on an authorized holiday. If a holiday falls during a period when employees are on approved annual, sick, or compensatory leave, they shall not be charged leave for the holiday.

If one of the designated holidays falls on a Saturday, the Friday before that date shall be the official holiday. If one of the designated holidays falls on a Sunday, the Monday following that date shall be the official holiday. In addition, the Governor may designate other holidays or recognize additional holiday time for state holidays. Exceptions to the schedule are considered on an individual basis by the Virginia Community College System upon recommendation of the college president. Employees are notified on a college calendar-year basis of the approved holiday

schedule.

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Section 7

EMPLOYMENT STATUS

7.1 WORK STATUS

7.1.1 STATE ALLOCATED POSITION

Upon the successful completion of a six-month probationary period, employees are considered permanent if they are employed in a position included on the official list of permanent positions established by the administration and approved by the State Division of Personnel.

The permanence of an appointment is generally limited by two factors; first, continued proficiency and fitness of employee; and, second, the college's continued need for the position, as well as the availability of funds to support it.

Permanent, classified employees are entitled to the full range of state benefits which are outlined in this handbook, including leave, holidays, insurance, retirement, etc.

Permanent employees are paid semi-monthly.

7.1.2 TEMPORARY, WAGE (HOURLY) EMPLOYMENT

Temporary, or hourly wage, employees will not receive state benefits in the form of holiday payments, annual and sick leave accrual, insurance, retirement, and other benefits. They will be paid only for the hours worked. Payment by check is made bi-weekly. These employees are eligible and encouraged to apply for permanent, classified positions as they occur.

7.1.3 RESTRICTED GRANT EMPLOYMENT

Employment on a grant basis is contingent upon the continued grant funding of the position in which the employee is hired. When the college becomes aware of the possible termination of the grant, the employee will be made aware of this fact at the earliest possible time. Due to the very tight state restrictions and limited funding on the establishment of additional full-time permanent classified positions, the college cannot assume funding responsibilities for continuing the position beyond the termination date of the grant. Grant employees are eligible and are encouraged to apply for permanent classified positions when they become open.

7.2 NON-FACULTY STATUS

7.2.1 DUTIES AND RESPONSIBILITIES

All college classified employees are subject to the provisions of the Virginia Personnel Act which governs all personnel rules and regulations for classified employment.

Upon appointment to the staff, each employee is normally assigned regular duties and responsibilities. These duties and responsibilities are described on an employee's Position Description (PD). However, it should be understood that occasionally employees may be requested to fulfill duties other than those for which they were primarily employed.

The minimum hours of work for all state employees is forty (40) hours per week. Any work in excess of 40 hours is considered overtime. The work week at NRCC starts on Friday and continues through Thursday of the following week. The typical daily work schedule is 8 a.m. to 5 p.m. with lunch schedules determined by the appropriate supervisors.

7.2.2 OTHER CONDITIONS OF WORK

7.2.2.1 OVERTIME

New River Community College has instituted a policy to compensate nonexempt employees for overtime hours worked with either leave hours or overtime pay. In general, actual hours worked over 40 during a work week will be compensated a rate of 1.

However, when actual hours worked and leave hours taken during a work week exceed 40, those overtime hours that exceed the total number of leave hours taken will be compensated at the rate of 1. Overtime hours that are less than or equivalent to the total leave hours taken will be compensated at the straight rate. The college will automatically pay you for all overtime hours worked, unless you attach written memos to your time sheets requesting overtime or compensatory leave in lieu of overtime pay.

Approval must be obtained from your supervisor prior to working any overtime. Also, you must accurately indicate on your time sheets the total number of overtime hours worked during the work week as well as the overtime hours worked on specific days.

7.2.2.2 EMPLOYMENT POLICIES

It is the policy of the Commonwealth to promote equal employment opportunity in recruiting and selection processes by ensuring that qualification requirements are job related and that such requirements do not limit or restrict employment opportunities because of race, color, religion, national origin, political affiliation, disability, sex or age (except when there is a bona fide occupational requirement).

The following definitions, which are based on the federal "Uniform Guidelines on Employee Selection Procedures" (1978), should be used when establishing knowledge, skills, and ability (KSA) qualification requirements:

- **Knowledge** - a body of information applied directly to the performance of a function. It is usually a range of information of a factual or procedural nature, which, if applied, makes adequate performance of the work possible.
- **Skill** - A present, observable competence to perform a learned psychomotor act. The essence of a skill and its difference from either a knowledge or an ability is that a skill embodies observable, quantifiable, and measurable rates of performance (e.g., skill at the sequential, repetitive manipulation of a machine at a rapid rate).
- **Ability** - A demonstrated competence to perform observable behavior or a behavior which results in an observable product. The power to perform denotes current competence in doing specific job content actions; it does not denote a person's capacity to acquire this competence. Care should be exercised, therefore, not to confuse an ability, which is demonstrable, with an aptitude, which is only a potential for performing an activity. Also, one cannot necessarily infer demonstrated ability from years of experience.

7.2.2.3 OUTSIDE EMPLOYMENT

No employees shall engage in any other employment, nor in any private business, nor in the conduct of a profession during the hours for which they are employed to work for the state, nor outside such hours in a manner or to an extent that affects, or is deemed likely to affect, their usefulness as an employee of the Commonwealth.

Any employees of the college who engage in such employment, business, or profession outside of their hours of duty shall notify the President or the Dean of the College of the nature and extent of such outside employment.

7.2.2.4 EMPLOYMENT OF RELATIVES

An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities. For purposes of this section, a member of the employee's immediate family shall be defined as any son, daughter, or spouse whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption. Also included in the definition, is any other person residing in the household of the employee who is a dependent of the employee or of whom the employee is a dependent. For example: a spouse of the president, or a member of the president's immediate family, shall not be employed by the college. The spouse of a dean, or a member of the dean's immediate family, shall not be employed in the area of responsibility of a dean.

Each community college is prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board, including the member's spouse or a member of the immediate family.

All personnel actions must be within the limits of the Virginia Conflict of Interest Act.

7.3 WORK PERFORMANCE

7.3.1 PROBATIONARY PERIOD

Objective

It is the policy of the Commonwealth of Virginia to require satisfactory completion of a six-month probationary period as a prerequisite to permanent or restricted appointment to a salaried position.

Policy

- Probationary Period for New Employees - All employees shall serve a probationary period of six calendar months from the actual date of employment with regard to pay periods.
- Probationary Period for Persons Reemployed or Transferred - Persons who are reemployed shall complete a new probationary period, with the exception of permanent employees who are recalled within twelve months from layoff, who shall be credited with the probationary period or that part of it completed prior to the layoff. Employees who are transferred from positions not under the Virginia Personnel Act to positions which are under the Act shall be required to serve a six-month probationary period.
- Extending the Probationary Period - Probationary periods must be extended by the number of calendar days equal to any period exceeding fourteen consecutive days during which the employee is on leave with or without pay. Such extension shall include the initial fourteen days of absence. The probationary period cannot be extended for any other reason. Employees returning from military leave with or without pay, following an absence of more than fourteen consecutive calendar days, shall have their probationary period extended accordingly. Upon satisfactory completion of such extended probationary period, employees will be placed at the step in their pay grade for which they would otherwise be eligible had their service not been interrupted by military leave.
- Changes of Status During the Probationary Period - An employee shall be required to serve only one six-month probationary period during any period of continuous service. Consequently, promotion, transfer, demotion, etc., in the same or different agency shall not serve to extend or otherwise cause the employee to serve an additional probationary period. Any employee whose performance evaluation after three months indicates inadequate or unsatisfactory service shall not be transferred, promoted, or demoted in the same, or another agency, without consultation between the supervisor who conducted the original performance evaluation and the agency personnel officer to determine the employee's suitability for the position.

- Performance Evaluation During the Probationary Period - Employees who complete three calendar months of their probationary period shall be evaluated in accordance with instructions set forth in the Employee Performance Evaluation Policy. Deterioration in performance following a satisfactory evaluation, but prior to completion of the probationary period, shall be a basis for termination.
- Termination During or at End of Probationary Period - If at any time during the probationary period it is decided by the employee or the supervisor that the employee is not suited for the job, the employee should be terminated or allowed to resign. In such cases, the records shall reflect "Unsatisfactory performance during the probationary period," or, at the employee's option, "Resignation." Termination during the probationary period is not grievable. However, any employee who claims that the determination was based on race, color, religion, national origin, political affiliation, sex, age, or handicap may file a discrimination complaint with the state Equal Employment Opportunity Office.

7.3.2 PERFORMANCE EVALUATION

Objective

On July 1, 1985, the Commonwealth of Virginia began implementation of a pay for performance system to provide an effective means for evaluating the work performance of state employees, as well as to support efficient performance of government operations and effective communication to employees regarding such performance. Pay for performance is the process whereby the pay for an individual is related to the job performance of that individual.

Policy

Based upon the position description (PD) prepared by the position incumbent and supervisor indicating job duties and responsibilities, the position supervisor annually develops a performance plan which includes defining job elements, setting performance standards, and developing a work plan for carrying out the assigned duties and responsibilities at the proficient level. At the end of the cycle, the supervisor will rate the subordinate's performance based upon the goals, performance factors, and performance standards established at the beginning of the cycle.

7.3.3 INCENTIVE PAY PLAN

It is the policy of the Commonwealth to provide an effective means for appraising the work performance of state employees and to provide a pay for performance system which rewards proficient work performance.

Purpose of Performance Appraisal

- The performance appraisal system provides a means to identify an employee's performance level and developmental needs. Moreover, it should serve to:
- Establish a performance plan in order for employees to know what is expected on the job;

Clarify job elements and proficient performance standards for employees;

Develop a productive work relationship between supervisors and employees;

Give employees an opportunity to present views concerning their performance;

Identify areas where employees may need further training or development; and,

Provide a basis for identification of those eligible for an exceptional performance award.

The performance appraisal system encourages supervisors to have regular, informal discussions with their employees regarding day-to-day work performance and progress toward meeting performance standards.

The performance appraisal system requires that a performance evaluation be completed annually for all classified employees.

Establishing the Performance Plan

The State Performance Planning and Evaluation Form (see [Appendix D](#)) must be used for all classified employees. (The Performance Appraisal Handbook for Supervisor issued by the Department of Personnel and Training details how this form is to be used and completed.)

Determining the job elements and performance standards is the responsibility of the evaluating supervisor. Input from the employee is encouraged.

The performance plan is to be finalized and given to the employee prior to the performance evaluation effective date as outlined below.

Employees entering new positions should have the performance plan developed as follows:

The supervisor should, as soon as possible, but no later than 30 calendar days after the employee enters the position, present the position description, job elements and performance standards of the position to the employee who has been placed in this position.

The employee should be aware of the supervisor's expectations for work performance and be given a copy of the completed performance plan.

Copies of the original form are to be retained by the supervisor and the original be forwarded to the Personnel Office. The final annual performance evaluation must be placed in the employee's personnel file.

At the end of the first three months in the position, it is recommended that the supervisor and employee review the performance standards on which the employee will be evaluated. This must be done for employees in their probationary period when their probationary progress review form is completed.

Any changes in the performance plan during the performance evaluation cycle must be noted on the evaluation form and initialed by the supervisor, reviewer, and employee.

Employees continuing in the same position shall have the performance plan developed as follows:

Proficient performance standards should be developed 12 months prior to the evaluation.

Any changes in the performance plan during the performance cycle should be noted on the Performance Planning and Evaluation Form and initialed by the supervisor, reviewer, and employee.

Modification, if necessary, to existing performance standards for the up-coming performance evaluation cycle should be established at the time of the scheduled performance evaluation in accordance with the performance planning process. A copy of these standards should be given to the employee.

Modifications that reflect significant changes in job duties should result in a revised position description. This revised position description should be forwarded to the agency personnel department for review for proper classification.

Who Conducts the Performance Evaluation

The evaluation form must be completed by the supervisor who has been assigned to conduct the performance evaluation; normally this person, who is the evaluating supervisor, should be the immediate supervisor.

Any one of the criteria below can be used to make the determination of who should be the evaluating supervisor. Evaluating supervisors are those who have:

Responsibility to assign and direct work performed by others;

Authority to control employee work;

Authority to hire, remove, assign, reward, discipline, recall, promote, transfer, suspend, layoff;

Authority to respond to grievances; OR

Authority to effectively recommend any of the above items.

In addition, the employee who is designated as the evaluating supervisor must use independent judgment in performing the above actions as opposed to merely relaying instructions or following posted work assignments.

The evaluating supervisor should be in a position to observe and supervise the work performance of the employee.

Employees who work for two or more supervisors should be evaluated by only one supervisor. However, the other supervisor(s) should give input to the evaluating supervisor concerning work performance.

Employees who do not have a supervisor at the time of the evaluation should be evaluated by the reviewer.

When To Conduct the Evaluation

The performance evaluation form should be completed by the evaluating supervisor, examined by the reviewer, and then discussed with the employee, normally within 30 days prior to the scheduled performance evaluation effective date each year.

Employees who are at the maximum of their salary grade should be evaluated annually not more than 30 days after their current performance evaluation effective date, even though they are no longer eligible to receive a proficiency increase. These employees will be eligible for consideration for an exceptional performance award.

Results of the Evaluation

An employee who meets performance expectations will receive a proficiency increase of 2.25 percent to be effective on the performance evaluation effective date, unless the employee is already at the maximum step of the grade.

An employee who exceeds established performance standards will receive a proficiency increase of 4.5 percent on the performance evaluation effective date, unless the employee is already at the maximum step of the grade.

An employee who receives an exceptional performance evaluation will receive a 6.9 percent proficiency increase on the performance evaluation effective date, unless the employee is already at the maximum step of the grade. Only 15 percent of the classified staff may receive the 6.9 percent increase. Those rated exceptional but do not qualify for the 6.9 percent

increase will receive a 4.5 percent increase.

An employee in the top step of a salary grade is eligible to receive a 3 percent bonus for an exceptional performance rating.

An employee who fails to meet minimum performance expectations will not receive a proficiency increase as scheduled, and shall be reevaluated after three months from the performance evaluation effective date but not later than three months and two weeks.

NOTE: An employee who disagrees with the evaluation may appeal to the reviewer by submitting a written request for review within ten work days of the evaluation meeting. The reviewer may either uphold the evaluator's rating or discuss with the evaluating supervisor specific aspects of the evaluation and recommend reconsideration of the evaluation.

Interim Evaluations

A copy of the Performance Planning and Evaluation Form may be completed at any time prior to the performance evaluation effective date for the following reasons:

To indicate progress toward meeting performance standards during the probationary period or the performance evaluation cycle;

To provide an interim evaluation when the supervisor is leaving a position or the employee is leaving a position more than three months into the employee's performance evaluation cycle.

To be used as documentation supporting disciplinary actions under the Standards of Conduct and Performance Policy.

Interim evaluations should not be placed in the employee's personnel file unless used as support documentation to a Written Notice under the Standards of Conduct and Performance Policy.

Interim evaluations should be discussed with the employee and be kept in the supervisor's file or other confidential file and must be made available to the employee if requested.

Changes of Position or Supervision During the Employee's Performance Cycle

The performance evaluation should indicate the level of performance for the entire performance evaluation cycle.

Employees supervised by different supervisors during the performance evaluation cycle should be rated by the current supervisor with input from the past supervisors.

7.3.4 STANDARDS OF CONDUCT

The Commonwealth of Virginia has established rules of personal conduct and standards of acceptable work performance for its employees. Violation of the established rules and/or unacceptable work performance may result in the imposition of corrective action. Such action is designed, and is to be used, as a corrective measure and shall not be based on an employee's race, color, religion, national origin, political affiliation, handicap, sex, or age.

A full description of The Standards of Conduct are shown in [Section 11](#) of this handbook.

7.3.5 EMPLOYEE SUGGESTION PLAN (ESP)

All full-time, part-time or hourly employees within the executive branch of government are eligible to submit ideas to the State's Employee Suggestion Program (ESP), which was developed to tap employees' ideas regarding ways to improve their organization's efficiency and productivity. The Employee Suggestion Program is a way for employees to share ideas with people who can act upon them. These ideas will be evaluated and, if appropriate, implemented. Employees who develop successful suggestion will be recognized and may receive an award of money or extra time off from work. Information regarding ESP is available in the Personnel Office.

7.3.6 CLASS ATTENDANCE DURING WORKING HOURS

Employees may be permitted to attend classes during working hours and still be considered in full-time employment with full salary when the class time provides no more than three (3) hours (or equivalent) credit. All class time during working hours must have the approval of the employee's immediate supervisor and the appropriate Dean. Moreover, the employee will be expected to maintain the normal forty (40) hour work week.

7.4 JOB CHANGES

7.4.1 PROMOTIONS

It is the policy of the Commonwealth to compensate employees for accepting positions of increased value and increased responsibilities upon promotion so that employees are encouraged to attain the highest level of duties for which they are qualified.

The term "promotion" refers to the change of an employee from a position in one salary grade to a position in a higher salary grade. A promotion needs the recommendation and justification of the appropriate supervisor. All promotions are based on qualification and performance as indicated by performance evaluation with regard to race, religion, age, sex, or national origin.

Information about promotional opportunities will be disseminated throughout the college.

Compensation

Upon promotion, employees will receive salary increases to the minimum of the new salary grade or according to the following schedule, whichever is the greater increase:

<u>Grades Increased</u>	<u>Additional Pay Steps Granted</u>
1	4
2	4
3	6
4	8
5	10
etc.	etc.

Incentive Increase Eligibility

Employees promoted shall be eligible for incentive increases in accordance with Policy 1.40, Performance Planning and Evaluation.

7.4.2 REALLOCATIONS

It is the policy of the Commonwealth to recognize changes in an employee's job duties and responsibilities and to adjust the compensation of an employee when job duties have increased or decreased to an extent that reallocation to a classification in a different salary grade is justified.

Reallocation is defined as the reassignment of a position from one classification to a different classification to correct an error in initial allocation or to recognize a change in the duties and responsibilities assigned to a position.

Compensation

If a position is reallocated to a class in the same salary grade, the incumbent's salary shall not change.

If a position is reallocated to a class in a higher salary grade, the incumbent's salary shall increase four salary steps, or to the new range minimum, whichever is the greater increase.

If a position is reallocated to a class in a lower salary grade, the incumbent's salary shall not change unless it exceeds the maximum salary of the new salary grade. In such instances, the incumbent's salary shall be reduced to the maximum salary six months after the effective date of the reallocation.

Performance Standards

Performance standards for any employee who is reallocated should be reviewed to ensure that they reflect the current duties and responsibilities of the position. Standards should be revised by the supervisor if they are no longer appropriate.

7.4.3 TRANSFERS

The term "transfer" refers to the change of an employee from a position of one salary grade to a position of the same or different class in the same salary grade. If the transfer involves a move from one agency to another, the move should be coordinated between the appointing authorities of the two agencies. An appointing authority may not refuse an employee's request to transfer to a position in the same salary grade in another agency.

7.4.4 DEMOTIONS

The term "demotion" refers to the change of an employee from a position in one salary grade to a position in a lower salary grade. If the demotion involves a move from one agency to another, the move should be coordinated between the appointing authorities of the two agencies. An appointing authority may not refuse an employee's request to transfer to another agency.

Types of Demotions

Performance - An employee may be assigned to a position in a lower salary grade because the employee has displayed an inability to adapt to job requirements. The performance evaluation schedule shall conform to the provisions of the employee performance evaluation policy. All demotions of this nature require the review and signatory approval of the agency personnel officer.

Voluntary - An employee may be assigned to a position in a lower salary grade when the demotion is initiated by the employee. The salary of an employee who voluntarily requests demotion, or who is demoted by the agency because the employee is unable to fulfill job requirements, shall be determined by considering the employee's experience and the nature of the job.

Disciplinary - An employee may be assigned to a position in a lower salary grade in lieu of termination for "Second of Third Group Offenses," as defined in the Standards of Conduct Policy. The demoted employee's pay will be reduced by two pay steps or the maximum of the

lower grade, whichever is the greater reduction. The salary of an employee who is demoted by the agency because he or she has violated Policy 1.60, Standards of Conduct, shall be reduced by four salary steps or to the maximum salary grade of the new salary grade, whichever is the greater reduction.

Layoff - An employee may be offered a position in a lower salary grade as a result of a reduction in force necessitated by economic conditions, reorganization, lack of work, and/or job abolition. The salary of an employee who accepts demotion as a result of a reduction in force (in lieu of layoff) will not change unless it exceeds the maximum salary of the new salary grade, in which instance it will be reduced to the maximum salary. The salary of an employee *who accepts a demotion in lieu of layoff* may, at the discretion of the agency, be frozen above the maximum salary of the range for six months.

Layoff (Interagency) - If an employee applies for a lower grade position in other than the parent agency, because a "layoff" is pending, the employee's pay rate is negotiable per the Starting Pay Policy. The performance evaluation schedule shall conform to the provisions of the employee performance evaluation policy.

7.4.5 STATE LAYOFF POLICY

Generally, it is the policy of the Commonwealth to adjust the size of the work force as needs dictate.

Order of Layoff

The appointing authority is responsible for identifying the organizational units and job classifications to be affected by a work force reduction.

Hourly Positions

Hourly positions involving the same duties in the organizational units and job classifications affected shall be discontinued prior to any reduction of salaried positions.

Part-Time Salaried or Restricted Positions

Appointing authorities shall thereafter review and discontinue, where appropriate, part-time salaried or restricted positions within the organizational units and job classifications affected prior to any reduction of full-time permanent salaried positions.

Employees in restricted or part-time permanent salaried positions to be discontinued who have prior continuous state service upon assignment to such position shall be eligible for placement and recall opportunities provided in this policy.

Employees in restricted or part-time permanent salaried positions with no prior continuous

state service shall be separated through layoff.

Permanent Full-Time Positions

After having discontinued hourly, part-time and restricted positions as appropriate, permanent full-time positions shall be reduced.

Copies of the Layoff Policy are available in the Personnel Office.

7.4.6 TERMINATIONS

7.4.6.1 RESIGNATIONS

Classified employees are expected to give written notice of resignation to the Personnel Office and to their supervisor at least two weeks prior to the effective date of the resignation. The written notice must be in original form and should provide the following information: a statement that the employee is resigning, the effective date of the resignation, the reason for the resignation, and any other appropriate information.

If an employee refuses to, or otherwise fails to, give a written notice of resignation, the supervisor shall prepare a written report stating that the employee has given oral notice of resignation, the date such notice was received, the effective date of the employee's resignation, and the employee's reason for resignation. The supervisor shall state that the employee was requested to give a written notice of the resignation and shall provide facts concerning such refusal or failure to give such notice. The failure of employees to submit their resignation in writing shall not be a cause for terming their separation a removal.

If employees feel that a two-weeks' notice of resignation would create an undue hardship on them, they shall request in writing to their supervisor that their resignation be accepted with the desired lesser period. The request shall state that they desire to resign their position, the effective date on which they desire to resign, the reason for the desired resignation, the reason why a two-weeks' notice of resignation would create an undue hardship, and any other appropriate information. If the circumstances of the individual case justify the acceptance of a lesser period of notice, the resignation shall be accepted and the employee so notified.

The separation of an employee resigning a position with a less than two-weeks' notice, which has not been approved, can be termed a removal for failure to give proper notice of resignation.

Separating employees shall be asked to complete an exit interview form and to schedule an interview with the Affirmative Action Officer before the employees leave the service of the college. If possible, the exit interview shall be conducted during the regular working hours.

7.4.6.2 EXIT INTERVIEW

All employees who are terminating their employment with New River Community College will be invited for an exit interview with the Affirmative Action Officer. Appropriate keys and other paraphernalia which remain with the college shall be personally turned in to the college Business Office. A forwarding address should also be provided to the Personnel Office for tax and other administration purposes.

7.4.7 TERMINATION OF EMPLOYEES' ACCESS TO AUTOMATED SYSTEMS

7.4.7.1 PURPOSE

Staff in the Payroll and Personnel Office are aware of or are notified by employees leaving the employ of New River Community College (NRCC). These employees' accesses to automated systems need to be terminated as soon as practical after the employees terminate their employment relationships with NRCC. This practice will preclude unauthorized accesses to automated systems. This policy delineates the responsibilities of staff in Payroll and Personnel Office and in Computing and Communications Services in terminating accesses to automated systems.

7.4.7.2 POLICY

Staff in the Payroll and Personnel Office will inform the Supervisor of User Services, who functions as security officer for access to automated systems and the Help Desk, of NRCC employees leaving the employ of NRCC.

7.4.7.3 PROCEDURE

Staff in the Payroll and Personnel Office will send the Supervisor of User Services and the Help Desk written notifications of full-time employees leaving the employ of NRCC and these employees' last days of work at NRCC. The written notification will be sent to the Supervisor of User Services and the Help Desk on or before the employees' last work days at NRCC.

Staff in the Payroll and Personnel Office will send the Supervisor of user Services and the Help Desk, quarterly, CIPPS 805 Report. This report list names of employees that have not been paid in the most recently ended quarter. Most employees on this list are adjunct faculty or wage employees. Information on this report will be used to terminate accesses to systems.

The Supervisor of User Services or the Help Desk will terminate access to automated systems for these employees within four weeks of the employees' last work days at NRCC.

7.4.7.4 APPROVALS AND REVISIONS

This policy was approved by the Dean of the College on February 28, 1997.

7.4.8 REHIRE POLICY

It is the policy of the Commonwealth of Virginia to recognize the value of previous service with the state and to provide consistent and equitable treatment for personnel returning to state service.

The state's policy is summarized in the following chart from the Department of Personnel and Training Policies and Procedures Manual.

Copies of Policy 1.40, Policy 1.55 and Policy 3.05 are available in the Personnel Office.

This policy is available on the Internet through the Department of Personnel and Training.

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Section 8

EMPLOYMENT BENEFITS

8.1 COMPENSATION

Each position at NRCC has an assigned range of pay. The various ranges are a part of the Personnel Office records, but employees may also learn their pay range from their supervisor.

Pay checks are issued on the first and the sixteenth of each month. If this date falls on a weekend, employees will be paid on the preceding Friday.

Retirement

Retirement benefits are provided through the Virginia Retirement System (VRS). VRS exists to provide its members with benefits at retirement, or upon disability or death. All full-time, salaried, permanent employees of the Commonwealth of Virginia are eligible for membership as a condition of employment.

VRS handbooks may be obtained in the Personnel Office. Employees should direct questions to Mrs. Katherine Martin, Human Resources Manager.

8.1.1 COMPENSATION POLICY

It is the policy of the Commonwealth of Virginia that classified jobs, excluding selected trainee and teaching classes, be assigned a salary grade in accordance with the State's Graded Salary Structure.

Definitions

The State salary plan consists of 23 salary grades, with 20 steps within each grade. The difference between each step is 2.25 percent. DPT conducts an annual survey of salaries being paid for comparable worth, and reports its findings to the Governor. Funds permitting, the Governor recommends to the General Assembly those compensation changes determined to be necessary. If the General Assembly approves, an overall structure adjustment is made to the State salary plan, increasing every pay step by a set percentage. Such an increase is commonly referred to as a cost-of-living adjustment.

General Salary Adjustments

It is the policy of the Commonwealth of Virginia to assign individual job classes to salary grades that are competitive and comparable jobs in the relevant labor market and internally equitable with

existing job classes. This policy is subject to the financial capabilities of the Commonwealth.

Definitions

Class Regrade - The change in the salary grade assignment of a specific job class. This change is the result of the need to establish equity with comparable jobs in the labor market and/or internal equity between job classes within the state system.

- **Salary Grade Adjustment** - The degree of change in a class's salary grade assignment (e.g., from grade 3 to grade 4) will be determined by the competitive position of the class salary structure and the financial resources of the Commonwealth.
- **Employee Pay Adjustment** - The degree of change in employee compensation as a result of a class regrade will be determined by the Office of Compensation Management, based on the compensation needs of the state, available funding, and the ability to treat all employees of such a class equitably. Employees will not be paid at a rate of pay below the minimum step of their assigned salary grades.

Structure Adjustment - A uniform percentage change in the dollar values of all salary grades. It is applied to all classified positions within the state system and is the result of actions by the Governor and/or General Assembly to keep the state salary structure competitive with the labor market.

- **Salary Grade** - Changes in the value of salary grade steps will be implemented by a percentage multiplier applied uniformly to each step in the salary structure. The percentage multiplier will be determined by the competitive position of the current salary structure and the financial resources of the Commonwealth.
- **Employee Pay Adjustment** - Employees' compensation will be changed to the same step and grade in the adjusted salary structure on the effective date of the structure adjustment.

Responsibility

The Office of Compensation Management recommends class regrades and related employee salary step adjustment. Such recommendations are subject to the approval of the Secretary of Administration and Finance.

Structure adjustments require the approval of the Governor.

Compensation Surveys

The Governor is responsible for class regrades, structure adjustments, and the compensation of state employees. The Department of Personnel and Training, Office of Compensation Management, is responsible for recommending compensation adjustments. The procedures below are used to ensure consistent survey methodology and to limit to a reasonable level the exchange

of salary data between the state and the labor market.

- Compensation surveys to support structure adjustments shall be conducted only by the Office of Compensation Management.
- Compensation surveys to support class regrade recommendations for job classifications that are common to more than one state agency shall be conducted by the Office of Compensation Management.
- Compensation surveys to support class regrade recommendations for job classifications that are unique to an agency may be conducted by the agency having such classification upon the written approval of the Office of Compensation Management.
- The contracting with external organizations, consulting firms, or individuals by agencies of the Commonwealth for the purpose of conducting compensation survey requires the prior written approval of the Office of Compensation Management and shall be permitted only in the absence of recent and relevant compensation data as determined by the Office of Compensation Management.

8.1.2 COMMONWEALTH SALARY STRUCTURE

[Salary Grade Chart](#)

8.2 COMPULSORY DEDUCTIONS

The following compulsory deductions are made in paychecks:

8.2.1 FEDERAL INCOME TAX

Appropriate Deductions According to Federal Withholding Tables--Appropriate withholding forms to change number of dependents or deductions are available in the Personnel Office.

8.2.2 STATE INCOME TAX

Appropriate deductions according to state withholding tables.

8.2.3 SOCIAL SECURITY

Employee and employer matching contribution of a percentage and a maximum amount set by federal law. OASDI - Old Age, Survivors, & Disability Insurance; HI - Medicare portion of social security.

8.3 VOLUNTARY OR ELECTIVE PAYROLL DEDUCTIONS

8.3.1 MEDICAL INSURANCE

The Virginia Community College System is covered under a state plan carried with Anthem Blue Cross-Blue Shield and health maintenance organizations. The Anthem BC/BS plan provides hospital, physician, dental, prescription drug, and major medical benefits at little cost for employee-only coverage. The state and employee share the cost for coverage. Coverage may be elected only within 31 days of employment, during the November enrollment period (with coverage effective January 1), or within 31 days of a change in eligibility status (with coverage effective the first of the month following change of status). Check the [Sourcebook for Health Insurance Benefits Information](#) for a detailed explanation of each health insurance plan.

8.3.1.1 EXTENDED COVERAGE

A spouse or a dependent child who would ordinarily lose coverage because of any of the following qualifying events may elect to extend coverage under the state health benefits program for a period of up to 36 months at the individual's own expense without contribution from the state.

- Death of the state employee under whose membership the affected person was enrolled as a spouse or as a dependent child.
- Termination of employment or reduction in work hours to less than full time with respect to the employee under whose membership the affected person was enrolled as a spouse or dependent child.
- Eligibility for Medicare on the part of the person enrolled in Extended Coverage under whose membership the affected person was enrolled as a spouse or dependent child.
- Divorce from a state employee under whose membership the affected person was enrolled as a spouse or dependent child.
- Loss of dependent child status by a person enrolled in the state health benefits program.

In addition, an employee who would ordinarily lose coverage because of either of the following qualifying events may elect to extend coverage under the state health benefits program for a period of up to 18 months at the employee's own expense and without state contribution.

- Voluntary or involuntary (except for gross misconduct) termination or lay-off.
- Reduction in work hours to less than full time.

Eligibility for Extended Coverage ends at the earliest of any of the following:

- Failure to make a premium payment when due.

- Coverage under any other group plan by virtue of employment or marriage.
- Eligibility for Medicare.
- Expiration of the 18-month, 36-month or other coverage period, whichever may be applicable.

If eligibility for Extended Coverage ends because of the expiration of the 18-month, 36-month, or other term, the insured may convert to Individual Coverage.

Premiums for Extended Coverage are 102 percent of the premiums for regular coverage. All qualifying events are deemed to be status changes; therefore, an employee can change health benefits plans or type of membership. Persons enrolled in Extended Coverage may participate in the annual open enrollment.

As required by law, employees are obliged to notify their employer within sixty (60) days of a qualifying event including divorce or loss of dependent child status, which an employer could not reasonably be expected to know. In addition, these employees will be asked to provide written notification (within certain time limits) concerning whether they wish to be enrolled in Extended Coverage. Failure to do so will result in the loss of eligibility for Extended Coverage.

8.3.2 CANCER INSURANCE

Cancer and Intensive Care Insurance

All full-time classified employees are eligible for this plan through payroll deductions. Contact the Personnel Office for further details.

8.3.3 VIRGINIA CREDIT UNION

Upon employment, membership in the Virginia Credit Union is available. Loans may be arranged at special interest rates; additionally, draft share accounts with direct deposit and savings accounts may be maintained through payroll deduction. Savings accounts earn interest based on credit union earnings.

8.3.4 U.S. SAVINGS BONDS

Also available is a payroll savings plan for Series EE savings bonds from \$100 denomination up to \$10,000. The employee has the right to designate the amount to be withheld each pay day, with the minimum being \$1.25 per pay period.

8.3.5 ACCIDENT INSURANCE (JOHN P. PEARL)

Accidental death and dismemberment benefits and permanent total disability is available for

employees only; however, optional dependent coverage and coverage for eligible children on accidental death and dismemberment benefits are available. Rates and application forms are available in the Personnel Office.

8.3.6 TAX SHELTERED ANNUITY PROGRAM

Within generous limits employees may elect to have their employer apply part of their compensation to the purchase of an annuity for retirement years. The part of an income contributed in this manner will not be subject to current income tax. Taxes are paid only when individuals receive the annuity income during retirement or after they withdraw the contributions with accumulated investment results.

8.3.7 DEFERRED COMPENSATION PLAN

The purpose of the plan is to enable state employees to supplement their retirement benefits through a tax deferred, income investment program. Employees electing to participate may invest a portion of their salary in this plan. The amount of salary invested is not taxed until such time that the employee receives a distribution from the plan, normally upon retirement.

NOTE: The insurance, retirement, and credit union benefits noted above are provided only for salaried employees on a full-time permanent status.

8.4 EDUCATIONAL AID

This aid is designed for state employees who are expected to continue in state service for a period which will justify such aid.

The purposes of the aid are to:

- Train employees in the use of modified methods and equipment.
- Train employees in skills and knowledge required by changes in their current position.
- Train employees for advancement to positions for which qualified applicants are not otherwise available.
- Train employees appointed with below-minimum qualifications because qualified applicants are not available.

Educational aid is not intended to provide employees with training they were deemed to possess when employed or are expected to gain through experience on the job.

Educational aid must be requested and approved prior to the beginning of the period for educational aid. Appropriate educational aid forms must be completed; forms may be obtained in

the Personnel Office. Completed forms should be submitted to the Dean of Instruction and Student Services.

8.5 STATE EMPLOYEE ASSISTANCE SERVICE

The State Employee Assistance Service (SEAS) is a counseling and referral service for employees and family members having personal problems such as alcohol and substance abuse, marital or family difficulties, financial problems, and medical and mental disorders. All inquiries and contacts with SEAS that are initiated by employees are confidential. If an employee is referred by SEAS to a doctor or treatment facility for care, coverage may be available under the health benefits plan.

Employees will be granted administrative leave for the initial meeting with the SEAS counselor. Subsequent time required for treatment or assistance based on a SEAS referral shall be charged to sick, annual, overtime, or compensatory leave balances, as appropriate, or to leave without pay if leave balances are not available.

The address and telephone number is as follows:

Central Virginia SEAS Office	700 Centre Suite 801 700 East Franklin Street Richmond, VA 23219 (804) 786-6741 SCATS 786-6741
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Section 9

LEAVE

9.1 LEAVE WITH PAY

The provisions for leave-of-absence are generous and are designed to meet certain needs or emergencies that may face an employee.

NOTE: In conformance with the Virginia Personnel Act, an employee must be working on the last day of termination and cannot be on leave. The effective date of separation on a GO Form P-3 (Personnel Form) must be the last workday an employee is present on the job with the exception of a holiday which can be the last effective date of employment.

Leave Records

Leave slips (P-8's) must be completed by employees, approved by the immediate supervisors and/or department or division head, and forwarded to the appropriate dean prior to any anticipated leave (e.g., annual, compensatory, or administrative leave) and immediately after taking any unanticipated leave (e.g., sick leave). When applicable, leave slips should be completed and turned in to the college Personnel Office with semi-monthly timesheets. However, **SINCE ALL ANNUAL AND COMPENSATORY LEAVE MUST HAVE PRIOR APPROVAL**, these forms will be processed immediately through proper channels. See [Appendix A](#) for procedures for completing leave of absence forms.

9.1.1 ANNUAL LEAVE

The amount of annual leave that an employee can earn each month of a year and the amount of vacation that can be accumulated depends on the number of year's service the employee has with the state, as shown in the following table:

Years of Service	Annual Leave Hours Per Month	Annual Leave Hours Per Year	Maximum Accrual
Less than 5	8	96	192
More than 5	10	120	240
More than 10	12	144	288
More than 20	14	168	336

No annual leave shall be accrued for service of less than a full semi-monthly pay period. As far as working conditions permit, earned annual leave may be taken as desired. Employees who resign, are removed, or are laid off will be paid for their accumulated annual leave not to exceed the maximum leave permitted under their term of state service shown above.

9.1.2 SICK LEAVE

Sick leave is provided at the rate of 10 hours per month of service. No sick leave shall be provided for service of less than a full semi-monthly pay period. Employees who discontinue their

employment with the state after five (5) years of continuous service will be paid 25 percent of their sick leave balance up to a maximum of \$5,000. However, employees who are reemployed no later than three calendar months following the effective date of their separation may be credited with the sick leave balance held when they were separated; but no sick leave balance may be credited to employees who received payment for sick leave at the time of their separation.

The justification for any sick leave use shall be subject to verification by the employee's supervisor, and on occasion, by the President or the respective Dean, as by requirement of the certificate of a physician describing the disability, stating that the employee was unable by reason of the disability to be on duty during the entire period covered by the leave request (P-8), and where extended absence is indicated, the probable duration of the disability.

No sick leave shall be allowed when the appointing authority determines the absence was a result of unauthorized non-state employment.

Sick Leave Justification

The absence of an employee for the reasons stated below shall be charged against earned sick leave credits:

- An illness or injury incapacitating the employee to perform job duties.
- An exposure to contagious disease such that presence on duty would jeopardize the health of fellow employees or the public.
- Appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours.
- An employee may elect to use sick leave for an absence required by illness or death in the immediate family. The IMMEDIATE FAMILY, in this application, includes only the employee's parents, wife, husband, children, brother, or sister (and any relative) (either blood or by marriage) living in the household of the employee. The period of absence which may be charged against sick leave in this application may not exceed twenty-four (24) hours for an illness of one cause, for an injury, or for a death, and may NOT EXCEED a total of forty-eight (48) hours in a calendar year because of illnesses or deaths in the immediate family.

9.1.3 FAMILY AND MEDICAL LEAVE

All employees who have been employed by the Commonwealth for at least one year may take up to 12 weeks of unpaid family or medical leave because of the birth of a child or the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition or because the employee's own serious health condition makes him or her unable to do his or her job.

9.1.4 WORKMAN'S COMPENSATION LEAVE

Employees who are incapacitated by injury arising out of their state employment are entitled to workman's compensation beginning with the eighth day of their disability. During the first seven calendar days of necessary absence, they will be allowed leave with full pay. Following this period, they still receive regular full salary, but the college pays only the difference between compensation allowed under the Virginia Workman's Compensation Act and the regular salary otherwise payable. In extended periods of absence caused by a job-related injury, leave with partial pay may be allowed. Leave set forth above will not be charged to an employee's regular sick or annual leave.

In the event of an injury, the employee's supervisor and the Personnel Office must be notified

immediately.

9.1.5 ADMINISTRATIVE LEAVE

An employee may be authorized to take leave with pay for any absence necessary: for serving on a jury, attending court as a witness under subpoena, or taking tests for employment under State Personnel Rules. If an employee is paid for civil duties, as by jury or witness fee, the college will pay only the difference between such pay and the employee's regular salary for the period of absence. No administrative leave can be taken for serving at election polls--annual leave must be charged.

9.1.6 MILITARY LEAVE

Military leave requests must be approved by the agency head (President). Military leave requests should be submitted through normal administrative channels at least two weeks prior to leave dates along with a copy of the official orders and plans for coverage of work responsibility. In emergency call-up situations, or when official orders are not readily available, the employee must provide a written statement of the nature of the leave and follow up with a copy of the required orders. Grants of all military leave shall be in addition to leave otherwise allowable.

An employee who is absent for annual active duty for training as a member of the reserve components of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, or United States Coast and Geodetic Survey shall be entitled to leave of absence at full pay for not exceeding fifteen workdays in a federal fiscal year.

An employee who is absent for duty with the National Guard or Naval Militia under orders of the Governor pursuant to 44075 of the Code of Virginia shall be entitled to leave of absence at full pay for the period of order absence.

An employee who is ordered to report for a Selective Service physical examination shall be entitled to leave with full pay but not to exceed one day.

9.1.7 EDUCATIONAL LEAVE

Educational leave is absence with full or partial pay authorized by an appointing authority for specific courses of study related to the work of the agency in which an employee is assigned. If the program requires resident study of more than twelve calendar months in the aggregate for completion, prior approval by the President and the State Director of Personnel is required. Educational leave is subject to uniform rules and regulations issued by the Governor.

9.1.8 LEAVE TO ASSIST SCHOOLS AND STUDENTS

- Employees with children may be granted paid leave under this policy to:
 - meet with a teacher or administrator of any public or private preschool, elementary school, middle school, or high school concerning their children, step-children, or any children for whom the employee has custody, or
 - attend any school function in which such children are participating.
- Employees with or without children may be granted paid leave under this policy to perform any volunteer work to assist any public preschool, elementary school, middle school, or high school, where such work has been approved by any teacher or school administrator.
- Preschool program is defined as any early-childhood program that serves children for more

than nine hours per week, at any time from their birth until their eligibility to enter elementary school. While a preschool program may be home-based, like all other such programs, it must be registered, licensed or certified (i.e., regulated) by the Virginia Department of Social Services.

9.1.9 LEAVE SHARING

Any employee may donate annual leave to another employee who may need additional leave as a result of an illness or accident. Leave may be donated only within the employee's agency with the following exceptions: 1) a family member in one agency may share leave with another family member who works in a different agency; and 2) employee working in agencies which have Maximum Employment Levels of 75 or less may share leave with other employees in agencies with Maximum Employment Levels of 75 or less.

Eligible recipients are not required to reimburse donated leave unless other compensation is received from another source for the same time period (such as Workers' Compensation) or unless the Personnel Office determines that abuse has occurred. Reimbursed leave hours will be returned to the original donor at the recipient's rate of pay.

All full-time and part-time employees are eligible to become recipients. Share hours will be pro-rated for part-time employees. Recipients must exhaust all personal leave (annual, sick, compensatory, and overtime) and have been placed on leave without pay for 10 consecutive workdays (or 40 work hours for part-time employees working 20 hours per week) per medical condition per 365-day period prior to becoming eligible to receive donated leave.

Use of donated leave shall be for medical conditions defined as follows: any illness or injury which, as certified by a physician, requires medical attention and requires an employee's absence without pay for a period of at least ten consecutive workdays after all leave balances have been exhausted. It is the employee's responsibility to provide the required certification from a physician. The following conditions are **excluded** from eligibility for shared leave: 1) any occupationally-related accident or illness for the period for which Workers' Compensation benefits have been awarded; 2) intentionally self-inflicted injuries; or 3) injuries occurring in the course of committing a felony or assault.

All requests to receive donated leave should be directed to the Personnel Office.

9.2 LEAVE WITHOUT PAY

Leave without pay may be granted for annual, sick, or military leave beyond those periods allowable with pay. Leave-of-absence without pay will not be granted for more than twelve months, except for active military duty, for specific course of study, or for service of vital importance to the public welfare. All leave arrangements must be made through the Office of the Dean of Management Services and must be approved by the President of the College.

NOTE: Leave anniversary dates will not be adjusted for leave without pay or suspension of fourteen (14) calendar days or less. The dates will be adjusted by one pay period for every fifteen (15) calendar day period beyond the first fourteen (14) days. For example:

- LWOP for 15 calendar days or less - no change in leave anniversary date;
- LWOP for 15 to 31 calendar days - the leave anniversary date will be adjusted by one pay period;
- LWOP for 31 to 46 calendar days - the leave anniversary date will be adjusted by two pay periods;

- and so forth based on 15 calendar day increments.

Unauthorized Absence

If an employee is absent from duty without permission during the required hours of attendance, whether for a day or more, or for any part of a day, the absence shall be treated as an absence without pay and can be grounds for disciplinary action.

9.3 HOLIDAYS

Compensatory time is granted to employees who are required to work on an authorized holiday. If a holiday falls during a period when employees are on approved annual, sick, or compensatory leave, they will not be charged leave for the holiday.

9.4 TERMINAL LEAVE

Classified employees are entitled to the unused portion of their annual leave allowance if they leave the employment of the college by resignation, retirement, or layoff. Such payments will not exceed the totals which are listed under the [Annual Leave section](#).

If an employee dies while employed with the state, payment for any unused annual balance will be paid to that employee's estate.

9.5 ABSENCE DUE TO UNUSUAL WORKING CONDITIONS

It is the general policy of the state to provide employees pay continuity for absences which result from the closing of state operations because of inclement weather conditions.

The decision to close the college will be made by the President. The announcement will be communicated to employees and students through the news media listed in [Section 5](#).

All Day Closings

- A non-designated employee will be paid for the hours of the authorized closing that he/she was scheduled to work, if he/she worked or took paid leave the day before and the day after the authorized closing.

Example: An employee who was scheduled to work ten hours on a day when his/her agency was closed for eight hours will be paid for eight hours. In this instance, the additional two hours of scheduled work may be made up by working or by charging the time to paid leave.

Example: An employee who was scheduled to work six hours on a day when his/her agency was closed for eight hours will be paid for six hours.

- A non-designated employee who is on pre-approved leave with pay on an authorized closing day will have the leave charged to the authorized closing and not to personal leave balances.
- Designated personnel required to work in excess of the hours in their normally scheduled shift will be awarded leave for such excess time worked. Overtime leave may be accrued as outlined in [Section 7.2.2.1](#) of this handbook.
- Employees other than "designated personnel" who report to work during periods of authorized closings as a result of not having heard the closing announcement shall not be

credited with compensatory leave.

Partial Shift Closings

- A non-designated employee will be paid for the hours of the authorized closing that he/she was scheduled to work as outlined below.
- To receive pay for an authorized closing for a partial shift, a non-designated employee must work all or part of the work scheduled not affected by the authorized closing. Any scheduled hours not worked prior to the closing must be charged to personal leave or leave without pay.
- When road conditions and transportation difficulties cause a designated employee to arrive late to work, the lost time will not be charged to the employee's leave balances or to leave without pay, if the agency determines that the conditions and difficulties justify the tardiness.
- A non-designated employee who is on pre-approved leave during a partial shift closing will have the hours of the authorized closing counted toward this policy and not to his/her leave balances or to leave without pay.
- Designated personnel required to work during such periods of authorized closings will be credited with compensatory leave for hours worked during such periods.
- Designated personnel required to work additional time will be compensated as described earlier.

Closings on Employees' Rest Days

Employees whose scheduled "rest day" falls on a day when their state operation is closed will not be credited with compensatory leave.

Transportation Difficulties

When inclement weather conditions create transportation difficulties that result in late arrival of employees to work, such lost time need not be applied to leave balances; nor should the employees otherwise experience loss of pay, if in the judgment of the President, such lost time was justifiable in view of weather conditions.

9.6 ACCOMMODATIONS FOR RELIGIOUS HOLIDAYS

Title VII of the Civil Rights Act of 1964, Section 703 (a)(1), prohibits discrimination on the basis of religion. Guidelines issued by the United States Equal Employment Opportunity Commission state that the requirement not to discriminate on religious grounds "... includes an obligation on the part of the employer to make reasonable accommodation to the religious needs of employees... where such accommodation can be made without undue hardship on the conduct of the employer's business." Such religious needs might include the need to observe certain religious holidays during the year which are not included in the list of paid holidays provided to state employees.

To comply with the provision of the Civil Rights Act, when a religious holiday falls during an employee's workweek and the employee wishes to observe that holiday, state agency heads must make reasonable efforts to accommodate the employee's needs by allowing time off for the holiday. Only where undue hardship on the conduct of agency business would result can the employee's request for time off be denied. Undue hardships might exist, for example, where the employee's needed work cannot be performed by another employee of substantially similar qualifications during the period of absence. The Equal Employment Opportunity Commission Guidelines provide that "... the employer has the burden of proving that an undue hardship renders the required

accommodations to the religious need of the employee unreasonable."

Such time off must be charged to accumulated annual or compensatory leave or, at the employee's option, to leave without pay. When no applicable leave balances are available, the absence must be charged to leave without pay.

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Section 10

STANDARDS OF CONDUCT AND PERFORMANCE

The [Standards of Conduct policy](#) is available on the Internet through the Department of Personnel and Training.

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Section 11

EMPLOYEE GRIEVANCE PROCEDURE

11.1 OVERVIEW, OBJECTIVE AND INTENT

A grievance is a complaint or dispute of an employee relating to employment.

All nonprobationary classified State employees, who are not exempt from the Virginia Personnel Act, have access to the Employee Grievance Procedure to address work-related complaints or disputes. Grievable issues include: (1) disciplinary actions, including dismissals, demotions, and suspensions; (2) misapplication of personnel policies, procedures, rules, regulations, ordinances, and statutes; (3) discrimination as a member of a protected class; (4) retaliation for participating in the grievance process; (5) retaliation for reporting a violation of law; and (6) arbitrary or capricious performance evaluations. A grievance must be initiated within 30 calendar days of the event or action giving rise to the grievance.

Employees are encouraged to bring their complaints to their immediate supervisors and/or to higher levels of management prior to the initiation of a written grievance. The human resource director in each agency is available to assist employees in resolving conflicts.

Probationary employees, wage (hourly) employees, and employees who are exempt from the Virginia Personnel Act, do not have access to the grievance procedure. There are alternative dispute resolution mechanisms available to these employees for resolving their complaints.

Employees may contact the Department of Employee Relations Counselors for advice on the grievance procedure.

The Employee Grievance Procedure is available on the Internet through the Department of Personnel and Training.

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Section 12

PROCEDURES FOR RELEASING INFORMATION ON EMPLOYEES

NRCC EMPLOYMENT VERIFICATION POLICY

Procedures the Personnel Office will use when requests for verification of employment or reference checks are received.

Personnel Office will provide employment information to third parties, such as financial and state institutions, upon request. Information that may be disclosed includes the following:

- Employee's position title.
- Employee's job classification title.
- Dates of employment.
- Salary or wages.

Other personal information will not be disclosed to third parties without the written consent of the subject employee. This includes reasons for leaving employment at NRCC.

The Personnel Records Disclosure policy is available on the Internet through the Department of Personnel and Training.

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Section 13

EQUAL EMPLOYMENT OPPORTUNITY

The [Equal Employment Opportunity policy](#) is available on the Internet through the Department of Personnel and Training.

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Section 14

SEXUAL HARASSMENT

The [state policy on Sexual Harassment](#) is available on the Internet through the Department of Personnel and Training.

Revised 2/95

NEW RIVER COMMUNITY COLLEGE

SEXUAL MISCONDUCT

POLICIES & PROCEDURES

REVISED BY PRESIDENT'S STAFF AND

APPOINTED COMMITTEE

I. Sexual Misconduct Policy and Procedures

- This policy shall apply to all employees and students of New River Community College. Sexual misconduct includes assault and harassment. It shall be administered in agreement with the state laws relating to sexual misconduct since all violations of state law are also violations of college policy including stalking laws (18.2-60.3).
- An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of sexual harassment or physical harm. Sexual misconduct shatters the bond of trust within a college community.

New River Community College shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community and all reported violations shall be aggressively investigated. Sexual misconduct may be punishable through civil and criminal proceedings, as well as through college disciplinary processes.

Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual misconduct also

includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also addressed in Section II.

- Rights of the complainant and the accused. The college will ensure that the rights of both the complainant and accused are protected throughout the processes of investigating and mitigating charges of sexual misconduct. Specifically, all persons involved in investigations shall safeguard the identity of the complainant and the accused outside of the confidential proceedings of the process. At no time will the past sexual history of the complainant become a part of campus proceedings.

These stated rights of the accused and the complainant shall be reviewed at the beginning of each meeting, discussion, or hearing of a sexual misconduct charge.

- Procedures for Handling Cases of Alleged Sexual Assault

Step 1 - Complaint or knowledge of sexual assault is communicated to a member of the college family--student, faculty, administration, or classified employee. The source of the information may be the victim or any other person having knowledge of the incident. The incident should be reported to one of the following individuals:

- College President
- Director of Student Development
- Appropriate College Dean
- EEO Officer

The rights of the complainant and the accused (I-C above) shall be reviewed by all involved.

When the information reaches one of the four individuals above, an informal investigation of the reported incident will be made. If the investigator determines that further college action is necessary, a written statement summarizing the facts and circumstances surrounding the allegation will be prepared by both the complainant and the informal investigator. If the complainant is unwilling to make a written statement, no further action will ordinarily be taken. However, it is the responsibility of the investigator to inform the president of the situation. The president may decide to inform the accused that a complaint has been made, or take other appropriate action. Also, the investigator should make every effort to provide needed counseling and referral for the complainant.

After the president has received the report from the informal investigator, he will determine whether the appointment of a formal investigative committee is necessary. If deemed necessary, Step 2 below will proceed. In cases which have resulted in an arrest by local police authorities, and if there is potential danger to any student or employee, the accused, even if released on bond, may temporarily be barred from campus and all college classes until the formal investigation is completed by the appointed committee.

Step 2 - The investigative committee, if appointed by the college president, shall make a formal investigation and a written recommendation of the incident to the president within one week. The committee shall consist of two faculty, two administrative, two classified staff, and one additional appointee to serve as chairperson. The committee shall have the authority to interview the complainant, witnesses and the accused (if willing to testify) to make a determination of facts surrounding the allegation. Additionally, the committee may view items of physical evidence and give both evidence and testimony weight according to the relevance and credibility each may possess. This committee, before acting, shall review the rights of the complainant and the accused as outlined in I-C above. After hearing all testimony and receiving all evidence, the committee shall make one of the following determinations about the allegation(s) against the accused:

- The committee finds insufficient evidence to support a violation of school/ system policies, rules and regulations by any person involved.
- The committee finds sufficient evidence that the allegations are true and that violations of school/system policies, rules and regulations occurred.
- The committee finds that the allegations are false or baseless.

The findings of the committee will be reduced to writing and submitted to the president's office along with a recommendation for action. Each specific allegation will be addressed along with a statement of "findings of fact" and a recommendation for disposition of the allegation. All committee members will review and sign the official recommendation sent to the president's office. After receiving the written recommendations of the committee, the college president shall make a decision as to disciplinary actions. If a student is dismissed indefinitely from NRCC by the president as a disciplinary action, the reason for dismissal will be noted in the student file. If a dismissed student makes future application for re-admission the president must be consulted first and, if cleared for consideration for re-admission, the Admissions Office will then follow the normal re-admission procedure.

- Sexual misconduct can greatly affect the social and academic environment of a college, even if it occurs outside the physical boundaries of the campus. Between and among its members, New River Community College extends the standards of conduct inherent in this Sexual Assault Policy to off-campus behavior.

II. Sexual Harassment Policy & Procedures

A. Purpose

The purpose of this policy is to provide all New River Community College faculty, staff and students with a method for addressing complaints of sexual harassment. A further purpose is to communicate the intent of the college to create a campus free of such behavior.

B. Policy

Sexual harassment in any situation is reprehensible and will not be tolerated. A college is a community of learners in which strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. In a setting of this kind there is no place for conduct that diminishes, humiliates or abuses another person. Such conduct subverts the mission of the college and threatens the careers, the quality of educational experience and the well-being of students, faculty and staff. For these reasons, sexual harassment of any kind is unacceptable at New River Community College.

In order to assure that sexual harassment is precluded, the college strongly encourages individuals who believe they have been sexually harassed to report the alleged harassment.

Sexual harassment, a form of sex discrimination, is prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act. This policy applies to all members of the college community including students, classified, wage employees, and members of the instructional, administrative and professional faculty. Any employee of or student at this college found guilty of sexual harassment will be subject to appropriate disciplinary action which may include dismissal or expulsion.

Nothing in this policy is intended to inhibit or restrict the free speech content of written or oral presentations. Academic freedom and, more generally, freedom of expression are of paramount value in an academic community.

C. Definition of Sexual Harassment

Sexual harassment of employees and students at New River Community College is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. It takes two legal shapes:

Quid pro quo - Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic performance.

Hostile environment

Hostile environment harassment differs from "quid pro quo" harassment in that no discriminatory effect on grades, wages, job assignments or other tangible benefits is required. Instead, such unwelcome sexist or sexual conduct has one of these purposes or effects:

- It unreasonably interferes with an individual's work or academic performance.
- It creates an intimidating, hostile or offensive work or academic environment.

Direct propositions of a sexual nature, subtle and/or persistent pressure for sexual activity, conversations of a sexist or sexual nature or similar jokes and stories, sexual remarks about a person's clothing, body, or sexual relations, or the display of sexually explicit materials may constitute harassment if shown to be unwelcome and sufficiently pervasive or severe a condition to affect academic performance or employment.

Nothing in this policy precludes academically relevant discussions or presentations concerning gender or sex. The fact that such discussions or presentations may cause some students discomfort does not **in itself** indicate hostile-environment harassment. If relevant to course content, gender and sex are legitimate areas of inquiry.

Although sexual advances such as touching, patting, hugging or brushing against a person's body are generally viewed as forms of sexual harassment, they are in fact legally categorized as assault, which is a misdemeanor offense. The victims of such unwanted sexual advances may take legal action.

D. Procedures for Enforcement

Complainants have three options. They may pursue the college informal or formal procedure, or they may initiate a legal proceeding. Collegial and legal proceedings are not mutually exclusive, and may be used simultaneously. The complainant will be advised of all options available to her or him and of the statute of limitations for each option. All members of the academic community will have the right to Procedure I and Procedure II being handled in a discreet manner. The rights of the accused and the complainant as outlined in I-C shall be reviewed by all parties involved in any investigation.

1. Procedure I

The purpose of Procedure I is to provide assistance to individuals complaining of sexual harassment, and to provide opportunities for both the complainant and the accused to resolve the problem in an informal manner, without the necessity for disciplinary action or the need to resort to formal procedures.

Any individual in the college community who believes she or he has been sexually harassed, as defined in the college's Sexual Harassment Policy, should contact one of the following college representatives: a dean; the administrative official who is the supervisor of the individual accused of sexual harassment; a male or female counselor; or the college's EEO officer. These discussions

will be handled in a professional and confidential manner.

SGA officers will be educated in the process and may assist students in identifying a college representative, but will not be involved in the processing of the complaint.

The college representatives receiving sexual harassment complaints will have access to information regarding sexual harassment, the college's policy and procedures and the rights and responsibilities of the accuser and the accused. It is the responsibility of the college's EEO officer to provide access to the needed information.

The college representative shall advise the complainant of all options available to her or him. These include the Procedure I and Procedure II of the college's Sexual Harassment Policy, or they may initiate a legal proceeding. Collegial and legal proceedings are not mutually exclusive, and may be used simultaneously. In appropriate cases, the complainant may file with the Office of Civil Rights, Equal Employment Opportunity Commission, the Faculty Grievance Procedure, or the Classified Employee Grievance Procedure. In addition, all categories of employees may file a complaint with the Department of Personnel and Training's Office of Equal Employment Services. If the complainant chooses to use the procedures of the college, she or he may elect to begin with Procedure II. If she or he chooses not to use Procedure I of the college's Sexual Harassment Policy, she or he may choose to pursue one of the other options available to her or him. The college representative shall advise the complainant of the opportunities for support and/or counseling that are available through the college, and shall assist the complainant in obtaining counseling if requested to do so.

If the complainant elects to proceed with Procedure I, the college representative, within ten working days, and with the consent of the complainant, will meet with the accused individual, advise her or him of the informal complaint, and review with her or him the college's Sexual Harassment Policy. Specifically, the rights of the complainant and the accused, as outlined in I-C above, will be reviewed. The college will take all appropriate steps to insure confidentiality for the complainant and the accused as long as it does not interfere with any necessary investigation and corrective action.

The college representative then will meet with the complainant within ten working days to inform her or him that the college representative has met with the accused and reviewed with her or him the college's Sexual Harassment Policy. Documentation of what transpired must be filed with and maintained by the college's EEO officer. If the complainant desires further action, the college representative should advise her or him to utilize Procedure II of this policy.

(NOTE: If there are more than two Procedure I complaints against an individual within a 12-month period, the college's EEO officer will advise the alleged harasser's immediate supervisor. The supervisor and the EEO officer will conduct an investigation within 30 days. Should the investigation reveal that a pattern of behavior has occurred that constitutes sexual harassment, the appropriate action will be taken by the college.)

2. Procedure II

In this procedure the complainant makes a formal, written complaint. If the complainant wishes, the college representatives identified in Procedure I, may act in an advisory role. College representatives may clarify and explain procedures, and assist the complainant to proceed in a timely and appropriate manner.

If a member of the college community believes she or he has been a victim of sexual harassment, as defined in the Sexual Harassment Policy, she or he may utilize Procedure II. The first step of this procedure is to file a formal complaint of sexual harassment by submitting a written report of the alleged sexual harassment incident. If a student is accused of sexual harassment this report must be submitted to the Director of Student Development. If a faculty or staff member of the college is accused of sexual harassment this report must be submitted to their supervisor. This report may be submitted to the EEO officer of the college in either case. Complaints of sexual harassment must be filed within 90 calendar days of the alleged act. When complaints are made, the recipient of the complaint shall review the rights of the accused and the complainant as outlined in I-C above.

The Director of Student Development, supervisor, or EEO officer to whom the formal complaint of sexual harassment is submitted shall within ten working days notify the individual accused of the harassment. The incident of alleged sexual harassment will be promptly and thoroughly investigated by an appointed dean and one other college appointed official. During this preliminary investigation, the accused individual shall be provided with an opportunity to respond orally and/or in writing to her or his supervisor regarding the allegation. At the same time rights of the complainant and the accused shall be reviewed.

Results of the preliminary investigation will be presented to an investigative committee of three appointed by the President. These individuals shall review the results of the preliminary investigation and shall determine whether sexual harassment has occurred and if disciplinary action against the individual accused of sexual harassment is warranted. The record as a whole and the totality of circumstances, such as the nature of the conduct and the context in which the conduct occurred, will be considered in any deliberations.

If it is found that sexual harassment has occurred, and disciplinary action is warranted, the investigative committee will recommend that action be taken by the appropriate college official. A record of the harassment and related documentation will be maintained in the personnel file of the accused. This is a confidential personnel file and shall not be open to individuals outside the college.

If the accused disagrees with the decision, she or he may appeal the disciplinary action through the appropriate grievance procedure.

3. Appeal Process

If the complainant does not agree with the decision of the investigative committee and the college official, she or he may appeal that decision using the Appeal Process. In order to proceed to the Appeal Process, the complainant must file a written appeal with the president of the college within ten working days after receipt of the decision of the college official. A copy of this appeal shall be sent to the other party by the president. The president of the college shall, within ten working days of receipt of this appeal, appoint an appeals committee. The committee shall convene within 20 working days and appoint a chairperson from its members in order to hear evidence and facts related to the charges of sexual harassment. The chair of the committee shall notify the complainant and the respondent in writing of the time and place for the hearing. The committee may receive evidence and facts from both the complainant and the respondent. It is the responsibility of the Chairperson to review the rights of the complainant and the accused as outlined in section I-C above.

Within ten working days from the conclusion of the hearing, the Chairperson shall notify the college's president, in writing, of the committee's findings and recommendation(s).

The president will consider the findings of both the investigative committee and the appeals committee and the supervisor. The president shall render a decision in writing within ten working days of receipt of the committee's findings and recommendations. The president's decision will be communicated to the accused and the accuser, with copies to the accused's supervisor and the appropriate dean, if a student is the accused. After the president's decision, the record and related documentation will be maintained by the college's EEO officer and the personnel office.

The Appeal Process committee shall be appointed by the president with sensitivity to gender and racial composition. The committee will be chaired by the College's Director of Affirmative Action and Equal Employment Opportunity. It is the responsibility of the chairperson to guide the committee to a position of general agreement. The members of the committee shall report through different chains of command than the accused and the composition of the committee shall be as follows:

- Two (2) members of the teaching faculty
- One (1) member of the administrative faculty
- Two (2) members of the support staff
- One (1) professional counselor

The president will appoint two alternates in each category. The complainant and the alleged harasser will be permitted two challenges of members of the Committee on Sexual Harassment. When any member of the committee is challenged, that person is replaced by an alternate. Appointees to the Committee on Sexual Harassment will be made by the president and will serve staggered two year terms and may be reappointed.

Prior to assuming their responsibilities, members of the committee will receive adequate training regarding sexual harassment, the college's policy and procedures and the rights and responsibilities of the accuser and the accused. It is the responsibility of the chair or the chair's designee to provide this training.

Final Considerations

Consenting romantic and sexual relationships between faculty and student, between supervisor and employee, or between employees which hold authority over other employees, while not expressly forbidden, are very unwise and are discouraged. A faculty member who enters into a sexual relationship with a student, or a supervisor who does so with an employee where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove a defense on grounds of mutual consent. Voluntary consent by the student or employee in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship.

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Section 15

COMMONWEALTH'S POLICY ON ALCOHOL AND OTHER DRUGS

The Commonwealth of Virginia's Policy on Alcohol and Other Drugs prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace. The drug-free policy also prohibits an employee being impaired in the workplace due to the use of alcohol and other drugs. In addition, the policy entitles the Commonwealth to discipline any employee who has been convicted of violating any criminal drug law, and certain alcoholic beverage control laws governing driving while intoxicated.

When an individual becomes a State employee, he or she receives a summary of the Commonwealth's Policy on Alcohol and Other Drugs. The employee is asked to sign a notice acknowledging that he or she has seen a summary of the policy. The entire policy is available in agency personnel offices.

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Section 16

AMERICANS WITH DISABILITIES GRIEVANCE PROCEDURE

EXECUTIVE MEMORANDUM

SUBJECT: AMERICANS WITH DISABILITIES GRIEVANCE PROCEDURE

EFFECTIVE DATE: JULY 1, 1995

New River Community College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to **Jeananne Dixon, ADA Coordinator, LEAP Center, (540) 674-3600, extension 4358**, who has been designated to coordinate ADA compliance efforts.

- A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- A complaint should be filed within 10 work days after the complainant becomes aware of the alleged violation where a specific incident or occurrence happened.
- An investigation, conducted by the ADA Coordinator as may be appropriate, and a meeting of the ADA Advisory Committee shall follow a filing of a complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and Advisory Committee and forwarded to the complainant no later than 10 work days after its filing.
- The ADA Coordinator shall maintain the files and records relating to the complaints filed.
- The complainant may request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 work days to the college's EEO/AA Officer. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the EEO/AA Officer and forwarded to the complainant within 10 work days after the request for reconsideration.
- If a grievance is against the ADA Coordinator, the ADA Grievance Procedure shall be

followed except the complaint should be filed with the college's EEO/AA Officer, Mr. Charles C. Dean, and the request for reconsideration should be filed with the President, Dr. Jack M. Lewis.

- The right of a person to a prompt and equitable solution of the complained filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies. Other remedies include the filing of an ADA complaint with the federal EEOC or other responsible federal agency. State employees may also file a complaint with the state EEO or initiate a grievance under the state grievance procedure.
- These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that New River Community College complies with the ADA and implementation of the regulations.

This executive memorandum shall remain in effect until June 30, 2003 unless superseded or rescinded by further executive memorandum.

Jack M. Lewis

President, New River Community College

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Section 17

INFORMATION SECURITY

The [Information Security policy](#) is available on the Internet in the VCCS Policy Manual.

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Appendix A

TIME/LEAVE REPORTING PROCEDURES

PROCEDURES FOR COMPLETING TIMESHEETS

(See Attachment 1)

All non-exempt classified personnel must submit bi-weekly time and attendance sheets.

1. Full name of employee.
 - AGENCY - New River Community College or NRCC; DEPARTMENT - name of department to which employee is assigned.
 - Employee's Social Security number.
 - Beginning and ending times for employee's normal hours of work as assigned by his/her supervisor.
 - Work weeks begin on Friday and end on Thursday. Use the date of the applicable Fridays in each WEEK BEGIN DATE blank.
 - If all of an employee's assigned work hours are worked on any given day, place a check mark here. Otherwise, show the hours actually worked and complete part 7. Hours must be recorded in tenths. (See Attachment 2)
 - Record in this area the hours during which leave (with or without pay) were taken. Also use this area to indicate the type of leave taken. Leave type classifications are explained below.
 - List the total number of regular hours worked during the work week.
 - List the total number of overtime hours worked during the work week.
 - List all applicable leave codes (see classifications below) and number of leave hours used directly below the leave type.
 - EMPLOYEE SIGNATURE: self-explanatory.
 - SUPERVISOR'S SIGNATURE: signature of immediate supervisor is required.

LEAVE CODES AND EXPLANATIONS

Leave with Pay:

A Annual Leave -- section [Section 9.1.1](#) of this handbook.

H Holiday -- used when the college is closed for an official state holiday; also see [Section 9.3](#) of this handbook.

CL Civil Leave -- see [Section 9.1.5](#).

S Sick Leave (personal) -- see [Section 9.1.2](#).

FS Sick Leave (family) -- also see [Section 9.1.2](#).

M Military Leave -- see [Section 9.1.6](#).

W Workmen's Compensation - see [Section 9.1.4](#).

OL Other Leave -- used when the college is closed for the reason of emergency or inclement weather; see also [Sections 9.1.7, 9.1.8](#), and [9.5](#).

Leave without Pay:

L Leave without Pay -- see [Section 9.2](#).

ML Military Leave without Pay -- see [Section 9.1.6](#).

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GUIDELINES, POLICIES AND PROCEDURES ASSOCIATED WITH USING FACILITIES OF NEW RIVER COMMUNITY COLLEGE

The faculty and staff at New River Community College (NRCC) fully realize the college's role in supporting community activities and economic development. Many college employees have made personal commitments to participate in community activities and events, and the college encourages community organizations to use college facilities when space is available. With the commitment, however, comes a responsibility to recognize limitations which may exist in both the time staff members may be able to contribute and the availability of space at the college. Based upon the limitations and the fundamental belief that student learning and instruction must be given primary consideration, the following priorities and procedures are established.

A. Priorities

1. Any instructional or co-curricular activity offered by NRCC. (Both credit and non-credit activities are included in this category).
2. Events and activities sponsored by other colleges or governmental agencies.
3. Non-profit/public service community groups within the service region of the college.
4. Other organizations.

B. Applications

1. All organizations or individuals who would be included in priority 2, 3, or 4 above must submit a completed application for use of college facilities.
2. Applications must be submitted to the Office of the Dean of Arts and Sciences.
3. Applications must be submitted at a reasonable time prior to the event.
4. Acceptance of the application is confirmed by the approval and signature of the Dean of Arts and Sciences.
5. Rejections of requests may occur when these and other reasons are considered:
 - a. There is not satisfactory evidence that the applicant will take the necessary safety precautions for the participants or protection of property.
 - b. The event may unduly tax the college facilities.
 - c. The event may interfere with the normal operations of the college.
 - d. The applicant may have previously breached the agreement for facility usage. This includes non-payment from previous usage of the facilities.
 - e. The applicant's event may not be appropriate for the college's environment.
6. Applications will not be approved more than 60 days in advance of the events.

C. Obligations of the College

1. The college will provide facilities which are safe, clean, and accessible.
2. The space approved for the applicant will include the furniture and/or equipment normally provided in the area. It may be the responsibility of the applicant to secure additional furniture, equipment, or supplies

required for the event.

D. Regulations

1. The applicant or group shall either clean the area used to the satisfaction of the Director of Facilities Services, NRCC, or contract with Aramark ServiceMaster to clean the area used. If the area is not cleaned to the satisfaction of the Director, then Aramark ServiceMaster will be contracted by NRCC to clean the area. The applicant or group will be responsible for paying Aramark ServiceMaster for these janitorial services.
2. No alcoholic beverages will be served or consumed on or in the property of New River Community College.
3. The usage fee paid to NRCC is solely for the use of the assigned space, area or room.
4. Any damages to existing facilities, finished surfaces, to include but not limited to floors, walls or ceilings, or to other property of NRCC that the applicant or group used or readied for use shall be repaired to the satisfaction of the Director of Facilities Services at the expense of the applicant or group. NRCC reserves the right to repair such damages and bill the applicant or group for the costs of these repairs.
5. NRCC has limited audiovisual equipment that may be available for use by the applicant or group. 6. The applicant, group, any participants or guests shall hold NRCC and NRCC employees harmless from any claims, damages or actions of any kind or nature arising from or caused by the use of systems, equipment or facilities of NRCC.
7. Business hours for NRCC are Monday through Friday, 8:00 a.m. to 5:00 p.m. NRCC will not be open for selected holidays and the facilities will not be available for usage on such dates. If NRCC is closed the day an event is scheduled to occur because of inclement weather or other unscheduled events or situations, such as power failure, then the event will be canceled. Any fees collected by NRCC will be refunded to the applicant or group.

Appendix C

EQUIPMENT TEMPORARILY REMOVED FROM CAMPUS FORM

New River Community College

Authorization And Custody Record

Of Equipment Temporarily

Removed From Campus

Date

Item Description NRCC Inventory Number

Location of Item (College Room No.) Serial Number

I accept custody of the above equipment for official off-campus use. In doing this, I assume full responsibility for such equipment, and in the event of its loss or damage, I shall make payment to the College at the price shown on the equipment inventory record. I also understand that the equipment is on temporary loan and must be returned to the College as soon as practical or upon request.

Approximate Date of Return Signature of Temporary Custodian

APPROVED BY:

Dean

(Usual Custodian)

Date Returned Received By

PREPARE IN TRIPLICATE

Distribution of Copies:

Original - Business Office

Copy 1 - Dean

Copy 2 - Temporary Custodian

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Appendix D

PERFORMANCE PLANNING AND EVALUATION FORM

This form is available in the Personnel Office.

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Appendix E

Checklist For Supervisors

Who?/What?/Where? for New Employees

This checklist outlines items for supervisors to discuss with new employees during the first two weeks of employment. Supervisors may adjust this list as appropriate. Please return this checklist to Personnel, after being signed by the new employee, within 10 days of the beginning of employment *Thank you!*

MY POSITION

_____ Position description

_____ Performance evaluation procedures

_____ Probationary period explained, if applicable

_____ Contact person or "mentor" within department:

(May be an "Answer Person" for the first week or longer.)

_____ Organizational chart for both department and NRCC indicating where the new employee fits into the structure

INTRODUCTION TO NRCC

_____ Campus tour, building maps (also address location of bathrooms, vending machines, exits for emergencies, elevators, other:)

_____ Phone operation and procedures, switchboard, NRCC phone number listing, directories.

_____ Office/building key(s) if applicable

_____ Mail room, mailbox, procedures

_____ Supply Room and procedures

_____ Security, vehicle registration (Security also handles First Aid and Lost & Found)

_____ Picture board with NRCC faculty and staff (Godbey Hall near information desk)

_____ Word Processing copying code(s) and procedures.

_____ Budget codes and policies/procedures as applicable

_____ Recycling procedures (Maintenance coordinates)

_____ Inclement weather procedures (both telephone recording and media sources of information)

_____ Emergency procedures (i.e., hurricanes, fire, irate individuals...)

NRCC ADMINISTRATIVE AND ACADEMIC OFFICES

(For a complete listing of staff, consult the NRCC Directory of Faculty and Staff)

_____ President, Dr. Ed Barnes, Godbey 101

_____ Dean of Instruction and Student Services, Dr. Jack Lewis, Godbey 103

_____ Division Chairs: --Arts and Sciences: Dr. Charlie White, Godbey 131

--Business, Community & Computer Services: Dr. Helen Harvey, Edwards

--Distance Education & Learning Resources: Dr. Tom Wilkinson, Martin LRC

--Industrial Technologies: Mr. Ron Chaffin, Edwards

_____ Affirmative Action, Godbey 183

_____ Admissions and Records, Rooker 259

_____ Business Office, Godbey 36

_____ Computing and Communication Services, Rooker 241

_____ Planning and Advancement, Godbey 70

_____ Maintenance, Godbey 147

_____ Institutional Research, Godbey 03

_____ Personnel and Payroll, Godbey 31

_____ Student Development, Rooker 271

_____ Word Processing Center, Godbey 163

The above items have been addressed for me and I have had an opportunity to ask questions about them.

Signed: Date:

Please return to **Personnel** within 10 days of the beginning of employment.

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