



# Full-Time Classified Employee Handbook

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# LETTER FROM THE PRESIDENT

## WELCOME

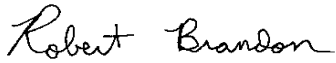
Greetings! Thank you for your service to New River Community College. NRCC has built a strong reputation for offering high-quality programs, fostering a friendly and caring environment, maintaining a clear focus on student success, and ensuring the effective administration of services.

That success would not be possible without the dedication and professionalism of our exceptional classified staff. Your work is vital to the day-to-day operations of the college, and your contributions are deeply woven into every aspect of our institution's achievements. Whether assisting students, supporting faculty, or helping operations run smoothly, you play a key role in our shared mission.

This handbook is intended to provide you with important information regarding your employment at the College. I encourage you to read it carefully and keep it as a resource. Should you have questions, please don't hesitate to contact the Human Resources Office or your supervisor for additional support.

Thank you again for all that you do to make NRCC such a special place to work and learn.

Sincerely,

A handwritten signature in cursive script that reads "Robert Brandon".

Robert Brandon  
NRCC President

## NOTICE

This handbook contains general information about your employment with New River Community College and outlines policies and procedures that affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

## INTRODUCTION

Whether you are new to the Commonwealth of Virginia or are a continuing employee, this Classified Employee Handbook is written to help you develop a satisfying career in service to Virginia by outlining the basic elements of the employment relationship between you and the Commonwealth.

This Handbook is designed for you as a full-time classified employee of New River Community College. The Employee Handbook contains basic information related to your employment. Supervisors, managers and Human Resource staff will also find information here that is useful to their work with employees.

### Our 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 each student served;

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."

### Our Mission

New River Community College (NRCC), a member of the Virginia Community College System, subscribes to the tenets set forth in the system's mission statement: "We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened."

In addition, NRCC is committed to the ideal that communities are strengthened when all members are offered opportunities to develop their skills and knowledge, regardless of race, ethnicity, religion, culture, social class, economic status, age, gender, sexual orientation, personal identity or physical or mental capability. NRCC strives to support individuals in understanding and embracing their roles as citizens while enhancing their sense of self-esteem, personal security and autonomy.

In meeting the educational needs of the New River Valley, the college assumes a responsibility to provide educational opportunities through collaborative efforts with local industries, businesses, government institutions and non-profit organizations. NRCC also seeks to strengthen lives by promoting regional economic development and is dedicated to engaging in partnerships with higher education institutions, public schools and other entities.

In fulfilling its mission, NRCC offers a variety of certificate, diploma, associate degree and workforce development programs. The institution is committed to assisting students with decisions concerning their educational, career and personal goals and being a place that brings together people of disparate experience while fostering community and cultural enrichment.

### The College

New River Community College is a two-year state institution of higher education operating under a statewide system of 23 community colleges. The college serves those who live in the counties of Floyd, Giles, Pulaski, Montgomery, and the city of Radford.

The college acts under policies set up by the State Board of Community Colleges and the local Community College Board. The school is funded mainly with state funds, but the participating localities also add to the support of the college.

The college is open on a year-round basis under the semester system. Classes are held from 7:00 a.m. to 10:00 p.m. Since college credit courses are offered in the evening and on weekends, students who work may also attend college.

### History

In 1959 New River Community College began offering vocational/technical courses as a vocational/technical school to residents in the New River Valley. It is one of five colleges which developed from existing vocational/ technical schools into community colleges under 1966 General Assembly legislation which formed the Virginia Community College System.

The Local Board was set up in August 1969, and the college was named New River Community College in October 1969. The college continued the occupational/technical programs in Machine Shop, Drafting and Design, Auto Mechanics, Practical Nursing, Industrial Electricity, Electronics, Instrumentation, Clerk Typing, and Stenography.

Programs leading to the Associate in Applied Science Degree in Accounting, Business Management and Secretarial Science were added in the fall term of 1970. Degree programs designed for transfer to four-year colleges were also offered at that time. These included the Associate of Arts Degree program in Liberal Arts and the Associate in Science Degree programs in Science, Education, Business Administration, and General Studies.

### Localities & Facilities

The college is located on a one-hundred acre site at the intersection of U.S. Routes 11 and 100 in Dublin, Virginia. The campus provides modern, well-equipped facilities for the career technical education programs as well as for the college transfer programs.

The facilities contain labs for Administrative Support Technology, Accounting, Automotive, Drafting and Design, Electronics, Electricity, Forensic Science, Information Systems Technology, Instrumentation, Machine Shop, Natural Science classes, Network Design and Installation, Nursing, Programmable Logic Controllers, and Welding.

Besides the special labs, there are general classrooms, a large lecture room, a modern library, a learning lab, a spacious industrial training room, a student center, an auditorium, and faculty and administrative offices.

The college's Christiansburg site offers increased educational opportunities to Montgomery and Floyd County residents. Faculty from the college's teaching divisions provide high quality instruction equivalent to on-campus instruction.

### Programs

New River Community College offers programs two years beyond the high school level.

**OCCUPATIONAL/TECHNICAL EDUCATION** - The occupational and technical education programs are designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen in the New River Valley who will be employed in industry, business, the professions, and government.

**COLLEGE TRANSFER EDUCATION** - The college transfer programs include college freshman and sophomore courses in arts and sciences and education. These courses meet the standards for transfer to baccalaureate degree programs in four-year colleges and universities.

**GENERAL EDUCATION** - The courses in general education include common knowledge, skills, and attitudes needed by an individual to be effective as a person, a worker, a consumer, and a citizen.

**CONTINUING EDUCATION** - Degree credit and non-degree credit courses are offered during the day and evening hours for adults in the region wishing to continue learning.

**CUSTOMIZED TRAINING PROGRAMS** - Customized training is offered where specific employment chances are open for new or expanding industry. Customized training programs are coordinated with Virginia's economic growth efforts and with the needs of employers.

**DEVELOPMENTAL COURSES** - Basic or developmental courses are designed to prepare people for admission to college transfer and occupational/technical courses of study in the community college. These courses are designed to assist the person with basic skills and knowledge needed to succeed in other community college programs.

### Recognition

The college, part of the Virginia Community College System, is governed by the State Board for Community Colleges in Virginia. The college's associate degree courses are approved by the State Council of Higher Education for Virginia.

The college has been fully approved by the State Department of Education for payment of veterans' benefits as well as by other state and federal agencies for funding. Also, this school is authorized under Federal Law to enroll nonimmigrant alien students.

The college is an institutional member of the American Association of Community Colleges and a number of other state and national organizations.

### Accreditation

NRCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of



## GENERAL CONDITIONS OF EMPLOYMENT

### Hours of Work

A full-time classified employee works a schedule of 40 hours per week. The standard workday is 8 hours. For most jobs, an unpaid lunch break of 60 minutes is required. Your supervisor will schedule this for you. In addition, agencies may provide two 15-minute breaks, one morning and one afternoon, which are part of the paid day. These breaks are optional and may not be used to cover missed time or to extend the lunch period.

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 services. Employees are required to take a meal break of at least 30 minutes for every 6 consecutive hours worked.

New River Community College offices adhere to an 8:00 a.m. to 5:00 p.m., Monday through Friday, work schedule, unless business reasons dictate otherwise.

### Compensation

Your total compensation includes both your salary and the state's benefits package. In addition to salary, classified employees are eligible to receive several kinds of paid time off, group health insurance, state-supported membership in the Virginia Retirement System, life insurance, short-term and long-term disability coverage (for VSDP participants) and many other benefits. Your benefits are explained in this Handbook and your agency's Human Resource office can give you detailed information.

Classified positions are assigned to approximately 300 roles (titles) within about 60 career groups and seven occupational families. Each role is assigned to one of nine pay bands. Both the employee and the job are assessed for pay purposes using specified factors. Various pay practices are used to establish your original salary and to guide the movement of your salary during your career.

Funds to support employee pay increases may be provided and earmarked by the Governor or the legislature or may be identified by the agencies within their own budgets. The legislature and Governor may provide for general pay increases and these typically are linked to the employee's satisfactory job performance.

### Attendance

You are expected to work in accordance with the work schedule assigned by your supervisor, and you are responsible for letting your supervisor know as soon as possible if you expect to be late or absent. Ask your supervisor about your agency's procedure for reporting absences. Failure to notify your supervisor appropriately may result in disciplinary action including termination.

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.

## Hiring Requirements

All employees must meet certain conditions of employment. New River Community College will conduct criminal conviction investigations as part of the employment selection process. Employees hired into certain positions must complete a Statement of Personal Economic Interests as required by the Code of Virginia § 2.2-3100. Your Human Resource office will know whether you need to complete this statement.

Certain state jobs are designed by agencies as “sensitive” according to the definition in the Code of Virginia § 2.2-1201.1. Final candidates for these positions are subject to a fingerprint based background check, including current employees who apply for a sensitive position. New River Community College’s security staff occupies sensitive positions and these services are outsourced. The contractor requires members of this staff to pass criminal background checks.

Employees covered by this handbook are employed to fulfill certain duties and expectations that support the mission and values of NRCC and are expected to conduct themselves in a manner deserving of public trust. The following list is not all-inclusive but is intended to illustrate the minimum expectations for acceptable workplace conduct and performance.

Employees who contribute to the success of an agency’s mission:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- Demonstrate respect for the agency and toward agency coworkers, supervisors, managers, subordinates, residential clients, students, and customers.
- Use state equipment, time, and resources judiciously and as authorized.
- Support efforts that ensure a safe and healthy work environment.
- Utilize leave and related employee benefits in the manner for which they were intended.
- Resolve work-related issues and disputes in a professional manner and through established business processes.
- Meet or exceed established job performance expectations.
- Make work-related decisions and/or take actions that are in the best interest of the agency.
- Comply with the letter and spirit of all state and agency policies and procedures, the Conflict of Interest Act, and Commonwealth laws and regulations.
- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
- Work cooperatively to achieve work unit and agency goals and objectives.
- Conduct themselves at all times in a manner that supports the mission of their agency and the performance of their duties.

## Pay Periods and Cardinal

Standard pay periods for classified employees are the 10<sup>th</sup> through the 24<sup>th</sup> of a month and the 25<sup>th</sup> through the 9<sup>th</sup> of a month. All full-time classified employees are paid twice a

month, on the 1<sup>st</sup> and 16<sup>th</sup> of a month. When paydays fall on weekends or holidays, direct deposits normally are made the last workday before the regular pay date. Ask your supervisor about your agency pay schedule.

New state employees are required to participate in direct deposit. Tax liens, court orders and garnishments are honored as directed by state and federal law. An employee may be charged a fee for processing certain garnishments.

Cardinal is a web-based system that provides State employees with online viewing of their earnings and deductions. Cardinal is available for viewing current payment information at least 4 working days before the payment date, current and year-to-date earnings, current and year-to-date deductions, direct deposit information and W-2 information for the past 5 years. Visit [Cardinal](#) to register. You will need your State ID number to register adding two zeros to the front and two zeros to the back of your state ID number. If you need assistance, please reach out to your Human Resources office.

### Probationary Period

Classified state employees serve a probationary period of one year from their employment or re-employment date. This is a trial period during which the agency and employee learn whether the employee is suited for the job. This time may be extended if the employee experiences absences(s) of more than 14 consecutive days and for certain other reasons. Except to make up for the employee's absence, the probationary period may not be extended for more than six additional months. If you are selected for a position that requires certification following completion of a prescribed training program, you must complete a new probationary period.

The state's grievance procedure is not available to probationary employees. However, if you believe you have been discriminated against in any condition of employment based on race, color, religion, national origin, sex, age, disability, or political affiliation, you may file a discrimination complaint through your agency's human resource department. During your probationary period and throughout your employment with the Commonwealth, you should consult your agency Human Resource office for assistance with workplace issues of all kinds. This office can provide guidance and referral to other resources as needed.

### Overtime

Some positions involve occasional or periodic overtime work as required by their supervisors. Employees are designated as covered by the federal Fair Labor Standards Act (FLSA) as (non-exempt) or not covered (exempt). Agencies determine the exempt or non-exempt status of each employee using FLSA guidelines and based on the type of work done. For non-exempt employees, payment of overtime hours worked must comply with the Act.

Non-exempt employees are normally paid overtime at time and one-half their regular rate for hours worked over 40 during a workweek. Exempt employees typically are not compensated for working overtime.

It is the policy of the college to comply with the FLSA by paying time and one-half for all work performed by non-exempt employees in excess of 40 hours in a work week. The normal work week for the college is Friday – Thursday.

### Office Closings

When weather conditions or an emergency situation forces late openings, early closings, or full-day closings of state agencies, full-time classified employees may be paid for these periods. Decisions regarding such closings rests with our Vice President for Instruction and Student Services, in consultation with our Vice President for Finance and Technology.

Closing decisions normally are announced on local radio and television stations. Be sure you know the radio or television stations that will announce closings in your area. Closing announcements also appear on the [NRCC](#) web site. You are responsible for knowing this information and acting accordingly.

The following radio and television stations are notified when the college is forced to close or to operate on a delayed schedule because of inclement weather. NOTE: Separate announcements are made for day and evening classes. If no announcement is made, the college will be open as usual.

WDBJ Channel 7 Roanoke  
WSLS Channel 10 Roanoke  
Q99 99.1 FM Roanoke  
K92 92.3 FM Roanoke  
Star Country 94.9 FM Roanoke  
WFIR 960 AM Roanoke  
VIBE 100.1 FM Lynchburg

WRAD 1460 AM Radford  
NASH 107.1 FM Pulaski  
WFNR 710 AM Christiansburg  
WBRW 105.3 FM Christiansburg  
Super Sports 101.7 FM Christiansburg  
Mix 100.7 FM Christiansburg

### Alcohol and Other Drugs

The Commonwealth intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the work place, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.

Because of the nature of the work, some agencies require drug testing before a final employment offer is made. Some positions may also require ongoing random drug testing and/or as-needed drug or alcohol testing.

### Civility in the Workplace

It is the policy of the Commonwealth to foster a culture that demonstrates the principles of civility, diversity, equity, and inclusion. In keeping with this commitment, workplace harassment (including sexual harassment), bullying (including cyber-bullying), and workplace violence of any kind are prohibited in state government agencies.

You should consult your Human Resources office if you have concerns in this area. Incidents of harassment, bullying, workplace violence or retaliation should be reported immediately through appropriate channels in your agency.

### Layoff and Severance

Business needs, including economic constraints, may require an agency to reconfigure or reduce its workforce. Employees may be identified for layoff using a number of factors, including business needs, job functions, and employees' length of continuous state

service. Severance benefits are based on salary and length of continuous state service and may sometimes be used by eligible employees for enhanced retirement.

#### Statement of Public Accountability

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and accountable to them for the effective use of public funds. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, unless they use leave time, such as annual leave or sick leave, accrued under human resource policies. You will be placed on Leave Without Pay, and your paycheck for that pay period will be reduced, if you are absent from work for personal reasons or because of illness or injury, even for periods of less than one day, if you do not use accrued leave because (1) you do not request use of accrued leave or your request is denied, (2) your accrued leave has been exhausted, or (3) you request leave without pay.

If your position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), there will be no deductions from your compensation for periods of absence from work of less than one day, except for the reasons and circumstances specifically described in the preceding paragraph or for infractions of safety rules of major significance.

#### Use of Electronic Communications and Social Media

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. Electronic communication tools may include networked computers, email, voicemail, cell phones, smart phones, any other similar system, and new technologies as they are developed.

Agency provided electronic communications tools are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs. Some users may also be permitted to access and use social media to conduct agency business.

Personal use means use that is not job-related. In general, incidental and occasional personal use of the Commonwealth's electronic communications tools including the Internet is permitted as long as the personal use does not interfere with the user's productivity or work performance, does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of the Commonwealth's systems and networks. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner.

Certain activities are prohibited when using the Commonwealth's Internet and electronic communications media or using social media in reference to the work environment. Employees who engage in prohibited activities may be subject to disciplinary action. Prohibited activities include, but are not limited to:

- Any use that is in violation of applicable local, state, and federal law.
- Accessing, uploading, downloading, transmitting, printing, posting, or storing information with sexually explicit content as prohibited by law (see Code of Virginia §2.2-2827).

- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary to the Virginia Information Technology Agency's (VITA) Information Security Policy, Standards, and Guidelines.
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, proprietary agency information, sensitive state data or records, or copyrighted materials in violation of agency or state policy.
- Using proprietary agency information, state data or records, and social media to locate agency customers for personal reasons.
- Posting information or sending electronic communications such as email using another's identity.
- Permitting a non-user to use for purposes of communicating the message of some third party individual or organization.
- Posting photos, videos, or audio recordings taken in the work environment without written consent.
- Using agency or organization logos without written consent.
- Texting, emailing, or using hand-held electronic communications devices while operating a state vehicle.

### Performance Management and Evaluations

It is important for you to clearly understand what you will be expected to do in your job. One way to get this information is through the Employee Work Profile (EWP), a description of the work you will be assigned to do and the level of performance you are expected to achieve. You will receive a EWP shortly after you begin work, and it will be reviewed annually thereafter. The EWP may be revised as needed.

The EWP may also include a Development Plan that describes specific steps you should take to improve job-related competencies (behaviors, knowledge, and skills) during the coming performance evaluation period.

During an employee's probationary period, the supervisor prepares reports on the new employee's progress. After probation, employees receive an annual performance review. You may also receive ongoing feedback concerning your performance during the performance cycle. Along with other various pay practices, your performance rating may affect your salary increases.

### Employee Service Recognition

If you make State employment your career, you may receive periodic Service Awards for your years of service. NRCC employees are an important part of what makes our college special. NRCC recognizes employees who have reached milestones in their service to the State of Virginia.

Service time is based on total service with State agencies, whether broken or continuous. However, neither part-time employment, purchased service or refunded service count toward this service time. The first award is presented at the five-year mark and repeated at five-year intervals thereafter. Awards presented to employees include engraved certificates and an item of choice from a designated gift list provided by the State of Virginia.

New River Community College recognizes eligible employees annually.

### Holidays

New River Community College observes the below holidays. Full-time employees are paid for these holidays.

New Year's Day (January 1)  
Martin Luther King Day (third Monday in January)  
Memorial Day (last Monday in May)  
Juneteenth (June 19)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Election Day (first Tuesday in November)  
Thanksgiving Day (fourth Thursday in November)  
Day after Thanksgiving Day (fourth Friday in November)  
Christmas Day (December 25)

The Governor or the President of the United States may designate additional holiday time. When a holiday falls on Saturday, it will be observed on the preceding Friday; when a holiday falls on Sunday, it will be observed on the next Monday.

## BENEFITS

### Group Life Insurance

All classified state employees are enrolled in the group life insurance plan administered by the Virginia Retirement System (VRS) at no cost to the employee. This plan provides life insurance and accidental death and dismemberment insurance during your employment.

The amount of your life insurance coverage for death from natural causes is your annual salary rounded to the next highest thousand, then doubled. The benefit for accidental death is double the natural death benefit.

Through a plan also administered by VRS, active insured employees may purchase optional life insurance for themselves, their spouses, and their minor children. Premiums are paid through payroll deduction. In some cases, some coverage may be continued into retirement.

### Health Insurance

When an employee is hired, he or she has a specified length of time to decide whether to enroll in the state's health insurance program or to waive coverage. The state's program, administered by the Department of Human Resource Management, includes hospitalization, medical, mental health, dental, surgical, prescription drug, and other coverage. An employee may choose membership for employee only, membership for employee and one dependent or family membership for the employee and two or more dependents. The employee's portion of the premium is paid by payroll deduction. The state contributes a monthly amount toward the cost of this benefit for employees in full-time status.

### Employee Assistance Program

The Virginia Employee Assistance Program (EAP) offers help to employees and their family members who need counseling and treatment referrals for alcohol and substance abuse problems and for various personal difficulties including legal, financial, and

relationship concerns. The employee or family member may seek these services directly, or a supervisor may encourage an employee to use EAP resources because of employment issues that may be adversely affecting work performance. All services are provided under strict guidelines of confidentiality. EAP services are available to all state employees enrolled in the Commonwealth's health care plan and their covered family members.

#### Virginia Sickness and Disability Program (VSDP)

All classified employees hired on or after January 1, 1999, are enrolled in VSDP. The chief purpose of this program is to provide income replacement to employees when they are unable to work because of short-term (up to 125 work days) or long-term illness or disability.

VSDP Short-term Disability Benefits - Short-term disability coverage provides income replacement of 100, 80, or 60 percent of creditable compensation, depending on length of service, accrued leave, and duration of the disability. Short-term disability coverage is available for illness or injury lasting more than 7 calendar days but not more than six months. After a seven-calendar day waiting period, short-term disability coverage provides income replacement at varying levels for up to 125 workdays depending on the employee's length of state service as shown in the following table:

VSDP Short-Term Disability Benefits are listed below.

Months of Service	Work days at 100% Income Replacement	Work Days at 80% Income Replacement	Work Days at 60% Income Replacement
Fewer than 60	5	20	100
60 – 119	25	25	75
120 – 179	25	50	50
180 or more	25	75	25

VSDP Long-term Disability - After short-term disability benefits have been exhausted, you may be eligible for long-term disability benefits. Long-term disability coverage provides income replacement of 60 percent of creditable compensation for illness or injury lasting more than six months. Enhanced benefits (80% income replacement) are available for catastrophic illness or injury. The program provides incentives for members to return to work and participate in rehabilitation programs. If an injury is work related, the disability benefits are integrated with workers' compensation coverage. Long-term disability benefits are adjusted for inflation. Long-term benefits expire when the member is no longer disabled or normal retirement age which is age 65. At age 65, members would receive the normal VRS retirement benefit based on the last salary earned, adjusted for inflation.

#### Virginia Retirement System

Classified employees are covered by the state's defined-benefit retirement program. Upon retirement, the Virginia Retirement System (VRS) provides monthly retirement benefits for eligible, qualifying employees, who may choose among a variety of retirement options.



### Workers' Compensation

If you incur a work-related injury or illness, you may be eligible for benefits under the Workers' Compensation Act. In addition, the Commonwealth provides employees covered by the Virginia Personnel Act benefits to replace lost income and to compensate for certain permanent losses to the body. Workers' Compensation benefits include a return-to-work program to help employees resume productive activity. Procedures and benefits may vary depending on whether you are in the Traditional Sick Leave program or in the Virginia Sickness and Disability Program (VSDP). It is important to report a work-related injury as soon as possible. Your Human Resource office can help you with this process.

## LEAVE PLANS (PAID OR UNPAID)

The Commonwealth provides various leave time to employees for a variety of reasons. The various types of leave are outlined below. In general, all leave must be scheduled in advance and approved by your supervisor. Ask your supervisor about your agency policies and procedures for scheduling, taking and reporting leave.

### Annual Leave

Annual Leave is earned (accrued) at the end of each completed pay period; at a rate set according to your total amount of state salaried service (see chart below).

Years of Service	AL Hours Accrued Per Pay Period	AL Hours Accrued Per Year	Maximum AL Carryover Limits	Maximum AL Payment Limits
Up to 5 years	4 hours	96 hours (12 days)	192 hours (24 days)	192 hours (24 days)
5 years	5 hours	120 hours (15 days)	240 hours (30 days)	240 hours (30 days)
10 years	6 hours	144 hours (18 days)	288 hours (36 days)	288 hours (36 days)
15 years	7 hours	168 hours (21 days)	336 hours (42 days)	288 hours (36 days)
20 years	8 hours	192 hours (24 days)	384 hours (48 days)	336 hours (42 days)
25 years	9 hours	216 hours (27 days)	432 hours (54 days)	336 hours (42 days)

You can carry accrued annual leave hours forwarded from one leave year to the next up to the maximum carryover limits. When you separate from state service or experience certain other status changes, you will receive payment for unused annual leave, up to maximum payout limits. Annual leave is available for personal uses such as vacation. Ask your supervisor for approval to use this leave in advance. Annual leave will not be earned during a leave of absence with pay after 90 calendar days.

## Sick Leave

There are two sick leave plans for salaried employees. Employees hired before January 1, 1999 were able to choose either the College Sick Leave Plan or the Virginia Sickness and Disability Program. All full-time classified employees hired after January 1, 1999 are required to participate in the Virginia Sickness and Disability Program.

### College Sick Leave Plan

Classified employees who elected to stay with the College Sick Leave Plan accrue 5 hours of sick leave at the end of each pay period. Sick leave is used during periods of illness or disability or for absences due to medical appointments. Employees have access to 48 hours of accrued sick leave to use for absences for the illness or death of an immediate family member.

### Virginia Sickness and Disability Program (VSDP)

Sick leave, under the Virginia Sickness and Disability Program, may be used throughout the calendar year for absences due to personal illness, injury and for doctor visits when disability benefits are not payable; and may not be used during periods when short-term or long-term disability benefits are paid. Sick leave is credited during the first year of employment for new employees based on the first date of employment as follows:

Sick leave for new and re-employed full-time employees is credited as shown below:

Employment Begin Date	Sick Leave Hours
January 10 – July 9	64 Hours
July 10 – January 9	40 Hours

In subsequent years, sick leave is credited on January 10, and the amount of sick leave depends on total months of state service as shown below:

Months of State Service	Sick Leave Hours
Fewer than 60 months	64 Hours
60 – 119 months	72 Hours
120 or more months	80 Hours

Unused sick leave may not be carried forward from one calendar year to the next, nor will employees be paid for any unused leave when they leave employment.

Eligible employees may use up to 33% of their available sick leave balance for absences for

family illness or disability that are covered by the Family and Medical Leave Act (FMLA).

## Family and Personal Leave

In addition to sick leave, you will be credited with family and personal leave each calendar year. Family and Personal leave may be used for absences due to personal and family reasons, as well as for personal illnesses or injuries, with the approval of your supervisor.

## Family & Personal Leave for New and Re-employed Full-time Employees

Employment Begin Date	Family & Personal Leave Hours
January 10 – July 9	32 Hours
July 10 – January 9	16 Hours

In subsequent years, family and personal leave is credited on January 10, and the amount of sick leave depends on total months of state service as shown below:

Months of State Service	Family & Personal Leave Hours
Fewer than 120 months	32 Hours
120 or more months	40 Hours

Unused family and personal leave may not be carried forward from one calendar year to the next, nor will employees be paid for any unused leave when they leave employment.

### Leave Sharing

Leave sharing allows full-time employees to donate unlimited annual leave (in eight-hour increments) to other employees in a leave without pay status because of their own personal illness or injury or because of the illness of a family member for which the employee is using Family and Medical Leave (FMLA). Employees covered by the Virginia Sickness and Disability Program may request to receive leave sharing donations when they are in a leave without pay status because of a family member's illness or injury for which the employee is using Family and Medical Leave. The agency continues to make its contribution to the health care premium for the time covered by FMLA leave.

Interested parties should contact the Human Resources Office to apply for leave sharing if you meet the criteria described above. The Human Resources Office is responsible for notifying employees of the need and coordinating leave sharing activities.

### Administrative Leave

The Commonwealth grants employees paid time off for certain reasons related to court proceedings (including jury duty); for some kinds of service to official state councils, boards, etc; for some activities related to employee relations processes; and reasonable time to interview for state positions. Eligibility criteria and specific conditions are explained in Policy 4.05.

### Leave to Provide Community Service

As an employer, the Commonwealth supports employee's responsibilities to their children and communities through Community Service Leave with up to 16 hours of paid leave per leave year. Parents are encouraged to participate in school activities through the high school level. All employees are encouraged to volunteer through community organizations to perform direct services in child development and to provide voluntary "hands-on" services as part of an organized community service project. Read the policy to learn how this leave type may apply to you.

### Military Leave

Employees who are members of the Commonwealth's militia (including National Guard) are granted paid military leave while providing military service when called forth by the

Governor. Employees who serve in the National Guard, Naval Militia, or a branch of the military reserve are entitled to as much as 15 days of paid military leave for federally funded training or active duty per federal fiscal year. Employees called to more than 15 days of active federal duty in a federal fiscal year may use accrued leave balances in order to remain on the state payroll. Employees who exhaust their leave balances or who choose not to use them for military duty may be placed on Military Leave Without Pay status.

In compliance with federal requirements, employees are guaranteed reinstatement to their original position or a comparable position for up to five years of cumulative military service, with certain exemptions to the five-year cap. If you are a member of the National Guard or a military reserve unit, you may want to review your benefits under the Uniformed Services Employment and Reemployment Act (USERRA). Some state benefits continue for all or part of a term of military leave, as detailed in Policy 4.50.

#### Emergency/Disaster Leave

Employees with specific, needed skills may receive up to 80 hours of paid leave to give requested assistance in officially-declared disaster areas, typically in cases of large-scale flood, fire, ice storm, or a similarly destructive natural event. To qualify for this leave, the services provided must not be within the regular job duties of the called employees. In addition, employees who are the victims of major disastrous events, such as destruction of their primary residence, are sometimes eligible for paid leave under this policy. Employees called to provide emergency service through active duty in the military or National Guard are covered by the Military Leave policy 4.50.

#### Leave to Donate Bone Marrow or Organs

Employees may use up to 30 workdays in a calendar year to donate their bone marrow or an organ and to recover from the procedure.

#### Leave Without Pay

In certain situations, you may ask for or need to be placed in a Leave Without Pay (LWOP) status. This status preserves some benefits of employment and permits reinstatement of other benefits if you return to paid status. LWOP does not separate you from state service, and many benefits are not affected, especially if the period of LWOP is not long. In order to avoid unintentional LWOP, you should learn to manage your paid leave carefully. Employee-initiated LWOP must be approved by your agency.

Leave Without Pay may be Unconditional (reinstatement to the pre-leave position is guaranteed) or Conditional (reinstatement will occur only if the pre-leave position remains available).

#### Family and Medical Leave Act

The Commonwealth complies with the federal Family and Medical Leave Act of 1993 (FMLA) in providing leave with or without pay to eligible employees for situations defined in that Act. State policies and procedures apply to many situations covered by FMLA. Because FMLA is a designation rather than a separate type of leave, an employee may also use other kinds of leave while in FMLA leave status. An eligible employee on FMLA leave continues to receive the state contribution to health insurance, and FMLA provides reemployment rights to employees under certain conditions. Employees may use up to 33% of their sick leave to cover absences for family illness or disability covered by FMLA.

### Educational Leave and Educational Assistance

Employees may be allowed leave time to take courses related to their work. This may be with full, partial, or no pay, and/or tuition payment. Financial assistance for costs related to such courses is sometimes available from the employee's agency. Educational Assistance Agreements often include work obligations. Agencies develop the details of their own policies in this area, so consult with your agency Human Resource office and see your agency's policies for further

Explanation of these programs.

New River Community College embraces professional development as an important function in support of the college's mission. Classified employees in a full-time permanent position may obtain tuition assistance for courses taken which are work-related. Tuition will be reimbursed for up to six (6) credit hours per semester. In addition, the college supports education aid programs established by the Virginia Community College System as listed below:

Chancellor's Classified Fellowship – The Chancellor's Fellowship offers an opportunity for two classified staff employees each year to receive a one-year leave of absence to pursue academic goals. The program provides a stipend for tuition, books and fees, as well as one-half of the employee's salary, and carries a commitment for the employee to return to the VCCS for a minimum of two years. This program is funded through the VCCS Professional Development

Initiative. Applications for the Chancellor's Classified Fellowship, including letters of endorsements and verification of acceptance into a degree program, must be completed by April 15. Application forms are available from the Human Resources Office.

## DISCIPLINARY PROCESS

Policy 1.60, Standards of Conduct, provides guidance to employees and supervisors by outlining (1) standards of appropriate conduct; (2) behavior that is unacceptable; and (3) corrective actions that agencies may take to address behavior and employment problems. The standards apply to full-time and part-time classified and non-probationary employees (generally, those covered by the Personnel Act). In addition, agencies may refer to the Standards of Conduct in evaluating the behavior of employees not covered by the Personnel Act. The Standards of Conduct also explain procedures for imposing suspensions either during investigation of employee behavior or as part of the discipline.

The Standards of Conduct policy addresses workplace conduct or behavior and outlines a three-tier system based on the seriousness of the behavior and the corresponding agency response. While discipline or even termination may be required, the goal of the Commonwealth is always for the employee to be a constructive, contributing member of the work force. Therefore, progressive discipline is recommended, so that minor and/or first offenses generally receive such corrective actions as counseling or low-level disciplinary action. Major and/or repeated offenses generally should result in more severe consequences, including an official Written Notice and, in the most serious cases, termination. The policy explains the importance of due process and how it is applied, especially when suspension, termination, disciplinary demotion, or disciplinary transfer may result. Due process gives the employee an opportunity to respond to the allegations before discipline is imposed.

Note that although Policy 1.60 describes a variety of actions that may be addressed through the disciplinary process, the list of actions in the policy is not all-inclusive. Listed actions are intended as examples of the levels of severity of possible infractions. Supervisors and managers should become familiar with the Standards of Conduct, and should review them carefully when applying any disciplinary action. Policy 1.60, Standards of Conduct, can be found in its entirety in [DHRM's](#) on-line policy manual.

## EMPLOYEE RELATIONS ISSUES

The Department of Employment Dispute Resolution (EDR) is available to advise employees on work related problems, use of the grievance procedure, and mediation. It also assists employees and managers in exploring options for resolving work-related conflicts. See [Employment Dispute Resolution](#).

As a classified employee, you will have access to the State Grievance Procedure after you have completed your Probationary Period. This procedure allows you to bring your concerns to the attention of upper management. For example, you may believe that a policy was misapplied, or there may be a dispute between you and a co-worker or supervisor.

Before seeking dispute resolution through the Grievance Procedure, you may choose the less formal alternative of mediation. The Commonwealth Mediation Program for state employees is a voluntary process whereby trained mediators work with the parties in strict confidentiality to resolve work-related conflicts. You may learn if your agency utilizes this program by calling your Human Resource staff or DEDR.

Administrative leave [Policy 4.05](#) provides for employees to use a reasonable amount of work time to pursue these remedies. Resolution step meetings, grievance hearings, and meetings with DEDR counselors may generally be charged to Administrative Leave.

## NON-DISCRIMINATION POLICY

This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Mark C. Rowh  
Vice President for Workforce Development and External Relations  
217 Edwards Hall  
540-674-3600, ext. 4241

Inquiries concerning Title IX (sexual harassment, sexual assault/domestic violence/dating violence, and stalking) may be directed to:

Tammy Smith  
Interim Dean of Student Services/Title IX Coordinator for Students  
268 Rooker Hall  
540-674-3600, ext. 4203

Stacie Whitlock  
Human Resources Manager, Title IX Coordinator for Employees  
13 Godbey Hall  
540-674-3600, ext. 4310

Inquiries concerning ADA and Section 504 may be directed to:

Lucy Howlett  
Coordinator of The Center for Disability Services  
275 Rooker Hall  
540-674-3619  
V/TTY 540-674-3619.

## EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Commonwealth that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.\* There shall be no retaliatory action against any person making allegations of violations of this policy.

\*These categories are subject to change. For the most current information, always refer to the Governor's Executive Orders and the U.S. Equal Employment Opportunity Commission. The Commonwealth's policies and practices foster non-discrimination and promote diversity and inclusion for these protected classes in the workforce and applicant pools.

## MISCELLANEOUS TOPICS

### Children on Campus

Children who are not registered for classes are not permitted in classrooms and/or laboratories.

Unsupervised children, whether children of students, faculty, staff or visitors, are not permitted on campus, or other college sites.

Those under 18 (with the exception of NRCC dual enrollment students) must be accompanied by a parent or guardian to check out library materials or use library computers.

### 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.

### Emergencies

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.

### Gifts, Gratuities, and Rewards

As a state employee, you are in a position of public trust. Therefore, you may not accept gifts, gratuities, favors, or rewards for any services you perform in connection with state employment other than from the agency where you work. Likewise, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for appointment or selection to a position at a higher salary, or for special privilege with any state agency. Violation of this policy will be handled through the Standards of Conduct.

### Intellectual Properties

While employed by the state, many employees work on projects or develop materials that also have worth outside of state government. The Code of Virginia (§ 2.2-2822) and policies developed by institutions of higher education also address these matters. You may obtain information and guidance related to intellectual property from your agency Human Resource staff.

### Keys

Keys will be issued by Facilities Services. No key should be duplicated or loaned to another person. Master keys will be issued to those administrators who have a requirement for them.

### 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.

### Mail

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

### Nepotism

The Code of Virginia (§ 2.2-3106) prohibits (as a conflict of interests) supervision by an employee or a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is dependent of the employee or of whom the employee is a dependent. (See the Conflict of Interests Act in the Code of Virginia, § 2.2-3100 and following.)

### Parking

Classified employees are eligible for faculty-staff parking decals which authorize parking in the NRCC parking lots. The decals are available at no charge from the campus Security Office.



### Personal Appearance

As an employee of the Commonwealth, you should come to work dressed and groomed appropriately for your working conditions. Your agency may apply more specific requirements for dress and grooming based on their business needs.

### Political Activity

State employee may not campaign for themselves or for anyone else during work hours, nor can they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and work place. Before beginning any political activity, you should determine whether such activity violates the Virginia Conflict of Interests Act.

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. If you are in a position that receives any federal funds, you may not:

- stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative of a political party whose presidential candidate received electoral votes in the preceding presidential election);
- directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value for political purposes; or
- use official authority or influence to interfere with, or to influence, the results of an election or nomination for office.

### Privacy of Records

Your personnel record, maintained by your employing agency, is the property of the Commonwealth. The Virginia Freedom of Information Act (FOIA) provides that an employee may have access to information contained in his or her personnel records with the exception of mental and medical records when the treating physician has indicated that a review of such records might be injurious to the employee's health. The contents of an employee's personnel file may be disclosed to third parties only as provided in the Virginia Freedom of Information Act, the Privacy Protection Act, and Policy 6.05, Personnel Records Disclosure.

If you apply for credit of any kind that will require a credit check or other investigation, you may give written authorization to the Human Resource office to release the needed information.

Employees having access to student information must follow the Student Information Release Policy below:

### 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 or 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 administrative assistant will take care of this matter as necessary. Other employees are encouraged to keep the President's Office informed of situations where condolences would be in order.

#### Purchasing Guidelines

Any procurement must be approved by your immediate supervisor and entered into the State purchasing system known as eVA. All purchase orders will be routed to the VCCS Shared Services Center for approval and processing. These guidelines can be found at the [VCCS Shared Services Center](#).

#### Sexual Harassment Policy

New River Community College will not tolerate sexual misconduct in any form. Please visit the [NRCC Policy on Sexual Harassment](#) for policies and procedures regarding sexual misconduct. Incidents of sexual harassment, misconduct or violence should be reported to the college's Title IX Coordinators. The Title IX Coordinator for Students is Tammy Smith, whose office is located at Rooker Hall 268 and may be contacted by phone at 540-674-4203 or by email at [tsmith@nr.edu](mailto:tsmith@nr.edu). The Title IX Coordinator for Employees is Mrs. Melissa Anderson, whose office is located at Godbey Hall 22, and may be contacted by phone at 540-674-3600, ext. 3660 or by email at [manderson@nr.edu](mailto:manderson@nr.edu).

#### Smoking

The Commonwealth of Virginia promotes a productive and cooperative working environment. No special rights are granted to smokers or nonsmokers. Employees must strive to assure that any personal habits do not interfere with the effective production of work and must adhere to regular break times. Some agencies have established smoke-free or tobacco-free buildings or parts of buildings. Smoking is not permitted in any portion of any NRCC building.

#### State Vehicle Use

State cars are reserved through the Help Desk. Keys are provided by the security office.

Driver's License - Anyone driving a state-owned vehicle must have a valid driver's license.

Moving Violation Reporting - Each employee is required to report any moving violation that occurs in a state-owned vehicle to their supervisor within 3 business days. Failure to do so may result in disciplinary action and may lose their privilege to operate a state-owned vehicle.

General Operation - Drivers should practice defensive driving by anticipating and

observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents. When operating the vehicle be aware that averting your eyes from the road may cause an accident. Use 'best judgment' when changing climate control settings, using the radio, or accessing other settings on the vehicle's dashboard. All drivers should perform a walk around visual inspection of a state vehicle prior to moving. Smoking, to include vaporizers and electronic cigarettes, and the use of other tobacco products are prohibited in any state-owned vehicle.

**Official Use Only** - Drivers shall use state-owned vehicles for official state business only. Drivers guilty of misuse are subject to disciplinary action and may lose their privilege to operate state-owned vehicle. Vehicles are to be operated in a manner which avoids even the appearance of impropriety.

**Relatives** - Family members of state employees are prohibited to ride in state-owned vehicles unless the family member's travel is directly related to official state business.

**Hourly (part-time) State Employees** – NRCC permits hourly employees to operate or ride in state-owned vehicles if on official business for NRCC. Individuals not employed by the state may accompany state employees operating state-owned vehicles when they have an interest in the purpose of the trip and their presence is directly related to official state business.

**Hitchhikers and Pets** - Hitchhikers and pets are not allowed to ride in any state-owned vehicle. Service dogs are allowed.

**Cellular Phones or Handheld Devices** - Cell phones, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.

**Eating** - Eating food is prohibited while driving a state-owned vehicle.

**Compliance with Motor Vehicle Laws** - It is the responsibility of each individual driver to observe all motor vehicle laws of Virginia. Drivers must not knowingly operate vehicles that do not comply with legal requirements.

**Alcoholic Beverages and Drugs** - Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. Conviction of such offenses will result in the loss of the privilege of a state-owned vehicle. No state vehicle may be used to transport alcoholic beverages unless it is operated by an employee of the Alcoholic Beverage Control Board or other law enforcement personnel in the performance of their official duties.

**Firearms** - In accordance with Department of Human Resource Management Policy 1.80, no person should possess, brandish or use a weapon that is not required by the individual's position in a state vehicle.

**Driving Under Adverse Weather Conditions** - Drivers who drive a state-owned vehicle during adverse weather conditions are cautioned to take extreme care to

ensure the safety of driver and passengers.

**Parking and Storage-** Individuals are responsible for secure and safe storage and parking of vehicles. Vehicles shall not be driven home or left on residential streets or highways overnight unless it is necessary due to mechanical failure or emergency or if you have received approval from the State Fleet Administrator.

**Use of Seatbelt -** All state employees who drive or occupy the front seat of state vehicles 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.

Employees who fail to comply with any of the above regulations will be committing a Group I offense and be subject to a Written Notice as described under the Standards of Conduct policy.

### Travel Expenses

The VCCS has recently implemented Chrome River (a new Travel and Expense System). All travel reimbursements must be processed through Chrome River and may be accessed by logging in to My Accounts from the NRCC webpage.

All overnight travel must be pre-approved within Chrome River prior to travel. These pre-approvals are automatically routed to the appropriate manager for approval.

Training videos and training documents are provided to help you understand and navigate the new system. Please visit [VCCS Shared Services Travel & Expense](#) to access the training material.

## CONTAGIOUS DISEASE POLICY

### 1. Scope

The policy applies to all members of the College community, including students and employees, as well as all visitors to the College's campuses and facilities, including contractors, vendors, and guests.

### 2. Policy Statement

New River Community College is committed to maintaining, to the extent reasonably possible, a safe environment for all students and employees (the "College community"). The purpose of this policy is to help prevent the spread of contagious diseases through measures that focus on safety, prevention, and education. As needed, New River Community College will make available to its College community information about the transmission of diseases and precautions that infected persons should take to prevent the spread of disease. New River Community College will rely on information and guidance issued by the Centers for Disease Control and Prevention ("CDC"), the Virginia Department of Health ("VDH") and local public health officials.

This policy is not intended to cover common illnesses, such as colds and viruses, or upper respiratory infections.

### 3. Definitions

Contagious disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the Campus community. These diseases include but are not limited to: tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis and meningitis, as well as SARS and certain strains of influenza. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.

Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.

Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

### 4. Procedures

Persons who know or have reason to believe they are infected with a contagious disease that, according to public health officials, creates a risk of death or significant injury or impairment, must stay home and notify appropriate College personnel, e.g., instructor(s) or immediate supervisor. They also should contact their healthcare provider and advise the local health department. They must follow the directions of the local health department to prevent the spread of infection and to protect their own health. The Manager of Human Resources (employees) and the Dean of Student Services (students) will serve as the point(s) of contact between the local health department and the College.

#### 4.1. Students

Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Dean of Student Services and/or their instructor(s).

Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to the Dean of Student Services but may not take any other direct measures with respect to the student. The Dean of Student Services may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow the Dean of Student Service's instructions will be considered a violation of the student code of conduct and may result in disciplinary action.

Before returning to the College, students who reported having, or have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. The College may require students to provide written documentation from a healthcare provider or local health department that the student may return to campus safely, unless state officials advise agencies to not make such requests, in which case students may return after the appropriate period as established by public health officials.

Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Dean of Student Services if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

#### 4.2. Employees

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and the Manager of Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. Employees will be charged sick or annual leave if sent home.

Before returning to the College, employees who have been diagnosed as having a contagious disease as listed above must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation from a healthcare provider that the employee may return to work safely, unless state officials advise agencies to not make such requests, in which case employees may return following the appropriate period as established by public health officials.

Employees must comply with all policies and procedures related to sick leave and supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

Failure to follow a supervisor's directive is considered insubordination and is subject to formal disciplinary action under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.

When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 32.1-48.06 of the Code of Virginia, employees, pursuant to DHRM Public Health Emergency Leave Policy (Policy No. 4.52), are permitted or required to attend to the medical needs of themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.

#### 4.3. College

Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.

New River Community College will inform the College community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

#### 4.4. Visitors, Guests, Contractors, and other Third Parties

The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.), in the event of an epidemic, pandemic or any outbreak of a contagious disease that alters normal business operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

#### 4.5. Confidentiality

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under state and/or federal law. Furthermore, all medical information relating to contagious diseases of students and employees will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

#### 4.6. Non-Discrimination/ Harassment

Discrimination or harassment of employees having or regarded as having a contagious disease is prohibited.

#### 4.6. Sanctions

Students who fail to comply this policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.

Employees who fail to comply with all applicable New River Community College, VCCS, and DHRM policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

#### 5. Authority

DHRM Policy 4.52, Public Health Emergency Leave  
VCCS Policy 6.0.8.1, Contagious Diseases