



Policy Manual

Roanoke-Chowan Community College is an Affirmative Action/Equal Opportunity employer. The College does not discriminate against students, faculty, or staff on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin in admission to, or access to, or employment in its programs and activities.

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Updated 2019

**Roanoke-Chowan Community College
Board of Trustees Policy Manual**

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POLICIES OF THE
BOARD OF TRUSTEES

1.0	Adoption & Administration of Policies, Rules and Procedures	1 of 1
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The Board may adopt such policies as are authorized by law or determined by the Board to be necessary or desirable for the efficient operation of the College. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

All policies will be written to be consistent with provisions of law. All community college employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote.

Administrative Rules/Procedures are to be issued by the President as statements of method to be used in implementing Board Policy. Such administrative rules shall be consistent with the intent of Board Policy. Administrative Rules and Procedures may be revised as deemed necessary by the President.

The Board reserves the right to direct revisions of the administrative rules should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

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POLICIES OF THE
BOARD OF TRUSTEES

1.1	Effective Date	1 of 1
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- (1) All policies of the Board of Trustees of Roanoke-Chowan Community College shall become effective immediately upon approval of the Board, except those for which an effective date is stated.

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1.2	Compliance	1 of 1
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- (1) All policies of the Board of Trustees of Roanoke-Chowan Community College shall be in compliance with the laws and regulations of the United States, the State of North Carolina, the State Board of Community Colleges, the North Carolina System of Community Colleges, and the Southern Association of Colleges and Schools Commission on Colleges. They shall have the effect of law and all employees of the College are expected to follow these policies. Any willful violation of Board policy will subject any employee of the College to reprimand, suspension, or termination.
- (2) Administrative Procedures established to implement these policies shall have the full force and effect of policies as approved by the Board of Trustees, Roanoke-Chowan Community College.

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- (1) Academic Semester – normally not less than 16 school weeks or 80 class days, whichever is greater, from the first day of classes through the final examination; but alternative lengths for semesters and/or courses may be used as long as one credit hour is awarded for no less than 16 scheduled course hours.
- (2) Administrative Personnel – any person whose primary duties involve the directing, scheduling, or supervising of other College employees; evaluating and recommending the employment or termination of other College employees; allocating, managing and scheduling resources and facilities; and/or serving in positions involving planning, development, and utilization of personnel, resources, and facilities.
- (3) Aggregate State Service to the State of North Carolina – is based on a month-for-month computation of permanent, full-time and permanent part-time (equated to full-time) employment with: (1) an institution in the North Carolina Community College System, (2) a school administrative unit in North Carolina, (3) departments, agencies and institutions of the State of North Carolina, (4) other governmental units which are now agencies of the State of North Carolina, (5) county agricultural extension services, or civil preparedness agencies in North Carolina, and (7) authorized military leave.
- (4) Annual Contract – the legal agreement authorized by the Board to be entered into with the employee which is for a period not to exceed twelve (12) months and which sets forth the beginning and ending dates of that year’s employment, the annual and monthly salary of the employee, and the obligation of the Board and the employee.
- (5) Appointment – the act of assigning an individual in an authorized position.
- (6) Associate Dean – a position of employee classification whereby the employee provides support to the deans of Continuing Education and Workforce Development and

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Academic Affairs in carrying out responsibilities and directed by the deans of the appropriate area.

- (7) Authorized Position – a position included in an approved budget.
- (8) Base Salary for Position – the minimum starting salary assigned to the position classification.
- (9) Board – Roanoke-Chowan Community College Board of Trustees.
- (10) Break in Service – an interruption in the continuous and consecutive service for any period of time during which the employee receives no pay.
- (11) Campus – the designation given by the Board to the 41-acre site near the Village of Union in Hertford County on which the College’s permanent facilities are located.
- (12) Chairperson – the Chairperson of the Board of Trustees of Roanoke-Chowan Community College.
- (13) Chronic Absenteeism – an employee who experiences five or more unpaid workdays during the term of regular or probationary employment contract shall be considered chronically absent, except in instances of extended, unexpected illness or injury substantiated by a medical doctor’s report, or in the event of such absence being approved by the Board of Trustees.
- (14) “Closely Related” Family Member – mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, step-sister, guardian, or ward.
- (15) College – Roanoke Chowan Community College – all the facilities on its campus owned, operated, and controlled by the Board.

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BOARD OF TRUSTEES

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- (16) College Community – the College’s designated service area of Hertford, Bertie, and Northampton counties.
- (17) Compensatory Leave – authorized leave of absence with pay to compensate an employee for overtime worked for which no pay was received for such work.
- (18) Conditional Performance – based employment contract – a special three-month employment contract based on compliance with certain conditions and applied to a College employee who is subject to termination at a date other than those specified on his last regular employment contract.
- (19) Contact Hours – refers to the number of hours that a student is actually enrolled in a class. Contact hours are designated in the College catalog for each course. Contact hours are the basis for the computation of FTE for budget purposes.
- (20) Continuous Attendance – continuous and consecutive service during which there has been no break in service
- (21) Controlled Substance – (see N.C. General Statute 90-95 – N.C. Controlled Substances Act – Schedules I-VI)
- (22) Credit Hours – refers to the number of hours assigned to a course for credit toward graduation. Credit hours are based upon one hour of credit for each hour of lecture, one hour of credit for two or three hours of laboratory activities, one hour of credit for three hours of shop or clinical experiences, and one hour of credit for every 10 hours of co-op experience. Credit hours for each course will be published in the College catalog.
- (23) Demotion – the act of transferring an employee from a higher to a lower employee classification.

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- (24) Directive of the President (Presidential Directive) – a presidential directive may be either written or verbal and shall be confined to directing employees in the conduct of business of the College.
- (25) Dismissal – the action taken by the Board or authorized by the Board to be taken by the President to separate an individual for cause from employment with the College.
- (26) Division Director – a position of employee classification when an employee supervises one or more lead faculty. Employees in this position teach at least a 50% load.
- (27) Due Process – the legal right of employees or students to a procedure which may include a hearing when dismissal, demotion, and/or suspension are implemented if the individual claims that their First Amendment rights have been violated.
- (28) Educational Leave with Pay – the release from duties or time normally required of a full-time employee in carrying out his full load of responsibilities assigned to pursue an approved educational experience. It does not apply to off-duty time used for educational purposes.
- (29) Employee – any person receiving salary payment for work performed in a regularly established position (temporary, part-time, or full-time).
- (30) Employee Classification – a grouping of positions in which an employee performs similar job functions and/or has similar degrees of supervising responsibilities.
- (31) Experience, Teaching – the knowledge, skill and/or practice derived from direct satisfactory performance of tasks assigned to the position, which bears a title of instructor or comparable designation as is common in educational institutions and/or contained in the Dictionary of Occupational Titles. The work shall be performed for a salary for a minimum of 180 continuous and consecutive duty days in a work year or for a fractional work year.

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- (32) Experience, Verification – the certification of the employer, which bears the employer’s original signature or the original signature of an individual acting on behalf of the employer in an official capacity, which attests to the knowledge, skill and/or practice exhibited by an individual through direct satisfactory performance of work, teaching, counseling and/or library duties, which shall be used to determine the year (s) to be considered for placement of the individual as a College employee and the salary to be paid by the College for services rendered in the assigned position.
- (33) Experience, Work – the knowledge, skill and/or practice derived from direct satisfactory performance of tasks assigned to the position, which might include but not be limited to, performance of manual skills, operation of equipment, supervision over others, and/or training of personnel, for which the individual received a salary as a full-time employee for the full work year, which work shall be performed for a minimum of 35 hours per week for 52 continuous and consecutive work weeks, or for a fractional work year.
- (34) Financial Exigency – a significant decline in the financial resources of the College that is brought about by a decline in College enrollment or by other action or events that compel a reduction in the College’s current operations budget.
- (35) First Amendment – the First Amendment to the U. S. Constitution which guarantees the following rights to the U. S. citizens: Freedom of speech, religion, press, assembly, and to petition the government.
- (36) Full-time Employee – the appointment of an employee to a position authorized for the entire normally established work period in the College year for the employee classification.
- (37) Full-time Equivalent Student (FTE) – a membership hour is a unit of instruction. Five hundred and twelve membership hours constitutes 1 curriculum FTE. Six hundred and

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eighty-eight membership hours constitute 1 non-curriculum FTE. One hundred and seventy-six membership hours constitutes a full-time equivalent student for one semester in the North Carolina Community College System for budget purposes.

- (38) Handicapped Person – (See Sec. II, Rehabilitation Act Amendments of 1974). Such term means any person who (a) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.
- (39) Immediate Family – wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, step-mother and step-father.
- (40) Institutional Experience – knowledge, skill or practice derived from direct observation of or participation in events or work while in the employment of Roanoke-Chowan Community College.
- (41) Instructional Personnel – a classification of employees who are involved in the direct teaching of College students. To be classified as instructional personnel, employees must be involved in teaching 50% or more of a full-time load or teaching a part-time contract for a specific class.
- (42) Intoxicated State – Note: this GS does not speak to this. A person considered legally intoxicated or “under the influence” when he/she has consumed enough of any intoxicating beverage that he/she has a blood-alcohol reading of at least .08 along with some appreciable impairment of his/her mental or physical faculties.
- (43) Lateral Transfer – the movement of an employee from one assignment to another in the same employee category, at the same classification and at the same salary, but which may be at the same location or a different location.

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- (44) Lead Faculty – a position of employee classification when an employee may supervise one or more instructors. Employees in this position teach at least a 75% load.
- (45) Live Projects – are defined as (1) educational programs in which students as part of their educational experiences construct, repair, or remodel equipment or other items not owned by the institution; (2) educational programs that produce goods and services for which changes are made, such goods and services being the normal and necessary product of learning activities of students.
- (46) “Local” Law Enforcement Officers – law enforcement officers employed (or referred for pre-employment training) by the government of any county, city, or town in North Carolina, or any other non-profit institution or agency located in North Carolina and having law enforcement officers stationed in North Carolina, provided the student is referred by the employing institution or agency for such training.
- (47) “Need” – a factor utilized in calculating the annual salary of employees where the salary plan does not account for the job market demand of potential employees nor for situational occurrences.
- (48) New Employee – one who is hired for the first time, or who has been rehired after an absence of more than three consecutive calendar months.
- (49) Non-Institutional Experience (Related) – verified knowledge, skill, or practice derived from direct observation of or participation in events or work while employed outside of the College that can be directly related to the position applied for by the applicant.
- (50) Official College Publications – any documents published and distributed to the public including but not limited to the catalog, program brochures, newspapers, monographs and annual reports. The President will designate documents that are official College publications.

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- (51) Overtime Pay – the salary paid by the College to duly authorized support personnel to work and who actually perform such duties during hours in excess of the hours in an employee’s normal work schedule when it is not feasible to grant compensatory leave to the employee.
- (52) Part-time Employee – the appointment of an employee to a position established for a specific period of time, which may be continuous or intermittent, as determined by the assignments or the duration of a specific project; which imposes no obligation of regular employment for any particular period, and is limited to the specific assignments.
- (53) Personnel Committee of the Board of Trustees – a standing committee of the Board of Trustees, appointed by the Chairperson of the Board of Trustees, to perform the duties prescribed in Board Policy 1.7 and to carry out such other duties and to fulfill such other responsibilities as may be assigned by the Board of Trustees.
- (54) Personnel Records – the official documents of the College maintained by the President or his designee on all employees which contain all documents required by law, regulation, policy, or rule to clearly evidence dates of appointment, nature of duties performed, periods of employment, contract status, employer references, transcripts, and other documents.
- (55) Position – the work, consisting of duties and responsibilities, assigned to be performed by an employee. [#56 Presidential Award deleted]
- (56) Prima Facie – credible evidence that, when viewed most favorably to a case and without consideration of any defense or contrary evidence, will prove a claim; for example: a prima facie case is a case that will win unless the other side comes forward with evidence to dispute it.

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BOARD OF TRUSTEES

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- (57) Probationary Employment – the employment period required of an employee wherein the employee is evaluated on whether he/she has the knowledge, skill and/or practice to successfully perform or continue to perform the assigned tasks of the position.
- (58) Promotion – an upward movement in classification in an employee category accompanied by an increase in responsibilities.
- (59) Public Disclosure – for the purposes of the Due Process policy and procedures, public disclosure refers to the intentional exposing or divulging of the reasons for the non-tendering of a new employment contract to any person or agency with the exceptions of the employee not being tendered a new contract, the members of the employee’s supervisory chain of command up to and including the president, the director of affirmative action programs, persons regularly employed in the personnel department, legal counsel being retained by the employee or the administration, and members of the Board of Trustees. Other exceptions shall occur only in the event of a court order.
- (60) Reclassification – the formal process of evaluating an established position to determine the appropriateness of the position title, responsibilities assigned to the position title and requirements of education, experience, training and skills to perform the tasks assigned to the position, and effecting such determination.
- (61) Regular Employee – one who is currently employed at Roanoke-Chowan Community College on a full-time basis and has been so employed for six months or more. For the purposes of the Roanoke-Chowan Community College due process procedures, all other employees are classified as temporary.
- (62) Regular Employment – full-time employment in an authorized position.
- (63) Regular Work Period – the work hours and days assigned to the individual in regular employment.

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BOARD OF TRUSTEES

1.3	Definitions	10 of 12
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- (64) Rehire – the process of appointing an individual to an authorized position, which the individual during prior employment with the College was rated at least satisfactory and who was separated from the College’s employment as a result of resignation, or who completed the current contract, was duly authorized leave, prior to being employed by the College for an additional year.
- (65) Reinstatement – the process of placing the individual in the same or a comparable position upon the individual returning from authorized leave of absence.
- (66) Reprimand – a statement by the President in writing or verbally citing an employee for violating policies, rules and/or regulations of Roanoke-Chowan Community College. A copy of the reprimand or a memo for record will be placed in the personnel folder of the employee.
- (67) Resignation – the voluntary act by an employee to separate from the College’s employment.
- (68) Salary – the fixed compensation paid employees in regular installments.
- (69) Service – the performance of assigned duties during the prescribed work period and otherwise fulfilling the conditions of employment by the College.
- (70) Service Area of Roanoke-Chowan Community College – all of Hertford and portions of Bertie and Northampton Counties.
- (71) State Board – North Carolina State Board of Community Colleges.
- (72) NCCCS – North Carolina Community College System.
- (73) Student Contact Hour – one hour (60 minutes) of attendance in a class for which the student is enrolled. Class contact hours are the sum of all student contact hours occurring in a class in a given semester.

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- (74) Supplemental Facilities – any facilities utilized by the College in carrying out its programs which are not located on the main College campus.
- (75) Suspension – the action taken against an employee to temporarily relieve the individual of duties and place the employee on leave without pay.
- (76) Temporary Duty – the placing of an individual in a position for a specified time to perform specific assignments which will ensure the orderly and efficient operation of the College.
- (77) Temporary Appointment – the appointment to a position established for a specific period of time, which may be continuous or intermittent, as determined by the assignments, or the duration of a specific project; which imposes no obligation of regular employment for any particular period, is limited to the specific assignments; provided the individual satisfactorily performs such assigned tasks and willingly complies with laws, regulations, rules, and procedures governing College personnel.
- (78) The President – the chief administrator of Roanoke-Chowan Community College.
- (79) Title of Position – the official name assigned to a position or a class of positions.
- (80) Transfer – the act of moving an employee from one employee classification to another.
A transfer may be promotion, demotion, or lateral.
- (81) Transcript (Grade) – the official record of an individual student’s enrollment. The record will include courses registered for and grades for courses as a minimum.
- (82) Transcript (Hearing) – a typed, verbatim statement of a hearing procedure drawn from an electrical recording.
- (83) Uninterrupted Employment – the individual’s presence or authorized absence for which salary is paid.

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POLICIES OF THE
BOARD OF TRUSTEES

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(84) “Valuable” Gift – refers to a gift given in return for consideration. Value is established when the gift results in the recipient of the gift giving positive consideration to the giver due to the gift itself.

(85) Written Evidence – a signed statement of allegations with supporting documents.

POLICIES OF THE
BOARD OF TRUSTEES

1.4	State Board of Education/State Board of Community Colleges	1 of 1
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- (1) General Statute 115D, enacted by the 1979 General Assembly, provides the legal framework for the establishment, organization, and administration of the North Carolina Community College System. This statute authorized the State Board of Education as the agency to establish and organize a department to provide state-level administration, under the direction of the Board, of a system of community colleges, technical colleges, technical institutes, and industrial education centers, separate from the free public school system of the State. The Board shall have the authority to adopt and administer all policies, regulations, and standards which it may deem necessary for the establishment and operation of the department.

- (2) All authority of the State Board of Education concerning the Community College System was transferred to the new State Board of Community Colleges, effective January 1, 1981, by Senate Bills 266 and 1023. All sections of G.S. 115D that named the State Board of Education in reference to the Community College System were changed to read “State Board of Community Colleges.”

POLICIES OF THE
BOARD OF TRUSTEES

1.5	North Carolina Community College System Office	1 of 1
NUMBER	TITLE	PAGE

- (1) The Community College System Office shall be a principal administrative department of State government under the direction of the State Board of Community Colleges, and shall be separate from the free public school system of the State, the State Board of Education, and the Department of Public Instruction. The State Board has authority to adopt and administer all policies, regulations, and standards which it deems necessary for the operation of the System Office.
- (2) The State Board shall elect a President of the North Carolina Community College System who shall serve as chief administrative officer of the Community College System Office.
- (3) The establishment of all community colleges shall be subject to the approval of the General Assembly upon recommendation of the State Board of Community Colleges.
- (4) Each community college established or operated pursuant to G.S. 115D shall be governed by a board of trustees consisting of 13 members, or of additional members if selected according to the special procedure described in G.S. 115D.

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1.6	The State President	1 of 1
NUMBER	TITLE	PAGE

- (1) The State Board shall elect a president of the North Carolina Community College System who shall serve as chief administrative officer of the state’s Community College System. The compensation for this position shall be fixed by the State Board from funds provided by the General Assembly in the Current Operations Act.

- (2) The President shall be assisted by such professional staff members as may be deemed necessary to carry out the provisions of G.S. 115-D. These staff shall be elected by the state Board on nomination of the System President.

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BOARD OF TRUSTEES

1.7	The Board of Trustees	1 of 10
NUMBER	TITLE	PAGE

- (1) Legal Basis and Authority

The legal basis for the authority of the State Board over the Community College System is GS 115-D. Administrative Code 2C.0101 states – “The boards of trustees of community colleges as bodies corporate are authorized to do all things necessary and proper to organize and operate colleges consistent with the law and the rules of the State Board.”
- (1.2) The Board of Trustees of Roanoke-Chowan Community College (RCCC) functions pursuant to the statute and regulations of North Carolina and the United States, and the policies, rules, and regulations of the State Board and the North Carolina Community College System. A copy of GS 115-D is in the hands of each Trustee. Copies of the policies and regulations of the State Board and the North Carolina Community College System, State plans for operation of Federal programs, and minutes of the meetings of the Board of Trustees are available to all trustees for reference in the administrative offices of the College.
- (1.3) The Board consists of 13 members, four of whom are appointed by the Hertford County Board of Commissioners, four by the Hertford County Board of Education, four by the Governor of North Carolina, and the President of the Student Government Association as an ex-officio, non-voting member.
- (2) By-Laws

It is the policy of the RCCC Board of Trustees to adopt and use as a general guide a set of by-laws. The by-laws shall be used by the Board to make its operation more efficient and not to handicap the Board in its governance of the College. Changes in the by-laws may be made upon due consideration of the members of the Board.

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

POLICIES OF THE
BOARD OF TRUSTEES

1.7	The Board of Trustees	2 of 10
NUMBER	TITLE	PAGE

(3) Policies

It is the policy of the RCCC Board of Trustees to adopt policies which express the intentions of the Board with regard to the College. Board policies shall be stated in general terms to be used as guides and shall not be specific rules and regulations.

Changes in policies may be made upon recommendation of the President or individual Board members after due consideration of the Board.

(4) Oath of Office

Following notification of appointment or reappointment, each Trustee shall take the following oath:

“I, _____, do solemnly swear (affirm) that I will support the Constitution of the United States. I, _____, do solemnly and sincerely swear (affirm) that I will be faithful and bear true allegiance to the State of North Carolina and to the constitutional powers and authorities which are established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the constitution of the United States, to the best of my knowledge and ability.

I, _____, do swear (affirm) that I will well and truly execute the duties of the office of Trustee of Roanoke-Chowan Community College according to the best of my skill and ability, according to law, so help me God.”

The oath may be taken before a judge, the clerk of superior court, magistrate, or a justice of the peace. An original and one copy of the oath shall be filed in the office of the secretary of the Board of Trustees.

(5) Meetings of the Board of Trustees

(5.1) The Board of Trustees of RCCC shall meet ten (10) times a year on the fourth Tuesday of each month, excluding the months of July and December, unless a called meeting is deemed necessary.

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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BOARD OF TRUSTEES

1.7	The Board of Trustees	3 of 10
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- (5.2) The secretary of the Board shall notify each Trustee by letter, email, or telephone of the meeting.
- (5.3) Public notice of all meetings of the RCCC Board of Trustees shall be given by mail or telephone within 48 hours of meeting.
- (5.4) Seven Trustees shall constitute a quorum.
- (5.5) Each member present shall have one vote. In the event of a tie vote with all members voting, the Chairperson will vote in order to break the tie.
- (5.6) Trustees have authority only during official Board meetings. Individual Trustees or committees of members of the Board of Trustees shall act for the Board only upon specific authorization or direction of the Board of Trustees.
- (5.7) All meetings shall be conducted in accordance with the North Carolina General Statute regarding open public meetings.
- (5.8) Meetings of the Board of Trustees shall be conducted according to Robert’s Rules of Order. Rulings or questions of order by the Chairperson shall prevail unless otherwise overruled by a majority of the members present. The Chairperson may appoint a parliamentarian to advise him and the Board.
- (5.9) The Chairperson and the President shall prepare an agenda for each meeting. Trustees may propose matters for consideration not included on the prepared agenda.
- (5.10) The President shall attend and participate in all meetings of the Board.
- (5.11) Upon the request of the President, students, faculty, and administrative staff members shall be heard by the Board upon the consent of the Chairperson, or a majority of the members present.

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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1.7	The Board of Trustees	4 of 10
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- (5.12) Individuals or delegations shall be heard by the Board upon the consent of the Chairperson or a majority of the members present.
- (5.13) The secretary shall have duplicated copies of the minutes of each meeting to be distributed to the Trustees.
- (5.14) The by-laws and policies may be amended at any meeting by a unanimous vote. The by-laws and policies may be amended by a majority vote provided notice is given at the preceding meeting.
- (5.15) The Board of Trustees directs the Board secretary to maintain a record of attendance of members at all Board meetings, both regular and special called. The Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings or any member who is consistently late to scheduled meetings without justifiable excuse. The Board Chairperson may authorize excused absences/tardies for illness, personal emergencies, etc., provided that the affected member notifies the Board Chairperson within five days after the meeting of the reason of the absence/tardy, and that the reason is justifiable. The Board Chairperson shall notify the Board secretary subsequent to the five-day period if the absences/tardies of any member have been excused. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.
- (5.16) Should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of Roanoke-Chowan Community College is not capable of discharging, or is not discharging, the duties of his or her office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the Chairperson of the RCCC Board of Trustees, unless

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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1.7	The Board of Trustees	5 of 10
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the Chairperson is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges. At that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant.

(6) Election of Officers

At the first meeting after July 1 of each year, the Board of Trustees shall elect from its membership a Chairperson, who shall preside at all Board meetings, and a Vice-Chairperson, who shall preside in the absence of the Chairperson. The Trustees shall also elect a secretary, who may be a Trustee, to keep the minutes of all Board meetings. All three officers of the Board shall be elected for a period of one year, but shall be eligible for reelection by the Board.

(7) Board of Trustee Committees

(7.1) Types of Committees and Method of Appointment

The Board may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the institution’s welfare. The Chairperson of the Board shall appoint the members of all committees, and the Chairperson of the Board and President shall serve as ex-officio members of all committees. All

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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1.7	The Board of Trustees	6 of 10
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committee members, with the exception of the President, shall be full voting members of the committees.

(7.2) Limitation of Authority of Committees

The function of all committees shall be to recommend for consideration and action by the Board at a regular or special-called meeting. Every ad hoc committee shall cease to function upon presentation of its report.

(7.3) Standing Committees

(7.3.1) The Executive Committee

The Executive Committee shall consist of the Chairperson of the Board, the Vice-Chairperson of the Board, chair of each standing committee, the Board secretary, and the President. All acts of the Executive Committee shall be in accordance with the by-laws. During the interval between meetings of the Board, the Executive Committee shall have control and direction of all officers and committees of the Board and of the College. The Chairperson of the Board of Trustees shall preside over Executive Committee meetings. The Chairperson of the Board of Trustees or the President of the College, if delegated by the Chairperson, may call Executive Committee meetings at any time with reasonable notice.

(7.3.2) The Building and Grounds Committee

The Building and Grounds Committee shall be an ad hoc committee as needed.

(7.3.3) The Finance Committee

The Finance Committee shall consist of four members of the Board of Trustees to include the Chairperson of the Board, who shall serve as an ex-officio member with voting privileges, and the College President (non-voting member). The Board

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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secretary shall serve as secretary. The Finance Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular function:

- (7.3.3.1) To carry out, or require to be carried out, studies relating to sites, buildings, and grounds.
- (7.3.3.2) To make recommendations to the Board, after consultation with the President, regarding plans and programs of maintenance of the campus and its property and regarding the beautification of the campus.
- (7.3.3.3) To make recommendations to the Board regarding the fiscal policies of the College.
- (7.3.3.4) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President’s recommended budgets for current operations and capital outlay.
- (7.3.3.5) To receive, study, and recommend to the Board, with modifications it deems appropriate, any special or unusual expenditures of any type recommended by the President.
- (7.3.3.6) To receive, study, and recommend to the Board, such action it deems appropriate on any reports on the budget, purchasing, and accounting functions required by it, or presented to it, by the President.
- (7.3.3.7) To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
- (7.3.3.8) To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, and the care of all College securities.

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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(7.3.3.9) To represent the Board before the County Commissioners and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operating expenses and support for its needs for capital outlay.

(7.3.3.10) To recommend to the Board policy to govern the receipt, security, depositing, accounting, and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and State Board of Community Colleges regulations.

(7.3.3.11) To recommend to the Board appropriate bonding policy to govern college employees entrusted with funds of all kinds.

(7.3.3.12) To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.

(7.3.3.13) At each meeting of the Board, the Finance Committee may submit a report of its activities since the last meeting of the Trustees, with such suggestions and recommendations as it shall deem expedient for the best interests of the College.

(7.3.3.14) The Finance Committee shall have such other functions, regular and special, as the Board may authorize.

(7.3.4) The Personnel Committee

The Personnel Committee shall consist of four members of the Board of Trustees, the College President (non-voting member), and the Chairperson of the Board of Trustees who shall serve as an ex-officio member with voting privileges. The Board secretary shall serve as secretary. The Personnel Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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1.7	The Board of Trustees	9 of 10
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- (7.3.4.1) The Personnel Committee shall review annually the salaries, as recommended by the President, of all full-time officers, instructors, and employees of the institution and make recommendations to the Board.

- (7.3.4.2) The Personnel Committee shall be responsible for establishing the guidelines and procedures for the Presidential evaluation process, including (1) designing and updating the evaluation instrument; (2) establishing time frames for the process, and (3) submitting required evaluation information to the North Carolina Community College System and State Board of Community Colleges.

- (7.3.4.3) The Personnel Committee shall function as an appeals board as pertaining to faculty, staff, and/or student grievances. Requests for hearings shall be made in writing to the Committee Chair stating the nature of the grievance. Such requests shall be made within 10 days after all administrative remedies have been exhausted. Findings and recommendations of the Personnel Committee shall be referred to the Board of Trustees for final action.

- (7.3.4.4) At each meeting of the Board, the Personnel Committee may submit a report of its activities since the last meeting of the Trustees, with such suggestions and recommendations as it shall deem expedient for the best interests of the College.

- (7.3.4.5) The Personnel Committee shall have such other functions, regular and special, as the Board may authorize.

- (7.3.5) Policies and Procedures/Quality Assurance

 The Policies and Procedures/Quality Assurance Committee shall consist of three members of the Board of Trustees, the College President (non-voting member), and the Chairperson of the Board of Trustees who shall serve as ex-officio member with

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14; 04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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1.7	The Board of Trustees	10 of 10
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voting privileges. The Board secretary shall serve as secretary. The Policies and Procedures/Quality Assurance Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

- (7.3.5.1) To make recommendations to the Board regarding academic and student affairs policies and programs of the College.
- (7.3.5.2) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President’s recommended curriculum, non-academic, and student services programs for meeting the educational and training needs of our community.
- (7.3.5.3) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, any special or unusual program requests recommended by the President.
- (7.3.5.4) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the establishment of new programs in response to local and regional labor market needs and student demand.
- (7.3.5.5) To recommend to the Board, with modifications as it deems appropriate, policies necessary to govern student behavior and any penalties for non-compliance.
- (7.3.5.6) To recommend to the Board, with modifications as it deems appropriate, policies for managing loan default.

*GS115D-19 amendment, effective July 24, 1995, and applicable to terms beginning after June 30, 1995, added the following: “A board of trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees.”

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05; 10-16-14;04-08-15; March 24, 2018
Editorial Changes: 05-28-03; 10-21-03; 07-06-04; 02-18-09; 08-20-2010;

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1.8	Powers and Duties of Trustees	1 of 3
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- (1) The trustees of each institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in G.S. 115D and as are delegated to it by the State Board of Community Colleges. The powers and duties of trustees shall include the following:
- (2) To elect a president or chief administrative officer of the institution for such a term and under such conditions as the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.
- (3) To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the institution, upon approval of the State Board of Community Colleges, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in G.S. 40A. For the purpose of condemnation, the determination by the trustees as to the location and amount of land to be taken and the necessity, therefore, shall be conclusive.
- (4) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges. Provided, notwithstanding any law or administrative rule to the contrary, local administrative boards and local school boards may establish cooperative programs in the areas they serve to provide for college courses to be offered to qualified high school students with college credits to be awarded to those high school students upon the successful completion of the courses. Provided, further that during the summer session/term, persons less than 16 years old may be permitted to take non-credit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.
- (5) To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms

General Authority: G.S. 115-20
Revised: 09-29-81; 06-19-00
Editorial Changes: 05-19-03

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1.8	Powers and Duties of Trustees	2 of 3
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which the donor may prescribe and which are consistent with the provisions of G.S. 115D and the regulations of the State Board of Community Colleges.

- (6) To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.
- (7) To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the institution under G.S. 115D and for the discipline of students.
- (8) If a board of trustees of an institution provides access to its buildings and campus and the student information directory to persons or groups that make students aware of occupational or educational options, the Board of Trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.
- (9) To encourage the establishment of private, nonprofit corporations to support the institution. The President, with approval of the Board of Trustees, may assign employees to assist with the establishment and operation of such corporation and make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The Board of Directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor’s Office or employ a certified public accountant to conduct an annual audit of the financial accounts of the corporation. The Board of Directors shall transmit to the board of trustees a copy of the annual financial audit report of the nonprofit corporation.

General Authority: G.S. 115-20
Revised: 09-29-81; 06-19-00
Editorial Changes: 05-19-03

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1.8	Powers and Duties of Trustees	3 of 3
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- (10) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.
- (11) To enter into lease purchase and installment purchase contracts for equipment under G.S. 115D-58.15.

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1.9	Presidential Evaluation	1 of 2
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(1) The purpose of the presidential evaluation is to improve the quality of Roanoke-Chowan Community College and the process of evaluation is intended to stimulate the leadership and productivity of the President. In addition, it is to enable the Board of Trustees to assess the performance of the President so as to:

- Close the gap between presidential authority and accountability,
- Ensure that the Board and the President concur on mutually agreed-upon goals toward which the College is moving,
- Identify strengths and weaknesses of the President and the College, and
- Define the scope and role of the office and the President’s performance in it.

(2) Evaluation of the President shall be conducted annually. The annual evaluation is to be completed prior to June of each fiscal year.

(3) Process of Evaluation

(3.1) Prior to the month of June, the Personnel Committee of the Board of Trustees shall meet to review, revise, and discuss the evaluation instrument. The President shall have input on the revision of the evaluation instrument and shall receive a copy of the final instrument to be used for the rating period.

(3.2) The President shall submit to the Personnel Committee college objectives for the coming fiscal year in conjunction with the yearly budget prior to June 30. These objectives shall become a part of, and attached to, the *Presidential Evaluation Form*.

(3.3) It is required that each member of the Board perform an evaluation.

(3.4) Trustee evaluation of the President shall be a two-part process: (a) a self-evaluation done by the President and (b) an evaluation conducted by each Board member, using the *Presidential Evaluation Form*. Also, the comment section of the *Presidential Evaluation*

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1.9	Presidential Evaluation	2 of 2
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Form may be used by both the Board members and the President to record any comments related to the ratings given.

- (3.5) After the completion of the evaluation instrument by Board members, the Board Chairperson, the Personnel Committee Chairperson, and the Board Secretary shall tally all ratings on a *Total Evaluation Results Form*. A meeting shall be held among the Board Chairperson, the Personnel Committee Chairperson, and the President to compare the self-evaluation ratings with the Board members’ ratings. If there are differences which cannot be reconciled, the President may provide evidence to support his or her self ratings.
- (3.6) During this meeting, the President shall be informed of agreed upon activities or a plan of action for progress and growth during the period between evaluations. The Board Chairperson, the Personnel Committee Chairperson, and the President shall sign the Board’s *Total Evaluation Results Form* following the interview.
- (3.7) The Board Chairperson shall notify in writing the Chairperson of the State Board of Community Colleges prior to June 30 of each year that the evaluation of the President has been completed.

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1.10	Attorney-Client Privilege	1 of 3
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- (1) The attorney-client privilege as interpreted by the Courts of North Carolina and the United States of America represents a fundamental protection of the clients of the attorney such as Roanoke-Chowan Community College.
- (2) The Board finds that best interests of the Board of Trustees and citizens of our service area can, in most cases, be best served by preserving the attorney-client privilege to the full extent possible.
- (3) The attorney-client privilege may only be waived by the client.
- (4) Roanoke-Chowan Community College does not want to waive the attorney-client privilege inadvertently or without careful deliberation and good reason.
- (5) Roanoke-Chowan Community College recognizes that North Carolina Public Records Act and Open Meetings laws may require production from time to time of materials that could be subject to the attorney-client privilege.
- (6) Roanoke-Chowan Community College wishes to comply with and abide by the provisions of the North Carolina Public Records Acts and the Open Meetings Laws, and adopts this resolution for that purpose.
- (7) Roanoke-Chowan Community College, staff, and Board Attorney shall follow the following policy with regard to waiver of the Board’s attorney-client privilege:
 - a. The Board’s attorney-client privilege shall not be deemed waived absent an affirmative vote by a majority of the Board of Trustees to expressly waive the privilege made in open or closed session at a duly held meeting of the Board of Trustees.

General Authority: N.C.G.S. 115D.20, 132.11, et seq, 143-318.11, et seq
Adopted: 09-22-09 **Revised:** March 24, 2018
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

1.10	Attorney-Client Privilege	2 of 3
NUMBER	TITLE	PAGE

- b. Any waiver of the Board’s attorney-client privilege pursuant to such a vote shall be deemed to waive the privilege to the narrowest extent possible and only with respect to the precise subject matter or information for which the privilege is expressly waived.
- c. Disclosure of information subject to the attorney-client privilege by the Board’s members, officials, employees, agents, independent contractors, or attorneys shall not be deemed a waiver of the Board’s attorney-client privilege unless expressly waived in the manner required by this policy.
- d. Disclosure of information subject to the attorney-client privilege pursuant to any act of the North Carolina General Assembly, including, but not limited to the Public Records Act and Open Meetings Laws, the United States Congress, or any other legislative or rulemaking body to which jurisdiction the Board is subject or pursuant to the order of any court of competent shall not be deemed a waiver of the attorney-client privilege.
- e. The President, in consultation with the Board Attorney, or the Board Attorney may disclose any information when reasonably required to do so pursuant to the North Carolina Public Records Act or the North Carolina Open Meetings Law if the Board Attorney reasonably believes that doing so will not materially prejudice the Board in any ongoing or future litigation. Such a disclosure shall not be deemed to be a waiver of the Board’s attorney-client privilege unless and until expressly waived in the manner required by this policy.
- f. A copy of this policy may be introduced at any trial or other proceeding, and may

be used to support any objection by the Board to the consideration, introduction

General Authority: N.C.G.S. 115D.20, 132.11, et seq, 143-318.11, et seq
Adopted: 09-22-09 **Revised:** March 24, 2018
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

1.10	Attorney-Client Privilege	3 of 3
NUMBER	TITLE	PAGE

or admission of any information subject to the attorney-client privilege unless the party opposing the Board’s objection proves that the privilege has been expressly waived in the manner required by this policy.

- g. This policy applies retroactively to all prior disclosures of information subject to the attorney-client privilege by the Board’s members, officials, employees, agents, independent contractors, or attorney unless the privilege has been expressly waived in the manner required by this policy.
- h. This policy shall be construed so as to waive the Board’s attorney-client privilege to the least extent possible.
- i. If any word, phrase, language, section, or other portions of this policy are held invalid by a court of competent jurisdiction, then all remaining words, phrases, language, sections or other portions of this policy shall remain in full force and effect.
- j. Any and all other policies previously adopted by the Board which are inconsistent with this policy are hereby revoked.

POLICIES OF THE
BOARD OF TRUSTEES

2.1	Mission Statement	1 of 1
NUMBER	TITLE	PAGE

To provide world-class life-long educational and workforce training in order to meet the emerging needs of the community and to improve the quality of life for the students we serve.

The Board will periodically review its mission statement, usually every three years, to make sure it is current, comprehensive, and accurately guides the institution's operations.

General Authority: G.S. 115D
Revised: 09-29-81; 06-21-90; 06-28-94; 06-22-99, 04-28-2009, 06-28-2011, 10-24-13
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.2	Academic Freedom and Responsibility	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees of Roanoke-Chowan Community College has adopted the following principles of academic freedom:
- (2) The first obligation of instructors is to do the best job of teaching of which they are capable. However, they have freedom to engage in research and development and may publish the results of such endeavors, provided these activities do not in any way interfere with their teaching duties.
- (3) Instructors are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce into their teaching controversial matter which has no relation to his subject.
- (4) Instructors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise restraint, and should show respect for the opinions of others, and should make every effort to indicate that they are not an institutional spokesman.

POLICIES OF THE
BOARD OF TRUSTEES

2.3	Equal Access/Equal Opportunity	1 of 1
NUMBER	TITLE	PAGE

- (1) It is the policy of the State Board of Community Colleges and of the Board of Trustees of Roanoke-Chowan Community College not to discriminate among students on the basis of race, gender, national origin, religion, age, or disability.
- (2) The Board of Trustees shall give equal opportunity for employment and compensation of personnel at Roanoke-Chowan Community College without regard to race, religion, color, creed, national origin, sex, age, or disability, except where specific age, gender, or physical or mental requirements constitute bona fide occupational qualifications.
- (3) The College shall comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information, and veteran status.
- (4) The President shall assign the equal opportunity function to a college employee to ensure that this policy is implemented.

General Authority: G.S. 115D-77; Adm. Code 2(C) .0700
Revised: 09-29-81; 06-19-00; 6-23-15; 05-22-18
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.4	Internal Organization	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees is authorized to do all the things necessary and proper to organize and operate the College consistent with G.S. 115D and policies of the State Board of Community Colleges. The Board of Trustees of Roanoke-Chowan Community College delegates to the President the authority and responsibility to establish the internal organization for the proper operation and management of the College, and further authorizes the President to make changes in the internal organization as is deemed necessary for the good of the College.

General Authority:
Revised: 09-29-81; 06-19-00
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.5	General Powers, Duties, and Responsibilities of the President	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall be elected to hold office at the pleasure of the Board.
- (2) The President is charged by the Board with the full responsibility and authority for the operation of the College pursuant to federal and state statutes, Board of Trustees Policies, and Administrative Procedures of the College.
- (3) The President shall recommend for employment all full-time employees annually.
- (4) The President has the authority to employ new full-time personnel.
- (5) The President shall establish a table of organization for the College.
- (6) The President shall prescribe the titles and assign the duties of all personnel in the College.

POLICIES OF THE
BOARD OF TRUSTEES

2.6	Responsibilities of Administrative Personnel	1 of 1
NUMBER	TITLE	PAGE

- (1) All personnel at Roanoke-Chowan Community College serve at the pleasure of the President, subject to contractual obligations. The duties and titles of employees are assigned by the President and may be changed as deemed necessary. It is the responsibility of all college personnel to carry out the duties assigned in their job descriptions, as well as any other duty assigned by the President or their supervisor, and to promote the College and its mission and purpose.

POLICIES OF THE
BOARD OF TRUSTEES

2.7	Responsibilities of Instructional Personnel	1 of 1
NUMBER	TITLE	PAGE

- (1) Realizing that faculty are specialists in various fields and, therefore, perform diverse duties in relation to their specialties, the Board authorizes the President to develop general and specific duties that each faculty member is expected to fulfill.
- (2) Responsibility for the overall quality of educational programs resides with the Dean of Academic Affairs with the faculty being held responsible for ensuring the quality of instructional delivery. The extent of the participation and jurisdiction of the faculty in curriculum programs must be clearly set forth and published in the faculty handbook.

POLICIES OF THE
BOARD OF TRUSTEES

2.8	Signing Authority	1 of 1
NUMBER	TITLE	PAGE

- (1) The Chairperson of the Board and the President (or his/her designee) shall have the authority to sign contracts and other documents necessary for the operation of the College.
- (2) The President and the Dean of Administrative & Fiscal Services/CFO shall have the authority to sign checks and other financial documents and reports for the financial operation of the College.
- (3) The President may designate other administrative personnel to sign contracts for short-term or part-time employees.

POLICIES OF THE
BOARD OF TRUSTEES

2.9	Professional Services	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board, upon recommendation of the President, shall employ or retain legal counsel or legal advisory, consultants, architects, and other professional advisory personnel.

POLICIES OF THE
BOARD OF TRUSTEES

2.10	College Seal	1 of 1
NUMBER	TITLE	PAGE

- (1) The President or designees shall keep in custody the College Seal and shall authenticate true copies of decisions, acts, or documents where official signatures are required by law.

POLICIES OF THE
BOARD OF TRUSTEES

2.11	Political Activities of Employees	1 of 2
NUMBER	TITLE	PAGE

- (1) As an individual, each employee of Roanoke-Chowan Community College retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the Board of Trustees encourages employees of the College to exercise their rights and obligations of citizenship.
- (2) Employees who decide to run for public offices shall notify the Board of Trustees through the President of their intentions to run and certify that they will not campaign or otherwise engage in political activities during their regular work hours or involve the College in their political activities.
- (3) Employees who are elected to a part-time public office shall certify through the President to the Board of Trustees that the office will not interfere with their carrying out the duties of the position with the College, or request leave.
- (4) Employees who are elected or appointed to a full-time public office or the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees.
- (5) Employees who become a candidate for public office shall be prohibited from soliciting support during regular work hours. The employee in question is prohibited from soliciting support on college property unless otherwise authorized by the Board of Trustees.
- (6) Political activities of the President.
- (6.1) If the College President decides to run for public offices, the President shall notify the Board of Trustees of the intention to run and certify that no campaigning or political activities will be engaged in during regular work hours or involve the College.

General Authority: Adm. Code 2 (C) .0208
Revised: 09-29-81; 06-19-00
Editorial Changes: 05-19-03; 05-22-18

POLICIES OF THE
BOARD OF TRUSTEES

2.11	Political Activities of Employees	2 of 2
NUMBER	TITLE	PAGE

- (6.2) If the College President is elected to a part-time public office, the President shall certify to the Board of Trustees that the office will not interfere with the carrying out of the duties of the College presidency, or request leave.
- (6.3) If the College President is elected or appointed to a full-time public office or the General Assembly, the President shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees.
- (6.4) If the College President becomes a candidate for public office, the President shall be prohibited from soliciting support during regular work hours. The President is prohibited from soliciting support on college property unless otherwise authorized by the Board of Trustees. The authorization must be on a case-by-case basis.
- (6.5) The Board of Trustees shall notify the State Board if the College President should become a candidate for public office, or if the College President is elected or appointed to a public office.
- (7) Definitions as used in this policy.
 - (7.1) Public office means any national, state, local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.
 - (7.2) Membership in the General Assembly is a full-time public office under this policy.

POLICIES OF THE
BOARD OF TRUSTEES

2.12	Secondary Employment	1 of 1
NUMBER	TITLE	PAGE

- (1) The employment responsibilities to Roanoke-Chowan Community College are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary.
- (2) An employee is required to have approval from the President or the President’s designee before engaging in any secondary employment.
- (3) Secondary employment of the President must have the approval of the Board of Trustees.
- (4) This policy shall conform to state personnel policies for Secondary Employment.

General Authority:
Revised: 9-29-81; 11-25-05
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.13	Selling to Students, Parents, Other Employees, or the Board	1 of 1
NUMBER	TITLE	PAGE

- (1) Employees shall not engage in selling educational materials to students, parents, other employees, or the Board.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.14	Personal Obligations	1 of 1
NUMBER	TITLE	PAGE

- (1) Employees are expected to conduct their personal financial obligations in such a manner as to prevent the involvement of the College. Failure to comply with this policy may serve as grounds for investigation by the President or his designee and disciplinary action.

POLICIES OF THE
BOARD OF TRUSTEES

2.15	College Records	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall cause to be established procedures for the safekeeping of all college records related to the College’s operation.
- (2) The procedures developed to implement this policy will establish the custodians of the various types of records. These custodians shall be responsible for insuring that use and release of records are in accordance with statutory limitations, rules, and procedures.
- (3) The procedures developed to implement this policy shall meet all requirements of federal and state statutes, State Board of Community Colleges, and System Office rules.

General Authority:
Revised: 09-29-81; 06-19-00
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.16	Solicitation	1 of 1
NUMBER	TITLE	PAGE

- (1) The President is authorized to establish rules and procedures regarding on-campus solicitation.

POLICIES OF THE
BOARD OF TRUSTEES

2.17	Trespass	1 of 1
NUMBER	TITLE	PAGE

- (1) The President has the authority to request the removal from college facilities any person or persons who disrupt the orderly conduct of such facility.
- (2) The President may designate employees to maintain order on college facilities and persons so designated may direct the persons referenced above to leave the campus or other college facility.
- (3) Persons who remain on college grounds after being directed to leave will be subject to arrest, on or off the grounds, by any duly authorized peace officer.

General Authority:
Revised: 09-29-81; 06-19-00
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.18	Emergency Closings and Disruptive Activities	1 of 1
NUMBER	TITLE	PAGE

(1) Emergency Closings

Roanoke-Chowan Community College will remain open as scheduled unless the following emergencies exist: (a) adverse or severe weather conditions that would endanger the adult population while traveling or that would prevent normal operation of the College; (b) quarantines or epidemics declared by medical authorities for public health purposes; (c) critical power or utilities failure that would prevent normal operation of the College; and (d) declared national or state emergencies or restrictions imposed by civil authorities. All emergency closings will be authorized by the President or designee.

(2) Make-up of Time Missed Due to Emergency Closings

The President shall develop, or cause to be developed, procedures that ensure the College makes a good faith effort to provide an opportunity to make-up instruction that was missed due to emergency closings.

(3) Disruptive Activities

The President shall develop, or cause to be developed, a set of guidelines and procedures that govern the operation of the College in the event of disruptive activities or civil disorders.

POLICIES OF THE
BOARD OF TRUSTEES

2.19	College Calendar	1 of 1
NUMBER	TITLE	PAGE

- (1) The President or designee will develop and submit to the Board for its review and approval a two-year calendar. The approved calendar will be displayed in appropriate publications.

General Authority:
Revised: 09-29-81; 06-26-00
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.20	Vehicle or Vehicle Allowance for the President	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board may furnish an automobile for use of the President on official business.
- (2) The Board will provide fuel and maintenance for the vehicle furnished to the President.
- (3) The vehicle may be housed at the local residence of the President.

POLICIES OF THE
BOARD OF TRUSTEES

2.21	Conflict of Interest	1 of 9
NUMBER	TITLE	PAGE

- (1) Members of the Board and all employees shall be required to become familiar with and comply North Carolina General Statute§ 14-2.36 as it applies to conflict of interest. All members of the Board shall be governed by and comply with the Statement of Ethical Principles attached hereto. At the beginning of his or her service, each new Trustee shall complete a Statement of Economic Interest and the Statement will be completed annually by all Trustees.

- (2) The Board shall ensure that both the Chairman, Vice Chairman and a majority of other voting members of the Board are free from any contractual, employment, personal or familial financial interest in the College and the Board is not controlled by a minority of Board members or by organizations or institutions separate from the College.

General Authority:
Revised: 09-29-81; 05-22-18; 03-26-19
Editorial Changes:

2.21	Conflict of Interest	2 of 9
NUMBER	TITLE	PAGE

STATEMENT OF ETHICAL PRINCIPLES

Purpose: The purpose of this policy is to protect the interests of the Roanoke Chowan Community College (the "College") when entering into a transaction or arrangement that might benefit the private interests of a Trustee or Officer of the College and to protect the interests of the College if the Trustees or Officers of the College are entering into transactions or arrangements that directly or indirectly conflict with the interests of the College. The terms of this policy are intended to supplement any statutory conflict of interest provisions and are in no way intended to limit any applicable state or federal laws governing conflicts of interest.

Applicability of Policy:

A. This policy shall apply to any interested person. An "interested person" for the purposes of this Article shall be defined as a Trustee, member of any committee with Board-delegated powers, or Officer of the College if such person has a direct or indirect financial interest as defined below. If a person is an interested person with respect to the College, he or she is an interested person with respect to all entities related by ownership by the College.

B. For purposes of the definition of "interested person" above, a Trustee, Officer, or member of a committee with Board-delegated powers has a financial interest in a material transaction or arrangement if that person directly or indirectly has:

- i) a 5% or more or otherwise controlling ownership or investment interest in any entity with which the College has a transaction or arrangement; or,
- ii) a compensation arrangement with the College or with an entity or individual with which the College has a transaction or arrangement; or,

General Authority:
Revised: 09-29-81; 05-22-18; 03-26-19
Editorial Changes:

2.21	Conflict of Interest	3 of 9
NUMBER	TITLE	PAGE

iii) a potential ownership or investment interest of 5% or more in or a compensation arrangement with any entity or individual with which the College is negotiating a transaction or arrangement.

In addition, and for purposes of the definition of "interested person" above, a Trustee, Officer, or member of a committee with Board-delegated powers has a financial interest if such person has, or is considering entering into, an ownership or investment interest in, or compensation arrangement with, any entity or enterprise that is in competition with, or has the potential to compete with, the College.

Compensation for the purposes of this Article shall be defined to include not only direct and, indirect remuneration but also gifts or favors that are substantial in nature.

An interested person has a conflict of interest only if the Board or a committee determines that a conflict of interest exists pursuant to the paragraph below.

Procedures:

Any interested person within the meaning of this Article shall immediately and fully disclose in writing the existence of such interested person's interest (as defined above) and all the material facts relating thereto, to the Board of Trustees and, if applicable, members of any committee with Board-delegated powers considering the proposed transaction or arrangement. Such disclosure shall be made a matter of record. Upon disclosure of the interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board of Trustees or committee meeting while the determination of a conflict of interest is discussed and voted upon. In each case, the remaining disinterested Trustees or committee members shall determine whether the financial interest gives rise to a conflict of interest.

General Authority:
Revised: 09-29-81; 05-22-18; 03-26-19
Editorial Changes:

2.21	Conflict of Interest	4 of 9
NUMBER	TITLE	PAGE

Pursuant to the foregoing, and if a conflict of interest is determined to exist, the following procedures shall be followed:

A. An interested person may make a presentation at the Board of Trustees or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the determination of a conflict of interest. This subparagraph A shall not apply in the context of any determination of Trustees' fees.

B. If a conflict of interest is determined in the context of a proposed or existing transaction or arrangement with the College, the following procedures shall apply:

i) The chairman of the Board of Trustees shall appoint, if appropriate, a disinterested person or committee to investigate alternatives to the proposed or existing transaction or arrangement.

ii) After exercising due diligence, the Board or committee shall determine whether the College can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

iii) If a more advantageous transaction or arrangement is not reasonably attainable by the College under the circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Trustees or committee members whether the transaction or arrangement is in the College's best interest and for its own benefit and whether the transaction is fair and reasonable to the College and shall make a decision as to whether to enter into, or continue (as applicable), the transaction or arrangement in conformity with such determination. Any determination of Trustees' fees shall be made by

2.21	Conflict of Interest	5 of 9
NUMBER	TITLE	PAGE

unanimous consent of the Board of Trustees, and any such fees approved shall be fair and reasonable to the College.

C. If a conflict of interest is determined based on actual or potential competition with the College, the following procedures shall be followed:

i) The chairman of the Board of Trustees shall appoint, if appropriate, a disinterested person or committee to investigate appropriate corrective action regarding the conflict of interest.

ii) After exercising due diligence, the Board or committee shall determine by a majority vote of the disinterested Trustees or committee members appropriate corrective action to take regarding the conflict of interest, which may include without limitation, removing the interested person as a Trustee, member of any committee with Board-delegated powers, or Officer of the College.

If the Board or committee has reasonable cause to believe that an interested person has failed to disclose a conflict of interest, whether actual or potential, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the response of the person and making any necessary investigations, the Board of Trustees or committee determines that the person has in fact failed to disclose a conflict of interest, whether actual or potential, it shall take appropriate disciplinary and corrective action, including without limitation, removing an interested person as a Trustee, member of any committee with Board delegated powers, or Officer of the College.

2.21	Conflict of Interest	6 of 9
NUMBER	TITLE	PAGE

Annual Statements:

Each new Trustee, each new member of a committee of the Board of Trustees (if applicable), and each new Officer of the College shall be advised of this conflict of interest policy upon entering on the duties of his or her office. Each Trustee, each member of a committee of the Board of Trustees (if applicable), and each Officer of the College shall sign an annual statement which confirms that such person has received a copy of this policy, has read and understands this policy, agrees to comply with this policy, and understands that the College is a charitable organization which must engage primarily in activities which accomplish one or more of its purposes.

In addition, the Board of Trustees shall require each Trustee to submit, in writing, to the President a list of all businesses or other organizations of which he/she is an Officer, member, owner of more than a 5% interest, Trustee, trustee or employee or for which he/she acts as an agent and to disclose whether any such relationship creates a potential conflict of interest pursuant to the terms of this policy. It shall be the responsibility of each Trustee to submit any changes to this list and to reaffirm that a potential conflict of interest does not exist pursuant to the terms of this policy on an annual basis. The Chairman and President shall become familiar with the statements of all Trustees in order to guide the conduct of the Board of Trustees should a conflict of interest transaction arise. The Vice-Chairman shall be familiar with the statement filed by the Chairman.

Compensation Decisions:

This policy shall apply to all transactions or arrangements either engaged in or contemplated by the College.

General Authority:
Revised: 09-29-81; 05-22-18; 03-26-19
Editorial Changes:

2.21	Conflict of Interest	7 of 9
NUMBER	TITLE	PAGE

ROANOKE-CHOWAN COMMUNITY COLLEGE

Statement of Economic Interest

Date: _____

Name: _____

1. List any position held with the Roanoke-Chowan Community College (the “College”), including directorships, membership on committees and subcommittees, employment positions, or compensated or uncompensated executive offices:

2. List any member of your immediate family who has held a position with the College during the last five (5) years, and the position held, including directorships, membership on committees and subcommittees, employment positions, or compensated or uncompensated executive offices:

3. List any consulting, advisory, or other compensatory fee received by you from the College or any other compensation arrangement that you had with the College in the last five years, and explain the nature of the relationship giving rise to the fee:

2.21	Conflict of Interest	8 of 9
NUMBER	TITLE	PAGE

4. List any for profit or nonprofit organization in which you hold a 5% or more or otherwise controlling ownership or investment interest as a partner, shareholder, member, or other interest (indicate the type of organization and position held if a manager, officer, member of board of directors or trustee or other leadership position):

5. List any for profit or nonprofit organization in which you have an ownership or investment interest or from which you receive compensation that is in competition with or has the potential to compete with the College:

6. List any for profit or nonprofit organization that has a transaction or arrangement with the College or is negotiating a transaction or arrangement with the College and with which organization you have a compensation arrangement:

2.21	Conflict of Interest	9 of 9
NUMBER	TITLE	PAGE

7. If you have, during the last five years, worked on the College’s audit as a partner or employee of the College’s outside auditor; list the auditor and position held:

8. List any other relationship which could reasonably interfere with the exercise of independent judgment in carrying out the responsibilities of an independent director, officer, or member of a committee with Board-delegated powers which you believe the College should be aware:

VERIFICATION

I hereby do certify that I have read this Statement of Economic Interest and the Code of Ethics/Conflicts of Interest Provision incorporated within this Statement of Ethical Principles for the College. To the best of my knowledge, the attached statement is true, correct and complete. I agree to supplement this statement in accordance with the Statement of Ethical Principles. I agree to comply with the Statement of Ethical Principles.

Signature: _____

Name: _____

Title: _____

Date: _____

General Authority:
Revised: 09-29-81; 05-22-18; 03-26-19
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.22	Long-Range Plan	1 of 1
NUMBER	TITLE	PAGE

- (1) It is the policy of the Board of Trustees that Roanoke-Chowan Community College shall operate in accordance with a long-range plan, which meets the institution’s strategic planning needs and complies with the guidelines of the North Carolina Community College System Office.

POLICIES OF THE
BOARD OF TRUSTEES

2.23	Gifts and Favors	1 of 1
NUMBER	TITLE	PAGE

- (1) No official or employee shall accept any valuable gift, whether in the form of service, loan, thing, or promise, from any person, firm or corporation that, to his/her knowledge, is interested directly or indirectly in any manner whatsoever in business dealings with the College; nor shall any such official or employee (a) accept any gift, favor, or thing of value that may tend to influence him/her in the discharge of his/her duties, or (b) grant in the discharge of his/her\ duties any improper favor, service, or thing of value.

2.24	Communicable Disease	1 of 3
NUMBER	TITLE	PAGE

- (1) Communicable diseases include, but are not limited to, chicken pox, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), meningitis, mononucleosis, whooping cough, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.
- (2) Persons infected with a communicable disease shall not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- (3) Students, college employees (either full time or part time), and employee of contractors or contracted services working at the College who know or have reasonable basis for believing that they are infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate administrator. (Students report to the Dean of Student Services. Employees report to the President)
- (4) Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves

General Authority:

Revised: 09-29-81; 06-26-00; 04-28-09

Editorial Changes: 05-22-18

2.24	Communicable Disease	2 of 3
NUMBER	TITLE	PAGE

- responsibly in accordance with such knowledge for the protection of other members of the community.
- (5) The College shall widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.
- (6) In cases where influenza reaches a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. Based on the pandemic level, the President shall provide information to students and employees on preventing the spread of the pandemic flu. After consulting with local health officials, the President may close the College temporarily if he or she feels it is in the best interest of the College and community. Persons infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office.
- (7) Roanoke-Chowan Community College shall conduct educational programs as needed to inform students, staff, and faculty about communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College shall also appoint a task force, as needed, composed of

General Authority:

Revised: 09-29-81; 06-26-00; 04-28-09

Editorial Changes: 05-22-18

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- representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.
- (8) The College President shall decide on a case-by-case basis whether there is sound basis for departing from the usual policy of not excluding or restricting the normal activities of infected students or employees.
- (9) The President shall make this determination based on the advice of appropriate experts.
- (10) No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student or employee unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees shall be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.

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2.25	Trustee Travel to Conferences and Seminars	1 of 1
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- (1) A budget for trustee travel will be established during the college’s budget planning cycle. Budget considerations will be given for travel and related expenses which may occur during a given year, but for which announcements have not yet been made.
- (2) For state, regional, and national meetings, travel funds will be provided based on the availability of state funds. Generally, at least two trustees may attend meetings, with opportunities available for additional trustees to attend as the budget allows. Selection of trustees to attend meetings will be at the discretion of the Board. However, all new trustees are required to participate in Trustee training within six months of their appointment, as scheduled by the North Carolina Community College Trustees Association.
- (3) The College will provide transportation, registration fees, meals, and lodging (for over night meetings) in accordance with the guidelines for Travel, Transportation, and Allowances as outlined in the State Accounting Procedures Manual.
- (4) Board members who go on a trip as part of the members’ trustee duties are expected to attend the sessions provided at the training.
- (5) Trustees who commit to going on a trip and back out after the College has already paid for or committed to pay for (in case of hotel rooms) the trustees’ travel expenses will be required to compensate the College for those expenses unless the reason the trustee is unable to go on the trip is a board-approved reason.

General Authority:
Revised: 02-28-95; 04-27-04; 05-22-18
Editorial Changes:

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- (1) Roanoke-Chowan Community College (“College”) strives to make its campus a safe and welcoming learning environment. Pursuant to the Clery Act, the Violence Against Women Act, the Campus SaVE Act, and other applicable federal and state laws and regulations, the College hereby adopts this policy when investigating, disciplining, and educating the college community about sexual harassment and sexual-based violence. Also, pursuant to the Civil Rights Act of 1964; the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973; and other applicable federal and state laws and regulations, the College prohibits discrimination in its services and programs based on race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information, and veteran status.

- (2) Definitions: The following definitions shall apply to this policy and shall be collectively referred to herein as “discrimination, harassment, and sexual-based violence.”
 - (2.1) **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated, or has reasonable fear that they will be injured if they

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do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

(2.2) **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

(2.3) **Discrimination** – any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their race, religion, ethnicity, national origin, gender, sex, age, disability, genetic information and veteran status. Discrimination may be intentional or unintentional.

(2.4) **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.

(2.5) **Gender Identity Harassment** – behavior that targets others for offensive, hostile, degrading, or insulting treatment because of their gender. The following are examples of conduct that may constitute gender harassment:

- Using derogatory, gender-based terms;

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- Making derogatory jokes about gender-specific traits or based on negative gender stereotypes;
- Suggesting that students of one gender should not engage in certain activities because of their gender;
- Impeding the educational progress of a person of one gender whether explicitly or implicitly, such as by questioning an individual’s ability because of his/her gender or suggesting that it is abnormal for a person of that gender to hold a particular interest;
- Limiting or denying an individual of one gender access to educational opportunities;
- Using sexist humor as a classroom teaching technique;
- Using personal or college electronic communications to convey inappropriate gender-based remarks, pictures, or images; or
- Using verbal, graphic, or physical conduct that threatens, ridicules, or demeans an individual because of gender.

(2.6) **Harassment** (for Sexual and Gender Identity Harassment, see specific definition) – verbal or physical conduct that denigrate or shows hostility or aversion toward an individual because of his or her race, religion, ethnicity, national origin, age, disability, genetic information and veteran status, or any other legally protected status not listed herein, or that of his or her relative, friends, or associates, and has the purpose or effect of creating an intimidating,

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hostile, or offensive work or learning environment; has the purpose or effect of interfering unreasonably with an individual’s work or academic performance; or otherwise adversely affects an individual’s employment or educational opportunities. Harassment may include, but is not limited to:

- Threatening or intimidating conduct directed at another because of the individual’s protected status.
- Jokes, name calling, or rumors based upon an individual’s protected status.
- Ethnic slurs, negative stereotypes and hostile acts based on an individual’s protected status.

(2.7) **Responsible Employee** is a college employee required to report to the appropriate college Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual harassment, misconduct, or sexual violence.

(2.8) **Sexual Assault** – subjecting any person to contact or behavior of a sexual nature or for the purposes of sexual gratification without the person’s expressed and explicit consent.

(2.9) **Sexual Harassment** – physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual’s employment or academic performance (either implicitly or

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explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual’s work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment. Sexual harassment may include, but is not limited to:

- Physical assault, including rape, or any coerced sexual relations.
- Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of healthy relation.
- Any demeaning sexual propositions.
- Unnecessary touching in any form.
- Sexually explicit or suggestive remarks about a person’s physical attributes, clothing, or behavior.
- Sexually stereotyped or sexually charged insults, humor, verbal abuse, or graffiti.
- Any sexually inappropriate behavior that prevents an individual from participating in their employment, academic performance, or in any functions of the College.

(2.10) **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others

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or suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

- (3) Reporting -- All members of the college community are expected to take appropriate action to prevent discrimination, harassment, and sexual-based violence by reporting such alleged acts to the appropriate college officials. College employees receiving a complaint of discrimination, harassment, or sexual-based violence shall immediately refer the complaint to the appropriate person. For acts of sexual-based violence, College employees shall also inform the Complainant of the right to contact law enforcement.
- (3.1) Confidentiality of Reports -- The College will make reasonable efforts to preserve the Complainant’s and Respondent’s privacy. Although all reports will be treated with sensitivity, when a report is made to certain college officials, the College may be required to act on those reports.
- (3.2) To Report Confidentially -- If one desires that details of the incident be kept confidential, he/she should speak with an on-campus counselor, health service provider, or off-campus rape crisis resources who can maintain confidentiality. Campus counselors are available to help students free of charge and can be seen on an emergency basis.
- (3.3) A victim can report or seek advice from certain employees who are not required to report to supervisory personnel unless there is cause for fear for one’s safety or the safety of others. These employees include those without supervisory responsibility or remedial authority to address sexual misconduct, such as

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faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If a student is unsure of someone’s duties and ability to maintain one’s privacy, the student should ask him/her before he/she talks to him/her. They will be able to help the student make decisions about who can help them best.

(3.4) Formal Reporting Options --Students are encouraged to speak to officials of the institution to make formal reports of incidents (Deans, campus security, and human resources). The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

(3.4.1) Formal reports of unlawful discrimination and harassment may be made to the following individuals:

- An employee who has a discrimination or harassment complaint may report the complaint to the Director of Human Resources.
- A student who has a discrimination or harassment complaint may report the complaint to the Dean of Student Services.

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- (3.5) If the alleged discriminator or harasser is a senior administrator (Dean), then the Complainant should report the complaint to the President. Complaints about the President may be made to the Chair of the Board of Trustees.

- (3.6) In addition to the above, anyone may report allegations of sexual harassment or discrimination or sexual-based violence to the college’s Title IX Compliance Officers-- either Director of Human Resources or Dean of Student Services. The Compliance Officer will be made aware of all reports regarding sexual harassment, discrimination, or sexual-based violence that are made to Responsible Employees. The names and contact information of the above administrators will be placed in the college catalog and student handbook. They will also be posted in conspicuous places on campus.

- (4) Initial Investigation -- Members of the college community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other college official. In circumstances in which informal process fails or is inappropriate, in the cases of sexual-based violence, or in which the Complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the following procedures:
 - (4.1) Individuals filing complaints (“Complainants”) are urged to do so in writing as soon as possible, but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should

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recognize that delays in reporting may significantly impair the ability of college officials to investigate and respond to such complaints. The Director of Human Resources shall fully investigate all employee sexual or other unlawful harassment complaints and, as needed and if the complaint also involves a student, collaborate with the Dean of Student Services. The Director of Human Resources will serve as the Compliance Officer for employee complaints. The Dean of Student Services shall fully investigate any student sexual or unlawful harassment complaints and will, as needed and if the complaint also involves an employee, collaborate with the Director of Human Resources. The Dean of Student Services shall serve as the Compliance Officer for student complaints.

- (4.2) The respective Compliance Officer may, in his or her discretion, involve other college administrators in the investigation as necessary to conduct and finalize the investigation (e.g., Title IX Coordinator, Director of Human Resources, and College Attorney).
- (4.3) During the investigation, the respective Compliance Officer shall meet with the Complainant and the Respondent and give each party an equal opportunity to provide evidence, including informing the Compliance Officer of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.
- (4.4) During the investigation process, the Compliance Officer may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary

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actions include, but are not limited to: reassignment of class schedules;
temporary suspension from campus (but be allowed to complete coursework);
or directives that include no contact between the involved parties.

(4.5) A confidential file regarding the complaint shall be maintained by the Director of Human Resources (for employees) or by the Dean of Student Services (for students). To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging sexual harassment or sexual-based violence.

(4.6) The Compliance Officer shall make every effort to conclude the investigation as soon as possible, but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Compliance Officer may have an additional ten (10) calendar days to complete the investigation. The Compliance Officer shall notify the parties of this extension.

(4.7) Upon making the complaint, Complainants alleging sexual harassment and sexual-based violence will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders.

(4.8) Complainants will also be notified of available counseling services and their options of changing academic situations.

(5) Determination, Due Process, and Appeal

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(5.1) Students -- For situations where the Respondent is a student, following an investigation, the Dean of Student Services shall prepare a report of his/her investigation and review the report with the person(s) involved and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from college property or denial of access to college services or programs.

(5.2) If the person(s) are dissatisfied with the Dean's determination, within ten (10) working days of receipt of that determination, the person(s) may appeal to the President. The President may appoint the matter to be heard by the Student Conduct and Appeals Committee consistent with the Student Appeal Policy/Rights of Due Process Procedure. (See Procedure 09-0802 – Student Conduct Appeal Procedure). In cases involving violations of this policy, the Student Conduct and Appeals Committee shall contain no student members.

(5.3) The following due process rights shall apply to the hearing:

(5.3.1) Each party has a right to have legal counsel and/or an advocate present. The role of the legal counsel or advocate is solely to advise the individual. Except for a closing argument, the legal counsel or advocate shall not have the right to address the Committee.

(5.3.2) Each party has the right to produce witnesses on their behalf.

(5.3.3) Each party has the right to present testimonial and documentary evidence.

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(5.3.4) Each party has the right to be present and hear the witnesses presented for both sides.

(5.3.5) Each party has the right to testify or to refuse to testify without such refusal being detrimental.

(5.4) The following hearing procedures shall apply:

(5.4.1) Hearings before the Committee shall be confidential and shall be closed to all persons except the parties; legal counsel and/or advocate; and Committee members and the College Attorney. Witnesses shall only be present in the hearing room when giving their testimony.

(5.4.2) The Complainant shall have an opportunity to make an opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.

(5.4.3) The Respondent will then have an opportunity to make a short opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.

(5.4.4) Each side will have an opportunity to make a short, closing argument with the Complainant going first.

(5.4.5) The hearing will be recorded.

(5.4.6) Upon completion of a hearing, the Committee shall meet in closed session. The College Attorney may be present to provide the Committee with legal advice. Based on a preponderance of the evidence standard, the Committee shall review the evidence and make a written, non-binding recommendation to the President

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within five business days. The parties shall also receive a copy of the non-binding recommendation. The President’s decision shall be final.

(5.5) For complaints involving sexual harassment or discrimination, the college’s Title IX Compliance Officer shall also receive a copy of the final report and determination. Any disciplinary action will be implemented immediately and shall not be postponed pending an appeal.

(6) Personnel

(6.1) For allegations where the Respondent is an employee, following an investigation, the appropriate Compliance Officer shall prepare a recommendation for the President.

(6.2) The President shall review the recommendation and the supporting documents, conduct any further investigation necessary or take any other steps he/she determines to be appropriate in order to respond to the complaint.

(6.3) The President shall provide his/her written determination within ten (10) business days after receiving the Compliance Officer’s recommendation, unless further investigation is needed.

(6.4) For complaints involving sexual harassment or discrimination, the appropriate Title IX Compliance Officer shall also receive a copy of the final report and determination.

(7) Prior to making a determination, the President may convene a Review Committee (“Committee”) to hear the matter and provide a non-binding recommendation.

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- (7.1) Committee Membership -- The Committee shall be composed of the following members: i) one faculty and one staff member and ii) and one senior administrator who will serve as the Chair. All Committee members shall be appointed by the President and shall receive training on conducting hearings for this process.
- (7.2) Hearing Procedures -- The hearing procedures outlined above shall be used by the Committee.
- (7.3) Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include for employees: a warning, written reprimand, suspension or dismissal; for students: a warning, written reprimand, suspension, expulsion from College property or denial of access to College services or programs.
- (7.4) If either party is dissatisfied with the President's determination, he/she may appeal the decision to the Board of Trustees. The appeal must be submitted, in writing, to the President's office within ten (10) business days of receiving the President's determination. The Board shall conduct an "on the record review" and may, if necessary, conduct any further investigation or hearing necessary or take any other steps it determines to be appropriate in order to respond to the complaint. Unless further investigation is needed, the Board shall provide a written response within forty (40) business days after receiving the appeal. The Board may conduct a hearing on the matter if it determines either party is

General Authority:
Revised: 10-23-01; 02-26-02, 06-23-15
Editorial Changes: 05-19-03; 05-22-18

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entitled to receive a hearing under the law or in accordance with another Board policy.

- (8) Protection against Retaliation
 - (8.1) The College will not in any way retaliate against an individual who makes a report of discrimination, harassment, or sexual-based violence in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.
- (9) Prohibited Personal Relationships
 - (9.1) Employee Relationships -- Romantic or sexual relationships between college employees in a direct supervisor/supervisee relationship are prohibited. This prohibition shall continue as long as the employees remain in a direct supervisor/supervisee relationship or in the chain of supervision. Employees violating this provision will be subject to disciplinary action up to and including termination of employment.
 - (9.2) Romantic or sexual relationships between college employees not in a supervisor/supervisee relationship that impairs the college employee’s effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment.

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- (9.3) Employee/Student Relationships -- Romantic or sexual relationships between college employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any college activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.
- (9.4) Romantic or sexual relationships between college employees and students not in an academic relationship that impairs the College employee’s effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.
- (10) Suspending Policy -- In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the college community.
- (11) Student and Employee Education and Annual Training
- (11.1) All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of discrimination,

Revised: 10-23-01; 02-26-02, 06-23-15
Editorial Changes: 05-19-03; 05-22-18

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harassment, and sexual-based violence. This program will be held annually at the beginning of each fall semester. At this annual training, students and employees must receive training in the following areas:

- Information about safe and positive options for bystander intervention skills;
- What “consent” means with reference to sexual activities.
- Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
- How and to whom to report an incident regarding discrimination, harassment, and sexual-based violence;
- The importance of preserving physical evidence in a sexual-based violent crime; and
- Options about the involvement of law enforcement and campus authorities, including the alleged victim’s options, which include i) notifying law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining “no-contact” or restraining orders.

(12) Each year, all students and employees will receive an electronic copy of these procedures sent to their college email address of record. These procedures will be maintained online in the college’s website. A hard copy will be kept on file in the office of the appropriate Compliance Officer.

General Authority:
Revised: 10-23-01; 02-26-02, 06-23-15
Editorial Changes: 05-19-03; 05-22-18

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- (13) The Title IX Compliance Officer shall receive annual training on issues related to discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability.
- (14) To the extent any provision of this policy conflicts with another college policy, the provisions of this policy will prevail.

Roanoke-Chowan Community College Policies and Procedures Manual

Policy Number: **2.27**

Title: **NON-FRATERNIZATION**

Revision Responsibility: **PRESIDENT**

Individuals employed by Roanoke-Chowan Community College who engage in relationships with individuals associated with the College who are in unequal positions within the organizational structure may undermine the real or perceived integrity of the supervision and evaluation process, as well as affect the trust inherent in the educational environment. It is the policy of Roanoke-Chowan Community College that romantic, amorous or sexual relationships not be conducted by persons in unequal positions. Romantic, amorous, or sexual relationships between College employees in unequal positions that impairs the College employee's effectiveness, disrupts the workplace learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment.

The College considers it inappropriate for any member of the faculty, administration, or staff to establish an intimate relationship with a student, subordinate, or colleague upon whose academic or work performance he or she will be required to make professional judgments. Romantic, amorous, or sexual relationships between College employees and students not in an academic relationship that impairs the College employee's effectiveness, disrupts the workplace learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

It is a violation of this policy for any member of the faculty, administration, or staff to offer or request sexual favors, make sexual advances, or engage in sexual conduct, consensual or otherwise, with a person who is:

- A student at the College in general and a student in a class taught by the faculty member or administrator, particularly;
- Receiving academic advising or mentoring from the faculty member or administrator;
- Working in any capacity for the faculty member, administrator or staff; and subject to any form of evaluation by the faculty member, administrator or staff.

The list above is not exhaustive, and other situations of fraternization may also result in a violation of this policy. Employees are expected to exercise their best judgment and discretion in all of their dealings with students or subordinate employees, and are expected to put the best interests of such students or subordinates ahead of their own interests. In regard to such relationships, consent may not be considered an excuse against a charge of sexual harassment in any proceeding conducted under this policy. The determination of what constitutes sexual harassment depends on the specific facts and the context within which the conduct occurs.

Any person or persons who perform work-related functions for the College are also subject to this policy.

General Authority:

Revised: 11-23-04, 10-24-06, 6-15-15

Editorial Changes:

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- (1) It is the responsibility of the Board of Trustees and the College President to ensure that policies and procedures are implemented to protect the security of the college’s information technology resources, which are provided to enable college personnel to fulfill their academic and administrative responsibilities.

Information technology resources may include – computer hardware, software, network and system operations, email, and data handling.
- (2) As a government organization of higher education, R-CCC utilizes the North Carolina Office of Information Technology Services (ITS) as its Internet Service Provider; therefore, the College is obligated to conform to the policies and standards set forth by ITS. Use of R-CCC’s information technology resources shall be consistent with local, state, and federal law and in accordance with all college policies and procedures.
- (3) Access to technology resources is a privilege and can be withdrawn from individuals who fail to use it responsibly. Users of R-CCC technology resources who are determined to have purposefully violated any of the information technology policies and procedures shall be subject to disciplinary action. This action may include suspension of access, discharge, dismissal, suspension, expulsion, and/or legal action.
- (4) The following policy statements provide the administrative authority to the President to ensure security (prevent compromise) of the college’s technological resources:

General Authority: NC Office of ITS, Policies and Standards
Approved: 02-22-05
Revised:
Editorial Changes: 05-22-18

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(4.1) Acceptable Uses of R-CCC Technology Resources

R-CCC technology resources are intended to be used for fulfilling the mission of the College and are not be used for purposes that are illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the college mission, or which may place the College in a libel situation.

(4.2) Identification and Authentication Using IDs and Passwords

Users of the college’s information systems must be properly identified and authenticated before being granted access. The authentication system must limit unsuccessful logon attempts and information maintained on all logon attempts to facilitate intrusion detection. Password management capabilities and procedures must be established by the College to ensure secrecy of passwords and prevent exploitations of easily guessed passwords or weaknesses arising from long-life passwords.

(4.3) Network Security

The College is required to maintain responsibility for managing risk and providing appropriate security for its network in order to protect the integrity and stability of the statewide network operated by ITS. Security measures must conform to applicable enterprise network security standards, architecture, and policies. ITS is authorized, with proper notification, to suspend network service to the College should the level of risk warrant such action.

(4.4) Virus Protection

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The College must take measures to protect its computers and data networks against viruses and other destructive programs.

(4.5) IT Risk Management

The College must implement an appropriate Information Technology Risk Management Program to ensure the timely delivery of critical automated services to college personnel.

(4.6) Remote Access

The College must ensure protection of data and provide an audit trail for accountability.

(4.7) E-Mail

All account holders/users of electronic mail provided by R-CCC are hereby informed that their correspondence on the state information system may be subject to monitoring and disclosure.

(4.8) Disaster Recovery

The College must have an appropriate Business Continuity/Disaster Recovery Plan to ensure the timely delivery of critical functions and services to its stakeholders. This program must include the identification, classification, prioritization, and mitigation processes necessary to sustain the operational continuity of critical college systems and resources.

(4.9) Wireless Communication

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R-CCC prohibits access to the College networks via unsecured wireless communication mechanisms. Only wireless systems that meet the criteria of the College or have been granted access by Information Services are approved for connectivity to R-CCC’s networks. All computers with wireless LAN devices must utilize a corporate-approved Virtual Private Network (VPN) configured to drop all unauthenticated and unencrypted traffic.

(4.10) Data Handling Policy Statement

The College is the owner of all administrative data; individual units or departments may have stewardship responsibilities for portions of that data. The College expressly forbids the use of administrative data for anything but the conduct of college business. Employees accessing data must observe requirements for confidentiality and privacy, must comply with protection and control procedures, and must accurately present the data in any use.

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Policy

Every employee should be concerned with the well-being of other employees and with the well-being of students. An employee should respond immediately to anyone requiring emergency medical attention.

Procedure

Should an emergency arise, the following procedures should be followed:

1. Any employee should call 911 (dial 8 + “9-1-1” if calling from an on-campus phone) immediately in any of the following circumstances:
 - a. If the person is incapacitated or otherwise unable to express a desire for medical attention;
 - b. If the person’s condition appears to be one that is likely to deteriorate if the person does not receive immediate medical treatment; or
 - c. If the person requests that emergency medical assistance be provided.

You should request that Emergency Medical Services respond to your location so that they may render aid and transport the individual to the closest Emergency Medical Facility. Should the individual refuse transport, EMS will have them sign a waiver.

2. Do not leave the individual unattended. Designate someone to notify Campus Security.
3. Do not move the individual unless you are certain about the condition of the individual or unless he/she is in more danger where he/she is at the time of the accident.
4. If the individual’s condition does not appear to be Serious as described in Section 1 above, then wait for the arrival of Campus Security. An officer will come to the individual and determine if a doctor should be called. In cases where the individual refuses treatment/transportation, their refusal shall be noted in the R-CCC Incident Report.

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- 5. ALL INCIDENTS MUST BE REPORTED TO CAMPUS SECURITY and the appropriate administrative officer as soon as possible and in any event within 24 hours. The officer will complete an R-CCC Incident Report. If a student is involved, a copy of the report will be forwarded to the Associate Dean of Students.

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Roanoke-Chowan Community has created this Acceptable Use Policy (“AUP”) in order to encourage the responsible use of the college’s networks, systems, services, and web sites by our faculty, staff, students, and off-campus patrons (collectively called Users). By using the Roanoke-Chowan Community College Network Services, Users consent to be bound by the terms of this AUP. Roanoke-Chowan Community College reserves the right to modify this AUP in its discretion at any time. Such modifications will be effective when posted. Any use of the Roanoke-Chowan Community College Network and Services after such modification shall constitute acceptance of such modification.

A. Prohibited Conduct.

In General. The Roanoke-Chowan Community College Network and Services must be used in a manner that is consistent with the intended purpose of the Roanoke-Chowan Community College Network and Services and may be used only for lawful purposes. Users shall not use the Roanoke-Chowan Community College Network and Services in order to transmit, distribute, or store material: (a) in violation of any applicable law or regulation, including export or encryption laws or regulations; (b) that may disrupt, damage, or otherwise adversely affect the Roanoke-Chowan Community College Network and Services or other Roanoke-Chowan Community College Users; or (c) that may expose Roanoke-Chowan Community College to criminal or civil liability. Users are prohibited from facilitating the violation of any part of this AUP or another provider’s AUP, including, but not limited to transmitting, distributing, or otherwise making available any product or service that violates this AUP or another provider’s AUP.

Inappropriate Content. Users shall not use the Roanoke-Chowan Community College Network and Services to transmit, distribute, or store material that is inappropriate, as reasonably determined by Roanoke-Chowan Community College, or material that is obscene, unlawful (including pornography), defamatory, libelous, threatening, abusive, disruptive, hateful, or excessively violent.

Intellectual Property. Material accessible through the Roanoke-Chowan Community College Network and Services may be subject to protection under privacy, publicity, or other personal rights and Intellectual Property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets, or other proprietary information. Users shall not use the Roanoke-Chowan Community College Network and Services in any manner that would infringe, dilute, misappropriate, or otherwise violate any such rights. If you use a domain name in connection with any of the Roanoke-Chowan Community

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College Network and Services, you must not use that domain name in violation of the trademark, service mark, or other rights of any third party.

Harmful Content. Users shall not use the Roanoke-Chowan Community College Network and Services to transmit, distribute or store material that may be harmful to or interfere with the Roanoke-Chowan Community College Network and Services or any third party’s networks, systems, services, or web sites. Such prohibited harmful content includes, but is not limited to, viruses, worms, or Trojan horses.

Fraudulent/Misleading Content. Users shall not use the Roanoke-Chowan Community College Network and Services to transmit or distribute material containing fraudulent offers for goods or services, or any advertising or promotional materials that contain false, deceptive, or misleading statements, claims, or representations. In addition, users are prohibited from submitting any false or inaccurate data on any order form, contract or online application, including the fraudulent use of credit cards.

E-mail and Unsolicited Messages. Users shall not use the Roanoke-Chowan Community College Network and Services to transmit spam or other unsolicited e-mail messages, including, without limitation, unsolicited bulk e-mail where such e-mails could reasonably be expected to provoke complaints. Further, Users are prohibited from using the service of another provider to send spam to promote a site hosted on or connected to the Roanoke-Chowan Community College Network and Services. All messages must include identity information of the sender.

In addition, Users shall not use the Roanoke-Chowan Community College Network and Services in order to (a) send e-mail messages which are intended to harass or annoy others, (b) continue to send e-mail messages to a recipient that has indicated that he/she does not wish to receive them, (c) send e-mail with forged TCP/IP packet header information, (d) send malicious e-mails, including, without limitation, “mail bombing”, (e) send or receive e-mail messages in a manner that violates the use policies of any other Internet service provider, or use an e-mail box exclusively as a storage space for data.

Third Party Rules; Usenet. Users may have access through the Roanoke-Chowan Community College Network and Services to search engines, subscription Web services, chat areas, bulletin boards, Web pages, USENET, or other services that promulgate rules, guidelines or agreements to govern their use. Users must adhere to any such rules, guidelines, or agreements.

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Inappropriate Actions. Users shall not use the Roanoke-Chowan Community College Network and Services to conduct activities that may be harmful to or interfere with the Roanoke-Chowan Community College Network and Services or any third party’s networks, systems, services, or Web sites, including, but not limited to, flooding, mail bombing, or denial of service attacks. Users are prohibited from violating or attempting to violate the security of the Roanoke-Chowan Community College Network and Services or the computers, accounts, or networks of another party. Users are also prohibited from any activity considered a precursor to attempted security violations, including, but not limited to, any form of scanning, probing, or other testing or information gathering activity. Inappropriate activity may result in civil or criminal liability. Roanoke-Chowan Community College will investigate such activity, and may involve and cooperate with law enforcement authorities in prosecuting Users involved in such activity.

B. Suspension and Termination. Any User which Roanoke-Chowan Community College determines to have violated any element of this AUP may be subject to suspension or termination of service and may lead to disciplinary action up to and including termination of employment. Roanoke-Chowan Community College will suspend service for violation of the AUP on the most limited basis as Roanoke-Chowan Community College determines is reasonably practical under the circumstances to address the underlying violation.

Roanoke-Chowan Community College will attempt to notify Users prior to suspending service for violation of the AUP (which may be via e-mail or any other notification); provided, however, Roanoke-Chowan Community College may suspend service without notice if Roanoke-Chowan Community College becomes aware of a violation of any applicable law or regulation or activity, including but not limited to a violation of the AUP, that exposes Roanoke-Chowan Community College to criminal or civil liability or that exposes the Roanoke-Chowan Community College network or Roanoke-Chowan Community College User’s network or property to harm. Such harm to a network may include, but is not limited to, risk of having an IP address placed on blacklists.

Roanoke-Chowan Community College may take such further action as Roanoke-Chowan Community College determines to be appropriate under the circumstances to eliminate or preclude repeat violations, and Roanoke-Chowan Community College shall not be liable for any damages of any nature suffered by any User, or any third party resulting in whole or in part from Roanoke-Chowan Community College’s exercise of its rights under this AUP.

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C. **Responsibility for Content.** Roanoke-Chowan Community College takes no responsibility for any material created or accessible on or through the Roanoke-Chowan Community College Network and Services. Roanoke-Chowan Community College is not obligated to monitor such material, but reserves the right to do so. Roanoke-Chowan Community College will not exercise any editorial control over such material. In the event that Roanoke-Chowan Community College becomes aware that any such material may violate this AUP and/or expose Roanoke-Chowan Community College to civil or criminal liability, Roanoke-Chowan Community College reserves the right to block access to such material and suspend or terminate any User creating, storing, or disseminating such material. Roanoke-Chowan Community College further reserves the right to cooperate with legal authorities and third parties in the investigation of alleged wrongdoing, including disclosing the identity of the User that Roanoke-Chowan Community College deems responsible for the wrongdoing.

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I. BACKGROUND

As a result of the increasing instances of identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA). Public Law 108-159. This amendment to the Fair Credit Reporting Act dictated that the Federal Trade Commission (FTC) promulgated by the FTC (Red Flag rules) requires any financial institution and creditor that holds any type of consumer account or other account for which a potential risk of identity theft exists to create and implement a written Identity Theft Prevention Program in order to tackle identify theft associated with new and existing accounts. “Red Flags” refer to patterns, practices, or specific activities that could indicate identity theft. This Identity Theft Prevention Program is appropriate to our size and complexity and the nature and scope of the college’s activities.

II. PURPOSE

Roanoke-Chowan Community College adopts this Identity Theft Prevention Program to enact reasonable policies and procedures to protect college employees, students, contractors and the college from damages associated with the compromise of sensitive personal information. This Program is intended to minimize the potential to steal the identity of someone associated with the college but also to prevent the college of being a source of false identity creation. The college will develop appropriate procedures to detect “Red Flags,” develop methods to prevent and mitigate identity theft, and develop plans of action once a “Red Flag” has been detected.

III. DEFINITIONS

For purposes of the Program, the following definitions apply:

- A. **Creditor** – Any organization, including community colleges, which regularly:
 1. extends, renews, or continues credit; or
 2. arranges for someone else to extend, renew, or continue credit; or
 3. is the assignee of a creditor involved in the decision to extend, renew, or continue credit.

- B. **Credit** - Deferral of payment of a debt incurred for the purchase of goods services, including educational services.

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- C. **Customer** – an employee, a student, a contractor (could be business or professional service agreement)

- D. **Covered account** – Every new and existing employee, student or contractor account that meets the following criteria is covered by this program:

 Business and personal accounts for which there is a reasonably foreseeable risk of identity theft or risk to the safety and/or soundness of the college from identity theft, including financial, operational, compliance, reputation, or litigation risks.

- E. **Financial institution** – Typically a bank, credit union, or other entity that holds for an individual an account from which the owner can make payments, and transfers.

- F. **Identifying information** – Information which alone, or in combination with other information, can be used to identify a specific individual. Identifying information includes name, social security number, date of birth, driver’s license number, identification card number, college or taxpayer identification number, unique electronic identification numbers, address or routing code, or certain electronic account identifiers associated with telephonic communications.

- G. **Identity theft** – A fraud attempted or committed using identifying information of another person without proper authority.

- H. **Red Flag** – A pattern, practice, or specific activity which indicates the possibility of identity theft.

- I. **Sensitive information** – Sensitive information includes the following items whether stored in electronic or printed format:
 - 1. **Personal Information** – Sensitive information consists of personal information including, but not limited to:
 - Credit Card Information, including any of the following:
 - Credit Card Number (in part or whole)
 - Credit Card Expiration Date
 - Cardholder Name
 - Cardholder Address

Tax Identification Numbers, including:

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- Social Security Number (SSN)
- Business Identification Number
- Employer Identification Numbers

Payroll information, including, among other information:

- Paychecks
- Pay advices
- Pay rates

Medical Information for any Employees or Customers, including:

- Doctor names and claims
- Insurance claims
- Prescriptions
- Any related personal medical information

Other Personal Information belonging to Customers, Employees and Contractors, example of which include:

- Date of Birth
- Address
- Phone Numbers
- Maiden Name
- Alias
- College ID Number

2. Corporate Information – Sensitive corporate information includes, but is not limited to:

- Company, employee, customer, vendor, supplier confidential, proprietary information or trade secrets.
- Proprietary and/or confidential information, among other things, includes: business methods, customer utilization information, retention information, sales information, marketing and other Company strategy, computer codes, screens, forms, information about, or received from, Company’s current, former and prospective customers, sales associates or suppliers or any other

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non-public information. Proprietary and/or confidential information also includes the name and identity of any customer or vendor and the specifics of any relationship between and among them and the company

- Any document marked “Confidential,” “Sensitive,” “Proprietary,” or any document similarly labeled.
- The company personnel are encouraged to use common sense judgment in securing Confidential information to the proper extent. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor/manager.

J. **Service provider** – Person providing a service directly to the financial institution or creditor.

IV. SCOPE – Activities Roanoke-Chowan Community College are involved that require compliance with the Red Flag Rules include:

- A. Issuance of any scholarship which requires the recipient to sign a promissory note;
- B. Maintaining an account for students from which the student can authorize payments for goods and services like books and supplies;
- C. Provision of emergency loans to students;
- D. Using debit cards;
- E. Maintaining covered accounts for employees, students, and contractors;
- F. Persons attempting to access academic or financial information.

V. IDENTIFICATION OF RELEVANT RED FLAGS

Red Flag Category	Examples of Red Flags
Alerts, notifications, or other warnings received from the Attorney General’s Office, consumer reporting agencies, service providers, such as fraud detection services, or other entities used	A consumer reporting agency issues a fraud or active duty alert.
	A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.

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Red Flag Category	Examples of Red Flags
<p align="center">to collect data</p>	<p>A consumer reporting agency provides a notice of address discrepancy.</p>
	<p>A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:</p> <ol style="list-style-type: none"> 1) A recent and significant increase in the volume of inquiries; 2) An unusual number of recently established credit relationships; 3) A material change in the use of credit, especially with respect to recently established credit relationships; or 4) An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.
<p align="center">The presentation of suspicious documents</p>	<p>Documents provided for identification appear to have been altered or forged.</p>
	<p>The photograph/physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.</p>
	<p>The Social Security Number has not been issued, or is listed on the Social Security Administration’s Death Master File.</p>
	<p>A report from Homeland Security indicates inconsistencies to what has been reported to the college.</p>
	<p>Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.</p>
	<p>Other information on the identification is not consistent with readily accessible information that is on file with the financial institution or creditor, such as a signature card or a recent check.</p>
	<p>An application appears to have been altered or forged, or gives the appearance of</p>

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Red Flag Category	Examples of Red Flags
<p>The unusual use of, or other suspicious activity related to, a covered account</p>	having been destroyed and reassembled.
	Shortly following the notice of a change of address for a covered account, the institution or creditor receives a request for a new, additional, or replacement card or a cell phone, or for the addition of authorized users on the account.
	Any student account is used in a manner commonly associated with known patterns of fraud patterns. For example: The customer fails to make the first payment or makes an initial payment but no subsequent payments.
	A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example: <ul style="list-style-type: none"> a. Nonpayment when there is no history of late or missed payments; b. A material increase in the use of available credit; c. A material change in purchasing or spending patterns; d. A material change in electronic fund transfer patterns in connection with a deposit account; or e. A material change in telephone call patterns in connection with a cellular phone account.
	A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors
	Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.
The college is notified that the customer is	

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Red Flag Category	Examples of Red Flags
	<p>not receiving paper account statements.</p> <p>The college is notified of unauthorized charges or transactions in connection with a customer's covered account.</p> <p>A customer initiates multiple address changes over a short period of time.</p> <p>A customer is attempting to access information about a deceased student.</p> <p>The college is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.</p>
<p>Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the college</p>	<p>A student, borrower, law enforcement personnel or service provider notifies the college of unusual activity related to a covered account. This includes discrepancies in the social security number to a student's name (provided typically by the NC Department of Revenue from debt set-off); address is not a valid address (provided typically by the NC Attorney General's Office), and/or payment plan provider having a discrepancy of data between college and responsible party.</p> <p>A student or customer does not know personal information that they should know, i.e. social security number, date of birth, student identification number.</p>
<p>Requests for access to information</p>	<p>A student attempts to change his or her address when an account for that student has been inactive for a prolonged period of time.</p>
<p>Students returning to school after a long period of time</p>	<p>A student wishes to register for courses and/or apply for financial aid when that student's account has been inactive for a prolonged period of time.</p>

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Red Flag Category	Examples of Red Flags
	All students who have had a break in enrollment (excluding summer session) are readmitted only after a current admissions application is received.
Student registration	<p>R-CCC will perform verifications of students when registering to be assured that the correct student is being registered for courses.</p> <p>When a student registers for class when more than one student has same first and last name one or more of the following is required: picture ID, SSN, date of birth, address, and phone number required.</p> <hr/> <p>To initiate a name change student must present a legal document (marriage certificate, divorce decree or social security card) with the student’s new name.</p>

VI. DETECTING RED FLAGS

A. Opening a Covered Account

- a. Admissions.** Students may be admitted to the college in Student Services. Students must present a picture form of identification and their SSN before completing required forms. It should be stressed that students should provide their full name, maiden name if married, and other pertinent information to ensure the student is who they claim to be. Inconsistencies will be reconciled and if not reconcilable, actions must be taken in accordance with Section VIII.

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All admission and financial data will be directly entered into Datatel using R-CCC computers or by entering financial aid data into a secure website. R-CCC needs to do verifications of students when registering to be assured that the correct student is being registered for courses. Issues that can exist include registering the incorrect student when multiple students are in the college database with the same name; use of an inactive account by someone other than the student to obtain financial aid and/or student benefits; and students attempting to register when they have been away from the college for a long period of time.

Financial Aid. Students are asked to submit their FAFSA electronically. Student signature and official transcripts are the only required documents used for identification. Students selected for verification by the Department of Education are required to provide additional documentation (financial records, income tax information, etc.).

- b. Hiring.**
 - i. Employees.** All new employees will be requested to provide a SSN and picture identification. All new employees will be entered into the Homeland Security database within 5 days of hire. Inconsistencies will be resolved or referred to Section VIII.
 - ii. Contractors.** These are both Professional Service Contracts and individual firms that are contracted by the college. Every effort will be made to verify the individual and firms name to include Tax ID as appropriate.

B. Existing Covered Account

a. **Hard Copy Distribution** Every employee and contractor performing work for the company will comply with the following policies:

1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday.
3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.

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- 4. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased or removed when not in use.
- 5. When documents containing sensitive information are discarded they will be shredded using a mechanical cross cut or Department of Defense (DOD) approved shredding device. Shred bins are labeled “*Confidential paper shredding and recycling.*” If you need any assistance in locating one of these bins, please contact a supervisor/manager.

b. Electronic Distribution Every employee and contractor performing work for the company will comply with the following policies:

- 1. Internally, sensitive information may be transmitted using approved company e-mail. All sensitive information must be password protected when stored in an electronic format with individuals designed for proper access.
- 2. Any sensitive information sent external must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the email, “*This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.*”

c. Dissemination of Sensitive Data. It is customary that certain information be provided to selected organizations as a way of performing day-to-day business. Any abnormal requests for sensitive data should initially be denied until the full justification of why the information is necessary is substantiated. It must also be determined that the individual/organization requesting the information is also substantiated and verified.

d. Working with Banks. Formal arrangements must be made with participating banks and financial institutions on the proper methods of communication and handling transactions. Only a small selected number of individuals will be on signature cards and these will be

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updated as individuals depart. Periodically meetings between bank officials and college officials will take place to ensure that working arrangements are fully understood. This includes electronic payroll processing, check and credit card transactions, lock box and various savings and checking accounts.

e. Third Party Agencies. The college coordinates with various agencies sponsoring students. These agencies range from Federal programs to local small businesses to family members of prospective students. The relationship between the third party and the student varies. However, it is not the college responsibility to provide sensitive information to the third parties even though they are sponsoring a student. It is the student’s discretion as to what type of information is passed on to third parties. Third Party Agencies should also be reminded periodically of their responsibility to keep student information confidential.

Third party agencies that handle sensitive data for the college need to be evaluated no less than annually to ensure that they are in compliance with “red flag rules.”

f. Collection Agencies. In order for collection agencies to be effective they need sensitive information to do their job. The college will contract only with approved North Carolina Collection Agencies and will only provide information electronically in the prescribed format. Collection agencies requesting additional information will be challenged and reported.

g. Unauthorized breaches or attempted entry into our system. Any and all breaches or attempted breaches of the security system to gain access to covered accounts will be immediately investigated and a report submitted to the Identity Theft Prevention Officer. The report will determine whether sensitive information was obtained and a listing of potential covered accounts identified.

R-CCC will perform routine diagnostics on firewalls and the security of electronic data portals.

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Security scans to detect unauthorized or attempted access should be completed at regular intervals as well as unscheduled scans to detect breaches.

Physical access to where data is stored electronically is restricted to MIS and personnel approved by the President of the college.

R-CCC utilizes a firewall to prevent unauthorized internet users from accessing its private network connected to the internet.

The internal network is segmented into vlans to further limit who can access the server vlan and what servers they can access.

Employees accessing the Datatel server have passwords that must meet our password complexity policy in which these passwords are required to be changed every 45 days.

MIS employees have their desktops configured to lock after a specified time of inactivity to prevent unauthorized access to sensitive information.

Periodically the MIS security officer should review changes to sensitive information to determine unusual or repetitive activity. Any laptop or computer that is reported missing containing access to the Datatel system will be immediately reported to the MIS security officer and the Identity Theft Prevention Officer. A determination will be made if obtaining that computer will pose any threat and if so, appropriate actions will be made to prevent unauthorized entry.

- h. **Transaction Processing.** As a minimum when an individual is requesting a processing of any activity to their account including, but not limited to registration activity, financial aid processing, bookstore transactions, and business office payments/inquiries, as a minimum a picture ID and/or a college ID will be needed to verify a person’s identity. When corresponding by phone or e-mail sufficient information exchange will be necessary to verify the individual’s identity.

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R-CCC will maintain PCI compliant on portals where payments are taken electronically in an effort for prevention and mitigation of red flags.

VII. PREVENTING AND MITIGATING IDENTITY THEFT

A. Opening a Covered Account

- a. When a person does not provide any identification or provides insufficient identification, the college should deny registration or financial aid until a picture identification and a valid SSN card is presented. The person may be required to obtain a picture identification card from the Department of Motor Vehicles.

B. Existing Covered Account

- a. The college has identified the Dean, Finance & Administration as the Identity Theft Prevention Officer. In the event that suspected identity issues arise the Prevention Officer will be notified.
- b. The college’s bookstore buys back books from students at the end of the semester. The bookstore will verify the identity of the student obtaining the cash. This, in correlation with security reports of possible book thefts, could be used to identify if stolen books are attempted to be sold. If anything seems questionable regarding the student selling back the books, bookstore personnel need to be able to verify courses taken by the student within that semester to verify that the books are valid for the student’s course enrollment.
- c. R-CCC should have regular, mandatory staff meetings to educate employees about risks and liabilities of data loss or theft.
- d. R-CCC will train appropriate employees, then review and test procedures for dealing with sensitive information and with access requests.
- e. R-CCC should review internal access to paper, electronic documents and information systems containing sensitive information.

VIII. RESPONDING TO DETECTION OF RED FLAGS

Once potentially fraudulent activity is detected, it is essential to act quickly as a rapid appropriate response can protect customers and the company from damages and loss.

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- a. Once potentially fraudulent activity is detected, gather all related documentation and write a description of the situation. Take this information and present it to the Identity Theft Prevention Officer.
- b. The designated program representative will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.
- c. If a transaction is determined to be fraudulent, appropriate actions must be taken immediately. Actions may include:
 - Cancel the transaction
 - Notify and cooperate with appropriate law enforcement
 - Determine extent of liability to company
- d. Notify actual customer that fraud has been attempted. Receipt of notification of suspicious activity by student, law enforcement or borrower should be disseminated to specifically identified individuals.
- e. As appropriate the following additional items should be considered.
 1. Ask for validation and/or supplemental documentation/identification when a student’s identity is in question.
 2. Check credit card receipts when possible fraudulent charges are reported from a customer’s bank statement.
 3. Verify original student documents when a discrepancy is reported regarding social security number discrepancies to name and other red flag issues regarding aged accounts.
 4. Deny access to information or disable an account pending upon further investigation and resolution of suspicious activity.
 5. Follow-up on reported thefts which possibly involve the compromise of sensitive data.
 6. Develop a plan for notifying victims of possible identity theft and proper authorities. Receipt of notifications from service providers of red flag criteria (i.e., discrepancies in social security number to name, address differences, etc.) should be disseminated to specifically identified individuals.
 7. Develop a plan for using all available media to disseminate information concerning an improper disclosure of sensitive information. The records of current students, former students, and employees should be considered when disseminating the information concerning a breach.

General Authority:
 Adopted: 06-23-09 **Revised:**
Editorial Changes:

2.31	Identify Theft Prevention Program	15 of 15
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IX. UPDATE OF IDENTITY THEFT PROGRAM

- a. At periodic intervals, but no less than two years, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment.
- b. Periodic reviews will include an assessment of which accounts are covered by the program.
- c. As part of the review, Red Flags may be revised, replaced or eliminated. New Red Flags may also be appropriate.
- d. Actions to take in the event that fraudulent activity is discovered may also require revision to reduce damage to the company and its customers.

X. PROGRAM ADMINISTRATION

- A. Program Oversight** The Board of Trustees is required to review and approve an Identity Theft Prevention Policy. The Board of Trustees designates that the Dean, Finance & Administration be designated as the Identity Theft Prevention Officer who is responsible for the oversight, development, implementation, and administration of the Identity Theft Prevention Program.
- B. Staff Training** The Identity Theft Prevention Officer will identify selected individuals to be trained in FERPA. Additionally, training should be conducted for individuals involved in managing or entering data in covered accounts and that periodic reviews are performed to ensure compliance with this policy. The training needs that include multiple records, multiple account managers, and adjunct professors will need to be included.
- C. Oversight of Service Providers** It is the responsibility of the company to ensure that the activities of all Service Providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. A Service Provider that maintains its own Identity Theft Prevention Program, consistent with the guidance of the Red Flag Rules and validated by appropriate due diligence, may be considered to be meeting these requirements. Any specific requirements should be specifically addressed in the appropriate contract arrangements.

General Authority:
 Adopted: 06-23-09 **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

2.32	Instructional Services Agreement & Facsimile Signatures	1 of 1
NUMBER	TITLE	PAGE

The President is authorized to approved Level I and II Service Area Agreements by the Trustees according to 23 NCAC 02E.0604. In the case of Level III Instructional Service Area Agreements, the Board authorizes the President to affix the official signature stamp or facsimile in the absence of the Chairman of the Board of Trustees according to GS 115D-58.8.

General Authority:
Adopted: 06-23-09 **Revised:**
Editorial Changes:

2.33	Americans with Disabilities Act (ADA)	1 of 4
NUMBER	TITLE	PAGE

DEFINITIONS:

- A. "Individual with a Disability" refers to any person who:
 - Has a physical or mental impairment that substantially limits one or more major life activities, (i.e. caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and/or working); or
 - Has a record of such an impairment (has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities); or
 - Is regarded as having such an impairment; or
 - Who has an abnormal condition that is medically recognizable or diagnosable.

- B. "Reasonable accommodation" in college employment is reasonable modifications or adjustments to a job, work environment, policies, practices, and/or procedures that enable qualified individuals with a disability to enjoy equal employment.
- C. "Undue hardship" is any excessively costly, extensive, substantial, or disruptive modification or one that would fundamentally alter the nature and operation of the institution or any of its programs or services or threaten the health and safety of the college community.
- D. "Health Care Professional" means a person who has completed a course of study and is licensed to practice in a field of health care which includes the diagnoses and assessment of the particular disability or disabilities in question.
- E. "Equal Employment Opportunity" means an opportunity to perform the essential job functions or to enjoy equal benefits and privileges of employment as are available to a similarly-situated applicant or employee without a disability. A qualified individual with a disability with respect to employment is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job in question.
- F. "Essential Functions" refers to the fundamental job duties of the position that the individual with the disability holds or desires.

Background:

The American with Disability Act (1990), The American with Disabilities Amendments Act (2008) and Section 504 of the Rehabilitation Act of 1973 were designed to prevent discrimination against individuals with disabilities.

General Authority:
 Adopted: 09-28-10 **Revised:**
Editorial Changes:

2.33	Americans with Disabilities Act (ADA)	2 of 4
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Roanoke-Chowan Community College, an equal employment opportunity institution, is committed to complying with all Federal and State laws and regulations prohibiting discrimination and harassment.

It is therefore the policy that a R-CCC student or employee (or potential student or employee) who has a disability as defined by the ADA may ask the College for accommodations in order to enroll or participate fully in a course or to apply for employment or perform the essential functions of a job. Under the provisions of the ADA, R-CCC is obligated to make reasonable accommodations for a qualified individual requesting assistance, unless doing so would result in either a fundamental alteration in the nature of the course or program, or would place undue hardship on the College.

It is furthermore the policy of the College that any acts of discrimination or harassment of students, employees or individuals associated with an individual with a disability will be considered as unacceptable and impermissible conduct. Such acts will not be condoned or tolerated by the College and it will take full measure to enforce appropriate action in the event there is a violation.

PROCEDURE:

- A. Individuals seeking accommodations must communicate the request immediately to the appropriate person, as indicated below:
 - 1. Students: Dean of Student Services
 - 2. Employees: Human Resources Coordinator
- B. Individuals seeking assistance or accommodation must provide documentation from an appropriate Health Care Professional. Required documentation includes the results of medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify both the need for accommodation and the specific type of accommodation requested. (see Appendix A for a listing)
- C. All requests must be in writing. Any information submitted shall be considered confidential and may be shared only with those who have a “need to know” in accordance with federal and/or State law.
 - 1. The individual shall respond to all requests for complete documentation within the predetermined timeframe.
 - 2. The individual shall respond in a timely manner as determined through the discretion of the College to requests for additional medical opinions and/or independent medical examinations as may be necessary.

General Authority:
 Adopted: 09-28-10 **Revised:**
Editorial Changes:

2.33	Americans with Disabilities Act (ADA)	3 of 4
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3. The individual shall be responsible for the expenses of providing acceptable documentation, which may include the costs of necessary medical examinations needed to render an acceptable medical decision. If, upon review and at the sole discretion of the College, it is determined additional medical opinions are necessary, the College may assume the responsibility for the additional costs.
4. Failure to provide all requested medical documentation, including any additional medical documentation as may be required and/or failure to submit to an independent medical examination may, at the discretion of the College, result in denial of any request(s) for accommodation(s).
5. A qualified individual with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job without the accommodation, s/he will not be considered to be an otherwise qualified individual with a disability after refusing the accommodation.
6. Accommodations are made on a case-by-case basis.

ALL REASONABLE ATTEMPTS WILL BE MADE TO ACCOMMODATE AN INDIVIDUAL'S SPECIAL NEEDS. HOWEVER, THIS IS NOT A GUARANTEE THAT SERVICES CAN BE PROVIDED.

III. Appeals Process

Any individual who feels he/she has been subjected to discrimination on the basis of a disability or whose accommodation request has been denied is entitled to submit a grievance to the College as outlined in the appropriate handbook or manual.

General Authority:
Adopted: 09-28-10 **Revised:**
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2.33	Americans with Disabilities Act (ADA)	4 of 4
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Appendix A
Disability documentation

The following documentation is the minimum necessary in order to provide a prompt review of records and determine the appropriate accommodation, if any. Additional documentation may be necessary on a case-by-case basis. Supplying this minimum documentation does not guarantee any accommodation will be supplied.

1. Information must come from the appropriate licensed medical professional. This person must have the necessary qualifications to accurately and properly diagnose the claimed disabilities.
2. The licensed professional must state the disability findings on the official letterhead that indicates the professional area of specialization.
3. There must be a statement of findings that indicate why there was a need to perform testing to determine a disability was present.
4. The testing performed must be included. It must state the dates, tests, results, and summary of those tests, as well as the certifying official performing those tests.
5. A conclusion summary must be part of the documentation that shows a correlation drawn from the testing to the diagnosis, including the treatment plan.
6. The functional limitations must be cited. The limitations shall be related to the essential functions of the employee’s specific position.
7. All medications and treatments prescribed must be listed.
8. All documentation shall be dated within 3 years prior of the request. If necessary, this timeframe may be shortened on a case-by-case basis.

General Authority:
Adopted: 09-28-10 **Revised:**
Editorial Changes:

2.34	Whistleblower Policy	1 of 1
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It is the responsibility of all employees to report unlawful or inappropriate actions or misconduct. The college is committed to protecting employees who report another employee’s unlawful or inappropriate actions or misconduct. The college has established and follows internal procedures for enabling faculty and staff to make such reports with protection from retaliation, harassment, or adverse employment consequences as a result of a report made following this procedure.

Employees and anyone else providing services to Roanoke-Chowan Community College are encouraged to report either orally or in writing all evidence of any activity on the part of its current or former employees, trustees, or anyone else with whom Roanoke-Chowan Community College has a business relationship that may constitute:

- A violation of any state, federal, or local law, rule, or regulation applicable to the operations of Roanoke-Chowan Community College;
- Misappropriation or misuse of college resources;
- Substantial and specific danger to the employee’s or public’s health and safety; or
- An act of gross mismanagement, gross waste of public funds, or gross neglect of duty.

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

Any employee who reports such violations as described above in good faith shall be protected from any retaliatory action including discharge, suspension, demotion, or any other adverse employment action. In addition, employees are also protected for

2.34	Whistleblower Policy	1 of 1
NUMBER	TITLE	PAGE

refusing to carry out a directive which constitutes a violation as described above. Any alleged retaliatory actions shall be promptly investigated by the College.

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

These employee protections extend to violations reported both internally and to the “hotline” maintained by the North Carolina Office of the State Auditor. Roanoke-Chowan Community College will, to the extent possible and consistent with the need to conduct an adequate investigation, maintain confidentiality of reported violations.

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

American Recovery and Reinvestment Act (ARRA)
Roanoke-Chowan Community College adheres to the American Recovery and Reinvestment Act (ARRA) Whistleblower Protection policy for State and local government and contract employees, who report concerns about possible misuse of funds. The statute prohibits reprisals against whistleblowers, requires a Federal investigation of all complaints, and requires recipients to notify employees of their rights and remedies under ARRA.

General Authority:
Adopted: 01/25/2011 Revised: 02/26/2019
Editorial Changes:

2.34	Whistleblower Policy	1 of 1
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College employees can report possible misuse of federal ARRA funds through the www.Recovery.org website or by accessing the NC Office of Economic Recovery and Investment (OERI) whistleblower webpage at the following address:
www.ncrecovery.gov/reportFraud/reportFraud.aspx.

Employees can also report possible misuse of ARRA – State Fiscal Stabilization Fund (SFSF) to the US Department of Education’s Inspector General’s Hotline, which can be accessed here:
<http://www2.ed.gov/about/offices/list/oig/hotline.html?src=rt>

2.35	Code of Ethics	1 of 4
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This policy is intended to ensure an environment where employees understand that they hold a public trust. This trust obligates them to a) conduct the business of the institution in accordance with the highest ethical standards, b) not use their public office for personal gain or private advantage, and c) avoid activities that conflict with the proper discharge of their duties. The principles and guidelines contained in this policy apply to all persons employed by Roanoke-Chowan Community College without regard to rank or position, length of service, or past performance. This policy does not alter or supersede additional policies in place.

Employees are required to:

1. Serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is the primary mission of the College.
2. Promote an environment of public trust free from fraud, abuse of authority and misuse of public property.
3. Strengthen public confidence in the integrity of the college by demonstrating the highest standards of personal integrity, fairness, honesty and compliance with law, rules, regulations and R-CCC policies.
4. Interact with co-workers with respect, concern, courtesy, and responsiveness.
5. Create a work environment that is free from all forms of discrimination and harassment.

Definitions

When used in this policy, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

"Board" means the Board of Trustees of the College.

"College matter" means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action.

"Employee" means any person compensated for full or part-time employment services rendered to the College.

"Immediate family member" shall be interpreted as defined by the Internal Revenue Code of the United States.

"Interest" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.

"Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

General Authority:
 Adopted: 05/24/2011 **Revised:**
Editorial Changes:

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3. Standards of Ethics

Employees of Roanoke-Chowan Community College have an obligation to avoid activities or situations, which may result in a conflict of interest or the appearance of conflict of interest. R-CCC is an institution of public trust; all employees must respect that status and conduct their affairs in ways that will not compromise the integrity of the College.

- A. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College.
- B. No employee shall use his or her official position to secure unauthorized privileges or advantages for himself, herself or others.
- C. No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
- D. No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.
- E. No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties to the College. (reference BP 2.23 – Gifts & Favors)
- F. No employee shall knowingly create an impression or suspicion among the public that he or she may be engaged in conduct violating his or her trust as a public employee.
- G. No employee shall appear on behalf of a party not affiliated with the College, in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.

General Authority:
 Adopted: 05/24/2011 **Revised:**
Editorial Changes:

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- H. College employees shall not use confidential information about the College and/or college employees obtained by reason of their employment with intent to cause financial gain for themselves or unfair advantage for themselves or another person.
- I. No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unauthorized privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.
- J. No employee shall engage in an amorous relationship with a student or other employee for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor. (reference BP 2.27 Non-Fraternization)
- K. The primary work obligation of a full-time employee of the College is to the College. No employee shall engage in secondary employment without obtaining prior permission as addressed in the College Board Policy 2.12 (Secondary Employment)
- L. While Roanoke-Chowan Community College employees have the right to free speech, there are limitations as to how they exercise that right while at work. For example, employees cannot use their positions at the College to influence votes for or against any candidate or ballot issue. No college resources may be used to lobby for or against a candidate, ballot issue or legislative action.
- M. No College employee may use the name of the College or any of its graphic identification symbols in printed materials intended to endorse or promote individual enterprises or to otherwise enhance private gain or for endorsement of any external activities without prior written approval from the office of Public Information. An employee may list their institutional affiliation in professional books, articles, and monographs they author or edit and in connection with professional workshops they conduct or presentations they make.
- N. Violation of this policy will result in appropriate disciplinary action up to and including suspension without pay, transfer, demotion, termination of employment, cessation or prohibition of business with a vendor, and other appropriate remedies.

4. REPORTING OF SUSPECTED VIOLATIONS

A. *Reporting to Management* - The College welcomes good faith reports of suspected violations. No Personnel who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences as a result of making a report. Personnel should report suspected violations of

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applicable laws, government or College regulations, government or industrial contract and grant requirements, or this Code. This reporting should normally be made initially through standard management channels, beginning with the immediate supervisor. Alternatively, employees may go to a higher level of management and may also report suspected violations or problems to the Dean for Finance and Administration, or General Counsel. If a violation is reported anonymously, the College will investigate the violation if sufficient detail is provided to allow for an investigation.

- B. Reporting to State Ethics Board** - *Complaints may be filed by an individual (personally or by his/her attorney) with the State Ethics Board. Complaints shall state the name of the person alleged to have violated the ethics law or rules adopted under it and the particulars involved, and may contain other information necessary to the investigation.*
- C. Cooperation** - *All employees should cooperate fully in the investigation of any misconduct.*

Procedure:

A copy of the Code of Ethics Pertaining to Conflicts of Interest shall be provided to each new employee of the College upon hire.

2.36	Electronic Signature	1 of 2
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Roanoke-Chowan Community College (R-CCC) recognizes an electronic signature as a valid signature from employees, students, vendors, business entities if the communication occurs through a college-issued account.

For the purpose of this policy, an electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, completing and viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

Vendors and other business entities use electronic signature for conducting official business with the College.

An electronic signature is considered valid when one of the following conditions is met:

Condition 1: Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

Condition 2: Student/Employee Log in ID and Personal Identification Number (PIN)

- Institution provides student or employee with a unique PIN
- Student or employee sets his or her own PIN

General Authority:
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- Student or employee logs into a secure site using both the Log in ID and PIN

Condition 3: Vendor or other entities doing official business with the college

- Institution provides vendor or business entity with a unique PIN
- Vendor or business entity has own PIN
- Vendor or business entity logs in using both the Log in ID and PIN

It is the obligation and responsibility of each individual to keep their PIN and their password private so others cannot use their credentials.

Once logged in, the student, employee, vendor, or business entity is responsible for any information they provide, update, or remove. R-CCC will take steps to ensure both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

2.37	Vehicle Driving Policy-State-Owned From Motor Fleet Management	1 of 7
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- (1) This policy relates to driving the state-owned vehicles for any purpose based on regulations provided by Motor Fleet Management. Currently this includes only two state-owned passenger vans.
- (2) Emergencies and After-Hours Calls
 - (2.1) In case of emergency, drivers are to contact their supervisor. Additionally, Motor Fleet Management employees answer the 1-800-277-8181 telephone line from 7 a.m. until 5 p.m. during the workweek. After 5 p.m. until 7 a.m., the next morning and during weekends and holidays, the State Capitol Police answer calls to the 1-800-277-8181 number. Other numbers to call are:
 - 919-733-4043 Repair Authorization or 1-800-277-8181 (24-Hour Service)
 - 1-800-266-2025 Vehicle Safety Hotline (Bumper Sticker) Monday-Friday, (7 a.m. - 5 p.m.)
- (3) Driver's License
 - (3.1) Persons who will be driving a state-owned motor vehicle must have a valid North Carolina driver's license and must show the license prior to obtaining a vehicle. Before employees drive state-owned motor vehicles, the employees are required by administrative code (NCAC 38.0302(b)) to present their driver's license to be photocopied. The Business Office will retain these photocopies on file. Drivers who have accumulated six or more points on their license may not be allowed to drive a state-owned vehicle due to liability concerns.

2.37	Vehicle Driving Policy-State-Owned From Motor Fleet Management	2 of 7
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(4) Official Use Only

(4.1) State-owned passenger-carrying vehicles shall be driven only by state employees and used for official state business only, except as may be allowed under the Non-State Employed Persons Paragraph shown just below this paragraph. **It shall be unlawful for any state employee to use a state-owned vehicle for any private purpose whatsoever.** Commuting privileges approved by Motor Fleet Management are not considered a private purpose. An employee with an individual permanently assigned vehicle may drive the vehicle to and from his/her home when one or more of the following conditions exist:

- By virtue of his/her position, the employee is entitled to use the vehicle and is so approved and authorized by the Secretary of the Department of Administration.
- Employee's duties are routinely related to public safety or are likely to expose him/her to life-threatening situations.
- Employee's home is his/her official work station and the vehicle is parked at home when not being used for official business.
- State-owned vehicle is required for a trip the following workday and employee's home is closer to the destination than the regular work station, and the employee does not have to report to his/her regular work station before beginning the trip. Frequent occurrence of this situation requires Motor Fleet Management approval.
- Temporary and agency-assigned vehicles may not be driven to an employee's home unless one of the above four conditions applies

2.37	Vehicle Driving Policy-State-Owned From Motor Fleet Management	3 of 7
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(5) Non-State Employed Persons

(5.1) Non-state employed persons may accompany state employees driving state-owned vehicles when they have an interest in the purpose of the trip and their presence is related to state business. Students of universities and colleges may be passengers in state cars to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved. Non-state employed persons, however, are not allowed to drive a state-owned vehicle, except for:

- Drivers of blind or permanently disabled state employees or
- Graduate or professional students enrolled in a state-supported college or university whose educational training requires the use of a state-owned vehicle and whose use of the state-owned vehicle is supervised and permitted by an authorized college or university official.

(6) Commuting Policy

(6.1) Employees who routinely drive any state-owned vehicle between their home and work station shall reimburse the state for mileage. Reimbursement shall be made by payroll deduction. The amount of reimbursement shall approximate the benefit derived from the use of the vehicle as prescribed by federal law at a rate established by Motor Fleet Management and shall be for 20 days per month. Commuting privilege requires prior approval of Agency Head and Motor Fleet Management.

2.37	Vehicle Driving Policy-State-Owned From Motor Fleet Management	4 of 7
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(7) Parking Citations

(7.1) Parking citations are the responsibility of the assigned driver or the driver’s agency at the time of issue. If a parking citation is not paid within a two-week period, a notice is sent to Motor Fleet Management and forwarded to the assigned driver. Excessive unpaid parking citations received by Motor Fleet Management for the same driver may constitute vehicle abuse.

(8) Motor Vehicle Laws and Ordinances

(8.1) It is the responsibility of the individual driver to observe all state motor vehicle laws and ordinances. All violations and fines shall be the responsibility of the driver or agency. Abuse of motor vehicle laws and ordinances may result in denial of the use of a Motor Fleet Management-owned vehicle.

(9) Alcoholic Beverages and Drugs

(9.1) Under no circumstances may a state employee operate a state-owned vehicle while under the influence of intoxicating beverages, drugs or substances, or transport (except in performance of law enforcement duties) these items in a state-owned vehicle.

(10) Hitchhikers

(10.1) Hitchhikers are not allowed to ride in any state-owned vehicle.

(11) Relatives

(11.1) Spouses are permitted to accompany state employees on trips in state-owned vehicles when sufficient space is available and when all travel is strictly for official state business.

2.37	Vehicle Driving Policy-State-Owned From Motor Fleet Management	5 of 7
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Family pets are not permitted in state-owned vehicles. Leader dogs for blind persons and other officially certified assistance dogs are excluded from this restriction.

(12) Use of State-Owned Vehicles for Private Purposes

(12.1) When an employee is required to use a state-owned vehicle for travel while away from his/her work station, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or any personal purposes. A state employee may not use a state-owned vehicle for obtaining meals and other necessities unless he/she is in travel status, approved commuter status, or approved office-in-home.

(13) Seat Belts

(13.1) In accordance with the General Statutes of North Carolina and Motor Fleet Management regulations, the driver and all passengers must wear seat belts (lap and shoulder belt even if the vehicle is equipped with an air bag) whenever the vehicle is in motion.

(14) Smoking in State-Owned Vehicles

(14.1) In accordance with North Carolina General Statute; GS130A-493, smoking is prohibited in state-owned vehicles.

(15) Texting

(15.1) In accordance with North Carolina General Statute GS20-137.3(a)(1), using additional technology (i.e., text messaging, etc.) while operating a vehicle is unlawful.

(15.2) Additional technology. –Any technology that provides access to digital media such as including, but not limited to, a camera, electronic mail, music, the Internet, text

messaging, or games. N.C. General Statute 20-137.4A. 13 (a).–It shall be unlawful for

2.37	Vehicle Driving Policy-State-Owned From Motor Fleet Management	6 of 7
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any person to use additional technology, as defined in G.S. 20-137.3(a)(1), associated with any mobile phone, while operating a vehicle on a public street or highway or public vehicular area.

(16) Highway Patrol Stations

(16.1) Listed below are the telephone numbers of the Highway Patrol Stations for each county.

Motor Fleet Management strongly urges you to report any suspected drunken driving or other violations of traffic laws that you may observe. MFM also urges you to use personnel at the stations as a resource in emergencies.

- NORTH CAROLINA HIGHWAY PATROL COMMUNICATION CENTERS
TROOP A-WILLIAMSTON RADIO 1-252-792-4101 and 1-800-441-6127
Martin, Pitt, Beaufort, Washington, Tyrrell, Hyde, Pamlico, Carteret, Jones,
Craven, Lenoir, Dare, Currituck, Camden, Bertie, Chowan, Gates, Pasquotank,
Perquimans, Hertford
- TROOP B-ELIZABETHTOWN RADIO 1-910-862-3134 and 1-800-334-7411
Robeson, Sampson, Duplin, Bladen, Columbus, Onslow, Pender, New Hanover,
Brunswick, Cumberland, Harnett
- TROOP C-RALEIGH RADIO 1-919-733-3861 and 1-800-662-7956 Nash,
Edgecombe, Vance, Warren, Franklin, Durham, Granville, Wake, Wilson,
Greene, Johnston, Wayne, Halifax, Hampton

2.37	Vehicle Driving Policy-State-Owned From Motor Fleet Management	7 of 7
NUMBER	TITLE	PAGE

- TROOP D-GREENSBORO RADIO 1-336-334-5500 and 1-800-445-8621
Caswell, Person, Alamance, Orange, Randolph, Chatham, Lee, Guilford,
Rockingham
- TROOP E-SALISBURY RADIO 1-704-855-1047 and 1-800-233-3151 Davidson,
Stanly, Montgomery, Davie, Rowan, Cabarrus, Stokes, Forsyth, Yadkin, Surry
- TROOP F-NEWTON RADIO 1-828-466-5500 and 1-800-445-1779 Ashe,
Alleghany, Watauga, Wilkes, Caldwell, Alexander, Iredell, Burke, Catawba
- TROOP G-ASHEVILLE RADIO 1-828-298-4252 and 1-800-445-1772
Transylvania, Madison, Avery, Henderson, Yancey, Mitchell, McDowell,
Cherokee, Graham, Swain, Clay, Macon, Jackson, Haywood, Buncombe, Polk,
Rutherford.
- TROOP H-MONROE RADIO 1-704-292-1539 and 1-800-572-8765
- Mecklenburg, Cleveland, Union, Anson, Gaston, Moore, Hoke, Richmond,
Scotland

2.38	Vehicle Driving Policy For College Owned Vehicles	1 of 4
NUMBER	TITLE	PAGE

VEHICLE DRIVING POLICY (COLLEGE OWNED VEHICLES)

1. **PURPOSE:**

This policy relates to driving the college-owned vehicles. Currently this includes the vehicle provided to the President and vehicles used by Facilities employees.

2. **POLICY:**

I. EMERGENCIES AND AFTER-HOURS CALLS

In case of emergency drivers are to contact their supervisor.

II. DRIVER'S LICENSE

Persons who will be driving a college-owned motor vehicle must have a valid North Carolina driver's license.

III. OFFICIAL USE ONLY

College-owned passenger-carrying vehicles shall be driven only by college employees and used for official College business only, except as may be allowed under the paragraph below. **It shall be unlawful for any college employee to use a college-owned vehicle for any private purpose whatsoever.** Commuting privileges approved by Motor Fleet Management are not considered a private purpose. An employee with an individual permanently assigned vehicle may drive the vehicle to and from his/her home when one or more of the following conditions exist:

1. By virtue of his/her position, the employee is entitled to use the vehicle and is so approved and authorized by the Board of Trustees.
2. Employee's duties are routinely related to public safety or are likely to expose him/her to life-threatening situations.
3. Employee's home is his/her official work station and the vehicle is parked at home when not being used for official business.
4. College-owned vehicle is required for a trip the following workday and employee's home is closer to the destination than the regular work station, and the employee does not have to report to his/her regular work station before beginning the trip. Frequent occurrence of this situation requires Board of Trustee approval.
5. Temporary and agency-assigned vehicles may not be driven to an employee's home unless one of the above four conditions applies

2.38	Vehicle Driving Policy For College Owned Vehicles	2 of 4
NUMBER	TITLE	PAGE

IV. NON-EMPLOYED PERSONS

Non-employed persons may accompany College employees driving college-owned vehicles when they have an interest in the purpose of the trip and their presence is related to college business. Students of the College may be passengers in College vehicles to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved. Non-employed persons, however, are not allowed to drive a college-owned vehicle, except for:

- a) Drivers of blind or permanently disabled College employees or
- b) Students enrolled in an educational training requires the use of a college-owned vehicle and whose use of the college-owned vehicle is supervised and permitted by an authorized Dean or President of the College.

V. COMMUTING POLICY

With an exception of the College President, employees who routinely drive any college-owned vehicle between their home and work station shall reimburse the College for mileage. Reimbursement shall be made by payroll deduction. The amount of reimbursement shall approximate the benefit derived from the use of the vehicle as prescribed by federal law at a rate established by Motor Fleet Management and shall be for 20 days per month. Commuting privilege requires prior approval of their supervisor.

VI. PARKING CITATIONS

Parking citations are the responsibility of the assigned driver at the time of issue. Excessive unpaid parking citations received by the same driver may constitute vehicle abuse and cause a withdrawal of driving rights.

VII. MOTOR VEHICLE LAWS AND ORDINANCES

It is the responsibility of the individual driver to observe all state motor vehicle laws and ordinances. All violations and fines shall be the responsibility of the driver. Abuse of motor vehicle laws and ordinances may result in denial of the use of a college-owned vehicle.

VIII. ALCOHOLIC BEVERAGES AND DRUGS

Under no circumstances may a College employee operate a college-owned vehicle while under the influence of intoxicating beverages, drugs or substances, or transport (except in performance of law enforcement duties) these items in a college-owned vehicle.

2.38	Vehicle Driving Policy For College Owned Vehicles	3 of 4
NUMBER	TITLE	PAGE

IX. HITCHHIKERS

Hitchhikers are not allowed to ride in any college-owned vehicle.

X. RELATIVES

Spouses are permitted to accompany College employees on trips in college-owned vehicles when sufficient space is available and when all travel is strictly for official College business. Family pets are not permitted in college-owned vehicles. Leader dogs for blind persons and other officially certified assistance dogs are excluded from this restriction.

XI. USE OF COLLEGE-OWNED VEHICLES FOR PRIVATE PURPOSES

When an employee is required to use a college-owned vehicle for travel while away from his/her work station, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or any personal purposes. A College employee may not use a college-owned vehicle for obtaining meals and other necessities unless he/she is in travel status, approved commuter status, or approved office-in-home.

XII. SEAT BELTS

In accordance with the General Statutes of North Carolina, the driver and all passengers must wear seat belts (lap and shoulder belt even if the vehicle is equipped with an air bag) whenever the vehicle is in motion.

XIII. SMOKING IN COLLEGE-OWNED VEHICLES

In accordance with North Carolina General Statute; GS130A-493, smoking is prohibited in college-owned vehicles.

XIV. TEXTING

In according with North Carolina General Statute GS20-137.3(a)(1), using additional technology (i.e., text messaging, etc.) while operating a vehicle is unlawful.

(1) Additional technology. –Any technology that provides access to digital media such as including, but not limited to, a camera, electronic mail, music, the Internet, text messaging, or games.

N.C. General Statute 20-137.4A. 13 (a).–It shall be unlawful for any person to use additional technology, as defined in G.S. 20-137.3(a)(1), associated with any mobile phone, while operating a vehicle on a public street or highway or public vehicular area.

XV. HIGHWAY PATROL STATIONS

2.38	Vehicle Driving Policy For College Owned Vehicles	4 of 4
NUMBER	TITLE	PAGE

Listed below are the telephone numbers of the Highway Patrol Stations for each county. You are urged to report any suspected drunken driving or other violations of traffic laws that you may observe. You can use personnel at the stations as a resource in emergencies.

NORTH CAROLINA HIGHWAY PATROL COMMUNICATION CENTERS

TROOP A-WILLIAMSTON RADIO 1-252-792-4101 and 1-800-441-6127

Martin, Pitt, Beaufort, Washington, Tyrrell, Hyde, Pamlico, Carteret, Jones, Craven, Lenoir, Dare, Currituck, Camden, Bertie, Chowan, Gates, Pasquotank, Perquimans, Hertford.

TROOP B-ELIZABETHTOWN RADIO 1-910-862-3134 and 1-800-334-7411

Robeson, Sampson, Duplin, Bladen, Columbus, Onslow, Pender, New Hanover, Brunswick, Cumberland, Harnett.

TROOP C-RALEIGH RADIO 1-919-733-3861 and 1-800-662-7956

Nash, Edgecombe, Vance, Warren, Franklin, Durham, Granville, Wake, Wilson, Greene, Johnston, Wayne, Halifax, Hampton.

TROOP D-GREENSBORO RADIO 1-336-334-5500 and 1-800-445-8621

Caswell, Person, Alamance, Orange, Randolph, Chatham, Lee, Guilford, Rockingham.

TROOP E-SALISBURY RADIO 1-704-855-1047 and 1-800-233-3151

Davidson, Stanly, Montgomery, Davie, Rowan, Cabarrus, Stokes, Forsyth, Yadkin, Surry.

TROOP F-NEWTON RADIO 1-828-466-5500 and 1-800-445-1779

Ashe, Alleghany, Watauga, Wilkes, Caldwell, Alexander, Iredell, Burke, Catawba

TROOP G-ASHEVILLE RADIO 1-828-298-4252 and 1-800-445-1772

Transylvania, Madison, Avery, Henderson, Yancey, Mitchell, McDowell, Cherokee, Graham, Swain, Clay, Macon, Jackson, Haywood, Buncombe, Polk, Rutherford.

TROOP H-MONROE RADIO 1-704-292-1539 and 1-800-572-8765

Mecklenburg, Cleveland, Union, Anson, Gaston, Moore, Hoke, Richmond, Scotland

POLICIES OF THE
BOARD OF TRUSTEES

3.1	Authority to Hire	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees shall elect a President for such term and under such conditions as the Trustees may see fit, subject to the approval of the State Board of Community Colleges.
- (2) The Board of Trustees shall delegate the authority to employ and/or terminate all full-time personnel of the College at the recommendation of the President, subject to standards established by the State Board of Community Colleges in accordance with G.S. 115D-20(2). The President is specifically delegated the authority of the Board of Trustees pursuant to N.C. Gen. Stat. 115D-20(2) to employ all other personnel of the institution. All appointments, hiring and employment decisions exercised by the President pursuant to this grant of authority shall be reported to the Board for informational purposes at its next regular scheduled meeting.
- (3) The President may employ or authorize certain administrators to employ part-time instructors or other personnel for temporary duty.
- (4) The President shall cause to be established procedures for filling positions.

General Authority: G.S. 115D-20 (2)
Revised: 09-29-81; 10-27-92; 06-26-00; 06-30-03; 9/27/16; 05-22-18; 05-06-19
Editorial Changes: 11-09-04; 9/27/16

POLICIES OF THE
BOARD OF TRUSTEES

3.2	Faculty Credentials	1 of 2
NUMBER	TITLE	PAGE

(1) Roanoke-Chowan Community College employs competent instructional personnel who are qualified to accomplish the mission and goals of the institution, according to the SACS Comprehensive Standard 6.2(a). Individuals hired to teach course work at R-CCC must have the qualifications to teach in a given area. Generally speaking, the primary consideration for anyone teaching is based upon the highest earned degree in the discipline, from one of the six regional accrediting bodies recognized by the Department of Education. In some instances, the College may consider experience outside of formal degrees in order to judge an individual competent to teach in addition to degrees and formal course work. Consideration may be given for experiences in the field, professional licensure and certifications, honors, and awards. In cases where an individual does not possess the formal degree(s) required to teach in a course, the College must provide justifying documentation to the Dean of Academic Affairs and the Director of Human Resources in order to waive the degree requirement.

Credential Guidelines:

- a. Faculty teaching general education courses must have a master’s degree in the course subject being taught or a master’s degree with a minimum of 18 graduate semester hours in the course being taught.
- b. Faculty teaching associate degree courses designed to transfer to a baccalaureate degree must have a master’s degree in the teaching discipline or master’s degree with a minimum of 18 graduate semester hours in the teaching discipline.

General Authority: Adm. Code 2 (C) .0202
Revised: 09-29-81; 06-26-00; 1-25-11; 10-25-11
Editorial Changes: 06-26-18

POLICIES OF THE
BOARD OF TRUSTEES

3.2	Faculty Credentials	2 of 2
NUMBER	TITLE	PAGE

- c. Faculty teaching associate degree courses not designed to transfer to the baccalaureate degree must have a bachelor’s degree in the teaching discipline, or associate’s degree and documented competencies in the teaching discipline.

- d. Teaching Assistants should have a master’s degree in the teaching discipline or a master’s degree and 18 graduate semester hours in the teaching discipline and direct supervision by a faculty member credentialed and in the teaching discipline. The TA must have regular in-service training and planned and periodic evaluations. The Instructor of Record for the course being taught by the TA should be the person listed on class rosters and other records, not the TA.

*General Education Courses include: Communications, Humanities, Fine Arts, Mathematics, Natural Sciences, and Social and Behavioral Sciences

POLICIES OF THE
BOARD OF TRUSTEES

3.3	Employment Contracts	1 of 1
NUMBER	TITLE	PAGE

- (1) All full-time and part-time employees of Roanoke-Chowan Community College, with the exception of the President, shall sign written contracts. These individuals are hired for a fixed length of time for a specific purpose, and nothing written in the contract or by oral agreement is to state or imply that employment will be continued beyond the stated time. All contracts shall include the monthly and annual salary.
- (2) Each full-time contract shall be signed by the President, Board Chair and employee. A copy of each signed contract shall be kept on file in the Office of the President, the Business Office, and the Human Resources Office.
- (3) Part-time contracts do not require Board Chair’s signature.

POLICIES OF THE
BOARD OF TRUSTEES

3.4	Other Services Agreements	1 of 1
NUMBER	TITLE	PAGE

- (1) The President is authorized to enter into other services agreements for instructional or other educationally related activities which would be of benefit to the College.

POLICIES OF THE
BOARD OF TRUSTEES

3.5	Employment and Use of Persons Using Funds Other Than From State and Local Sources	1 of 1
NUMBER	TITLE	PAGE

- (1) All persons employed by Roanoke-Chowan Community College through the use of funds from other state and local sources, or who are assigned to the College and paid through other sources, are temporary employees. These individuals are hired for a fixed term for a specific purpose, and nothing written in the contract or by oral agreement is to state or imply that the employment will be continued beyond that term.
- (2) Persons employed with funds from sources other than state and local cannot carry over any vacation time earned beyond the term of the contract.

POLICIES OF THE
BOARD OF TRUSTEES

3.6	Due Process	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees, President, and administration of Roanoke-Chowan Community College recognize the rights of employees, including employees’ rights to due process.

- (2) The President shall cause to be developed rules and procedures that will ensure due process for all employees who have been dismissed or who have not been offered a new contract.

- (3) The policies and procedures of Roanoke-Chowan Community College are developed to give each employee due process. Any adverse employee action (demotion, suspension, dismissal, reduction in pay, termination, non-renewal of contract) is taken following the procedures outlined in the RCCC Administrative Procedures and Board of Trustees Policy Manuals.

- (4) Roanoke-Chowan Community College provides processes whereby employees may freely discuss problems, claims, and complaints concerning the condition of their employment, or adverse actions with their supervisors and other members of the chain of command. Specific grievance procedures are outlined in Administrative Procedures 03-1001 and 03-1002.

General Authority:
Revised: 09-29-81; 02-09-93; 06-26-00
Editorial Changes: 06-26-18

POLICIES OF THE
BOARD OF TRUSTEES

3.7	Financial Exigency Reduction in Force	1 of 1
NUMBER	TITLE	PAGE

- (1) Definitions
 - (1.1) “Reduction in force” shall mean the cessation or reduction of employment of an employee(s) before the end of an appointment; transfer to a lower paying position; reduction to part-time employment; or reduction in pay.
 - (1.2) “Financial exigency” shall mean any significant reduction in the college’s financial resources that is brought about by decline in enrollment; decreased state, local or other funding; or other action or events that compel a reduction in the college’s operating budget.
 - (1.3) “Program change” shall mean any elimination, curtailment, or reorganization of any offering, program, or service.
 - (1.4) “Employee” shall mean any individual providing services to the College under an employment contract. This shall include full-time, part-time, salaried or hourly paid individuals. It shall also include any agency or institution under a contractual agreement to provide instruction.
 - (1.5) “College or Institution” shall mean Roanoke-Chowan Community College.
 - (1.6) “Board” shall mean the Board of Trustees of Roanoke-Chowan Community College.
- (2) Policy
 - (2.1) Termination of an appointment before the end of the specified term of that appointment, may occur under extraordinary circumstances because of bona fide financial exigency. The responsibility of demonstrating the existence and extent of the financial exigency rest with the President and his/her administration.
 - (2.2) The Board of Trustees shall deliberate with the President and administration to determine if financial exigency does exist. When the Board determines that financial exigency exists, action shall be taken by the Board to authorize the President to proceed with the

General Authority:
Revised: 09-29-81; 06-26-00; 06-23-09; 06-26-18
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.7	Financial Exigency Reduction in Force	1 of 2
NUMBER	TITLE	PAGE

reduction in force according to the procedure outlined in the Administrative Procedures Manual.

- (2.3) The President shall establish the rules and procedures governing review, reassignment, or reduction in force of college personnel due to financial exigency.

POLICIES OF THE
BOARD OF TRUSTEES

3.8	Nepotism	1 of 2
NUMBER	TITLE	PAGE

- (1) The Board of Trustees has 12 voting members that is the legal body with specific authority over the institution. The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution. (SACSCOC Resource Manual for the Principles of Accreditation, 2.2)
- (1.1) Present and prospective employees shall be evaluated on the basis of individual merit, without respect to race, religion, color, creed, national origin, sex, age, or disability, except where specific age, sex or physical or mental requirements constitute bona fide occupational qualifications. In accordance with the policy principle, the following restrictions are adopted, to avoid the possibility of favoritism based on family relationships, for all employees of Roanoke-Chowan Community College.
- (1.2) The College shall not employ two or more persons concurrently who are closely related by blood or marriage in positions that would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.
- (1.3) “Closely related” is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother, step-sister, guardian, or ward.

General Authority: G.S. 115D-77; Adm. Code 2(C) .0204
Revised: 09-29-81; 01-25-94; 06-26-00; 04-26-16
Editorial Changes: 05-19-03; 06-26-18

POLICIES OF THE
BOARD OF TRUSTEES

3.8	Nepotism	2 of 2
NUMBER	TITLE	PAGE

(1.4) With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

POLICIES OF THE
BOARD OF TRUSTEES

3.9	Working Hours	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees recognizes a standard 40-hour work week for all full-time employees. This is in accordance with the Federal Fair Standards and Labor Act (FSLA).
- (2) The President is authorized to establish a formal schedule of opening and closing for the College.
- (3) The President shall be charged with designating the official working hours for all personnel according to position assignments.

3.10	Vacation Leave	1 of 5
NUMBER	TITLE	PAGE

(1) Amount Earned

(1.1) Full-time employees, except full-time faculty, who are working or on paid leave for one-half or more of regularly scheduled workdays in any month of their contract period earn vacation leave (some exceptions apply). Permanent part-time employees shall earn vacation on a pro-rated basis. The rate is based on the length of aggregate state service.

(1.2) Vacation leave for eligible employees shall be computed at the following rates.

<u>Years of Aggregate State Service</u>	<u>Days Earned in One Year</u>
Less than 2 years	12
2 but less than 5 years	15
5 but less than 10 years	18
10 but less than 15 years	21
15 but less than 20 years	24
20 years or more	27

(1.3) Vacation days for full-time faculty are designated on the Academic Calendar. This calendar also will include designated faculty workdays and other required activities and workdays, such as faculty meetings, professional development workshops, registrations, days grades are due, and graduation. The subsequent numbers of the policy do not apply to full-time faculty as defined above with the exception of 9.1 and 9.6.

(2) Maximum Accumulation

General Authority: G.S. 115D

Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 04-25-85; 02-03-87; 08-07-90, 02-08-93; 05-27-97; 06-24-97, 04-26-06; 04-28-09; 06-26-18

Editorial Changes:

3.10	Vacation Leave	2 of 5
NUMBER	TITLE	PAGE

- (2.1) Vacation leave may be accumulated between July 1 and June 30, the fiscal year. However, no more than 30 days shall be carried over from one fiscal year to another. The excess accrual shall be converted to sick leave.
- (3) Aggregate State Service
 - (3.1) Aggregate state service shall include on a month-for-month basis, all full-time or part-time (half-time or over) employment of an employee with a permanent, trainee, probationary, or time-limited appointment whether subject to or exempt from the State Personnel Act.
 - (3.2) Credit shall also be given for:
 - (3.2.1) Employment with other governmental units that are now state agencies (for example: county highway maintenance forces, War Manpower Commission, the Judicial System).
 - (3.2.2) Authorized Military Leave
 - (3.2.3) Employment with the county Agricultural Extension Service, Community College System, and the public school system of North Carolina, with the provision that a school year is equivalent to one full year.
 - (3.2.4) Employment with a local mental health, public health, social services, or civil defense agency in North Carolina.
- (4) When employees are exhausting vacation leave, they continue to earn leave, are eligible to take sick leave, are entitled to holidays, and are eligible for salary increments during that period.
- (5) Scheduling Vacation Leave
 - (5.1) Vacation leave shall be taken only upon authorization of the appointing authority who shall designate such times when it will least interfere with the efficient operation of the agency.

General Authority: G.S. 115D

Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 04-25-85; 02-03-87; 08-07-90, 02-08-93; 05-27-97; 06-24-97, 04-26-06; 04-28-09; 06-26-18

Editorial Changes:

3.10	Vacation Leave	3 of 5
NUMBER	TITLE	PAGE

- (5.2) Vacation leave must be taken in units of whole hours.
- (5.3) The President may advance vacation leave not to exceed the amount an employee can earn in the time remaining in that fiscal year or contract period, whichever is less.
- (6) Leave Charges
 - (6.1) Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays, Sundays, and/or holidays are charged if they are scheduled workdays.
- (7) Other Uses of Vacation Leave
 - (7.1) Vacation leave may be used for medical appointments.
 - (7.2) Vacation leave may be used in lieu of sick leave.
- (8) Effect of Vacation Leave on Increments
 - (8.1) Vacation leave with pay will have no effect on the increment anniversary date.
- (9) Separation--Payment of Vacation Leave
 - (9.1) Lump sum payment for vacation leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated vacation leave not to exceed a maximum of 30 days (240 hours) when separated from state service due to resignation, dismissal, reduction in force, death, or service retirement. If the last day of terminal leave falls on the last workday in that month, payment shall be made for the remaining non-workdays in that month. Employees retiring on disability retirement may exhaust vacation leave rather than be paid in a lump sum.
 - (9.2) Should employees be separated before they have earned all of the vacation leave taken, it will be necessary to make deductions from their final salary check for overdrawn leave on a calendar-day basis.

General Authority: G.S. 115D

Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 04-25-85; 02-03-87; 08-07-90, 02-08-93; 05-27-97; 06-24-97, 04-26-06; 04-28-09; 06-26-18

Editorial Changes:

3.10	Vacation Leave	4 of 5
NUMBER	TITLE	PAGE

- (9.3) Payment for vacation leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of vacation leave and the amount of payment (vacation leave shall be in units of whole hours; any amount less than one whole hour is not reimbursable). This will be charged to the budget subhead under which the employee's position was charged. A separate check must be issued for any travel due.
- (9.4) Retirement deduction shall be made from all terminal leave payments.
- (9.5) Receipt of lump sum payment and retirement benefits shall not be considered as dual compensation.
- (9.6) In the case of a deceased employee, payment for unpaid salary, terminal leave, and travel must be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence (note General Statutes 26-68).
- (9.7) Termination of Benefits: During the period of terminal leave employees will not be charged leave for any increments and cease to be entitled to take sick leave. They will not be charged leave for any holidays occurring during that period. The last day of work is the date of separation, except when an employee exhausts sick and vacation leave before disability retirement, the date separated will be the ending date of vacation leave. In the latter case, employees continue to earn benefits during the period of exhausting leave.
- (10) Leave Records
- (10.1) It is the responsibility of the College to maintain annual records for annual vacation leave earned and taken for each employee. It shall be optional as to when and how often the crediting and

General Authority: G.S. 115D

Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 04-25-85; 02-03-87; 08-07-90, 02-08-93; 05-27-97; 06-24-97, 04-26-06; 04-28-09; 06-26-18

Editorial Changes:

3.10	Vacation Leave	5 of 5
NUMBER	TITLE	PAGE

balancing of an employee's leave record is to be done. However, it must be done at least once by the end of each calendar year. In cases where an employee has accumulated near the maximum allowable, it is suggested that leave be credited monthly in order to insure that the maximum accumulation is not exceeded. The College should assume responsibility for notifying employees of leave balances at least once each year.

General Authority: G.S. 115D

Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 04-25-85; 02-03-87; 08-07-90, 02-08-93; 05-27-97; 06-24-97, 04-26-06; 04-28-09; 06-26-18

Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.11	Educational Leave	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees encourages college employees to further their education and training. The first priority of any employee, however, should be the welfare of the students to whom the College has responsibility. All full-time employees are granted the right to apply for educational leave with pay in accordance with the provisions established in 1C SBCCC 400.96. The President or designee is authorized to develop procedures and guidelines for applying these provisions.

POLICIES OF THE
BOARD OF TRUSTEES

3.12	Sick Leave	1 of 4
NUMBER	TITLE	PAGE

- (1) Sick Leave Transferable
 - (1.1) Unused sick leave shall be transferred when an employee transfers between state agencies. Sick leave may also be transferred to a county mental health, public health, social services, or civil defense agency, if the county is willing to accept the leave. When a county employee transfers from one of the agencies listed above to a state agency, sick leave or any portion of unused sick leave may be transferred to the state agency.
 - (1.2) Employees subject to the Personnel Act may also transfer sick leave (or any portion of sick leave) from a state agency to a public school, community college or technical college or institute; and a public school, community college, or technical college or institute employee may transfer sick leave to a state agency if employed in a position that is subject to the Personnel Act when such transfer is deemed acceptable by the head of the employing agency or the local school administrative unit, community college, or a technical college or institute. An employee who transferred from a public school, community college, or a technical college or institute to a state agency or vice versa may be credited with any sick leave which he/she had at the termination of employment with the public school, community college, or technical college or institute or state agency provided that his/her employment was continuous and the change of employment occurred on July 1, 1967, or after. Employment will be considered continuous if a public school, community college, or technical college or institute employee accepts other employment with a state agency any time after the end of the academic year or before the beginning of the next academic year.
- (2) Separation

General Authority:
Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 08-07-90; 02-09-93; 06-28-94, 04-26-06
Editorial Changes: 06-26-18

POLICIES OF THE
BOARD OF TRUSTEES

3.12	Sick Leave	2 of 4
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- (2.1) Sick leave is not allowable in terminal leave payments when an employee separates from state service.
- (2.2) Should an employee be separated before he/she has earned all of the sick leave taken, it will be necessary to make deductions from his/her final salary check for overdrawn leave on a day for day basis.
- (2.3) While an employee is exhausting sick leave, he/she earns all benefits for which he/she is entitled.
- (3) Reinstatement of Sick Leave
 - (3.1) Reduction in Force: Employees separated because of a reduction in force shall be credited with accrued sick leave if reinstated within one year.
 - (3.2) If an employee is separated for other reasons and is reinstated within one year from the date of his/her last workday, the College may consider reinstatement of sick leave credits accumulated at the time of separation.
- (4) Retirement Credit
 - (4.1) One month of credit is allowed for each 20 days, or any portion thereof, of sick leave to an employee's credit upon retirement.
- (5) Amount Earned
 - (5.1) A full-time employee who is working or on paid leave for one-half or more of regularly scheduled workdays in any month of his/her contract period shall earn sick leave computed at the rate of one day per month.
- (6) Accumulation
 - (6.1) Sick leave is cumulative indefinitely.
- (7) Advancement

General Authority:
Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 08-07-90; 02-09-93; 06-28-94, 04-26-06
Editorial Changes: 06-26-18

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(7.1) Under extenuating circumstances, with the approval of the President, the College may advance sick leave, not to exceed the amount an employee can earn during the contract year.

(8) Verification of Sick Leave

(8.1) The College requires a statement from a medical doctor if an employee is absent for 3 consecutive days, indicating that the employee was unable to work due to personal or family illness. If an employee is absent from work for a non-college business reason, the Human Resources Department must be informed of that absence.

(9) Sick leave may be granted for:

(9.1) Illness or injury which prevents an employee from performing his/her usual duties.

(9.2) Medical Appointments

(9.3) Quarantine due to a contagious disease in the employee's immediate family.

(9.4) The actual period of temporary disability connected with child bearing.

(9.5) Absences due to illness in the immediate family (confined to spouse, parents, children, and other dependents living in the household).

(9.6) Death in the immediate family.

(10) Sick leave is non-transferable to any other type of leave.

(11) Leave Charges

(11.1) The minimum amount of sick leave which may be taken is one whole hour.

(11.2) Only scheduled work hours shall be charged in calculating the amount of leave taken.

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

(12) Effect of Sick Leave on Increments

(12.1) Sick leave with pay will have no effect on the employee's increment anniversary date.

General Authority:
Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 08-07-90; 02-09-93; 06-28-94, 04-26-06
Editorial Changes: 06-26-18

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- (13) Leave Records
 - (13.1) It is the responsibility of the College to maintain annual records for sick leave earned and taken for each employee. It shall be optional with the College as to when and how often the crediting and balancing of an employee's leave record is to be done. However, it must be done at least once by the end of each calendar year. The College should assume responsibility for notifying employees of leave absences at least once each year.
 - (13.2) The College must retain sick leave records for all separated employees for a period of three years from the date of separation.

General Authority:
Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 08-07-90; 02-09-93; 06-28-94, 04-26-06
Editorial Changes: 06-26-18

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3.13	Maternity Leave	1 of 3
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- (1) In accordance with the state’s policy on equal opportunity, female employees shall not be penalized in their condition of employment because they require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery.
- (2) Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and must be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment. Employment policies and practices involving matters such as the commencement and duration of leave; the availability of extensions; the accrual of seniority and other benefits and privileges; reinstatement; and payment under any health or temporary disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
- (3) Sick leave can now be used for maternity purposes for the period of actual disability as a result of childbearing or recovery therefrom; a doctor’s certification will be required verifying the employee’s disability.
- (4) Previously an employee’s accumulated annual leave (not to exceed 30 days) was paid in a lump sum when an employee went on maternity leave; an employee going on leave without pay for another purpose, such as illness, is allowed to exhaust accumulated annual leave. To prevent discrimination, employees going on maternity leave will be permitted to exhaust accumulated annual leave and thus gain the benefits being accorded other types of leave without pay.
- (5) Institution Responsibility: Maternity leave, normally not to exceed six months, shall be granted permanent or probationary employees. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, each

General Authority:
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Editorial Changes: 05-19-03

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BOARD OF TRUSTEES

3.13	Maternity Leave	2 of 3
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institution shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave. Her return to work should be within a reasonable length of time, depending upon the advice of her physician. Leave may be extended to 12 months, based on medical certification. Reinstatement to the same position or one of like seniority, status, and pay must be made upon the employee's return to work.

- (6) **Employee Responsibility:** The employee shall apply in writing to her supervisor for leave. She is obligated to return to duty within or at the end of the time determined appropriate. If she finds she will not return to work, she should notify the institution immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation.
- (7) **Use of Leave**
 - (7.1) **Leave Without Pay:** Normally a person desires to be on leave from work prior to the time of actual disability and also after the time of actual disability. Leave without pay is to be provided for the time before the employee is disabled and the period of time after the disability ends but before returning to work.
 - (7.2) **Sick Leave:** Accumulated sick leave is provided for the actual period of temporary disability caused by or contributed to by pregnancy or childbirth in the same manner as for other temporary disabilities. Since there is no certainty as to when disability actually begins and ends, it is necessary to determine the period of disability in order that the employee may realize the benefits of both leave without pay and leave with pay for the period of disability. Therefore, the attending physician is requested to furnish, on a prescribed form, the period of temporary disability.

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3.13	Maternity Leave	3 of 3
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- (7.3) Annual Leave: Accumulated annual leave may either be exhausted before going on leave without pay or part or all of accumulated leave may be retained until the employee returns to state service. If the employee chooses to exhaust annual leave and disability occurs before all annual leave is exhausted, the employee may use any accumulated sick leave during the period of certified disability and then exhaust the balance of annual leave.
- (8) Retention of Benefits: During the period of leave without pay, the employee shall retain all accumulated unused sick leave, retirement status, and time earned toward the next increment. The employee will continue to earn sick leave and annual leave during the period of paid leave.

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3.14	Jury Duty	1 of 1
NUMBER	TITLE	PAGE

- (1) When an employee serves on a jury, that employee is entitled to leave with pay for the period of absence required. The employee is entitled to his/her regular compensation plus fees received for jury duty.

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3.15	Court Attendance	1 of 1
NUMBER	TITLE	PAGE

- (1) When an employee attends court in connection with his or her official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the community college for which the employee works. When an employee is required to attend court on a day that he or she would normally be off, the time is to be considered as working time and included in the total hours worked per week.
- (2) When an employee is subpoenaed or directed by proper authority to appear as a witness, the employee shall be granted civil leave with pay. Any fees received shall be turned in to the community college for which the employee works. The employee may use annual leave rather than take civil leave with pay in which case the employee may retain any fees received.

Roanoke-Chowan Community College Policies and Procedures Manual

Policy Number: **3.16**

Policy Title: **FUNERAL LEAVE**

Revision Responsibility: **PRESIDENT**

- (1) An employee may use a maximum three days sick leave when there is death in the immediate family. Leave beyond three days must be charged to vacation leave or leave without pay. Immediate family is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, and stepfather.

General Authority:

Revised: 09-29-81; 01-25-83; 09-28-10

Editorial Changes:

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3.17	Holidays	1 of 1
NUMBER	TITLE	PAGE

(1) The Board authorizes **eleven** or twelve days (depending on day Christmas falls*) as holidays when the College is officially closed. These days are to be published in the College calendar and all other places where appropriate.

(2)	Holidays	Number of Days
	New Year's Day	1
	Martin Luther King, Jr. Birthday Observance	1
	Easter	1
	Memorial Day	1
	July 4th	1
	Labor Day	1
	Thanksgiving	2
	Christmas	3 or 4*
	Total	11 or 12

General Authority:

Revised: 09-29-81; 02-03-87; 07-10-00; 11-25-03

Editorial Changes: 04-28-09

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3.18	Absence without Leave/Abandonment of Position	1 of 1
NUMBER	TITLE	PAGE

- (1) All absences from work shall be approved in accordance with appropriate leave policies established by the Board of Trustees.
- (2) Any employee who is absent from work for three (3) or more consecutive workdays without appropriate notification and approval by his or her supervisor may be considered to have voluntarily resigned from the College.

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3.19	Employee Grievance	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall establish, or cause to be established, a procedure to facilitate the successful resolution of an employee’s grievance.
- (2) This grievance procedure shall be published and made available to all college employees.

General Authority:
Revised: 09-29-81; 07-10-00
Editorial Changes:

Roanoke-Chowan Community College Policies and Procedures Manual

Policy Number: **3.20**

Policy Title: **SALARY PLAN**

Revision Responsibility: **PRESIDENT**

- (1) The President shall establish, or cause to be established, a college salary plan which will be compatible with the state statutes, rules, and regulations, and which will be competitive with other institutional salary plans in North Carolina Community College System.
- (2) All full-time employees, with the exception of the President, will be paid salaries computed on this salary plan, subject to the appropriations of the General Assembly, the allocations of the System Office, and federal or state grant funding.
- (3) The monthly and annual salaries or hourly rates of pay from state funds for full- and part-time personnel in institutions of the North Carolina Community College System shall be established by the College President within the line item budget approved for the institution by the State Board, except that the state-funded portion of the salary of the President must be approved by the State President in accordance with the state salary schedule. Salary increases shall be granted annually or upon promotion to a higher position, contingent upon the availability of funds.

General Authority:

Revised: 09-29-81; 01-22-01

Editorial Changes:

POLICIES OF THE
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3.21	Payroll Deductions	1 of 1
NUMBER	TITLE	PAGE

- (1) The College President is authorized to establish payroll deduction plans including, but not limited to, the following:
 - (1.1) Premiums for any type of group insurance established and authorized by the laws of the state.
 - (1.2) Amounts authorized by members of the State Employee’s Credit Union and local teacher’s credit union to be deposited with such organizations, and
 - (1.3) Loans made to teachers by credit unions.

General Authority:
Revised: 09-29-81
Editorial Changes:

3.22	Voluntary Shared Leave	1 of 6
NUMBER	TITLE	PAGE

- (1) There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave without pay. It is recognized that such employees forced to go on leave without pay could be without income at the most critical point in their work life.
- (2) The Voluntary Shared Leave policy is designed to be a means of continued income for employees experiencing serious and prolonged medical conditions, provided it does not constitute excessive financial burden upon the College to manage beyond minimal administrative costs. Its purpose is to allow an employee or family member employed by the state to voluntarily share leave with another employee. The Voluntary Shared Leave Program also allows employees to donate vacation and/or sick leave time to family members in other state agencies when both family members are state employees. An immediate family member donor of any State agency or public school system may contribute both sick and vacation leave to another immediate family member of any State agency.
- (3) The use of vacation or sick leave on a shared basis for any purpose other than specified by this policy is prohibited.
- (4) Definitions
 - (4.1) Prolonged medical condition: The condition of an employee or family member of an employee that requires the employee’s sudden and unexpected absence from duty for a period of at least 20 consecutive workdays, and that without paid leave would create a severe financial hardship. If the employee has had a previous

3.22	Voluntary Shared Leave	2 of 6
NUMBER	TITLE	PAGE

random absence or a previous but different prolonged medical condition within the last twelve months, an exception to the 20-day rule may be made.

- (4.2) Donor: Employee who donates leave.
- (4.3) Recipient: Employee or the employee’s immediate family member who is receiving leave.
- (4.4) Immediate family: spouse, biological or adoptive parent; someone in position or place of a parent (in loco parentis) to an employee when the employee was a child; all step relationships; in-law relationships; biological, adoptive, or foster child; legal ward; child of an employee standing in loco parentis; biological, adoptive, or half sister or brother; grandparents; great-grandparents; grandchildren; great-grandchildren; and other dependents living in the employee’s household.
- (5) In cases of a prolonged medical condition an employee may apply to become a recipient or be recommended to become a recipient of leave transferred from the vacation or sick leave account of a fellow employee or from the sick or vacation leave account of an immediate family member who is an employee of a public school, community college, or State agency.
- (6) This program does not apply to short-term or sporadic conditions of illness that may be common, expected, or anticipated. This would include such things as sporadic, short-term absences due to contagious diseases or short-term recurring medical or therapeutic treatment. These examples are illustrative but not all

3.22	Voluntary Shared Leave	3 of 6
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inclusive. Each situation must be examined and decided on a case-by-case basis and must be applied consistently and equitably.

- (7) An employee on workers’ compensation leave and employed for one year, who is drawing temporary total disability compensation may be eligible to participate in this program. Use of donated leave under the workers’ compensation program shall be limited to use during the required waiting period.
- (8) Employees who receive benefits from the Disability Income Plan of North Carolina (DIPNC) are not eligible to participate in the Voluntary Shared Leave Program. Shared leave, however, may be used during the required 60-day waiting period and following the waiting period provided DIPNC benefits have not begun.
- (9) Recipient’s Qualifications to Participate: In order to receive voluntary shared leave, an employee must have complied with existing leave rules and be in permanent employment status (full- or part-time), have been in a leave earning status for a minimum of one year, and have exhausted all earned sick and vacation leave. By letter of application to the College President, an employee shall apply or be recommended by a fellow employee to participate in the program. Application for participation should include name, social security number, classification, parent agency, jurisdiction from which donations of leave are requested, and a description of the medical condition, including a doctor’s verification and estimated length of time needed to participate in the program.

3.22	Voluntary Shared Leave	4 of 6
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- (10) Establishment of a leave “bank” for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.
- (11) Donor Qualifications to Participate: The amount of leave a recipient in this program can receive is 1,040 hours (prorated for permanent part-time employees), either continuously or if for the same condition on a reoccurring basis. The President may grant approval for continuation of the donation of leave beyond 1,040 hours, up to 2,080 hours, in extenuating cases where leave without pay would have been granted.
- (12) Donations by Immediate Family Members: A family member donor who is a state employee may contribute vacation, bonus, or sick leave to an immediate family member in any State agency, public school, or community college.
- (13) Donations by Non-Family Members: A non-family member donor at R-CCC may contribute vacation or sick leave to another employee within R-CCC. A non-family donor may share vacation or bonus leave with a co-worker’s immediate family who is an employee in a public school, community college, or State agency.
- (14) The minimum amount of leave to be donated is four hours to a recipient.
- (15) The maximum amount of vacation leave to be donated by one individual is to be no more than the amount of the donor’s annual accrual rate. The amount donated is not to reduce the donor’s vacation leave balance below one-half of the annual vacation leave accrual rate. **For Example:** If Employee A has 10 years of total

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state service and therefore accrues 168 hours of vacation per year; that employee may contribute 8 hours or more but not reduce his/her vacation leave below 84 hours.

- (16) The maximum amount of sick leave that an employee may donate to an immediate family member is 1,040 hours but may not reduce the donor’s sick leave below 40 hours. Also, employees may donate up to five days of sick leave to a non-immediate family member.
- (17) An employee may not directly or indirectly intimidate, threaten, or coerce or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal misconduct.
- (18) The employee donating leave cannot receive remuneration for the leave donated.
- (19) The Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) shall be made. If the recipient wishes to make the medical status public, the recipient must sign a release to allow the status to be known.
- (20) The College President, the employee’s immediate supervisor, and the Human Resources Coordinator will review the merits of the request. The President will

3.22	Voluntary Shared Leave	6 of 6
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have the final authority to approve or disapprove the request. If approved, the President shall issue a memorandum making public the eligible employee’s status and a procedure to follow for sharing leave.

- (21) While using voluntary shared leave, an employee continues to accrue vacation and sick leave. When accounting for leave, this vacation and sick leave shall be used first.
- (22) Leave Accounting Procedures: The College shall maintain a system of leave accountability which will accurately record leave donations and recipients’ use. Accounts shall provide a clear and accurate record of financial and management audit purposes. Leave donated shall be kept confidential. Only individual employees may reveal their donation or receipt of leave.
- (23) All leave donated shall be credited to the recipient's sick leave account, and is available for use on a current basis or may be retroactive up to 60 calendar days to substitute for leave without pay or advanced (vacation or sick) leave already granted to the recipient. Voluntary shared leave available in the recipient's sick leave account will be charged according to current Leave Policies.
- (24) Any unused leave at the expiration of the recipient’s medical leave shall be returned to the donor.

1.

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3.23	Leave Without Pay	1 of 1
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- 1) Leave without pay may be granted under the following limited circumstances:
 - 1.1) Illness
 - 1.2) Military leave
 - 1.3) Maternity leave
 - 1.4) Other extraordinary circumstances agreed upon by the appropriate Senior-level Administrator and President.
- 2) Effects on benefits:
 - 2.1) Employees on leave without pay (excluding military leave or workmen's compensation) for more than one-half of the total workdays in any month will be responsible for paying the State Health Plan premium if they wish to continue coverage.
 - 2.2) Employees on leave without pay (excluding military leave or workmen's compensation) for more than one-half of the total workdays in any month will not earn vacation or sick leave for that month.
 - 2.3) The longevity anniversary date will be set back an entire month for each month an employee is on leave without pay (excluding military leave or workmen's compensation) for more than one-half of the total workdays in that month.

General Authority:
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Editorial Changes:

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3.24	Family and Medical Leave	1 of 10
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All eligible employees will be provided with leave as required by the Family and Medical Leave Act of 1993 (FMLA) and applicable state laws.

(1) The Family and Medical Leave Act of 1992 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men.

(2) For the purpose of this policy, the following terms are defined:

(2.1) Parent--a biological or adoptive parent or an individual who stood in loco parentis (a person who is in the position of place of a parent) to an employee when the employee was a child

(2.2) Child--is a son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability who is:

- a biological child
- an adopted child
- a foster child--a child for whom the employee performs the duties of a parent as if it were the employee's child
- a step-child--a child of the employee's spouse from a former marriage
- a legal ward--a minor child placed by the court under the care of a guardian
- a child of an employee standing in loco parentis

General Authority:

Revised: 04-28-09; 06-26-18

Editorial Changes: 05-19-03

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- (2.3) Spouse--a husband or wife
- (2.4) Serious Health Condition--an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or involves continuing treatment by a health care provider.
- (2.5) Active duty--duty under both a call or order to active duty
- (3) Eligible Employees
- (3.1) This policy covers all full-time and part-time employees. Family and Medical Leave runs concurrently with leave administration and Short and Long-Term Disability (when applicable).
- (3.2) To be eligible for FMLA, an employee must have been employed with the College for at least 12 months prior to the leave and must have worked at least 1250 hours during the previous 12-month period. An eligible employee may take up to a total of 12 workweeks, paid or unpaid, leave during a 12-month period for one or more of the reasons listed below. The 12-month period during which leave may be taken shall be a “rolling period”. Therefore, an employee may take a maximum of 12 weeks of leave during any 12 continuous month period. A workweek is defined as the number of hours an employee is regularly scheduled to work each week.
- (3.3) “Key employees” – are those employees who are among the highest paid 10 percent of all employees. Such employees do not have the right to be restored to an equivalent or the same position upon return from medical or family leave. If restoring a key employee would result in substantial and grievous economic injury to the College, then there is no obligation to restore the employee to the same or

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equivalent position. Employees will be informed at the time the leave is taken if they are considered key employees and will be informed once a determination is made that the employee will not be restored to the same or an equivalent position.

(4) The College will grant unpaid leave to eligible employees for the following types of leave:

- For the birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth.
- For the employee to care for a child placed with the employee for adoption, provided the leave is taken within a 12-month period following adoption.
- For the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition.
- Because the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position.

(5) Leave Charges

(5.1) Birth--For the birth of a child, the employee may choose to exhaust available vacation and/or sick leave, or any portion, or go on leave without pay; except that sick leave may be used only during the period of disability. This applies to both parents.

(5.2) Adoption--For the adoption of a child, the employee may choose to exhaust available vacation leave, or any portion, or go on leave without pay.

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(5.3) Illness of Child, Spouse, Parent--For the illness of an employee’s child, spouse, or parent, the employee may choose to exhaust available sick and/or vacation leave, or any portion, or go on leave without pay.

(5.4) Employee's Illness--For the employee’s illness, the employee must exhaust available sick leave and may choose to exhaust available annual leave, or any portion, before going on leave without pay. If the illness extends beyond the 60-day waiting period required for short-term disability, the employee must exhaust available sick leave and may choose to exhaust the balance of available annual leave or begin drawing short-term disability benefits.

(5.5) Military family leave entitlements for eligible specified family members--

a. Military Caregiver--An eligible employee is entitled to 26 workweeks of leave to care for a “current” covered service member with a serious injury or illness during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The "single 12-month period" described in this section begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying

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reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited

- b. Qualifying Exigency--An eligible employee is entitled to up to 12 weeks of leave for certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserve; it does not extend to family members of military members in the regular Armed Forces

(5.6) Periods of paid leave and periods of leave without pay (including leave without pay while drawing short-term disability benefits) count towards the 12 workweeks to which the employee is entitled. This includes leave taken under the Voluntary Shared Leave Program.

(6) Intermittent Leave or Reduced Work Schedule--Pursuant to this policy, the employee may not take leave intermittently or on a reduced work schedule for child birth and birth-related child care or for adoption unless the employee and the College President agree otherwise. When medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child,

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spouse, or parent who has a serious health condition, or because the employee has a serious health condition.

(6.1) In cases where such leave is foreseeable, based on planned medical treatment, the agency may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

(6.2) When an employee is on a reduced work schedule, the time not worked is counted against the total 12 workweeks.

(7) Employee Responsibility

(7.1) The employee shall apply in writing to the immediate supervisor for leave requested under the policy. The immediate supervisor will forward the request to the appropriate Senior-level Administrator. The President will review the request and the recommendations of the Senior-level Administrator. The President has the final authority to approve or deny the request and will notify the employee in writing of the approval or denial.

(7.2) Birth or Adoption--The employee shall give the agency no less than 30 days notice, in writing, of the intention to take leave subject to the actual date of birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

(7.3) Planned Medical Treatment--When the necessity for leave to care for the employee's child, spouse, or parent or because the employee has a serious health condition, the employee must make a reasonable effort to schedule the treatment so as not unduly

General Authority:

Revised: 04-28-09; 06-26-18

Editorial Changes: 05-19-03

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to disrupt operations, subject to the approval of the employee's health care provider or the health care provider of the employee's child, spouse, or parent. The employee must also give 30 days notice if practicable of the intention to take leave, subject to the acts; date of treatment.

- (7.4) The employee shall be deemed to have applied for leave under this policy when: (a) the employee is on approved leave but has not given written notice of the intent to take family or medical leave to the supervisor, (b) the employee utilizes leave for any purpose whether with or without pay for a period in excess of 30 days, and (c) the basis for the leave falls within the scope of this policy. In these cases, the College shall notify the employee that time spent on paid leave or leave without pay during the 30-day period is part of the 12 workweeks of leave.
- (8) If the employee will not return to work after the period of leave, the College shall be notified in writing. Failure to report at the expiration of the leave, unless an extension has been requested, may be considered as a resignation
- (9) Certification
- (9.1) For leave pursuant to this policy, the College may require that a claim for leave because of adoption be supported by reasonable proof of adoption.
- (9.2) The College may require that a claim for leave because of a serious illness of the employee or of the employee's child, spouse, or parent be supported by a doctor's certification which includes the following:
- date on which the serious health condition began
 - the probable duration of the condition

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- the appropriate medical facts regarding the condition
- a statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed; or that the employee is unable to perform the functions of the position, whichever applies
- where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.

(9.3) The President may require the employee to get the opinion of a second doctor designated or approved by the College. Where the second opinion differs from the opinion in the original certification provided, the College may require the employee to get the opinion of a third doctor designated or approved jointly by the College and the employee. The College may require that the employee get subsequent recertification on a reasonable basis. This recertification must be at the College's expense.

(10) Employment and Benefits Protection

(10.1) Reinstatement--The employee shall be reinstated to the same position held when leave began or one of like classification, pay, benefits, and other conditions of employment. The College may require the employee to report at reasonable intervals to the employer on the employee's status and intention to return to work. The College also may require that the employee receive certification that the employee is able to return to work. An Exception to the reinstatement requirement may occur when business conditions at the College make reinstatement of the

General Authority:

Revised: 04-28-09; 06-26-18

Editorial Changes: 05-19-03

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employee impractical. In such situations, termination of full-time employment would be handled as a work force reduction.

(10.2) Benefits--The employee shall be reinstated without loss of benefits accrued when the leave began. All benefits accrue during any period of paid leave; however, no benefits will be accrued during any period of leave without pay.

(10.3) Health Benefits--The College shall maintain coverage for the employee under the state's group health plan for the duration of leave at the level and under the condition coverage would have been provided if the employee had continued employment.

(10.4) The College may recover the premiums if the employee fails to return after the period of leave to which the employee is entitled has expired for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

(11) Interference with Rights

(11.1) Actions Prohibited--It is unlawful to interfere with, restrain, or deny any right provided by this policy or to discharge or in any other manner discriminate against an employee for opposing any practice made unlawful by this policy.

(11.2) Protected Activity--It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:

- Files a civil action or institutes, or causes to be instituted, any civil proceeding under or related to this policy.

General Authority:

Revised: 04-28-09; 06-26-18

Editorial Changes: 05-19-03

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3.24	Family and Medical Leave	10 of 10
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- Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this policy.
 - Testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this policy.
- (12) Leave without pay beyond the 12-week period or for employees not covered under the Family and Medical Leave Policy will be administered under the Leave Without Pay Policy (3.23). Under these provisions, employees must pay for health benefits coverage.

Form(s): Family and Medical Leave Request Form

General Authority:
Revised: 04-28-09; 06-26-18
Editorial Changes: 05-19-03

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3.25	Personal Leave	1 of 1
NUMBER	TITLE	PAGE

- (1) Personal leave is defined as any absence due to personal business that cannot be scheduled during semester breaks. It is available only to instructors with earned but unused sick leave who have obtained their supervisor's advance approval of any planned personal leave. A maximum of three days (24 hours) of earned sick leave may be converted to personal leave during a fiscal year (July 1 - June 30), provided that the personal leave has been approved in accordance with this policy.
- (2) There are events held by the College in which employees are contractually obligated to attend, including convocations, graduation, faculty/staff professional development, registration, and special called meetings by the President. These dates constitute blackout dates for personal leave unless approved by the President.
- (3) Personal leave time is not cumulative.

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Drug and Alcohol Testing of Commercial Motor Vehicle	
NUMBER	TITLE

(1) The President shall establish, or cause to be established, and shall implement a written procedure which governs the applicability of drug and alcohol testing of commercial motor vehicle operators. The procedure will apply to RCCC employees or contractors who operate a commercial motor vehicle, including intermittent or occasional drivers, in the course of their duties under the direction of a college supervisor.

General Authority:
Revised: Adopted 09-26-95
Editorial Changes:

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BOARD OF TRUSTEES

3.27	Employment Classifications and Benefits	1 of 4
NUMBER	TITLE	PAGE

- (1) The purpose of this policy is to define the employment classifications for personnel hired at Roanoke-Chowan Community College and to describe the benefits provided for each employment classification.
- (2) Permanent Positions--A permanent appointment is a permanent full-time appointment to an established position when the incumbent is expected to be retained in the position on a permanent basis. A permanent appointment shall be given when the requirements of the probationary period have been satisfied. Permanent full-time and part-time positions are eligible to participate in State Retirement and Health Benefit Plans.
 - (2.1) Full-Time Permanent Positions--Full time permanent personnel are those paid on a monthly basis and whose work schedule is such that they are considered to be full-time positions for the purpose of determining eligibility for membership in teachers and state personnel retirement system. Nine-, ten-, or twelve-month contractual personnel will be considered as full-time positions.
 - (2.2) Part-Time Permanent Positions--Part-time permanent personnel receive a contract for specified services on a continuing basis, are employed for a minimum of nine months per year, and work a minimum of 30 hours per week. They are eligible to participate in State Retirement and Health Benefit Plans. They may also earn annual and sick leave on a pro rata basis.
 - (2.3) Time-Limited Permanent--A time-limited permanent appointment is an appointment that has a limited duration to (1) a permanent position that is vacant due to the incumbent's leave of absence and when the replacement employee's services will be needed for a period of one year or less, or (2) a time-limited permanent position. Individuals receiving initial appointments to the College must first serve a time-limited probationary

General Authority: Adm. Code 2C.0210
Revised: 02-26-02, 06-26-18
Editorial Changes: 05-19-03

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3.27	Employment Classifications and Benefits	2 of 4
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appointment. Positions with a time-limited permanent appointment receive leave, total state service credit, retirement, and health benefits.

(3) Temporary Positions--Temporary positions are employed to perform specific duties on a short-term basis. They may be hired on an as-needed basis by their immediate supervisor, with appropriate authorization from the President. All personnel employed in these categories must meet the same qualifications as those for permanent positions. Personnel files must be maintained for each of these positions, with an application, appropriate documentation of credentials, and any other necessary or relevant information. Personnel hired as temporary appointments do not earn benefits.

(3.1) Full-Time Temporary Positions--Full-time temporary positions are employed on a contract basis for less than nine months and do not earn benefits.

(3.2) Part-Time Temporary Positions

PT Temporary Staff: Part-time temporary personnel are employed on an hourly or short-term one-time contractual basis with no benefits.

PT Temporary Instructional: Part-time temporary positions employed as faculty are hired on a semester or course contractual basis for instructional services. There is no commitment by either the instructor or the College for employment beyond the terms of the contract. Temporary instructional personnel do not earn benefits.

(4) Position Categories--Employment positions are categorized according to their job responsibilities. The definitions for the two categories defining employment positions at Roanoke-Chowan Community College follow:

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3.27	Employment Classifications and Benefits	3 of 4
NUMBER	TITLE	PAGE

(4.1) Instructional Positions--Instructional personnel perform professional activities in guiding and directing the learning experiences of students in an instructional situation. A full-time instructional position is one

- a.) that is established in the budget as a regular recurring position,
- b.) with an employment contract for a minimum period of nine months, and
- c.) with a full-time workload.

Instructional personnel with responsibility for coordinating the learning activities of an open learning lab such as Basic Skills will earn leave in accordance with the procedures for staff personnel. The vacation leave for curriculum faculty is determined by the academic calendar; therefore they do not earn vacation leave. They are eligible to receive all other benefits awarded full-time personnel.

(4.2) Staff Positions--Staff personnel comprise all of the positions whose job responsibilities encompass the support services infrastructure required for operation of the College.

These positions do not involve direct instruction of students. Staff positions are eligible to receive leave, total state service credit, retirement, and health benefits.

(4.3) Probationary Status--Individuals receiving initial appointments to permanent or time-limited positions must serve a probationary period. The probationary period is an extension of the selection process, and provides the time for effective adjustment of the new employee or elimination of those whose performance will not meet acceptable standards. The length of the probationary period shall be three months of either full-time or part-time employment from the actual date of employment. Instructional positions will have a minimum probationary period of one full academic term. Positions on

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3.27	Employment Classifications and Benefits	4 of 4
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probationary status receive leave, total state service credit, retirement, and health benefits.

- (4.4) Pre-Vocational Student Appointment--This appointment is to be used to enable students to gain practical knowledge of and further prepare for the particular occupational area. A suitable plan for training under close supervision must be developed for the individual; in the case of a co-operative, work-study, internship or similar appointment, the time schedule for work must be determined. Students employed through the pre-vocational or co-op/work study programs will be limited to less than 15 hours per week and therefore ineligible for benefits.
- (5) Termination of Employment--Staff and faculty members desiring to voluntarily terminate their employment must submit a written statement to the President at least 30 days prior to the date of leaving. The College will provide the employee a minimum of 30 days notice of termination, should circumstances warrant. In order that a continuum of quality instruction is provided for students, the College requests that instructional personnel provide a minimum of one academic term notice for employment termination.

Procedure:

Form(s): N/A

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3.28	Confidentiality of Employee and Student Records	1 of 1
NUMBER	TITLE	PAGE

(1) The College complies with applicable federal and state laws to manage employee records and protect the confidentiality and privacy of employee and student information. Confidential information refers to nonpublic information about employees and students. Examples of these laws include:

- (a) The federal Family Rights and Privacy Act (FERPA) which classifies most student record information as private. This information cannot be released to third parties (including parents) without signed consent from the student.
- (b) The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects personal health information created or used by employee sponsored health plans.

(2) All members of the campus community are responsible for adhering to these policies. Employees cannot use confidential information for personal reasons. The president is authorized to release confidential information, as appropriate, to court appointed officials upon receipt of written notice.

POLICIES OF THE
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3.29	Employee Associations	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees encourages active participation of all full-time faculty and staff in organized associations. The Faculty Senate and the Staff Association hereafter referred to as the Associations shall operate under the auspices of by-laws and constitutions approved or ratified by a majority of the membership. Copies of these documents shall be filed in the Learning Resources Center.
- (2) The Board recognizes the Associations as a means whereby each group may contribute to the decision-making processes of the College.

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3.30	Compensatory Leave	1 of 1
NUMBER	TITLE	PAGE

- (1) Compensatory leave is an authorized leave of absence with pay to compensate an employee for overtime worked for which no pay was received for such work.
- (2) Supervisors shall limit hours worked by employees classified as full-time non-exempt to the established 40-hour work week.
- (3) In cases when non-exempt employees work week exceeds 40 hours because of seasonal activities or emergencies, Fair Labor Standards Act requires one and one-half hours of compensatory leave be granted for each hour of overtime earned.
- (4) Each supervisor is responsible for approving overtime work prior to it being earned.
- (5) Compensatory leave must be taken by the end of the next calendar month from the date earned.
- (6) The president shall establish procedures to implement and administer this policy.

General Authority:
Revised: 11-25-2005
Editorial Changes:

POLICIES OF THE
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3.32	Longevity	1 of 2
NUMBER	TITLE	PAGE

- (1) Employees of Roanoke-Chowan Community College assigned to full-time or permanent part-time positions shall receive longevity pay if they meet the requirements of total qualifying service set forth in NCAC 2D .0109.
- (2) Total service for the longevity pay plan is based on a month-for-month computation of full-time and permanent part-time (30 hours or more, but less than full-time) employment with an institution in the community college system or school administrative unit regardless of the source of salary; departments, agencies or institutions of the State of North Carolina; county agricultural extension service; local mental health, public health, social services, or civil preparedness agencies in NC; other governmental units that are now agencies of NC and authorized military leave.
- (3) Total service for longevity pay plan does not include temporary services, periods of out-of-state employment with other states, schools, colleges or universities, periods of employment with agencies of the federal government, periods of military service other than those categories described in Subparagraph (b) (6) of NCAC 2D .0109 and periods of employment for employers other than the State of North Carolina even though credit in the North Carolina retirement system has been purchased for such employment.
- (4) Annual longevity payments are based on the length of total service to agencies, community colleges, and school administrative units as designated in Paragraph (b) of NCAC 2D .0109 and a percentage of the employee’s annual rate of pay on the date of eligibility.
- (5) Longevity pay amounts are computed by multiplying the employee’s annual base or contract salary rate at the eligibility date by the appropriate percentage, rounded to the nearest dollar,

in accordance with the following table:

General Authority: NCAC 2D .0109
Revised: 11-25-05
Editorial Changes:

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3.32	Longevity	2 of 2
NUMBER	TITLE	PAGE

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

- (6) Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel or payroll records as part of annual base or contract salary. (Salary increases effective on the same dates as the longevity eligibility date shall be incorporated in the base pay before computing longevity).
- (7) The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.
- (8) Eligible employees on workers' compensation leave shall receive longevity payment in the same manner as if they were working.
- (9) If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro-rata payment in the event of (a) separation from the institution and (b) change in employment status to temporary part-time or to a position not covered in this policy.
- (10) Longevity pay shall be made from the same source of funds and in the same pro-rata amounts from which the employee's regular annual salary is paid (e.g. state, federal, local funds).
- (11) The President of the College shall determine the quantity of qualifying service and the longevity anniversary date of each eligible employee and furnish to the state board, on forms prescribed by the Department (provides data necessary for determination of the cost of the longevity pay plan from state funds).
- (12) The College shall adhere to all guidelines as set forth in NCAC 2D .0109.

General Authority: NCAC 2D .0109
Revised: 11-25-05
Editorial Changes:

POLICIES OF THE
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3.33	Dismissal and Suspension	1 of 1
NUMBER	TITLE	PAGE

- (1) Definitions
 - (1.1) *Dismissal* – the action taken by the Board or authorized by the Board to be taken by the President to separate an individual for cause from employment with the College.
 - (1.2) *Cause* – a reason for an action or condition. For the purpose of this policy, it will be defined as including, but not limited to: incompetent or inefficient service; insubordination; substance abuse; sexual or racial discrimination; harassment or other illegal acts; willful neglect of duty; unprofessional or unethical conduct; or misconduct seen as a violation of institutional policies or procedures.
 - (1.3) *Suspension* – the action taken against an employee to temporarily relieve the individual of duties and place the employee on leave with or without pay.
- (2) Policy
 - (2.1) An employee, regardless of position, profession or work performed, may be warned, reprimanded, suspended, or dismissed by the College President at the Board of Trustees’ approval for cause as defined above and in accordance with the *Civil Rights/Equal Opportunity Policy 2.3*.
 - (2.2) The employee who is suspended or dismissed for cause is entitled to Due Process in accordance with Board Policy 3.6.
 - (2.3) When a hearing is requested, the same rules shall be followed as outlined in Administrative Procedure 03-0901 Non-tendering of a New Contract.

General Authority:
Revised: 11-25-05
Editorial Changes:

POLICIES OF THE
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3.34	Leave Transfer	1 of 1
NUMBER	TITLE	PAGE

- (1) Unused sick leave shall be transferred when a full-time or permanent part-time employee transfers between institutions within the North Carolina Community College System.
- (2) Annual leave transfer may be accepted at the discretion of the President.
- (3) In some cases leave transfers may be only a transfer of sick leave if the employee was paid for up to 240 hours of annual leave.
- (4) Unused annual and sick leave or any portion thereof may also be transferred to or from state agencies, universities, county mental health, public health, civil defense agency, social services, emergency management and public school, if the head of the employing agency, university, or school administrative unit is willing to accept it.

General Authority:
Revised: 11-25-05
Editorial Changes:

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3.35	Professional Development	1 of 1
NUMBER	TITLE	PAGE

All full-time faculty and staff positions shall be required to annually submit a professional development plan. Plans will be developed in consultation with the appropriate Dean and/or supervisor. Plans shall address specific objectives and expected outcomes related to the position held as it relates to the broader goal of Institutional Effectiveness. A plan may cover a period of one or more academic years, dependent upon the nature of the activities to be completed. All plans will be discussed with the respective area Dean and documented at the Dean’s level. This should occur in the same cycle as the faculty and staff evaluation process. When an individual is under disciplinary action or review, the Institution may require a professional development plan or objective in order to focus on improvement measures.

General Authority:
Revised: 11.25.05; 10.25.11
Editorial Changes:

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3.36	Drug and Alcohol Use	1 of 2
NUMBER	TITLE	PAGE

- (1) Roanoke-Chowan Community College recognizes its obligation to all employees, students, and the public and is committed to providing and maintaining a safe working environment free of alcohol, illegal drugs, and/or controlled substances. As such, unlawful drug use, including the manufacture, distribution, dispensation, possession or use, is prohibited in the workplace, on the campus, or as part of any college-sponsored activity.
- (2) Employees or students admitting to or convicted of such unlawful possession, use, or distribution of these substances will be subject to disciplinary action up to and including expulsion or termination. Also they may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program or referred for prosecution.
- (3) Since RCCC is a recipient of federal contracts and grants, the College is required to notify the U.S. government agency with which the grant was made within 10 days of receiving notice from the employee or when the College otherwise receives actual notice of a violation of a criminal drug law occurring in the workplace.
- (4) The College shall inform both students and employees of this policy and the penalties if convicted of such drug and alcohol abuse.

General Authority:
Revised: 11-25-05
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.36	Drug and Alcohol Use	2 of 2
NUMBER	TITLE	PAGE

- (5) Roanoke-Chowan Community College shall provide information about drug counseling and rehabilitation services available through campus-wide and community-based organizations.
- (6) All employees must comply with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statues.

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3.37	Employee Orientation	1 of 1
NUMBER	TITLE	PAGE

It is the policy of Roanoke-Chowan Community College to provide an orientation session for new employees and to conduct or support training programs that it determines to be appropriate.

The Human Resources Department is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover the College history, mission, policies and operating procedures, benefits, and new employee files and documentation.

Each supervisor is responsible for orientation as it applies to introducing the new employee to his/her specific job duties and responsibilities, and the department. The supervisor is also responsible for recommending employees for special training programs and professional development activities.

General Authority:
Revised:
Editorial Changes:

3.38	Benefits	1 of 1
NUMBER	TITLE	PAGE

Policy

Roanoke-Chowan Community College makes available various welfare and pension benefits to employees classified as full-time and permanent part-time (employees working 30 hours or more for at least 9 months). Information and summaries to explain these benefit plans will be provided to all plan participants and beneficiaries on a timely and continuing basis. The College reserves the right to modify, amend or terminate any benefit plan at any time as it so deems. Employees will be notified thirty (30) days in advance prior to the termination of a plan.

All benefits provided by the College are described in official documents that are maintained in the Human Resources Department and are available for examination by any plan participant or beneficiary. These documents are the only official and binding materials concerning the College's benefit plans. In the event of a contradiction of information in communications, either written or verbal, the contract or benefit plan document shall govern.

General Authority:
Revised:
Editorial Changes:

POLICIES OF THE
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3.39	Records Retention and Disposal	1 of 1
NUMBER	TITLE	PAGE

- (1) Roanoke-Chowan Community College adheres to the NC General Statutes for retention and disposal of records as stated below.
- (2) No public official may destroy, sell, loan, or otherwise dispose of public record, except in accordance with G.S. 121-5 and G.S. 130A-99, without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is officially housed, or alters, defaces, mutilates or destroys it, shall be guilty of a class 3 misdemeanor and upon conviction only fined at the discretion of the court.
- (3) The records retention schedule lists various documents that colleges are required to maintain and the schedule for retaining them. The schedule is developed in conjunction with the Division of Archives and History.

General Authority:
Revised: 06-26-18
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.40	Termination for Cause	1 of 1
NUMBER	TITLE	PAGE

An employee of the College may risk termination if he/she fails to execute his/her duties according to the expectations of the College. If an employee engages in conduct unbecoming of a College employee, he/she may also risk termination.

When an employee engages in behavior that is unbecoming, the College upon recommendation from the President will determine a course of action in order to evaluate the impact of the behavior on the College and the relationship between the college and the conduct engaged in by the employee.

The College upon recommendation from the President will determine appropriate disciplinary action up to and including termination based upon a review of the facts and circumstances surrounding the behavior in seeking to protect the needs and interests of the College.

General Authority:
Revised:
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.41	Employee Assistance Program	1 of 1
NUMBER	TITLE	PAGE

When personal difficulties adversely affect job performance the College will provide an opportunity for an employee to seek professional counseling services through its Employee Assistance Program (EAP).

The Employee Assistance Program (EAP) is designed to assist employees in resolving personal problems that affect their current job performance.

An employee may become a participant in the program by either self-referral or supervisor referral.

There is no charge to the employee for the initial diagnostic screening through the second appointment. The employee may go to a certified psychological or counseling professional selected by the College or he/she may select an appropriate advisor to provide the service. Any information discussed between the employee and the service provider will be strictly confidential.

After the initial three visits to EAP the employee will be required to pick up the cost of continued assistance. Subsequent sessions may be covered under the current State Health Plan. Leave during an employee’s work day to attend EAP sessions will be treated and charged out as normal sick leave and annual leave.

Participation by an employee in the EAP Program does not constitute a waiver of or limit to the College’s responsibility to maintain standards of discipline and performance. Nor does it prohibit the college from taking appropriate disciplinary actions for misbehavior, which may include dismissal. Employees participating in the Employee Assistance Program are expected to maintain satisfactory job performance.

General Authority:
Revised:
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.42	Emergency Hiring Appointment (Full-time Temporary Hiring)	1 of 1
NUMBER	TITLE	PAGE

Periodically circumstances occur beyond the College’s control where it becomes necessary to make a faculty or staff appointment to a position without going through a formal search. An example is when a staff member or faculty member suddenly vacates their position before their contract period has ended due to unforeseeable circumstances. When such staffing needs arise within the College, they require a quick hire or “emergency appointment”.

Emergency appointments fall under the category of full-time temporary hires and should not exceed a year’s duration, unless otherwise approved by the President. Full-time temporary appointees are not eligible to participate within the state retirement system; however, the college has the discretion of providing health care benefits on an individual basis.

Once sufficient time has lapsed, not to exceed twelve months from making an emergency appointment, if the college decides to keep the position in question, a formal search shall be done according to the normal process for searches and hires.

General Authority:
Revised:
Editorial Changes:

POLICIES OF THE
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3.43	Employee Checkout & Return of College Property	1 of 1
NUMBER	TITLE	PAGE

Employees separating from College employment for any reason must complete a check-out form and have it approved by the appropriate persons noted on the form before a final pay check will be issued. This form provides for certification that all necessary reports are complete and keys, identification card, and other College property have been returned.

Failure to return college property may result in a reduction of pay from the employee's last pay check to recover the loss, replacement and/or repair of the property. An administrative fee of five percent of the amount due the College will be assessed to offset the cost incurred by the College for the reclamation of its property.

The administration is also authorized to pursue criminal prosecution against employees who take and refuse to return property of the College.

General Authority:
Revised: 11-25-05
Editorial Changes:

3.44	Veterans' Preference	1 of 1
NUMBER	TITLE	PAGE

Roanoke-Chowan Community College shall comply with NC Administrative Code 23 NCAC 02C.0210 and NC General Statute 128-15 as it relates to granting a preference to veterans in the college's hiring process. The decision of what preference(s) should be granted is at the discretion of the Board.

"Veteran" is defined in accordance with NC General Statute 128-15(b)(2) as "a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions."

The preference does not need to extend to the spouses of veterans.

3.45	Flexible Work Schedules	1 of 2
NUMBER	TITLE	PAGE

The normal daily work schedule for the College is 8:00am to 5:00pm. However, the College encourages supervisors to permit reasonable adjustment (flextime) to the established normal arrival and departure times of the workplace, to accommodate individual employee needs such as transportation, education, and personal and family care commitments. The College also recognizes that flexible scheduling is not possible for all work areas because of the specific requirements of that department or position.

Supervisors considering flextime should examine staffing needs for their areas to determine if the workplace needs to be fully staffed for the entire period of the regularly scheduled workday. Where possible, arrival and departure times for individual employees can be staggered to meet both the needs of the employee and the section or department. Supervisors must ensure that there is adequate supervision during the staggered hours.

Any significant variation from the employee's normal work schedule, e.g. working a ten-hour, four-day week, must be discussed in advance with the Senior Staff, especially in cases affecting non-exempt employees which require a modification to the College's overtime pay practices. Flexible work schedules should be discussed in advance with the staff member. The supervisor should explain the impact on how overtime pay will be calculated and make clear that the altered schedule is permissible as long as the operation of the work unit is not adversely affected. Both parties should have written copies of the agreed upon schedule. Supervisors should review the flextime needs of their employees and its application on a regular basis. Such schedules are subject to revision or cancellation at any time by the supervisor or department head.

There are occasions when it may be possible and practical for employees to accomplish some of their work while remaining at home. Non-exempt employees are not permitted to work at home without advance, express approval from their supervisor. Such occasions should be minimal. Supervisors who are considering permitting a staff member to do a portion of their work at home on a regular basis must discuss the proposed arrangement first with the College President.

Procedure:

Supervisor:

- Reviews workplace needs, possibilities for and impact of flexible scheduling.
- Reviews and approves or disapproves employee request for flexible scheduling.
- Provides employee with written copy of schedule.
- Reviews workplace needs and flexible schedules on a regular basis.
- Consults with the Department of Human Resources when a significant change in the employee's schedule, e.g. four-day workweek or 10-hour day, is proposed.

General Authority:
Approved: 01-29-2009
Revised:
Editorial Changes:

3.45	Flexible Work Schedules	2 of 2
NUMBER	TITLE	PAGE

Employee:

- Requests alternate schedule to accommodate special needs.
- If request is approved receives written copy of schedule change.
- Notifies supervisor of any change in circumstances that may require a change or termination of the flexible schedule.

General Authority:
Approved: 01-29-2009
Revised:
Editorial Changes:

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3.46	Personnel File	1 of 4
NUMBER	TITLE	PAGE

- (1) Personnel files are established by the college and are the property of the college. The office of human resource is designated as the custodian of personnel records of the faculty and staff and the records of applicants seeking employment at the College. Personnel files are confidential and are only subject to inspection as authorized under G.S. 115D (27-29).

- (2) Personnel files of employees of boards of trustees, former employees of boards of trustees, or applicants for employment with boards of trustees shall not be subject to inspection and examination as authorized by G.S. 132-6. For purposes of this Article, a personnel file consists of any information gathered by the board of trustees which employs an individual, previously employed an individual, or considered an individual's application for employment, and which information relates to the individual's application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment wherever located or in whatever form. (1991, c. 84. s. 3.)

- (3) The Human Resources Director shall maintain a record of each employee showing the following information: name, age, date of original employment or appointment, the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the board has the written contract or a record of the oral contract in its possession, current position, title, current salary, date and amount of most recent increase or decrease in salary, date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification, and the office or station

General Authority: NC Administrative Code 115D
Approved: 01-27-2009
Revised: 06-26-18
Editorial Changes:

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3.46	Personnel File	2 of 4
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to which the employee is currently assigned. For the purposes of this section, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the College. Subject only to such rules and regulations for the safekeeping of records as the Board may adopt, every person having custody of the records shall permit the record to be inspected and examined and copies made by any person during regular business hours. (1991, c. 84, s. 3; 2007 508, s. 2.)

- (4) All information contained in a personnel file, except as otherwise provided in this Article, is confidential and shall not be open for inspection and examination except to the following persons:
- (4.1) The employee, applicant for employment, former employee, or his properly authorized agent, who may examine his own personnel file at all reasonable times in its entirety except for letters of reference solicited prior to employment;
 - (4.2) The President and other supervisory personnel;
 - (4.3) Members of the board of trustees and the board's attorney;
 - (4.4) A party by authority of a subpoena or proper court order may inspect and examine a particular confidential portion of an employee's personnel file; and
 - (4.5) An official of an agency of the federal government, State government or any political subdivision thereof. Such an official may inspect any personnel records when such [an] inspection is deemed by the college of the employee, applicant, or former employee whose record is to be inspected as necessary and essential to the pursuance of a proper function of said agency; provided, however, that such information shall not be divulged

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3.46	Personnel File	3 of 4
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for purposes of assisting in a criminal prosecution, nor for purposes of assisting in a tax investigation.

- (5) Notwithstanding any other provision of this Article, any president may, in his/her discretion, or shall at the direction of the board of trustees, inform any person or corporation of any promotion, demotion, suspension, reinstatement, transfer, separation, dismissal, employment or non-employment of any applicant, employee or former employee employed by or assigned to the board of trustees or whose personnel file is maintained by the board and the reasons therefore and may allow the personnel file of the person or any portion to be inspected and examined by any person or corporation provided that the board has determined that the release of the information or the inspection and examination of the file or any portion is essential to maintaining the integrity of the board or to maintaining the level or quality of services provided by the board; provided, that prior to releasing the information or making the file or any portion available as provided herein, the president shall prepare a memorandum setting forth the circumstances which he and the board deem to require the disclosure and the information to be disclosed. The memorandum shall be retained in the files of the president and shall be a public record. (1991, c. 84. s. 3.)
- (6) An employee, former employee or applicant for employment who objects to material in his file may place in his file a statement relating to the materials he considers to be inaccurate or misleading. An employee, former employee or applicant for employment who objects to material in his file because he considers it inaccurate or misleading, and

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3.46	Personnel File	4 of 4
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the material has not been placed there in connection with a grievance procedure established by the board of trustees, may seek the removal of such material from the file through grievance procedures to be established by the board. Such objection must be made within 30 days of the filing of such material. (1991, c. 84. s. 3.)

- (7) Employees have the responsibility of notifying the Human Resources Office any time personal information changes which would affect their retirement, insurance, beneficiaries or dependents, or other important matters. Changes, including address and telephone, should be reported as soon as they occur to avoid any problems in mailing official communications and correcting any crediting and coverage for insurance, retirement, and similar purposes. Phone numbers are particularly important in case of an emergency.

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3.47	Reference Checks	1 of 1
NUMBER	TITLE	PAGE

- (1) Roanoke-Chowan Community College will protect the confidentiality of personnel information in compliance with federal and state law including but not limited to North Carolina General Statutes 115D-27, -28, and -29. No employee may release confidential personnel information except in strict compliance with the law.
- (2) All requests for information regarding a current or former employee of Roanoke-Chowan Community College must be referred to the Human Resources Department. Requests for a reference regarding a current or former employee must be referred to the Human Resources Department for handling. No College employee may issue a reference letter to any current or former employee without the permission of the President.
- (3) Under no circumstances should any College employee release any information about any current or former College employee over the telephone. All telephone inquiries regarding any current or former employee of the College must be referred to the Human Resources Department.

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3.48	Workplace Violence	1 of 1
NUMBER	TITLE	PAGE

Roanoke-Chowan Community College (RCCC) is committed to providing a workplace for its employees, students, and volunteers that is safe, secure, and respectful – an environment that is free from violence and threats of violence. Behaviors and actions that are indicative of threats and/or violence are potentially damaging to College employees, students, and property. There shall be no tolerance for violence, threats of violence or other conduct that disrupts the work environment or results in fear for personal safety.

Definition of Workplace Violence:

Workplace violence includes, but is not limited to, intimidation, threats to cause physical, psychological or emotional harm, physical attack or property damage.

Intimidation: Includes, but is not limited to, abusive language, oral and written communication, stalking, making gestures, or engaging in other actions (intentional or unintentional) that frighten, coerce, or induce emotional harm or may reasonably be expected to frighten, coerce, or induce emotional harm.

Threat: The expression of an intent to cause physical, emotional or psychological harm. An expression may constitute a threat, without regard to whether the party communicating the threat has the present intent or ability to carry it out and without regard to whether the expression is contingent, conditional, or future. A threat may be direct or implied and may be conveyed orally, in writing, by telephone, facsimile, conventional/electronic mail, or any other communication medium.

Physical Attack: Unwanted hostile physical contact such as, but not limited to, hitting, fighting, pushing, shoving or throwing objects.

Property Damage: Intentional damage to any kind of property, including that owned or leased by or to the State and/or the College, employees, students, visitors or vendors.

It is a violation of this policy to engage in workplace violence as defined herein or to use or possess an unauthorized weapon on any College property except as authorized by College rules. Violations of this policy will lead to appropriate disciplinary action up to and including termination of employment. Any person who witnesses or feels they have experience workplace violence should report it immediately in accordance to procedures. The President shall enact and maintain procedures in accordance with this Rule, which shall, at a minimum, provide for methods of reporting and investigating alleged violations of this Rule.

General Authority:

Approved: 01-27-2009

Revised:

Editorial Changes:

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3.49	Employment Between Contract Periods (“At-Will”)	1 of 1
NUMBER	TITLE	PAGE

The President is authorized to select, employ and assign personnel in a manner to best meet the needs of the College. Employees are contracted for a specified time period which is outlined in his or her contract. Nothing in an employee’s contract, whether full-time or part-time, guarantees, implies or suggests that the employee’s employment extends beyond the contract period. Although the College may employ someone between contract periods, any employment is terminable at the will of the College or the employee until a contract is fully executed by the employee and the College.

General Authority:
Approved: 01-27-2009
Revised:
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.50	Employee Duties and Responsibilities	1 of 1
NUMBER	TITLE	PAGE

All College employees are expected to assume and perform all responsibilities and duties listed in their official Job Descriptions and as assigned to them by the President.

General Authority:
Approved: 01-27-2009
Revised:
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.51	Assignment and Reassignment of College Personnel	1 of 1
NUMBER	TITLE	PAGE

The President shall have the authority to assign or reassign College employees to positions not inconsistent with their contract, and to any one or any number of locations where the College has business or classes are conducted. Employee assignment or reassignment may also occur to meet operating needs resulting from new requirements, change in workloads, financial shortfalls and/or reorganization.

General Authority:
Approved: 01-27-2009
Revised:
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.52	Performance Evaluations	1 of 1
NUMBER	TITLE	PAGE

All full-time and part-time, regular College employees and adjunct faculty shall be evaluated at least annually. Procedures for performance evaluations shall be established by the President. When completed, the original performance evaluation form shall become part of the employee's limited access personnel file located in the College's Human Resources Office. Employees shall be provided a copy of their performance evaluation.

It shall be the duty of the Board to evaluate the President annually. Both the evaluation and the findings shall be in writing. Immediately after acceptance by the Board, the findings shall be submitted to the North Carolina Community College System for review.

General Authority:
Approved: 01-27-2009
Revised:
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.53	General Campus Meetings	1 of 1
NUMBER	TITLE	PAGE

Only the College President shall call general campus meetings and may do so as deemed necessary, naming the time and place of the meeting.

General Authority:
Approved: 01-27-2009
Revised:
Editorial Changes:

3.54	Military Leave	1 of 9
NUMBER	TITLE	PAGE

Policy

Roanoke-Chowan Community College shall comply with all regulations promulgated pursuant to North Carolina General Statute 127A-116, and the Uniformed Services Employment and Reemployment Rights Act of 1994. (“USERRA”)

Leave shall be granted to eligible employees for certain periods of service in the uniformed services. No employee or applicant for employment shall be discriminated against because of their membership, application for membership, performance of service, application for service or obligation for service in the Uniformed Services.

Employees are eligible for leave under this policy and USERRA when the following criteria are met:

- The employee must have given notice to the College that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable;
- The cumulative period of service while employed by the College must not have exceeded five years;
- The employee must not have been released from service under dishonorable or other punitive conditions; and
- The employee must have reported back to their job with the College in a timely manner or have submitted a timely application for reemployment.

USERRA establishes a five-year cumulative total on military service with a single employer, with certain exceptions allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training.

Definitions

Following are definitions of terms used in this policy:

Term	Definition
Service in the Uniformed Service	<p>The performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes:</p> <ul style="list-style-type: none"> • active duty (extended active duty; mobilization or call up of reserve components), • active duty for training of reserve components (annual training - usually 2 weeks or special schools), • initial active duty for training (initial enlistment in reserve or National Guard),

General Authority: G.S. 127A-116
Adopted 04-28-09 Revised:
Editorial Changes:

3.54	Military Leave	2 of 9
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	<ul style="list-style-type: none"> inactive duty training (drills - usually on weekends), full-time National Guard (usually a 3-year contract), and a period for which a person is absent for examination to determine fitness of the person to perform such duty.
National Guard	A reserve of the U.S. Armed Forces. The N.C. Army and Air National Guard respond to the Governor as Commander in Chief and serve as the military arm of State government and respond to the President of the U.S. in time of war.
Uniformed Services	<ul style="list-style-type: none"> Armed Forces and the Reserve Components (Army, Navy, Air Force, Marine Corps, Coast Guard, Army and Air National Guard), Commissioned Corps of the Public Health Services, National Disaster Medical System intermittent disaster-response appointees, and any other category of persons designated by the President in time of war or national emergency. <p>Also included are the Civil Air Patrol and State Defense Militia in accordance with the Special Provisions outlined at the end of this policy.</p>

I. MILITARY LEAVE WITH PAY

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

1. Members of the Uniformed Services for:
 - a) active duty for training (annual training or special schools)
 - b) inactive duty training (drills - usually on weekends)

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

2. Members of the State Defense Militia (as defined further in this policy); and,
3. Civil Air Patrol members (as defined further in this policy).

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

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B. *Notification:* Employees are required under USERRA to provide notification of upcoming duty and/or schedule changes as soon as known.

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

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

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

D. *Period of leave with pay for reserve active duty:* The following shall apply for active duty for each period of involuntary service:

1. Members of the uniformed services reserve components shall receive up to thirty (30) calendar days of full pay when ordered to State or Federal active duty.
2. After the thirty-day period, members shall receive differential pay for any period of involuntary service. This pay shall be the difference between military basic pay and the employee's annual State salary, if military pay is the lesser.

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

F. *Retention and continuation of benefits during leave with pay:* Prior to the 30 days of full pay and the differential, the employee may choose to retain their vacation/bonus leave, exhaust their vacation/bonus leave, or be paid in a lump sum up to a maximum of 240 hours of vacation leave plus any unused bonus

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leave. If the employee is FLSA non-exempt, any compensatory time may also be exhausted prior to exhausting leave or may be paid in a lump sum.

- G. *Service Credit:* During the period of reserve active duty, whether receiving full pay, differential pay, or no pay, the employee shall not incur any loss of total service or retirement service or suffer any adverse service rating.
- H. *Longevity:* If eligible, the employee shall continue to be paid longevity payments during the period of reserve active duty.
- I. *Leave:* The employee shall continue to accumulate sick and vacation leave, total service credit, and any promotion or salary increase for which otherwise eligible.
- J. *Retirement:* Differential pay does not meet the statutory definition of "compensation" for retirement purposes. Thus, retirement contributions should not be reported to the Retirement System on differential pay. Retirement membership service credits will be granted employees for all required periods of active military service.
- K. *Health Insurance:* When on duty, the College continues to pay for health coverage for members of the National Guard. When on Federal active duty, coverage in the State Health Plan ends on the last day of the month in which the individual enters active service. The military health and benefits program covers the reservists and their dependents. Employees and/or their dependents whose health coverage ceases because of entry into the military service are eligible for COBRA coverage for a period of up to twenty-four months. The employee must pay for periods in excess of thirty days.
- L. *Additional leave for National Guard:* Members of the National Guard are granted additional time off with pay for infrequent, special activities in the interest of the State when so authorized by the Governor or his authorized representative.

II. **MILITARY LEAVE WITHOUT PAY**

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

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1. Initial active duty for training (voluntary initial enlistment);
2. Extended active duty for a period not to exceed five years plus any additional service imposed by law (see note below);
3. Full time National Guard duty (usually a 3 year contract);
4. While awaiting entry into active duty, such period as may be reasonable to enable the employee to address personal matters prior to such extended active duty.
5. The period immediately following eligible period(s) of active duty, as defined under "Reinstatement From Military Leave Without Pay" of this policy, while reinstatement with the college is pending, provided the employee applies for such reinstatement within the time limits defined. (Note: It is the employee's responsibility to apply for reinstatement within the time limit defined.)
6. Employees hospitalized for, or convalescing from, an injury or illness incurred in, or aggravated during the performance of extended active duty, except that such period shall not exceed two years beyond their release from extended active duty under honorable conditions. Also, the employee shall be entitled to leave without pay for the period from the time of release by the physician until actually reinstated in employment, provided the employee applies for such reinstatement within the time limits defined.

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

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

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

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

1. Unable (through no fault of the individual) to obtain release from service or service in excess of 5 years to fulfill an initial period of obligated service,

3.54	Military Leave	6 of 9
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2. Required drills and annual training and other training duty certified by the military to be necessary for professional development or skill training/retraining, or
 3. Service performed during time of war or national emergency or for other critical missions/contingencies/military requirements.
- B. *Notification:* The employee or an appropriate officer of the military service in which such service is or is to be performed shall provide written or verbal notice of such service as soon as it is known. The employee shall be responsible for returning, or making application for reinstatement, within the time limits defined under "Reinstatement from Military Leave Without Pay (LWOP)."
- C. *Retention and continuation of benefits during leave without pay:* Prior to going on LWOP, the employee may choose to have accumulated vacation/bonus leave paid in a lump sum (maximum of 240 hours of vacation leave), exhausted, or retained (part or all) until return. The employee shall retain any unused sick leave.
- FLSA non-exempt employees may exhaust any compensatory time prior to exhausting leave or it may be paid in a lump sum
- D. *Leave:* The employee shall not accumulate vacation or sick leave. Leave is earned only when the employee is on leave with pay or on reserve active duty.
- E. *Retirement:* The employee shall receive retirement service credit for periods of service up to the time the employee was first eligible for discharge if the employee returned to State employment within two years; or any time after discharge if they had completed at least ten years of membership service in the Retirement System. (See Retirement System Handbook for further details.)
- F. *Health Insurance:* The State will pay for coverage in the State Health Plan for at least 30 days from the date of active service pursuant to the orders. Partial premiums are not accepted; therefore, if a full premium is paid to cover a partial month, coverage will also continue to the end of that month. After that, the employee may choose to continue coverage in the State Health Plan by paying the full premium.

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III. REINSTATEMENT FROM MILITARY LEAVE

Reinstatement shall be made if the employee:

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

A. *Time Limits:* The employee shall be responsible for returning, or making application for reinstatement, within the time limits defined below. The time limit for submitting an application for reemployment or reporting back to work depends upon the length of uniformed service. If reporting back or submitting an application for reemployment within the specified periods is impossible or unreasonable through no fault of the employee, the employee must report back or submit the application as soon as possible thereafter. The service duration and periods for returning or applying for reemployment are as follows:

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

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

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

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- C. *Reinstatement of salary:* The employee's salary upon reinstatement shall be based on the salary rate applicable to the proper escalator position. In no case will the reinstated employee's salary be less than when placed in a military leave status. If the employee was in trainee status at the time of military leave, the addition of trainee adjustments may be considered, at the discretion of the appropriate administrator, if it can be determined that military experience was directly related to development in the area of work to be performed in the position. The addition of trainee adjustments must be made if it can be shown that progression within or through such status is based merely upon the passage of time with satisfactory performance.

IV. CIVIL AIR PATROL AND STATE DEFENSE MILITIA

A. Civil Air Patrol

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

B. State Defense Militia

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

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

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

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

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

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

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

Policy adopted from Office of State Personnel

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3.55	Worker's Compensation	1 of 1
NUMBER	TITLE	PAGE

- (1) Roanoke-Chowan Community College is subject to the Workers' Compensation Act. Under this Act, any employee injured in the course of work or who contracts an occupational disease as defined by law is eligible for certain benefits.
- (2) The President shall establish or cause to be established a procedure that outlines the process to be followed.

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3.56	Direct Deposit	1 of 1
NUMBER	TITLE	PAGE

It is the policy of Roanoke-Chowan Community College (R-CCC) that all full and part-time employees be required to participate in direct deposit. The employee may select the financial institution(s) of his/her choice to accommodate the receipt of direct deposit payments.

As a condition of employment, all newly hired or rehired employees effective on the adoption date of this policy, shall be required to enroll in the direct deposit within (30) days of hire or rehire.

General Authority:
Adopted: 04-28-09 **Revised:**
Editorial Changes:

3.57	Dispute Resolution/Mediation	1 of 1
NUMBER	TITLE	PAGE

Roanoke-Chowan Community College is committed to prompt and fair resolution of all disputes of any nature, which may arise in the workplace. This policy governs all aspects of employment dispute resolution, including all legal claims that the employee may have against the college, up to and including discharge, and any claims of discrimination based upon race, color, sex, disability, religion, national origin, age or any other protected attribute, or any claims arising under any federal, state, local law or any common law.

1. Employees should promptly discuss any problems or concerns that are related to their work in any way with their immediate supervisor. If the immediate supervisor is the subject of the grievance or if the employee feels uncomfortable discussing the matter with the supervisor, the employee may address the issue to the next person up the chain of command.
2. If the employee is dissatisfied after discussion with the supervisor, the President may recommend mediation. If, in the judgment of the President, the resolution of a grievance could benefit from “mediation” by an outside mediator, the President may direct the parties to participate in a mediation effort prior to continuing the Grievance process. The cost of the mediation shall be borne by the college. The college and the employee are obligated to make a good faith effort to resolve the issue through mediation.
3. If the matter is not resolved in mediation, either party may request that the matter be referred to the President who may issue a determination, which shall be final unless the employee appeals to the Board of Trustees as a formal grievance. (see Employee Grievance Procedures 03-1001)

3.58	Employment of Foreign Nationals	1 of 2
NUMBER	TITLE	PAGE

- (1) This policy is intended to ensure compliance with federal regulations governing the employment of foreign nationals. It serves as a guide to protect the college and individual employees from substantial penalties that may be incurred in the employment of unauthorized aliens. This policy applies to the employment of foreign nationals in any position regardless of appointment period or funding source including independent contractors such as honoraria and guest speakers; scholarship/fellowship payments made to students, scholars, and trainees; and faculty, staff or student workers at Roanoke-Chowan Community College.
 - (1.1) Foreign National: An individual who is not a U.S. citizen, permanent resident, or resident alien of the U.S.
 - (1.2) Employee: An employee of R-CCC is an individual who performs services that are subject to the supervisor and control of the College in terms of the job description and requirements. An employee is paid through the payroll system, with accompanying tax withholding as provided by law.
 - (1.3) Permanent Resident or Resident Alien: An alien who has been lawfully admitted to the U.S. to live; an immigrant; holder of a green card.
- (2) It is the policy of Roanoke-Chowan Community College to employ, or make employment offers to foreign nationals only when U.S. citizens or permanent residents of equal training, experience and competence for the position are unavailable. Such a determination can only be made following a completely

3.58	Employment of Foreign Nationals	2 of 2
NUMBER	TITLE	PAGE

documented search and evaluation process. Employment of foreign nationals will be authorized only under the provisions of this policy and only when conditions and visa requirements established by federal law are met and documented.

- (3) Under no circumstances may any R-CCC employee knowingly employ, or agree to employ a foreign national who does not possess valid work authorization documents, nor can a foreign national volunteer to perform any activity that benefits R-CCC without receiving, or expecting to receive, payment or remuneration of any kind for services rendered.
- (4) Nothing in this policy shall be used as the basis for discrimination against any qualified individual because of race, gender, age, color, religion, national origin, disability, or veteran status.

POLICIES OF THE
BOARD OF TRUSTEES

3.59	Non-Reappointment and Resignation	1 of 1
NUMBER	TITLE	PAGE

- (1) Employees are contracted for a specified time period that is stated in his or her contract. Nothing in an employee’s contract, whether full-time or part-time, guarantees, implies, or suggests that the employee’s employment will extend beyond the term stated in the contract. The decision on whether or not to offer an employee a new, revised, or amended contract rests with the President.
- (2) There shall be no obligation to employ any employee unless and until a contract for employment is signed by the College President and the employee, and the employ has returned the contract to the Human Resources Department.
- (3) The employment of employees at any time when they are not employed under a contract may be terminated at-will by the employee or the College.
- (4) Resignation is a voluntary termination of employment from the College with written notice given by the employee. Staff employees are expected to give at least thirty (30) days of notice in writing to the President. Faculty employees are expected to give at least one (1) semester of notice in writing to the President. The actual leave date should coincide with the completion of an academic term in order not to disrupt classroom instruction. The President may accept any resignation, and shall confirm acceptance in writing to the employee.

3.60	Probationary Period and Review	1 of 1
NUMBER	TITLE	PAGE

- (1) The probationary period is an extension of the employment selection process.
Newly hired employees serve a three-month introductory period unless otherwise stated in an employment contract. The probationary period provides the employee with an opportunity to adjust to the job. It also serves as a time during which a new employee’s ability to perform the work, to accept new responsibility, to demonstrate a positive attitude, and to work well with others can be observed and assessed.
- (2) Supervisors review the employee’s progress and performance during this period.
If satisfactory performance is not attained, the College may extend the probationary period or not review the contract after the probationary period.
- (3) Probationary employee has no right to file a grievance if their employment is not continued beyond the probationary status.

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BOARD OF TRUSTEES

3.61	Furlough	1 of 1
NUMBER	TITLE	PAGE

Roanoke-Chowan Community College shall comply with any Executive Order issued by the Governor or any directive of the Legislature mandating an involuntary or voluntary furlough.

The President shall enact procedures for furlough according to parameters established by State Law or Executive Order.

General Authority:
Adopted: 06-23-09 **Revised:**
Editorial Changes:

3 . 62	Working Away From Campus	1 of 1
NUMBER	TITLE	PAGE

It is the policy of Roanoke-Chowan Community College that work for the College should be performed on the campus. Exceptions to this policy are permitted with prior approval of the President or his designee and only in compliance with the guidelines below by the permission. This policy applies only to faculty and professional permanent staff employees of the College.

For the purpose of this policy "Telecommuting," or "Working at Home" may be used interchangeably and are defined collectively as allowing employees to work away from campus one or more days a week through communication by computer, telephone, fax machine, or other means.

Individuals allowed to work away from the campus shall meet the following criteria:

- Demonstrated ability to work independently with minimum supervision
- Demonstrated ability to function well and produce work assignments with periods of isolation from the supervisor and fellow employees
- Strong and proven communication skills
- Demonstrated ability to manage time effectively and set priorities in order to meet deadlines
- Exemplary performance record without any disciplinary action or warning regarding attitude or work performance on evaluations
- Must be exempt from the overtime requirements of the Fair Labor Standards Act or satisfactory arrangements must be made to ensure that the employee will not exceed 40 hours of work when work from home is included.

In order for an employee to work away from the campus, he or she must provide a written justification to his or her work unit dean and have the request approved by the President. The request should be submitted at least 48 hours in advance and must establish a valid "business need". Permission will only be granted if the President determines that working away from campus will serve the best needs of the College. An employee requesting permission to work away from campus does not in and of itself constitute a sufficient "business need." Requests to work away from campus, which are denied, are not grievable.

The President shall establish a procedure that outlines the process for employees working away from the campus.

General Authority:
 Adopted: 02-23-2010 **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.63	Religious Observance	1 of 1
NUMBER	TITLE	PAGE

Students, faculty, and staff may be excused for a maximum of two days per academic year due to personal religious observances. Any individual exercising this privilege must inform his or her teacher(s) or supervisor(s) at least two weeks before the absence in writing.

Students missing class assignments due to an absence related to an observance must be given an opportunity to make up all work missed during the time he/she was absent. The student must make up the work within two weeks after the absence or he/she may forfeit the opportunity to make up the time.

General Authority:
Adopted: 08/24/2010 **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.64	Child Involvement Leave	1 of 1
NUMBER	TITLE	PAGE

It is the belief of Roanoke-Chowan Community College that parent involvement is an essential component of school success and positive student outcomes.

In accordance to NC GS 95-28.3, an employee who is a parent, guardian, or person standing in loco parentis of a school-aged child may take up to four (4) hours leave per fiscal year to attend or otherwise be involved at that child's school.

Leave must be taken in accordance to the College leave policy.

An employee may be required to furnish written verification from the child's school that he/she attended or was otherwise involved at that school during the time of the leave.

For the purpose of this policy, "school" means any (i) public school, (ii) private church school, church of religious charter, or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C of the General Statutes that regularly provides a course of grade school instruction, (iii) preschool, and (iv) child care facility as defined in G.S. 110-86(3).

General Authority:
Adopted: 01/25/2011 **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

3.65	Background Check	1 of 3
NUMBER	TITLE	PAGE

- (1) Roanoke-Chowan Community College (R-CCC) is committed to providing a safe and secure environment for its students, employees, and visitors as well as protecting its funds, property, and other assets. Well-informed hiring decisions contribute to this effort; therefore, the College will conduct background checks as indicated in this policy. The Director of Human Resources has overall responsibility for this task.

- (2) The College will obtain background checks on applicants/employees/volunteers as set forth below from a third-party vendor called Employment Screening, Inc (ESI). These background checks will be for employment, volunteer opportunities, and required curriculum purposes only and will consist of reports, in part, verifying information provided by the individual, such as name, aliases, current and former addresses, social security number, telephone numbers, etc. The background checks also provide information pertaining to an individual’s criminal convictions at the felony and misdemeanor levels in accordance with the law.

- (3) Covered Individuals
 - (3.1) Background checks will be conducted on the final candidate for all full-time and part-time regular positions as well as candidates for adjunct faculty positions.
 - (3.2) Background checks will be conducted on current employees who change jobs due to promotion or transfer and current employees who assume new duties that cause the reassigned position to become appropriate for background checks.
 - (3.3) Background checks will be conducted on current employees who are convicted of a criminal offense (other than a minor traffic violation). Accordingly, employees

General Authority:
 Adopted: 06/26/2018 **Revised:**
Editorial Changes:

3.65	Background Check	2 of 3
NUMBER	TITLE	PAGE

are required to report any arrest or conviction to the Director of Human Resources within five days of the arrest or conviction so that HR can conduct the background check. The President will review an arrest or conviction on a case-by-case basis. Any arrest or conviction that impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment. Any employee who is aware of any criminal conviction of another employee should notify the Director of Human Resources.

(3.4) Background checks will be conducted on individuals who volunteer/intern at the College.

(4) Scope and Types of Background Checks

(4.1) Criminal background checks- criminal history and sex offender registry checks will be conducted for all individuals as noted in the covered individuals section. Conditional hiring for part-time instructional employees may occur pending the receipt of a background check. If the individual has been hired or offered employment conditioned on the results of a criminal history check and the results are unsatisfactory, the individual will be subject to disciplinary action up to and including termination, or the offer of employment will be withdrawn.

(4.2) Credit history checks- a credit history will be conducted on the final candidate(s) for any positions which are bonded or have access to, or responsibility for, cash receipts, cash accounts, blank checks, or checking accounts.

(5) Refusal

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BOARD OF TRUSTEES

3.65	Background Check	3 of 3
NUMBER	TITLE	PAGE

- (5.1) Applicants who refuse consent to a background check as required by the position to which they are applying will be considered to have withdrawn their application for employment.
- (5.2) Volunteers who refuse consent to a background check will not be allowed to volunteer at the College.
- (5.3) Current employees who refuse consent to a background check will not be considered for promotion, transfer, or reassignment. Current employees who refuse consent to a background check may also be subject to disciplinary action up to and including termination of employment.

POLICIES OF THE
BOARD OF TRUSTEES

4.1	Preparation and Submission of Annual Budget	1 of 1
NUMBER	TITLE	PAGE

- (1) The President is authorized to prepare and submit the annual college budget in accordance with G.S. 115D and the accounting procedures as defined by the State Board.

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BOARD OF TRUSTEES

4.2	Financial Management	1 of 1
NUMBER	TITLE	PAGE

- (1) The President is authorized to direct the financial management of the College in accordance with all appropriate federal, state, and local laws; regulations; and guidelines for the effective and efficient management and operation of the College.
- (2) The President shall report in writing to the Board of Trustees any college institutional fund that carries a decrease in revenues (expenditures exceed revenues) for 60 consecutive days. This report shall be presented at the first meeting of the Board of Trustees following the 60th day, shall include a complete explanation of the loss of revenues, and shall include a plan of action to alleviate the declining revenue situation.
- (3) It shall be the responsibility of the Dean of Administrative and Fiscal Services to report applicable institutional fund decreases and to present corrective options to the President.

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4.3	Surplus Property	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall establish, or cause to be established, a written set of procedures and guidelines for the disposal of personal property to which the Board of Trustees holds the legal title.

POLICIES OF THE
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4.4	Faculty and Staff Awards	1 of 1
NUMBER	TITLE	PAGE

- (1) Each year, the College shall select one faculty member as recipient of the Excellence in Teaching Award and one staff member as recipient of the Staff Award. The President shall cause to be established a procedure for the selection of these award recipients, and the names of those individuals will be submitted as the College nominees for the respective State awards. In addition, each award recipient shall receive a one time \$1,000 cash award, pending availability of funds, from the College. In accordance with the 1996 House Bill 53, section 17.9, the Excellence in Teaching Award will be funded from State allocated instructional resources while the Staff award will be funded from non-state institutional resources.

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5.1	Purchasing	1 of 2
NUMBER	TITLE	PAGE

- (1) The President or designee shall be responsible for all purchasing and contracts for the College within provision of appropriate North Carolina Statutes, the Department of Administration Purchase and Contract Division, and the State Board of Community Colleges Rules.
- (1.1) No obligation for materials or services for use by the College, for which payment would be made from funds administered by the College, should be permitted without the prior written approval of the President or designee.
- (1.2) The College shall be governed in its purchasing of all supplies, equipment, and materials by contracts made by or with approval of the Purchase and Contract Division of the Department of Administration. No contract shall be made by the Board of Trustees for purchases unless provision has been made in the budget of the College to provide payment thereof. In order to protect the State Purchase Contracts, it is the duty of the Board of Trustees and administrative offices to pay for such purchases promptly in accordance with the contract of purchase. Equipment shall be titled to the State Board of Community Colleges if derived from state or federal funds.
- (1.3) Professional services, non-competitive items available from a single source, and items for resale shall be excepted from bid requirements and monetary limitations for Board approval. Substantiating information should be submitted prior to purchase from a single source.
- (1.4) Purchases made under college contracts or bids that have been approved by the Board may be made without regard to monetary limitations other than budgetary limitations. All other purchases in excess of the stated State Board of Community Colleges limitation shall be made in accordance with SBCC Rules and submitted to the Board for approval.

POLICIES OF THE
BOARD OF TRUSTEES

5.1	Purchasing	2 of 2
NUMBER	TITLE	PAGE

(1.5) In case of an emergency, the President or designee is authorized to purchase materials or services over the stated SBCC limitations, upon approval by the Board of Trustees or by Purchasing and Contract.

(1.6) Facilities or services may be rented without the utilization of competitive bid procedures.

POLICIES OF THE
BOARD OF TRUSTEES

5.2	Credit Card Usage Policy	1 of 1
NUMBER	TITLE	PAGE

Credit cards issued in the name of Roanoke-Chowan Community College, which include but are not limited to VISA, MasterCard, and gasoline, will be provided to those employees who need to purchase items immediately when time constraints prohibit using normal purchasing procedures. Employees in need of a credit card must submit a properly completed and approved "Approval to Charge Form" to the Dean of Administrative and Fiscal Services (or his/her designee) and must sign the "Employee Statement of Responsibility" (attached). Credit cards represent an extension of credit to the College and, accordingly, may only be issued with the approval of the President or Dean of Administrative and Fiscal Services. Cards issued in the name of the College are a privilege for convenience and must not be used for personal expenses. All purchases, whenever possible, should be procured by preapproval through the use of a College Purchase Order.

If an employee is granted use of the College Credit Card, he or she must produce a receipt of the purchase within 24 hours of the purchase. Failure to produce receipts may cause the employee to be indebted for the purchase. When hotel reservations, registrations and other travel expenses have been pre-paid using the College's Credit Card, it is the responsibility of the employee to produce the appropriate receipts and documentation within 24 hours of returning to work. All credit cards will be held in the Business Office and returned to the Business Office.

General Authority:
Revised: 09-29-81; 02-07-01; 06-23-09; 11-27-18
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

6.1	College Facilities	1 of 1
NUMBER	TITLE	PAGE

- (1) The President or designee shall be responsible for the effective operation, maintenance, and supervision of the College campus and facilities.

POLICIES OF THE
BOARD OF TRUSTEES

6.2	Safety and Traffic Control	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall establish, or cause to be established, rules and procedures to ensure the orderly control of traffic, safety and well-being of people, protection of property, and emergency situations.
- (2) The procedure shall include, but is not limited to, traffic regulations, directive signs, parking decals, and penalties for warning and non-warning violations.
- (3) Campus-wide maximum speed limit shall be 10 mph for all vehicles.
- (4) Fines or penalties associated with this policy shall be approved by the Board and displayed in the College catalog and Administrative Procedures Manual.
- (4.1) Employees or students with outstanding traffic fines will be subject to the same restrictions and/or disciplinary actions as those with other forms of indebtedness to the College. The fines shall be as follows:

For failure to register vehicle	\$3 per violation
For improper parking	\$10 per violation
Unauthorized parking in handicapped zone	\$100 per violation
- (4.2) Funds collected in association with the enforcement of traffic and parking rules shall be used for costs involved in the maintenance of the traffic control system and upkeep of campus parking lot areas.

General Authority: G.S. 115D-21
Revised: 09-29-81; 03-18-97; 02-07-01
Editorial Changes:

**POLICIES OF THE
BOARD OF TRUSTEES**

6.3	Use of College Facilities and Fees	1 of 3
NUMBER	TITLE	PAGE

Roanoke-Chowan Community College (R-CCC) seeks to develop and maintain good public relations with organized groups wishing to use R-CCC’s resources.

This policy defines how non-R-CCC groups, such as organized civic, cultural and service organizations, public school groups and other colleges and College groups use R-CCC facilities.

In general, the College’s internal organizations and clubs have priority over outside requests for facilities use. However, a signed contract established between R-CCC and an external entity will supersede any subsequent requests by internal groups for the same space at the same time.

Priority Use Policy

The primary purpose of the facilities at Roanoke-Chowan Community College is to support and accommodate the mission of the College, which is teaching and learning. Therefore, this purpose takes priority over any other request for such use. However, campus facilities may also be used for special events, exhibits, or uses that enhance the educational and service programs of the College or that add to the cultural enrichment of the community.

All outside requests for facilities usage must be made through the Business Office, located in the Jernigan Building, Room 102. The Business Office will issue a Facilities Usage Agreement. All internal requests for facilities usage must be submitted to the Facilities Usage e-mail account. Permission to use campus facilities will not be granted until all necessary forms are completed, specific requirements are met, and all contracts have appropriate signatures and/or approvals.

The use of all facilities will be allocated or assigned based on the following priorities:

I. First priority

First priority is given to events that fulfill the basic academic mission of the College, including but not limited to activities related to the successful completion of work toward a degree, regular and typical duties of faculty and staff, departmental and college meetings and the like.

- Audience: Roanoke-Chowan full- or part-time students, faculty, staff, administration.
- Rental charge: None.
- Insurance liability: The responsibility of the College.
- Agreement requirements: E-mail confirmation from the Business Office (Facilities Usage e-mail account)

II. Second priority

Second priority is given to events sponsored by a department or unit of the College which directly plans and supervises the event. Such events must be proposed in writing and must have the approval of the administrator in charge at the level of dean or above. Sponsorship cannot be undertaken unless the department or unit is directly and actively involved in and controlling the event as opposed to merely passively participating.

Audience: Roanoke-Chowan Community College full- or part-time students, faculty, staff, or administration and members of the community-at-large.

General Authority:
Revised: 09-29-81; 10-26-93; 02-07-01; 6-13-06; 9-24-13; 11-27-18
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

6.3	Use of College Facilities and Fees	2 of 3
NUMBER	TITLE	PAGE

Rental charge: All basic costs will be waived if the facility is being used by a department or division of the College, provided that department and or division is intimately involved in the program and some direct benefit can be related back to that department or division.

It is required of any outside group coming to campus or any fundraising program that falls outside the normal scope of operations and/or is conducted in order to supplement departmental funds outside the normal budgeting process be approved in advance by the Dean of Finance and Facilities.

Insurance liability: Dependent on the type of event.
 Agreement requirements: Dependent on the type of event.

Exceptions:

1. SGA Chartered Organizations are not required to pay any fees for use of space unless the event is a fundraiser for the organization, is a large-scale event in the multipurpose room that requires equipment (stage/dance floor), or the set-up or event is such that requires additional staffing.
2. College-related business meetings of the unions, College-wide committees, Alumni Board, Foundation and Board of Trustees will not be assessed fees.
3. Any College event in which all revenue is used for scholarships or other forms of institutional support is exempt.
4. Any grant-funded event approved for exception by the President. Such exceptions would not include grants from any funding source which can provide indirect costs or costs for essential space or services.

III. Third priority

Third priority is given to events by entities outside the College. These events are planned, managed and funded by an entity outside the College and may or may not have any connection with the College. All aspects of the event are detailed in the Facilities Usage Agreement. Included in this category are activities of College faculty and staff if they are working as independent contractors rather than as College employees. No outside food, drinks, or concessions may be brought in. All food/catering must go through R-CCC Food Services Vendor.

Rental charge: The sponsoring entity will pay a specified external rental rate charge for each facility that is used as well as all related costs (meals, housing, and equipment use, administrative costs, etc.). A \$50 deposit will be required in order to reserve the space. If the entity decides not to use R-CCC's facilities the deposit will be refunded during the College's next check run.

Insurance liability: Required of all groups. The group must either have its own liability insurance coverage or it must sign and agree to R-CCC's Hold Harmless Policy.

Agreement requirement: Must be provided and approved before space can be reserved.

General Authority:
Revised: 09-29-81; 10-26-93; 02-07-01; 6-13-06; 9-24-13; 11-27-18
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

6.3	Use of College Facilities and Fees	3 of 3
NUMBER	TITLE	PAGE

IV. Fees and Fee Waivers

All governmental or educational agencies and non-profit organizations will be exempt from fees associated with facilities usage.

FACILITIES USAGE FEES

Classroom Space:	\$25/ hour
Multipurpose Room (Gym):	\$25/hour
Auditorium (Jernigan 140):	\$25/hour
Community Room (Freeland 140):	\$25/hour
R-CCC Art Gallery (Jernigan Bldg):	\$25/hour
Security (Required for all events)	\$15/hour (See comment below*)
Equipment/Furniture Set-Up Fee:	\$20
Custodial/Clean Up Fees:	\$30
Custodial Staff (Present during event):	\$15/hour (per staff member)
Technology/Equipment Fees:	
Sound System	\$25
Projector	\$20
Projector Screen	\$10
Laptop	\$10
Presentation Clicker	\$5
Presentation Station & Projector (i.e.,Set up in Community Room)	\$50

*Security: The security fee is based per hour for one security guard. If the event is during normal College operating hours and has less than 100 people there will be no charge for security. If the event is during normal College operating hours and has 100 people or more a charge will be assessed for security. If the event is on the weekend a security charge will be assessed for one security guard per 100 people.

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6.4	Rental of Facilities	1 of 1
NUMBER	TITLE	PAGE

- (1) The President or designee may negotiate with appropriate agencies or individuals for the rental of supplemental facilities to be used by the College.
- (2) The President shall report the results of such negotiations to the Board.

General Authority:
Revised: 09-29-81; 02-07-01
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

6.5	Reproduction and Destruction of Records	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall establish, or cause to be established, procedures for the maintenance, guarding, duplication, and destruction of records that are in accordance with North Carolina General Statutes and the State Board of Community Colleges.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

6.6	Auxiliary Enterprises	1 of 1
NUMBER	TITLE	PAGE

- (1) The College is authorized to operate or to contract for food services, bookstore, and other self-supporting activities as a service to, and incidental to, the instructional program of the College. Income from said activities may be used at the discretion of the Board of Trustees.
- (2) The bookstore shall have for sale textbooks, materials, and supplies that students will need for courses being offered and a selection of miscellaneous items with or without the College name and seal imprinted thereon. The bookstore accounts will be maintained as separate special funds accounts.
- (3) The bookstore may procure materials for resale to the College.

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6.7	Bookstore, Vending Machines, and Other Convenience Concessions	1 of 1
NUMBER	TITLE	PAGE

(1) No funds generated from operating or leasing the bookstore, vending machines, or other convenience concessions shall be used to supplement salaries, travel, or per diem allowances of any personnel other than those persons directly employed in this segment of college operations.

(2) Bookstore Profits

(2.1) Bookstore profits may be used for the following purposes listed herewith in priority order and for no other purposes:

(2.2) For the support of the bookstore itself

(2.3) For matching student aid funds and for other forms of student financial aid

(2.4) For other expenditures of direct benefit to students

(3) Profits from vending machine and other convenience concessions not included in the bookstore operation may be used for the following purposes:

(3.1) For support of these operations and concessions

(3.2) For matching student aid funds and for other forms of student financial aid

(3.3) For other expenditures of direct benefit to students

(3.4) For other college-related expenditures authorized by the Board of Trustees

6.8	Emergency/Incident Notification (EIN) System	1 of 1
NUMBER	TITLE	PAGE

Roanoke-Chowan Community College uses an alert system to inform faculty, staff and students of notifications via e-mail, voice message and/or text message about incidents on campus. The College President or his designee can activate the system through standard protocol and authorization.

The EIN System shall be used to convey important announcements and emergency situations to the R-CCC Campus Community. It shall serve as the primary notification modality in conveying important information such as, but not limited to, school delays, inclement weather notifications and a reminder of important school events.

Procedures

Should an event or emergency require notification by the EIN, employed faculty and staff and currently enrolled students will receive information via the system.

When receiving notifications from the EIN System:

- The caller ID will display 411-000-000.
- The system will leave a message on any answering machine or voicemail.
- If the system message stops playing, press any key 1-9 and the message will repeat.

Registration

1. Enrollment in the EIN system is required for faculty and staff. Students have the right to opt-out.
2. In order to receive text messages faculty, staff and students must enroll online at www.roanokechowan.edu

AlertNow Testing/Maintenance

Periodic testing of the system will be conducted for safety measures. However, no personal information will be used for any other purpose(s) and will not be disseminated for any reason.

1. When a test of the system is authorized, the College will make every effort to notify the faculty, staff, and students via web and e-mail postings.
2. At the conclusion of the test, an e-mail will be sent to faculty, staff, and students advising them that the test is concluded and any further emergency notifications should be considered real.

General Authority:
 Adopted: 02-23-2010 **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

7.1	Buildings and Grounds	1 of 1
NUMBER	TITLE	PAGE

- (1) The orderly development of the building and grounds of the College is the responsibility of the College within the limitations of existing rules and regulations.

- (2) The Board, upon recommendation of the President, is responsible for employing architects, who shall, with the advice of administrators designated by the President, develop and evaluate continually the master development plan. The President shall recommend the plans to the Board for approval and submission to the appropriate state agencies pursuant to existing laws and regulations.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

7.2	Change Order	1 of 1
NUMBER	TITLE	PAGE

- (1) The President or designee may only authorize change orders that do not change the amount projected for the project in the name of the Board. The Board will be notified of all change orders. Change orders shall be in accordance with State Board rules.

POLICIES OF THE
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7.3	Facility Names and Plaques	1 of 1
NUMBER	TITLE	PAGE

- (1) All buildings considered to be a part of the permanent college campus should be formally named with the name displayed in full at the entrance of each building on a permanently mounted plaque.
- (2) The Board of Trustees upon request to name a building after an individual or group shall direct the College President to obtain information on the potential donor(s) and present it to the Board of Trustees for evaluation and approval.
- (3) The purpose of this policy is to establish the criteria and procedures for granting Naming Rights by the Roanoke-Chowan Community College Board of Trustees to those who:
 - a) Have rendered outstanding service to the institution
 - b) Have advanced the academic mission of the college and are consistent with the core values of the institution
 - c) Have furthered the capacity of the College to meet its objectives
 - d) Have enhanced the growth and reputation of the College or
 - e) Have given a "substantial" monetary donation or gift
- (4) Roanoke-Chowan Community College reserves the right to grant Naming Rights in relation to:
 - a) Naming of buildings
 - b) Parts of buildings
 - c) Libraries
 - d) Lecture theaters/auditoriums; etc.
- (5) Duration of Naming Rights may be:
 - a) The Board has absolute discretion over the naming of buildings.
 - b) The naming of a building does not guarantee that the name will remain the same.

POLICIES OF THE
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7.4	Safety and Sanitation	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall cause to be conducted periodic inspection of all college-owned facilities at least once during each fiscal year to determine compliance with standards of sanitation and safety as prescribed by law.
- (2) Such inspections shall be conducted by qualified employees of the College, or in the alternate and upon approval by the Board, consultant architects or engineers licensed to practice in North Carolina or by representatives of appropriate state or local public agencies.
- (3) A copy of each inspection report shall be submitted to the Board for its information. Copies of required state inspection reports shall be forwarded to the respective agency.
- (4) If major deficiencies are noted in any inspection, the President shall cause corrective action to be performed to eliminate the deficiency or withdraw the facility or portion of the facility from use until such time as the unsafe or unsanitary conditions are corrected or removed.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

7.5	Video Surveillance	1 of 1
NUMBER	TITLE	PAGE

Roanoke-Chowan Community College is committed to the enhancement of public safety, the quality of life, and the maintenance of an environment conducive to quality education, individual privacy, diversity, and freedom of expression.

Accordingly, the Board of Trustees has authorized the use of security cameras to monitor public areas in order to deter crime and assist Campus Security in providing for the security and safety of individuals and property that are part of the College community.

No unapproved employees should have access to surveillance video for any reason. All recording or monitoring of activities of individuals or groups will be conducted in a manner consistent with College policies and state and federal laws, and will never be based on the subjects' personal characteristics, including gender, ethnicity, sexual orientation, disability, or other protected characteristics. Information obtained from the cameras shall be used exclusively for law and/or policy enforcement, including, where appropriate, College judicial functions.

This policy does not apply to cameras used for academic purposes

General Authority:
Adopted: 05-24-11 **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

8.1	Curriculum	1 of 1
NUMBER	TITLE	PAGE

- (1) The President or designee shall determine the courses and programs of instruction needed to meet the educational needs of the people in the service area of Roanoke-Chowan Community College, and shall determine the effectiveness and efficiency of the programs and services in meeting these needs.
- (2) All new programs offered by Roanoke-Chowan Community College must be approved by the Board of Trustees, the North Carolina Community College System, and the State Board of Community Colleges.
- (3) All approved programs and courses should be contained in the College catalog.
- (4) The President or designee shall develop procedures for the implementation of this policy.

POLICIES OF THE
BOARD OF TRUSTEES

8.2	Student Fees and Tuition	1 of 1
NUMBER	TITLE	PAGE

- (1) Authority to Charge
 - (1.1) All tuition and fees charged to students for applying to or attending Roanoke-Chowan Community College must be approved by the State Board of Community Colleges.
 - (1.2) No tuition rate or fee schedule shall be charged without appropriate resolution of the State Board specifying the purpose for which the fee is charged.
 - (1.3) All registration, tuition, and instructional fees become state funds when collected and must be deposited to the credit of the State Treasurer.

- (2) Time Due
 - (2.1) Tuition and academic fees are due and payable at the time of the student=s registration, unless the student has been approved for deferred payment.

- (3) Establishing Additional Fees
 - (3.1) Any additional fee not already authorized by the State Board or State Statute must be approved by the State Board following a formal request and justification by the President and approved by the Board of Trustees.
 - (3.2) Receipts collected from any special student fees shall be deposited as State Board regulation, consistent with state law, shall direct.

POLICIES OF THE
BOARD OF TRUSTEES

8.3	Refund of Student Fees and Tuition	1 of 1
NUMBER	TITLE	PAGE

- (1) Tuition refund for students shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student’s tuition may be refunded if the student withdraws within 10 calendar days after the first day of classes as published in the College calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5) or less, except if a course or curriculum fails to materialize, all the students’ tuitions shall be refunded.
- (2) In order to comply with federal regulations in institutions not regionally accredited, the State Board authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.
- (3) Where a student, having paid the required tuition and fees for a semester, withdraws from the institution before the end of the semester and the reasons for the withdrawal are found excusable by the College’s administration, the student may be allowed credit for non-refunded tuition and fees if s/he applies for readmission during any of the next two semesters and petitions in writing to be allowed such credit.
- (4) Where a student, having paid the required tuition and fees for a semester, dies during that semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

General Authority:
Revised: 09-29-81; 03-25-03; 05-27-03
Editorial Changes: 04-14-04

POLICIES OF THE
BOARD OF TRUSTEES

8.4	Waiver of Tuition and Fees	1 of 1
NUMBER	TITLE	PAGE

- (1) North Carolina residents 65 years of age and older shall be exempted from the payment of curriculum tuition and extension registration fees. FTE credit shall be given for the enrollment of these students on the same basis as students who pay tuition.
- (2) No tuition or fees of any kind shall be charged curriculum or extension students who are prison inmates or who are patients of a state alcoholic rehabilitation center.
- (3) No tuition or fees of any kind shall be charged students enrolling for specified continuing education programs.
- (4) No tuition fees of any kind will be charged to individuals enrolled in Adult Basic Education courses or courses which lead to a high school diploma or equivalency.
- (5) Tuition fees will not be charged to individuals enrolled in new industry training courses offered through the Continuing Education Department.

General Authority:
Revised: 09-29-81; 11-27-18
Editorial Changes: 04-23-02

POLICIES OF THE
BOARD OF TRUSTEES

8.5	Self-Supporting Course Fees, Expenditures, and Use of Receipts	1 of 2
NUMBER	TITLE	PAGE

- (1) State Board Policy 23 NCAC 2D .0203(b) permits the offering of self-supporting classes and specifies that “each student is required to pay a prorated share of the cost of a self-supporting class.” Under this policy, senior citizens and Roanoke-Chowan Community College employees are not exempt from paying registration fees for self-supporting and community services classes. The intent of this policy as applied by the State Board is to keep student charges as low as possible. Self-supporting classes may be curriculum, occupational, or community services related.

- (2) Given the uncertain nature of estimating the number of participating students and other related aspects, acquiring excess receipts for a given class is not inconsistent with State Board policies; however, accumulating a significant fund balance and expending these dollars appropriately are the primary issues. Costs associated with self-supporting classes involve both direct and indirect costs and are determined as follows:

- (3) Direct Costs: The following items should be considered direct costs in providing self-supporting instruction:
 - Instructor(s) salary, including FICA, travel, course development, etc.
 - Instructional supplies and materials
 - Rental of building and other directly assignable costs
 - Advertising, e.g., printing costs associated with a brochure, postage, mailing, etc.
 - Equipment associated with the instruction for a self-supporting class
 - Refreshments
 - Other costs necessary for and directly assignable to a class or costs that are directly assignable to self-supporting classes (could include administrative/clerical costs if verified as directly assignable)

General Authority: Adm Code 2D.0203 (b)
Revised: 09-29-81; 10-23-01; 02-26-02; 08-05-02
Editorial Changes: 05-19-03
Reviewed and Approved: 06-28-2011

POLICIES OF THE
BOARD OF TRUSTEES

8.5	Self-Supporting Course Fees, Expenditures, and Use of Receipts	2 of 2
NUMBER	TITLE	PAGE

- (4) Indirect Costs: Indirect costs are the costs for activities supporting the offering of classes, but cannot be directly and exclusively assigned to a self-supporting class or self-supporting program, the costs can be considered direct costs. Examples are as follows:
- utilities, custodial, and security
 - coordinator/Administration
 - clerical salary and fringes
- (5) Indirect costs should not exceed 25 percent of the total cost attributed to the self-supporting class.
- (6) If self-supporting receipts exceed expenditures for the fiscal year, the following provisions will apply.
- If receipts exceed direct expenditures, the surplus revenue will be expended for student financial aid/scholarships and/or program improvement. Expenditures will be of direct benefit to students.
 - Funds in excess of direct and indirect expenses will not be used for (1) supplemental salaries of any personnel; (2) administrative support of the College other than of direct benefit to students; (3) college entertainment expense. Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment. Functions in which the primary purpose is fund raising would be entertainment.

General Authority: Adm Code 2D.0203(b)
Revised: 09-29-81; 10-23-01; 02-26-02; 08-05-02
Editorial Changes: 05-19-03
Reviewed and Approved: 06-28-2011

POLICIES OF THE
BOARD OF TRUSTEES

8.6	Lecturers and Speakers	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall develop, or cause to be developed, procedures and requirements for the utilization of outside speakers or lecturers who appear at the College in classroom or non-classroom activities.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

8.7	Faculty Work Load	1 of 1
NUMBER	TITLE	PAGE

- (1) The President is authorized to establish, or cause to be established, a comprehensive system of guidelines and procedures that provide for the accounting, scheduling, and verification of assigned work activities performed by full- and part-time faculty.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

8.8	Tuition and Fees Deferment	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees authorizes the President to implement a procedure that will allow eligible curricular students to defer the payment of a portion of their tuition and fees.
- (2) College officials are herein authorized to charge a \$20 late fee to any student who does not make the required deferred payment(s) in accordance with the repayment schedule as stated on the properly executed promissory note.

General Authority:
Revised: 11-25-97
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

8.9	Internal Audit Plan—Continuing Education and Workforce Development	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees by authority of North Carolina Administrative Code, Section 2D.0200, is authorized to establish a policy for developing and maintaining an up-to-date internal audit plan to ensure accountability and credibility in continuing education and workforce development classes. Board approval of the plan will be required prior to implementation.

- (2) The Board of Trustees authorizes the President to establish, or cause to be established and maintained, a current internal audit plan. This plan will be developed in accordance with the elements outlined in System Office Numbered Memorandum CC00-147, and will be maintained in the office of the President.

General Authority: Adm. Code 2 (D) .0200
Revised: 08-27-02, 06-28-11
Editorial Changes: 05-19-03, 08-26-08

8.10	Intellectual Property Rights	1 of 2
NUMBER	TITLE	PAGE

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

Faculty, staff, and students, utilizing college time, property and/or materials, may create work which is the subject of the College’s intellectual property protection and which the College will have exclusive rights to and ownership of; and which faculty, staff, and students will make available for use to the College without the expectation of further compensation.

The College has adopted the following policy concerning intellectual property rights as it pertains to employees and students:

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

- A. Ownership resides with the employee or student if all of the following criteria are met:
 - 1) The work is the result of individual initiative, not requested or required by the college.
 - 2) The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college.
 - 3) The work is not prepared within the scope of the employee’s employment or students’ course/program requirements.
 - 4) The work is not prepared using college equipment, supplies, or other resources
 - 5) The work is not prepared during the employee’s work time or as part of the student’s class or lab time, as the case may be.

- B. Ownership resides with the college if any of the above criteria are not met and/or if the following criteria apply:
 - 1) The work is prepared within the scope of the employee’s job duties or student’s course/program requirements.
 - 2) The work is the product of a specific contract or assignment made in the course of the employee’s employment or student’s enrollment with the college.
 - 3) The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, released time, grant

General Authority:
Adopted: 02-23-10
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

8.10	Intellectual Property Rights	2 of 2
NUMBER	TITLE	PAGE

funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

- a. Intellectual property created in whole or in part with College resources is subject to ownership by the College and the College retains the right to financial reward and claim for distribution governed by terms and conditions of an Ownership Agreement between the creator(s) and the College.
- b. Intellectual property created without the use of College resources but for the purpose of fulfilling college functions or its mission may be subject to joint ownership by the college and the creator. The creator(s) may retain the rights to use the intellectual property, to financial reward and claim for distribution if the parties so provide in an Ownership Agreement between the creator(s) and the College.
- c. The use of College resources for personal gain or political promotion constitutes inappropriate use of College resources and subject to reprimand.

The President’s Office has responsibility for procedural implementation of the Roanoke-Chowan Community College intellectual property policy.

General Authority:
Adopted: 02-23-10
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

8.11	Substantive Change	1 of 1
NUMBER	TITLE	PAGE

According to the North Carolina Administrative Code 23NCAC 2C.0603, Roanoke-Chowan Community College (Roanoke-Chowan) is required to maintain regional accreditation with the Southern Association of Colleges and Schools/Commission on Colleges (SACS/COC). Roanoke-Chowan Community College will inform SACS of any changes in mission, affiliation, scope, merger, new programs sites, and mode of delivery of service in accordance with the Commission Policy on **SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS OF THE COMMISSION ON COLLEGES.**

Note: Failure to comply with SACS/COC Substantive Change Policy may result in the institution being placed on sanction (warning, probation, loss of accreditation) at the time of its SACS Committee on Compliance and Reports review.

General Authority:
Adopted: 01/25/2011 **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

8.12	Termination of Programs	1 of 2
NUMBER	TITLE	PAGE

Periodically it becomes necessary for the College to terminate a program. When the need to terminate a program becomes apparent, deans and program coordinators must work collaboratively to ensure that the termination goes smoothly. The following steps should be followed when a program is tagged for termination.

- The president shall notify the Board of Trustees through the Program and Policy Committee about the need to terminate. Upon hearing the justification from the President or his designee, the Program and Policy Committee shall carry a motion to the full Board regarding its decision, if it agrees to terminate.
- If the Committee does not agree to terminate, the matter shall be carried to the full Board for discussion.
- Board of Trustees will act on the recommendation of the Program and Policy Committee.
- The Dean of Academic Affairs will be responsible for ensuring that the Curriculum Program Termination Form is submitted to the North Carolina Community College System Office by the determined date.
- Notify program faculty and advisors
- Plan and conduct a meeting with students to inform/advise them of their options and, if possible, the last term program courses will be scheduled. Provide students with a detailed transitional Education Plan.
- Submit to the Assistant to the President’s Office a copy of the student letter of notification
- Maintain on file in the Dean’s Office copies of the student letter of notification.
- Notify the following offices:
 - Registrar
 - Financial Aid
 - Business Office

General Authority:
 Adopted: 10/25/2011 **Revised:**
Editorial Changes: 11-27-18

POLICIES OF THE
BOARD OF TRUSTEES

8.12	Termination of Programs	2 of 2
NUMBER	TITLE	PAGE

- Library Services
- Information Systems
- Bookstore
- Delete the program from the catalog and other publications
- Notify SACS, if applicable
- Notify members of the Advisory Committee
- Employ the non-renewal policy for affected faculty according to Trustee Policy Manual
- Make decisions regarding the disposition of equipment, if applicable

POLICIES OF THE
BOARD OF TRUSTEES

9.1	Requirements for Admission	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees authorizes the President to develop, or cause to be developed, a set of guidelines and procedures for admission of students to the Roanoke-Chowan Community College. These guidelines and procedures are to be consistent with the state “open-door” admission policy and other rules and regulations set up by state or federal statutes.
- (2) Nothing in the guidelines or procedures will prevent the College from refusing admittance to students who the Admission Committee has reason to believe may disrupt the educational process of the school.
- (3) These admission requirements will be displayed in the College catalog.

POLICIES OF THE
BOARD OF TRUSTEES

9.2	Admission of Individuals Younger Than 18	1 of 1
NUMBER	TITLE	PAGE

- (1) The General Assembly, in cooperation with the Department of Public Instruction and the North Carolina Community College System, has established special provisions by which students under 18 may be admitted to the College.
- (2) These special provisions are as follows:
 - (2.1) Career and College Promise - Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program to offer structured opportunities for qualified high school students to dually enroll in Community College courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential as well as provide entry-level job skills.
 - (2.2) House Bill 1246–Academically Gifted Minors – allows a student under the age of 16 to enroll in a community college if the president of the college or the president’s designee finds that the student is intellectually gifted and has the maturity to justify admission to the College.
 - (2.3) Home Schooled Students–The conditions by which community colleges may allow students who are being home schooled have been established by DPI and the NCCCS.
 - (2.4) Basic Skills – The mission of the Basic Skills program is to provide educational opportunities for adults 16 years or older who are out of school.
 - (2.5) This policy authorizes the President to establish procedures consistent with these special provisions, by which students under 18 are admitted/enrolled in the College.

POLICIES OF THE
BOARD OF TRUSTEES

9.3	Registration	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall develop, or cause to be developed, an orderly flow of registration of students, the period of time for registration, and any guidelines necessary for implementation of this policy.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.4	Financial Aid Programs	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall develop, or cause to be developed, a program to allow the College to participate in state and federally funded student assistance programs.
- (2) The College program may include provisions for participation in Pell Grants (BEOG), college work-study, Supplemental Educational Opportunity Grants, CETA, Social Security, Vocational Rehabilitation, V.A. Assistance, and other such programs as apply to students attending two-year, postsecondary institutions.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.5	Scholarships and Loans	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees authorizes the President to establish, or cause to be established, special funds or scholarships from which short-term loans or scholarships may be granted.
- (2) These special funds established will have guidelines to determine the eligibility of the recipient(s).

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.6	Requirements for Graduation	1 of 1
NUMBER	TITLE	PAGE

- (1) Roanoke-Chowan Community College is authorized to award an appropriate certificate, diploma, associate in general education, and associate in applied science degrees to a student who has successfully completed the required curriculum in which he or she is enrolled.
- (2) The President shall develop, or cause to be developed, requirements for successfully completing each curriculum.

POLICIES OF THE
BOARD OF TRUSTEES

9.7	Control and Discipline of Students	1 of 1
NUMBER	TITLE	PAGE

- (1) The President or designee is authorized to place on probation, suspend, or expel immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the College.

- (2) The President shall establish, or cause to be established, procedures for the implementation of this policy so that all parties are provided the right of due process as provided by law.

General Authority:
Revised: 09-29-81; 07-27-82
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.8	Student Grievance/Due Process	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall establish, or cause to be established, rules and procedures which will ensure the due process of all students who have been disciplined, dismissed, or have grievances.
- (2) The rules and procedures for this process will be published and made available to all college students.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.9	Student Activities	1 of 1
NUMBER	TITLE	PAGE

- (1) The President is authorized to establish, or cause to be established procedures for providing and controlling student activities deemed to be in the best interest of the College and its students.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.10	Student Publications	1 of 1
NUMBER	TITLE	PAGE

- (1) The President is authorized to establish, or cause to be established rules, regulations, and procedures for any student publications deemed necessary to give proper emphasis to student activities at the College.

General Authority:
Revised: 09-29-81
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.11	Transfer to Other Colleges/Universities	1 of 1
NUMBER	TITLE	PAGE

- (1) Any credit earned at Roanoke-Chowan Community College with a grade of “C” or better may be transferred to any other college in the North Carolina Community College System. This transfer credit does not guarantee admission into a specific program within an institution.
- (2) The Comprehensive Articulation Agreement (CAA) between the University of North Carolina (UNC) and the North Carolina Community College System (NCCCS) addresses the transfer of credits between institutions in the NCCCS and from that system to constituent institutions of the UNC System. A number of private colleges and universities also have adopted the CAA. The CAA does not address admission to an institution nor to a specific major within an institution.
- (3) Any student planning to transfer credit earned at RCCC to a four-year college or university outside the NCCCS that has not adopted the CAA must do so on an individual basis.
- (4) In all cases, the student should contact the college where transfer is planned as soon as the decision to transfer is made. The arrangements must be made between the student and the transfer college.

General Authority:
Revised: 09-29-81; 11-27-01
Editorial Changes: 05-19-03

POLICIES OF THE
BOARD OF TRUSTEES

9.13	Student Fees and Additional Charges	1 of 2
NUMBER	TITLE	PAGE

- (1) The Board of Trustees by authority of the North Carolina Administrative Code, Section 2D.0200, is authorized to establish certain specified student fees and additional student charges.
- (2) This policy hereby sets forth the fees and additional student charges which are established by the Roanoke-Chowan Community College Board of Trustees.
 - (2.1) Curricular Student Activity Fee—Student activity fees are paid each semester by all day and evening curricular students. Fees are \$35 per semester. Senior citizens, 65 years of age or older, prison inmates, and college employees are exempt from student activity fees.
 - (2.2) Graduation Fee—A \$50 fee is established for all graduating students to cover the cost of cap, gown, and diploma. For students earning more than one degree, diploma, or certificate, a charge of \$5 will be required to cover the cost of each additional degree, diploma, or certificate. An additional fee of \$3 will be charged to cover the cost of mailing a degree, diploma, or certificate.
 - (2.3) Transcript—The College is authorized to issue an RCCC transcript of courses taken at the College to the appropriate institution, agency, or individual upon written request by the student. A \$5 fee will be charged for each official transcript issued; requests for unofficial transcripts will not incur a fee charge.
 - (2.4) Student Insurance—Students enrolled in curricular and certain occupational extension courses are required to purchase accident insurance. The cost is \$2 per semester.
 - (2.5) Overdue and Lost Library Materials—Library fines are set at \$.10 per day for each overdue item in the library’s general collection. Reserve book fines are assessed at \$.25 the first hour or part of an hour for all hours the Learning Resources Center is open. Fines

General Authority: Adm. Code 2D.0200; 2D.0203
Revised: 07-27-93; 04-26-94; 09-26-95; 03-18-97; 11-25-97;
 01-27-96; 08-25-98; 02-22-00; 10-24-00; 05-27-03; 11-27-18
Editorial Changes: 05-27-03

POLICIES OF THE
BOARD OF TRUSTEES

9.13	Student Fees and Additional Charges	2 of 2
NUMBER	TITLE	PAGE

may accumulate to a maximum of \$10. A \$5 processing fee is established for the replacement of any lost material, plus the replacement cost of any lost material.

- (2.6) Identification cards—There is a \$1 charge for identification cards issued to certain non-credit students, and a \$5 charge for replacement of previously issued ID and library cards.
- (2.7) Community Service Class Fees*—The registration fee for community service extension courses is established at \$20.
- (2.8) Self-Supporting and Recreational Extension Course*—The Board authorizes the President or designee to establish appropriate registration fees for self-supporting and recreational extension courses at a rate sufficient to the costs of such courses.
- (2.11) Additional Student Charges—Several courses require additional student charges for items such as tools, supplies, equipment, insurance, uniforms, and travel. These charges will be determined by vendor costs, but the College will make every effort to keep student costs as low as possible.
- (2.12)
- (2.13) Computer Use and Technology Fee—The College is authorized to charge a computer use and technology fee of \$3 per credit hour in the fall and spring semesters with a maximum per semester of \$48. The rate is \$1 per credit hour in the summer with a maximum per semester of \$16. A fee of \$5 per course for Continuing Education classes.

* Certain parties are exempt from these fees as stipulated in the North Carolina Administrative Code, Section 2D.0203.

POLICIES OF THE
BOARD OF TRUSTEES

9.14	Intercollegiate Athletics	1 of 1
NUMBER	TITLE	PAGE

The State Board of Community Colleges amended 23 NCAC 02C .0110 entitled “Intercollegiate Athletics.” Those amendments became effective August 1, 2009.

Included in those amendments was a requirement, specifically Section (b), which requires foundations associated with community colleges to adopt certain policies relative to a college’s participation in intercollegiate athletics.

Policy

It is a policy of Roanoke-Chowan Community College that the total amount of all athletic scholarships awarded to an individual student athlete plus the total amount of all athletic scholarships awarded by the College Foundation shall not exceed the participating student’s expenses for tuition, college fees, and course-related books and materials required for the courses in which the student is enrolled.

State funds shall not be used to create, support, maintain or operate an intercollegiate athletics program. The College shall neither provide nor offer room and board as part of an intercollegiate athletic scholarship to any student participating in intercollegiate athletics except for temporary room and board associate with specific athletic events.

This policy shall be effective immediately upon its adoption.

General Authority: 23 NCAC 02C .0110
Revised: 9-22-09
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

9.15	Student Government Association (SGA) Funds	1 of 1
NUMBER	TITLE	PAGE

The Roanoke-Chowan Community College Student Government Association (SGA) provides representation to the administration and to the Board of Trustees on behalf of the student body. Major functions of the SGA are (1) to approve charters for organizations, (2) allocate funds for student events, and (3) to provide leadership in student affairs and assists in the development of programs for the betterment of the college.

SGA funds are derived from student activity fees each semester. In order to allocate funds, the SGA’s officers must vote on a budget each year and outline the activities that are to be funded. No more than 50% of the annual budget may be spent within a current fiscal year. The SGA is required to keep at least 50% of its money in its fund balance for carryover each year.

The President or his designee must specifically approve exceptions to these rules of expenditure.

General Authority:
Adopted: 6-28-2011; **Revised:**
Editorial Changes:

POLICIES OF THE
BOARD OF TRUSTEES

10.1	Educational Support Services	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees is committed to, and authorizes the President to provide for, a variety of educational support services to enhance the learning of all students enrolled in the College, as well as local service area citizens with expressed educational needs or desires.

POLICIES OF THE
BOARD OF TRUSTEES

10.2	Library Book Indexing System	1 of 1
NUMBER	TITLE	PAGE

- (1) The College library is authorized to adopt the Library of Congress System by which to catalog its collection.

POLICIES OF THE
BOARD OF TRUSTEES

11.1	Staff and Program Development	1 of 2
NUMBER	TITLE	PAGE

- (1) Roanoke-Chowan Community College is deeply committed to the professional and personal self-improvement of all employees of the College. To indicate the acceptance and belief in this concept, we the Board of Trustees of RCCC do hereby establish and adopt the following position of philosophy and policy regarding a program of staff development at the College.

- (2) “The quality of education in the community college depends primarily on the quality of the staff. If the community college in the future is to realize even a modicum of its potential, then the community college leaders must begin to pay as much attention to their staffs as to students, programs, buildings, and organizational structures. The priority of the future is a priority on persons, on the needs of the people who staff the people’s college.” –Terry O’Banion, Executive Director, League for Innovation Los Angeles, CA

- (3) The staff of an educational institution is its single greatest resource. In these terms alone, it is only good sense that the investment be allowed to appreciate in value and not be allowed to wear itself out or slide into obsolescence by inattention or neglect.

- (4) But in a more crucial sense, an institution’s staff is the expression of its purposes, the collective manager of its missions. As the school’s purposes change and adapt to the social and educational needs of its community, its staff deserves—must have—opportunities to adapt and change too.

- (5) In providing staff and program development, the College is committed to (1) implementing and maintaining a program of staff and program development designed to provide personal, career, and professional development through a variety of activities that result in improved job skills and competencies and (2) providing new and improved programs and courses, educational materials, and educational support processes that enhance curricula.

General Authority:
Revised: 09-29-81
Editorial Changes: 05-19-03

POLICIES OF THE
BOARD OF TRUSTEES

11.1	Staff and Program Development	2 of 2
NUMBER	TITLE	PAGE

- (6) The goals of the Staff and Program Development program are as follows:
 - (6.1) All employees of the institution will possess the necessary skills and competencies to perform effectively in their positions.
 - (6.2) The institute will develop and grow under the direction of a relevant and comprehensive mission and goals, an effective organizational development plan, and a personnel plan that utilizes competency-based job descriptions.
 - (6.3) The College will operate under, and according to, a formal system of decision making which includes a determined set of standard operating procedures.
 - (6.4) Students will clearly comprehend what is expected of them in their academic programs and courses of study.
 - (6.5) All full- and part-time faculty will possess teaching skills that will allow successful learning experiences by the College’s student clientele.
 - (6.6) College faculty will be aware of current information and research relating to improving instructions and facilitating learning.

POLICIES OF THE
BOARD OF TRUSTEES

12.1	College Publications	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall establish, or cause to be established, rules and regulations concerning who is responsible for all college publications and Internet sites, and procedures for the pre-publications review of all promotional, Internet sites, and public relations' materials that pertain to the College or its programs and which are designed for public viewing.
- (2) Materials under this policy include, but are not limited to, brochures, handbooks, catalogs, tabloids, Internet sites, and programs for special events.
- (3) Instructional classroom materials are not governed by the provisions of this policy.

POLICIES OF THE
BOARD OF TRUSTEES

12.2	Public Information	1 of 1
NUMBER	TITLE	PAGE

- (1) The President shall establish, or cause to be established, procedures for all information and news events that are to be presented to the news media and general public, and shall designate a person or persons to be responsible for the preparation and dissemination of such materials.

POLICIES OF THE
BOARD OF TRUSTEES

12.3	Institutional Development	1 of 1
NUMBER	TITLE	PAGE

- (1) The Board of Trustees authorizes the President to establish, or cause to be established, procedures and personnel for investigating and pursuing all manners and types of federal and state grants, as well as grants from private foundations and other sources, which may assist the College in fulfilling its educational mission.

POLICIES OF THE
BOARD OF TRUSTEES

12.4	Fund Raising	1 of 1
NUMBER	TITLE	PAGE

The Roanoke-Chowan Community College Foundations, Inc. is designated as the primary fund raising organization authorized by the Board of Trustees to solicit and accept charitable gifts and contributions on behalf of Roanoke-Chowan Community College. All major fund raising activities are planned and/or coordinated through the Foundation Office.

All fund raising activities conducted in the name of the College, or any division of the college, including student organizations, must receive prior approval from the President’s Council in order to prevent potential conflicts of interest with fund raising efforts by the Foundation, and to ensure that appropriate use of college personnel, facilities, and supplies in such activities.

All grant applications and proposal development must receive prior approval from the President, and must conform to the guidelines set forth in the “Externally-funded Grants and Contracts Policy and Procedures.”

General Authority: G.S. 115D-20 (9)
Revised: 09-29-81; 02-14-01; 03-23-10
Editorial Changes:

BP 12.5	Social Media Policy	1
NUMBER	TITLE	PAGE



Roanoke-Chowan Community College

Social Media Policy and Procedures

Policy Statement

Roanoke-Chowan Community College (R-CCC) recognizes that social media networking sites such as Facebook, Twitter, YouTube, blogs, MySpace, Wikis, LinkedIn, and other social media tools can be and are used to share information and collaborate with others via the Internet. RCCC also recognizes that when used properly, these non-traditional tools and resources can be used to share information and enhance communication in the academic environment among faculty, staff, students, community, and business organizations. Therefore, it is the College’s belief that the use of these tools should be encouraged. In addition, faculty, staff, and students must recognize when using these tools in representation of the College or a College-related organization, they must ensure that the information conveyed through these sources represent and support the College’s mission. All college information or communications transmitted through any social media outlet should follow selected laws relating to the use of state computer systems; relative guidelines and procedures established by the College; and should be professional in nature and not disclose any information that would violate an individual’s rights or disclose any information that is confidential or proprietary to the College.

Procedures

The purpose of these guidelines is to help Roanoke-Chowan Community College employees and students understand how policies apply to the use of new social media technologies and to guide them in their usage. These guidelines apply to all material posted on the College’s website.

Personal and Professional Social Media Accounts and Usage by College Employees and Students

Personal Social Media Accounts

Approved: 08---28---12
 Editorial Changes:

BP 12.5	Social Media Policy	2
NUMBER	TITLE	PAGE

All College employees must recognize that personal and professional social media accounts must be kept separate. When opening a personal social media account employees of the College should never use their work e-mail account or password information. Personal social media accounts should not include the College's logo or trademark unless permission is asked for and granted. Additionally, all College employees should assume that all internet postings are subject to be read by any and every one of the public. You may be able to restrict your postings to those you give access, but you cannot control what those who have access will do with your postings.

Employees with supervisory or administrative responsibilities should be extremely careful not to post any information that may be misinterpreted or received as their expressing an official College position. All employees must avoid posting information that may be considered a violation of the Family Educational Rights and Privacy Act. Therefore, common sense is the best guide when posting anything that is any way related to the College on personal social media pages. If you are unsure about a particular posting, please review the guidelines entitled "Roanoke-Chowan Community College Social Media Guidelines" or contact the College's Public Information Officer (PIO) for information.

If a College employee, comments on any aspect of the College on his or her personal or professional social media page or social networking site must follow the following guidelines:

- The College employee must clearly identify himself or herself as an employee by stating their name, title, or role with the College.
- The College employee must use a disclaimer such as: the view expressed or postings on this site are mine alone and do not reflect the views or opinions of Roanoke-Chowan Community College.

Professional Social Media Accounts and Usage by College Employees and Students

Employees of the college who wish to create a social media group or page should comply with the guidelines established in the "**Roanoke-Chowan Community College Social Media Guidelines.**" Additionally, they must complete the "**Request for Creating a Social Media Group or Page**" form.

As previously stated all College-related communications posted on social media outlets should remain professional in nature. These postings should follow all guidelines in accordance with the College's Acceptable Use Policy, Harassment and Discrimination Policy, and other College

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Editorial Changes:

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policies regarding state, federal and local laws. All Internet postings must follow copyright, privacy, fair use, financial disclosure, and any other applicable laws.

The North Carolina Office of the Governor, in conjunction with the North Carolina Office of Information Technology Services and the North Carolina Department of Cultural Resources published "[Best Practices for Social Media Usage in North Carolina](http://www.records.ncdcr.gov/guides/best_practices_socialmedia_usage_20091217.pdf)" http://www.records.ncdcr.gov/guides/best_practices_socialmedia_usage_20091217.pdf The College strongly recommends that all College employees observe these best practices.

Be Clear As To Identity:

When creating social media accounts that require individual identification, College employees and students should use their actual name, not pseudonyms. However, using actual names can come with some risks. Any College employee or student using his or her name as part of the College's official use of social media should be mindful of the following:

- Do not assume privacy. Only post information that you are comfortable disclosing.
- Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.

Terms of Service:

College employees and students should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the College should consult the most current TOS in order to avoid violations. If the TOS contradict agency policy then the PIO should be made aware and a decision should be made about whether use of such media is appropriate. Some social media sites such as Facebook prohibit the creation of multiple accounts bay a single person in their TOS. Under no circumstances should multiple profiles be established by a single person for multiple use (personal, professional, business). Establishing multiple profiles may result in the accounts being disabled.

Content of Posts and Comments:

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College employees using social media to communicate on behalf of the College should be mindful that any statements made are on behalf of the College; therefore, employees should use discretion before posting or commenting. College students should be mindful of the same and use discretion before posting or commenting on anything College related. Once these comments or posts are made, they can be seen by anyone and may not be able to be "taken back." Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. College employees and students should always consider whether it is appropriate to post an opinion, commit oneself or one's organization to a course of action, or discuss areas outside of one's expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any communication made on behalf of the organization using this social media as improper posting and use of social media tools can result in disciplinary action.

Posts and Comments Are Public Records:

Like e-mail, communication via College-related social networking web sites is a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, students, including citizens, will become part of the public record. Because others might not be aware of the public records law, R-CCC should include the following statement (or some version of it) somewhere on the social networking web site: Representatives of North Carolina state government communicate via this Web site. Consequently any communication via this site (whether by a state (College) employee or the general public) may be subject to monitoring and disclosure to third parties.

R-CCC Officially Recognized Social Media Accounts

The College maintains an official R-CCC Facebook page (Public Profile) and YouTube site. The PIO and/or his or her designee maintain these pages. In order for a College organization to be recognized by the College as an official media account, the organization's administrator(s) must seek approval from the PIO using the "**Request for Creating a Social Media Group or Page**" form.

The PIO will review the submitted request and make the final decision for approval. The PIO is responsible for ensuring that the pages or site are set up properly according to the College's

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NUMBER	TITLE	PAGE

Social Media Policy and the **“Roanoke-Chowan Community College Social Media Guidelines.”**

The organization should be mindful of the following:

- Any entity of the College that creates a College related social media page or site will be listed on the College’s Facebook “favorite pages” with a link to their page or site.
- In the event the College employee or organization’s administrator chooses to leave the College for any reason, or no longer wishes to be the overseer of the pages or site; he or she is responsible for providing a designee to become the account administrator prior to removing himself or herself from that role. He or she is also responsible for informing the PIO of the changes and replacement.
- College employees identified as social media account administrators are responsible for maintaining the integrity of the pages or site. They are responsible for removing any information that may be deemed a violation of the College’s policies.
- College employees must not use College social media pages or sites to promote any political agendas, to conduct private commercial transactions, or to engage in business activities.
- College social media pages and sites are considered public record as pursuant with North Carolina General Statute 132-1 and will be managed as such.
- The College employee social media pages or site administrator will post all relevant statements listed in the **Roanoke-Chowan Community College Social Media Guidelines** regarding public information, site content, user-generator content, and inappropriate content on their account pages.

When a College employee or student chooses to disregard these best practices, R-CCC reserves the right to edit or remove and/or request the editing or removal of content that is inappropriate, derogatory, illegal, profane, or defamatory. Anyone who deems any posted College related content inappropriate should immediately report it or any violations of this Social Media Policy to the College’s Public Information Officer.

College employees and students should be aware that inappropriate usage of social media can be grounds for disciplinary action.

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Roanoke-Chowan Community College

Adopted Statements

Public Information and E-mail:

Please be advised that electronic mail becomes a "public record" when sent or received as part of normal business processes according to North Carolina General Statutes §121 2(8) and §132 1.

Responsibility of Site Content:

Roanoke-Chowan Community College takes no responsibility for any material created or accessible on or through the Roanoke-Chowan Community College Network and Services. Roanoke-Chowan Community College is not obligated to monitor such material, but reserves the right to do so. Roanoke-Chowan Community College will not exercise any editorial control over such material. In the event that Roanoke-Chowan Community College becomes aware that any such material may violate this AUP and/or expose Roanoke-Chowan Community College to civil or criminal liability, Roanoke-Chowan Community College reserves the right to block access to such material and suspend or terminate any User creating, storing or disseminating such material. Roanoke-Chowan Community College further reserves the right to cooperate with legal authorities and third parties in the investigation of alleged wrongdoing, including disclosing the identity of the User that Roanoke-Chowan Community College deems responsible for the wrongdoing.

BP 2.30 Acceptable Use Policy

User-Generated Content (Intellectual Property):

Material accessible through the Roanoke-Chowan Community College Network and Services may be subject to protection under privacy, publicity, or other personal rights and Intellectual Property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets or other proprietary information. Users shall not use the Roanoke-Chowan Community College Network and Services in any manner that would infringe, dilute,

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misappropriate, or otherwise violate any such rights. If you use a domain name in connection with any of the Roanoke-Chowan Community College Network and Services, you must not use that domain name in violation of the trademark, service mark, or other rights of any third party.

BP 2.30 Acceptable Use Policy **Inappropriate**

Content:

Users shall not use the Roanoke-Chowan Community College Network and Services to transmit, distribute or store material that is inappropriate, as reasonably determined by Roanoke-Chowan Community College, or material that is obscene, unlawful (including child pornography), defamatory, libelous, threatening, abusive, disruptive, hateful, or excessively violent. BP 2.30 Acceptable Use Policy

Glossary of Information Technology Terms:

[..\IS Department\Policies and Procedures\Glossary_of_Terms - June 2011.pdf](#)

13.2	Technology Acceptable Use Policy for Employees	1 of 5
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Overview

Roanoke-Chowan Community College’s Acceptable Use Policy is not to impose restrictions that are contrary to Roanoke-Chowan Community College’s established culture of openness, trust and integrity. The Information Technology Department is committed to protecting R-CCC's employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing, and FTP, are the property of Roanoke-Chowan Community College. These systems are to be used for business purposes in serving the interests of the college, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every Roanoke-Chowan Community College’s employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment at Roanoke-Chowan Community College. These rules are in place to protect the employee and Roanoke-Chowan Community College. Inappropriate use exposes Roanoke-Chowan Community College to risks including virus attacks, compromise of network systems and services, and legal issues.

SCOPE

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Roanoke-Chowan Community College business or interact with internal networks and business systems, whether owned or leased by Roanoke-Chowan Community College, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Roanoke-Chowan Community College and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Roanoke-Chowan Community College policies and standards, and local laws and regulation.

POLICY

1. General Use and Ownership

- A. Roanoke-Chowan Community College proprietary information stored on electronic and computing devices whether owned or leased by the college, the employee or a third party, remains the sole property of Roanoke-Chowan Community College. You must ensure through legal or technical means that proprietary information is protected.
- B. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Roanoke-Chowan Community College proprietary information.

13.2	Technology Acceptable Use Policy for Employees	2 of 5
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- C. You may access, use or share Roanoke-Chowan Community College proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- D. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- E. For security and network maintenance purposes, authorized individuals within Roanoke-Chowan Community College may monitor equipment, systems and network traffic at any time.
- F. Roanoke-Chowan Community College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

2. Security and Proprietary Information

- A. All mobile and computing devices that connect to the internal network must comply IT standards and network security policy.
- B. System level and user level passwords must comply with the Network Security Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- C. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- D. Postings by employees from a Roanoke-Chowan Community College e-mail address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Roanoke-Chowan Community College, unless posting is in the course of business duties.
- E. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

3. Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Roanoke-Chowan Community College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Roanoke-Chowan Community College-owned resources.

The following lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4. System and Network Activities

13.2	Technology Acceptable Use Policy for Employees	3 of 5
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The following activities are strictly prohibited, with no exceptions:

- A.** Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Roanoke-Chowan Community College.
- B.** Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Roanoke-Chowan Community College or the end user does not have an active license is strictly prohibited.
- C.** Accessing data, a server or an account for any purpose other than conducting Roanoke-Chowan Community College business, even if you have authorized access, is prohibited.
- D.** Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- E.** Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- F.** Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- G.** Using a Roanoke-Chowan Community College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- H.** Making fraudulent offers of products, items, or services originating from any Roanoke-Chowan Community College account.
- I.** Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- J.** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- K.** Port scanning or security scanning is expressly prohibited unless prior notification to the Information Technology Director is made.
- L.** Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- M.** Circumventing user authentication or security of any host, network or account.
- N.** Introducing honeypots, or similar technology on the Roanoke-Chowan Community College network.
- O.** Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- P.** Using any program/script/command, or sending messages of any kind, with the

13.2	Technology Acceptable Use Policy for Employees	4 of 5
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intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

- Q. Providing information about, or lists of, Roanoke-Chowan Community College employees to parties outside Roanoke-Chowan Community College.

5. E-mail and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the college. Whenever employees state an affiliation to Roanoke-Chowan Community College, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of R-CCC". Questions may be addressed to the IT Department.

- A. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- B. Any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages.
- C. Unauthorized use, or forging, of e-mail header information.
- D. Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
- E. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- F. Use of unsolicited e-mail originating from within Roanoke-Chowan Community College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Roanoke-Chowan Community College or connected via Roanoke-Chowan Community College's network.
- G. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

6. Blogging and Social Media

- A. Blogging by employees, whether using Roanoke-Chowan Community College's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this policy. Limited and occasional use of Roanoke-Chowan Community College's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Roanoke-Chowan Community College's policy, is not detrimental to Roanoke-Chowan Community College's best interests, and does not interfere with an employee's regular work duties. Blogging from Roanoke-Chowan Community College's systems is also subject to monitoring.
- B. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Roanoke-Chowan Community College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Roanoke-Chowan Community College's Discrimination, and Harassment, and Sexual Violence policy.
- C. Employees may also not attribute personal statements, opinions or beliefs to Roanoke-Chowan Community College when engaged in blogging. If an employee is expressing

13.2	Technology Acceptable Use Policy for Employees	5 of 5
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his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Roanoke-Chowan Community College's Employees assume any and all risk associated with blogging.

- D.** Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Roanoke-Chowan Community College's trademarks, logos and any other Roanoke-Chowan Community College intellectual property may also not be used in connection with any blogging activity.

7. Policy Compliance

A. Compliance Measurement

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

B. Exceptions

Any exception to the policy must be approved by the Director of IT in advance.

C. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8. Suspension and Termination

Any User which Roanoke-Chowan Community College determines to have violated any element of this AUP may be subject to suspension or termination of service and may lead to disciplinary action up to and including termination of employment. Roanoke-Chowan Community College will suspend service for violation of the AUP on the most limited basis as Roanoke-Chowan Community College determines is reasonably practical under the circumstances to address the underlying violation.

Roanoke-Chowan Community College will attempt to notify Users prior to suspending service for violation of the AUP (which may be via e-mail or any other notification); provided, however, Roanoke-Chowan Community College may suspend service without notice if Roanoke-Chowan Community College becomes aware of a violation of any applicable law or regulation or activity, including but not limited to a violation of the AUP, that exposes Roanoke-Chowan Community College to criminal or civil liability or that exposes the Roanoke-Chowan Community College network or Roanoke-Chowan Community College User's network or property to harm. Such harm to a network may include, but is not limited to, risk of having an IP address placed on blacklists.

Roanoke-Chowan Community College may take such further action as Roanoke-Chowan Community College determines to be appropriate under the circumstances to eliminate or preclude repeat violations, and Roanoke-Chowan Community College shall not be liable for any damages of any nature suffered by any User, or any third party resulting in whole or in part from Roanoke-Chowan Community College's exercise of its rights under this AUP.

13.3	Technology Acceptable Use Policy for Students	1 of 3
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Roanoke-Chowan Community College provides students with a wide range of information technology for educational purposes. The use of these technologies is a privilege, not a right, and students are responsible for using them legally, appropriately, responsibly, and kindly (LARK). The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided or established by the school.

Use of information technology is governed by the same core values and behavioral expectations set forth in the Student Handbook, and that apply to all other aspects of life within the Wave community.

Rules

The following rules apply to all students at all times. Rules, unless they specifically mention R-CCC technology resources, apply to any and all technology, including your behavior involving technology when off campus.

Respect and Protect the Privacy of Others

Students should do the following:

- Keep your passwords private and maintain and safeguard password-protected access to both personal and confidential Wave files and folders and all electronic resources provided by the College.
- Always obtain permission before posting or transmitting pictures or recordings of others.
- Leave other people’s files alone. Removing, examining, copying, altering, or forging the files of another is no different from stealing, reading a personal letter, or destroying someone’s personal property.
- Use your real identity when using any R-CCC system and never use another person’s account or password.

Respect and Protect the Integrity, Availability, and Security of all Electronic Resources

Students should do the following:

- Look after all R-CCC equipment and make sure it is not damaged, stolen, or misused.
- Utilize and respect procedures for requesting or borrowing equipment or resources.
- Return all borrowed equipment promptly and in good condition.
- Support computer and network security by not interfering with the operation of any computer or network or bypassing restrictions regarding technology use.
- Use network resources, like internet bandwidth, wisely. Excessive use hurts everyone by slowing down the network. The use of bandwidth for non-academic purposes is strongly discouraged.
- Be responsible for the safety and security of your own equipment and devices.
- Keep laptops and other electronic devices in a safe place when not in use. DO NOT leave them in an unattended bag or backpack.
- Students are responsible for making sure their data is backed up on a regular basis.

13.3	Technology Acceptable Use Policy for Students	2 of 3
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Respect and Protect the Intellectual Property of Others

Students should do the following:

- Obtain permission before uploading or downloading software, games, videos, or music.
- Obtain the owner’s permission before transmitting copyright-protected materials.
- Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, students should assume that all digital material is copyrighted.
- Obtain permission from R-CCC’s Director of Information Technology or Public Relations and Marketing before copying or re-posting material from R-CCC’s intranet or from the College’s official website (www.roanokechowan.edu).
- Obtain permission from R-CCC’s Administration before publishing a link to any R-CCC’s online resource (wikis, blogs, intranet) or to the school’s official website (roanokechowan.edu) from an external site.
- Obtain permission from the author before reposting messages or emails to web or social media sites.
- Seek permission from the R-CCC’s Public Relations & Marketing department before using the college’s name, logo, or photographs.

Respect and Protect the Practices of the Community

- Appropriate language, manners, and ethics are required. Students should ask themselves, “Will my actions reflect well on me?” and “Will my actions reflect well on the Wave community?”
- Communicate only in ways that are kind and respectful. Inappropriate, unkind, offensive online behavior is not acceptable and may lead to disciplinary action, including but not limited to loss of privileges.
- The posting or transmitting of any inappropriate or offensive words, images, or videos is prohibited.
- The posting or transmitting of false, harmful, or defamatory information is prohibited

Additional Restrictions for R-CCC’s College Students and Early College High School Students

Games, music and videos are not allowed at school at any time. Violent or offensive content is also prohibited. If you are uncertain about the suitability of content, please ask a faculty member.

Engaging in commercial activities while using R-CCC’s technology is not permitted. Gambling, political lobbying, and the sending of advertisements, spam, chain letters, or other mass mailings are also prohibited. Requests for potential exceptions to this rule should be proposed in advance for consideration by the school administration.

Rights and Responsibilities

- R-CCC makes no guarantee of any kind to provide information technology. The College is not responsible for damages suffered by users, including loss of data, delays, or other problems resulting from use of its technology. Use of any information obtained via such technology is at

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the user’s risk; its accuracy cannot be guaranteed.

- R-CCC reserves the right to access College email and student accounts for any reason at any time.
- Any information stored on any College computer’s hard drive, or information storage device that were purchased by the College, are considered property of Roanoke Chowan Community College, including loaner laptops.
- R-CCC reserves the right to review data stored on student’s laptops to inspect student laptop data in the course of a disciplinary investigation.

Consequences for Violations

Any inappropriate use of technology or behavior that does not follow the above guidelines may result in disciplinary action. Students may lose their access to the College’s information resources as well as be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software needs to be repaired, restored, or replaced on any College computer system.

Reporting Computing Abuse and Irresponsible Behavior

Abuse and/or questionable behavior should be reported to an instructor, dean or division head. Reports can also be made electronically by sending an email to r-ccchelpdesk@roanokechowan.edu. Messages sent to this email address will be forwarded by the IT department to the division heads.

Reminders for Safer Internet Use

- Remember that there is no privacy online. Students should not send anything that you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable — at R-CCC and in the outside world—even after you think they have been deleted.
- Students should not post anything that you would not want future college administrators or employers to see.
- R-CCC cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to an instructor, dean or division head.
- When using sites that may be viewed by people outside the R-CCC’s community, students should not communicate their full name, age, phone number, or other personal information and do not provide such information about other people. A non- R-CCC e-mail address is recommended for all non-college use.
- Students should talk to their parents or guardians or college authority before agreeing to meet in person with someone you met online.

To report tech abuse, contact a college administrator or dean or email r-ccchelpdesk@roanokechowan.edu