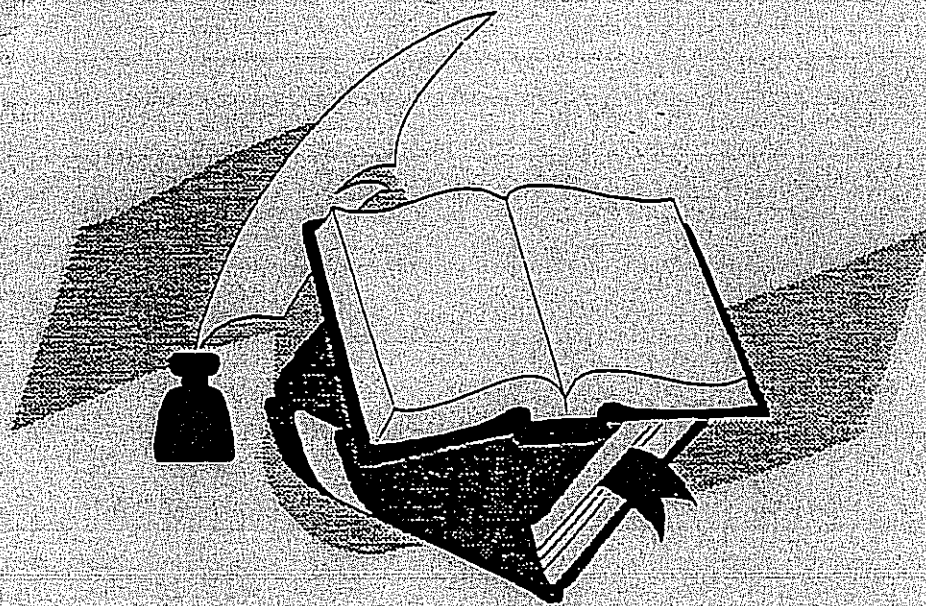


SUSSEX COUNTY COMMUNITY COLLEGE



EMPLOYEE POLICY AND PROCEDURE MANUAL

SUSSEX COUNTY COMMUNITY COLLEGE

DISCLAIMER

THIS HANDBOOK IS NOT AN EMPLOYMENT CONTRACT AND IS NOT INTENDED TO CREATE CONTRACTUAL OBLIGATIONS OF ANY KIND. UNLESS YOU HAVE A WRITTEN CONTRACT STATING OTHERWISE, YOUR EMPLOYMENT WITH SUSSEX COUNTY COMMUNITY COLLEGE IS AT-WILL. SCCC AND ITS AT-WILL EMPLOYEES HAVE THE ABSOLUTE RIGHT TO TERMINATE THE RELATIONSHIP AT ANY TIME, WITH OR WITHOUT GOOD CAUSE OR NOTICE. WHILE SCCC EXPECTS TO ABIDE BY THE POLICIES AND PROCEDURES DESCRIBED IN THIS HANDBOOK, REGARDLESS OF WHAT THE HANDBOOK STATES AND REGARDLESS OF YOUR EMPLOYMENT STATUS, IT DOES NOT CONSTITUTE OR CONTAIN A CONTRACT OR A PROMISE OF ANY KIND. SCCC IS FREE TO AND HAS THE ABSOLUTE RIGHT TO CHANGE, ALTER OR AMEND THE CONTENTS OF THIS HANDBOOK, WAGES, OR WORKING CONDITIONS WITHOUT CONSULTATION WITH ANYONE OR MUTUAL AGREEMENT.

**3rd Edition
February 2006**

This edition of the Employee Policies & Procedures Manual replaces and supercedes all previous editions.

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SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.1.1

Approved: 4/21/98

Revised:

Effective Date: 4/21/98

Department: Human Resources

Subject: Grievance Procedure for Employees not covered by a
Collective Bargaining Agreement

POLICY STATEMENT:

The College utilizes a grievance procedure to provide all employees who are not covered by a collective bargaining agreement with an opportunity to voice work-related complaints without fear of jeopardy to their position, fear of reprisal or discrimination. This policy is also available to remedy allegations of discrimination based on race, color, creed, religion, sex, ancestry, national origin or disability or any other legally protected classification.

PURPOSE:

To resolve problems internally and to preserve good relations between management and employees. An employee who utilizes outside media to air a grievance prior to or during the course of this internal procedure may forfeit the provisions of this policy.

PROCEDURES FOR IMPLEMENTATION:

Step I: Discussion with Immediate Supervisor:

If an employee has a complaint, problem or misunderstanding, it should be taken up with the employee's immediate supervisor as soon as possible, generally within five working days. The Supervisor will conduct an investigation if appropriate, and provide the employee with a response within five working days from the time the discussion between the employee and supervisor concluded.

Step II: Discussion with the Department Director:

Following receipt of the supervisor's response and within ten working days, an employee who finds the response unsatisfactory should submit a written appeal to the Department Director, with a copy to the Human Resources Department.

Generally, within ten working days of receipt of the written appeal, the Department Director will conduct an investigation if appropriate and will submit a written response to the employee.

Step III: Discussion with the Senior Officer:

If not satisfied with the response at Step 2, the employee may, within ten working days of receipt of that response, submit a written appeal to the appropriate Senior Officer, with a copy to the Human Resources Department.

Generally within ten working days of the receipt of the written appeal, the Senior Officer will conduct an investigation if appropriate and will submit a written response to the employee.

Step IV: Discussion with the President:

If not satisfied with the response at Step 3, the employee may, within ten working days of receipt of that response, submit a written appeal to the President or the President's designee, with a copy to the Human Resources Department.

Generally, within ten working days of the receipt of the written appeal, the President or the President's designee will conduct an investigation if appropriate and will submit a written response to the employee.

Step V: Presentation to the Board of Trustees of Sussex County Community College:

If not satisfied with the response at Step 4, the employee, may, within ten working days of receipt of that response, submit a written appeal to the Sussex County Community College Board of Trustees, with a copy to the Human Resources Department, which will hear the complaint at the next regular meeting or within thirty days. Hearing shall be conducted in scope and format to be determined by the Board in accordance with applicable law. The decision of the Board of Trustees shall be by a majority of the members at a meeting, which shall be public.

The Board of Trustees shall respond to the grievant within thirty calendar days.

OTHER RECOURSE:

The Human Resources Department is available throughout the grievance process to provide assistance to the aggrieved employee and/or to the reviewing staff. If any member of the grievance review process described above is the source of the employee's complaint, the employee should contact the Human Resources Department. Additionally, an employee whose immediate supervisor is a department director should initiate the grievance process at Step II above.

The Human Resources Department will document the proceedings of the grievance process for the employee's personnel file. Final grievance resolutions will be in writing and signed by the appropriate parties.

Grievants utilizing this procedure for allegations of discrimination maintain the right to submit their complaint directly to the Office for Civil Rights at any time.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.1.2
Approved: 4/21/98
Revised: 4/3/02
Effective Date 4/3/02

Department: Human Resources
Subject: Policy Against Sexual Harassment

POLICY STATEMENT:

Sexual harassment is illegal. Both state and federal law prohibit harassment of any employee, student, agent or member of the College community by any executive, supervisor, employee, student or visitor on the basis of sex or gender. Sexual harassment is defined under federal law as:

“...unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.”
29CFR Sec. 1604.11(a)

Sussex County Community College will not tolerate sexual harassment. The College's policy is that any employee or student who sexually harasses another employee, student, agent or member of the College community will be subject to disciplinary action, up to and including termination of employment or expulsion.

PURPOSE:

To ensure a positive work and learning environment for all employees and students free from the effects of sexual harassment which may produce a hostile, unproductive work environment.

CONSENSUAL RELATIONSHIPS:

This policy prohibits consensual amorous relationships or physically intimate or improper relationships between a faculty or staff member and a student whenever the faculty or staff member is in a position of professional or supervisory responsibility with respect to the student.* This includes, but is not limited to, faculty and student, staff and student, coach and player and supervisor and student worker.

If, despite the existence of this policy, an amorous, physically intimate or improper relationship should develop between an instructor and a student or between an employee and a student, the instructor or employee should report the matter immediately to their division dean or their supervisor.

In addition, the College strongly discourages consensual amorous or physically intimate relationships between a faculty or staff member and a student **even in the absence of a current professional or supervisory responsibility with respect to the student.** Such relationships may subject an employee to disciplinary action, up to and including termination.

All members of the College community are responsible for ensuring that their conduct does not violate this policy.

PROCEDURE FOR IMPLEMENTATION:

Anyone who feels that he or she has witnessed or been subjected to sexual harassment should immediately report the matter to either the Executive Director of Human Resources, the Director of Counseling, the Vice President of Administration and Finance, the Vice President of Academic Affairs or the Vice President of Student Services. Every incident of reported harassment will be fully investigated in a timely fashion and corrective action will be taken promptly where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge or expulsion of the harasser. In addition, the College will not permit any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigation of such reports.

*A faculty or staff member has a professional or supervisory responsibility when he or she is currently in a position to make or influence a decision or to confer or withhold a benefit relating to the student's education, employment or campus-sponsored activity.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.1.3
Approved: 4/21/98
Revised: 3/31/07
Effective: 4/21/98

Department: Human Resources
Subject: Equal Employment Opportunity

POLICY STATEMENT:

Providing "equal employment opportunity" is one of the most important personnel policies of the College. The College's goal is to do all it can to provide genuine equal employment opportunity, in every sense of the term, to applicants and employees in all phases of its operation. It is the College's policy that there shall be no discrimination with respect to employment, or any of the terms and conditions of employment, because of an individual's race, creed, religion, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partnership or civil union status, atypical hereditary cellular or blood trait, disability (including AIDS and HIV infection), liability for service in the United States armed forces or any other legally protected status. The College will make a reasonable accommodation to known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on its operation. The College is dedicated to ensuring that all personnel decisions are in accordance with the principles of equal employment opportunity. Equal employment opportunity is not only a legal principle, it is a moral commitment as well.

PURPOSE:

To ensure that all agents of the College and its employees adhere to fair employment practices.

PROCEDURE FOR IMPLEMENTATION:

Employees and other agents of the College are prohibited from practicing any form of discrimination against students, fellow employees, visitors or other parties doing business at the College. Any employee who believes he or she has been subjected to discrimination or who may require an accommodation should contact the Director of Human Resources. Any proven case of discrimination will be grounds for immediate discipline up to and including termination.

The College's Affirmative Action Plan is on file with the Human Resources Department and is available for employee review.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.1.4
Approved: 4/21/98
Revised: 3/31/07
Effective Date: 4/21/98

Department: Human Resources
Subject: Statement of Non-Discrimination

POLICY STATEMENT:

Sussex County Community College is fully committed to equal employment opportunity. Personnel decisions regarding terms, conditions and privileges of employment (including employee selection, performance evaluation, promotions, training opportunities, benefits, compensation, working conditions, disciplinary action and terminations) are made without regard to race, creed, religion, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, domestic partnership, civil union or marital status, atypical hereditary cellular or blood trait, disability, liability for service in the United States armed forces or any other legally protected status.

PURPOSE:

To ensure that nondiscriminatory practices are adhered to in all aspects of employment at the College.

PROCEDURES FOR IMPLEMENTATION:

Employees of the College are prohibited from practicing any form of discrimination against students, fellow employees, visitors or other parties doing business with the College. The practice of discrimination is and has always been totally unacceptable at the College. Perceived incidents of discrimination should be reported to the Director of Human Resources. Any proven case of discrimination will be grounds for immediate termination.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.1.5
Approved: 4/21/98
Revised: 3/31/07
Effective Date: 4/21/98

Department: Human Resources
Subject: Policy Against Forms of Non-Sexual Harassment

POLICY STATEMENT:

It is the College's policy to prohibit harassment of an employee by another employee, management representative, or business invitee including, but not limited to, harassment on the basis of age, race, color, disability, national origin, gender, gender identity or expression, religion, sexual orientation, ancestry, domestic partnership or civil union status or any other characteristic protected by law. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.

PURPOSE:

To ensure that all agents of the College and its employees are free from the effects of unlawful harassment.

PROCEDURE FOR IMPLEMENTATION:

Any employee who feels that he or she is a victim of unlawful harassment should immediately report the matter to his/her supervisor, manager or to any other member of administration. For the College to be able to remedy alleged harassment, it is imperative that claims be brought to the attention of administration. Failure to report claims of harassment hampers the College's ability to take necessary steps to remedy the situations. All reports of harassment will be thoroughly and discreetly investigated by members of management that are not involved in the alleged harassment.

Violations of this policy will not be permitted and may result in discipline up to and including termination.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.2.1
Approved 4/21/98
Revised
Effective Date 4/21/98

Department: Human Resources
Subject: Attendance

POLICY STATEMENT:

Regular and prompt attendance is required of all employees to insure that the College is able to properly serve the student population. When an employee cannot avoid being absent or tardy, it is the employee's responsibility to notify his/her supervisor in a timely manner.

PURPOSE:

To maintain the effective and uninterrupted operation of the College.

POLICY IMPLEMENTATION:

When an employee will be absent or tardy, he/she is required to notify the departmental supervisor or the supervisor's designee. An employee who cannot report to work is required to notify his/her supervisor or the supervisor's designee within one half hour after the start of the work day and each morning thereafter that he/she is unable to report for work.

Excessive or pattern absences or tardiness will subject an employee to disciplinary action, up to and including termination.

Any employee who neither reports for work nor contacts Sussex County Community College to report his/her absence will be subject to immediate disciplinary action, up to and including termination.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # **2.2.2**
Approved: 4/21/98
Revised: 2/20/03
Effective Date: 4/21/98

Department: Human Resources
Subject: Attendance Reporting

POLICY STATEMENT:

Attendance records are maintained on all employees of the College

PURPOSE:

To record time worked for payroll calculation, benefit accrual, and related business purposes.

PROCEDURES FOR IMPLEMENTATION:

Time sheets are to be maintained on all non-exempt personnel. Exempt personnel are required to complete time sheets for paid time off only. Employees are responsible for recording their hours worked or approved time off on a daily basis. Employees who fail to record these entries should report this to their supervisor as soon as possible to enable the supervisor to make the necessary corrections. Any changes in the normal work schedule must be approved in advance by the employee's supervisor.

Falsification of time sheets, time cards or other attendance records can subject an employee to disciplinary action, up to and including termination.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # **2.2.3**
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Access to Personnel Files

POLICY STATEMENT:

Employees are to be permitted reasonable access to their personnel files during regular business hours.

PURPOSE:

To enable employees to request inspection of their personnel records.

PROCEDURE FOR IMPLEMENTATION:

Employee requests to review their own personnel file must be made to the Director of Human Resources. The employee will review the file in the presence of the Director of Human Resources during regular business hours and will be asked to complete a personnel file review form. At the employee's request, the Director of Human Resources is authorized to provide the employee with a copy of the contents of their personnel file.

No private information or personal data about an employee will be provided to persons inside the College without the employee's consent except with those employees maintaining the data or members of management having a legitimate need to be aware of it.

In general, except through appropriate legal process, no personal information about employees will be provided to persons outside the College without the prior written consent of the employee.

It is the College's policy to cooperate with federal or state agencies performing investigatory functions. However, personal information will be provided to governmental investigators only where they are entitled by law to such information.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # **2.3.1**

Approved: 4/21/98

Revised: 9/26/00

Effective Date: 4/21/98

Department: Human Resources
Subject: Employment Practices

POLICY STATEMENT:

All College hiring practices, including the scheduling and the conducting of the interview process, will provide equal opportunity to all persons, regardless of race, color, religion, sex, disability, national origin, age, creed, ancestry, affectational or sexual orientation, marital status, familial status, atypical cellular or hereditary blood trait and liability for service in the armed forces. Applicant qualification will be evaluated by verification of credentials, education, experience and abilities as related to the requirements of the position and as determined by personal interview and professional references.

PURPOSE:

To assure that employment of competent personnel as replacements or new employees occurs efficiently and within budgetary guidelines while providing equal access to all applicants during recruitment efforts.

PROCEDURES FOR IMPLEMENTATION:

The employment function, including recruiting and screening of applicants and processing of new employees, is generally centralized in the Human Resources Department. When an opening exists, or is contemplated, for a full-time or part-time position, the department administrator should complete a "Requisition for Personnel Form", attach a rationale for creating or filling the position, and forward both documents to the appropriate Senior Officer for approval. If approved by the Senior Officer, the requisition form and the accompanying rationale should be forwarded to the President for final approval.

Upon receipt of a Requisition for Personnel form which has been approved by the President, the Human Resources Department will be responsible for complying with internal posting procedures, for placing advertisements in outside media which insure employment opportunities are known to a wide and diversified applicant pool and for ensuring that all advertisements indicate that Sussex County Community College is an equal opportunity employer. The Human Resources Department will review submitted resumes, schedule applicant interviews and ensure that all reference checks have been completed and that all official transcripts are available for review, if applicable. Once a final candidate has been determined, the Department Administrator will be responsible for forwarding to the Human Resources Department position-specific questions to be asked during the reference-check process. The Human Resources Department will complete the reference check process and will forward to the Department Administrator a transcript of the reference information. The Department Administrator will then be responsible for forwarding to the appropriate senior officer a complete hiring recommendation packet. Following signature by the senior officer, the hiring recommendation packet is forwarded to the President for final approval before an employment offer is extended. Employment offers should be made by the Human Resources Department.

A new employee's immediate supervisor is responsible for ensuring that, on or about the new employee's first day of work, the employee is seen in the Human Resources Department for completion of necessary paperwork.

The Human Resources Department will be responsible for ensuring that employment of applicants through the Work First New Jersey Program is in compliance with all New Jersey Administrative Code regulations. Employees who believe they were adversely affected by the placement of a Work First New Jersey participant can contact the Human Resources Department for the established procedures to resolve such complaints.

SEARCH COMMITTEES:

A Search Committee may be convened to assist in the selection process of candidates for recommendation for certain positions. The Search Committee functions as a screening body to select top qualified applicants for recommendation for further review and action. Committees will be appointed by the appropriate Senior Dean and will normally be comprised of at least three persons chosen from representative areas of the College, including one or two people who will have a direct working relationship with the successful candidate. Search Committees for faculty positions will be convened and administered in accordance with the provisions of the current collective bargaining agreement. The Director of Human Resources may review with members of a Search Committee the parameters of the interview process in order to ensure legal compliance.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.3.2
Approved: 4/21/98
Revised: 2/20/03
Effective Date: 4/21/98

Department: Human Resources
Subject: Internal Posting of Non-Management, Non-Faculty Job Vacancies

POLICY STATEMENT:

It is the general policy of SCCC to attempt to fill vacancies of part-time and full-time non-faculty non-management positions through internal recruitment before recruiting from outside sources.

PURPOSE:

This policy is established to inform staff of designated vacant positions within the College to enable their application for reassignment into such positions, thereby encouraging internal career development and job enrichment.

This policy may be applicable for both intradepartmental reassignments (promotions to upgraded positions within a department) and interdepartmental reassignments (change in work assignment to another department within the college).

PROCEDURES FOR IMPLEMENTATION:

Following receipt of an approved personnel requisition form, the Human Resources Department will post a notice of job vacancy for part-time and full-time non-faculty and non-managerial positions. Notices will be posted for three days on the College's internal email system and in the posting area outside of the Human Resources Department (D203).

Employees interested in applying for a vacant position should complete an "Internal Application Form" in the Human Resources Department. Employees applying for reassignment must be in their current position for a minimum of six months.

The employee's supervisor will be notified of their candidacy prior to the interview. To be eligible for reassignment, the employee's supervisor must verify to the Human Resources Department that the employee's current job performance and attendance record are satisfactory.

In general, approvals of reassignment requests are based upon an appraisal of qualifications for performing the duties of the position. Qualifications and performance being equal, seniority may prevail.

The College retains the right to reassign an employee approved for reassignment to an internally posted position only after a replacement is obtained for his/her current position.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.3.3
Approved 4/21/98
Revised
Effective Date 4/21/98

Department: Human Resources
Subject: Employee Classifications

POLICY STATEMENT:

The College classifies employees as regular full-time, regular part-time or temporary. Designations as exempt or non-exempt are determined in accordance with applicable laws.

PURPOSE:

To define the terms of employment and to provide common understanding in reference to employees.

PROCEDURES FOR IMPLEMENTATION:

Regular full-time employees - Those employees who are routinely assigned to work a minimum of thirty-five (35) hours weekly and who maintain continuous regular employment status.

Regular part-time employees - Those employees who are routinely assigned to work not more than twenty-eight (28) hours weekly, and who maintain continuous regular part-time status. Part-time employees are not eligible for benefits, except as granted on occasion, or to the extent required by provisions of state and federal laws. College policy prohibits part-time employees from being assigned more than twenty-eight (28) hours per week. As an alternative to the weekly calculation of maximum part-time hours, the President and/or Senior Officers may, under certain circumstances, authorize the use of a quarterly system to monitor part-time hours worked, under which the maximum part-time hours will be fixed at 364 per quarter.

Temporary employees - Those employees whose services are intended to be of limited duration, including those employees hired under grant. Temporary employees are not eligible for benefits, except as granted on occasion or to the extent required by provisions of state and federal laws.

Non-exempt employees - Employees who are not exempt from the provisions of the Fair Labor Standards Act or New Jersey's Wage and Hour Laws and who therefore qualify for overtime pay for hours worked in excess of forty per work week.

Exempt employees - Exempt employees are managers, executives, professional staff, technical staff, officers and directors whose duties and responsibilities allow them to be exempt from the overtime pay provisions of the Fair Labor Standards Act or New Jersey's Wage and Hour Laws.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.3.4
Approved: 4/21/98
Revised: 3/31/07
Effective Date: 4/21/98

Department: Human Resources
Subject: Employee Information

POLICY STATEMENT:

Employees are responsible for providing the College with current information required for the provision of employee benefits or for other management purposes.

PURPOSE:

To ensure the maintenance of accurate employee information related to college operations.

POLICY IMPLEMENTATION:

All employees are responsible for providing the College with notice of change in personal status that is relevant to management purposes of the College. Information which is to be reported includes:

- 1) Change in name, home address, or telephone number. Employee should provide this information to their supervisor and to the Human Resources Department.
- 2) Evidence of current professional credentialing.
- 3) Information affecting the provision of employee benefits. Employees should report to the Human Resources Department any change in marital, domestic partnership or civil union status, insurance beneficiaries, and number of dependents eligible for health and dental insurance coverage.
- 4) Parking permits. The employee should notify the Human Resources Department of any change in the year, model, color and license plate number of their vehicles.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy #	2.3.5
Approved	4/21/98
Revised	3/31/07
Effective Date	4/21/98

Department: Human Resources
Subject: Nepotism

POLICY STATEMENT:

It is the policy of SCCC to avoid nepotism in employment practices and operations. This includes employment arising out of the use of political influence to secure a job at the College.

PURPOSE:

The College considers it important to avoid the potential for conflict of interest and the public appearance of impropriety which may arise from nepotism and appointments aligned with political personages.

PROCEDURES FOR IMPLEMENTATION:

Employment of relatives by a public employer can create conflicts of interest, affect workplace morale adversely, and cause the county taxpayers who pay College salaries to question whether their tax dollars are being used properly. For these reasons, Sussex County Community College will limit employment of relatives of its employees to the circumstances described below. In addition, the College will not respond to political or other undue outside influence in making employment decisions.

Members of a current employee's immediate family will not be employed by the College to work in the same department as the current employee, nor may one directly or indirectly supervise the other. In addition, an employee will be precluded from using the College's internal posting policy to transfer to a position which is in the same department as a member of their immediate family or to a position where they will directly or indirectly supervise or directly or indirectly be supervised by a member of their immediate family. Immediate family members of the College President, the VP of Academic Affairs, the VP of Student Services and the VP of Administration & Finance are not eligible to be employed by the College in any capacity, regardless of whether the senior officer would or would not provide direct or indirect supervision to the immediate family member. For purposes of this policy, "immediate family" includes: spouse, domestic partner or civil union partner, parent, grandparent, child, grandchild, brother, sister, aunt, uncle, niece, nephew, corresponding in-law or "step" relation.

Nepotism Policy

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This policy applies to all full-time, part-time and temporary positions. Due to the transitory nature of adjunct teaching assignments, this policy will not preclude the employment of immediate family members as adjunct faculty or non-credit instructors, unless the adjunct faculty or non-credit instructor is a member of a senior officer's immediate family. In addition, adjunct faculty and non-credit instructors may not be employed in an academic division where an immediate family member provides supervision.

As of the above indicated date of approval, any known employment situations which are not in compliance with the provisions of this policy will be grandfathered as exceptions which existed prior to the enactment of this policy. However, if any such faculty/staff members sever their employment with the College, this policy will apply in full force and effect if they should apply for re-employment at a future date.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.3.6
Approved 4/21/98
Revised
Effective Date 4/21/98

Department: Human Resources
Subject: Administrative and Student Data Systems Security

POLICY STATEMENT:

Sussex County Community College will not grant student workers or federal work study students access to educational records or other confidential information maintained by the College in order to protect the privacy of such information. Regular SCCC employees who become part-time students after their original date of hire and who, as a part of their job duties, have access to education records and other confidential information, will be required to sign a Confidentiality and Conflict of Interest Statement.

PURPOSE:

To maintain the privacy and confidentiality of and to control the release of all educational records and other confidential information maintained by the College.

PROCEDURES FOR IMPLEMENTATION:

All College departments utilizing the services of student workers and/or work study students will ensure those employees receive work assignments which do not involve, require or provide exposure to educational records or other confidential information maintained by the College. Student workers and work study students shall not be given passwords to the administrative and student data systems, nor will they be allowed to use passwords issued to regular employees to gain access to the administrative and student data systems. It will be the responsibility of the direct supervisor of the student worker(s)/work study student(s) to ensure the guidelines of this policy are followed. Exceptions to this policy require the written approval of the presiding Senior Officer.

Educational records will be defined by the provisions of the Buckley Amendment. Student workers are those who hold a College position with that specific title as reflected by the records of the Human Resources Department. Work Study Students are those employed through the Federal Work Study Program as verified through the Financial Aid Department and the Human Resources Department.

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Regular SCCC employees who become part-time students of the College after their original date of hire and who, as a part of their job duties, have access to education records and other confidential information, will be required to sign a Confidentiality and Conflict of Interest Agreement. It will be the responsibility of the direct supervisor of such employee(s) to ensure that the Conflict of Interest Statement is completed and forwarded to the Human Resources Department for inclusion in the employee's personnel file.

Nothing in this policy will preclude a student from access to his/her own educational record in accordance with applicable law.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy# 2.3.7

Approved:

Revised: 9/5/01

Effective Date: 9/5/01

Department: Human Resources

Subject: Job Performance Appraisals

POLICY STATEMENT:

The performance appraisal provides a forum for open discussion between supervisor and employee on performance, opportunity for growth and improvement, training needs, goals for the next review period and promotability. The College will make every attempt to review all regular full-time and part-time employees at least annually. Some employees may receive a performance appraisal more frequently to analyze their progress.

PURPOSE:

To provide an objective, consistent and uniform way to gauge and improve each employee's on-the-job performance using objective criteria, and to provide an opportunity for the employee to discuss job problems/interests with his/her supervisor.

POLICY IMPLEMENTATION:

In an effort to ensure impartial and consistent evaluation of all regular full-time and part-time employees, it is the College's policy to maintain and implement a formal job performance appraisal system. The employee is encouraged to share in the evaluation process through the preparation of a self-evaluation form prior to the appraisal. Results of all performance appraisals are shared with the employee and may be used in consideration for training, transfer, promotion and/or salary increases. The employee self-evaluation form and employee comments made on the job performance appraisal form will also become part of the employee's personnel file.

It is the supervisor's responsibility to keep the employee advised of his/her progress and performance. At any time an employee is uncertain as to how he/she is performing his/her job, the employee should not hesitate to ask his/her supervisor for feedback.

The performance appraisal is not intended to imply automatic raises. Effective July 1, 2002, an overall performance rating of "Does Not Meet Requirements" will delay the receipt of any scheduled salary increase until a satisfactory overall performance rating is achieved.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.3.8

Approved: April 27, 2004

Revised: August 11, 2005

Effective: April 27, 2004

DEPARTMENT: Human Resources
SUBJECT: Orientation/Initial Evaluation Period

POLICY STATEMENT:

The first ninety calendar days of employment for all non-faculty employees will be considered an orientation/initial evaluation period. This will apply upon both initial hire and whenever an employee transfers from one College position to another College position or from one College department to another College department.

PURPOSE:

To allow a period of time in which the employee can assess the College as an employer, and the College can evaluate suitability for continued employment.

PROCEDURES FOR IMPLEMENTATION:

The first ninety calendar days of employment with Sussex County Community College for all non-faculty employees will be considered an orientation/initial evaluation period. This evaluation period will apply upon both initial hire and whenever an employee transfers from one College position to another College position or from one College department to another College department. During this period, the supervisor will help the employee understand the needs and processes of the employee's position.

During the orientation/initial evaluation period, the College will also evaluate the employee's suitability for continued employment. The College may release the employee during this period if the employee's work habits, attitude, attendance or performance do not meet the supervisor's standards or expectations. It will be the supervisor's responsibility to complete and submit to the Human Resources Department by the conclusion of the ninety-day period an 'Initial Evaluation Period Review Form'. Pending approval from the appropriate senior officer, supervisors may grant only one thirty-calendar-day extension to the initial evaluation period of any employee who is not meeting standards/expectations. If the supervisor is recommending the discontinuation of employment prior to or at the conclusion of the initial evaluation period or the extension period, the supervisor must notify the human resources department and have the approval of the appropriate senior officer before releasing the employee.

Completion of the orientation/initial evaluation period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for 'cause'.

Orientation/Initial Evaluation Period

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A former employee who has been rehired after a separation of thirty calendar days from SCCC will be subject to this ninety-day orientation/initial evaluation period.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.4.1
Approved: 4/28/98
Revised:
Effective Date: 4/28/98

Department: Human Resources
Subject: Statement of a Drug/Alcohol Free Workplace

POLICY STATEMENT:

No Sussex County Community College employee may engage in the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance and/or alcohol on the campus of Sussex County Community College or at any site where the College offers instruction or services. These restrictions further apply to any work or services being performed for the College, on or off campus, while said College employee is participating or attending any College function, meeting or event. All College employees, as a condition of employment, are expected to abide by the terms of this statement.

PURPOSE:

To maintain a work environment that is safe, productive and lawful for employees, students and the public.

PROCEDURES FOR IMPLEMENTATION:

Any employee found to be in or suspected of a violation of this policy may be suspended with pay for a period not to exceed fifteen (15) days during which an investigation will be conducted; substance abuse investigations will be conducted by appropriate law enforcement agencies. The suspension shall be subject to approval of the Senior Officer for the division in consultation with the Direction of Human Resources. In instances of a substance abuse investigation, if after fifteen (15) days no charges are filed against the employee, he/she may return to service in good standing.

If charges are filed against any employee arising out of an actual or suspected violation of this policy, said employee shall continue on suspended status, with pay, until a

Statement of a Drug Free Workplace

determination of dismissal or conviction is made. If charges are dismissed, the employee shall be permitted to immediately return to service in good standing.

If an employee is convicted of or pleads guilty to a violation of any criminal drug statute, occurring in or related to the workplace, he/she must notify the Director of Human Resources and his/her immediate supervisor, in writing, of said conviction no later than five (5) days after such conviction. Sussex County Community College is required by and mandated under the Drug Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F, to report any conviction for violation of a criminal drug law in or related to its workplace, of which it has been notified, to the federal government within ten (10) days of receiving notice of said conviction. The College shall take one of the following actions with respect to any employee convicted of a violation of a criminal drug statute occurring in or related to the workplace within thirty (30) days thereof: (1) take appropriate personnel action against such employee, up to and including termination; or 2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Sussex County Community College shall periodically, but at least once each year, provide an in-house drug-free awareness program intended to inform employees about the danger and consequences of drug abuse in the workplace.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.4.2
Approved: 4/21/98
Revised: 2/20/03
Effective Date: 2/20/03

Department: Human Resources
Subject: Smoking

POLICY STATEMENT:

Sussex County Community College permits smoking only in designated areas outside of College buildings. The use of smokeless tobacco products within any and all campus buildings is strictly prohibited.

PURPOSE:

To provide employees and students with a healthy environment and to comply with New Jersey statutory requirements for a smoke-free educational institution.

PROCEDURES FOR IMPLEMENTATION:

Employees must confine smoking to designated "smoking permitted" areas:
Smoking in designated "smoke free" zones is strictly prohibited.

Where smoking and the use of smokeless tobacco products are allowed, employees are required to use provided receptacles to guard against fire and to maintain good housekeeping.

Employees are not given additional break time for smoking purposes.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.4.3
Approved: 4/21/98
Revised: 2/20/03
Effective Date: 4/21/98

Department: Human Resources
Subject: Employee Parking

POLICY STATEMENT:

Currently, the College provides on-site parking free of charge for all employees. All employees utilizing campus parking facilities must follow all College parking and motor vehicle regulations.

PURPOSE:

To provide employees with the convenience of on-site parking and to promulgate and enforce regulations governing campus parking facilities so as to ensure a safe and orderly campus environment.

PROCEDURES FOR IMPLEMENTATION:

Parking is available on College property on a first come, first served basis. All vehicles parked in College lots must display a College parking permit, which is available in the Human Resources Department. Failure to display a valid parking permit may result in ticketing or other penalties.

The College will not be liable for fire, theft, damage or personal injury involving employees' automobiles and their contents.

Employees must follow all parking and motor vehicle regulations while on campus. The College will not be responsible for tickets issued for traffic or parking violations.

A position designated as a student worker will not be given a staff parking sticker.

Employees who have permanent handicapped registration from the New Jersey Division of Motor Vehicles should notify the Associate Director of the Learning Center to be placed on the list of those requiring such designated parking.

Employees who have a temporary medical condition which requires special consideration may request a pass to access campus temporary disability parking by also contacting the Associate Director of the Learning Center. Such College passes are granted on a temporary basis only, and may be renewed based on medical documentation. To support their initial request and any request for renewal, it is the employee's responsibility to provide to the Associate Director of the Learning Center current medical documentation of the temporary disability, including the expected length of time accommodation will be needed.

The College will establish a designated area for short-term drop-off, pick-up convenience, up to fifteen (15) minutes in length. This area and the applicable time limitation will be strictly enforced.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.4.4
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Conduct and Appearance

POLICY STATEMENT:

All employees of the College are expected to comply with generally accepted standards for conduct and appearance in professional and academic settings.

PURPOSE:

To present a professional image to the student population, visitors, and the general public.

POLICY IMPLEMENTATION:

All employees are expected to be neat, clean and dressed in a manner considered to be in good taste by the academic community and the work environment. In addition, employees are expected to conduct themselves at all times in a professional manner conducive to a professional setting.

Supervisory personnel are responsible for ensuring that employees assigned to their work area adhere to the above standards.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # **2.4.5**
Approved: 4/21/98
Revised: 10/10/02
Effective Date: 4/21/98

Department: Human Resources
Subject: Disciplinary Procedure

POLICY STATEMENT:

It is the policy of the College that any conduct which interferes with or adversely affects work performance, the work environment or College operations is grounds for disciplinary action, ranging from verbal warning to immediate discharge.

PURPOSE:

Progressive discipline provides a system for corrective action when the conduct or work performance of an employee is not consistent with established standards.

PROCEDURES FOR IMPLEMENTATION:

Depending on the conduct/performance problem, disciplinary steps may be enforced by the following methods, in their listed order:

- 1) First offense - verbal warning
- 2) Second offense - written warning
- 3) Third offense - three day suspension, which may be without pay
- 4) Fourth offense - discharge

Any disciplinary action taken against an employee should be administered as soon as possible following the unacceptable conduct/performance issue. It is required that the Director of Human Resources or his/her designee be consulted prior to the implementation of any disciplinary action. The disciplinary action taken should depend upon the severity of the offense and its frequency of occurrence, with consideration given to the individual circumstances of each case. A record of disciplinary action taken against an employee will be maintained in the employee's personnel file.

Disciplinary Warnings:

When a disciplinary warning is presented in writing, it will be reviewed with the employee by his/her Supervisor. The reason for the warning and the expected change in conduct or performance should be clearly stated. If the employee refuses to sign the warning notice, the Supervisor may request that a third party, usually from the Human Resources Department, provide witness that the employee had notice of the disciplinary warning.

Multiple Warnings:

If an employee has received a prior written warning, the issuance of a second written warning within a reasonably close period of time will result in a three day suspension from duties which may be without pay, and a third written warning will result in dismissal from employment.

The suspension shall be subject to approval of the Senior Officer for the division in consultation with the Director of Human Resources. Terminations require the approval of the President or his designee.

While these are suggested disciplinary procedures, it is not always necessary to utilize each of the steps listed above. In certain instances, an immediate suspension or termination may be warranted. The College reserves the specific right to deviate from the disciplinary procedures set forth herein when, in its sole discretion, it determines such a deviation is warranted. Furthermore, this policy does not alter the employment-at-will status; an at-will employee is free to resign at any time, and the College is free to terminate an at-will employee at any time with or without good cause and notice.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.4.6
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Personal Telephone Calls

POLICY STATEMENT:

Because of the large volume of College business transacted by telephone, the use of College telephones for personal or social matters is discouraged.

PURPOSE:

To ensure that the expense of public resources is controlled.

PROCEDURE FOR IMPLEMENTATION:

There occasionally may be times when personal calls must be made or received during business hours. Personal calls must be held to a minimum, and must not interfere with an employee's work. Employees should attempt to make necessary personal calls during lunch time.

During an emergency, employees may make or receive personal phone calls. An emergency is regarded as illness or severe injury to an employee, a member of the employee's family, a change in plans concerning the employee's transportation home from work, extreme weather conditions, or other similar situations.

Employees are not expected to reimburse the College for toll calls necessitated by extended work hours or emergency conditions. Reimbursement is expected for all other toll calls.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.4.7
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Solicitation, Distribution, Access to Premises and Trespass

POLICY STATEMENT:

To maintain an orderly and professional atmosphere at the College, as well as to prevent interference with its academic mission, the College has developed the following policies governing solicitation, distribution of literature, access to the premises and trespass.

PURPOSE:

To maintain an orderly and professional atmosphere at the College and to prevent interference with the academic mission.

PROCEDURE FOR IMPLEMENTATION:

Solicitation and Distribution of Material - Solicitation of and/or distribution of non-College related material to an employee by another employee is prohibited while either person doing the soliciting or distributing or the one being solicited or distributed to is on his or her working time. In addition, all solicitation is prohibited at all times in classrooms or other teaching and learning areas. Furthermore, the distribution of any material of any kind shall not be permitted in the classrooms, the library, other teaching and learning areas or working areas.

Employee Access Rule- Employees are not permitted access to interior or exterior work areas during off-duty hours, without prior approval from the appropriate Senior Officer.

No-Trespass Rule - Solicitation, distribution of literature or trespass by non-employees in College work or learning areas is prohibited.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.4.8

Approved: 11/28/00

Revised:

Effective: 11/28/00

Department: Human Resources

Subject: Personal Property

POLICY STATEMENT:

The College will not assume responsibility for any loss of or damage to personal items or equipment.

PURPOSE:

To ensure that all property and equipment on College premises is in compliance with safety guidelines and requirements, to conform with the liability guidelines of the College's insurance carrier and to prevent loss/damage to employee personal property/equipment, the College discourages employees from keeping personal items or equipment on College property.

PROCEDURES FOR IMPLEMENTATION:

The College does not expect or require employees to use personal property at the workplace to fulfill job requirements. Employees who require specific items for work-related purposes should notify their supervisor rather than utilize personal property/equipment for such purposes.

It is not possible for the College to ensure that non-College property/equipment conforms to safety guidelines and requirements, and such items are not within the guidelines of the College's insurance carrier.

The College will not assume responsibility for any loss of or damage to personal items or equipment.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.5.1
Approved: 4/21/98
Revised: 1/19/2000
Effective Date: 4/21/98

Department: Human Resources
Subject: Jury Duty

POLICY STATEMENT:

The College shall provide paid leave for any full-time College employee summoned for jury duty.

PURPOSE:

To assist employees in fulfilling their civic obligation when called upon for jury duty.

PROCEDURE FOR IMPLEMENTATION:

Employees summoned for jury duty are to report such notice to their supervisor.

The College will pay the full-time employee's regular pay in connection with jury service providing the following requirements are met:

1. The employee must present a copy of the jury summons to their supervisor not less than three working days prior to the first day of absence.
2. Upon completion of jury duty, the College may request documentation verifying jury service.

Employees who are not required to be in court on specific days or who are released from jury duty prior to the end of their normal work day are expected to report to work for either the full or remaining part of the day.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.5.2
Approved: 4/21/98
Revised: 7/26/05
Effective Date: 4/21/98

Department: Human Resources
Subject: Bereavement Leave for Employees not covered by a
Collective Bargaining Agreement

POLICY STATEMENT:

On designated occasions, the College will provide eligible full-time employees with time away from their assigned duties without loss of pay.

PURPOSE:

To provide guidelines to compensate eligible employees for loss of earnings due to an absence because of the death of a family member.

PROCEDURES FOR IMPLEMENTATION:

Eligible employees may receive up to five working days of leave with pay in cases of death of an immediate family member. For purposes of this policy, immediate family member will be defined as spouse, domestic partner or civil union partner, child, parent, sibling, natural grandparent, mother-in-law, and father-in-law. The five allotted bereavement days must be used within ten working days of the passing of the immediate family member. Exceptions for extenuating circumstances must be approved by the President.

Eligible employees may receive bereavement leave of one day with pay in cases of death of a relative other than an immediate family member, subject to the approval of the employee's supervisor.

No payment will be made in cases that would result in paying twice for the same time off or while the employee is on leave of absence.

The College may request verification prior to granting bereavement pay.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # **2.5.3**
Approved: 4/21/98
Revised: 2/20/03
Effective Date: 4/21/98

Department: Human Resources
Subject: Emergency Days

POLICY STATEMENT:

The College provides three emergency days per year to regular, full-time employees. Accrual of emergency days only occurs while an employee is on a paid status.

PURPOSE:

Approved emergency days are designated for matters which cannot be addressed outside of the regular working day, such as court appearances, emergency repair needs and real estate closings.

PROCEDURE FOR IMPLEMENTATION:

Employees are required to submit their emergency time off request in writing to their immediate supervisor, using the "Request for Time Off" form. The reason for requesting the emergency day should be provided; in cases where the reason is extremely personal this requirement may be waived.

Carryover of emergency time is not permitted. Any time not taken by June will be forfeited.

Unused emergency time is not payable upon termination.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.5.4
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Family Leave for Employees not covered by a Collective Bargaining Agreement

POLICY STATEMENT:

Employees who have been employed with the College for at least one year and who have worked 1,000 hours during that period are eligible for up to twelve weeks of family leave. To compute the 12 month period in which eligible employees may take family leave under the federal law, the College will utilize a 12-month period measured forward for each employee from the date of commencement of his/her first family leave.

PURPOSE:

The College provides Family Leave in accordance with all applicable laws.

PROCEDURES FOR IMPLEMENTATION:

Eligible employees may take family leave for any of the following reasons:

1. The birth of a son or daughter and in order to care for such son or daughter.
2. The placement of a son or daughter with the employee for adoption or foster care.
3. To care for a spouse, domestic partner, or civil union partner, daughter, son, parent or parent of spouse, domestic partner or civil union partner with a serious health condition.

a) Leave Because of Birth or Placement for Adoption. Leave because of the birth of a child or placement of a child with the employee for adoption or foster care must be completed during the twelve (12) month period beginning on the date of birth or placement.

b) Leave is Unpaid. Family leave is unpaid leave. Employees requesting family leave may substitute accrued paid leave for unpaid family leave. Employees eligible for family leave may utilize any accrued paid leave concurrently with family leave. The concurrent use of accrued paid leave does not extend the twelve week unpaid family leave.

c) Medical and Other Benefits. During an approved family leave, the College will maintain health benefits as if the employee had continued to be actively employed. Employees who elect not to return to work at the end of the leave period will be required to reimburse the College for the cost of the premiums paid by the College for maintaining coverage during the leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his/her control.

d) Procedure for Requesting Leave. Employees should contact the Human Resources Department and complete a "Request for Leave of Absence Form" as soon as they become aware of the need for a family leave.

e) Notice to the College of Leave. If the need for leave is foreseeable, e.g. the birth or placement of a child, the employee shall provide to the Human Resources Department 30 days prior written notice or as much notice as possible and will complete a "Request for Leave of Absence Form". Failure to provide such notice may be grounds for postponing the commencement of the leave. Employees must give the College at least fifteen (15) days notice of the need for leave for a serious health condition of a family member. If the need for leave is because of a planned medical treatment, employees should attempt to schedule the treatment so as not to unduly disrupt the College's operations. In the event the leave is needed as a result of an emergency situation, an employee must contact the Human Resources Department as soon as he/she becomes aware of the situation. Failure to provide timely notice can be grounds for delaying the requested leave.

f) Medical Certification for a Serious Health Condition. Employees requesting leave because of a covered relation's serious health condition must submit a completed "Certification of Health Care Provider" to the Human Resources Department. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The College, at its expense, may require an examination by a second health care provider designated by the College, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the College, at its own expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The College may require subsequent medical recertification on a reasonable basis, but not more frequently than every thirty (30) days.

g) Intermittent and Reduced Schedule Leave. Employees granted leave due to the serious health condition of a covered relation may take the leave on an intermittent or reduced basis provided 1) such leave is medically necessary; 2) the employee gives reasonable notice of the need for intermittent or reduced leave; and 3) the employee makes reasonable efforts to schedule the leave in a manner that does not unduly disrupt the College's operations. Employees granted leave for the birth or placement of a child may take intermittent or reduced leave only with the consent of the College. Leave for the serious health condition of parents-in-law, however, must be completed within twenty-four weeks of the first day of leave.

h) Reporting While On Leave. Employees taking leave to care for a covered relation with a serious health condition must contact the Human Resources Department on the third Monday of each month regarding the status of their condition and their intention to return to work. If an employee does not return to work following the expiration of an approved family leave, the employee will be considered to have voluntarily resigned and employment will be terminated.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.5.5
Approved: 4/21/98
Revised: 1/24/06
Effective Date: 1/24/06

Department: Human Resources
Subject: Medical Leave of Absence for Non-Faculty Employees

POLICY STATEMENT:

Staff members who have been employed with the College for at least one year and who have worked 1,250 hours in that period are eligible for up to twelve (12) weeks of medical leave of absence per year. To compute the 12 month period in which eligible employees may take FMLA, the College will utilize a 12-month period measured forward from the date an employee's first FMLA leave begins. Subsequent 12 month periods begin the first time FMLA leave is taken after the completion of any previous 12 month period.

PURPOSE:

It is the policy of the College to provide eligible employees with medical leave in accordance with all applicable laws.

PROCEDURES FOR IMPLEMENTATION:

An employee may request a leave under this policy for his/her own "serious health condition" which renders him/her unable to perform regular duties. "Serious health condition" means any illness, injury, impairment or physical or mental condition that involves:

1. An incapacity or treatment in connection with inpatient care; or
2. An incapacity requiring absence of more than 3 calendar days and continuing treatment by a health care practitioner; or
3. Continuing treatment by a health care practitioner of a chronic or long-term condition that is incurable or will likely result in incapacity of more than 3 days if not treated. "Continuing treatment" means: 1) two or more treatments by a health care practitioner; 2) two or more treatments by a practitioner of health care services; e.g. physical therapist, on referral by or under orders of a health care practitioner; 3) at least one treatment by a health care practitioner which results in a regimen of continuing treatment under the supervision of a health care practitioner or 4) treatment under the supervision of, although not actively treated by, a health care practitioner for a serious long-term or chronic condition or disability which can not be cured.

a) Notice of Leave - If the need for a medical leave is foreseeable, the employee must give the College at least 30 days prior written notice. If advance notice is not possible, the employee must at least give notice as soon as practicable. Failure to provide notice may result in a delay of leave. Employees must complete a "Request for Leave Form" indicating the anticipated beginning and ending dates of the leave and submit it to the Human Resources Department. The written request for medical leave must be accompanied by appropriate medical certification, as described below.

b) Medical Certification - The employee must submit a completed "Certification of Health Care Provider" to the Director of Human Resources. The College agrees to hold any information thus provided in strict confidence. Failure to provide requested medical certification in a timely manner may result in denial of the leave until the information is provided. The College, at its expense, may require an examination by a second health care practitioner designated by the College, if it reasonably doubts the medical certification initially provided by the employee. If the second health care practitioner's opinion conflicts with the original medical certification, the College, at its expense, may require a third, mutually agreeable, health care practitioner to conduct an examination and provide a final and binding opinion. The College may require subsequent medical recertification on a reasonable basis.

c) Reporting While on Leave - Employees taking a leave of indefinite duration must contact the Director of Human Resources at least once per month regarding the status of his/her condition and his/her intention to return to work.

d) Leave is Unpaid - Medical leave is unpaid leave, although employees may be eligible for short- or long-term disability payments and/or worker's compensation benefits. Employees must, however, use any accrued paid sick leave at the beginning of the leave. After exhausting accrued sick time, the remainder of the leave will be unpaid. The concurrent use of paid leave time with medical leave does not extend the twelve week leave period.

Employees who exhaust their medical leave may be eligible for an extension. Approved extensions shall be given on a month-to-month basis for a maximum of three (3) months. A written request for an extension must be submitted to the President of the College and must include medical documentation that the requested extension is medically necessary. The President will consider the request for extension in consultation with the employee's immediate supervisor.

e) Medical and Other Benefits - During an approved medical leave, the College will maintain health benefits, if applicable, as if the employee continued to be actively employed up to a maximum of twelve (12) weeks. Employees will not receive or accrue any other benefits during the leave. In cases of an approved extension of medical leave, the College may maintain health benefits to a maximum of sixteen (16) weeks, subject to the discretion of the President of the College.

f.) Intermittent and Reduced Schedule Leave. Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday) if medically necessary.

g) Returning From Leave. Employees returning from medical leave are required to provide medical certification to the Director of Human Resources that they are fit to resume work.

If an employee fails to return to work at the conclusion of his/her approved leave, the employee will be considered to have voluntarily resigned and employment will be terminated.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.6.1
Approved: 4/21/98
Revised: 5/20/03
Effective Date: 4/21/98

Department: Human Resources
Subject: Inclement Weather

POLICY STATEMENT:

The President of the College or the President's designee shall declare emergency closings and delayed openings of the school due to inclement weather.

PROCEDURE FOR IMPLEMENTATION:

Unless inclement weather conditions are severe, the College will generally be open for normal operation. In some instances, the College may declare a delayed opening in response to hazardous weather conditions.

Notification of emergency closings or delayed openings will be made by radio announcements on local radio stations, beginning approximately 6 a.m. for day closures or delays and by 4 p.m. for cancellation of evening classes. In addition, a recorded message on the school's main telephone number will notify callers that the College has a delayed opening or that the College is closed.

Following a delayed opening, employees will be expected to report to work; however, the College does not expect anyone to take an unreasonable risk attempting to drive to work. Employees who do not report to work when the office is open will not be paid for the day; however, with supervisor approval, the employee may take the day as a vacation or emergency day.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # **2.6.2**
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Overtime

POLICY STATEMENT:

Non-exempt employees will be compensated for time worked in excess of 40 work hours per week in accordance with all applicable laws.

PURPOSE:

To appropriately compensate non-exempt employees when approved overtime is necessary.

PROCEDURES FOR IMPLEMENTATION:

All employees may be required to work overtime when necessary for the proper operation of the College. Work performed between thirty-six and forty hours will be paid at the employee's regular wage.

Work performed by non-exempt employees in excess of forty (40) work hours per week will be reimbursed at one and one-half times their regular hourly wage. Overtime is paid only in excess of forty work hours; if a non-exempt employee's forty hours includes pay other than work time (such as sick time, vacation, or jury duty) they will not receive over time pay.

All overtime work must be approved in advance by the employee's supervisor and must be authorized by the supervisor on the employee's time sheet.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy #: 2.6.3
Approved: 4/21/98
Revised: 1/24/06
Effective Date: 1/24/06

Department: Human Resources
Subject: Pay Procedures

POLICY STATEMENT:

The College payroll is issued on the fifteenth and the last day of each month.

PROCEDURES FOR IMPLEMENTATION:

Payroll is issued on the fifteenth and the last day of each month. When the designated payday falls on a weekend, the paycheck will be issued on the previous Friday; when the designated payday falls on a holiday, the paycheck will be issued on the previous workday. If the College is scheduled to be closed, paychecks will be mailed to the employee's home the day prior to the scheduled payday.

The College is required by law to make mandatory payroll deductions, including Federal and State income taxes and employee pension and social security contributions. To ensure proper credit for tax purposes, employees should notify the Human Resources Department of any change in name, address, marital status or number of exemptions. Court-ordered wage attachments or garnishments will be explained to the affected employees whenever the College is ordered to make such deductions.

All employees may authorize the College to deposit their paychecks or a portion thereof, directly into savings and/or checking accounts at any participating banks or the Tri-Co Federal Credit Union. In addition to the funds employees are required by statutory law to deposit into their pension account, employees may be eligible to contribute additional funds to their pension account or to open a supplemental pension account. Interested employees should contact the Human Resources Department for details and the necessary authorization forms.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.6.4

Approved: 4/21/98

Revised:

Effective Date: 4/21/98

Department: Human Resources

Subject: Expenditure Decisions in Outside Grants

POLICY STATEMENT:

Grant-funded positions must be administered in accordance with all of the policies, procedures and other operating regulations of the College.

PURPOSE:

To ensure consistency in the employment and administration of grant-funded positions.

PROCEDURES FOR IMPLEMENTATION:

College employees who are hired into grant-funded positions will have all aspects of their employment, including compensation and benefits, administered in accordance with the policies, procedures and other operating regulations of Sussex County Community College. It will be the dual responsibility of the Human Resources Department and the grant employee's direct supervisor to ensure compliance with this requirement.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.6.5
Approved: 4/21/98
Revised: 05/13/2005
Effective Date: 06/28/2005

Department: Human Resources
Subject: Reimbursement for Expenses Incurred in Performance of Official Responsibilities

POLICY STATEMENT:

The College provides employees with an accountable expense reimbursement plan in order to reimburse employees for approved travel and other business expenses incurred in the official conduct of College activities.

PURPOSE:

It is the purpose of this policy to outline provisions for approved travel and other business expenses incurred by College employees while on assignments away from the normal work location.

PROCEDURES FOR IMPLEMENTATION:

This procedure will govern all Administrative Officers, faculty and non-faculty personnel employed by the College, including those employed in grant-funded positions. It will also govern any other approved expense vouchers submitted to the College for reimbursement.

Compliance with this procedure is the responsibility of each individual. The President of the College and/or his designee has such authority to question, review, and approve all expense claims.

Persons traveling on approved official College business are expected to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Excessive and unnecessary expenses shall not be approved or reimbursed.

All travel incurred in the normal execution of one's job responsibilities must be approved by the appropriate Senior Officer or his/her designee, provided that sufficient budgeted travel funds are available and that the appropriate Expense Report Form has been initiated to gain travel approval. Expense Report Forms are available in the Business Office.

Sales slips from generally recognized credit cards will be accepted as evidence of payment by the individual if supported by an approved Expense Report Form.

Definitions

College staff is defined as personnel who receive regular and continuous compensation from the College, or who are employed on a grant-funded position.

Non-college personnel are defined as members of the Board of Trustees, visitors and guests of the College, consultants, advisors, and other non-college employees who incur expenses as a result of work performed for the College.

Request for Cash Advance

In limited instances and only when special circumstances warrant, the appropriate senior officer may approve cash advances of up to \$50 per day for overnight, out of town travel. All cash advances need to be reconciled through the Business Office within one week of returning from the trip. Any person who requests an advance must submit such request at least ten (10) days prior to the date of departure.

Use of Expense Report

Travel expenses will be reported and claimed on the designated Expense Report. Only one person will be included on a single report.

An Expense Report shall be submitted to the Business Office promptly for each trip.

Every report must be signed by the person requesting the funds and the appropriate Senior Officer.

Supporting receipts must be attached to the report for all items of expense. If not attached, such expenses may be denied.

Lodging

Receipts for lodging expenses must accompany the travel expense report. The College will only reimburse costs to lodge the person who is authorized to travel for official College business.

Non-essential, ancillary charges, such as, but not limited to, movie rentals and sightseeing tours, will not be reimbursed.

Meals

Receipts for meals will be required. Such costs should be reasonable and are subject to review and approval by the College.

When expenses for guest meal(s) are claimed, a statement will be required indicating the names and positions of the guest(s) and the nature of the College business which necessitated the expenditure.

The College will not reimburse any costs for the purchase of alcoholic beverages.

Travel Time: Hourly Employees

If it is necessary for an hourly employee to travel for approved College business, a record must be kept of all hours spent in actual travel and for time worked outside normal working hours, in addition to those hours considered as normal working hours.

Travel time consists of time spent traveling to/from airports, train stations, bus depots and related areas, time in actual travel and time spent traveling to the hotel or the office. Automobile travel may also count as travel time. Once the employee arrives at his/her destination, the travel time has ended.

Miscellaneous Expenses

Membership and Dues to Organizations - Such expenses should not appear on the expense report and should be processed through the Purchasing Department.

Mileage and Local Travel

Effective July 1, 2004, reimbursement for use of private autos for authorized College business will be at the same rate per mile as the rate used by the County of Sussex. The Vice President of Finance and Administration will notify the College of that rate and of any changes to that rate. All charges for auto mileage must be fully explained, including miles driven, on the Expense Report available in the Business Office. Reimbursement is also allowable for parking and toll costs. Receipts should be attached, if available.

The College will not reimburse employees for any parking or traffic violation.

Car Rentals

Car rental expenses are permitted only when extenuating circumstances make such expenses a necessity and when common alternatives, such as public conveyance, are shown to be unavailable or more costly than car rental fees. Requests for approval to incur car rental expenses require the prior written approval of the President or Senior Officer and must address the above issues of necessity and available alternatives.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.6.6
Approved: 10/23/02
Revised:
Effective Date: 10/23/02

Department: Human Resources
Subject: Salary Adjustments based on Longevity

POLICY STATEMENT:

Prior to June of each year, the College will recommend to the Board of Trustees that employees meeting the eligibility criteria described within this policy receive a salary adjustment based on longevity.

PURPOSE:

To acknowledge and financially recognize continued service to the College.

PROCEDURE FOR IMPLEMENTATION:

Following approval by the Board of Trustees, a longevity adjustment will be applied to the base salary of employees meeting the described criteria for eligibility under this program.

Full-time professional support staff will be eligible to receive the longevity adjustment effective on the third anniversary of their date of full-time hire.

A longevity adjustment will also be applied to the base salary of all full-time, non-faculty employees, regardless of their classification or title, effective on the tenth anniversary of their date of full-time hire.

By making the adjustment effective upon the anniversary date, the amount of the longevity adjustment received upon initial eligibility will be prorated based on the period of time between the employee's third or tenth anniversary date and the July 1 start of the following fiscal year.

An overall performance rating of 'Does Not Meet Requirements' on the employee's Job Performance Appraisal or other documentation in the employee's file of a current unsatisfactory job performance will delay the receipt of a longevity adjustment until a satisfactory overall performance rating is achieved.

The College reserves the right to amend or to discontinue this practice at any time without prior notice.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.6.7

Approved: 2/25/03

Revised:

Effective Date: 2/25/03

Department: Human Resources

Subject: Compensation for Teaching by Administrative/Support Staff

POLICY STATEMENT:

Supervisory approval is required whenever administrative/support staff teach an SCCC credit or non-credit course, whether such instruction occurs within or outside of the employee's regularly scheduled work hours. College employees who teach credit or non-credit courses at SCCC during their regularly scheduled work hours will not receive additional compensation beyond their normal wages for their primary job assignment. Credit or non-credit courses taught outside of an employee's regularly scheduled work hours will be compensated at the prevailing College rate for adjunct faculty or non-credit instructors. College employees may only teach at other colleges outside of their normal working hours.

PURPOSE:

College employees will be compensated for their primary job assignment and for any approved SCCC teaching assignments performed outside of their primary job assignment.

PROCEDURE FOR IMPLEMENTATION:

The Vice President of Academic Affairs or his/her designee will be responsible for ensuring that only College employees who teach credit or non-credit courses at SCCC outside of their regularly scheduled work hours receive a contract for separate, additional compensation for such services.

The College considers it unethical for a College employee to render service to an outside entity, for which the employee is compensated by that entity, during the employee's regular College work hours. A proven case of such activity may lead to disciplinary action, up to and including termination. All employees are required to provide to their supervisor written notice of any outside employment accepted after initial appointment to the College.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.7.1
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Termination

POLICY STATEMENT:

The College reserves the right to subject an employee to immediate termination when necessary to protect the integrity of the College and/or the safety and welfare of the College community.

PROCEDURE FOR IMPLEMENTATION:

Examples of behavior that may result in immediate dismissal without warning include:

- gross negligence or gross error in performance of duties which can result in injury to members of the College community.
- Willful insubordination, which can include refusal or failure to comply with the direct order of supervisor when the order is one that is neither illegal nor will endanger the health or safety of any person.
- Misconduct, which can include any behavior of a threatening, violent, indecent, immoral and unethical nature; possession of any dangerous or illegal weapon, and being under the influence of, or in the unauthorized possession of, any alcoholic beverage or controlled dangerous substance on College premises.
- Dishonesty, which can include falsification of information in any employment or other College record.
- Theft, fraud, misappropriation, damage or destruction of any property belonging to the College, an employee, student or other member of the College community.
- Sexual harassment

The above examples are not intended to be all-inclusive. When necessary, the College may establish additional rules to govern employee conduct when deemed necessary by operational requirements. This policy does not alter the employment-at-will status; an at-will employee is free to resign at any time, and the College is free to terminate an at-will employee at any time with or without good cause and notice.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.7.2
Approved: 4/21/98
Revised: 11/15/02
Effective Date: 4/21/98

Department: Human Resources
Subject: Resignation

POLICY STATEMENT:

An employee who voluntarily resigns his/her position is required to provide written resignation notice equal to the amount of his/her annual vacation.

PURPOSE:

To allow sufficient time for filling job vacancies and for completing employment-related business prior to termination of employment.

PROCEDURE FOR IMPLEMENTATION:

Notice of voluntary resignation must be made in writing to the employee's immediate supervisor and must include the intended date of resignation. This notice must be forwarded as soon as possible by the supervisor to the Director of Human Resources. If an employee resigns by telephone, the employee's supervisor must notify Human Resources immediately and follow up the telephone call with a memo to Human Resources documenting the verbal resignation.

Employees are required to provide their resignation notice in time (working days) equal to their annual vacation time.

Generally, it is not the policy of the College to allow verbal or written resignations to be rescinded. Exceptions will be subject to the approval of the employee's department director, senior officer and, if necessary, the President and the Board of Trustees.

Unauthorized Absences:

Any employee who is absent from work for three (3) consecutively scheduled work days without reporting the reason for absence to his/her Supervisor will be considered to have resigned from employment without providing required notice. Similarly, failure to return from an approved leave of absence at the expiration of the leave will be considered a resignation without required notice.

Pay for Unused Benefits:

Employees who have provided the required notice of resignation and who have returned all College issued property and complied with all policies relevant to resignation will receive pay for unused vacation time. Pay for time taken in advance of accrual will be deducted from the employee's final paycheck.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.7.3
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Exit Interview

POLICY STATEMENT:

Every employee leaving the College will be extended the courtesy of an exit interview with the Director of Human Resources.

PURPOSE:

The exit interview will enable the Human Resources Department to provide the departing employee with information relevant to the conclusion of their employment status, and will enable the employee to provide constructive feedback to the Human Resources Department regarding their employment experience at the College.

PROCEDURES FOR IMPLEMENTATION:

Following departmental notification that an employee has submitted his/her resignation, the Director of Human Resources will contact the employee to schedule an exit interview appointment prior to the employee's last day of work. The Human Resources Department will also forward, to the employee, an "Exit Interview Form" for the employee to complete prior to the exit interview appointment; following the interview, the completed form will become part of the Human Resources Department files.

During the exit interview, employees must provide written confirmation to the Human Resources Department that they have returned all College-issued property, keys and related material to the appropriate parties.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.7.4

Approved: 6/25/2002

Revised:

Effective Date: 6/25/2002

Department: Human Resources

Subject: Retirement

POLICY STATEMENT:

The College will process all employee notifications of retirement in accordance with the requirements of the New Jersey Division of Pensions and Benefits and with all applicable federal and state laws.

PROCEDURES FOR IMPLEMENTATION:

Employees may voluntarily retire by providing, under normal circumstances, six months' written notice of such intention to their immediate supervisor, the Director of Human Resources and the New Jersey Division of Pensions and Benefits.

Upon retirement, an employee may be paid for one-half of their accrued but unused sick time available on the retiring employee's last day of work provided the age of the employee on their date of retirement and their years of full-time service to the College on their date of retirement combine to equal at least seventy (70) . For purposes of this policy, only full years will count toward achieving the required total of seventy. Total compensation for unused sick time under this policy cannot exceed a maximum value of \$12,000 and will only be provided if an employee produces evidence of a bona fide retirement approved by the New Jersey Division of Pensions and Benefits. This compensation rate will be based on the employee's daily salary as of his/her last day of employment with the College.

A retiring employee will be provided with all required information regarding the federal COBRA option to continue medical, prescription and dental insurance through the College's group programs, at the employee's own expense for a period of not more than eighteen months following the date of retirement. All administrative requirements established by COBRA shall prevail.

The provisions of this policy for determining eligibility for sick time payment upon retirement will only apply to those employees who have notified the College of their intention to retire after the above-cited date on which this policy became effective.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.8.1

Approved 4/21/98

Revised 2/26/04

Effective Date: 4/21/98

Department: Human Resources

Subject: Vacations

POLICY STATEMENT:

The College provides paid vacation days to all non-faculty full-time, regular employees who work on a twelve month schedule. The amount of time provided is determined by an employee's job classification and length of service at the College. Vacation time is not provided to employees who work on a ten month schedule.

PURPOSE:

To enable eligible employees to enjoy time away from the duties and responsibilities of their positions with the College.

PROCEDURES FOR IMPLEMENTATION

Accrual Schedule:

Regular non-faculty full-time employees will accrue either 10 or 22 vacation days per fiscal year, depending upon the employee's job classification at the College. Employees originally accruing 10 vacation days will increase their annual accrual in accordance with the following schedule:

Years 1-2 = 10 days	Years 9-10 = 17 days
Years 3-4 = 12 days	Years 11-12 = 18 days
Years 5-6 = 15 days	Years 13-14 = 19 days
Years 7-8 = 16 days	Years 15+ = 20 days

Anyone employed under the previous vacation policy which allowed for 12 vacation days upon date of hire and 15 days after three years will continue to earn 12 or 15 vacation days per year until they work the sufficient years to be increased in accordance with the new schedule. Accrual of vacation time will occur only while an employee is on a paid status.

Vacation Policy

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Scheduling and Use of Vacation Time:

Vacation time accrued within a fiscal year must be used by December 31 of the following fiscal year. Retention beyond December 31 of accumulated but unused vacation time in excess of one year's accrual will stop the accrual process until unused vacation does not exceed this maximum. Exemption from this procedure requires the review and recommendation of the Human Resources Department and written approval of the President. Vacation time can be used in advance of accrual up to a maximum of ten days.

Employees are required to submit their vacation requests in writing to their immediate supervisor, using the "Request for Time Off" form. Except for single, non-consecutive working day increments, requests for vacation time off will not be granted for the period beginning with the end of the summer work schedule through the tenth day of the Fall semester. Exceptions to this will be considered by the appropriate Senior Officer when an employee's College duties necessitate a schedule which does not, and cannot, permit a traditional one or two week vacation between graduation and the start of fall classes.

Scheduling of vacation time is at the discretion of management based on institutional needs. If conflicts arise in requests for vacation time, preferences may be given to the employee with the most seniority.

Vacation requests may be changed in the event of illness which occurs prior to the beginning of an employee's scheduled vacation. Scheduled vacations may not be changed in the event of illness which occurs during the vacation period. Vacation days can be taken after an employee has given notice of resignation upon the approval of the appropriate senior officer. Prescheduled vacation time can be reimbursed if the school is closed due to inclement weather or other emergency.

Vacation Pay:

Employees will receive their regular straight time earnings for vacations. Employees will not be granted vacation pay in lieu of vacation time; earned vacation must be taken as days off.

Any amount of advanced vacation paid, but not yet earned at the time of termination of employment, will be deducted from the employee's final paycheck. Employees who have provided the College with the required notice of resignation will be paid for unused accrued vacation.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.8.2
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: Holidays

POLICY STATEMENT:

The College will observe certain state and federal holidays. Holidays are determined by action of the Board in conjunction with the adoption of the College Annual Calendar. Full time employees who are actively employed on the day of the holiday are granted time off with pay.

PROCEDURE FOR IMPLEMENTATION:

Generally, the College is closed for the following holidays:

Thanksgiving Day
Christmas Day
New Years Day
Martin Luther King Day
Memorial Day
Fourth of July
Labor Day

Following Board approval, an administrative college calendar indicating the comprehensive annual holiday list and other special considerations is available to staff prior to the start of each fiscal year.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.8.3
Approved: 4/21/98
Revised: 2/26/04
Effective Date: 4/21/98

Department: Human Resources
Subject: Sick Days

POLICY STATEMENT:

The College provides 12 sick days per year to all full-time, non-faculty regular employees and ten sick days per year to all full time regular faculty members. Accrual of sick time will occur only while an employee is on a paid status.

PURPOSE:

To provide eligible employees with paid time off for absence due to a personal or immediate family member illness or injury.

PROCEDURE FOR IMPLEMENTATION:

Sick days can be used for personal illness or injury or to provide care for the illness or injury of an immediate family member. Immediate family members are defined as spouse, domestic partner or civil union partner, child, parent, sibling, natural grandparent, mother-in-law, and father-in-law or parent of a domestic partner or civil union partner.

Employees who are absent due to illness must notify their supervisor in accordance with the guidelines of the College's policy governing attendance. The College may request a physician's note as proof of illness. Abuse of sick leave privileges can subject an employee to disciplinary action, up to and including termination.

Unused sick time may be carried over to the following year and accrued to a maximum of 180 days. There is no compensation paid for unused sick time upon termination of employment, except in the case of retirement. Please refer to the retirement policy for further details.

Prescheduled sick time can be reimbursed in the event the school is closed due to inclement weather or other emergency.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy #: 2.8.4

Approved: 2/24/04

Revised:

Effective Date: 2/24/04

Department: Human Resources
Subject: Time Benefits for Part-Time Employees

POLICY STATEMENT:

Part-time employees who have a minimum of five years of continuous service to the College will receive straight time pay for a portion of the time the College is closed during the period between Christmas and New Years. The hours paid to the eligible employee will be calculated according to a formula determined by the College.

During inclement weather, all part-time employees who report to work will receive a minimum of two hours of regular wages in the event the College is closed due to such weather conditions after the part-time employee commences work but prior to the completion of two hours of work.

PURPOSE:

To maintain an equitable method of employee compensation.

PROCEDURE FOR IMPLEMENTATION:

To be eligible for pro-rated payment during the period between Christmas and New Years, the employee must have five years of continuous service to the College prior to the date the College closes for that period of time. For purposes of this policy, temporary or "on-call" service to the College is not included in the calculation of five years of service.

Eligible employees will receive straight time pay for the period between Christmas and New Years based on the following formula: the weekly number of hours typically worked by the employee, divided by five and multiplied by three. It will be the supervisor's responsibility to calculate the hours due and to submit to payroll the necessary time sheets reflecting the approved hour(s) for payment. If during any year the College does not close for the period between Christmas and New Years, eligible part-time employees will not receive payment for any time benefits under this policy and will be paid only for hours actually worked during that time period.

During inclement weather, all part-time employees who report to work will receive a minimum of two hours of regular wages in the event the College is closed due to such weather conditions after the part-time employee commences work, but prior to completing two hours of work.

The College reserves the right to amend or to discontinue these practices at any time without prior notice.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.9.1
Approved: 4/21/98
Revised:
Effective Date: 4/21/98

Department: Human Resources
Subject: E-Mail and Computer Network System Privacy

POLICY STATEMENT:

The College respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of College-owned equipment or supplies.

PURPOSE:

To ensure that College property is appropriately utilized for business purposes only.

PROCEDURE FOR IMPLEMENTATION:

College's right to access information – Although employees have individual access codes to E-Mail and computer network systems, these systems are accessible at all times by the College and may be subject to periodic unannounced inspections by the College for business purposes. All system pass codes must be available to the College, and employees may not use pass codes that are unknown to the College. Back-up copies of E-Mail may be maintained and can be referenced for business and legal reasons.

Systems use restricted to College business – Employees are expected to use the E-Mail and computer network systems for College business only and not for personal purposes.

Forbidden Content – Employees are prohibited from using the College's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others.

Password security and integrity – Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their information systems.

Personal or other inappropriate use of the College's information systems will result in disciplinary action up to and including termination.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.9.2

Approved: 4/21/98

Revised:

Effective Date: 4/21/98

Department: Human Resources

Subject: Software

POLICY STATEMENT:

The College will not make, distribute or use unauthorized software copies under any circumstances, nor will it tolerate anyone under its jurisdiction engaging in such practices. Failure to observe copyright, license or purchasing agreements may result in disciplinary action up to and including termination.

PURPOSE:-

To ensure that all College software systems are consistently administered in compliance with all applicable laws and regulations.

PROCEDURES FOR IMPLEMENTATION:

The College will provide legally acquired software to meet legitimate software needs and will comply with all license or purchase terms regulating the use of any software acquired or used. College software must be:

- *purchased through the College from authorized vendors for regulation, licensing, maintenance and documentation purposes.
- *acquired, copied and used in accordance with all applicable laws and licenses.
- *in compliance with all applicable laws and able to pass audit requirements.

All software purchased by the College is the property of the College, and employees are not to copy any software program installed on his/her computer for any purpose without permission from the Information Services department.

An employee is not to install any program onto his/her computer without such permission, in order to verify that a license exists to cover such installation.

The College reserves the right to monitor/audit the use of its equipment, modem, computers, applications, files and data to ensure that its policies are being followed and that resources are being used appropriately. Periodic audits of computer software and systems may be conducted.

Failure to observe copyright, license or purchasing agreements may result in disciplinary action, up to and including termination.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.9.3
Approved: 4/21/98
Revised: 8/1/02
Effective Date: 4/21/98

Department: Human Resources
Subject: Worker's Compensation

POLICY:

College employees are fully protected by Worker's Compensation Insurance. Benefits will be paid in accordance with state law.

PURPOSE

To maintain safe working conditions in compliance with all applicable laws.

PROCEDURES FOR IMPLEMENTATION:

It is mandatory that at the time of a work-related injury/illness (however slight) the following occur:

1. At the time of the illness/injury, or as soon as possible thereafter, an incident report must be completed and forwarded to the Human Resources Department. An incident report must be completed even if the employee does not require medical care.
2. If an illness/injury requiring medical care occurs during regular business hours, the employee should contact the Human Resources Department to report the incident and to receive a worker's compensation I.D. card. The employee presents this card to a network provider from the approved provider list in order to facilitate treatment and billing information. Employees who do not receive an I.D. card should advise the provider that their claim is a worker's compensation illness/injury and that bills should be sent to the Human Resources Department of the College. Work-related illnesses/injuries should not be processed through the employee's College-provided medical insurance or through a spouse's medical plan.
3. If an illness/injury requiring medical care occurs after regular business hours, the employee should select a provider from the posted list of approved providers for immediate medical care and notify the Human Resources Department of the illness/injury as soon as possible. A copy of the list of approved providers is posted on the employee bulletin board in Building B (outside of the ITV room); on the bulletin board in the faculty office, on the bulletin board outside of the Human Resources Department and on the College's website.

Worker's Compensation

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If the employee does not want to utilize a provider from the approved panel of providers, a worker's compensation medical case manager must be contacted through the Human Resources Department, prior to medical treatment, for the employee to be referred to a network provider whose name does not appear on the attached list.

4. In case of a medical emergency, the employee can be treated by a hospital, physician or other health care provider of his/her choice. However, once the emergency no longer exists, the HR Department and the worker's compensation company must be notified and subsequent treatment must be with a network physician.
5. Unauthorized non-emergency care with a health care provider not on the approved list or in network will not be paid under worker's compensation.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.10.1

Approved: 10/22/02

Revised: 3/31/07

Effective Date: 10/22/02

Department: Human Resources

Subject: Insurance Benefits and Pension

POLICY STATEMENT:

Sussex County Community College has established a variety of employee benefit programs for eligible employees.

PURPOSE:

To assist eligible employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to plan for retirement.

DISCLAIMER:

This policy contains a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this policy does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Human Resources Department. To the extent that any of the information contained in this policy is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. The College reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, the College reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

HEALTH INSURANCE:

The College currently offers regular full-time employees and their eligible dependents health coverage through the New Jersey State Health Benefits Program (SHBP). The State Health Benefits Program allows eligible employees to choose between enrollment in a traditional indemnity plan, NJ Plus or an HMO. There is a waiting period of two months following the employee's date of full-time hire before the SHBP coverage begins. Employees who have a change in family status (for example, marriage, domestic partnership or civil union, divorce, a dependent child turning 23 or other events as defined in the Plan document) must notify the Human Resources Department within sixty days of the event. Generally, the SHBP has an Open Enrollment period each year, during which time an employee can change his/her medical carrier for the following calendar year. Information on Open Enrollment periods will be announced through the Human Resources Department. Currently, the College provides health insurance to eligible employees and their eligible dependents at no cost to the employee.

PREScription INSURANCE:

The College currently offers regular full-time employees and their eligible dependents prescription insurance benefits through the State Health Benefits Program (SHBP). There is a waiting period of two months from the employee's date of full-time hire before these benefits begin. The plan allows employees and their insured dependents to purchase a thirty day supply of brand name and/or generic drugs for a corresponding copayment. A mail order option which allows for the purchase of prescription drug supplies in excess of thirty days is also available. Currently, the College provides prescription insurance to eligible employees and their eligible dependents at no cost to the employee.

DENTAL INSURANCE:

The College currently offers regular full-time employees and their eligible dependents dental insurance benefits through Delta Dental of New Jersey. Coverage for eligible employees becomes effective on the first of the month following two months of continuous full-time employment. Currently, the College provides dental insurance to eligible employees and their eligible dependents at no cost to the employee.

PENSION:

As a participant of the New Jersey Division of Pensions and Benefits, the College offers two pension plans to eligible employees:

Public Employees Retirement System (PERS)-This is a defined benefit plan which requires both employee and employer contributions. As determined by state law, required employee contributions cannot exceed 5% of base salary per year and employer contributions are actuarially determined each year to insure adequate funding. All part-time employees who are not in a temporary position and who will earn \$1,500 per year must enroll in PERS, unless exempt from enrollment because they are already receiving a pension from another New Jersey retirement fund. All full-time employees who are in a position which does not require a baccalaureate degree must enroll in PERS unless exempt from enrollment because they are already receiving a pension from another New Jersey retirement fund. Vesting is granted in PERS after ten years of participation or attainment of age sixty. For life insurance benefits available through PERS enrollment, please refer to the section in this policy entitled 'Group Life Insurance'.

Alternate Benefit Program (ABP)- This is a defined contribution plan which requires both employee and employer contributions. Required employee contributions are set by state law at 5% of base salary and employer contributions are set by state law at 8% of base salary. All full-time employees who occupy a position which requires a baccalaureate degree are eligible to enroll in the ABP (or, in the alternative, they may enroll in PERS). Vesting is granted in the ABP after one year of participation, unless circumstances exist which allow for immediate vesting (see Human Resources for details). For life insurance benefits available through ABP, please refer to the section in this policy entitled 'Group Life Insurance'.

GROUP LIFE INSURANCE:

Regular full-time and part-time employees who are enrolled in the Public Employees Retirement System (PERS) and who carry both the non-contributory (employer paid) and the contributory (employee paid) portions of group life insurance, may be eligible for a total death benefit equal to three times the base salary received in the twelve months preceding death. Employees may convert this group life insurance to an individual policy, within 31 days of termination of their employment, by directly calling the Prudential Insurance Company. See the Human Resources Department for details and further information.

Regular full-time employees under the age of seventy who are enrolled in the Alternate Benefit Program may be eligible for a death benefit equal to three and one-half times the last twelve months of base salary on which pension contributions are based. Employees age seventy and over may be eligible for a death benefit equal to one-half of the last twelve months of base salary on which pension contributions were based. Employees may convert this group life insurance to an individual policy, within 31 days of termination of their employment, by directly calling the Prudential Insurance Company. See the Human Resources Department for details and further information.

SHORT TERM DISABILITY INSURANCE:

Part-time and full-time employees may be eligible to receive short-term disability benefits for a non-work related illness or injury which results in an absence from work of more than seven consecutive calendar days. Benefits begin on the eighth consecutive day of disability and continue for related absences up to a maximum of 26 weeks. Weekly benefit amounts are equal to two-thirds of the eligible employee's average weekly wage up to a weekly maximum benefit amount which is determined by the State of New Jersey. For more information or for a short-term disability claim form, please contact the Human Resources Department.

LONG-TERM DISABILITY INSURANCE:

Employees who are enrolled in either pension plan (PERS or ABP-see above discussion of pensions) may be eligible for long-term disability benefits. Long-term disability benefits may begin after an eligible employee has been totally disabled for a period of 26 consecutive weeks. Please contact the Human Resources Department for more information.

WORKER'S COMPENSATION BENEFITS:

All College employees are fully protected by Worker's Compensation Insurance. Please see Policy #2.9.3 for full details.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy# 2.10.2

Approved:

Revised: 3/31/07

Effective Date: 2/20/03

Department: Human Resources

Subject: Tuition Waiver Policy for Full-Time SCCC Employees
and Their Eligible Dependents

POLICY STATEMENT:

Sussex County Community College will provide a tuition waiver benefit to full-time employees and their eligible dependents in accordance with the procedures which accompany this policy.

PURPOSE:

To encourage lifelong education and staff development, support the educational mission of the College and improve the skills of all employees.

PROCEDURES FOR IMPLEMENTATION:

1. Full-time employees may enroll, at no tuition cost, in any credit or non-credit course offered by Sussex County Community College or the Center for Corporate and Community Education. If the course(s) requested for waiver are scheduled at times the employee is normally carrying out their assigned work duties, the course(s) must contribute to the employee's effectiveness in their job, permission must be received from the applicant's immediate supervisor and a plan to make up the work time must be attached to the "Request for Tuition Waiver Form". A requested course which occurs outside of the employee's normal work schedule does not require that these criteria be met.
2. The spouse, domestic partner or civil union partner and legal dependent(s) of a full-time College employee, defined as living in the household and/or claimed as a dependent on the Federal IRS form 1040, are also eligible to participate under the terms of this policy provided they are eighteen years of age or, if younger, are eligible to enroll in an undergraduate institution with freshman status. The benefit to employee dependents, but not to a spouse, domestic partner or civil union partner expires at age twenty-three or when the dependents secure independent status, whichever comes first.
3. The tuition waiver for employees and their eligible dependents is for the standard student share of tuition. It does not include the cost of fees, textbooks and incidental expenses.

4. Tuition-waiver approvals under this policy will be made on a semester-by-semester basis. However, the College reserves the right to establish employee participation quotas, to specify a dollar cap on waiver benefits in any given year, to make other changes or amendments determined in the best interest of the College or to discontinue the program without prior notice.
5. An employee requesting tuition waiver benefits under this policy must complete a "Request for Tuition Waiver Form", which is available in the Human Resources Department and on the College's intranet. This form must be completed when the waiver request is for the employee or for the spouse/dependent.
6. The Vice President of Academic Affairs may exclude credit and non-credit courses from this policy. Each year, the Department of Academic Affairs will prepare such a list and forward it to the Counseling Department for employee referral.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy# 2.10.3
Approved:
Revised: 2/26/03
Effective Date: 2/26/03

Department: Human Resources

Subject: Tuition Waiver Policy for Part-Time SCCC Employees

POLICY STATEMENT:

A regular part-time employee, which shall be defined as an hourly, non-student, employee who has been working for at least six months at Sussex County Community College may take up to three credit or non-credit courses/seminars per fiscal year tuition-free.

PURPOSE:

To encourage lifelong education and staff development, support the educational mission of the College and improve the skills of all employees.

PROCEDURES FOR IMPLEMENTATION:

1. A regular part-time employee is defined as an hourly, non-student, having worked at SCCC for a minimum of six months.
2. Courses/seminars may not be taken during a part-time employee's normal work hours.
3. Courses/seminars may be taken on a space-available basis only. A part-time employee must wait to register until two weeks prior to the start of the course/seminar.
4. Tuition-waiver approvals under this policy will be made on a semester-by-semester basis. However, the College reserves the right to establish employee participation quotas, to specify a dollar cap on waiver benefits in any given year, to make other changes or amendments determined in the best interest of the College or to discontinue the program without prior notice.
5. An employee requesting tuition waiver benefits under this policy must complete a "Request for Tuition Waiver Form", which is available in the Human Resources Department.

6. The Vice President of Academic Affairs may exclude credit and non-credit courses from this policy. Each year, the Department of Academic Affairs will prepare such a list and forward it to the Counseling Department for employee referral.
7. The tuition waiver for part-time employees is for the standard student share of tuition. It does not include the cost of fees, textbooks and incidental expenses.
8. A part-time employee may take only one tuition-free course/seminar per semester, including summer, for a total of three tuition-free classes/seminars per fiscal year. Courses offered by Sussex County Community College and the Center for Corporate and Community Affairs are included under this policy.

SUSSEX COUNTY COMMUNITY COLLEGE

Policy # 2.10.4
Approved: 3/23/99
Revised: 2/20/03
Effective Date: 3/23/99

Department: Human Resources
Subject: Professional Development for Full-Time, Non-Faculty College Employees

POLICY STATEMENT:

Sussex County Community College will provide a professional development loan to finance the cost of formal professional education activities intended to maximize employee effectiveness in current position assignments as well as prepare for career advancement at SCCC.

PURPOSE:

To increase employee performance skill while simultaneously encouraging a long-term commitment to the College.

PROCEDURES FOR IMPLEMENTATION:

1. The Professional Development Loan will be available to full-time, non-faculty College employees who have successfully completed at least one academic year of full-time service. Any eligible full-time employee applying to participate in the program must be (1) in good standing with the College; (2) hold a recommendation supporting participation prepared by their supervisor and include their most recent annual evaluation; (3) the area of concentration or the discipline of the proposed study must be related to the individual's current or potential future area of responsibility at the College and (4) receive written approval for participation from the College President. Records of supervisory and Presidential approval of participation in this Loan should be forwarded to Human Resources. Employees on a temporary full-time status are not eligible to participate in this program.
2. Eligible participants may attend any higher education institution of their choice, except that such institution/s must hold accreditation from its regional association.

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3. Eligible employees may apply to participate in this program only if they plan to matriculate for a Baccalaureate Degree, a Masters Degree or a Doctoral Degree. Also eligible, upon the approval of the employee's supervisor and the President, would be special proficiency credentials or certificates offered by professional associations or corporations when such certification or credentials are equal in vigor and content level to at least a Master's Degree program. Examples of such programs would be an IBM proficiency credential, a certified public accounting credential or a Masters' mechanic designation from General Motors.
4. The benefit of this loan program shall be limited to the cost of tuition at the institution of choice. It shall not include other costs such as fees, e.g. application, general, lab, technology, graduation, etc., or other expenses; textbooks; lodging or travel. Also eligible will be the semester cost of dissertation advisement for individuals matriculating for an Ed.D. or Ph.D., not to exceed two semesters.
5. Eligible employees must apply for and be accepted into a degree program at their institution of choice prior to College approval of participation in the Professional Development Loan. During the period of study, the employee must meet that institution's satisfactory progress standards, receive a grade of "C" or better in each course and maintain non-probationary status. Employees who fail to maintain satisfactory progress standards or are placed on academic probation will be put on a professional development benefit freeze until the employee has completed one additional semester of study satisfactorily, at his/her own expense.
6. Tuition payments (the loan) will be made to the employee on a semester-by-semester basis. However, the College reserves the right to establish employee participation quotas, to specify a dollar cap on employee development benefits or designate for this program a predetermined annual maximum monetary allocation, to alter or modify other program provisions or to terminate or discontinue this program at any time. In order to receive tuition payments under this policy, eligible employees must complete a Professional Development Loan Agreement, which is available through the Human Resources Department, and must submit with the Loan Agreement documentation of satisfactory completion of the course for which payment is sought.
7. Participating employees will receive an annual twenty percent (20%) reduction on their loan balance for each full-year of service at the College following their completion of the Professional Development Loan Agreement. The balance of the tuition loan will be due to the College upon the employee's resignation, retirement or termination from the College.

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8. This policy provides the authority to the College's Business Office and Human Resources Department to promulgate standard rules and record-keeping practices concerning the administration of this program, subject to review and approval by the President. Such rules and practices shall result in an annual statement of loan account to each participating employee and the submission of an annual report on the outcomes and cost of the program to the President who shall present same to the Board.