



**Employee Handbook**  
Revised December 2025

**Revised December 2025**  
October 2025  
April 2025  
December 2024  
March 2021  
February 2019  
August 2017  
August 2016  
August 2015

<b>Introduction</b>	5
Wytheville Community College	
Mission	6
Vision and Value Statement	6
Governance	6
Organization Charts	7
<b>Categories of Employment</b>	7
12 Month Administrative Faculty	7
12 Month Professional Faculty	7
10 Month Teaching Faculty	7
9 Month Faculty	7
Associate Instructor Teaching Faculty	7
Part-time 9 Month Teaching Faculty	8
Classified Employees/Support Staff	8
Restricted Appointments	8
Adjunct Faculty	8
Wage	8
<b>Recruitment and Selection of New Employees</b>	9
General Conditions of Employment	9
Orientation	9
Probationary Period	9
Performance Evaluation of Classified/Support Staff	10
Performance Evaluation of Admin/Professional Faculty	11
Wage Employees	12
Work Study Students	12
<b>Salary Information</b>	12
THE COMMONWEALTH SALARY STRUCTURE	12
Salary Information and Job Structure for Classified Staff	12
Pay Dates/ Paychecks	13
Cardinal for Paystubs	14
Direct Deposit	14
In Band Salary Adjustments for Classified Staff	14
APPROVAL PROCESS:	16
One Time Bonus for Completion of Certificate, Licensure, degree	16
Classes taught by Classified/Support Staff	17
Outside Employment	18
Conflict of Interest	18
Employment of Relatives (Nepotism)	19
<b>Benefits</b>	19
<b>LEAVE TYPES</b>	19
Virginia Sickness and Disability Program (VSDP)	19
Traditional Sick Leave (non-VSDP)	19
Annual Leave	20
Annual Leave - Administrative Faculty	20
Civil and Work-Related Leave	21
Family and Medical Leave	21
School Assistance and Volunteer Service Leave	22
Military Leave	22
Emergency Disaster Leave	22
Public Health Emergency Leave	22
Leave to Donate Bone Marrow or Organs	23

<b>Workers' Compensation Leave</b>	<b>23</b>
Educational Leave	23
Leave Without Pay	23
Compensatory and Overtime Leave	24
Parental Leave-Classified Staff Full-Time	24
Parental Leave-Admin, Professional and Teaching Faculty	25
Leave Sharing	26
Nine-Month Faculty Traditional Leave	26
Usage of Leave Noted Above	27
Holidays	27
Group Life Insurance and Optional Life Insurance	27
Health Insurance	28
Employee Assistance Program	28
Flexible Reimbursement Accounts	29
Worker's Compensation	29
Long-Term Care Insurance	29
UNUM Long-Term Disability for Traditional Leave Participants	29
Annuities and Other Insurance	30
Cash Match	30
Credit Union	30
Retirement	31
Wellness Program	32
Town of Wytheville Fitness Center	32
<b>Hours of Work and Overtime/Comp Time Policies</b>	<b>33</b>
Definitions	33
Reassigned Faculty Time	33
College Operating Hours	34
Children in the Workplace	34
Standard Work Week	35
Employee Work Schedule	35
Lunch Periods and Breaks	35
Exempt/Non-exempt Status	36
Exempt Classified Employee	36
Non-Exempt Classified Employees	36
Overtime/Compensatory Time and Compensation	37
<b>Equal Employment Opportunity (EEO) and Affirmative Action</b>	<b>38</b>
Pay Transparency Nondiscrimination Provision	39
Harassment	39
Retaliation	40
Workplace Violence	40
Other Workplace Complaints	40
Standards of Conduct	41
Dress Code	42
Grievance Procedure	42
The Pregnant Worker's Fairness Act	42
Employee Training and Development	43
<b>EDUCATIONAL AID/TUITION ASSISTANCE (REVISED 8/2016)</b>	<b>43</b>
Other Types of Professional Development	48
Employee Recognition/Awards	49
Resignations	54
Exit Interview	55
Separation Checklist	55

<b>Reduction in Staff/Layoff</b>	<b>55</b>
<b>Personnel Records Disclosure</b>	<b>55</b>
<b>Safety</b>	<b>56</b>
<b>Weapons Policy</b>	<b>56</b>
<b>Emergency Procedures</b>	<b>57</b>
<b>Tobacco and Related Products</b>	<b>57</b>
<b>Alcohol and Other Drugs</b>	<b>58</b>
<b>Campus Police</b>	<b>58</b>
<b>Campus Alert System</b>	<b>59</b>
<b>Lost and Found</b>	<b>59</b>
<b>Parking</b>	<b>59</b>
<b>College Vehicles</b>	<b>59</b>
<b>Keys</b>	<b>60</b>
<b>Inclement Weather</b>	<b>60</b>
<b>Public Information</b>	<b>60</b>
<b>MISCELLANEOUS POLICIES</b>	<b>61</b>
<b>Intellectual Property</b>	<b>61</b>
<b>Copying &amp; Printing</b>	<b>61</b>
<b>Political Activity</b>	<b>61</b>
<b>Return to Work</b>	<b>62</b>
<b>USE OF COLLEGE RESOURCES</b>	<b>62</b>
<b>Telephones</b>	<b>62</b>
<b>Campus &amp; U.S. Mail</b>	<b>62</b>
<b>Appendix</b>	<b>63</b>
<b>Appendix A WCC Return to Work Policy</b>	<b>63</b>
<b>Appendix B Educational Assistance Form</b>	<b>70</b>

## INTRODUCTION

The Wytheville Community College Employee Handbook is designed to provide information about benefits, policies, and procedures for College employees. It does not create any employee rights or benefits. This handbook is not a contract, nor is it an invitation to contract.

This handbook does not alter the at-will employment relationship between Wytheville Community College and employees. Some subjects described in this handbook are governed by official Commonwealth of Virginia or Virginia Community College System documents such as employee benefit plans and insurance policies. In the event of any conflict between those official documents and this handbook, the official documents govern.

The laws and policies governing classified and wage employees are defined by the Virginia Personnel Act and interpreted by the Dept. of Human Resource Management (DHRM). The rights or benefits of full-time and adjunct faculty rank employees are set forth in the Virginia Community College System's Policy Manual.

Even though this Handbook is revised on a regular basis, changes in State and VCCS policy may occur. To be certain that employees are in compliance with the most current State policy, it is advisable to refer to the State Policy and Procedures Manual and the VCCS Policy Manual.

DHRM policies are available at <http://www.dhrm.virginia.gov>

VCCS policies are available at <http://www.vccs.edu/about/where-we-are/policy-manual/>

## **Mission**

**Wytheville Community College is dedicated to facilitating student success and fostering excellence through teaching while providing personal development, lifelong career growth, community leadership, economic advancement, and cultural enrichment.**

To view WCC's complete Mission Statement click the link below:

<http://www.wcc.vccs.edu/our-mission>

## **Vision and Value Statement**

To view WCC's Vision and Values Statements, click the link below:

<http://www.wcc.vccs.edu/our-values-vision>

## **Governance**

**Virginia Community College System (VCCS)**

**Wytheville Community College is one of 23 community colleges established by the Commonwealth of Virginia and governed by the State Board for Community Colleges and the Virginia Community College System (VCCS). The Governor appoints the members of the State Board. A central staff headed by the VCCS Chancellor who is appointed by the Board serves the State Board.**

## **WCC College Board**

**The WCC College Board is a local advisory board, made up of 13 members appointed by the governing body(ies) of each political subdivision in the college's service region. The College Board has delegated authority from the State Board over local matters and advises the State Board on the curriculum, facilities, and finances of the College.**

## **President's Cabinet**

**The President's Cabinet is composed of the President; Vice President of Instruction and Student Development; Vice President of Finance and Administrative Services; Director of Institutional Advancement; Vice President of Workforce Development and Occupational Programs; Dean of Transfer; Director of Information Technology/CIO; Director of Human Resources and Payroll Services; Dean of Workforce Development and Occupational Programs; Dean of Health Professions and Medical Services; Director of Institutional Effectiveness, Research, and Planning; and the Dean of Student Success and Academic Development.**

**The Cabinet serves as the chief college-wide administrative advisory committee to the President. The Cabinet reviews matters concerning college policy and administrative procedure and makes appropriate recommendations to the President.**

## College Committees/Associations

There are numerous college standing committees that are charged with making recommendations covering a wide variety of issues related to the general welfare of the College. Membership on these committees is composed of faculty and staff, and in some instances, students.

The college also has an active Faculty Assembly Senate representing the faculty-rank employees and a Support Staff Assembly representing the support staff employees of the college. Membership in each of these organizations is optional.

## Organization Charts

The organization charts for WCC can be found by clicking the link below:

<http://www.wcc.vccs.edu/organizational-documents>

## Categories of Employment

All employees in the VCCS are State employees; however, not all categories of employees have the State benefit package. Personnel are categorized as follows:

### **12 Month Administrative Faculty**

Administrative faculty members perform work related to the management of the educational and general activities of the college, department, or division. All administrative faculty are normally employed on a twelve-month basis beginning on July 1 and ending on June 30. Twelve-month administrative faculty personnel are assigned a faculty rank for which they qualify.

### **12 Month Professional Faculty**

Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis beginning July 1 and ending on June 30. All professional faculty are assigned a faculty rank for which they qualify. Librarians and Counselors are professional faculty. Colleges may also designate Coordinator, Assistant Coordinator, and Administrative Officer level positions as professional faculty.

### **10 Month Teaching Faculty**

Full-time teaching faculty, including program heads, on ten-month appointments which include the fall and spring semesters of the academic year plus part of the summer term. All program heads are appointed as teaching faculty. Such appointments are made at the discretion of the individual college.

### **9 Month Teaching Faculty**

Full-time teaching faculty, including program heads, are normally on nine-month appointments which include the fall and spring semesters of the academic year. All program heads are appointed as teaching faculty. Such appointments are made at the discretion of the individual college.

### **Associate Instructor Teaching Faculty**

Full-time teaching faculty who are on restricted nine-month appointments which include the fall and spring semesters of the academic year. Associate Instructors receive non-continuing one-year

appointments that are made at the discretion of the individual college. Associate Instructors receive full benefits and are ranked as either Level 1 or Level 2 based on their qualifications.

### **Part-time 9 Month Teaching Faculty**

Part-time teaching faculty members have continuing nine-month appointments which include the fall and spring semesters of the academic year. Part-time 9-month teaching appointments are made at the discretion of the individual college. Part-time 9-month teaching faculty members receive partial benefits based on their workload assignment and are assigned a faculty rank for which they qualify.

### **Classified Employees/Support Staff**

Classified employees/support staff are employees who occupy positions that are listed in the Commonwealth's Compensation Plan, and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period. They are assigned to an established position and are scheduled to work 40 hours per week. Full-time classified employees are paid on the semi-monthly payroll.

### **Restricted Appointments**

Restricted appointments are individuals holding a restricted appointment to instructional, administrative, professional or classified/support staff positions. A restricted appointment is an appointment to a position that is funded (10% or more) by non-State revenues such as gifts, grants, donations, and contracts or other sources of funding which are not continuing in nature. Employees in restricted positions are eligible for the same benefits as other full-time employees with one possible exception. If funding no longer exists to continue the employment of an employee assigned to a restricted position, severance benefits may not be payable to the employee following the cessation of source funding, unless the funding for severance was included at the time of establishment of the position.

### **Adjunct Faculty**

Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The adjunct faculty contract contains no guarantee of continued employment. Adjunct faculty may participate in the college's deferred compensation arrangements, either the 457 or 403(b) plan or both. They are not eligible for the cash match program. Adjunct faculty are not eligible to participate in the State's group health insurance plan. Adjunct teaching hours are monitored to ensure compliance with the Affordable Care Act (ACA).

### **Wage Employees (1500 hour employees)**

Wage employees are employed on an hourly basis and are limited to working no more than 1,500 hours for the college in a 365-consecutive day period. Regardless of hire date, this period begins on May 1 and ends on April 30. Hourly employees receive pay increases as approved through the General Assembly but their pay may not exceed the hourly equivalent for the maximum assigned to their role title and/or pay band.

All employees paid on an hourly basis, regardless of duties, are considered non-exempt from the provisions of the Fair Labor Standards Act.

The Worker's Compensation Act, the Family and Medical Leave Act, and the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) cover hourly employees. Although they are not entitled to use the Grievance Procedure for State Employees, hourly employees may consult with the Dept. of Employment Dispute Resolution (EDR) on work-related issues and use the State Employee's Discrimination Complaint procedures.

Hourly employees may also participate in the college's deferred compensation arrangements, either the 457 or 403(b) plan or both. They are not eligible for the cash match program. Hourly employees are not eligible to participate in the State's group health insurance plan.

Due to the passage of the Affordable Care Act, state agencies of the Commonwealth of Virginia have adjusted this employee group to work a maximum of 1500 hours in a 365-consecutive day period, and not to exceed an average of 29 hours worked per week.

## **Recruitment and Selection of New Employees**

According to VCCS Policy, the responsibility for recruitment of new employees rests with the individual college. For the recruitment and selection guidelines of new employees at Wytheville Community College, refer to the Wytheville Community College Recruitment and Hiring Procedures on the college website.

### **General Conditions of Employment**

#### **Orientation**

An orientation of new full-time employees is conducted by the Human Resources Office on an individual basis as they are hired. The orientation includes completion of and documentation required for hiring as well as an overview of employee benefits that are not included in the Onboarding System.

Orientation for wage (1500-hour) employees is conducted by the immediate supervisor. Orientation for adjunct faculty is conducted on an as-needed basis by the appropriate Dean/Director for the division in which they are hired.

#### **Probationary Period**

Full-time classified employees are required to satisfactorily complete a twelve-month probationary period for continuation of employment. The probationary period will be extended if the employee takes leave with- or without pay exceeding fourteen or more consecutive calendar days. The probationary period can be extended from twelve months to eighteen months for performance-related issues. At quarterly intervals during the probationary period, the employee's performance will be evaluated and documented by their supervisor. These documents will become a part of the employee's personnel file.

If an employee transfers to another position, is promoted, or demoted, an additional probationary period is not required after satisfactory completion of the initial probationary period.

## Performance Evaluation of Classified/Support Staff

The performance planning and evaluation of classified staff is conducted in accordance with Department of Human Resource Management Policy #1.40, and can be found on their website at [https://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_40.html](https://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_40.html).

Position Descriptions and evaluations for Classified Employees are completed electronically. At the beginning of employment, the supervisor will discuss with the new employee the Position Description that covers the job's requirements and performance plan in detail. The Position Description requires the supervisor to establish from two to five core responsibilities with measurements defining the acceptable level of performance for quality, quantity and timeliness. New employees and those being transferred or promoted must sign a Position Description within thirty (30) days of their hire date.

Evaluation of performance is conducted on an annual basis using the Position Description and three to five objectives along with the core competencies required for all full-time classified employees. The evaluation cycle for classified employees is January 1<sup>st</sup>-December 31<sup>st</sup> each year.

Within 30 days of initial employment, the Position Description is developed for the new employee by the immediate supervisor; therefore, performance expectations of the position are known in advance. All classified staff new hires (with no prior Virginia state service) will also serve a 12-month probationary period and new employees serving their probationary period will be evaluated on a quarterly basis during this period. The Probationary Period Policy can be found at <https://www.dhrm.virginia.gov/hrpolicies>

All parts of the Position Description must be completed, approved by the reviewer, and communicated to the employee no later than February 1st. The reviewer must review the performance plan and performance evaluation sections of the form before they are presented to the employee. Any time during the year the Position Description may be changed/modified to accurately define the position should responsibilities of the position change. The agency head, or designee, may modify any decisions made by reviewers.

During the annual performance evaluation, the employee is evaluated on the Performance Objectives and the Core Competencies that are required for all classified employees. The Performance Objectives count as 80% of the evaluation rating. The Core Competencies count for the remaining 20%. There are five evaluation ratings:

Unsuccessful-The employee did not meet the expectations of the competencies or objectives.

Partially Successful-The employee occasionally meets the expectations of the competencies but is not consistent at all times.

Successful- The employee consistently meets the expectations of the competencies.

Highly Successful- The employee exceeded the expectations of the competencies some of the time.

Extraordinary- The employee consistently exceeded the expectations of the competencies.

The reviewer has the authority to revise, or agree with the plan of evaluation. The reviewer can require the supervisor to complete a new plan or evaluation. The supervisor has five (5) workdays from the date of receipt of the reviewer's notification letter to make the agreed upon revisions or to complete a new plan or evaluation.

If an employee disagrees with the contents of the work description, performance plan, or the performance evaluation ratings and cannot resolve the disagreement with the supervisor, the employee may appeal to the reviewer (supervisor's supervisor).

The appeal must be made in writing to the reviewer within ten (10) workdays of the initial receipt of the plan or evaluation. The reviewer must provide a written response to the employee within five (5) workdays of receiving the appeal in writing.

All evaluation forms and supporting documentation will become a part of the employee's official personnel file which is located in the Human Resources/Payroll Office.

Agencies are guided by the amount of money authorized by the General Assembly and the Governor for salary increases for performance. Agencies may not supplement the authorized funding for such increases but may have an established policy for the distribution of authorized monies.

## **Performance Evaluation of Administrative and Professional Faculty**

Wytheville Community College (WCC) evaluates the effectiveness of its administrators on an annual basis. The evaluation cycle begins July 1 and a completed and signed form is due by June 30th of the following year to the Human Resources Office. Administrative staff positions at WCC fall into two categories: administrators who hold faculty rank and those who are professional staff and do not necessarily hold faculty rank. Administrative faculty typically include vice presidents, deans, directors, and coordinators. Professional librarians and counselors are also regarded as administrative faculty. Administrators and professional librarians and counselors holding faculty rank are evaluated according to the policies prescribed in the Virginia Community College System (VCCS) Policy Manual, section 3.6.1: Administrative and Professional Faculty Development, Evaluation, and Recognition System.

The VCCS Administrative and Professional Faculty Development, Evaluation, and Recognition System (VCCS Policy 3.6.1) acknowledges the substantial differences in the function, role, level of authority, scope of work, and day-to-day tasks for which administrative and professional faculty are responsible. Therefore, the primary performance domain under which all administrative and professional faculty are to be evaluated is associated with the core job responsibilities, outcomes-based measurements, and performance expectations as outlined in the faculty member's position description. In addition, administrative and professional faculty are evaluated based upon performance domains that reflect essential competencies of the position held and as prescribed by the college. The Administrative and Professional Faculty Development, Evaluation, and Recognition System also provides a mechanism for strengthening both individual and organizational performance by requiring the establishment of annual objectives. Each year, administrative and professional faculty members, in collaboration with the supervisor, are expected to develop meaningful and purposeful objectives to serve as individualized performance and professional development initiatives.

Finally, the Administrative and Professional Faculty Development, Evaluation, and Recognition System includes provisions for acknowledging exemplary performance and contributions. WCC has developed rewards and a recognition program that is customized to the culture and available resources of the college.

For the full plan, please click on the following:

<file:///P:/Admin%20Faculty%20Share/WCC%20Evaluation%20of%20Administrative%20and%20Professional%20Faculty%20Policy-2024.pdf>

### **Wage Employees**

Wage employees will be given a position description indicating expectations of the position at the time of their hire. Wage employees will be evaluated on an annual basis before May 1 of each year. Their position description will also be reviewed on an annual basis. Evaluations and supporting documentation will be retained in the employee's personnel file in the Human Resources/Payroll Office.

### **Work Study Students**

Work Study Students are employed by the College as part of the Federal Work Study Program administered by the College Financial Aid Office. Their employment is governed by the guidelines of that program ([https://fsapartners.ed.gov/sites/default/files/2024-2025/2024-2025\\_Federal\\_Student\\_Aid\\_Handbook/\\_knowledge-center\\_fsa-handbook\\_2024-2025\\_vol6\\_ch2-federal-work-study-program.pdf](https://fsapartners.ed.gov/sites/default/files/2024-2025/2024-2025_Federal_Student_Aid_Handbook/_knowledge-center_fsa-handbook_2024-2025_vol6_ch2-federal-work-study-program.pdf)). Work Study Students are not eligible for the state benefit package.

## **Salary Information**

**THE COMMONWEALTH SALARY STRUCTURE**  
**Salary Information and Job Structure for Classified Staff**

The Commonwealth of Virginia's job organization structure consists of seven Occupational Families which are divided into approximately 60 Career Groups.

The Career Groups are divided into approximately 300 Role titles. Both the employee and the job are assessed for pay purposes using specified factors.

The occupational families, Career Groups, and Role Titles can be accessed from the Dept. of Human Resource Management (DHRM) website at <https://www.dhrm.virginia.gov/jobs-and-careers/jobs-and-salary-structure>.

The salary pay band chart can be accessed from the Dept. of Human Resource Management (DHRM) website at <https://www.dhrm.virginia.gov/jobs-and-careers/jobs-and-salary-structure>.

The Commonwealth of Virginia does not guarantee any specific pay increases or any certain timetable for pay increases. Funds to support employee pay increases may be provided and earmarked by the Governor or the legislature, or may be identified by the College within their own budgets. The

legislature and Governor may provide for general pay increases in some years and may specify that agency-wide pay increases will not be extended. These typically are linked to the employee's satisfactory job performance. The legislature and Governor may also make changes to state employee retirement plans and agency and individual contribution rates toward the Virginia Retirement System and Optional Retirement Plans.

## Pay Dates/ Paychecks

Full-time employees are paid semi-monthly – usually on the first and sixteenth of each month unless those dates fall on the weekend. There are 24 pay periods each year. Paychecks are lagged for each pay date; for example, pay period 10th-24th is paid on the 1st of the month; pay period 25th-9th is paid on the 16th of the month.

Work hours for non-exempt classified staff must be submitted and approved by the immediate supervisor through the electronic timekeeping system of record and are due on the 10th and 25th of each month.

For full-time employees, deductions are made from each paycheck for federal and state taxes, HI (Hospital Insurance aka Medicare), and OASDI (Old Age Survivors Disability Income aka Social Security). Voluntary deductions may include health care, flexible spending, deferred compensation deductions (403[b] and 457), savings bonds, credit unions, tax-deferred, and miscellaneous deductions for insurance products. Basic group life insurance coverage for full-time classified employees is fully funded by the College. Retirement may be fully or partially funded by the College.

Wage (1500 hourly) employees pay dates are bi-weekly and are scheduled every other Friday. All hours worked by wage employees must be submitted through the electronic timekeeping system of record and approved by the immediate supervisor by the published pay period end date. There are 26 bi-weekly pay periods in a calendar year. Wage employees will have federal and state taxes, HI, and OASDI deductions. Wage employees may have deductions for deferred annuities. Pay date is two weeks after the end of the work period.

The Adjunct Pay Schedule is established annually by the Virginia Community College System and is communicated to all Adjunct Teaching Faculty by the College Payroll Office. Adjunct teaching faculty are on a bi-weekly pay schedule.

The Work Study Pay Schedule is established annually by the Virginia Community College System and is communicated to all Work Study Students by the College Financial Aid Office.

## Paystubs through Cardinal

Effective October 2022, employees now will access paystubs through the Cardinal Human Capital Management System. Cardinal allows the following services for employees:

Capabilities vary by agency, but can include:

- Updating personal information (such as home address or phone number)
- Updating direct deposit banking information
- Viewing a paycheck or W-2

- Entering time/viewing a timesheet
- Viewing health benefits confirmation statements
- Enrolling in a health benefits plan or making select changes based on certain life events

[https://www.cardinalproject.virginia.gov/sites/default/files/2021-09/ESS%20How%20to%20View%20and%20Print%20a%20Paycheck\\_W-2.pdf](https://www.cardinalproject.virginia.gov/sites/default/files/2021-09/ESS%20How%20to%20View%20and%20Print%20a%20Paycheck_W-2.pdf)

## Direct Deposit

Employees, with the exception of work study students, are required to receive their pay through Direct Deposit or a state pay card. A Direct Deposit Authorization form is included in the electronic Onboarding for new employees. Current employees may make changes to their direct deposit at any time during the year by completing a new authorization form which can be requested from the Human Resources/Payroll office or by logging into the payroll system of record to change.

Employees may select up to four direct deposit accounts. The Virginia Department of Accounts now requires that all direct deposits be submitted in person to prove identity and help prevent fraud unless updating in the payroll system of record or the electronic onboarding system. The employee must submit the completed authorization form to the Human Resource/Payroll Department in a timely manner to allow processing time.

## In Band Salary Adjustments for Classified Staff

The Virginia Community College System's (VCCS) Compensation Plan Philosophy is to pay employees in a manner designed to recruit, retain, develop, and reward a qualified, committed, and diverse workforce that provides quality services in a fiscally responsible manner. The following plan for administering in-band adjustments is designed to support this philosophy and will be utilized at Wytheville Community College (WCC).

An in-band adjustment is a non-competitive pay practice that allows the flexibility to provide potential salary growth and supports employee career progression within a pay band. The in-band adjustment is a base-pay compensation with a range of increase that is consistent with other salaries in the role. In-band adjustments can be granted for the following reasons:

- Permanent change in duties
- Professional/skill development - application of newly acquired job related knowledge and skills obtained through education, certification or licensure
- Retention
- Internal alignment

In-band adjustments are increases in base pay and may not exceed budgeted amounts within a fiscal year. Employees at the maximum salary of their assigned pay band are not eligible for in-band adjustments.

### I. Changes in Job Duties and Responsibilities

Employees may be provided a base salary increase for assuming new higher level duties and responsibilities that are critical to the operation of the agency. The purpose of this salary increase is to

recognize an employee's increase in duties and responsibilities. New duties or changes in duties must be at least 15% of total job duties, and do not warrant movement to a new role change (based on a classification review) with a higher pay band assignment. In considering a salary adjustment, WCC will consider the extent of the change in duties and responsibilities in comparison with former duties, and will compare the employee's salary and the duties and responsibilities to other employees within the agency. The percentage of salary increase shall be consistent with others in the same role and will not occur until the employee has successfully performed the new duties and responsibilities for at least a 180-day period. If a salary adjustment is appropriate for a temporary change in duties, the Temporary Pay practice shall be used.

**II. Application of New Knowledge/Skills/Abilities (KSAs) From Education, Certification, Licensure, Etc.**  
WCC encourages and supports the use of incentives for employees who attain professional certifications, licenses, or advanced degrees that will benefit the college. Such incentives will be provided within the constraints of limited resources available for such actions. Neither the VCCS nor WCC will support retroactive payment to those who possessed professional certifications, licensures, or degrees prior to the implementation of this in-band adjustment policy for classified staff members. Employees must request approval in advance for consideration of their planned goal in order to be compensated once the goal is attained. Degrees must be job related. See below for the Approval Process. Credentials that are requirements for a job, or are required for selection and are taken into consideration at the time a starting pay is negotiated, and cannot be used to support subsequent compensation adjustments.

Application of KSAs from receiving education, licensure, or certification must be demonstrated and applicable to the position held. Receipt of a degree, license, or certification that is not related to the position held, or a position within a defined line of career progression, will not call for an in-band adjustment solely because the degree, license, or certification has been attained.

An in-band adjustment for application of new KSAs will vary based upon the nature of the position and the degree, certification, or licensure attained. A licensure or certification may bring as much or more value to a particular position as the attainment of a degree. The rigor of the professional development activity and its direct relationship to the position will be determined by the appropriate member of the President's Cabinet, and the salary increase, if granted, will be commensurate with the applicability of the activity to the position. The College may also consider competitiveness of current salary level for internal alignment and budgetary restraints in determining if an adjustment is warranted and/or feasible.

**APPROVAL PROCESS:**

An employee must submit to the immediate supervisor a written proposal for a planned goal. The approved plan for attainment of the educational goal must address how the pursuit of the activity will ultimately affect the position, the organizational unit of the college, and how the application of the derived KSAs will affect the employee's performance in the position. The proposal must be submitted to the appropriate member of the President's Cabinet and then go forward to the President for final consideration.

Once the planned goal is achieved, the supervisor must document how the new KSAs are utilized in the position and/or through career growth and submit the documentation along with a recommendation for an in-band adjustment to the appropriate member of the President's Cabinet. The member of the President's Cabinet shall determine if the request for an in-band adjustment is warranted and submit the recommendation (with supporting documentation) to the President. The

President may approve the recommendation and submit it to the Human Resource Office for action or may deny the recommendation and return it to the appropriate member of the President's Cabinet.

## **ONE-TIME BONUS FOR COMPLETION OF A CERTIFICATION, LICENSURE, OR DEGREE**

Wytheville Community College will continue to support reimbursement of college courses for employees seeking a degree, certification, and licensure or for job-related courses as described above. Additional compensation in the form of a one-time bonus may be given for the completion of a certification, licensure, or degree. The amount of the bonus for certifications and licensures will range from \$200 to \$400 (dependent upon the specific achievement). Bonuses for completion of degrees will range from \$200 to \$500 (dependent upon the specific achievement) and will be based on the degree level:

Associate      \$200

Bachelor's      \$300

Master's      \$400

Doctorate      \$500

Note: a double Master's would not receive a double bonus.

Trade Certificate      \$200

J Journeyman      \$300

Full Trade License      \$400

### **III. Retention (i.e., Responding to Salary Market Changes, Labor Market Fluctuations, Etc.)**

An in-band adjustment for retention is an increase granted to prevent employees from seeking employment outside Wytheville Community College in occupations that have high value in the labor market when salaries have not been as competitive with the marketplace. (Typically, in-band adjustments for retention are granted to all employees in a particular functional area and serves as a mechanism to avoid job turnover due to outside competition.) If retention adjustments are requested for a group of positions in the same role, documentation must include: the number of vacancies experienced in the past three years, the starting pay rates used to fill the vacancies, and the College's efforts to recruit to fill the vacancies. Data relative to the number of qualified applicants responding to recruitments for the past three years must also be included.

### **IV. Internal Alignment, Salary Compression and Other Internal Inequities**

An increase may be granted to align an employee's salary more closely with those of other employees' within the College who have comparable levels of training and experience, similar duties and responsibilities, similar performance and expertise, competencies, and/or knowledge and skills.

**The Following Applies to All Types of In-band Adjustments:**

In accordance with State policy, in-band adjustment increases are non-competitive, and an employee may receive up to a budgeted amount in salary within a fiscal year. In order to be eligible, an employee must have a performance evaluation rating at the "Contributor" level or higher to receive any type of in-band adjustment. The specific amount of salary increase will be determined by the College in accordance with the policies described herein. Employees should not consider in-band adjustments an entitlement. All in-band adjustments shall be subject to the final approval of the President, including those that must be submitted to the VCCS for approval subject to the delegated authority agreement.

A request for an in-band adjustment based upon changes in job duties and responsibilities, retention, and internal alignment must be proposed by the immediate supervisor who shall set forth a revised position description and EWP. This proposal must include a clear delineation of the changes in the position that have occurred and/or specific reasons to support the request for the salary adjustment. This proposal must be submitted through the appropriate member of the President's Cabinet for review, who will consult with the Human Resource Office. If the request is determined to be appropriate, the proposal shall be submitted to the President requesting final approval. The President may approve or deny the request. Notification and supporting documentation will be submitted to the WCC Human Resource Office for action.

The Human Resource Delegated Authority Agreement shall govern the actions taken at the college subject to post audit by the VCCS Human Resource Office. Authority is granted to the President to make changes up to and including positions in Pay Band 5. Actions beyond the delegated authority agreement must be submitted to the VCCS Human Resources Office before any communication with the affected employee(s) occurs.

Each college will certify funding during the budget process and approve funding availability for non-budgeted in-band adjustments. When increases are given, the college may grant the entire increase at one time or the increase could be split into two or more fiscal years. Every effort will be made to provide the entire increase at one time as opposed to splitting the increase; however, the number of affected employees may necessitate multiple fiscal years being involved.

### **Classes taught by Classified/Support Staff**

The practice of Classified Staff serving in dual employment roles will be limited. The College reserves the right to temporarily assign a dual employment role to a Classified or a Wage Employee if it is in the best interest of the institution and with the approval of the College President.

Classified/support staff are not permitted to teach adjunct courses or serve in two positions unless approved by the President. Each request will be looked at on an individual by individual basis. Any teaching commitment outside of WCC requires prior approval from the President.

In addition to their full-time workloads, qualified full-time Admin and teaching faculty may teach up to 3 Continuing Education Units (CEUs) of non-credit hour instruction at any time with a limit of 8 CEUs each in fall and spring terms, and 5 CEUs in the summer session for additional pay (VCCS Policy 3.8.6). One CEU is defined in VCCS Policy 5.10.1 as "ten (10) contact hours."

Individuals who are not the direct supervisor of an individual staff member are REQUIRED to seek permission from the faculty or staff member's supervisor PRIOR to offering additional employment to that employee. Employees have an obligation to request approval from their supervisor PRIOR to accepting contracts to teach credit or non-credit courses for another department.

All teaching (credit or non-credit) for WCC requires written approval from the immediate supervisor indicating such extra work will not interfere with the employee's performance of regular duties. Work hours missed because of teaching (with pay) will be made up at times acceptable to the immediate supervisor and approved by the supervising administrator, or accrued leave may be taken for the work hours missed. Employees should use the "WCC Adjunct Approval" form to document such activity. The form must be signed by the supervisor prior to the first class meeting.

## Outside Employment

**Employees may not engage in any other employment in other agencies, outside of state service, in any private business, or in the conduct of professions, either:**

- During the hours for which they are employed to work; or
- Outside their work hours if such employment is deemed by employing agencies to affect employees work performance or to be in violation of the Virginia Conflict of Interest Act.

Should employees engage in outside employment that does not conflict with their primary job, they are required to notify their supervisor of the employment and seek approval from the agency head. Written documentation of such approval must be submitted to the Human Resource/Payroll Office for inclusion in the employee's personnel file.

No property belonging to the agency and/or the Commonwealth of Virginia may be used for outside employment activities. This includes any work that was used in the teaching of students while employed at WCC such as videos, course plans, etc.

Employees receiving VSDP income will have their VSDP income offset by outside earnings and earnings from a different category of employment within the college.

## Conflict of Interest

Conflict of interest refers to any situation in which a public employee places his or her own private interests or gains above the duties and obligations of the employee's job. State employees avoid any public or private activity which might be regarded as being in conflict with the proper and expeditious conduct of their primary job with the College.

Also, in compliance with the limits set forth in the Virginia Conflict of Interests Act, some full-time positions at the college have been identified to require holders of the positions to file annual Statements of Economic Interests. Local College Board members are required to annually file a Financial Disclosure Statement.

State agencies are strongly encouraged to avoid the appearance of a conflict of interest and have the latitude to scrutinize and evaluate the appearance of a conflict of interest. Therefore, the College will not utilize services or procure items from businesses owned by employees of the College, or from businesses owned by immediate family members of College employees, in excess of \$500 annually.

Employees and immediate family of employees may compete for business of other state entities of the Commonwealth in compliance with guidelines provided in the Virginia State and Local Conflict of Interests Act (Code of Virginia Section 2.2-3100 – 2.2-3131). It is the employee's responsibility to contact WCC's Procurement Office to disclose a business interest and to submit and complete a Conflict of Interest Statement in compliance with the Act if requested to do so.

## Employment of Relatives (Nepotism)

All personnel actions must be within the limits of the Virginia Conflict of Interests Act, as both shall be in effect from time to time.

An employee of the College shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family or extended family and shall not be in a position to influence those activities. As defined in the said Act, immediate family means a spouse and any other person residing in the same household of the employee who is a dependent of the employee or of whom the employee is a dependent.

Each community college is prohibited from employing for remuneration in any capacity whatsoever, either full-time or part-time, a member of the College's Board, including his/her spouse or a member of his/her family.

## **Benefits**

### **LEAVE TYPES**

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

Full-time employees who are automatically enrolled or select VRS as their retirement plan, receive short-term and long-term disability benefits under the VSDP program at no cost. Faculty members who enroll in VRS may select VSDP or traditional leave.

Effective July 1, 2009, new hires will have a one-year waiting period to be eligible for benefits under the VSDP program. After one year, benefits will be on a reduced schedule until five years of service have been completed.

Details about VSDP are available in the VSDP Handbook and under Disability - Long Term & Short-Term at <http://www.dhrm.virginia.gov/employeebenefits>

#### **Traditional Sick Leave (non-VSDP)**

For faculty and staff not covered under VSDP, sick leave will be earned at the rate of five (5) hours per pay period. Sick leave can accrue and carry over from year to year without limits.

Sick leave is intended for the personal use of the employee. Employees may also use sick leave to take time off from work for the illness or death of an immediate family member (bereavement/family illness); i.e. parents, step-parents, spouse, children, step-children, siblings, step-siblings, and any relative, either by blood or marriage, living in the employee's household. Use of sick leave for other than personal illness is limited to 48 hours per calendar year. The exception to this is outlined under Family and Medical Leave. For details on use of sick leave refer to DHRM Policy 4.55 at <https://www.dhrm.virginia.gov/hrpolicies>

Upon separation, employees with 5 or more years of continuous state service will be paid for 25% of their unused sick leave balance. The payment cannot exceed \$5,000. Employees with less than 5 years of service do not receive payment for any part of their accrued sick leave.

WCC may request documentation such as a physician's note for any sick leave taken if the sick leave will be greater than three consecutive business days.

## Annual Leave

Annual leave is earned (accrued) at the end of each completed pay period, at a rate set according to your total amount of state salaried service. Classified staff who work less than 100% but at least 50% and are in permanent part-time positions, accrue at a rate proportionate to the percentage worked. Accrual rates are as follows:

Maximum Years of Service	Maximum Semi-monthly Accrual Rate	Carryover Limits	Payment Limits
Up to 5 Years	4 hours	192 hours (24 days)	192 hours (24 days)
5 years	5 hours	240 hours (30 days)	240 hours (30 days)
10 years	6 hours	288 hours (36 days)	288 hours (36 days)
15 years	7 hours	336 hours (42 days)	336 hours (42 days)
20 years	8 hours	384 hours (48 days)	336 hours (42 days)
25 years	9 hours	432 hours (54 days)	336 hours (42 days)

## Annual Leave - Administrative Faculty

Please note that the following leave categories pertain to anyone hired or transferred from another state agency on or after January 1st, 2007. Anyone employed by the VCCS prior to that may be enrolled in the former annual leave policy. For more information about the policy, please consult VCCS Policy Manual, Section 3.9.3.

This leave policy references 12-month teaching faculty and the following groups of employees:  
**Executives:** Executive Vice President, Vice President, Provost, Executive Vice Chancellor, faculty rank members of the Chancellor's Cabinet, and Associate Vice Chancellors with State Board Responsibility  
**Senior Administrators:** Assistant Vice President, Associate Vice President, Assistant Vice Chancellor, Dean, Campus Dean, Director  
**Administrators:** Assistant Director, Associate Director, Coordinator, Assistant coordinator, Administrative Officer, Counselor, Librarian, 12-month teaching faculty

	Up Front, Upon Hire	Accrual Per Pay Period Worked	Maximum Accrual Per Year	Maximum Carry Forward Limit	Maximum Payment Limit
<b>Presidents</b>	120 Hours (15 days)	10 hours	240 hours (30 days)	240 hours (30 days)	240 hours (30 days)
<b>Executives, Senior Administrators</b>	96 hours (12 days)	8 hours	192 hours (24 days)	192 hours (24 days)	192 hours (24 days)
<b>Administrators, 12-month teaching faculty</b>	84 hours (10.5 days)	7 hours	168 hours (21 days)	168 hours (21 days)	168 hours (21 days)

Nine-month administrative/professional faculty accrue the same hours per month for nine months. Nine-month teaching faculty do not accrue annual leave.

All annual leave in excess of the maximum allowed shall be carried over beyond January 9 of each year with the permission of the President. However, the excess leave hours must be used by June 30 of the same calendar year. If the excess hours of annual leave are not used by June 30 they will be lost.

### **Civil and Work-Related Leave**

Employees may be granted paid and/or unpaid leave time to perform certain civic duties, and to participate in the formal resolution of workplace conflicts and certain other work-related activities. Civil and Work-Related Leave is a non-accruing leave type for use under specific circumstances.

Employees should notify their supervisor of needed civil or work-related leave and the supervisor should send an e-mail to the Human Resource/Payroll department requesting that civil or work-related leave be granted in HRMS to an employee. The e-mail should include total hours requested, the date of the leave request, and any back-up documentation such as jury duty requests. The Leave Administrator will enter and approve civil or work-related leave from the supervisor's e-mail.

For eligibility criteria and specific conditions see the Dept. of Human Resource Management (DHRM) Policy 4.05 at <https://www.dhrm.virginia.gov/hrpolicies>. Agencies may establish reasonable limits on using this type of leave for interviewing at other state agencies.

### **Family and Medical Leave**

The Commonwealth complies with the federal Family and Medical Leave Act (FMLA) in providing up to 12 weeks of leave with or without pay to eligible employees in a calendar year because of their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of paid or unpaid leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

All employees are eligible for Family and Medical Leave in accordance with the Family and Medical leave Act of 1993 including leave rights relating to military service.

WCC may request documentation from any employee (full-time and part-time) who requests more than three days to be off for a family health condition of an eligible family member or for their own health condition. This documentation is necessary to determine if an event is eligible for Family and Medical Leave Act (FMLA).

Eligibility criteria and specific conditions are explained in the Dept. of Human Resource Management (DHRM) Policy 4.20 <https://www.dhrm.virginia.gov/hrpolicies>

### **School Assistance and Volunteer Service Leave**

As an employer, the Commonwealth supports employees' responsibilities to their children and communities through School Assistance and Volunteer Service Leave with up to 16 hours of paid leave per calendar year. Such service may be provided as a member of a service organization or through

authorized school assistance. Members of volunteer fire departments and rescue squads, or auxiliary units thereof, shall be granted paid leave of up to 24 hours under this policy.

Any school assistance and volunteer service leave requested in the leave system of record should include the reason for the leave request in the comments section. WCC may request documentation of school assistance or volunteer leave taken.

Eligibility criteria and specific conditions are explained in the Dept. of Human Resource Management (DHRM) Policy 4.40 at <https://www.dhrm.virginia.gov/hrpolicies>

### **Military Leave**

Military leave is granted with or without pay for active duty in the armed services of the United States or for employees who are former members of the armed services, or current members of the U.S. reserve forces or the Commonwealth militia, or the National Defense Executive Reserve.

Requests and approvals will be made in accordance with the policies and procedures of the Dept. of Human Resource Management (DHRM) policy 4.50 at <https://www.dhrm.virginia.gov/hrpolicies>

### **Emergency Disaster Leave**

Emergency/Disaster Relief allows up to 80 hours of paid leave annually for qualifying employees who are called away from their regular jobs to provide specific kinds of emergency services during officially declared state and/or national disaster. This policy also permits agencies to grant up to 80 hours of paid leave annually to employees who are victims of disasters that sustain severe or catastrophic damage to or loss of personal property as a result of emergency or disaster. To be granted such leave, the employee must meet the eligibility criteria and specific conditions as explained in the Dept. of Human Resource Management (DHRM) Policy 4.17 at <https://www.dhrm.virginia.gov/hrpolicies>

### **Public Health Emergency Leave**

It is the policy of the Commonwealth of Virginia to protect the health of state employees and the public and to provide continuity of services to the citizens of the Commonwealth during times of pandemic illness. This leave permits or requires eligible employees to attend to the medical needs of self and immediate family members by providing up to 80 hours of paid leave per leave year when Communicable Disease of Public Health Threat conditions as defined in Section 32.1-48.06 et. Seq Code of Virginia, have been declared by the State Health Commissioner and Governor. Use of this leave is intended for illness directly related to the declared communicable disease threat.

Eligibility criteria and specific procedures for administration of this leave are explained in the Dept. of Human Resource Management (DHRM) Policy 4.52 at <https://www.dhrm.virginia.gov/hrpolicies>

### **Leave to Donate Bone Marrow or Organs**

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

Eligibility criteria and specific conditions are explained in the Dept. of Human Resource Management (DHRM) Policy 4.37 at <https://www.dhrm.virginia.gov/hrpolicies>

## **Workers' Compensation Leave**

**Workers' Compensation** is the benefit provided to employees by the Virginia Workers' Compensation Act if they suffer work-related injury or disease.

Claims and decisions will be made in accordance with the policies and procedures of the Department of Human Resource Management (DHRM), policy 4.60 at <https://www.dhrm.virginia.gov/hrpolicies>

## **Educational Leave**

Employees may be allowed leave time to take courses related to their work. This may be with full, partial, or no pay, and/or tuition assistance. Financial assistance for costs related to such courses is sometimes available from the employee's agency. See the Educational Aid/Tuition Assistance section of this handbook for details.

## **Leave Without Pay**

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

Leave Without Pay may be unconditional (reinstatement to the pre-leave position is guaranteed) or conditional (reinstatement will occur only if the pre-leave position remains available). An employee will not accrue leave while on Leave Without Pay status.

An explanation can be found in the Dept. of Human Resource Management (DHRM) Policy 4.45 at [https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4\\_45.html](https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_45.html)

## **Compensatory and Overtime Leave**

Exempt classified staff may be eligible to earn leave for additional hours of work. The Fair Labor Standards Act (FLSA) governs application of these leave types for employees covered by the Act. It is the policy of Wytheville Community College to grant leave for additional work hours in lieu of payment for exempt classified employees. It is the policy of Wytheville Community College to issue payment for additional work hours over 40 for non-exempt classified employees.

Non-exempt employees are required to report all hours worked (to include any comp and/or overtime) through the timekeeping system of record for approval by their immediate supervisor. An explanation of the need for the additional hours of work should be noted in the "Comments" section of the timesheet.

Compensatory time is earned when an employee works additional hours on a scheduled work week but total physical work hours do not exceed 40. Comp leave is earned at the rate of one hour for each additional hour worked and will lapse within 12 months from the date earned. Comp leave will be provided to exempt classified employees. Any comp time worked for non-exempt classified employees will be paid out.

Overtime is earned at the rate of one and one-half hours of pay for every hour worked over 40 in a workweek. The college will issue payment for any overtime hours worked over 40 to non-exempt classified employees.

Exempt employees are not eligible to earn overtime leave; however, in specific situations may earn compensatory leave. Any comp hours worked must be submitted through a paper form and approved by their immediate supervisor. Written documentation of the supervisor approval should be submitted to the HR/Payroll Office.

Additional criteria details can be found in the Dept. of Human Resource Management Policy 3.15 – Overtime Leave at and Policy 3.10 – Compensatory leave at <https://www.dhrm.virginia.gov/hrpolicies>

### **Parental Leave-Classified (Full-Time)**

Executive Order Number Twelve authorizes paid parental leave for employees of executive branch state agencies. The new benefit provides up to eight weeks of paid parental leave to enable employees to care for and bond with a newborn, or for a child under the age of eighteen (18) newly-placed for adoption, foster or custodial care. The paid leave may be used in combination with other leave benefits and will apply to both parents if both are eligible state employees. This executive order covers full-time classified employees only.

The complete policy can be found at DHRM Policy 4.21 <https://www.dhrm.virginia.gov/hrpolicies>

### **Parental Leave for Teaching and Admin and Professional Faculty (Full-Time)**

#### **VCCS Policy 3.9.5.1 Parental Leave**

The policy is designed to support new parents with adjusting to their new obligations while managing the operational impact of their absence from work for a limited period of time. All benefits-eligible full-time administrative, professional, and teaching faculty who have been employed for twelve (12) consecutive months shall be awarded 8 weeks/(320) hours of paid parental leave for childbirths or the adoption of children under the age of 18, conditioned upon the provisions outlined in this policy. The leave shall be prorated for benefits-eligible, part-time 9-month teaching faculty or benefits-eligible, quasi-full-time administrative and professional faculty. This policy does not apply to classified staff.

Parental leave applies to childbirth, and the adoption or court-approved foster placement of a child younger than 18 years of age, and it must be taken and completed within 6 months following the birth, adoption, or placement. This leave is provided only once in a 12-month period and only once per child. If both parents are eligible for the leave, it may be taken concurrently, consecutively, or at different times, subject to approval.

### **Teaching Faculty**

Parental leave for teaching faculty may cover the summer term at the sole discretion of the College president; however, summer compensation shall be based upon historical staffing patterns and the college's summer pay rate, not to exceed the faculty member's normal base rate of pay. A prorated teaching/workload over a longer period of time can be negotiated when it is in the best interest of the college and instructional objectives/staffing needs. By exception, teaching faculty may be granted a period of up to 12 months from a birth, adoption, or placement to take parental leave. Teaching faculty, their dean or supervisor, and their Human Resource Department will work together to craft a staffing and leave agreement that minimizes the impact of parental leave on instruction and program requirements.

### **General Provisions**

Parental leave shall run concurrently with leave provided under the Family and Medical Leave Act. Parental leave may run concurrently or sequentially with the Virginia Sick and Disability Program (VSDP), if the employee is eligible for VSDP. Holidays will not extend parental leave, however parental leave is not counted against a faculty member's sick or annual leave. Intermittent leave is normally allowed in week segments only, unless an exception is otherwise approved. Faculty members are required to repay the compensation received during parental leave if he or she does not return to work and remain employed with the college/system office for six months after the paid parental leave period ends.

When and how parental leave is taken is subject to approval by the appropriate vice president/provost. Approval recognizes the need to balance the support for the employee and their family with the need to deliver instruction and manage college operations. Faculty are required to notify their dean or supervisor at least 120 days in advance of their plan to take parental leave as to support the continuity of operations, staffing, or instructional delivery; exceptions are approved on a case-by-case basis. The determination and approval of the terms and conditions of parental leave made by the college president—for college employees—or chancellor—for System Office employees—is not appealable, nor subject to the grievance procedure.

For VCCS Policy 3.9.5.1 <https://go.boarddocs.com/va/vccs/Board.nsf/Public>

### **Leave Sharing**

Classified staff may donate annual leave hours they have accrued to help other employees who are eligible to receive the leave and who are experiencing Leave Without Pay. Employees covered by the traditional sick leave policy may request to receive Leave Sharing donations when they are in a Leave Without Pay (LWOP) status because of their own personal illness or injury or because of the illness or injury of a family member for which the employee is using Family and Medical Leave (FMLA).

Employees covered by the Virginia Sickness and Disability Program may request to receive Leave Sharing donations when they are in a Leave Without Pay (LWOP) status because of a family member's illness or injury for which the employee is using Family and Medical Leave. Employees covered by VSDP are not eligible to receive donated leave for personal illness or injury unless in a Leave Without Pay status. The agency continues to make its contribution to the health care premium for the time covered by FMLA leave.

If you want to donate or request donated leave, contact the WCC Human Resource/Payroll Office. Eligibility criteria and specific conditions are explained in the Dept. of Human Resource Management (DHRM) Policy 4.35 at <https://www.dhrm.virginia.gov/hrpolicies>

## Nine-Month Faculty Traditional Leave

Nine-month faculty members who elect not to participate in VRS as a retirement or VSDP earn leave in accordance with policy established by the Virginia Community College System as follows:

**Personal Leave:** Nine-month teaching faculty accrue Personal Leave of 24 hours at the beginning of each academic year (August 16). Personal Leave may be taken at the discretion of the faculty member, with prior approval from the Division Dean. Personal leave may not be used for recreational purposes and must be used in increments no less than four hours. At the end of the summer semester (August 15), any unused Personal Leave hours will be added to the Sick Leave balance.

**Sick Leave:** Nine-month teaching faculty accrue Sick Leave at the rate of 36 hours on the first day of fall and spring semesters, a total of 72 hours. Earned Sick Leave permits continuation of full pay during absences, caused by illness or injury of the employee. During the calendar year, up to 80 hours of a faculty member's accrued sick leave balance may be used for absences related to illness or death of the employee's immediate family members (parents, step-parents, spouse, children, step-children, siblings, and any relatives by blood or marriage living in the same household). As defined by the Family Medical leave Act (FMLA), eligible employees may use 33 percent of their available Sick Leave for an FMLA absence for an eligible family member. Unused sick leave may be carried forward from one academic year to the next. There is no limit on the amount of sick leave that may be accrued. Sick Leave may also only be taken in increments no less than four hours.

Upon separation, faculty with five or more years of continuous service with the VCCS will be paid for 25 percent of their unused sick leave balance. The payment cannot exceed \$5,000. Employees with less than 5 years of service do not receive payment for any portion of their accrued sick leave.

## Usage of Leave Noted Above

To use any of the leave described above, employees are required to enter the request for leave into the leave system of record in advance of the leave taken. In the case of an unplanned absence or emergency, leave requests should be entered into the leave system of record immediately upon return to work. All requests require supervisory approval in the leave system of record.

Unreported absences or absences reported late may be grounds for disciplinary action or termination. If emergency leave is needed, the employee or supervisor should inform the Human Resources/Payroll Department immediately so that leave balances, if applicable, can be charged correctly.

## Holidays

The college will close in observance of 13 holidays each year. Nine of these holidays are fixed by the calendar. The College reserves the other four (4) to use at the Winter break. The college will close to observe the following holidays:

**New Year's Day**  
**Martin Luther King, Jr. Day**  
**Memorial Day**  
**Juneteenth**  
**Independence Day**  
**Labor Day**  
**Thanksgiving Day**  
**The day after Thanksgiving**  
**Christmas Day**  
**Any additional days granted by the Governor**

The college is open on Columbus Day, Election Day, President's Day, and Veteran's Day. These three days of holiday time are used to provide an extended holiday at year's end. The closures for holidays may change year to year.

Normally, if a holiday falls on Sunday, the College will close on the Monday following the holiday. If a holiday falls on Saturday, the College normally will be closed on the Friday before the holiday.

### **Group Life Insurance and Optional Life Insurance**

All full-time State employees participate in the Group Life Insurance Plan administered by the Virginia Retirement System at no cost to the employee. This plan provides life insurance and accidental death and dismemberment insurance during active employment. Specific benefits are life insurance without a medical examination, double indemnity for accidental death, and dismemberment payments for accidental loss of one or more limbs or eyesight. In some cases, this benefit may be considered taxable income.

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

When an employee begins a job with the State, he or she names a beneficiary for this life insurance coverage. If the employee decides to change the beneficiary at any time, he or she must elect a different beneficiary within the VRS retirement system.

Through a plan also administered by VRS, active insured employees may purchase optional life insurance for themselves, their spouses, and their minor children. Premiums are paid through payroll deduction.

Details of the Group Life Insurance and Optional Life Insurance can be obtained from the Dept. of Human Resource Management (DHRM) website at <http://www.dhrm.virginia.gov/employeefbenefits>

### **Health Insurance**

The Department of Human Resource Management (DHRM) is responsible for administering health benefits plans for active State employees, as well as for retirees. Employees may elect participation in the state's health care program, COVA Care, COVA Connect, COVA Healthaware or HDHP. A

supplement, TRICARE, is also available for eligible employees. Under the programs, health care coverage is provided by Anthem Blue Cross and Blue Shield or Aetna. Dental coverage is provided by Delta Dental of Virginia for Anthem Plans and Aetna for Healthaware Aetna Plans (or Anthem for HDHP participants). Contact the Member Services Department of the plan you have for the Employee Assistance Program.

Employees and spouses can earn a premium reward after completing a health assessment through their plan provider and at times are requested to submit a biometric screening.

The State's health insurance program offers hospitalization, medical, surgical, out-patient, prescription drug, dental, hearing, vision and out-of-network provider options. An employee may choose single membership, dual membership (employee + one dependent), or a family membership. The State contributes a monthly amount for the employee's health insurance depending on the type of membership. The employee's share of the cost of coverage will be deducted from his/her paycheck.

Coverage may begin the first of the following month dependent upon your hire date and the subsequent receipt date of an initial enrollment form.

Plan specifics, cost information as well as enrollment information can be obtained at <http://www.dhrm.virginia.gov/healthcoverage> or from the WCC Human Resource/ Payroll Office.

### **Employee Assistance Program**

All health plans offered to participating full-time state employees and their dependents have an Employee Assistant Program (EAP). Covered services may include mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services.

As a reminder, all employees of Wytheville Community College have free access to virtual mental health counseling and health coaching. Contact the HR Office for information.

### **Flexible Reimbursement Accounts**

All full-time employees are eligible to enroll in the Commonwealth's Dependent and Medical Care Reimbursement Accounts. Employees must enroll in Flexible Reimbursement Accounts annually during Open Enrollment. This program allows employees to set aside a portion of their pay each pay period on a pre-taxed basis for one or both of the following accounts:

Medical Reimbursement Accounts are used to pay for the out-of-pocket medical, dental and vision care expenses not covered by our health benefits plan.

Dependent Care Reimbursement Accounts are used to pay for the expenses to care for your child, disabled spouse, elderly parent or other dependents who are physically and mentally incapable of self-care.

## **Worker's Compensation**

The purpose of Worker's Compensation insurance is to provide compensation to a worker for the loss of opportunity to engage in work when a disability is caused by an injury suffered from an accident arising out of and in the course of employment. Not all injuries that happen at work are covered under the Act. The Commonwealth of Virginia uses a third party vendor to review and determine whether a claim will be covered under the Virginia Workers' Compensation Act. Employee's prompt submission of all paperwork to the immediate supervisor and to the Human Resources/Payroll Office for processing the claim is vital.

## **Long-Term Care Insurance**

Long-term Care (LTC) is also referred to as nursing home care, home health, etc.

Full-time employees participating in the Virginia Sickness and Disability Program receive a free basic daily LTC benefit as part of the benefit package provided by the program.

An optional supplement is available to full-time faculty and classified staff at group rates. The plan is "guaranteed issue" to new employees enrolling within 60 days of employment. Coverage is also available for eligible family members; however, family members will be required to complete medical questionnaire forms and must be approved by the provider.

## **UNUM Long-Term Disability for Traditional Leave Participants**

New full-time faculty members who select VRS as their retirement program and traditional leave may enroll in UNUM long-term disability insurance. Faculty participating in the ORP retirement plan, and current VRS faculty not covered by VSDP, may choose to purchase long-term disability (LTD) protection through UNUM. The plan is offered on a "guaranteed issue" basis to new faculty who enroll within 61 days after employment.

Faculty not covered and full-time classified employees grandfathered in traditional leave are eligible to purchase optional coverage during the annual Open Enrollment period. The coverage will be medically underwritten, and employees will be required to qualify based on information provided regarding their health history.

Participants have a choice of 25 percent, 40 percent, or 50 percent of coverage based on basic monthly earnings to a maximum of \$5,000 per month. LTD benefits are not reduced by the amount of other income replacement benefits received for the same disability. LTD benefits begin after 90 consecutive days of disability. The premiums are at group rates, and participants are totally responsible for the cost of the premiums.

## **Annuities and Other Insurance**

All employees (except work study students) may purchase these plans through payroll deduction – the costs are borne entirely by the employee. Supplemental insurance programs are administered by a third-party administrator (FBMC).

### **Pre-Tax Deductions:**

**Tax deferred annuities:**

- Section 403(b) – offered by various approved vendors of the state
- Section 457 (Deferred Compensation Plan) – offered by vendor of record with VRS

**Post Tax Deductions:**

Other providers offer cancer insurance, disability insurance, property and casualty insurance and additional life insurance.

### **Cash Match**

WCC encourages full-time employees to participate in supplemental retirement savings plans. The state has implemented a cash-match program whereby the state will match full-time employee contributions to either a 403(b) tax sheltered annuity plan or a 457 deferred compensation plan.

The Commonwealth will pay 50% of an employee's contribution to a deferred comp 457 or 403(b) plan, up to a maximum of \$20 per pay period. If an employee participates in multiple tax shelter annuity plans, only one cash match will be provided. The cash match is paid into a 401(a) account. Wage, work study and adjunct faculty employees are not eligible for the cash match provision.

### **Credit Union**

Full-time employees are eligible for membership in the Virginia Credit Union. Membership is voluntary and may be retained even after termination and into retirement. Interest checking, loans, (including home mortgage, home equity loans and auto loans), lines of credit, and credit cards are examples of services provided by the Credit Union. A payroll deduction can be arranged for the Credit Union, including direct deposit options.

### **Retirement**

The college president, administrative faculty, and nine -month teaching faculty whose services are required 40 hours a week in a combination of teaching and administrative duties, have two retirement plan from which to choose: The Virginia Retirement System (VRS) or the Optional Retirement Plan (ORP). Full-time classified employees are automatically enrolled into VRS. Effective July 1, 2010, new hires or rehires that have had a refund from their VRS or ORP account will be placed into the Hybrid Plan.

- VRS Plan 1 is a defined benefit plan. Retirement benefits are guaranteed for eligible members and are determined by a formula and are not based on the accumulated contributions in the account. The formula uses the member's age at retirement, average final compensation (average of the member's highest 3 years of base salary), and total number of years of VRS service. The vesting period in VRS is five years. Normal retirement age is 65; however, employees may retire with full benefits at age 50 with 30 years of service. Employees may also retire with reduced benefits at age 50 with 10 years of service and at age 55 with 5 years of service. There is no mandatory retirement age. Effective July 1, 2011, VRS retirement contributions are paid both by the member and the employer. The member will have 5% of their salary deducted on a pre-tax basis. If an employee leaves a VRS covered position prior to retirement, the total contributions in the member account may be withdrawn or rolled over

into another qualified plan; unless the member was not vested by July 1, 2010. If accrued service totals 5 or more years and contributions are not withdrawn, membership in the retirement system is retained and retirement benefits may be accessed when the member becomes eligible for retirement benefits.

- **VRS Plan 2** is a defined benefit plan. Retirement benefits are guaranteed for eligible members and are determined by a formula and are not based on the accumulated contributions in the account. The formula uses the member's age at retirement, average final compensation (average of the member's highest 5 years of base salary), and total number of years of VRS service. The vesting period in VRS is five years. Normal retirement age is consistent with the normal Social Security retirement age; however, employees may retire with full benefits when their age and years of service equals 90. Employees may also retire with reduced benefits at age 60 with at least 5 years of service credit. There is no mandatory retirement age. VRS retirement contributions are paid both by the member and the employer. The member will have 5% of their salary deducted on a pre-tax basis. If an employee leaves a VRS covered position prior to retirement, the contributions made by the member may be withdrawn or rolled over into another qualified plan. If accrued service totals 5 or more years and contributions are not withdrawn, membership in the retirement system is retained and retirement benefits may be accessed when the member becomes eligible for retirement benefits.
- **Hybrid Plan** is a defined benefit plan and defined contribution plan. Under the defined benefit plan, retirement benefits are guaranteed for eligible members and are determined by a formula and are not based on the accumulated contributions in the account. The member pays 4% of their creditable compensation into the defined benefit component. The vesting period in the defined benefit component is 5 years. Under the defined contribution plan, the member contributes a mandatory 1% with a voluntary contribution limit up to 5%. The full vesting period is 4 years. The member chooses how to invest their money from a line-up of allocations through the 457b plan. The benefit at retirement is based on the amount in the member's defined contribution account as a result of contributions paid into the plan and the gains or losses on those contributions with the associated investment allocation. The member makes the investment choices and assumes all risks associated with those choices. All employees who begin employment with the State of Virginia after January 1, 2014 are covered by the Hybrid Plan. You are not eligible for the Hybrid Plan if you are returning to state service and have credible service under VRS Plan 1 or Plan 2.
- **Optional Retirement Plan (ORP) Plan 1** is a defined contribution plan, which has immediate vesting of contributions. The amount or percentage of contribution is fully paid by the college and set by the General Assembly. The employer contribution is comparable to the amount the college would normally contribute to the state's retirement system (VRS). The benefit at retirement is based on the amount in the member's account as a result of contributions paid into the plan and the gains and losses on the contributions and allocation(s) elected. The member makes the investment choices and assumes all risks associated with their choices. The current providers under the ORP Plan 1 are approved vendors of VRS. In general, an ORP Plan 1 works for those persons who will have multiple employers during their careers that will not be a part of Virginia state government or a VRS employer.

- **Optional Retirement Plan (ORP) Plan 2** is a defined contribution plan, which has immediate vesting of contributions. The contribution amount is paid both by the college and by the member. The member will have 5% of their salary deducted, on a pre-tax basis. The employer contribution is comparable to the amount the college would normally contribute to the state's retirement system (VRS). The benefit at retirement is based on the amount in the member's account as a result of contributions paid into the plan and the gains or losses on those contributions. The member makes the investment choices and assumes all risks associated with those choices. The current providers under the ORP Plan 2 are vendors approved by VRS. In general, ORP Plan 2 works best for those persons who will have multiple employers during their careers that will not be a part of Virginia state government or a VRS employer.

Additional information on the retirement program can be obtained from the VRS website at <http://www.varetire.org>.

## Wellness Program

CommonHealth is the state's wellness program for employees, families, and retirees offering a range of health-related activities and resources at participating agencies. CommonHealth benefits also include a special program for expectant parents, called Baby Benefits. There is also a discounted membership with Weight Watchers. Information about CommonHealth is available on the web at <http://www.commonhealth.virginia.gov/>.

## Town of Wytheville Fitness Center

All full and part-time employees of Wytheville Community College are eligible for a free Silver level membership through the Town of Wytheville Fitness Center. Wytheville Community College pays a reduced cost for membership. To add family members and to enroll for this benefit, please contact the WCC HR/Payroll Office. The cost of silver membership for the employee is taxable.

## Hours of Work and Overtime/Comp Time Policies

Wytheville Community College has developed and implemented procedures consistent with all applicable personnel regulations and policies governing hours of work and leaves of absence issued by appropriate State and federal authorities.

### Definitions

**Classified Employee:** Employees who occupy positions within the career groups listed in the Commonwealth of Virginia's Human Resource Management Initiative, and are covered by the Virginia Personnel Act, once they have completed the probationary period.

**Classified Exempt Employees:** Salaried employees who occupy positions whose duties and responsibilities are such that they are not subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA).

**Hours Worked:** Time spent in activities for the benefit of the college, including hours on duty, meetings, and travel in some instances.

**Classified Non-exempt Employees:** Salaried and wage employees who occupy positions whose duties and responsibilities are such that they are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA).

**Immediate Supervisor:** The first-line supervisor to the non-exempt or exempt employee.

**Supervising Administrator:** The person that serves as the supervisor to the immediate supervisor.

## **Reassigned Faculty Time**

In accordance with VCCS Policy 3.5.7.1.9, Teaching Faculty Assigned Temporary Administrative/Professional Duties, nine month teaching faculty may be reassigned to perform administrative or professional duties as long as the duties do not exceed 50% of an individual's full-time teaching load. For each hour of reassigned time, one workload credit will be added to the faculty member's workload and a total of 40 clock hours will be devoted to the assigned duties. For accredited Health Professions programs, reassigned time for Program Heads will be assigned based on individual program accreditation standards. When no program accreditation exists, reassigned time for Program Heads will be based on the following factors and will be adequate to meet college need:

- Number of programs supervised/program development requiring needs assessment and application to the VCCS
- Number of faculty, both full and part-time
- Additional leadership roles and any special assignments
- Program student enrollment

All reassigned time must be approved by the appropriate Division Dean and the Vice President of Instruction and Student Development. Reassigned time will be noted on the Faculty Workload form and signed by the faculty member and his or her respective Dean prior to the start of the semester.

## **College Operating Hours**

The Wytheville campus of WCC is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday. The administrative offices of Wytheville Community College shall be open from 8:00 a.m. until 5:00 p.m., Monday through Friday, except for holidays or other official closings, unless otherwise noted. The Crossroads Institute and WCC at the Henderson are typically open from 8:00 a.m. until 5:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday, but hours are subject to change based on facility usage each semester. WEST is open as needed for program offerings.

When the college is closed due to inclement weather conditions, administrative offices and the Education Centers will also normally be closed, unless otherwise noted. Employees who have telework agreements on file will be required to telework during emergency closures. Supervisors should work with departments on requirements during emergency closures. When the college operates on a Delayed Snow Schedule, administrative offices and the Education Centers will open at 10:00 a.m., unless otherwise noted.

**Wytheville Community College's academic departments shall utilize the administrative office hours listed above, as well as operational hours necessary to accommodate student services, programs, or courses as listed in the credit and non-credit college course schedules.**

**In addition to maintaining the hours of operation for the administrative offices, the supervising administrator shall also establish and maintain such additional employee work schedules as are necessary to meet the needs of the activities of the department under his or her direction.**

### **Children in the Workplace**

**The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is necessary to avoid disruptions in job duties of the employee and co-workers, reduce college liability, and help maintain a professional work environment.**

**If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while at work. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee, co-workers, and/or students. Consideration will not be given to allowing a child with an illness to come to work with the employee.**

**Unattended children are not allowed in any area of the campus. A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied by, and be under the direct supervision of, the employee parent at all times.**

### **Standard Work Week**

**The work week for Wytheville Community College shall begin at 12:01 a.m. Friday and end at 12:00 midnight the following Thursday.**

### **Employee Work Schedule**

**The supervising administrator shall ensure that all full-time non-teaching employees assigned to the department under his or her supervision are scheduled to work forty hours per week (or be on approved leave of absence) and provided two rest days in every seven-calendar day period.**

**Employees are required to adhere to their work schedules by reporting to work at the specified starting time, departing at the specified ending time, and taking lunch periods and breaks as authorized. All employees are expected to notify the immediate supervisor as soon as possible if they are unable to adhere to their work schedules.**

**In emergency situations, the immediate supervisor may temporarily adjust the working hours of any employee or group of employees in the department, provided such adjustments meets the prescribed forty-hours per week, full-time employment requirement. Employee work schedules will not be adjusted on a continuing basis solely to meet the personal needs of individual employees.**

**Employees whose job duties lend themselves to the ability to work remotely may do so on occasion with prior approval of their Supervisor and to test continuity of operations as part of the College's emergency preparedness efforts. An approved Telework Agreement must be on file for the time period during which the work occurs.**

## **Lunch Periods and Breaks**

### **Lunch Periods**

**Employees who work at least six (6) consecutive hours shall be afforded a lunch period (meal break) of at least 30 minutes, but not to exceed 60 minutes.**

**The required lunch (meal) period shall not be included in the total required hours of work per day. Lunch (meal) period time cannot be excluded for an employee who stays at his or her workstation and occasionally answers the telephone during the lunch (meal) period, or who, without approval of the supervisor, takes it upon himself or herself to work through the lunch hour. Employees who work without supervisory approval must still be compensated for time worked; however, they may be subject to disciplinary action.**

### **Breaks**

**Wytheville Community College does not require the granting of breaks during the workday. Breaks may be granted at the discretion of the immediate supervisor and may not exceed one fifteen (15) minute period before and one fifteen (15) minute period after the required lunch (meal) period. Breaks must be approved by the immediate supervisor.**

**Break time shall be included in the required hours of work per day.**

### **Use of Lunch (meal) Period and/or Break(s)**

**The lunch (meal) period and the break(s) must be used separately and normally may not be used to extend one or the other.**

**Occasional adjustments to an employee's daily lunch (meal) period and break schedule may be made with prior approval of the supervisor, however, neither the lunch (meal) period nor the break(s) may be used to consistently compensate for an employee's late arrival or early departure, or to cover time off for other purposes unless otherwise specified in this policy.**

### **Exempt/Non-exempt Status**

**Wytheville Community College is subject to the federal Fair Labor Standards Act. At the time of employment, reallocation of position, or promotion, the employee will be notified in writing of the non- exempt or exempt status of the position based on the FLSA exemption tests**

## **Exempt Classified Employee**

An exempt employee is one who is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act (Wage/Hour Law). Exempt employees include those whose primary duties are executive, learned professional, creative professional, administrative and/or computer related and who are paid on a salary basis. Exempt status is based on an individual assessment of job duties and responsibilities for each position. Employees who are exempt must meet the salary threshold that is determined by the Department of Labor.

## **Non-Exempt Classified Employee**

Non-exempt employees are subject to the minimum wage and overtime requirements of the Fair Labor Standards Act (Wage/Hour Law). The FLSA requires that employees in non-exempt positions be compensated at a time-and-one-half rate for all hours worked over 40 in the workweek.

Non-exempt classified employees are required to enter all hours worked on any day into the timekeeping system of record. Failure to correctly report hours worked can be considered falsification by both employee and supervisor, and is grounds for disciplinary action up to and including termination.

All hourly/wage employees are considered non-exempt and are required to submit hours worked into the timekeeping system of record.

## **Overtime/Compensatory Time and Compensation NON-EXEMPT CLASSIFIED EMPLOYEES Compensatory Time**

A non-exempt employee is eligible to earn compensatory pay only when the hours physically worked in a workweek combined with leave days, holiday, or other college closures are 40 hours or more. If a non-exempt employee physically works more than 40 hours in a workweek, the overtime pay policy applies.

### **Overtime**

Overtime is earned at time-and-one-half rate (one-and-one-half overtime leave hours for each hour actually worked over 40 in the workweek) and will be compensated in the form of paid time for non-exempt employees.

In order to avoid the need for overtime, supervisors may reschedule employees during the same workweek so no more than the 40 hours are worked.

## **EXEMPT CLASSIFIED EMPLOYEE Compensatory Time**

An exempt employee will earn compensatory leave when required by the agency head (or his/her designee) to work:

- On an official office closing day if he/she is designated as an “essential employee”, or
- On a holiday.

Classified Exempt Employee accrued compensatory leave lapses within 12 months from the date it is earned. Thus, once lapsed, accrued compensatory leave may not be used or paid off upon an employee's change of employment status.

## **Overtime**

Exempt employees are not eligible for overtime compensation. Exempt employees may earn straight time compensatory leave for hours worked in excess of 40 during a workweek if preauthorized by the agency head (or his/her designee).

### **ALL CLASSIFIED STAFF**

Compensatory and overtime hours worked must be entered into the timekeeping system of record and requires supervisory approval. Comp and overtime must be authorized in advance and is primarily designed for exceptional requirements of an emergency or temporary nature. In addition to entering the additional hours into the timekeeping system of record for non-exempt employees, a supervisor signed comp/overtime form must be sent to the Human Resource/Payroll Office as documentation for exempt classified employees.

Employees who take it upon themselves to work overtime without prior approval may be subject to disciplinary action.

Voluntarily reporting to work when administrative offices are closed due to inclement weather does not constitute compensatory time and/or overtime and should not be permitted. Such action may be subject to disciplinary action.

Refusal to work additional hours is not acceptable without just cause. Unless an emergency situation exists, the supervisor must provide a 24-hour notice to the employee when overtime will be required. Refusal to work required overtime is a violation of the DHRM Standards of Conduct Policy.

## **TRAVEL TIME**

### **All-In-One-Day Travel**

In the case of an employee riding in an automobile or using public transportation, and traveling directly from and returning home on an all-day trip, all of the hours must be counted as work hours except travel time to and from the point of departure, which is in the home-to-work category.

### **Overnight Travel**

When an employee is traveling on an overnight trip, all of the hours occurring within the normal daily work schedule are counted as hours worked even if the travel takes place on a day when the employee is normally not scheduled to work.

If the overnight travel is not a requirement of the job (a voluntary seminar/workshop, etc. for personal or professional growth), hours worked beyond the normal workday of 8:00 a.m. to 5:00 p.m. will not be compensated even though the agency may be paying a registration fee and/or travel expenses.

## **Equal Employment Opportunity (EEO) and Affirmative Action**

Wytheville Community College does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Malinda Eversole, Director of Human Resources and Payroll Services, 111 Smyth Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4869. For further information, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Wytheville Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that reside under the DNS registrations of <http://www.wcc.vccs.edu> is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as DHRM and the VCCS Department of Human Resources. Further, the college reserves the right to make changes to any provision or requirement within these sources. Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

## **Pay Transparency Nondiscrimination Provision**

Wytheville Community College will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

If you believe that you have experienced discrimination contact OFCCP 1.800.397.6251 | TTY 1.877.889.5627 | [www.dol.gov/ofccp](http://www.dol.gov/ofccp)

## **Harassment**

**Harassment** -- Any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, or disability, that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably

interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

**Sexual Harassment** -- Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers or non-employee (third party).

**Quid pro quo** – A form of sexual harassment when a manager/supervisor or a person of authority gives or withholds a work-related benefit in exchange for sexual favors. Typically, the harasser requires sexual favors from the victim, either rewarding or punishing the victim in some way.

**Hostile environment** – A form of sexual harassment when a victim is subjected to unwelcome and severe or pervasive repeated sexual comments, innuendoes, touching, or other conduct of a sexual nature which creates an intimidating or offensive place for employees to work.

The Commonwealth strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer. Employees should report incidents of workplace harassment as soon as possible to their immediate supervisor. Should the supervisor be a party involved, the employee should report the incident to the next level of management and/or to the President.

Any employee who engages in conduct determined to be harassment, or who encourages such conduct by others, shall be subject to corrective action under Policy 1.60 – Standards of Conduct, which may include discharge from employment.

Supervisors who allow workplace harassment to continue or fail to take appropriate corrective action upon becoming aware of the harassment may be considered a party to the offense, even though they may not have engaged in such behavior, and will be subject to disciplinary action under Policy 1.60 – Standards of Conduct, including demotion or discharge.

## **Retaliation**

Retaliation is an overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under the Commonwealth's EEO policies. Employees and third parties who make complaints of workplace harassment, or provide information related to such complaints, will be protected against retaliation. If retaliation occurs, the employee should report the retaliation to her or his immediate supervisor. Should the supervisor be a party involved in the retaliation complaint, the employee should report the incident to the next level of management and/or to the President.

## **Workplace Violence**

Wytheville Community College is committed to the safety and health of employees and students. Prohibited conduct includes, but is not limited to, any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. Any occurrence of workplace violence should be reported to the supervisor who will report it up to the Vice President over the department. The Vice President will report occurrence to the President, and the campus Police. Local and State police officers may be called should they be needed.

## Other Workplace Complaints

Unlawful discrimination in any form is a serious offense that will not be tolerated in state employment. If an employee believes he or she is a victim of unlawful discrimination, several avenues of redress are available, including filing a complaint with WCC's EEO Coordinator, Malinda Eversole, Director of Human Resources and Payroll Services, 111 Smyth Hall, 1000 East Main Street, Wytheville, VA 24382, 276-223-4869, the grievance procedure, and the state and federal complaint processes. Supervisors or employees found to have engaged in unlawful discriminatory conduct are subject to disciplinary action, including termination.

DHRM's Office of Equal Employment Services (OEES) is responsible for enforcing policies concerning equal employment opportunity. This office investigates and resolves complaints of unlawful employment discrimination. If employees wish to submit a complaint or allegation, they may obtain the needed forms from the WCC Human Resource Office, by contacting the OEES, or from the DHRM website. Employees may also file complaints under the Grievance Procedure or directly with the federal Equal Employment Opportunity Commission.

For complete policy detail, see:

Policy #2.05, Equal Employment Opportunity

Policy #2.10, Hiring

Policy #2.35 Civility in the Workplace

<https://www.dhrm.virginia.gov/hrpolicies>

## Standards of Conduct

It is the Commonwealth of Virginia's objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. This policy sets forth:

- Standards for professional conduct
- Behavior that is unacceptable, and
- Corrective actions that agencies may impose to address behavior and employment problems.

This policy applies to positions covered by the Virginia Personnel Act to include full- and part-time classified and restricted employees. Although this policy does not apply to employees who are not covered by the Virginia Personnel Act, such as wage employees, probationary employees and employees expressly excluded from the Act's coverage, the College will use the standards of conduct offenses described herein as guidelines for evaluating such employees' behavior.

Expectations of employees of Wytheville Community College are to fully support the mission of the college by:

- Reporting to work as scheduled and seeking approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- Performing assigned duties and responsibilities with the highest degree of public trust.
- Devoting full effort to job responsibilities during work hours.
- Maintaining the qualifications, certification, licensure, and/or training requirements identified for their positions.

- Demonstrating total respect for the college and showing respect toward coworkers, supervisors, managers, subordinates, students, and customers.
- Using state equipment, time, and resources judiciously and as authorized.
- Supporting efforts that ensure a safe and healthy work environment.
- Utilizing leave and related employee benefits in the manner for which they were intended.
- Resolving work-related issues and disputes in a professional manner and through established business processes.
- Meeting or exceeding established job performance expectations.
- Making work-related decisions and/or taking actions that are in the best interest of the college.
- Complying with the letter and spirit of all state and college policies and procedures, and the Conflict of Interest Act.
- Reporting circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
- Obtaining approval from your supervisor prior to accepting outside employment.
- Obtain approval from supervisor prior to working overtime, if non-exempt from the Fair Labor Standards Act (FLSA).
- Working cooperatively to achieve work unit and college goals and objectives.
- Conducting oneself at all times in a manner that supports the mission of the college and the performance of your duties.

The complete policy (#1.60) can be accessed from the Dept. of Human Resource Management website at <https://www.dhrm.virginia.gov/hrpolicies>

### **Dress Code**

While Wytheville Community College does not have a specific dress code, the expectation is to dress appropriately for interaction with students and the public. Employees are a direct representation of Wytheville Community College and should be professional at all times. Business casual would be the preferred style of dress.

### **Grievance Procedure**

Complaints arising in the workplace should be resolved fairly and promptly. Many workplace issues can be resolved through informal discussion; however, others may advance to mediation, a formal complaint, or use of the grievance procedure.

The State Grievance Procedure for classified employees was adopted by the Virginia Assembly and implemented on July 1, 1990. Employees may obtain a copy of the classified grievance procedure from the WCC Human Resource/Payroll Office. For additional information, refer to the Dept. of Human Resource Management website at

<http://www.dhrm.virginia.gov/employmentdisputeresolution>

### **The Pregnant Workers Fairness Act (PWFA) and the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)**

The Pregnant Workers Fairness Act (PWFA), a new law implemented and enforced by the U.S. Equal Employment Opportunity Commission (EEOC), requires covered employers to provide reasonable accommodation to qualified employees' known limitations related to, affected by, or arising out of pregnancy, childbirth, or associated medical conditions, unless providing the accommodation will cause an undue hardship on the employer's business operations.

The PWFA offers many of the same protections available to employees under Title VII of the Civil Rights Act of 1964 (Title VII) and the Americans with Disabilities Act of 1990 (ADA) and does not limit the rights of individuals affected by pregnancy, childbirth, or related medical conditions under a Federal, State, or local law that provides greater or equal protection. The PWFA fills the gaps in existing coverage by expanding current Federal legal protections (FMLA, ADA, etc.) for employees affected by pregnancy/childbirth related conditions.

Under the PUMP Act, the Fair Labor Standards Act (FLSA) requires employers to provide a reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee needs to express the milk. Employees are also entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. WCC has a designated space with a refrigerator, chair, and table. Please contact the Human Resource Office for more information on the lactation space for nursing employees, students, or visitors to the college.

<https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>

<https://www.dol.gov/agencies/whd/pump-at-work>

## Employee Training and Development

It is the Commonwealth's objective to provide employee training in support of the Commonwealth's goals, and that this training shall be available without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability according to the Governor's Executive Order on Equal Opportunity and state and federal laws.

Wytheville Community College will provide:

- Employee training (within reasonable resources) necessary to assist the college in achieving our mission and accomplishing our goals.
- At a minimum, on-the-job training or work-related instruction that prepares employees to perform their current jobs (including instruction mandated by law, instruction necessary to accommodate technological changes, and new employee orientation).
- Individual Employee Development Plans as part of the Employee Work Profile (EWP) to include personal learning goals, learning steps and resource needs.
- Encouragement and assistance (within reasonable resources) to attend conferences, conventions seminars and workshops that are aimed at enhancing and/or increasing employees work skills and/or abilities.

**Mandated Training:** The college has compliance requirements that involve staff training on an ongoing basis. Scheduling of college mandated training will be coordinated by the Human Resource Office by using the Commonwealth of Virginia's Learning Center (CovLC), may be scheduled as part of In Service activities, or employees may be required to attend training sessions offered at off campus locations as required for their specific job function (as designated by the Supervisor). New hires are required to complete new hire orientation training during the Onboarding process.

## **EDUCATIONAL AID/ TUITION ASSISTANCE**

### **Purpose**

**Wytheville Community College is committed to the continuing development of its human resources. In keeping with the mission of the college to promote intellectual growth and life-long learning opportunities, one element of the college's professional development plan is to provide employees with a benefit of full or partial reimbursement of costs for continuing educational pursuits.**

### **Definition**

**Educational Aid is financial support for approved educational courses in the pursuit of job-related degrees, professional certifications or licenses. It may be granted for a single course or combined with educational leave. Financial support shall consist of the cost of tuition and mandatory fees at a college or university other than WCC, up to the maximum amount outlined in the policy that follows. In cases with educational leave, full pay, partial pay or leave without pay may be provided.**

**Continuous Learning Credit is for credit courses offered at WCC to WCC employees at no cost to the individual. Tuition is waived for courses that meet the specifications for this policy. The courses may be job related or non-job related to qualify.**

### **Policy**

**Contingent upon budgetary resources and pursuant to policies and procedures of the Virginia Community College System (VCCS), the college may provide support for employees to take classes that are directly related to job responsibilities and/or courses required to complete a degree which relates to job responsibilities. Course books and materials and similar fees are the responsibility of the individual.**

**Please Note: Support Staff Scholarships and additional scholarships are available from the WCC Foundation Office and may be used to pay for coursework, if the eligibility requirements are met. Please contact the Foundation Office for information.**

### **Educational Aid**

**Eligibility Requirements: To be eligible for educational aid under the provisions of this policy, faculty and staff must meet the minimum criteria and requirements listed below. The college president may waive eligibility requirements in the interest of the effective and efficient operation of the college. It should be noted that meeting minimum criteria does not guarantee approval for receipt of educational aid.**

- **WCC's educational aid program is available to all employees with the aim of fostering professional growth and enhancing collective capabilities. To ensure the maximum impact to WCC, policy requires that courses chosen for educational aid directly contribute to the advancement of skills or knowledge relevant to the college's mission and objectives. By investing in courses that align with institutional needs, WCC not only supports individual career development but also reinforces the commitment to excellence and innovation in fulfilling the college's mission.**

- Newly hired employees are immediately eligible to receive educational assistance for tuition and mandatory fees for coursework pursued outside of scheduled work hours.
- All employees that are eligible for educational aid must be endorsed by their supervisor.
- Full-time classified employees who have completed at least three (3) years of service with the college may be eligible for educational assistance during their regular work schedule, if it does not interfere with the normal performance of the employee's job duties. Classified employees must attach an adjusted work schedule to the Educational Assistance Request Form.
- Full-time administrative or other professional faculty who have completed at least three (3) years of service with the college may be eligible for up to four (4) hours of educational assistance during their regular work schedule as detailed in the section entitled Coursework and time Limitations.
- Receive a rating of Meets Expectation (Faculty), Normal and Expected (Wage), or Contributor (Staff) on their most recent performance evaluation.
- Continue to meet all obligations related to the application, receipt, notification and/or repayment of educational aid set forth in this policy.
- The recipient of such aid must remain employed by the College for a minimum of two years after completion of the degree or class. Otherwise, the amount of aid provided by the College to the employee must be repaid to the College.
- Work-study employees are not eligible for educational aid through WCC's Educational Aid/Tuition Assistance Policy for employees.

#### Continuous Learning Credit

**Eligibility Requirements:** To be eligible for continuous learning credit under the provisions of this policy, faculty and staff must meet the minimum criteria and requirements listed below. The college president may waive eligibility requirements in the interest of the effective and efficient operation of the college. It should be noted that meeting minimum criteria does not guarantee approval for receipt of continuous learning credit.

Courses included in this program must be offered by Wytheville Community College and may be part of a degree program or for professional development. Courses taken under the provisions of this policy do not have to be job related.

Full-time instructional faculty, administrative/professional faculty, full-time classified employees, wage employees, and adjunct faculty may take continuous learning courses. Wage employees must be employed during the term for which they are requesting a course. Wage employees whose primary status is as a student are not eligible for this program. This is an employment benefit and therefore it is intended to exclude students from eligibility.

**Employees may take continuous learning courses only at the community college where they are employed. No more than 6 (six) credit hours may be taken in a semester.**

### **Procedures and Processes**

**Coursework and time Limitations.** Subject to approval in advance by their supervisor, full-time employees may take a course during work hours. The following conditions apply:

The maximum credit hour load is a single three (3) or four (4) credit hour class per semester, for a maximum reimbursement of \$500 per semester or \$1,000 per academic year for educational assistance, and six (6) credit hours per semester for continuous learning. An exception can be made to the stated credit limit by the college president or designee, provided it is in the interest of the effective and efficient operation of the college. The college president, or designee, has the responsibility to ensure that the number of credit hours does not interfere with the normal performance of the employee's job duties.

Faculty, as well as full-time administrative or other professional faculty, are required to ensure that courses taken do not conflict with teaching and college responsibilities.

Classified employees are required to adjust their work schedule to fulfill their normal work hours, or annual leave must be taken. A revised work schedule must be submitted with the application for tuition assistance.

**Documentation Requirements.** The purpose of educational assistance (educational aid or continuous learning credit) must be clearly identified by one or more of the categories listed on the Wytheville Community College Educational Assistance Request Form (based on the VCCS16). Parts A through E of the form must be completed for request consideration. All requests for educational assistance and/or continuous learning must be submitted to the Vice President of Instruction and Student Development, indicating the following:

- Supervisory approval. Funds will be provided only to employees who have completed the Wytheville Community College Educational Assistance Request Form that has been approved by their supervisor and signed prior to the start of class.
- Documentation of an employee's acceptance into a degree program (if applicable);
- The degree or certificate program's curriculum (if applicable); and

In an effort to ensure fairness to all college employees in this process, the following procedures for requesting both educational aid options have been established:

- Application Process – Tuition Reimbursement. Employees must submit a request and related documentation to their supervisor for initial approval prior to the start of class.
- The immediate supervisor will review requests carefully for eligibility and for appropriateness of the particular request.
- The approved request and related documentation will be forwarded to the Office of the Vice President of Instruction and Student Development.

Upon disposition, the original of each request and related documentation will be returned to the employee. Copies will be maintained in the Office of the Vice President of Instruction and Student Development.

Any employee wishing to be reimbursed for credit instruction must submit the WCC Educational Assistance Request Form to their supervisor for approval each semester. Submission of requests to the Vice President of Instruction and Student Development must be prior to the first day of class.

Every effort will be made to advise employees of the status of their educational assistance and/or continuous learning requests prior to the beginning of the course. However, at times, due to budget conditions, this may not always be possible. Employees who elect to proceed with a course prior to receiving confirmation of approval in writing accept personal responsibility for the costs, in the event the request should not be approved.

The employee must submit his/her final grade or training certification to the Office of the Vice President of Instruction and Student Development within 30 calendar days of the end of term. Failure to submit a final grade or proof of training to the Office of the Vice President of Instruction and Student Development may result in loss of future educational aid eligibility.

**Promissory Note.** In accordance with the WCC Educational Assistance Request Form, employees who, in addition to educational assistance, are granted a leave of absence with pay for resident study or a leave of absence without pay, must execute a promissory note to this effect. Additional tenets and obligations of educational leave may be found starting with VCCS Policy 3.10, Educational Aid for State Employees.

**Award Process:** Educational assistance is normally available for credit courses only, and financial assistance will normally be limited to a maximum of one three (3) or four (4) semester credit hour course per term (maximum dollar amount of \$500 per term or \$1,000 per fiscal year). Educational assistance is subject to the availability of funds and amounts may be limited each fiscal year. If, however, a college-offered non-credit course is directly beneficial to an employee's performance of his/her job responsibilities, educational assistance may be provided, if approved by the supervisor prior to the start of class.

**Educational assistance approved prior to the start of the course will be reimbursed, subject to:**

- The employee's satisfactory completion of the course;
- Submission of the grade report; and
- A paid receipt verifying the cost to the employee.

Satisfactory completion requires a grade of "C" or higher for undergraduate courses and a grade of "B" or higher for graduate (or the minimum specified by the university for graduate credit). In the event that a letter grade is not awarded for an undergraduate or graduate credit course, or a non-credit course, the designation of "Passed" is sufficient.

**Prioritization of Requests.** When educational assistance requests exceed available funding for this purpose, the following criteria will be used to determine priority for competitive selection and approval of requests. Preference will be given to:

- Faculty and staff who have documented professional goals on file;
- Courses or training directly related to the employee's job responsibilities;
- Courses or training critical to the needs of the college;
- Distribution of previously awarded educational aid (in order to balance support among employees and departments)

**Commitment of employee to share the costs for the courses or training.** Repayment Provisions when leave has been granted for course time will be in effect under the following conditions and terms:

- If an employee does not successfully complete a course but remains employed within the VCCS, reductions in the employee's salary will be initiated to recover the cost of tuition and mandatory fees. The repayment schedule, not to exceed six months, will be initiated immediately.
- An employee who does not return to the college which granted the leave with pay or partial pay, or resigns prior to the completion of the promissory obligation, will pay the pro-rata portion of the note from existing leave balances or the final salary payment. If recovery of funds is not available from these sources, a repayment schedule with interest at the prime rate plus one (1) percent shall be paid with the final payment due within six (6) months of the employee's last day of employment.
- If an employee accepts employment with another Virginia state agency, a release from the promissory note may be obtained, providing the employing institution reimburses in full the college which granted the leave with pay.

## Other Types of Professional Development

### Chancellor's Faculty Fellowship

**Purpose:** The purpose of the Chancellor's Faculty Fellowship is to ensure that capable people within the VCCS have opportunities to prepare themselves for top-level management and instructional positions within the VCCS. This can be accomplished by earning two types of degrees: community college leadership/higher education degrees or discipline-based degrees. To support this goal, the Chancellor's Faculty Fellowship provides up to a one year leave of absence with shared financial support for doctoral study at six institutions of higher education: (1) the Curry School of Education at the University of Virginia; (2) the Community College Program Area at Virginia Tech; (3) the National Center for Community College Education at George Mason; (4) School of Education at the College of William and Mary; (5) Virginia Commonwealth University; and (6) Old Dominion University. In addition, faculty may apply for a VCCS Chancellor's Faculty Fellowship to attend universities/colleges that do not provide shared financial support.

For details see VCCS Policy 3.10.2 at <http://www.boarddocs.com/va/vccs/Board.nsf/Public#>

### **Chancellor's Fellowship for Classified Employees**

**Purpose:** To ensure that capable classified employees within the VCCS have an opportunity to work toward degrees that will enable them to enhance their contributions to the community college mission, the Chancellor's Fellowship is established to provide up to a one year leave of absence with some financial support for community college programs and baccalaureate and graduate study at a state-supported institution of higher education.

For details see VCCS Policy 3.10.3 at <http://www.boarddocs.com/va/vccs/Board.nsf/Public#>

## **Employee Recognition/Awards**

### **The Distinguished Service Awards Program**

The Distinguished Service Awards Program, which includes the Distinguished Teaching Award and the Distinguished Service Award, was established by Nathaniel W. Pendleton, Jr. in memory of his father, Nathaniel Willis Pendleton, Sr., to recognize and encourage excellence in teaching and service at Wytheville Community College. Nathaniel Willis Pendleton was Wythe County's representative in the Virginia House of Delegates, who, together with State Senator D. Woodrow Bird, introduced the necessary enabling bills in the 1962 General Assembly to establish WCC and appropriate its operating funds.

The initial endowment came from the Pendleton Construction Corporation Foundation with subsequent additions being made by members of Delegate Pendleton's family.

### **Distinguished Teaching Award**

Any WCC full-time or part-time teaching faculty member is eligible for the Distinguished Teaching Award. Qualities which determine excellence in teaching vary with individuals and areas of instruction. Although the qualities may resist precise definition, the Awards Committee will require a written statement in justification of a nomination. This statement should give consideration to such qualities as the ability to inspire students to perform beyond normal expectations; responsiveness to needs within and outside the class; contributions to improve the intellectual climate of WCC; and the individual's depth and breadth of expertise, sensitivity, enthusiasm, and dedication. It is expected that emphasis will be placed on performance in the traditional classroom setting, but other aspects of teaching should not be ignored. Nominations should also consider the degree to which a nominee stands unique and distinguished in the eyes of students and the WCC community.

### **Distinguished Service Award**

Any current or past employee of WCC, Local Board member, Foundation Board member, alumnus, advisory committee members, or otherwise friend of Wytheville Community College, except if employed by the WCC Educational Foundation or the alumni agencies, is eligible for the Distinguished Service Award. This award recognizes members of the WCC community who have given the College

exceptional service, other than teaching, in a manner that is beyond the normal expectations and above specific monetary compensation. This award is intended to recognize outstanding individuals who have given to the enduring life of the College in unique and exemplary ways. Recipients are selected based on criteria such as the success of the individual's service and that of any activity, organization, or committee guided by the nominee; extraordinary effort and time on the part of the nominee; or success in originating and developing an activity or facility which has been of benefit to the College community.

The WCC Awards Committee reviews the nominations and selects recipients. Because the awards are ones of special recognition, the awards are not automatically given each year. More detailed information about the Distinguished Service Awards Program is available from the WCC Educational Foundation Office.

### **Wytheville Community College Improvement of Instruction Award**

The "WCC Improvement of Instruction Award" recognizes notable contributions to the improvement of instruction at Wytheville Community College. Its intent is to honor a full-time employee of Wytheville Community College who holds faculty rank or is a community college instructional assistant. The annual award will be in the form of a cash gift and a commemorative plaque. The WCC Awards Committee will review the nominations and select a recipient. Because the award is one of special recognition, the award is not automatically given each year.

### **Wytheville Community College Outstanding Adjunct Faculty Member of the Year Award**

The "Wytheville Community College Outstanding Adjunct Faculty Member of the Year Award" honors individuals who have made notable contributions to the improvement of instruction while working as an adjunct faculty member for WCC. Nominees must be in at least their second semester of teaching credit courses at the time of nomination and must have taught an accumulated six (6) credits at the college to include the second semester of teaching. (Retired full-time college faculty are not eligible for consideration.) The annual award will be in the form of a cash gift and a commemorative plaque. The WCC Awards Committee will review the nominations and select a recipient. Because the award is one of special recognition, the award is not automatically given each year.

### **Wytheville Community College Distinguished Professional/Administrative Faculty Award**

**Eligibility:** Any WCC full-time administrative faculty member who has been employed in a professional or administrative faculty role for at least five years at WCC is eligible. Professional/Administrative Faculty include counselors, librarians, coordinators, directors, and deans who do not report directly to the college President.

**Criteria for Nomination and Selection:** Nominations should highlight the nominee's extraordinary contributions to the overall success of the institution, and the individual's depth and breadth of expertise in his or her administrative area, as well as his or her enthusiasm and dedication.

**Nominations should include specific examples of service that the nominee has provided and should also explain the degree to which a nominee stands unique and distinguished in the eyes of the WCC community.**

**Recognition:** The recipient will receive a \$250 cash award; \$250 for professional development; and a plaque that will be presented during Spring Semester Faculty/Staff In-Service. Award funded by the Wytheville Community College Educational Foundation, Inc.

The President of the college shall appoint an ad hoc committee of four representatives of administrators (who do not report directly to the President) to review the nominations. The committee will be appointed after the nominations are received to ensure none of the nominees are involved in the final selection process.

### **Support Staff Employee of the Year**

As a part of the Support Staff Employee Recognition Program, Wytheville Community College recognizes a Support Staff Employee of the Year whose work and contributions to WCC are exemplary, based on, but not limited to the following criteria: job performance, job knowledge and skills, cooperation, dependability, loyalty, attitude, integrity, personality, relations with fellow employees, students and/or the public.

Full- or part-time classified employees who have completed at least six months of employment at WCC are eligible.

Any current WCC employee or student is encouraged to submit nominations for the Support Staff Employee of the Year. Nomination forms and a list of eligible employees will be distributed to all employees annually. Eligible employees will also be listed in the daily bulletin. Nomination forms should be completed and returned to the President's Office within three (3) weeks.

### **Wytheville Community College Excellence in Customer Service Award**

**Eligibility:** Any WCC full-time or part-time support staff member is eligible.

**Criteria for Nomination and Selection:** The WCC Excellence in Customer Service Award recognizes a support staff member who consistently demonstrates excellence in customer service. Nominations should highlight a specific example or examples of how the employee has provided outstanding customer service to WCC students, external constituents, and/or colleagues.

**Recognition:** The recipient will receive a \$250 cash award and a plaque that will be presented during Spring Semester Faculty/Staff In-Service. Award funded by Wytheville Community College.

### **Wytheville Community College Support Staff Rising Star Award**

**Eligibility:** Any WCC full-time support staff member who has been employed between one and three years at WCC is eligible.

**Criteria for Nomination and Selection:** The WCC Support Staff Rising Star Award recognizes a support staff member who has excelled in his or her current position and who demonstrates strong potential for continued excellence in supporting the mission of the college.

**Recognition:** The recipient will receive a \$250 cash award and plaque that will be presented during Spring Semester Faculty/Staff In-Service. Award funded by Wytheville Community College.

### **Wytheville Community College Distinguished Support Staff Award**

**Eligibility:** Any WCC full-time support staff member who has been employed for at least five years at WCC is eligible.

**Criteria for Nomination and Selection:** Nominations should highlight the nominee's extraordinary contributions to serving the needs of students, faculty, and/or administrators in support of the mission of the college. Nominations should include specific examples of service that the nominee has provided, the depth and breadth of expertise the nominee has in his or her respective field, and the nominee's enthusiasm and dedication. Nominations should explain the degree to which the nominee stands unique and distinguished in the eyes of the WCC community.

**Recognition:** The recipient will receive a \$250 cash award; \$250 for professional development; and a plaque that will be presented during Spring Semester Faculty/Staff In-Service. Award funded by the Wytheville Community College Educational Foundation, Inc.

### **Wytheville Community College Outstanding Part-Time Support Staff Employee Award**

**Eligibility:** Any WCC part-time support staff member who has been employed at least two years at WCC is eligible.

**Criteria for Nomination and Selection:** The WCC Outstanding Part-Time Support Staff Member Award recognizes the outstanding work of part-time WCC employees in support of the mission of the college. Nominations should include specific examples of how the nominee demonstrates excellence in the performance of his or her duties; helps provide support services for WCC students, faculty, and administrators; and contributes to the overall college community.

**Recognition:** The recipient will receive a \$100 cash award and a plaque that will be presented during Spring Semester Faculty/Staff In-Service. Award funded by the Wytheville Community College Educational Foundation, Inc.

A six-member ad hoc committee appointed by the President will screen nominees for each award. The committee will be appointed after the nominations are received to ensure none of the nominees are involved in the final selection process. One member will be selected from each of the following groups of classified employees:

Group#1	Instruction/Student Services
Group#2	Financial and Administrative Services
Group #3	General college
Group #4	Restricted positions (non-state-funded)
Group #5	Workforce Development Services

The sixth member of the committee will be selected from any of the five groups listed above. The committee will select a recipient of each award and submit the name to the President. The employee receiving the award will be recognized at the End-of-Year Faculty/Staff meeting.

A plaque will be presented to the recipient and news releases will be sent to the local newspaper and college newspaper detailing the accomplishments of the recipient.

## **Support Staff Emeritus**

The status of Support Staff Emeritus is established to honor retired classified staff for meritorious service.

### **Eligibility**

- Retired employees of Wytheville Community College who held classified staff positions.
- Persons with a minimum of ten years of service at Wytheville Community College.
- Persons who received an evaluation rating of "Extraordinary Contributor" or "Contributor" for at least three of the last five years of service.

### **Criteria**

- Persons who meet the eligibility requirements.
- Persons who made meritorious and significant contributions to the College, the community and/or the Virginia Community College System.
- Persons who maintained currency in their areas of responsibility through significant participation in professional development or other activities while employed at Wytheville Community College.

### **Selection**

The President shall receive a listing of retired classified staff eligible for consideration of Support Staff Emeritus.

The President of the college shall appoint an ad hoc committee of six classified representatives with at least one representative from the following segments of the college: Instruction/Student Services, Financial and Administrative Services, Restricted Positions (not state-funded) and General College.

The sixth member of the committee will be selected from any of the five groups. The committee shall be appointed annually each academic year to review the eligible candidates and recommend no more than one person each year for the honor. The committee shall elect from its members a chair who will submit the report of the committee to the President.

The Support Staff Emeritus Ad Hoc Committee shall submit its report on nominations to the President no later than February 1 of each academic year.

The President, after reviewing the report submitted by the ad hoc committee chair, may recommend a nomination for approval to the Local College Board no later than March 1 of each academic year. No more than one person shall be recommended in any given year.

**All persons granted the status of Support Staff Emeritus will be accorded the following considerations (to honor and utilize the expertise of the emeriti classified staff):**

- Emeriti support staff will be listed in the classified staff section of the college catalog and identified as support staff emeriti.
- Emeriti support staff may receive appropriate communications and such other courtesies as deemed appropriate by the college.

## **Commonwealth of Virginia Service Awards**

Recognition awards are presented to full-time employees based on years of State service with the Commonwealth. The awards begin with five years of service and are presented thereafter on five-year increments. These awards are presented to employees during Fall Semester in-service. The award will include a certificate of service along with an award selected by the recipient.

## **Resignations**

### **Full-time Classified Employees**

Whenever a full-time employee plans to resign, that person must submit an official letter to the President stating such intent as early as possible. A copy of the letter should also be submitted to the immediate supervisor of the employee and to the Human Resource/Payroll Office. An employee who plans to resign is asked to give reasonable notice (at least two weeks) along with a written explanation for the resignation. A college-wide announcement will be made by the President (or designee) when the resignation has been accepted. The separation date of an employee is generally the last day the employee worked. The employee may also use two weeks of accrued leave prior to separation but the leave must be approved by the President of the college prior to taking. The request to take accrued leave should be included in the official letter submitted to the President stating intent to resign. Not all employees/positions will be eligible to use accrued leave due to the nature of the position and is dependent upon the discretion of the President. If the employee chooses to use accrued leave, the termination date would be the last day of leave used.

#### **Benefits upon Resignation/Separation:**

Health insurance coverage terminates on the last day of the last month of full-time employment. Employees resigning are eligible, with few exceptions, for continuous participation in the employer offered health coverage under the provisions of the Extended Coverage Notice from the Human Resources Department (COBRA). Premiums are fully paid by the resigned employee plus a two-percent administrative fee. Each dependent on an employee's health contract may choose to elect coverage. For continued health coverage, the employee must contact the Human Resources/Payroll Office to complete the required documentation prior to departure.

Employees may convert the employer-paid Group Term Life Insurance and the Optional Life Insurance to an individual policy without a physical examination, provided they apply within 31 days of termination and meet eligibility criteria. The employee will be responsible for all premiums.

## **Wage Employees**

At-will employees (wage employees) are requested to submit a letter of resignation to their immediate supervisor indicating their intent as early as possible.

## **Exit Interview**

In lieu of an exit interview with the President, employees are asked to complete an Exit Interview form and submit the completed form to the Human Resource Office. However, employees may request an exit interview with the President.

## **Separation Checklist**

Separating/Terminating full-time employees are required to complete a Separation Checklist to ensure keys, equipment, credit cards, and other materials that are owned by the College are returned prior to departure. It is the responsibility of the supervisor to insure that the Separation Checklist is complete prior to the employee's last day. The supervisor of the separating/terminating employee will send the signed completed Separation Checklist to the Human Resource Office. The cost for any items not returned, and the cost incurred by the College as a result of replacing the items, will be charged to the employee to whom the items were issued.

## **Reduction in Staff/Layoff**

The purpose of the Layoff Policy for restricted and classified employees permits agencies to implement reductions in the workforce according to uniform criteria when it becomes necessary to reduce the number of employees or to reconfigure the work force including change of positions from full-time to part-time status. The decision to implement layoff must not be made on the basis of an employee's race, color, religion, gender, age, national origin, disability, or political affiliation.

The Layoff Policy in its entirety can be found at the Department of Human Resource Management website at [http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_30layoff.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_30layoff.pdf?sfvrsn=2)

The Severance Benefit policy which provides benefit details for persons affected by the Layoff Policy can be accessed at the Department of Human Resource Management website at <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/policyguide-severancebenefits.pdf>

Wage (1500 hour) employees are employed at the discretion of the College and can be separated or terminated at the direction of the College President (or designee). As wage employees are not covered by the Virginia Personnel Act, they are not eligible for severance benefits.

## **Personnel Records Disclosure**

Personal information may not be disclosed to third parties without the written consent of the subject employee. This includes performance evaluations, medical records, credit applications, applications for employment, records of grievances, scholastic records, material related to Workers' Compensation

claims, material related to Unemployment Compensation claims, retirement records, confidential letters of references, results of pre-employment tests, personal information (race, sex, age, home address and telephone number, marital status, dependents' names, insurance coverage, social security number), records of suspension or removal including disciplinary actions under the Standards of Conduct, reasons for leaving employment at WCC, records of arrests, convictions, or investigations. Employee added protection exists under the Health Insurance Portability/Accounting Act (HIPPA).

Personnel records are private and are the property of the Commonwealth of Virginia. The Privacy Protection act, as amended, provides that an employee may have access to any information in his or her personnel file upon their request, with the exception of letters of recommendation, and medical and psychological records kept in separate files. The employee's supervisor may also review the personnel file, with the exception of certain documents that are not job-related, such as credit information, loan verifications, beneficiary designations and retirement records.

## **Safety**

Wytheville Community College has a standing Safety Committee that annually reviews the Emergency Preparedness Plan (EPP) and the Continuity of Operations Plans (COOP).

All employees are expected to participate in all safety drills and training exercises scheduled by the college.

## **Weapons Policy**

The following information is only a portion of the official VCCS and WCC weapons policy and is provided as a reference. For the complete policy, reference <https://www.wcc.vccs.edu/weapons-policy>.

The college prohibits threats and acts of violence on college property, within college facilities, at any college-sponsored event; while engaged in college business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional;
- possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional;
- Brandishing, using or possessing a weapon without a permit to carry a concealed weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
- Brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative buildings, or while attending a sporting, entertainment or

educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.

- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

**Consequences of Policy Violations:**

Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.

## **Emergency Procedures**

A schedule of emergency drills is developed annually and communicated to faculty, staff, and students. College employees are expected to participate in the scheduled drills in order to be prepared to respond during an emergency.

**Shelter-In-Place**

Emergency situations that require those affected to remain where they are is called "Shelter-in-Place." When shelter-in-place occurs, faculty, employees and students are expected to follow the Shelter-In-Place Procedure posted in classrooms, offices and common areas at the Main Campus, Crossroads, and Smyth County site.

**Tornado Sheltering Procedure**

When weather conditions are such that it is possible for a tornado to occur, the National Weather Bureau and local news media will issue one of the following alerts:

Tornado Watch – weather conditions are favorable for a tornado to occur.

Tornado Warning – an actual tornado has been sighted.

Faculty, staff, and students should follow the posted Tornado Sheltering Procedure in the event that a tornado watch or warning announcement is made.

**Active Shooter Threat**

In the event of an active shooter threat – please follow posted "Emergency Procedure for Active Shooter Threat" instructions.

**Fire and Evacuation**

In the event of a fire, please follow posted evacuation routes and exit the building.

## **Tobacco and Related Products**

Smoking is defined as any product or apparatus (such as an electronic or e-cigarette) that emits smoke or is designed to simulate smoking cigarettes or any other tobacco product. Smoking is allowed only in designated areas. In situations where there is no designated area, the smoker should be 25 feet from the closest building.

The use of tobacco products is not permitted inside any WCC building including the Crossroads Institute, WCC at the Henderson, and W.E.S.T., and no tobacco products are allowed in the classrooms at any WCC site. The college will continue to offer prevention programs for all drugs to promote healthy living.

## **Alcohol and Other Drugs**

It is the Commonwealth's objective to establish and maintain a work environment free from the adverse effects of alcohol and other drugs. The effects of alcohol and other drugs in the workplace could undermine the productivity of the Commonwealth's workforce, one of Virginia's greatest assets. The adverse effects of alcohol and other drugs create a serious threat to the welfare of fellow employees and to Virginia's citizens. Refer to DHRM Policy 1.05 – Alcohol and Other Drugs for complete details. <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/1-05-alcohol-other-drugs-10-5-21.pdf>

## Campus Police Department

**The College Police Department is located in Room 134 of Smyth Hall.**

<b>Contact Information:</b>	<b>Office telephone</b>	<b>276-223-4713</b>
	<b>Chief of Police telephone</b>	<b>276-223-4705</b>
	<b>Departmental cell telephone</b>	<b>276-613-0131</b>

The Campus Police Department is staffed at the Wytheville Campus during the hours of 6:00 a.m. thru 10:00 p.m., Monday – Friday, and on Saturday from 7:30 a.m. to 4:30 p.m. Wytheville Community College Campus Police are on duty at the Crossroads Site to open and close the facility and during operating hours. However, in the event of a staffing shortage, and dependent on the activities scheduled at off campus sites, coverage may be adjusted to shift personnel to the Wytheville Campus as needed. W.E.S.T in Marion has a police officer on duty while classes are being held.

If employees have a need to access college facilities (buildings and/or offices) during hours when the buildings are closed, and Police Department are on duty, employees should check in with the Police Department when they arrive and when they depart for safety purposes. If they need to access their offices or work during a time when Police Department Staff is not on site, it is their responsibility to ensure that their supervisor and someone in their household knows that they are on campus and that they have departed safely. This protocol is for the safety and protection of all employees and should be followed vigorously each time they enter and exit campus during times that the campus is closed.

**In the case of an emergency, emergency telephones are located at the following locations:**

<b>Carroll Hall</b>	To the right of entrance at the ground floor parking lot
<b>Bland Hall</b>	In the vestibule on the 2nd floor of Bland Hall leading to the breezeway to Grayson Hall
<b>Grayson Hall</b>	On the breezeway between Grayson Hall and Fincastle Hall
<b>Smyth Hall</b>	To the right of the main entrance of the front of the building

If employees are on campus outside of the hours noted above for WCC Campus Police Department staff presence, and they need emergency assistance, they should call the Wytheville Police Department at 911. For emergencies at WCC at the Henderson or W.E.S.T, the Town of Marion Police Department should be contacted by calling 911. For Crossroads, for emergencies that occur outside of coverage hours, the City of Galax Police Department should be contacted by calling 911.

## Campus Alert System

Wytheville Community College uses WCC ALERT to immediately contact employees and students during a major crisis or emergency and to relay weather related closings and/or delays. WCC ALERT delivers important emergency alerts, notifications and updates to employees and students on all registered devices via e-mail, text or voice message:

- E-mail account (work, home, other)
- Cell phone
- Smartphone
- Home phone

When an incident or emergency occurs, authorized senders will instantly notify employees and students using WCC ALERT. WCC ALERT is the personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

New users may register online at <https://www.wcc.vccs.edu/wcc-alert>.

Employees and students are requested to remove themselves from WCC ALERT when they are no longer affiliated with the college. Enrollment in the WCC ALERT system is voluntary and is a free service provided by the college.

## Lost and Found

All personal articles found about the college are stored in the College Police Department and may be claimed upon appropriate demonstration of ownership.

## Parking

WCC has open parking on campus with the exception of spaces that are specifically identified and marked for visitors, handicapped and loading zones. Carroll Hall parking lot also has spaces reserved for 1Stop visitors and students.

## College Vehicles

College owned vehicles may be available for business-related travel and are subject to the regulations as set forth by the Commonwealth for use of State Vehicles, including completing a driver form. College employees and volunteers must submit a completed WCC Driver Consent Form and receive approval from the WCC Police Department prior to driving a college owned vehicle. Approved drivers should make reservations with the College Police Department either by e-mail or telephone in advance of their travel date.

If college-owned vehicles are not available for travel, rental arrangements are made through the College Police Department. Employees may also utilize their own vehicles for state travel in accordance with the Commonwealth's travel policy.

## Keys

Keys will be issued and monitored by the Police Department. Keys can be requested by submitting a TeamDynamix ticket and attaching an approved Key Request Form (located on the P Drive under FORMS folder). Employees may be issued keys to the office areas where access is necessary as a part of the job assignment.

Supervisors must approve the key issuance request. All employees are required to sign out for any keys needed. No key will be duplicated or loaned to another person.

Adjunct faculty members will return keys to the Police Department or Supervisor as part of the Separation Check list at the end of each term. Upon termination/separation employees will be responsible for returning the keys to the Police Department or Supervisor as part of the Separation Check.

## Inclement Weather

Decisions concerning the closing or late opening of Wytheville Community College due to inclement weather will be made by college officials on a daily basis and will be announced via the WCC Alert System. Announcements are also posted on the website.

Employees should not be influenced by announcements concerning the public school system as the College is not a part of that system. See the WCC Inclement Weather Closure Policy for additional information: <http://www.wcc.vccs.edu/inclement-weather-delayed-schedule>

Every effort will be made to keep the College open during inclement weather. However, when conditions dictate, the delayed schedule may be put into effect. The delayed schedule will be used as necessary to allow for improvement of road conditions. When the delayed schedule is implemented, the college will open at 10:00 a.m. unless otherwise announced.

## Public Information

Publicity is an important aspect of good public relations, which in turn is essential to the success of the college. The community must be kept informed of promotions, building developments, student and faculty achievements, new programs, important visitors, course developments, and technical developments which take place at the college.

All news releases concerning any of the college activities should be issued through the Public Information Office and/or the President's Office. No college employee should act independently to issue official college comments to the media.

## **MISCELLANEOUS POLICIES**

### **Intellectual Property**

The VCCS Policy Manual includes a detailed description of policies and procedures related to Intellectual Property, including ownership and responsibility issues. Faculty and staff are directed to Section 12 <https://go.boarddocs.com/va/vccs/Board.nsf/goto?open&id=9P3PZG65FAB7> of the manual for specific details. The Vice President of Instruction and Student Development has been designated as the college policy administrator. As necessary, a college committee shall be designated by the President to assist the policy administrator in implementing the provisions of this policy.

### **Copying & Printing**

**Copying/printing by employees should be for college-related business only.**

### **Political Activity**

The VCCS recognizes and encourages the exercise of the right of VCCS employees, as citizens, to engage in political activities on their own time. Should a staff member campaign for or be elected to local, state, or federal office, it is necessary that the individual give assurances to the president and the president in turn shall give assurances to the Chancellor and the State Board that the individual's duties in the System are being carried out fully and with no diminution of effectiveness caused by absences that might be required as a public official.

**In conformance with the foregoing policy, the following guidelines are set forth:**

- Staff members should, as a matter of courtesy, notify the president (or Chancellor) of their intention to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media.
- Should staff members be elected or appointed to local, state, or national office, their first and primary responsibility is to their positions with the institution.
- Should staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or setting directly involving the institution. Employees who are candidates or who promote a public cause or support a candidate must ensure that their activities are not subsidized by public funds or performed during work hours.
- When staff members are elected or appointed and assignments conflict with institutional duties, except for state appointment or offices which are covered by Civil and Work Related Leave, the member is required to take annual or personal leave.

### **Return to Work**

**It is the policy of Wytheville Community College to retain valued employees, to achieve the safe and timely return of injured or ill employees to the workforce, and to reduce agency costs related to disability.**

**This policy shall apply to all WCC employees who are restricted in the performance of their essential functions due to compensable, work-related injuries as well as non-occupational injuries or illnesses. (See WCC's Return to Work Policy - Appendix A)**

**Please note that all work-related injuries must be reported immediately to the supervisor and to the Human Resource Office. Also, any non-occupational injuries and extended illnesses restricting or prohibiting an employee's performance of regular job duties should be reported to the supervisor and Human Resource Office. Work study student injuries must be reported to the supervisor and Human Resource Office and are compensable; however, the student must be performing his/her job function at the time the injury occurs. Other student injuries should be reported to Student Services.**

## **USE OF COLLEGE RESOURCES**

### **Telephones**

**Telephone service is provided for college business use only. Telephone service is an expensive operation and long distance usage should be held to a minimum level. All long distance calls should be made through the long distance network. All college personnel are limited to using the long distance network for essential college business.**

### **Campus & U.S. Mail**

**Individual mailboxes are provided in the building where employees maintain offices. All memos, mail, etc., are placed there. Employees are expected to get their mail daily to ensure efficient communications.**

**Any internal mail containing social security numbers, employee ID numbers, I-9 information, tax withholding forms, bank account information and any other identity specific information are not to be routed via inter office mail. Instead, these documents should be hand delivered to the destination and should not be left unattended. Identity specific information is sensitive and must be treated as such.**

**Outgoing mail should be left in the designated areas for pick up. The College will provide postage for college-related correspondence only.**

## APPENDIX A

### WCC Return To Work Policy (revised 2006, reviewed November 2014)

#### I Policy Statement

It is the policy of Wytheville Community College (WCC) to retain valued employees, to achieve the safe and timely return of injured or ill employees to the workforce, and to reduce agency costs related to disability. This policy shall apply to all WCC employees who are restricted in the performance of their essential functions due to compensable, work-related and non-work related injuries and illnesses.

#### II Notification Procedures

##### WORK-RELATED ILLNESS AND INJURY

An employee must immediately notify his or her supervisor of any work-related injury. The employee and/or supervisor must notify the Human Resources Office to complete and submit the Employer's First Report of Accident form within 24 hours of the incident. As required by Virginia Workers' Compensation law, the Human Resource Officer will also offer the employee a listing of a panel of at least three physicians skilled in the handling of work-related injuries. This panel shall be obtained from the listing maintained by the Commonwealth's Office of Workers' Compensation.

The Human Resources Officer, who will serve as the agency's Return-to-Work Coordinator, will review the Employer's First Report of Accident form and submit it to the Workers' Compensation Program (WCP), administered by the Department of Human Resource Management, within ten days from the date the agency receives notice of the work-related injury.

##### NON-WORK RELATED ILLNESS AND INJURY

For non-work related illness or injury, an employee must notify his or her supervisor as soon as possible after the personal injury or onset of the illness or medical condition that restricts the performance of the employee's regular duties.

In either event, within a reasonable time period of the injury or illness, the Human Resource Officer will communicate with the attending physician. This communication may include a discussion of return-to-work options, such as transitional duty, which is a temporary situation when an employee returns from a work-related or non-work related injury or illness to medically restricted or modified duties. Under transitional duty, duties assigned can be those identified in the employee's current Employee Work Profile with restrictions or another assignment entirely. The Human Resource Officer will submit the employee's Employee Work Profile including the physical demands requirements of the job, to the attending physician to be used in the evaluation of a transitional duty recommendation (if necessary).

#### III Return-to-Work Options

**Released to Return to Work with no Restrictions:** If the employee is released to return to work and can perform the essential functions of his or her pre-injury/illness position, the physician's office or the employee will give the release to the Human Resource Officer, who will coordinate a start date for the employee to report to work. The employee or the Human Resources Officer will notify the WCP and the Virginia Sickness and Disability Program (VSDP – third party vendor), if applicable.

**Released to Return to Work with Restrictions:** If the employee is released to return to work with restrictions, the Human Resource Officer and the employee's supervisor will review the restrictions set forth by the attending physician and will decide if the agency is able to provide transitional duty for the employee. Transitional duty must meet the agency's staffing needs and accommodate the employee's medical restrictions while taking into consideration the welfare and safety of the employee, co-workers, and customers.

The Human Resource Officer will schedule an initial return-to-work meeting with the employee and the employee's supervisor to coordinate the return to work. They will develop transitional duties, which will focus on the employee's abilities as well as comply with the employee's medical restrictions and the College mission.

The Human Resource Officer will complete the Transitional Employment Plan (attachment), which serves as documentation of the duties the employee will perform during the transitional duty period. The Human Resource Officer will review the Transitional Employment Plan with the injured/ill employee and the employee's supervisor, obtain their signatures, and then submit it to the attending physician for approval.

The employee or the Human Resources Officer will communicate this return to work to the WCP and also will notify VSDP (third party vendor), of the employee's return to work (if applicable).

During transitional duty, the Human Resource Officer will meet with the injured/ill employee to discuss concerns and to evaluate his or her progress every month. Transitional duty may be altered, upgraded, or changed in a manner consistent with medical restrictions and in accordance with an individual's improved condition. The Human Resource Officer, in coordination with the employee's supervisor, may amend the Transitional Employment Plan should the employee demonstrate improvement or regression. Any amendments must be resubmitted to the attending physician for approval and a copy forwarded to WCP and VSDP (third party vendor), if applicable.

If the employee cannot return to work in his or her pre-injury/illness job, the Human Resource Officer will attempt to coordinate a return to work within another department.

**No Release to Return to Work:** If transitional duty is not possible for an employee within the agency or if the employee is not released to work, the Human Resource Officer will maintain communication with the employee, WCP, VSDP (third party vendor) [if applicable], and the attending physician in order to obtain the employee's prognosis for recovery and the employee's functional capacity.

#### IV Length of Transitional Duty

Transitional duty shall be made available to those employees who are expected to return to their pre-injury/illness position and normally may not exceed 90 days. At the conclusion of 90 days, the

supervisor in consultation with the Human Resource Officer may terminate the transitional duty assignment. If it is determined that the employee has long term restrictions that result in his or her inability to perform the essential functions of his or her primary position, the provisions of the Americans with Disabilities Act (ADA) and other applicable laws will be applied to determine suitability for employment.

#### Authorization

The Director of Human Resources is responsible for the official interpretation of this policy.

#### Authoritative Citation(s)

Department of Human Resource Management, Policy 4.57, Virginia Sickness and Disability Program

Department of Human Resource Management, Policy 4.60, Workers' Compensation

Governor's Executive Order 52 (99) on Workplace Safety and Health

Governor's Executive Order 94 (05) on Workplace Safety and Employee Health

**TRANSITIONAL EMPLOYMENT PLAN**

Employee Name:	Position Title:
Agency:	Date:

<b>Medical Information</b>	
<b>Current Medical Restrictions: (or attach physician prescription)</b>	
Date Restrictions Began:	Next Medical Appointment:

<b>Transitional Plan (use additional pages as required)</b>	
<b>Describe the specific duties/tasks that will be assigned</b>	
<b>Percent of physical, mental, and environmental demands required to perform duty/task</b>	
Plan Start Date:	Plan End Date:
A. Specific duties:	B. Demands:
<b>Schedule of Hours/Day, Days/Week (include progression if appropriate):</b>	

<b>Special Considerations:</b>	
--------------------------------	--

<b>Signatures of Agreement</b>	
I have been provided with a copy of this plan and should I experience any difficulties during my transitional employment, I will discuss them with my supervisor. Any changes to these duties must first be discussed with Human Resources and approved by my treating physician.	
Employee Signature:	Date:

I acknowledge that I have reviewed the transitional plan and understand that any modifications to this plan must first be approved by the treating physician.	
Supervisor Signature:	Date:
I acknowledge that I have reviewed this transitional employment plan and approve for my patient to participate. [If physician does not agree with this plan, please give medical rationale for disapproval on the back.]	
Physician Signature:	Date:

**PHYSICAL DEMANDS FORM**

Employee Name:	Position Title:
Agency:	Sub Agency:
Date Completed:	# of Hours per Workday:
Completed By Supervisor:	Phone #:
Treating Physician:	Phone #:

**Physical Demands of Position**

Make the appropriate entry for each of the following items to describe the extent of the specific activity performed by this employee during the course of a typical work period.

	None (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
<b>Sitting</b>	_____	_____	_____	_____
<b>Standing</b>	_____	_____	_____	_____
<b>Walking</b>	_____	_____	_____	_____
<b>Bending Over</b>	_____	_____	_____	_____
<b>Climbing</b>	_____	_____	_____	_____
<b>Reaching Overhead</b>	_____	_____	_____	_____
<b>Kneeling</b>	_____	_____	_____	_____
<b>Pushing or Pulling:</b>				
a. With legs	_____	_____	_____	_____
b. With arms	_____	_____	_____	_____
c. With body	_____	_____	_____	_____
<b>Lifting or Carrying:</b>				
a. 10 lbs. or less	_____	_____	_____	_____
b. 11 to 25 lbs.	_____	_____	_____	_____
c. 26 to 50 lbs.	_____	_____	_____	_____
d. 51 to 75 lbs.	_____	_____	_____	_____
e. 76 to 100 lbs.	_____	_____	_____	_____
f. Over 100 lbs.	_____	_____	_____	_____
<b>Repetitive Use of Feet:</b>				
a. Right only	_____	_____	_____	_____
b. Left only	_____	_____	_____	_____
c. Both feet	_____	_____	_____	_____

**Physical Demands (continued)**

**Repetitive Use of  
Hands**

a. Right only \_\_\_\_\_  
b. Left only \_\_\_\_\_  
c. Both hands \_\_\_\_\_

**Simple/Light  
Grasping:**

a. Right only \_\_\_\_\_  
b. Left only \_\_\_\_\_  
c. Both hands \_\_\_\_\_

**Firm/Strong  
Grasping:**

a. Right only \_\_\_\_\_  
b. Left only \_\_\_\_\_  
c. Both hands \_\_\_\_\_

**Is employee required to drive a car?**

Yes  No

If yes, please

describe: \_\_\_\_\_

**Is the employee required to operate heavy equipment?**

Yes  No

If yes, please

describe: \_\_\_\_\_

**Is employee exposed to dust, gas or fumes?**

Yes  No

If yes, please explain: \_\_\_\_\_

**Is employee exposed to marked changes in temperature or  
humidity?**

Yes  No

If yes, please explain: \_\_\_\_\_

**Work Schedule Requirements**

Describe the employee's specific shifts (including rotating) and/or the hours worked, any travel requirements, and overtime

**Physician Comments**

**Please check the appropriate box below and provide comments as necessary.**

I release \_\_\_\_\_ to the position as described above.

I release \_\_\_\_\_ to the position as described above with the following restrictions:

The medical rationale for these restrictions is:

I am unable to release \_\_\_\_\_ to the position as described above.

The medical rationale for this is:

Date of next scheduled appointment:

<b>Physician's Signature:</b>	<b>Date:</b>
-------------------------------	--------------

**Appendix B****Wytheville Community College: Educational Assistance Request Form**

Employee Name/Empl ID #	Original Appointment Date	Position Title
Supervisor	Section/Division	Teaching Field(For Faculty)

Check below to indicate type of assistance requested (Check One)

**Educational Aid:** This is for a course taken at a college or university other than WCC. Maximum allowed is \$500 per semester, \$1000 per academic year.

**Continuous Learning Credit:** This is for a course taken at WCC. Maximum allowed is six (6) credit hours per semester (fall, spring, and all summer sessions combined)

**Purpose of Request (Check One)**

- Job-Related: Supervisor's signature verifies that course is related to current position responsibilities
- Degree Requirement: Verification of acceptance into a degree program must be on file
- Continuous Learning: Can be for job-related or non-job-related courses taught at WCC

**Payment Option (Check One) Note that IRS Tax regulations apply**

- Reimbursement: Contingent on receipt of a grade of "C" or better and supporting documentation.
- Up-Front Payment: Promissory Note must be completed and attached to this form.
- Continuous Learning: WCC tuition and fees waived

**Leave Request (Check One)**

- After Hours Study
- During Hours Study: Note: for classified employees an adjusted work schedule will be attached.
- Leave of Absence With Pay: Promissory Note Must be Completed
- Leave of Absence Without Pay: If educational expenses are being paid, promissory note must be completed.

**Course Information**

College/University to be attended \_\_\_\_\_

College

Address \_\_\_\_\_

Course Number	Course Title	Semester Hours	Start Date	End Date	Tuition Costs	Mandatory Fees
<b>Sub Total</b>						
<b>Total</b>						

Employee Signature \_\_\_\_\_

Date of Aid Request \_\_\_\_\_

President's Approval or Designee \_\_\_\_\_

Supervisor's Approval \_\_\_\_\_