



# James Sprunt Community College *PART-TIME EMPLOYEE HANDBOOK*

# EMPLOYEE HANDBOOK

Published by Human Resources Department

James Sprunt Community College issues this PART-TIME FACULTY AND STAFF HANDBOOK for the purpose of furnishing relevant information to all employees. Announcements, rules, regulations, policies, and procedures contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the North Carolina Community College System, the State Legislature, the Board of Trustees, and/or local conditions may make some alterations necessary.

The information contained in this handbook should in no way be considered an employment contract or a guarantee of continued employment. Employment with James Sprunt Community College is on an at will basis. This handbook is intended only as a convenient guideline for employees relevant to various campus policies, procedures, or programs. The handbook is not to be considered as an official publication of the Board of James Sprunt Community College. In case of any variation from or conflict with the bylaws or policies of the Board of James Sprunt Community College, the official bylaws and policies of the Board of James Sprunt Community College shall prevail.

The administration is receptive to and encourages suggestions for the improvement of this HANDBOOK; suggestions should be submitted in writing to the Director of Human Resources & Campus Safety. In the belief that a well-informed faculty and staff is essential to the success of James Sprunt Community College, this HANDBOOK is revised, when necessary, and such revisions are presented to each faculty and staff member as early as possible. It is approved by the Board of Trustees at a regular meeting and becomes official and remains in force until additional revisions are necessary and approved by the Board. No publication can cover every aspect of the College's operation, but an attempt has been made to cover those most essential.

Each part-time employee should become familiar with the HANDBOOK as well as the CATALOG and the STUDENT HANDBOOK in order to contribute to the continued success of the College. This publication will be updated annually. This handbook is also available on the JSCC website under "Human Resources" and the network.



## MESSAGE FROM THE PRESIDENT

### Welcome to James Sprunt Community College!

As you begin part-time work at James Sprunt Community College (JSCC), you are joining a remarkable community. JSCC is founded upon the principle of the pursuit of excellence. Working together, students, staff and faculty make possible the first-class education of our talented students. You can take justifiable pride in the role you will play as part of the team that sustains JSCC's diverse and challenging endeavors.

We are pleased that you are working with us as a temporary/part-time employee. I hope you enjoy your relationship with James Sprunt Community College!

Sincerely,

*Dr. Lawrence L. Rouse*

Dr. Lawrence L. Rouse  
President

## MESSAGE FROM THE DIRECTOR OF HUMAN RESOURCES & CAMPUS SAFETY

### **If you are a new part-time/temporary employee:**

Welcome to James Sprunt Community College (JSCC)!

The JSCC family would like to extend a personal welcome to you as a part-time/temporary employee of James Sprunt Community College. JSCC is an exciting and dynamic organization. Our primary mission is simple: we are dedicated to providing the highest quality education to meet the needs of our students, area employers, and the community at large. We feel that JSCC plays a vital role in offering a variety of educational programs while addressing the training and educational needs required for a highly skilled workforce.

The staff of the Office of Human Resources is available to assist you in getting oriented to the College's policies and procedures.

This Part-time Employee Handbook is new. We hope each part-time employee will read it carefully and note any questions or suggestions for change or improvement. This JSCC Part-time Employee Handbook is designed to provide part-time employees with comprehensive information about JSCC's policies, procedures and important information in an easy to read format. We encourage you to use it as a reference manual to provide the answers to your questions.

Our intent in selecting and compiling the information for inclusion in the Handbook was to have a relatively brief and "user friendly" book that would answer the most commonly asked questions for most employees. We hope we have done that.

As with any printed manual, there may be changes made to this Handbook. Any substantive changes in any policy, regulation or procedure during the year will be advised to all employees, updated in the Handbook, and posted on the JSCC website. Recommended additions, deletions or changes may be submitted to the Office of Human Resources that would make the Handbook more useful to you. Thank you!

*Kristy D. Brinson*

Director of Human Resources & Campus Safety



# What is James Sprunt Community College?

## **Mission Statement and Goals for James Sprunt Community College**

James Sprunt is a comprehensive, open-door, community-centered college that responds to the needs and growth of Duplin County and surrounding areas by enabling a diverse population of individuals to attain their personal, academic and career goals; through collaborating with public schools, senior colleges, and other community colleges to provide secondary and post-secondary educational opportunities; through partnering with area businesses and industries in meeting their training and retraining needs; by enhancing the educational, economic, and cultural development of the service area; and by improving the quality of life in the community.

*JSCC Board Approved, January 15, 2008*

## **James Sprunt Community College Goals**

1. To develop through educational training or retraining programs, adults competent in the knowledge and skills necessary to prepare them as an informed, productive, and qualified work force. To educate individuals desiring to continue their education at other institutions of higher education and to promote cooperative relationships with these institutions to ensure a smooth transfer process.
2. To increase the competence level of adults who possess less than a high school education or who are otherwise undereducated or underskilled. To increase among pre-college youth the opportunities for and eventual participation in post-secondary education through articulation and other cooperative efforts with the public schools.
3. To enhance the quality of community life by sponsoring or co-sponsoring a variety of educational and cultural community services courses and activities. To serve as a catalyst to Duplin County's progress in business development, cultural awareness, leadership development training, county-wide and regional strategic planning efforts and other collaborative efforts. To accomplish the college's educational and community development mission through effective planning and management processes.
4. To provide educational support services which enable students to enroll in appropriate programs, continue to make progress, and meet their educational goals.

5. To provide a beneficial, safe and healthful learning environment; and to plan for, acquire and maintain modern and accessible facilities, equipment and technology. To ensure high quality in all programs and services by attracting, retaining and supporting a well-qualified and diverse faculty and staff through competitive salaries and appropriate personnel and staff development services.

6. To enhance student academic achievement and retention by improving the first year experience.

***JSCC Board Approved, January 15, 2008***

### **Accreditation**

James Sprunt Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of James Sprunt Community College.

JSCC also is accredited by the N.C. State Board of Community Colleges, the Commission on Accreditation of Allied Health Education Programs, N.C. Department of Justice Criminal Justice Standards Division, American Health Information Management Association, and the N.C. State Board of Nursing. JSCC also is approved by the Division of Vocational Rehabilitation, the National Accrediting Agency for Clinical Laboratory Sciences and the State Board of Cosmetic Art Examiners.

### **The Community College System**

Prior to 1963, state-supported industrial education in North Carolina was administered through the public school system with boards of education having local policy responsibility. In 1963, the Community College System was established by the North Carolina Legislature. This was the beginning of a completely new educational era in North Carolina. Provision for the establishment, organization, and administration of a system of educational institutions throughout the state is spelled out in Chapter 115-D of the General Statutes of North Carolina.

### **Mission Statement for the North Carolina Community College System**

The mission of the North Carolina Community College System is to open the door to opportunity for individuals seeking to improve their lives and well being by providing:

- education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;
- support for economic development through services to business and industry; and
- services to communities and individuals, which improve the quality of life.

Adopted by the State Board of Community Colleges, 10/93. Revised 3/10/94, 4/15/94.

James Sprunt Community College operates under policies as prescribed by the state of North Carolina, the State Board of Community Colleges, the NC Community College System, and the local Board of Trustees.

### **Non-Discrimination Policy**

James Sprunt Community College, its faculty and staff, and the Board of Trustees are committed to equality of educational opportunity. The College does not discriminate against applicants, students, or employees. Moreover, the College is committed to cultural diversity and actively seeks larger numbers of minorities within the College community. This policy applies to both students and employees at all levels of the College's operations.

The Director of Human Resources & Campus Safety and Vice President of Student Services serve as the Title IX Coordinators. If an employee or applicant feels that he/she has been discriminated against or denied service on the basis of race, color, national origin, age, sex, or handicap, he/she should report such to the Director of Human Resources & Campus Safety. If a student or prospective student feels that he/she has been discriminated against or denied service on the basis of race, color, national origin, age, sex, or handicap, he/she should report such to the Vice President of Student Services. They will review appeal procedures with the aggrieved person.

### **Diversity Statement**

James Sprunt Community College represents rich diversity among its faculty, staff, and students. The College and the Board of Trustees promote and support a student body, faculty, staff, and an administration that is multicultural and diverse. To meet these goals, the College supports policies, curricula and co-curricular activities that encourage understanding, respect, and appreciation of all the various groups who are members of our community.



### **James Sprunt Community College History**

James Sprunt Community College is a comprehensive community college that offers education and training services through numerous TECHNICAL/VOCATIONAL CURRICULA in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/interior design, law enforcement and numerous other fields; COLLEGE TRANSFER/UNIVERSITY PARALLEL studies in the freshman and sophomore years of baccalaureate programs; and a host of CONTINUING EDUCATION programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of vocational interests.

The core of the College's mission is world-class workforce development. JSCC is one of fifty-eight institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accordance with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of James Sprunt Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the James Sprunt Community College Board of Trustees, and College officials.



# Life at James Sprunt Community College

## COLLEGE'S HOURS OF OPERATION

### NORMAL SCHEDULE

James Sprunt Community College is **open** for business the following hours:

8:00 a.m. - 10:00 p.m. Monday through Thursday

8:00 a.m. - 12:00 p.m. Friday (Fall/Spring Semesters)

(Classes generally begin at 8:30 a.m.)

Normally **staff** and administrative **offices** are open:

8:00 a.m. - 5:00 p.m. Monday through Thursday

8:00 a.m. - 12:00 p.m. Friday (Fall/Spring Semesters)

The **library** (located in the Boyette Building) maintains the following hours:

8:00 a.m. - 9:00 p.m. Monday through Thursday

8:00 a.m. - 12:00 p.m. Friday (Fall/Spring Semesters)

The office of the **Instructor/Coordinator – Evening & Weekend Services**, located in the Strickland Center, is open each evening, Monday through Thursday until 10:00 p.m. and a counselor is also available during the evening hours in the Student Services Offices. The College **Switchboard** operates as follows:

7:30 a.m. - 10:00 p.m. Monday through Thursday

7:30 a.m. - 12:00 p.m. Friday

## SUMMER SCHEDULE

Since 1991, the College has chosen to operate on a 4-day work schedule during the Summer Semester. When that schedule is in effect the following hours are observed:

Administrative Offices are open:	7:30 a.m. - 5:30 p.m.(Monday through Thursday)
Classes are offered:	7:30 a.m. - 11:00 p.m.(Monday through Thursday)
The Switchboard operates:	7:00 a.m. - 11:00 p.m.(Monday through Thursday)
The Library	8:00 a.m. - 8:00 p.m. (Monday through Thursday)

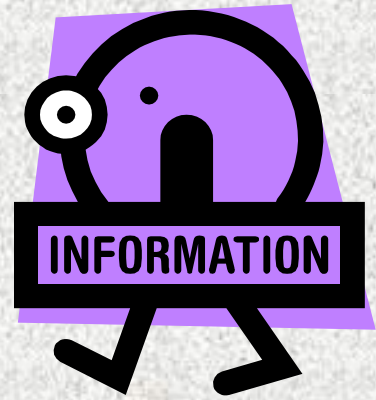
The decision to operate the Summer Semester on a four-day schedule is made each Spring. At that time, each employee's summer schedule is established in consultation with their supervisor to provide that employees work their normal number of hours in the shorter workweek.

**Temporary Part-Time without Benefits** - A position not established in the budget as a regular or recurring position. All employees classified as temporary part-time without benefits are limited to no more than 25 hours per week on ALL combined contracts.

## PAYDAY

Normally, payday is the last workday of each month. In December, though, paychecks may be issued before Christmas if the N.C. Community College System authorizes. This is determined annually based on the budget.

A time sheet is to be completed by each part-time temporary employee and submitted to their immediate supervisor by the 1<sup>st</sup> of each month. Please discuss this process further with your supervisor.



# James Sprunt Community College

## Personnel Policies, Procedures & Information you should know

## **Equal Employment Opportunity and Nondiscrimination**

General Policy Statement: James Sprunt Community College (the "College") is committed to equality in employment opportunity and does not discriminate against employees or applicants for employment on the basis of any legally protected status. The College supports the protections against discrimination available to applicants and employees under all applicable federal, state, and local laws, including but not limited to Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, the North Carolina Equal Employment Practices Act, and Chapter 115D of the North Carolina General Statutes, as these and other applicable laws from time to time may be amended

A full copy of this policy is in the Human Resources Department and the Library. A copy may be requested from the Director of Human Resources & Campus Safety.

## ***General Information***

### **Employee Conduct and Dress**

All employees are expected to conduct themselves in a manner that will reflect credit to the College. Employees are encouraged to dress in a manner which observes health and safety requirements and which reflects as an example for students. A college attempts to help students lift their levels of life academically, socially, politically, and economically. All faculty and staff are urged to work with students, both by precept and example, to improve their lives. How one looks sends a powerful message. Look collegiate. Appear professional. Be a worthy example of all who see and hear you. Dress and speak as an example to others.

### **You Are James Sprunt Community College**

Employees of James Sprunt Community College represent the college both on and off the job site. Every employee is expected to be willing and able to represent the college in the most positive manner with prospective, former and current students, colleagues, clients, suppliers, visitors and the community served.

Courtesy and cooperation are essential to the successful operation of our college. Since an employee's conduct influences the general public's opinion of the college, James Sprunt asks that all employees serve as a proud and positive ambassador for James Sprunt and the services we provide to the community. Community relations are everyone's responsibility and we thank employees for doing their part!

## **Sexual Harrassment**

Faculty, staff and students at James Sprunt Community College have a right to be free from sexual harassment in the James Sprunt environment. James Sprunt does not condone actions, words, jokes or comments that a reasonable person would regard as sexually harassing or coercive. Anyone feeling it necessary to discuss what may appear to be a sexual harassment or discrimination problem should refer to the Discrimination and Sexual Harassment Complaint Process.

### **Definition of Sexual Harassment**

Sexual harassment encompasses any sexual attention, from either gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission is made an express or implied term or condition of employment or status in a class, program or activity.

Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course).

The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile or offensive environment for work or learning, including harassment in the James Sprunt environment from an outside party, such as a vendor.

Sexual harassment may take many forms, for example:

Physical assault.

Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades.

Direct propositions of a sexual nature.

Comments of a sexual nature.

Sexually explicit statements, questions, jokes or anecdotes.

Unnecessary touching, patting, hugging or brushing against a person's body.

Remarks of a sexual nature about a person's clothing, body, sexual activity or previous sexual experience.

Students, faculty and staff need to be concerned not only with the intent of their actions of this kind but also the effects; while sexual harassment involves repeated, unwanted sexual attention, persons involved in isolated or inadvertent incidents demonstrate insensitivity toward others. Repeated

occurrences will be considered intentional violations of the policy, and educational programs are available to alleviate those occurrences.

## **Discrimination and Sexual Harassment Complaint Process**

Any James Sprunt employees, students or persons who have submitted applications for employment or admission who feel they have been denied equal opportunity on the basis of sex, race, age, creed, color, national origin, religion, sexual orientation, marital status or disability may seek remedy through an internal complaint process. This process also pertains to those who feel they have been the subject of sexual harassment. The college assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. The Director of Human Resources (Employees) or Vice President of Student Services (Students) will advise the complainant of the necessary steps in the complaint process. If the complaint involves alleged discriminatory or harassing behavior by the Director of Human Resources or Vice President of Student Services, the President should be contacted in lieu of the Director of Human Resources or Vice President of Student Services wherever referenced in the following procedures.

### **Informal Inquiry**

Individuals are encouraged to make informal inquiry to their immediate supervisor, instructor, advisor or counselor as soon as possible following the date of occurrence of the event giving rise to the complaint communication. The staff member contacted will report the incident to the Director of Human Resources for purposes of documentation and advice regarding the necessary steps of the complaint process. Every effort should be made to resolve the conflict at this time. If this is not possible, the individual will be referred to the Director of Human Resources.

### **Formal Complaint Process**

The Director of Human Resources (Employees) or Vice President of Student Services (Students) should be contacted immediately following the event giving rise to an alleged discrimination or harassment complaint or at the time the complainant becomes aware of such an event or situation. If a resolution has not been reached or is not possible through the informal process, the following steps may be taken.

#### **Step One**

James Sprunt requires that aggrieved persons who believe they have been the subject of sexual harassment or discrimination because of sex, race, age, creed, color, national origin, religion, sexual orientation, marital status or disability submit a written complaint to the Director of Human Resources (Employees) or Vice President of Student Services (Students) within 30 calendar days of the occurrence of the event or situation. The written complaint should contain the date of the occurrence, location, party or parties involved, names of witnesses, the facts and/or rationale of the complaint and the category (age, sex, disability, etc.).

#### **Step Two**

The Director of Human Resources (Employees) or Vice President of Student Services (Students) will conduct an investigation based upon the complaint. The investigation will be conducted per the following process:

- a. Meet with the person against whom the complaint is made and provide them with complete information of the complaint. The alleged perpetrator will have the opportunity to respond to the complaint at that time or may respond within the next five days.
- b. After the response has been made, the Director of Human Resources (Employees) or Vice President of Student Services (Students) will conduct the investigation through interviews with others who may he/she witnessed the incident or been in the vicinity where the alleged behavior occurred.
- c. The Director of Human Resources (Employees) or Vice President of Student Services (Students) will provide a written summary/report to the complainant and alleged perpetrator within 30 calendar days of receipt of the complaint. The summary will include a thorough and documented review of the circumstances under which the alleged discrimination or harassment occurred.

### Step Three

The Director of Human Resources (Employees) or Vice President of Student Services (Students) will make recommendations for resolution of the complaint. If a satisfactory resolution can be arrived at, the terms of the resolution will be documented in writing and made part of the complaint file. In the event the complaint is found to be valid and involves an individual's behavior, that person will receive appropriate counseling or disciplinary action. Ultimate dismissal is included in any disciplinary actions that may occur.

### Step Four

If a satisfactory resolution has not been arrived at, the complainant will have ten calendar days to request in writing that the President review and adjudicate the complaint. The President will review the complaint and within ten calendar days take appropriate action to resolve the matter.

### Step Five

All aggrieved persons are encouraged to process complaints of alleged discrimination or harassment through the internal procedures established for this purpose. However, the complainant may seek remedy at any time from the Federal Equal Employment Opportunity Commission or other appropriate agencies. The complaint must be filed within 180 days of the alleged discrimination.

The complainant may withdraw the complaint at any time and resolution reached at any step of the process.

## **Employee Complaint Process (other than discrimination)** **Board-Approved Employees**

Any employee may pursue a job-related complaint. Complaints should be brought to the attention of the employee's immediate supervisor within ten working days from the date of the occurrence of the event giving rise to the complaint, or ten working days from the date that the employee should have reasonably become aware of the event. Within five working days after presentation of the complaint, the immediate supervisor or designee shall respond in writing to the employee.

In the event the complaint has not been satisfactorily resolved at this level, the employee may pursue the process in written form to the next level of authority within five working days. The response from this administrative level will be given in writing no later than ten working days after receipt of this written complaint. This time frame shall be followed at all subsequent administrative levels through the President or designee.

Complaints that come to the attention of the members of the Board of Trustees shall be referred to the President for resolution.

## **DRUG AND ALCOHOL-FREE WORKPLACE POLICY**

### **Statement of Policy**

The employees of the College are its most valuable resource, and their health and safety are of great importance. The use of illegal drugs and the abuse of alcohol are harmful to health, and the College will not tolerate any drug or alcohol use which imperils the health and well being of its employees, students, or the public at large, or which could result in damage to College property. All employees have the right to work in a drug and alcohol-free environment, and the College is committed to maintaining a safe workplace free from the influence of illegal drugs and alcohol.

This statement of the drug and alcohol-free workplace policy of the College is being provided as part of its good faith commitment to complying with the Drug-Free Workplace Act of 1988 and to maintain a safe workplace. Employees are required to abide by this policy as a condition of their employment with the College.

### **Definitions**

For purposes of this policy, the term "prohibited drugs" means any "controlled substances" as defined at 21 U.S.C. 802 and listed on Schedules I through V of 21 U.S.C. 812, as revised from time to time, and as defined by other federal statutes and regulations. Generally, these are drugs, which have a high potential for abuse and include but are not limited to heroin, marijuana, cocaine, PCP, amphetamines, and "crack." Also included are any other drugs that are illegal under federal, state, or local law, legal drugs that have been obtained illegally or are not being taken as prescribed by a licensed health care provider, and substances that are not intended for human consumption (such as glue). "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

For purposes of this policy, “workplace” includes the buildings, grounds, and parking lots of the College campus, satellite facilities, or any other location where the business of the College is being performed or carried out, and College equipment and vehicles.

### **Violation of Policy**

A violation of this drug and alcohol abuse policy occurs when any employee:

- Engages in the unlawful or unauthorized manufacture, distribution, dispensing of, possession of, sale, purchase, or use of any prohibited drug or alcohol while at the workplace, while traveling to or from the workplace, while using equipment owned or leased by the College, while in a vehicle owned or leased by the College, while at work or during working hours, while engaged in business for the College, or while representing the College away from the workplace, except for the reasonable social use of alcohol in a business/social setting;
- Manufactures, distributes, dispenses, possesses, sells, purchases, or uses prohibited drugs away from the workplace in a manner that adversely affects the employee’s work performance, his or her or others’ safety at work, or the regard or reputation of the College in the community;
- Manufactures, distributes, dispenses, possesses, sells, purchases, or uses alcohol away from the workplace in a manner that adversely affects the employee’s work performance or his or her or others’ safety at work;
- Fails to report to the College a conviction under any federal or state criminal drug statute or conviction of an alcohol-related crime that results from a violation occurring in the workplace more than five (5) calendar days following such conviction; or,
- Stores any prohibited drug or alcohol in a locker, desk, vehicle, or other repository owned or leased by the College or located at the workplace.

Commission of any of the above violations will result in disciplinary action, up to and including termination. Likewise, at its sole discretion and in lieu of or in addition to taking disciplinary action against the employee, the College may require the employee, on his or her own time and at his or her own expense, to participate in and complete satisfactorily a substance abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency. The Drug Free Workplace Act of 1988 also requires the College to notify any federal agency (ies) with which it contracts of all convictions of employees for workplace drug- related crimes within ten (10) calendar days of receiving notice thereof.

In accordance with the Drug-Free Workplace Act of 1988, the College will take disciplinary action against any employee who is convicted under any federal or state criminal drug statute for a workplace-related violation and/or will require the employee to participate in and complete satisfactorily an approved substance abuse assistance or rehabilitation program.

### **Awareness Program**

To assist employees and their families to understand and avoid the perils of drug and alcohol abuse, the College has established a comprehensive awareness program. The

College will use the program in an ongoing educational effort to prevent and eliminate drug abuse that may affect the workplace. The awareness program will strive to inform employees of the following:

- The dangers of drug and alcohol abuse in the workplace;
- The College's drug and alcohol policy and its intention to maintain a drug and alcohol-free workplace;
- The availability of counseling, rehabilitation, and assistance programs for employees who voluntarily seek such assistance; and
- The penalties that the College will impose for violation of this policy.

James Sprunt Community College is committed to the maintenance and protection of an environment in which students and faculty members "can responsibly pursue their goals through learning, teaching research, and discussion, free from internal or external restraints that would unreasonably restrict their academic endeavors." Additionally, it is the obligation of all members of the college community -- students, faculty, administrators, and other employees -- to help maintain an atmosphere where academic freedom thrives and in which the rights of each person within the college community are respected.

### **UNLAWFUL USE**

Illegal drug use poses a new threat to higher education communities. Drugs endanger the health and safety of all persons within these communities and jeopardize the integrity of the pursuit of learning and teaching. Therefore it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. James Sprunt Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who unlawfully possesses, uses, sells, gives, or in any way transfers a controlled substance or alcohol to another person, or manufactures a controlled substance or alcohol while in the workplace, on college premises, or as a part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed

physician. Alcoholic beverages include beer, wine, whiskey and other beverages listed in Chapter 18B of the General Statutes of North Carolina.

3. If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the college workplace, on college premises, or as a part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled or if an employee, be terminated from employment. Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any person charged with a violation of these "Unlawful Use" policies may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Director of Human Resources determines that the continued presence of such person within the college community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry.
4. Each employee or student is required to inform the Director of Human Resources at the College, in writing within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the college workplace, on college premises, or as a part of any college-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court.
5. The Director of Human Resources must notify U.S. Governmental agency from which a grant was made within ten (10) days after receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the college within 30 days. As a condition of employment on any federal government grant, the law requires all employees to abide by the policy.
6. A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is attached and included as part of this policy.

### **ADDITIONAL POLICY**

No employee, student or guest shall knowingly use or be under the influence of any non-prescribed narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the college campus; however, the legal use of alcoholic beverages may be allowed as appropriate at selected off-campus college-sponsored activities.

## **TOLLFREE HOTLINES**

The Alcohol Abuse 24-Hour Helpline	1-800-562-1240
Careline (Office of Citizens Services - Information & Referral )	1-800-662-7030
Child Help's National Abuse Hotline	1-800-422-4453
CSAP National Drug Information Treatment & Referral	1-800-662-HELP
CSAP's Drug Free Workplace Helpline	1-800-729-6686
Drug Intervention Services of America	1-800-752-6432
Duke Poison Control Center	1-800-672-1697
Fetal Alcohol Syndrome Information Hotline	1-800-532-6302
Hazelden (Resources)	1-800-328-9000
Missing Children Help Center	1-800-872-5437
Mount Regis Center - Alcoholism & Drug Addiction Treatment	1-800-477-3447
National AIDS Hotline (24-Hour)	1-800-342-2437
National AIDS Hotline (Spanish, 24-hour)	1-800-344-7432
National Alcohol Hotline (24-Hour)	1-800-252-6465
National Center for Missing & Exploited Children	1-800-843-5678
National Child Watch Campaign	1-800-222-1464
National Cocaine Hotline	1-800-COCAINE
National Council on Alcoholism & Drug Dependence Hopeline	1-800-NCA-Call
National Council on Compulsive Gambling	1-800-522-4700
National Food Addiction Hotline	1-800-872-0088
National Parents' Resource Institute for Drug Education (PRIDE)	1-800-677-7433
National Safety Council	1-800-621-7619
National STD Hotline	1-800-227-8922
Vanished Children's Alliance (formerly Missing Children Network)	1-800-235-3535
National Clearinghouse for Alcohol & Drug Information	1-800-729-6686

Parents Anonymous (Child Abuse)	1-800-421-0353
Youth Crisis Hotline	1-800-448-4663

**LOCAL CONTACTS**

Emergency	911 or	296-1911
Duplin County Emergency Services		296-0343
Duplin County Sheriff's Office		296-2150
Duplin General Hospital		296-0941

**CAMPUS RESOURCES**

Students Should Contact:

Student Services Department	Counselors	Extensions:	2506
			2508
Student Support Services	Director	Extensions:	2445

Employees Should Contact:

Human Resources	Director	Extensions:	1429
			2410
			2411

## **SMOKING POLICY**

James Sprunt Community College Board of Trustees recognizing the rights of smokers and non-smokers in public facilities has directed the following policy be placed in effect:

- a. Smoking of tobacco products on the main campus of JSCC and in off-campus facilities owned or managed by JSCC is restricted to outdoors and to the specific areas marked "Designated Smoking Area."
- b. All designated smoking and no smoking areas require review by the Physical Resources Committee, the Safety and Health Committee, and the College Council. The President's Council, with final approval by the President, is responsible for designating all smoking and no smoking areas.
- c. Smoking in facilities not owned or managed by JSCC will comply with the policies of the landlord or agency with responsibility for the facility. Smoking in any classroom, shop, or laboratory, on or off campus, during instructional time is prohibited.
- d. Smoking in JSCC institutional vehicles is not permitted.

JSCC Board of Trustees

11/11/93 – Updated January 19, 2010

- \* Any questions or problems related to smoking or this policy should be brought to the attention of the Vice President of Administrative and Fiscal Services immediately so that they may be addressed.

## **Handling of Confidential Information**

Many employees will be exposed and have access to information which is of a confidential nature. Such information should not be shared with unauthorized personnel.

### **Personnel Files**

An official file for each employee will be kept at all times within the Human Resources office. All employment documentation such as contracts, evaluations, educational attainment records and application materials will be kept in this file. Employees may have access to their file (except for confidential letters of reference) at any time by calling Human Resources to make an appointment. Some personnel information will be maintained in electronic form only (scanned) and with adequate notice, can be printed for the employee's review. Personnel and payroll information is also maintained in our electronic database.

Medical information, such as sick leave verification forms and physician return to work forms, will be kept in a "Medical File" separate from the employee's general employment file. Only the Human Resources staff will have access to an employee's confidential medical file.

Upon completion of college course work, employees should forward a copy of the transcript to the Human Resources office to be maintained in the employee's personnel file.

The following information is kept on each employee and is available to any person during regular business hours from the Director of Human Resources & Campus Safety: name; age; date of original employment; current position title; duties performed; salary; date and amount of most recent increase or decrease in salary; office to which currently assigned; date of most recent promotion, demotion, transfer, suspension, separation or other change in position classification.

All other information is not made available for inspection except to persons or agencies authorized to have access to such records as allowed by North Carolina General Statute. Any person requesting access to confidential information will be required to submit satisfactory proof of identity to the President or the Director of Human Resources. Employees for which restricted information is requested will be informed of the request and the authorized person making the request.

Additional information on guidelines for releasing information from personnel files may be obtained from the Human Resources Department.

The college will maintain personnel records for the period of time as required by law.

## **Changes in Personal Data**

In order to maintain accurate records, it is necessary that the Human Resources office be notified promptly of any changes in name, address, phone number, and name and phone number of the individual to contact in case of an emergency.

## **Responsible Use of Information Technology**

In pursuit of its mission of teaching, educational excellence and public service, the Board of Trustees of James Sprunt Community College provides access to computing and information resources for students, faculty, staff and other authorized users within institutional priorities and financial capabilities.

The policy for Responsible Use of Information Technology at James Sprunt contains the governing philosophy for regulating faculty, student, staff and other authorized users of the college's information technology resources. This policy establishes the general principles regarding appropriate use of equipment, software and networks. By adopting this policy, the college recognizes that all members of the college are also bound by local, state and federal laws relating to copyrights, security and other statutes regarding electronic media.

## **Policy**

All members of the college community who use James Sprunt's computing resources are responsible for the integrity of the resources. All users of college-owned or college-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. James Sprunt's policy requires that all members of its community act within relevant laws and contractual obligations and with the highest standard of ethics.

Users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone) mail boxes, text (electronic mail and file transfer) and image (graphics and television). The principle of academic freedom will apply to public communications in all of these forms.

Access to the college's Information Technology facilities and resources is a privilege granted to college students, faculty and staff. Access to college information resources may be granted by the owners of that information based on the owner's judgment of the following factors: relevant laws and contractual obligations, the requester's need to know, the information sensitivity and the risk of damage to or loss by the college. The college reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources. Data owners—whether departments, units, faculty, students or staff—may allow individuals other than college faculty, staff and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, college policy or any federal, state, county or local law or ordinance, and so long as such access does not negatively impact primary users.

College Information Technology facilities and accounts are to be used for the college related activities for which they are intended and authorized. College Information Technology resources are not to be used for commercial purposes or non-college related activities without written authorization from the college. In these cases, the college will require payment of appropriate fees. This policy applies equally to all college-owned and college-leased computers and peripherals. Similarly, solicitation for any purpose also requires written authorization from the college.

Access to information resources without proper authorization from the data owner, unauthorized use of college computing facilities and intentional corruption or misuse of information resources are direct violations of the college's standards for conduct.

### **Enforcement**

Alleged violations of this policy shall be handled according to the judicial processes outlined in the James Sprunt Community College Handbook, college collective bargaining agreements, the Student Code of Conduct and the Code of Academic Integrity. James Sprunt treats access and use violations of computing facilities, equipment, software, information resources, networks or privileges seriously. James Sprunt will pursue criminal and civil prosecution of violators as deemed necessary.

## **Workplace Violence**

James Sprunt Community College believes that all students, staff and visitors to the College are entitled to learn and work in a safe environment, free of fear for their personal safety and well-being. Therefore:

It is the policy of James Sprunt Community College that verbal harassment, threats of aggression, or acts of physical violence will not be tolerated.

Employees who have been the object of such a threat or act must immediately report the incident to their immediate supervisor or to the Director of Human Resources. In most instances, a signed statement will be required. Any supervisor who observes, overhears or receives a report of verbal harassment, threats of aggression or acts of physical violence, must immediately report same to the Director of Human Resources, or in his/her absence, to the Vice President of Student Services or Vice President of Administrative & Fiscal Services.

Any harassment, threats, or acts of violence will be taken seriously. Upon receiving such a report, an immediate investigation will be undertaken. Reasonable steps will be taken to protect employees, students, visitors, and personal property from harm. Any employee who is found to have harassed or threatened anyone at or from the workplace either in person or using telephones, fax machines, computers, or other communication devices, will be subject to disciplinary action up to and including termination.

If necessary, local law enforcement officials will be contacted to assist in handling a threat or act of violence.

## **HIPAA Notice of Privacy Practices**

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. These privacy rules apply to entities such as health insurance carriers, medical providers (physicians, hospitals, clinic, etc.) and employers. It is designed to ensure that Protected Health Information is protected during its collection, use, disclosure, storage and destruction within these entities, including your employer, James Sprunt Community College.

### **Protected Health Information**

Protected Health Information means all information, recorded or exchanged verbally about an identifiable individual that relates to:

- The individual's health, or health care history, including genetic information about the individual or the individual's family.
- What James Sprunt has learned or observed, including conduct or behavior that may be a result of illness or the effect of treatment.
- Payment for healthcare provided to the individual, and includes:

The Protected health identification number and any other identifying number, symbol, etc. assigned to the individual.

Any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment of health care.

Protected Health Information does not include employment records held by the employer for medical information needed for an employer to carry out its obligations under:

- Family and Medical Leave Act
- American with Disabilities Act
- Occupational injury/Worker's Compensation
- Disability insurance eligibility
- Sick leave requests and justifications
- Drug screening results

Workplace medical surveillance  
Fitness-for-duty tests

Persons associated with James Sprunt Community College include all Board-approved employees, part-time, adjunct, students, contracted employees and members of the Board of Trustees.

## **Americans with Disabilities Act of 1990 (ADA)**

James Sprunt Community College does not discriminate against qualified individuals with disabilities. The college provides reasonable accommodation(s), as required by law, to otherwise qualified applicants, employees, and students with disabilities in all work settings, education programs, activities, services, and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline, and dismissal. Educational, employment, or promotion opportunities will not be denied to an employee or students because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

### **Disability Accommodations for Employees**

Any employee of James Sprunt Community College who has a disability for which an accommodation is needed should follow these procedures.

The employee can meet with the Director of Human Resources. The employee will complete an application for accommodation. The employee will supply documentation of the disability to the Director of Human Resources who will evaluate the documentation to determine if a disability exists. If so, the implications and impact as it pertains to the job/position and the accommodation needs of the employee will be considered.

The ADA Coordinator will function as the case manager for the employee to determine an accommodation plan and work with the employee and the college to implement a reasonable accommodation plan.

### **Participation in Community Activities**

Requests for College employees to represent the College in community activities should be routed through the President's office for distribution to the proper department or individual for processing.

### **Freedom of Speech**

College employees are not restricted in exercising the freedom to speak as individuals. However, it is incumbent upon each employee to clearly state that he/she is speaking for him/herself and not the College in situations where there is any possibility that statements, which are made, might be interpreted as College positions.

## **JSCC STATEMENT OF ETHICS AND ACADEMIC FREEDOM**

The James Sprunt Community College Statement of Professional Ethics and Academic Freedom is based on belief about the nature of individuals, education, and society. Recipients and providers of academic services are viewed as individuals and groups who possess both rights and responsibilities and whose values and circumstances command respect at all times. James Sprunt Community College as an institution dedicated to free investigation, assures all faculty that their right to free inquiry and the instructor's right to teach his subject will be protected at all times from administrative and political interference. The interpretations provide guidance for conduct and relationships in carrying out the academic responsibilities consistent with the ethical obligations of the profession and the quality of education.

JSCC Board of Trustees Approval: 9/29/88

### **CONFLICT OF INTEREST**

James Sprunt Community College shall avoid organizational conflict of interest, and members of the Board of Trustees and employees of the College shall avoid personal conflict of interest and appearance of conflict of interest in transactions involving students, employees, facilities, equipment, materials and funds of the College.

Conflict of interest shall be defined as those situations in which an individual may gain an advantage, either financial or otherwise, as a result of certain action or inaction, on his/her part.

JSCC Board of Trustees

Approved: 12/1/83

### **NEPOTISM POLICY**

Policies or practices which generally prohibit, discourage or restrict the simultaneous employment of two or more persons related by blood or marriage and which consequently have the effect of denying employment opportunity to an individual because of his or her sex or family relationships constitute a violation of the executive order and are hereby prohibited. In order, however, to avoid the possibility of favoritism based on a family relationships, the following policy will be followed: No person may be employed in a position which would result in his or her direct or indirect supervision by another person closely related by blood or marriage; also, no staff or faculty member may function in any respect as a judge or advocate in any matter relating to a person closely related by blood or marriage. "Closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother, step-sister, guardian, or ward.

JSCC Board of Trustees

Approved: December, 1979

7-28-83

(Approved as part of the Affirmative Action Plan)

### ***Solicitation***

Salespersons and solicitors will not be allowed to contact school personnel during work hours except through specific permission from the President or an administrative person designated by the President.

Distribution of home addresses of students, teachers, or staff is prohibited. The only exception will be employers seeking to employ students.

No outside agencies will be allowed to solicit from students or staff unless it is a recognized non-profit organization, which has obtained prior approval from the President of the College or one with the authority to act on the President's behalf. Voluntary gift, sickness, and coffee funds will be permitted among the staff. No member of the staff should accept a gift or a loan from a person that he/she supervises.



# CAMPUS HEALTH & SAFETY

## **Campus Safety**

The health and safety of employees and others on James Sprunt's property are of the utmost concern. The college strives constantly for the highest possible level of safety in all activities and operations. To carry out our commitment of compliance with all health and safety laws applicable to our college, we have enlisted a college-wide Safety Committee that meets regularly to address issues related to safety, health and security. Employees, students or others who have a safety concern may go online to the facilities webpage to complete a Safe-T-Gram ([safety@james sprunt.edu](mailto:safety@james sprunt.edu)) to communicate their concern or observance of a potential safety hazard. The college will make every effort to provide working conditions that are as healthy and safe as reasonably possible.

Employees are expected to be equally conscientious about workplace safety, including proper work methods, reporting potential hazards and abating known hazards. Unsafe conditions in any work area, or other areas on campus that might result in an accident, should be reported to a supervisor immediately or Facilities (Extension 2400).

## **Campus Security**

In an effort to provide the safest possible environment, James Sprunt provides full-time security officers and outside lighting on all roads, parking lots and walkways on campus, 24-hours a day every day of the year. Campus security is available to assist employees and students in the event of a crime or other emergency. Additional services provided by campus security for employees and students include:

- starting stalled vehicles;
- unlocking vehicles;
- providing escort from campus buildings to parking lots upon request.

Campus security is authorized to ticket illegally parked vehicles, direct traffic and detain persons involved in any criminal activities on campus until local law enforcement agencies can be notified.

## ***Emergency Evacuation***

### **Evacuation Policy**

The following procedures are to be followed in the event that an emergency evacuation becomes necessary in any building or classroom owned and/or operated by James Sprunt Community College.

Day Hours - If the emergency evacuation is created by an outside source the Switchboard Operator receiving the telephone call will immediately call the police and report the information, which created the emergency situation. After notifying the police, the operator will notify the Vice President of Administrative & Fiscal Services, who will immediately cause the building to be evacuated. If the Vice President of Administrative & Fiscal Services is not available, the

operator will notify the Vice President of Curriculum and the Vice President of Student Services, or the senior administrator present.

If the Switchboard Operator is notified by a governmental agency such as the Police or Fire Departments, the Operator should, after notifying the appropriate administrator, call the person at that agency to verify that such a call did come from that agency.

The administrator will take immediate appropriate steps to ensure the safety of all students and personnel.

Evening Hours - The Switchboard Operator will follow the above procedures except that the Evening Instructor/Coordinator and Security is to be notified. In the event that they are not available, the operator will notify the senior administrative officer present, who will follow the prescribed procedure for emergency evacuation.

Saturdays and Other Days of Public Occupancy - The person receiving the information which calls for an emergency evacuation should:

- Immediately notify the Police (911).
- Notify the senior administrative officer present or his/her designee who will take immediate appropriate steps to ensure the safety of the public by evacuating the building.

### **Evacuation Procedure**

Follow the instructions on the evacuation route map located near the door in each room. If the room does not have instructions for evacuation, exit via the shortest route to safety. After the “all clear,” and when the senior administrative officer present determines that the evacuated building is safe to re-enter, evacuees will return to their respective areas. Students and staff are to follow the evacuation pattern established for each floor by using the diagram on the evacuation route map located in each room. Should the primary route as indicated by the solid red line be blocked off by smoke or fire, the secondary escape route indicated by the broken red line located on the diagram should be followed. Supervisory personnel should review evacuation procedures with personnel under their supervision. Faculty members should go over the procedures with their students at the beginning of each quarter.

# Assembly Area List

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<b>BUILDING</b>	<b>ASSEMBLY AREA DESIGNATED</b>
<b>Boyette</b>	Parking lot by Head Start
<b>Hall</b>	Parking lot by grape vineyard
<b>Herring</b>	Parking lot directly in front of Herring Building
<b>Hoffler</b>	Tennis Courts
<b>McGowen</b>	Flag Pole – in front of McGowen Building
<b>Strickland</b>	Clock Tower
<b>Williams</b>	Parking lot directly in front of Herring Building

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