

**+Southwest Virginia Community College
Classified Staff Handbook**



Revised January 2015



PRESIDENT'S MESSAGE

People are what make this college great, and we are pleased to have you as part of our team at SWCC. Our employees are dedicated to the college and its mission; and it's this dedication that makes Southwest Virginia Community College the strong organization that it is. The SWCC vision and values help to insure the college continues to grow and meet the needs of the changing communities it serves and the needs of future generations. Our long-standing heritage of commitment to excellence and leadership has served SWCC well for over 40 years. Every person's job is important, not only to their own success but, also, to the success, of other employees at SWCC. We are one people dedicated to doing one job and doing that job the best we can. I know that working together we can insure continued success at SWCC.

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INTRODUCTION

Southwest Virginia Community College is a two-year institution of higher education established as a part of a state-wide system of community colleges serving primarily the residents of the counties of Buchanan, Dickenson (partial), Russell, and Tazewell. The College opened to students in the fall of 1968.

The Classified Staff Handbook for Southwest Virginia Community College provides basic information on benefits, policies, and procedures for college employees.

This handbook does not create any employee rights or benefits. This handbook is not a contract, nor is it an invitation to a contract.

The laws and policies governing classified employees at SWCC are defined by the Virginia Personnel Act and interpreted by the Department of Human Resources Management (DHRM) as described in that agency's Policies and Procedure Manual. The DHRM Manual is updated as official policies change, and is the authority in case of a disparity between the DHRM policy manual and the SWCC Classified Staff Handbook.

A copy of the DHRM Policies and Procedures Manual is viewable online at: [DHRM POLICIES AND PROCEDURES](#). In addition, employment at SWCC is subject to the policies and procedures of the Virginia Community College System and of Southwest Virginia Community College.

COLLEGE PURPOSE

Southwest Virginia Community College, a comprehensive two-year institution, provides quality educational and cultural enrichment opportunities for lifelong learners, workforce and community. Believing that each person should be given an opportunity for continuing personal and intellectual development, the College assumes responsibility as a catalyst in the life of the individual and the community. SWCC provides citizens the means for improving skills; expanding knowledge as well as cultural, aesthetic and global awareness; and encouraging economic development and responsible citizenship. Southwest Virginia Community College is guided by core values. As a community of educators we value:

- Student Centered Learning – SWCC believes that students are the primary reason we exist and our purpose is to help them achieve their goals and aspirations.
- Student Success – SWCC recognizes the potential in individuals and assists them in obtaining their highest level of attainment.
- Excellence – SWCC strives for excellence in instruction and service through rigorous academic and professional standards.
- Inclusiveness & Collaboration – SWCC reaches out to the communities and partners it serves, supporting and assisting them in achieving their goals.

To implement these broadly conceived purposes, the College provides many options:

- **Career & Technical Education** meets the demand for technicians, para-professionals, and skilled craftsperson for employment in industry, business, the professions, and government through curricula planned primarily to satisfy needs for and of workers within the SWCC service region.
- **College Transfer Education** offers college courses in the arts and sciences and pre-professional education designed to transfer to four-year colleges and universities.
- **General Education** encompasses the knowledge, skills, attitudes, and perspectives each student needs to improve as an individual, a worker, a consumer, and a citizen of the community and the world. General education encourages creative and critical thinking by helping students recognize the connections among bodies of knowledge through courses and special programs, such as honors seminars and across-the-curriculum programs.

- **Developmental Education Courses** help prepare individuals for admission to an occupational technical or college transfer curriculum by developing basic skills necessary for personal or academic endeavors.
- **Continuing Education** enables students to pursue learning experiences for work and personal enrichment which include degree and non-degree programs and courses at flexible times and locations. Work-force training responds to the changing needs of local industries.
- **Specialized Regional and Community Services** help meet the cultural and educational needs of the region by offering non-classroom and non-credit programs, cultural and arts events, workshops, meetings, lectures, exhibits, conferences, teleconferences, seminars, sports and recreation, and special community projects.

Revised January 2015

Vision

Southwest Virginia Community College transforms lives, strengthens communities and inspires excellence.

Mission

Southwest Virginia Community College, a comprehensive two-year institution, provides quality educational and cultural enrichment opportunities for lifelong learners, workforce and community.

Core Values

Southwest Virginia Community College is guided by steadfast core values. As a community of educators we value:

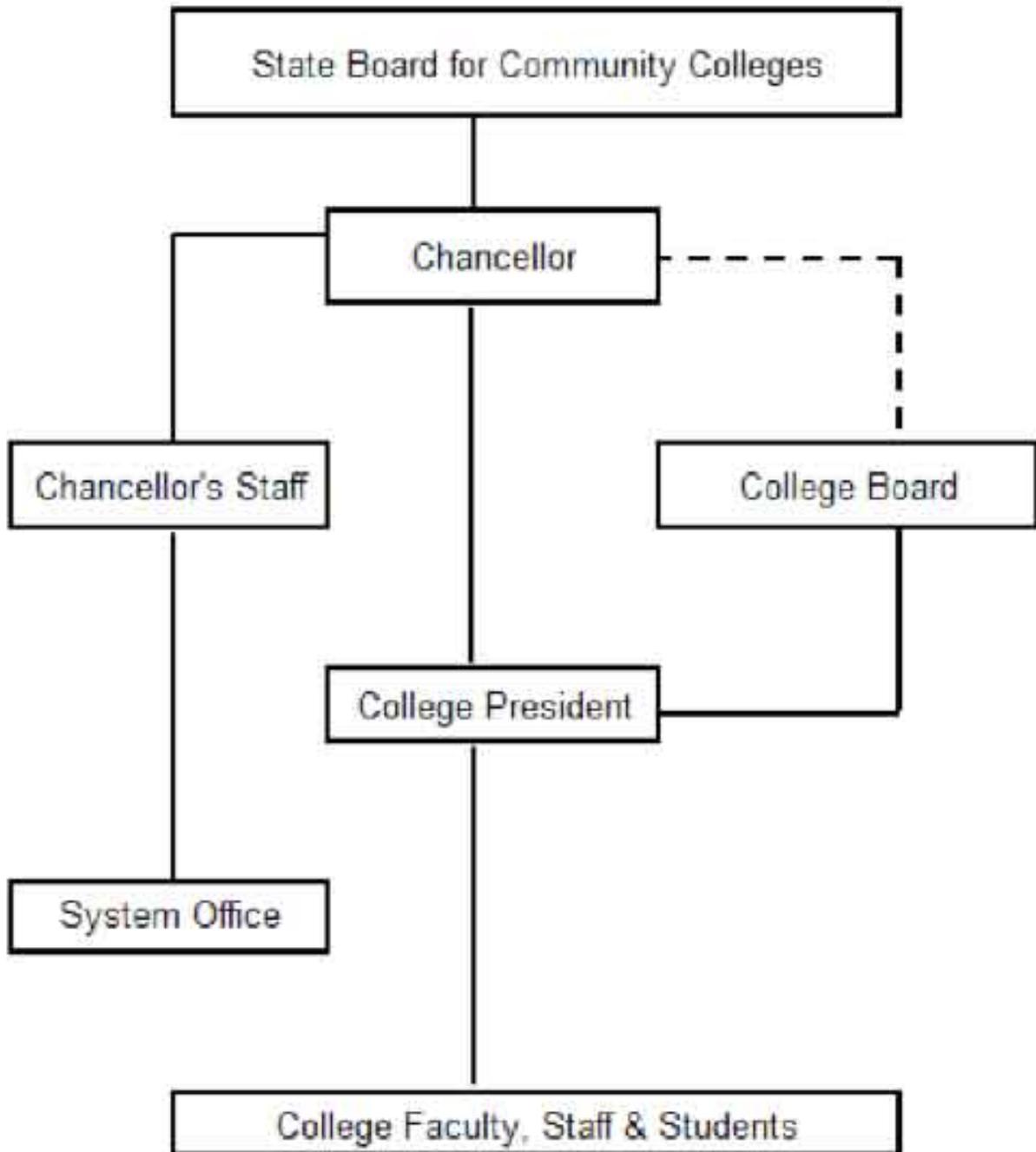
- **Student Centered Learning** – SWCC believes that students are the primary reason we exist and our purpose is to help them achieve their goals and aspirations.
- **Student Success** – SWCC recognizes the potential in individuals and assists them in obtaining their highest level of attainment.
- **Excellence** – SWCC strives for excellence in instruction and service through rigorous academic and professional standards.
- **Inclusiveness and Collaboration** – SWCC reaches out to the communities and partners it serves, supporting and assisting them in achieving their goals.

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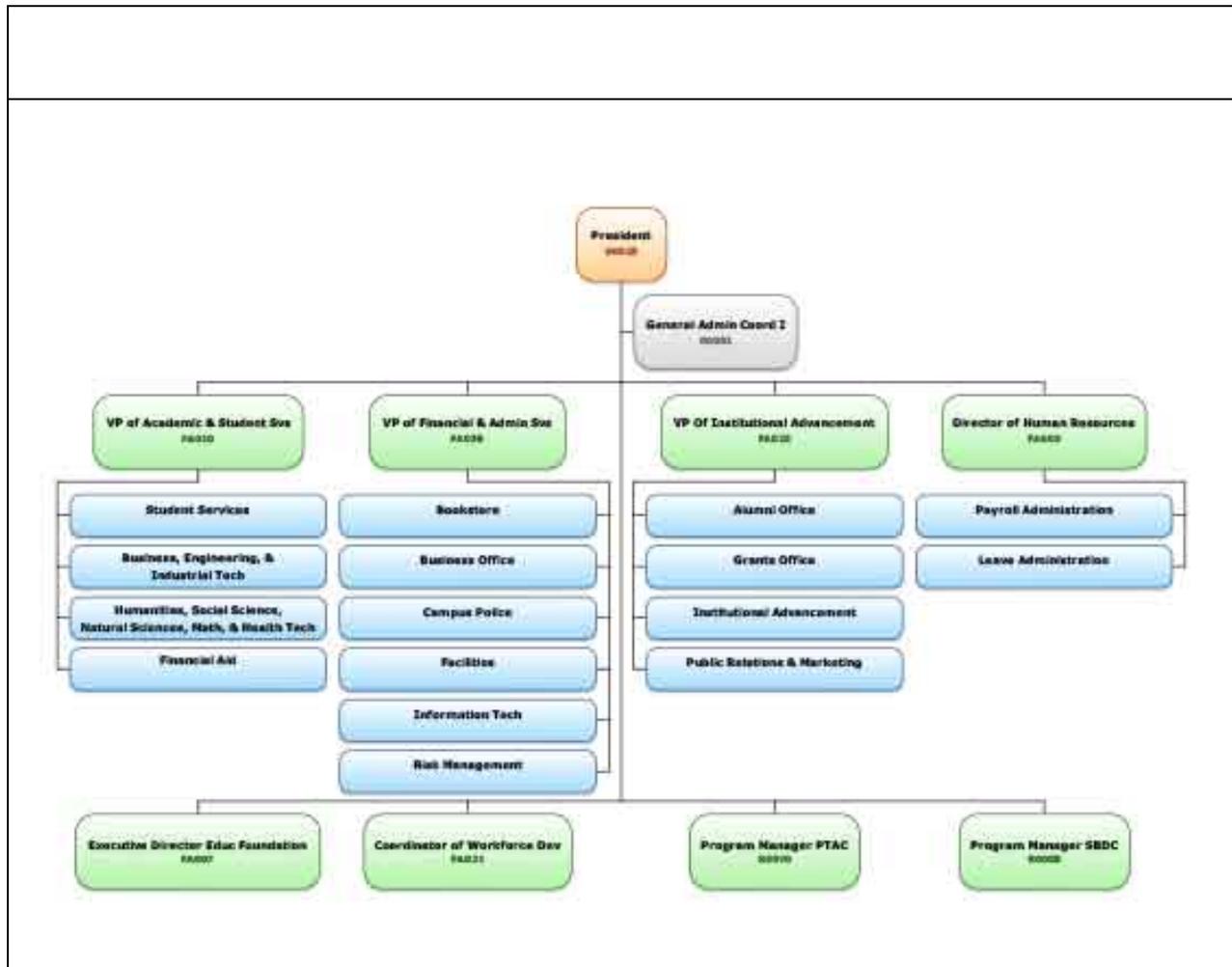
VCCS ORGANIZATIONAL CHART

The organizational chart below illustrates the relationships among the various administrative units in the VCCS:

ORGANIZATIONAL CHART
VIRGINIA COMMUNITY COLLEGE SYSTEM



SWCC ORGANIZATIONAL CHART



The Human Resources Department is responsible for the publication of the official organizational chart. Therefore, organizational structural changes, position change information, and employee movements must be reported to the Human Resources Department prior to the effective date of the change. Charts are revised and published on the webpage biannually (January and July). The organizational charts can be found at: www.sw.edu/SWCCOrganizationalChart.pdf

SECTION I

Governance, Committees and Organization

A. Employee Standards of Conduct and Performance

The Commonwealth of Virginia has established minimum standards of conduct with which all employees must comply. Failure to comply usually results in disciplinary action. These standards of conduct are available at the DHRM web site www.dhrm.state.va.us/hrpolicy/policy/conduct.htm. The web site describes good practice, the processes and policies related to progressive discipline, and the levels of disciplinary action appropriate for violations.

[Refer to DRHM Policy 1.60, Standards of Conduct](#)

B. Governance

Virginia Community College System (VCCS)

The Virginia Community College System (VCCS) and the State Board for Colleges govern the operations of the twenty-three community colleges within the VCCS. The Governor appoints the members of the State Board. A central staff is headed by the VCCS Chancellor, who is appointed by the State Board. State Board information is located at: <http://www.vccs.edu/about/where-we-are/state-board>

Southwest Virginia Community College Board

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. Board information is located at: <http://sw.edu/about/governance>

College Council

The College Council is composed of the President, Vice President of Academic and Student Services, Vice President of Financial and Administrative Services, and Vice President of Institutional Advancement, Deans, Business Manager, IT Manager, HR Manager, Risk Management Manager, Public Relations Coordinator, and representatives of all segments of the institution.

The College Council serves as the chief college-wide administrative advisory committee to the President. It reviews matters concerning college policy and administrative procedure and appropriate recommendations are made to the President. In addition to review and suggestion of policy matters, the Council serves as an excellent channel for intra-college communication. The Council meets weekly and on other occasions as needed. Minutes are kept and forwarded to all

personnel. Council meetings are open to all interested members of the college community whether serving as an official member or not.

C. College Committees

The college has three standing committees, which formulate, evaluate, revise, and recommend institutional policy. These committees are: **Academic Affairs**, **Institutional Affairs**, and **Institutional Advancement**. Each committee is comprised of sub-committees as listed. In addition, special college-wide committees and Ad Hoc committees may be appointed by the President as needed.

Academic Affairs - Chair, VP Academic & Student Services

- Curriculum & Instruction
- Learning Resources
- Institutional Effectiveness, Research & Planning
- Professional Development
- Student Success/Student Outcomes
- Enrollment Management Appeals
- Faculty Rewards & Recognition
- Judicial Board
- Affirmative Action

Institutional Affairs - Chair, VP Financial & Administrative Services

- Campus Beautification
- Information Technology
- Health, Safety, & Security

Institutional Advancement - Chair, VP of Institutional Advancement

- Marketing
- Special College Events
- Scholarship
- Grants & Fundraising

***Minutes are to be distributed *electronically* as follows: each Vice President, each committee member, President's Office, and College Archives (Library).**

***Vice-Presidents are ex-officio members to all committees.**

D. Virginia Community Colleges Association (VCCA)

The VCCA is a professional organization established to promote the continued development and advancement of community college education in Virginia. Its purpose is to provide a strong, unified voice in support of the community college mission, programs, and services to state agencies and other interested and influential groups.

The VCCA will work to identify and examine needs and concerns throughout the community college system and to provide a means for communicating these concerns. Contact the VCCA representative for a brochure and membership application.

E. Employee Associations

Virginia Government Employees Association (VGEA)

Employees may join this non-profit organization with voluntary membership that provides programs and services of general benefit to employees within the context of their employment. Membership dues may be paid through payroll deduction.

VGEA has successfully lobbied for salary increases, payment for accumulated sick leave, improved retirement benefits, employee grievance procedure, cost of living increases for retirees, improved vacation leave schedule, and health insurance programs for both active and retired employees. For more information, contact Human Resources. Web site: <http://www.vgea.org>

Professional Support Staff Association (PSSA)

The purpose of the PSSA is to provide a strong organization capable of speaking for the professional support staff employees of SWCC to promote the professional, economic, and social welfare of the professional support staff employees; to provide an effective and organized means of communication between all SWCC employees; to further the goals and objectives of SWCC; and to inspire professional growth and activity that will insure the best possible education for the students of SWCC.

PSSA promotes professional growth, an optimum work environment, and is concerned about employee morale. The association stays informed about legislative issues which affect institutions of higher learning, negotiates policy changes which benefit professional support staff, and reports your concerns to the President and his cabinet.

For more information about the PSSA, call x7389 (276-964-7389).

F. Organization

College President

The President is the chief executive officer of the College, responsible to the VCCS Chancellor, the State Board and the Local College Board for organizing and operating the College in accordance with the policies, procedures, and regulations of the State Board, the System Office, and the College Board. Reporting to the President are three Vice Presidents. The President also works closely with the Executive Director of the Southwest Virginia Community College Educational Foundation and the President's Office Staff.

Vice President of Academic and Student Services

The Vice President of Academic and Student Services is responsible for the College's curriculum development process, program and student assessment, grants, contracts, special projects, and the planning and institutional effectiveness process.

Vice President of Financial and Administrative Services

The Vice President of Financial and Administrative Services is responsible for the budget development and financial management of the College, information technology, facilities planning and operations, police and safety services, risk management, and auxiliary enterprises.

Vice President of Institutional Advancement

The Vice President of Institutional Advancement is responsible for the supervision and management of the Alumni, Grants, Public Relations, and Educational Foundation Offices. This position also provides oversight for grant funded programs and the supervision of grant personnel. The Vice President of Institutional Advancement also works closely with the President/Administrative Cabinet on special projects and institutional advancement.

SECTION II

Classification and Compensation

A. Classified Positions

Classified positions support the College operations and are classified by the type of work performed. The structure is arranged into Occupational Families, Career Groups, and Roles. An occupational family is a broad grouping that includes jobs that share similar vocational characteristics. A career group identifies a specific occupational field common to the labor market. Role describes a broad array of work within a career group. Each role is assigned to a single pay band. There are nine pay bands. The job and pay structures were established by and are controlled through the Commonwealth of Virginia Department of Human Resource Management (DHRM).

Classified positions are grouped into seven occupational groups as listed below.

- Administrative Services
- Education and Media Services
- Engineering and Technology
- Health and Human Services
- Natural Resources and Applied Science
- Public Safety
- Trades and Operations

A position number designates each full-time classified position. Each position has an Employee Work Profile (EWP) describing the functions and duties of that particular job.

Within one month from the hire date, the supervisor of each new employee will give him/her a copy of the EWP (work description and performance plan) that must be signed by the employee and returned to the Human Resources Department by the supervisor.

B. Equal Employment Opportunity Codes

Each role has a Primary Occupational Activity Code used in reports to the Equal Employment Opportunity Commission. These codes are listed below.

- Officers and Administrators
- Professionals
- Technicians
- Protective Services Workers
- Paraprofessionals
- Office and Clerical Workers

- Skilled Craft Workers
- Service/Maintenance Workers
- Other/Faculty

C. Types of Employment

Full-time (P-3) Classified Employees

A full-time employee is assigned to an established position scheduled to work 40 hours a week and paid on the semi-monthly payroll. Full-time employees are eligible for all benefits provided by the Virginia Personnel Act.

Restricted Positions

Positions for which funding (15% or more) is provided by gifts, grants, donations, contracts, capital outlay projects or other sources, which are not continuing in nature are classified as restricted positions.

Wage (P-14) Employees

P-14 employees are employed on an hourly basis and limited to working no more than 1,500 hours for the College in 365-consecutive day period. Hourly employees receive pay increases as approved through the legislative process, but their pay may not exceed the hourly equivalent for the maximum of the applicable pay band. The Virginia Personnel Act does not cover hourly employees, nor do they have tenure or a right of appeal of termination, nor are they eligible for regular benefits of salaried employment.

The Workers' Compensation Act, the Family and Medical Leave Act, and the Uniform Employment and Reemployment Rights Act of 1994 cover hourly employees. Hourly employees may participate in the tax sheltered annuity program with payroll deductions. Membership is available in the Virginia Credit Union. Hourly employees must have their pay deposited directly to their bank or credit union account.

[Refer to DHRM Policy 2.20, Types of Employment](#)

D. Probationary Period

When an individual begins employment with the state as a classified employee, he or she must serve a twelve-month probationary period. During the probationary period, his or her employment may be terminated if the agency determines that the employee is not suited for the job.

If an employee worked for the state previously and has been re-employed in a classified position, he or she must begin a new probationary period.

The normal probationary period is twelve months; however, it can be extended for up to 18 months for performance reasons, if an employee is absent for an extended period of time, or if an employee moves to another position within the last 6 months of the 12-month period.

At three and six months after the employee's hire date, the Human Resources Department will send the supervisor a Probationary Progress Review Form to use for evaluating the employee. The supervisor meets with the employee to discuss progress and make recommendations for work performance improvement. Any revisions to the Employee Work Profile (EWP) is noted and initialed by the supervisor, the reviewer, and the employee.

Deterioration in performance following a satisfactory three or six-month probationary review, but prior to completion of the twelve-month probationary period, may be the basis for termination. If the employee is not suited for the job, the employee should be terminated or allowed to resign before the end of the twelve months of employment.

Probationary employees are not eligible to use the grievance process. However, any employee who claims that termination or any other disciplinary action was based on race, color, religion, national origin, political affiliation, sex, age, or disability may file a discrimination complaint with the Office of Equal Employment Services and Program Evaluation of the DHRM.

[Refer to DHRM Policy 1.45, Probationary Period](#)

E. Summary of Performance Management

Employee Work Profile (EWP)

At the beginning of employment, the supervisor will discuss with the new employee the EWP that covers the job's requirements and performance plan in detail. The EWP requires the supervisor to establish 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 EWP within 30 days of their hire date.

The Performance Year is October 25 – October 24. Each year, parts I, II, III, and IV of the EWP must be completed, approved by the reviewer. The supervisor of the classified employees will forward the EWP to the Human Resources Department for review. During the month of September each year, parts V, VI, VII, VIII, and IX of the EWP will be completed, evaluating the employee on performance of duties. The EWP is formatted in MS Word and PDF versions and is available on the Administrative Forms intranet.

Performance Ratings and Pay Increases

SWCC will use the Employee Work Profile for all classified employees. Alternative evaluative tools such as skills based, competency models, or the Knowledge, Skill and Ability (KSA) approach will be acceptable and will be incorporated within the Employee Work Profile in Section 17 of the form. Any approaches used must be compatible with the Employee Work Profile and must convert to the 3 levels of performance (Extraordinary Contributor, Contributor, or Below Contributor).

- **Extraordinary:** Results of work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently well above performance measures. Employees must have received at least one documented Acknowledgement of Extraordinary Contribution form to receive an Extraordinary Contributor rating.
- **Contributor:** This rating recognizes work that is characterized by exemplary accomplishments throughout the performance cycle and performance that considerably and consistently surpasses the criteria of the job function.
- **Below Contributor:** This rating recognizes job performance that fails to meet the criteria of the job function. An employee who receives at least one *Need Improvement/Substandard Performance* form may receive an overall rating of *Below Contributor* on the annual rating. An employee cannot be rated **Below Contributor** on the annual evaluation if he or she has not received at least one *Need Improvement/Substandard Performance* form during the performance cycle.

Pay increases will be awarded based on available funding and ratings. Employees' performance must be evaluated in accordance with [DHRM Policy, 1.40](#), Performance Planning and Evaluation, even if a pay increase has not been funded. Performance evaluations are submitted to the Human Resources Department by the scheduled deadline, and new plans prepared for the next year. Non-probationary employees should receive interim evaluations halfway through the performance cycle.

Employee's Right of Appeal

If an employee disagrees with the contents of work description, performance plan, or performance evaluation ratings of the EWP 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 10 workdays of the initial receipt of the plan or evaluation. The reviewer must provide a written response to the employee within 5 workdays of receiving the appeal in writing. The reviewer has the authority to revise or agree with the plan or evaluation. The reviewer can require the supervisor to complete a new plan or evaluation. The

supervisor has five workdays from the date of receipt of the reviewer's notification letter to make agreed upon revisions or to complete a new plan or evaluation. The agency head, or designee, may modify any decisions made by reviewers.

[Refer to DHRM Policy 1.40, Performance Planning and Evaluation](#)

F. Promotion/Transfer/Role Change

Promotions

[DHRM Policy 2.10](#), Hiring, states that all position vacancies are advertised externally and internally. See policy for a list of exceptions.

Openings are posted outside the Human Resources Department, in local and regional newspapers as needed, on the SWCC HR Employment website, and the DHRM Employment and Careers website located at www.dhrm.state.va.us. Qualified applicants apply online through the Recruitment Management System at <http://jobs.virginia.gov> for all vacancies.

Competitive hire actions are required on all classified position vacancies. If an employee applies and is selected for a position with a higher pay band, the salary increase will be in accordance with [DHRM Policy 3.05](#), Compensation and SWCC's Compensation Plan.

Transfers

Employees may apply for a lateral transfer by applying for the desired position. Transfers will be considered for the position along with other applicants for the position.

Role Change

If the duties and responsibilities of a position have increased or decreased, a role change may be justified. The revised Employee Work Profile is submitted to the Human Resources Department with a memorandum requesting an audit of the position. If the change results in an upward role change, the salary will be increased in accordance with [DHRM Policy 3.05](#), Compensation and the SWCC Compensation Plan.

SWCC Compensation Plan

Compensation Philosophy

Southwest Virginia Community College (SWCC) will appropriately compensate its workforce to develop high-performing individuals, teams, and the organization. We will use compensation management as a tool to help accomplish SWCC's mission as well as the mission of the Virginia Community College System (VCCS). At the same time we will exercise responsible fiscal stewardship for the citizens of the Commonwealth.

Our compensation goals listed below align with the goals of the Commonwealth and VCCS.

- Retain qualified leaders and team members
- Attract qualified talent
- Motivate the workforce by rewarding sustained performance and exceptional contributions
- Support leaders in realizing college objectives

The following are underlying principles of our compensation philosophy:

- Encourage our workforce to make a performance difference both individually and through teams, where results are more important than entitlements.
- Provide flexible pay systems that link individual and team performance to SWCC's vision (purpose, mission, values, and strategies).
- Tie compensation funding decisions to accomplishment of unit missions, objectives, and operating efficiencies.
- Focus on the value of total compensation including salary and non-salary benefits such as, healthcare, retirement, life insurance, disability insurance, annual and sick leave, and holidays.
- Establish base pay with reference to the competitive market (public and private sectors).
- Recognize geographic salary variances within the identified college "Roles" and compensate accordingly.
- Provide bonuses, or when warranted base pay increases, for those who apply new skills or competencies that are critical to the accomplishment of the unit, or college mission, and its business needs. We will consider bonus payments for those who attain professional certifications or licenses that directly correlate to the work they perform.

SWCC's compensation policies, procedures, and practices will be administratively efficient, responsive to the needs of leaders, and be easily understood and communicated. Compensation decisions will be based on the following factors:

- College business need
- Duties and responsibilities
- Performance
- Work experience and education
- Knowledge, skills, abilities, competencies
- Training, certification, licensure
- Internal salary alignment
- Market availability
- Salary reference data
- Total compensation
- Budget implications
- Long-term impact
- Current salary

Before making compensation decisions, managers must consider all of the factors. After deciding the driving factors, managers must thoroughly document the rationale for compensation decisions. SWCC management will monitor and analyze compensation trends to ensure no disparate impact occurs. If the trends indicate a potential disparate impact, then SWCC will assertively address the issue to correct the negative impact.

SWCC will use a variety of compensation management tools to reward high performance, encourage initiative, foster a collaborative work environment, and create a climate where people are willing to assume new duties and assignments to accomplish the mission and attain objectives.

SWCC's recruitment markets will primarily be within its geographical region and the state. For hard to fill positions, especially those requiring high levels of technical expertise, SWCC will recruit nationally via advertisement in professional journals, regional newspapers, job postings on the college web site, and other appropriate means. SWCC is committed to offer total compensation packages that are sufficiently competitive to attract and retain qualified and talented people for all positions. For critical positions with significant recruitment and retention problems, SWCC will offer appropriate recruitment and retention incentive options as approved in the Compensation Management System. In the future, SWCC may choose to identify operationally critical "Roles" to target, if there are exceptional retention or recruitment issues that can be resolved through larger salary offers. SWCC will determine internal salary rates using performance (goal attainment), behavioral assessments related to our values, and technical expertise as the primary factors. SWCC is committed to a pay for performance system that grants the highest pay increases to exceptional contributors and rewards contributors to a lesser extent. Selected bonuses, such as retention bonuses, when warranted, will be available to the hiring managers with consulting input from the Human Resources Office and final approval by the College President. Human Resources will retroactively review all pay actions periodically, as a way to analyze trends, EEO reports, and to learn best business practices that can be shared with others. SWCC

will provide managers with tools that allow flexibility in making pay decisions, but with a shared ownership with Human Resources, particularly during the initial implementation of the new pay practices.

Administrative responsibility will be primarily with the respective Vice President, who will consult with Human Resources and obtain final approval from the College President.

SWCC is aware that pay actions may only occur if the college has sufficient funds within its appropriation to cover the increased salary costs for the remainder of the current biennium or if such funds are appropriated by the General Assembly.

G. Exempt/Non-Exempt Status

The College is subject to the Fair Labor Standards Act (FLSA), a federal law. At the time of employment, role change or promotion, the employee is advised of the non-exempt or exempt classification of the position based on the FLSA exemption test. More information on the current tests is available at: <http://www.dol.gov>

H. Pay Dates and Paychecks

Pay dates are determined by the employee's classification (P-3 or P-14). Classified employees are paid semi-monthly on the first and sixteenth or each month. Timesheets, both electronic (Human Resource Management System - HRMS) and paper, must be completed by non-exempt classified employees. There are 24 pay periods a year. Paychecks are lagged for each pay date; for example, pay period 10th – 24th, the pay date is the 1st of the month; pay period 25th – 9th, pay date is the 16th of the month.

Classified (P-3) employees will find that deductions are made from their paychecks for federal and state taxes, Medicare (HI), and FICA (OASDI). Voluntary deductions may include health care, flexible spending accounts, credit union, tax-deferred annuities, and miscellaneous deductions for insurance products such as UNUM, a disability income premium.

Liens

Tax liens and garnishments must be honored in accordance with the state garnishment law and the federal Wage Garnishment Act. A garnishment or lien results from a legal procedure that requires part of a salary to be withheld for the payment of a debt. Federal and state law prohibits the discharge of any employee because his or her earnings have been subjected to garnishment for any one indebtedness.

I. Human Resource Management System (HRMS)

Southwest Virginia Community College implemented a Human Resources Management System (HRMS) in March 2011 to facilitate human resource management. The system provides self-service access and business process support to students, faculty, and staff, and improves workflow for major human resources functions performed by all VCCS colleges and the System Office. HRMS is integrated with the SIS Application and interfaces with various Commonwealth of Virginia systems. The HRMS objective is to improve HR service delivery to our customers - students, faculty and staff.

To access SWCC HRMS, log into <https://sw.my.vccs.edu/jsp/home.jsp> and click on the VCCS HR: Human Resource System link.

HRMS Self-Service

HRMS Self-service functionality allows employees and managers to view/change personal information, submit/approve timesheets, and submit/approve leave. For information on these functions, access the documents on the right side of the screen. For approval of timesheets and leave request, employees who are designated as supervisors must use Manager Self-Service.

J. Payline

Payline is a web-based service available to all Commonwealth of Virginia employees paid through the Commonwealth Integrated Personnel and Payroll System (CIPPS). Payline provides employees with the means to view and print personal earnings and benefits for each payday. Payline provides state-of-the-art security features to maintain strict confidentiality of employee personal and payroll information. Employees can access current and year-to-date earnings (such as regular pay, overtime, special pays, and shift pay); deductions withheld (such as health care and flex benefits); federal and state tax elections and associate tax withholdings based upon W-4 and VA-4 information; direct deposit/banking information and deposit amounts; current and year-to-date taxable wages; and employer paid benefit contributions. Historical information will be retained starting with the system implementation date. The Payline web site is <https://payline.doa.virginia.gov/>.

K. Direct Deposit

All employees are required to receive their pay through the Direct Deposit of Pay program. A Direct Deposit Authorization is included in the New Employee Packet with a detailed explanation of the procedure.

L. Change of Name, Address, and/or Telephone Number

It is the responsibility of the employee to keep the Human Resources Department informed of any address change in the event that a US Postal Service mailing is needed to forward information to the home of an employee.

The Human Resources Department is required to maintain a current address and telephone number for each employee. Maintaining an updated home address in the Commonwealth's Personnel Management Information System (PMIS) is increasingly important, in that the address in that database drives the health and flexible benefits data for the state benefit carriers. Each employee should have an emergency contact telephone number on file for use in case of an emergency. Employees should submit the change of address form, to the Human Resources Department with updated information.

Change of name is an official change to an employee's personnel and pay records. It is essential that any change in name(s) be made as soon as possible after such change becomes effective. A copy of appropriate documentation (new social security card) is required to implement change.

M. Verification of Employment

Requests from outside organizations for verification of employment are referred to the Human Resources Department (276/964-7389).

SECTION III

Time Reporting

A. Hours of Work

The workweek at SWCC starts on Friday and continues through Thursday of the following week. The normal work schedule is 7:45 a.m. to 4:30 p.m. with 45 minutes for lunch. Some positions have different work schedules. Check with your supervisor for the work schedule for your position. Your supervisor may adjust your work schedule to meet the needs of the agency. Full-time classified employees are expected to work a minimum of 40 hours within a workweek for full pay for that pay period.

The requirement to work 40 hours in a week does not include the time taken for lunch period. The lunch period is unpaid time and, regardless of its length, cannot be included in the 40-hour work period. Supervisors are responsible for the scheduling of paid and unpaid hours for their employees in a workday insuring that services are provided to College constituencies with reasonable flexibility in the work schedules of employees. Employees who work at least six consecutive hours shall be afforded a lunch period. Supervisors of non-exempt employees must observe the Fair Labor Standards Act in the application of hours worked.

B. Breaks

Breaks are up to the supervisor's discretion. It is not expected that fixed breaks will be established. A misunderstanding sometimes arises when an employee requests that "break" time be used to extend the lunch period, arrive later or depart early in the day for a lunch period or break not taken. This practice is not allowed.

[Refer to DHRM Policy 1.25, Hours of Work](#)

C. Overtime

Non-exempt employees are covered by the Fair Labor Standards Act (FLSA) and thereby entitled to receive time and one-half compensation for hours worked over 40 in a workweek. The FLSA mandates non-exempt employees be paid at time and one half of their normal wage or have leave credited at time and one half hours for the time they work beyond the regular 40-hour workweek. Non-exempt employees may not voluntarily work overtime without pay, nor can a non-exempt employee work overtime without prior approval from his or her supervisor.

D. Emergency Closings

The decision to close the college due to inclement weather or emergencies will be made by the President and/or his designees. The announcement will be communicated to all employees through the following news media, as well as announced on the College's main telephone line as a recording. In addition, the announcement will be on the web site and will be sent to everyone who has signed up for SWCC Alerts.

TV Stations

WCYB, WVVA, WJHL, and WKPT

Radio Stations

WBDY	AM 1190	WMEV	FM 93.9
WBDY	FM 1106.3	WLRV	AM 1380
WQUT	FM 101.5	WMJD	FM 103.1
WHAJ	FM 104.5	WGTH	FM 105.5
WXBQ	FM 96.9	WMJD	FM 97.9
WHIS	AM 1440	WRIC	AM 540
WZAP	AM 690	WNRG	AM 940
WDIC	AM 1430	WRIC	FM 100.7
WYRV	AM 770		

All Day Closing

Employees absent due to the authorized closing for an entire shift will be paid for such absence. To qualify for such payment, employees must work the scheduled work day before and the scheduled workday after such closing, or work either of such days and be on approved leave with or without pay for the other such work days. Employees absent both of such work days may apply accumulated leave as appropriate to the day of closing if they are otherwise eligible for such leave.

Employees identified as being required to work during authorized closing shall be referred to as "essential personnel" with respect to this policy. Essential personnel have been designated by position number and have been informed of their essential status. Essential personnel will be credited with compensatory leave for the hours worked during such closing provided they are in occupational classes, which are eligible for compensatory leave.

Essential personnel required to work in excess of the hours in their normally scheduled shift will be paid overtime for such excess time worked.

Employees other than "essential personnel" who report to work during periods of authorized closing as result of not having heard the closing announcement shall not

normally be credited with compensatory leave except in extenuating circumstances and upon approval of the College President.

Partial Shift Closing

Employees will be paid for authorized absences when inclement weather conditions result in authorized changes in the work schedule such as late openings or early closings. To qualify for such payment, employees must work all or part of the work schedule not affected by the authorized change.

Essential personnel required to work during such period of authorized closing will be credited with compensatory leave for hours worked during such periods.

Transportation Difficulties

When inclement weather conditions create transportation difficulties that result in late arrival of employees to work, such lost time need not be applied to leave balances nor should the employees otherwise experience loss of pay, if in the judgment of the College President that such lost time was justifiable in view of weather conditions.

In the absence of any notification of the closing of the college, it must be assumed that the college will remain open.

E. Designated Personnel

Employees in Facilities, Campus Security, Vice President of Financial and Administrative Services (VPFA), and the Administrative Assistant to the VPFA are classified as Designated (Essential) Personnel.

However, any personnel may be required to perform other duties as assigned in the event of an emergency. They may be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

F. Designated (Essential) Personnel – Special Situations

Designated personnel will be considered non-essential while they are on short-term disability on VSDP.

When a designated employee is on pre-approved leave with pay during an authorized closing, his/her hours of leave will be charged to the authorized closing, and not to his/her leave balances.

G. Non-Designated Personnel

Closing decisions due to inclement weather are announced as soon as possible. Decisions may also be made for late arrivals or early closings.

Non-designated employees are expected to use their good judgment regarding the weather conditions, driving conditions, and their personal safety. An employee may take annual leave without pre-approval for the day if he or she feels weather and/or road conditions are unsafe for travel into work. If the employee elects to use annual leave for the day, due to this reason, it is the responsibility of the employee to call the supervisor. If after the employee calls his or her supervisor, a decision is made to close the College for that full day, then the employee's annual leave will not be charged. Any scheduled hours not worked by a non-designated employee while the college is open must be charged to personal leave or LWOP (leave without pay).

The following conditions apply to non-designated employees for entire shift closing:

- Employee reports to work because he or she has not heard the closing announcement: When a non-designated employee reports to work as usual because he/she has not heard an authorized closing announcement, he/she shall be paid the regular rate of pay for the time worked but shall not be credited with compensatory leave for any time worked during the authorized closing.
- Scheduled begin date: When a non-designated employee is scheduled to begin work on an authorized closing day, he/she will receive pay for that day if he/she works for the entire day following the authorized closing.
- Employee does not report to work: The employee is paid for closing only if he/she was in a paid status on both the workday before and the workday after the closing.
- Employee is on pre-approved leave: The employee will not be charged annual, sick, compensatory, or overtime leave if he or she was scheduled to be on leave the day of closing.
- Scheduled resignation: When an employee's scheduled resignation date becomes an authorized closing for the entire shift, the employee will be paid for that day if he or she worked or was on paid leave the day before the authorized closing. (See DHRM Policy 1.70, Termination/Separation from State Service).

The following conditions apply to non-designated employees for partial shift closing (open late or close early):

- Employee reports to work late: Supervisors have discretion to excuse reasonable tardiness as conditions warrant.
- Employee does not report to work: Appropriate leave balances shall be charged for the period the office was open.
- Employee is on pre-approved paid leave: Appropriate leave balances shall be charged for the period the office was open, and non shall be charged for the period it was closed.
- Employee leaves early before offices close: When the office is open, appropriate leave balances shall be charged for period the employee is absent.

Refer to DHRM Policy 1.35, Emergency Closings

H. Leave Reporting

A leave of absence must be requested by the employee and approved in advance, with the exception of Family and Medical Leave. An unplanned absence for emergency reasons or sick leave must be reported as soon as possible. Unreported absences may be grounds for disciplinary action.

I. Types of Leave

Annual Leave

Classified employees earn paid annual leave each pay period, which can be taken for any purpose. The rate at which annual leave is earned depends on the employee's length of service with the state. Employees may accumulate annual leave, but only a limited amount may be carried from year-to-year based on years of service.

Annual leave accrual rates and the maximum amount an employee can carry into the next year are as follows:

Years of Service	Pay Period Accrual Rate	Maximum Carryover	Maximum Payment
Under 5 Years	4 Hours	192 Hours/24 Days	192 Hours/24 Days
5 – 9 Years	5 Hours	240 Hours/30 Days	240 Hours/30 Days
10 – 14 Years	6 Hours	288 Hours/36 Days	288 Hours/36 Days
15 – 19 Years	7 Hours	336 Hours/42 Days	288 Hours/36 Days
20 – 24 Years	8 Hours	384 Hours/48 Days	336 Hours/42 Days
25 Years or More	9 Hours	432 Hours/54 Days	336 Hours/42 Days

Leave is credited to the employee at the end of each pay period unless he/she has experienced a leave without pay absence during the pay period. Also, an employee will not earn annual leave after an absence with pay that exceeds 90 consecutive days.

If an employee leaves the college, payment for annual leave balances may not exceed the maximum amount of leave that can be carried to the next year.

Sick Leave (Traditional & VSDP)

Sick leave protects employees against loss of pay when they must miss work because of illness or injury. For an employee hired before January 1, 1999, the

traditional state sick leave program applies unless he or she enrolls in the Virginia Sickness and Disability program (VSDP). Under the traditional program, sick leave is earned at the rate of 5 hours for each completed pay period. For classified employees hired on or after January 1, 1999, sick leave and family and personal leave days will be allotted each year based on length of classified service and percentage of time worked.

Employees may use sick leave for absences related to conditions that prevent them from performing their duties. These conditions include illness, injury, or health problems related to pregnancy or childbirth. An employee may be asked, in the case of any illness or injury, to provide his or her supervisor with a physician's statement describing the extent of the condition and the date upon which the employee is expected to be able to return to work. When these circumstances are known in advance, such as in cases of scheduled surgery or childbirth, employees should give their supervisors advance notice; and employees enrolled in VSDP must contact the program administrator and Human Resources Office.

Employees also may use sick leave for medical appointments that cannot be scheduled outside work hours. Supervisors may request proof of any medical appointment that requires use of sick leave.

In addition, employees participating in the traditional sick leave program may use sick leave, up to 48 hours for the short-term illness or death of an immediate family member. Leave for this purpose may not exceed 48 hours in a calendar year. Immediate family includes parents, step-parents, spouse, children, step-children, siblings, step-brothers and step-sisters, and any relative living in the employee's home. Full-time and part-time classified employees enrolled in VSDP have family and personal leave available for family illness or death.

Under the traditional sick leave program, leave is credited to the employee at the end of each pay period unless he/she has experienced a leave without pay absence during the pay period. Employees enrolled in VSDP will receive leave at the beginning of each calendar year. Also, an employee participating in the traditional sick leave program will not earn sick leave after an absence with pay that exceeds 90 consecutive days.

If a non-VSDP employee resigns, retires, is removed or laid off, 25% of the unused sick leave will be paid, not to exceed \$5,000, if the employee has five years or more of continuous state service.

[Refer to DHRM Policy 4.55, Sick Leave; DHRM Policy 4.57, Virginia Sickness & Disability Program](#)

An employee may donate annual leave to a qualified employee who is in need of additional leave as a result of a qualified illness or accident. Employees covered by [Policy 4.55, Sick Leave](#), may request donated annual leave if the employee

experiences leave without pay due to a personal illness, or experiences leave without pay due to a family member's illness or injury for which the employee is using Family Medical Leave. Employees covered by [Policy 4.57, Virginia Sickness and Disability Program \(VSDP\)](#), may request donated annual leave if the employee experiences leave without pay due to a family member's illness or injury for which the employee is using Family Medical Leave.

To be eligible the recipient must have no balance of personal leave (annual, sick, compensatory). There is no payment for holidays and office closing to the recipient (employee on LWOP).

Employees wishing to receive leave must initiate such requests by contacting the Human Resources Department and must provide any required medical written certification from the attending physician.

The following are exceptions to the leave sharing policy:

- When the recipient suffers from an occupationally related accident or illness for the period of which Workers' Compensation benefits have been awarded;
- Intentionally self-inflicted injuries; or
- Injuries occurring in the course of committing a felony or assault.
- Leave donations will not be issued to cover absences due to disciplinary suspension.

If one of the following conditions occurs, the recipient will be required to reimburse leave hours donated to them at the current salary rate of the recipient and the leave hours will be returned to the original donor:

- Compensation is received from another source for the same period of time (such as Workers' Compensation); or
- The Human Resources Department determines that abuse has occurred. Recipient may be required to repay all donated leave, and/or may be subject to disciplinary action in accordance with the Standards of Conduct and Performance Policies.

A donor can change his/her mind and reclaim leave only if the leave sharing Donor Form has not been processed in payroll. If a recipient receives more leave than is required, or death occurs, the excess donated leave is returned to the donors.

[Refer to DHRM Policy 4.35, Leave Sharing](#)

Family & Medical Leave

Employees who have been employed by the College for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the leave can take up to 12 weeks of paid or unpaid leave in a calendar year; for the birth or adoption of a child; for assuming care of a foster child; to care for a child, spouse, or parent with a serious health condition; or, if the employee is unable to work due to a serious personal health condition.

A serious health condition is one in which the employee is either ill for at least three calendar days under the continuous treatment of a health care provider, or requires in-patient care in a hospital, hospice or residential medical care facility. The employee must provide certification from a health care provider to verify the existence of a serious health problem to verify the existence of a serious health condition.

Employees may elect, subject to college approval, or the college may require the use of paid leave for any part of the 12-week period. Employees may use accrued annual, sick, overtime, or compensatory leave, as appropriate, in accordance with policy. Employees may use up to 33% of their personal sick leave for qualifying family purposes.

During the Family Medical Leave (FML) absence, an employee may receive income by using all or a portion of annual, sick, family/personal, or compensatory leave. The use of these leave balances is subject to the provisions of the DHRM policy governing the type of leave. If after the 12 week FML absence the employee is still unable to return to work because of medical reasons, the supervisor may grant a conditional or unconditional LWOP status. Participants in VSDP may have continued benefits under VSDP STD (Short-Term Disability) or LTD (Long-Term Disability) Leave.

Employees submit a written request on the Request for Family Medical Leave Form directly to the Human Resources Department at least 30 days before the anticipated leave, unless an emergency precludes such advance notice. The College requires certification either prior to the commencement of leave, or while on leave, for an employee's serious health condition, or continued need of the employee's care for illness in the immediate family.

The College also requires employees to report every 30 days on their status and intent to return to work, and requires certification from health care providers that employees are able to return. This certification is referred to as a "Fitness for Duty."

[Refer to DHRM Policy 4.20, Family and Medical Leave; DHRM Policy 4.57, VSDP; or the Department of Labor website \[www.dol.gov\]\(http://www.dol.gov\).](#)

Leave to Donate Bone Marrow and Organs (BMOD)

This leave authorizes eligible employees to use up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs. Employees must submit medical certification to support the use and expected duration of the leave. Bone Marrow or Organ Donor (BMOD) leave will not be considered Family and Medical Leave. Because BMOD leave continues employees' full pay, BMOD leave will not be considered VSDP leave.

If it becomes medically necessary for an employee's BMOD leave to extend beyond the expected duration, the time will be charged to other appropriate leave balances.

[Refer to DHRM Policy 4.37, Leave to Donate Bone Marrow or Organs](#)

Leave to Provide Community Service

This policy permits employee time off with pay for service within their communities. Such service may be provided through school assistance or as a volunteer member of a community service organization. Examples of such organizations include volunteer rescue squads, volunteer fire departments, the American Red Cross and Habitat for Humanity.

Employees must receive approval from their supervisors prior to using community service leave. Written verification will also be required from a school administrator or teacher if the leave is used for school assistance. Written verification from an official of the community service organization for use of community service leave is required.

[Refer to DHRM Policy 4.40, Leave to Provide Community Service](#)

Compensation for Court Appearances

Reimbursement for services is money paid to an individual for serving in court as a juror or witness. Employees must remit these fees to the college's business office in order to charge their absence to administrative leave. Employees who choose to retain reimbursement for services must charge their absence to annual, compensatory, overtime leave, or LWOP.

Reimbursement of daily expenses is money paid to an individual to cover out-of-pocket expenses such as meals, parking fees, mileage, and other expenses related to required court appearances. Employees may retain monies that the court provides for reimbursement of daily expenses.

[Refer to DHRM Policy 4.05, Administrative Leave](#)

Natural or Technological Emergency or Disaster Relief

Natural or Technological Emergency or Disaster Relief allows up to 80 hours of administrative leave for full-time and part-time classified employees who sustain severe or catastrophic damage to or loss of personal property as a result of a natural or technological emergency or disaster. This modification to DHRM Policy 4.05, Administrative Leave, applies only to classified employees who lose their homes or experience damage that is severe, extreme, and catastrophic resulting in a critical need for time away from work for disaster relief and recovery. The purpose of this leave provision is to ensure that eligible employees faced with an extreme personal hardship during an officially declared emergency are excused from work for up to 80 hours without requirement to use annual leave or incur a loss of pay. To be granted such leave the employee must meet the eligibility criteria.

[Refer to DHRM Policy 4.05, Administrative Leave](#)

Compensatory Leave

Compensatory leave is paid leave granted for hours worked during a holiday, or for certain hours worked other than those regularly scheduled. Hour-for-hour compensatory leave must be authorized in writing by a supervisor, preferably before the extra hours are worked. Eligibility for compensatory leave differs among job classifications of employees.

If it does not conflict with the needs of the agency, an employee will be permitted to take compensatory leave at the time requested. Compensatory leave may be used for any purpose, but must be used within 12 months of the date earned.

Overtime Leave

At the employee's option, a non-exempt employee who is required to work overtime may be granted overtime leave instead of pay, at the rate of one and one-half times the overtime hours worked.

Payment for Leave Balances

If an employee resigns, retires, or is terminated from state service, he or she will be paid for unused annual leave up to the maximum number of hours that he or she is eligible to carry forward at the end of the calendar year. If an employee participates in the traditional sick leave program or enrolls in VSDP and converts sick leave to disability credits and has five or more years of continuous service when state employment ends, he or she also will be paid for 25 percent of the unused sick leave, not to exceed \$5,000. The employee also will be paid for any overtime and compensatory leave balances.

If an employee transfers from one position to another in the Virginia Community College System, his or her annual, sick, compensatory and overtime leave balances are transferred. If an employee moves to a classified position in another state agency, his or her annual and sick leave balances are transferred, but compensatory and overtime leave balances must be paid by the agency he or she is leaving.

Payment of leave balances following the death of an employee shall be made to the administrator or executor. If there is no administrator or executor of the employee's estate, payment shall go to the surviving spouse or, if there is none, to the next of kin in accordance with section 64.1-123 of the Code of Virginia. Payment may be held for 60 days.

[Refer to DHRM Policy 4.10, Annual Leave](#)

Military Leave

Employees are entitled up to 15 days of paid military leave for federally funded training or active duty per federal fiscal year. In addition, employees may choose to use their annual, overtime, or compensatory leave balances during this time. Any leave in excess of the initial 15 days or other paid leave will be considered to be unconditional leave without pay, which means the employee is guaranteed reinstatement to the position.

If an employee is scheduled to report for a physical examination for military service during work hours, he or she may be granted the time off with pay (up to 8 hours).

To qualify for military leave, employees must furnish their supervisors with copies of their orders or other documentation from a responsible military official. Only the dates specified in these orders may be charged to military leave. Employees should give supervisors as much notice as possible of military leave dates.

If an employee needs to be away from work for more than the allowed 15 workdays, the other days must be charged to annual, overtime, or compensatory leave balances, or to leave without pay.

State Health Benefits for Employees on Military Leave

If you are called to active military service, you and/or your covered dependents may continue State health benefits coverage. Also, remember that health benefits coverage through the United States government is available for military personnel on active duty and their dependents.

If you are called to active service from September 11, 2001 forward, you and your covered family members may continue your health benefits under Extended Coverage, with the State's contribution to active employee premiums. If you currently make an employee contribution to your health plan, the amount will remain the same

under Extended Coverage. In addition, the 2% administrative fee normally added to Extended Coverage premiums will not be charged.

You have 60 days to enroll in Extended Coverage from the date you are notified by your agency of your rights under this coverage. There is an application process for Extended Coverage. If you wish to enroll, then you will need to contact the Human Resources Office. Remember that going on active duty will affect any Flexible Reimbursement Accounts or Long-Term Care Insurance in which you are currently enrolled.

You may enroll in Extended Coverage for 18 months. Coverage will begin the first of the month following the time your military leave begins. This may not be the beginning of the month after you report for duty, because you may have accumulated leave that you wish to use first. If you remain in active service after enrollment for 18 months in Extended Coverage, you and your covered dependents may convert to non-group health coverage. For more information, contact the health plan in which you are enrolled.

[Refer to DHRM Policy, 4.50 Military Leave](#)

Educational Leave

Employees may be allowed to take leave to take courses related to their work. This leave may be with full, partial, or no pay, and must be approved by the appropriate Vice President and College President, who will decide what types of leave employees may take.

[Refer to DHRM Policy 4.15, Educational Leave](#)

Leave Without Pay

Management may grant employees periods of leave without pay for any purpose. Leave without pay will not be granted for more than 12 calendar months, except for extended illness or injury, for active duty with the military, for specific authorized courses of study, or for non-state employment in an essential position of vital importance to the state or national welfare. No leave is earned during pay periods when an employee is on leave without pay. If an employee fails to return to his or her job at the end of the leave without pay, the employee will be treated as having resigned from state service.

Leave without pay may be unconditional or conditional. Unconditional leave without pay provides for an employee to be reinstated to his or her former position (leave without pay for military service and FMLA leave are always unconditional). When reinstatement to the employee's former position does not appear practical because of the college's need to fill the job, an employee may be placed on conditional leave without pay. Conditional leave without pay allows the employee to retain prior sick

and annual leave credits, but, if his or her position has been filled, does not obligate the college to reinstate the employee. If the employee is unable to attain a position in his or her own, or another, agency, he or she will be separated from state service when the leave without pay expires.

[Refer to DHRM Policy 4.45, Leave Without Pay](#)

SECTION IV

Classified Employee Benefits

A. Holiday Schedule

SWCC utilizes an alternate holiday schedule, which varies each year depending upon the calendar and any additional time granted by the Governor.

As always, it may be necessary for some offices to have limited coverage during this time period and compensatory leave will be granted appropriately.

To be eligible for holiday pay, employees must work or be on authorized paid leave the day before and the day after the holiday period. Employees who are on leave without pay (LWOP) the day before or after the holiday period will not be paid for the holiday period. Please check the Human Resources web site for the current year's Holiday schedule.

[Refer to DHRM Policy 4.25, Holidays](#)

B. Group Life Insurance

A Group Life Insurance Program covers full time salaried employees. This is term coverage with a double indemnity provision for accidental death/dismemberment. Term insurance has no cash value nor can one borrow against the coverage amount. Eligible employees are enrolled in the program at the time of initial hire/rehire. Effective July 1, 2001 employer-paid group term life insurance has been enhanced to provide added security. The Seat Belt, Repatriation, and Felonious Assault benefits are the expanded coverage. For more information on these added benefits, visit the VRS Web site, <http://www.varetire.org>.

The amount of insurance for death resulting from natural causes is based on the employee's annual salary, rounded to the next thousand and doubled. This amount is again doubled for accidental death. There is no charge to employees for this coverage, as all premiums are employer-paid. Coverage in excess of \$50,000 requires addition to gross income and social security wages using the uniform premium table of the Internal Revenue Code. This will be shown on the employee's earnings statement in the first pay of the month as Imputed Life (IMPLIFE). New hires may see it in their first pay, regardless of the pay period.

The Code of Virginia automatically determines beneficiary designations as follows:

- To your spouse;
- If no surviving spouse, to the children and descendants of deceased children;
- If none of the above, to the parents equally or to the surviving parent;

- If none of the above, to the duly appointed executor or administrator of the employee's estate;
- If none of the above, to other next of kin entitled under the law of the state the employee lives in at the time of death.

The process for notification is:

- Employee notifies Human Resources Department.
- Human Resources contacts the carrier
- The carrier will send notification to the beneficiary.

Employees may make a different beneficiary designation by completing the [VRS-2](#) form. This form is available at the VRS Web site www.varetire.org. Information is distributed to new employees concerning the certificate of coverage for the life insurance benefits. If additional information is needed, visit the web site at www.varetire.org/members/benefits/life-insurance/Index.asp.

C. Optional Life Insurance

Full time salaried employees may voluntarily purchase optional life and accidental death and dismemberment insurance at group rates to supplement the basic VRS coverage defined above. Premiums are payroll-deducted. Coverage is for the employee and, if desired, the employee's family. The same notification procedure is followed as in group life insurance.

D. Health Insurance

Full time, salaried employees have a choice at the time of initial hire, or when experiencing a qualifying life event, to elect health coverage for the first time or to change coverage after enrollment. This election must be made within 60 calendar days with coverage effective the first of the month following application. Participation is voluntary; however, if no coverage is desired at the time of initial hire, the waiver box in the paper enrollment form is checked and then forwarded to the Human Resources Department.

The initial enrollment can be made using the paper enrollment form or by the Employee Direct program. Once employment is established in the Personnel Management Information system (PMIS), the employee is required to access EmployeeDirect, <http://edirect.virginia.gov> and choose the "I don't know my pass code" option. The employee will enter their identification number and a pass code will be sent to the employee's College email address.

Every full time employee has a Benefit Record in the statewide Benefit Eligibility System (BES). The BES information is downloaded to all health carriers for their

respective participant record database. By use of this database, mailings of important benefit information are mailed to home addresses. It is essential that employee keep their address current with the Human Resources Department and in BES. A change of address may be made for BES using EmployeeDirect.

It is the obligation of the employee to review eligibility and dependent data in the State Health Benefits Eligibility System (BES). Social Security numbers are required for all dependents over one year of age. Another area of review is the eligibility status for over-age dependents. **To continually carry an over-age dependent or other ineligible dependent constitutes fraud. The state takes this matter very seriously.**

EmployeeDirect permits an employee to review the BES member profile as needed. An employee can view this information at <http://edirect.virginia.gov> using their personal password. This is helpful when the employee needs to determine if all dependents continue to be eligible for health coverage. Failing to take an appropriate action in removing ineligible dependents constitutes fraud, resulting in a penalty of disallowing coverage in the state group plan for up to three years. It is the employee's responsibility to know coverage rules.

For more information regarding health insurance, access the Department of Human Resource Management web site at www.dhrm.virginia.gov.

The types of membership are listed below.

- Employee Single Only yourself
- Employee + One Yourself and one eligible family member
- Family Yourself and two or more eligible family members

The employee's health benefits program uses an independent review organization for unpaid claims. Also, the Office of Health Benefits at DHRM has a representative to help provide some intermediary relief and understanding in claim resolution. Denial of a health claim has an extensive process that benefits the employees affected by a denied claim.

E. Pretax Benefit Program (Flexible Benefits)

Tax savings may be realized on federal tax, state tax, and social security when an employee elects to participate in the Commonwealth's pretax benefit programs. Employees can enjoy tax savings by paying their health program costs with pretax dollars. Good illustrations are found in the Commonwealth of Virginia flexible Benefits Source book. It is available at the DHRM Web site, under Benefits www.dhrm.virginia.gov/genlbenefits/flex/flexiblebenefits.html.

Participating in flexible spending accounts offers the ability to utilize two accounts, medical reimbursement and dependent care. A dependent care account is available

immediately. After enrollment, life event changes may allow a participant a change in coverage.

Insurance Programs

SWCC employees have several options for participation in voluntary insurance programs. A statewide listing of companies is available from the carrier, a third party administrator for establishing the vendor accounts and remitting of premium money. There may be fees associated with participation depending on the vendor. In some instances, the vendor offering the product will assume the fee. If not, the employee is responsible for the fee, which will be payroll deducted along with the premium. Employees who enroll in one or more of the offered plans have an individually contracted benefit with a specific company. There is no group affiliation. The set-up of the premium for payroll deduction is done when authorized by the carrier with the exception of the college's UNUM plan.

F. Long-Term Care Insurance (Employee-Paid)

Classified employees may purchase long-term care insurance. This is an employee-paid benefit with coverage options for the employee, a spouse or parents. This type of health care election offers long-term care insurance, which provides a wide range of personal care, health care, and social services for people of all ages who are unable to care for themselves in the activities of daily living. For more information on Long-Term Care Insurance, visit www.varetire.org/members/benefits/long-term-care/vsdp-long-term-care/index.asp

New employees have 60 days to enroll in this program without the requirement of medical information. This is what is referred to as guaranteed issue. Any full time employee who did not enroll when first offered the benefit may do so by completing the application and medical information found on the VRS web site at: www.varetire.org/members/benefits/long-term-care/vsdp-long-term-care/index.asp#how-to-apply

G. Long-Term Care Insurance (Employer-Paid)

Classified VSDP participants have an employer-paid LTC benefit. The employer-paid LTC benefit will provide a \$75 daily benefit with a two-year lifetime maximum. The employer-paid benefit is in addition to coverage under the short and long-term disability provision of VSDP and any voluntary election of a LTC benefit. Upon leaving state employment, LTC coverage may be continued. Premium arrangements for continued coverage must be made with prior to the last day of employment.

Visit the VRS LTC web site at: www.varetire.org/members/benefits/long-term-care/vsdp-long-term-care/index.asp#na

H. Disability Income Protection (Employee-Paid)

Short-Term Disability

Employees have the option to choose a Short-Term Disability Protection Plan income plan. Participation in this plan is optional to all salaried employees. Employees may elect to have the monthly premiums deducted from their paychecks. Vendors periodically visit campus to offer their products and information. A campus-wide public email will alert employees of any upcoming vendor visits. For a list of vendors, contact the Human Resources Office at x7389.

Long-Term Disability

The college offers a group long-term income protection plan for full-time employees who chose not to participate in the VSDP program, when eligible. The plan benefits are provided by the UNUM Provident Insurance Company. An employee completes the UNUM enrollment application obtained from Human Resources. The completed form is then sent by Human Resources to UNUM directly to establish the benefit.

The employee can choose from three income options: 50%, 40%, or 25%. There is a 90-day elimination period. Non-VSDP employees are eligible for the college's UNUM group disability plan. Contact Human Resources for more information.

I. Disability Income Protection (Employer-Paid)

VSDP Short-Term Disability

VSDP employees experiencing a personal illness or injury that extends beyond seven calendar days may have income replacement under the VSDP short-term disability program. The number of days in which income will be replaced and the percentage at which it is replaced varies depending on the number of months of state service.

If a disability is due to a work-related injury compensated under the Virginia Workers' Compensation Act, the VSDP for enrolled employee short-term disability program provides the difference between what the employee receives under Workers' Compensation and the short-term disability benefits. The number of days that this benefit applies and the percentage at which income is replaced varies depending on the number of months of state service.

VSDP Long-Term Disability

VSDP employees unable to work for a long period of time due to a personal injury or illness are eligible for income replacement under the VSDP long-term disability program. Long-term disability benefits begin after the short-term disability benefits end. Long-term disability benefits provide income replacement of 60% of creditable compensation or 80% if a catastrophic condition exists.

[Refer to DHRM Policy 4.57, Virginia Sickness and Disability Program](#)

J. Tax-Sheltered Annuity Plan

The College offers employees the opportunity to participate in a deferred compensation plan under section 403(b) of the Internal Revenue Code. Participants enjoy the benefits of voluntary saving for additional retirement benefits while having tax-deferral on the deduction amount and the invest income. All employees, with few exceptions, are eligible to participate in this plan. Plan participants must defer \$200 in a calendar year. To enroll in the 403(b) program:

- Select the vendor you want to use for your 403(b)
- Contact the vendor and request enrollment materials
- Fill out enrollment forms and send forms to the vendor
- Fill out the Salary Reduction Agreement and submit to Human Resources for processing

The deductions will start in the next available pay cycle. Employees may participate in both 403(b) and 457 deferred compensation plans.

K. Commonwealth's Deferred Compensation Plan

The Commonwealth of Virginia offers employees the opportunity to participate in a deferred compensation plan under section 457 of the Internal Revenue Code. This plan is administered through the Virginia Retirement System. Employees may participate in both 403(b) and 457 deferral plans. For more information, visit www.varetire.org/Employers/member-benefits/defined-contribution/Index.asp

L. Cash Match

The College makes a contribution to an employee's deferred compensation account. This benefit is called Cash Match. The amount of the match is determined using a formula that matches up to 50% of an employee's voluntary contribution to a 403(b) or 457 plan, not to exceed \$20 per pay period. This benefit is to encourage and support individual savings for retirement purposes. If there is no employee contribution, there is no match.

To be eligible for the Cash Match contribution, an employee must be making a voluntary contribution to either the Commonwealth's 457 plan or the College's 403(b) plan. The minimum contribution is \$10 per pay period. For more information visit the Cash Match web site at: [Cash Match Information](#)

M. Credit Union Membership

Membership is available for classified employees in the Virginia Credit Union. Membership may be retained even after termination and into retirement. Interest checking, loans, lines of credit, and VISA cards are examples of services provided by the credit union. A payroll deduction can be arranged for the credit union. For more

information visit the Web site at www.vacu.org. If you wish to join the credit union, application forms are available in the Human Resources Office. There is no membership fee, but a minimum deposit of \$5 is required.

N. Workers' Compensation

The Workers' Compensation Program protects all state employees from financial loss due to lost work (lost wages), medical expenses, and other costs associated with a covered injury sustained arising out of and in the course and scope of employment subject to the provisions of the Workers' Compensation Act. Employees who have suffered a covered on-the-job injury are provided access to quality medical treatment and rehabilitation services all designed to bring the employee to full recovery returning him/her to good health and gainful employment.

Any employee injured is to report his/her injury to the Campus Police immediately. If the employee is unable to report his/her injury, then the supervisor will call Campus Police immediately. Campus police are trained in First Aid and can assist with minor injuries. Campus police will assist with major injuries until such time as trained rescue personnel arrive.

The Campus Police will complete an accident report and provide the employee with a panel of physicians to seek treatment from for their injuries. The accident report will be forwarded to the Human Resources Department. The Human Resources Department will complete the required reports to be sent in for establishment of a claim.

MCI (Managed Care Innovations) is the contracted provider for Workers' Compensation benefits of the Commonwealth. MCI provides a team approach to handling claims including a medical network, medical management, network pharmacy, on-site medical staff, and access to surveillance in order to reduce fraudulent claims, vocational placement staff, and loss control programs.

In order for an accident to be covered under the Virginia Workers' Compensation Act, it must arise out of and in the course of employment. Not all injuries that happen at work are covered under the Act. Each incident will be reported to the Campus Police Department. The Campus Police Department is open 24/7 and therefore available to employees at all times. Following the completion of the Police Report, SWCC will submit the Employer's First Report of Accident to MCI. If the employee is a participant in the Virginia Sickness and Disability Program (VSDP), it is the employee's responsibility to contact the third party administrator for providing short and long-term disability management of the VSDP program and advise them that a claim has been filed under Workers' Compensation.

MCI will determine whether a claim will be covered under the Virginia Workers' Compensation Act. Employee's prompt submission of all paperwork and cooperation with MCI and the Human Resources Department in processing the claim is vital.

VSDP Employees

CUNUM staff will review Workers' Compensation filing expectations with the employee and coordinate with MCI on the claim. Workers' Compensation will convey to UNUM the status – if no decision of compensability is made, VSDP will pay primary VSDP benefits.

When Workers' Compensation makes the decision of compensability, UNUM will become the supplemental payer with Workers' compensation as the primary on the time loss. There remains the 5-day calendar work-waiting period, for VSDP benefits during which the employee may choose a charge to annual, sick, or family/personal leave. When the Workers' Compensation claim is deemed compensable, the VSDP leave charge will be reimbursed by 66 2/3 percent of the Workers' Compensation benefit, provided the lost time exceeds 21 cumulative calendar days. If absence does not exceed the 21-day period, there is no reimbursement of any portion of the leave.

Neither the VSDP (WC) supplement nor WC benefits are taxable.

Employees must be fully engaged getting the information to all parties and in making sure that their medical provider knows to forward the required medical information to MCI in a timely manner. The employee's pay and leave may be affected by delays. When a disability is due to a work-related injury compensated under the Virginia Workers Compensation Act, the VSDP for enrolled employee short-term disability program provides the difference between what the employee receives under Workers' Compensation and the short-term disability benefits. The number of days that this benefit applies and the percentage at which income is replaced varies depending on the number of months of that service.

Non-VSDP Employees

Salaried employees will have their personal leave balances charged for time lost due to injury until a determination is made by Managed Care Innovations (MCI) that the injury for time lost due to injury is compensable (employees who have marginal leave balances could possibly go in a LWOP status).

If the claim is determined to be compensable, the salaried employee will have his or her personal leave time credited back 100% for the first 7 days of time loss when the time loss exceeds 21 cumulative calendar days. The 100% consists of the Workers' Compensation 66-2/3 percent and the 92-day DHRM supplement, only for non-VSDP employees. The Workers' Compensation benefit is not taxable income, but the DHRM supplement is taxable income. If compensable, but the time loss doesn't exceed 21 cumulative calendar days, the first 7 days are all charged to the DHRM supplement.

For non-salaried employees, (Adjunct, Wage, Work-Study) no wages can be paid.

All injuries must be reported, regardless of whether or not treatment was needed. Failure to follow these instructions may result in loss of benefits or possible disciplinary action.

In addition, there is a very limited pharmacy network. If the employee is able to utilize the pharmacy network, there is no co-payment for compensable Workers' Compensation claims.

[Refer to DHRM Policy 4.60, Workers' Compensation: Policy 4.57, Virginia Sickness and Disability Program](#); and [VSDP employees may also refer to the VSDP Handbook](#).

Return to Work Policy

The return to work policy for Southwest Virginia Community College will be implemented according to Executive Order #52. The policy will have the flexibility to take into account the injured employee's special circumstances, using modified or light duty assignments when appropriate. College management will work with all employees to reduce on-the-job risks. College management will also work with the Worker's Compensation Program (WCP) in implementing the initiatives to reduce work-related injuries and to improve services to all injured employees. The College's Return to Work Coordinator is the Director of Human Resources, who will enforce the implementation of this policy. This policy will be reviewed annually and revisions made as necessary. The Health and Safety Committee will be actively involved in the review and revision process. The College will educate all employees on the Return to Work Policy.

When an employee is injured on the job, the supervisor of the injured employee will be responsible for notifying the Human Resources Department and Campus Police within 24 hours of the injury. The Human Resources Department or Campus Police will provide the injured employee with a panel of physicians from which to choose his/her medical care. The Human Resources Department will enter the Employer's Accident Report (EAR) to the Workers Compensation Program within the required time frame.

After the employee has met with the panel physician for the first time, the College will maintain contact with the physician's office in order to obtain the employee's prognosis for recovery and work status. The Human Resources Office will submit the position description and physical demands form if necessary including documentation detailing the Return to Work Program to the attending physician. The injured employee should bring his/her disability slip or work restrictions to the Return to Work Coordinator or his/her supervisor. If the coordinator is not clear on the work restrictions set forth by the physician, he/she will call the physician. Once work restrictions are obtained, the supervisor will maintain communication with the coordinator and the injured employee.

Modified/transitional duty is when the injured employee's regular job duties have to be adjusted to accommodate the nature of the injury. The injured employee should be able to perform without the added stress of injury. Before the employee starts his/her modified/transitional duty, the supervisor, the employee, and the Return to Work Coordinator will discuss the modified/transitional duty. Work tasks and duties should be adjusted to meet the needs of the injured employee until he/she can return to his/her normal duties. Modified/transitional duty may be restricted up to 90 days, except where there are Americans with Disabilities Act implications.

If modified/transitional duty is required, there are several considerations. First, depending on the normal work tasks and duties of the employee, the Return to Work Coordinator in coordination with the supervisor will try to find work for the injured worker. If modified/transitional duty is possible within the department, the employee will continue to work in that area. If modified/transitional duty is not possible within the employee's department, the Return to Work Coordinator will seek to find modified/transitional duty within another department. The Return to Work Coordinator will complete the transitional employment plan, review it with the injured/ill employee and supervisor, obtain their signatures, and then submit it to the attending physician for approval. During transitional duty, the Return to Work Coordinator will meet with the injured/ill employee to discuss concerns and evaluate progress every month. This duty can be altered, upgraded, or changed in a manner consistent with medical restrictions and in accordance with an individual's improved condition. The Return to Work Coordinator will submit a supplemental report indicating this return to work to the WCP and also will notify Virginia Sickness Disability Program if applicable of the employee's return to work.

If the employee is not able to return to work because of the severity of the injury, the College will maintain ongoing communication with the employee. The college will also communicate with the attending physician and provide him/her with information regarding the employee's position and the agency's return to work program in order to assist in returning the employee back to work. The supervisor will maintain communication with the Return to Work Coordinator and the injured employee. If it is determined that the employee has permanent restrictions that result in his/her inability to perform the essential functions of his/her primary position, the provisions of the Americans with Disability Act (ADA) and other applicable laws will be applied to determine suitability for employment.

Southwest Virginia Community College, along with the Worker's Compensation Program, will attempt to make the return to work process of the injured employee as smooth as possible. The College's goal is to get the employee back to work, full duty-full time, as soon as possible in a safe and healthy manner.

O. Parking

Employees will be assigned parking areas by Campus Police. All college employees must register their vehicles with Campus Police and receive appropriate identification

decals. Employees parking in unauthorized parking spaces will be ticketed. All traffic rules and regulations established by the Commonwealth of Virginia, and by the local jurisdiction, are enforced on College property and campus locations.

Official guests are permitted to park in any available guest space or where instructed by Campus Police.

Neither the College nor the Governing Board shall be responsible for damage to automobiles or other vehicles while parked or operated on college property.

P. Employee Assistance Program (EAP)

The Health Insurance Plan offers state employees and their dependents an employee assistance program (EAP). Included are up to four sessions at no charge for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services. In general, care must be authorized in advance. Contact your plan's Member Services department for more information. For the statewide plans, additional information may be found at: www.dhrm.virginia.gov/genlbenefits/employeeassistance.html

Q. Professional Development

Mission

SWCC is dedicated to meeting the ever-changing educational needs of the community it serves by providing quality educational programs and services. The provision of quality education to the community requires ongoing professional growth and development among college personnel. For this reason, the College has committed itself to a comprehensive professional development program for its faculty and staff.

Goals

- To identify the professional development needs of each personnel group, i.e., teaching faculty, administrative faculty, professional faculty, classified staff, and adjunct faculty.
- To provide the opportunity for each member of the College faculty and staff to assess his or her own professional development needs and to develop an individual plan (IDP) for addressing those needs.
- To provide a variety of professional development opportunities to address the needs of each personnel group, including teaching faculty, administrative faculty, professional faculty, classified staff, and adjunct faculty.
- To develop a formal approach to orienting all new personnel to the college.

- To assist all personnel in developing the necessary knowledge and skills to effectively utilize emerging technologies.

Ongoing Programs

The College has many ongoing programs available to classified employees as listed below. Employees should consult their supervisor and Human Resources Office for additional information.

- | | |
|--|-------------------------------|
| • Basic Skills Training Program | • Festival of the Arts |
| • Chancellor's Fellowship for
Classified Employees | • Foundation Excellence Award |
| • CommonHealth | • IN-SERVICE |
| • Computer Training | • SWCC SERIES |
| • Conferences | • Tuition Reimbursement |
| • Educational Leave with Partial
Pay or without Pay | • VCCA Convention |

Educational Assistance Program Guidelines

Purpose

The purpose of this policy is to establish guidelines for the development of programs that will enable the College to support the educational learning goals of SWCC employees.

Educational Assistance

Educational Assistance is financial support for approved educational courses or the acquisition of job-related degrees, professional certifications or licenses. It may be granted for a single course or combined with educational leave. The financial support shall consist of the cost of tuition and mandatory fees. In cases with educational leave, full pay, partial pay, or leave without pay may be provided.

Eligibility Requirements

Requests for educational assistance must be for courses that are job-related or are part of an approved degree program. For job-related requests, the courses must be either to provide training in the use of new or modified methods and equipment; or to provide training in skills and knowledge required by changes in the employee's current position.

For degree-related requests, the academic courses must be taken at regionally accredited institutions (i.e. SACS accredited). For qualified administrative and teaching faculty, these advanced degrees will be for the maintenance of established standards of the College or to meet specific needs that have been authorized by the College. For classified employees these degrees will enable the employee to

complete a degree program which will enhance job performance or support the College's mission and goals.

Employee Eligibility

This is an employment benefit and therefore it does not cover students or those whose primary status with the College is as a student.

Employees seeking educational aid for tuition should submit a fully completed VCCS Form 16, Educational Aid Request, at least one week prior to the beginning of the anticipated term of attendance.

As the College's budgets have grown more restrictive, decisions regarding coursework for which tuition reimbursement can be made available have become more critical. The guidelines listed below should be considered:

Unless directed and agreed to by the College, funding for full programs of study cannot be assured. Decisions regarding agreements by the College to reimburse tuition must be made on a term-by-term basis. Budget considerations must also apply in cases where the College has agreed to award partial salary to individuals taking coursework during summer sessions or for educational leave during the academic year; decisions regarding such awards must be made on a year-to-year basis.

Courses for which tuition reimbursement is requested should be fully relevant to the employee's current job responsibilities, unless the College has requested that the individual enroll in such coursework for reasons deemed advantageous by the College.

Considering the usual differential between in-state and out-of-state tuition, employees planning to request tuition reimbursement are encouraged to attempt to find comparable coursework at a College or university supported by the State of Virginia or where there is an Instructional Credit Agreement. If the prospective institution's proximity to the College is a factor, then the employee should discuss this with his/her supervisor prior to enrolling.

Employees completing courses for which tuition reimbursement has been previously approved must submit appropriate paperwork and documentation (proof of out-of-pocket tuition paid and a score/grade of a "C" or better for each course) for such reimbursement within 10 days of receipt of the course grade. Since the process of closing College budgets begins in May, this documentation and paperwork for spring semester courses must be submitted to the appropriate supervisor's office in time to ensure a June 15th arrival date in the Business Office. Failure to meet these deadlines will nullify any reimbursement arrangements previously agreed to by the College.

Instructional Credit Agreement

Instructional Credit Agreements are between four-year institutions and the College to provide terms and conditions under which a four-year institution may offer courses to full-time SWCC employees at in-state tuition rates. All of the courses must be related to the employee's job responsibilities or be in pursuit of a degree that will enhance the value of the employee to the College.

Employees who enroll in courses must meet standard admission and registration requirements of the four-year institution. SWCC will collect fees from College employees and make direct payment to the four-year institution. It is the employee's responsibility to complete all required SWCC and four-year institutional paperwork within established timelines. SWCC's Business Office will process payments directly with the four-year institution. Employees will be responsible for paying the tuition and fee charges to the Business Office in accordance with established schedule. The College currently has an Instructional Credit Agreement with East Tennessee State University. The Contract Voucher Form and instructions are listed on the Administrative Forms website.

Overtime

Overtime will not be provided for employees taking courses.

Continuous Learning Program

Purpose

The purpose of this policy is to establish guidelines for the SWCC Continuous Learning Program that will enable SWCC to support the continuous learning goals of eligible employees.

Course Eligibility Requirements

Courses included in this program must be offered by Southwest Virginia Community College. The courses may be job related or non-job related (credit or non-credit).

Eligible Employees

Full-time employees, wage employees, and adjunct faculty are eligible. Student workers, including students who are on P-14s are not included.

Number of hours

Employees will be allowed to take up to six (6) credit or non-credit hours of instruction per semester.

Documentation

PeopleSoft will track the courses taken to comply with General Assembly requirements for reporting.

Approval Process

Employee will complete a Continuous Learning form to obtain prior approval for courses. The employee's supervisor and respective VP will approve the course(s) prior to enrollment.

Registration

Employees are not allowed to pre-register for courses.

Overtime

Overtime will not be provided for employees taking courses. If the course hours are job related, then the employee may be allowed to take up to three (3) course hours during the normal work schedule provided it does not interfere with the employee's work or departmental duties and with the approval of the employee's supervisor. All course hours taken after the regular scheduled work hours will be on the employee's own time.

R. State Service Awards

Classified employees are given credit for all cumulative periods of full-time state employment, including period of leave with pay and approved LWOP, towards service, and awards are presented each fall during in-service. To determine service award eligibility, the yearly employee service time frame runs from August 17th to August 16th of the following year.

[Refer to DHRM Policy 1.10, Awards for Length of Service](#)

S. SWCC Service Awards

This policy provides for the recognition of employees for their Southwest Virginia Community College full-time service and recognizes the employees for such service.

Agency Responsibilities
Timing and Nature of Award

Southwest Virginia Community College (SWCC) will recognize employees' service starting at five (5) years of SWCC service and for each five-year increment thereafter. Presentation of SWCC Service Recognition Award will be annually with the State Service Award during Fall In-Service held in August.

Calculating SWCC Service

Only full-time, salaried employment at SWCC will be used in the reorganization of the SWCC Service Award. Other state employment will be used in the state service awards. The SWCC Service Recognition Award is to honor just SWCC employment time.

NOT INCLUDED for service recognition:

Non-working long-term disability;

Wage/adjunct employment

Purchased time

Leave without pay

Employees must pass the service milestone before receiving the recognition award for that level of service; service time is not rounded up.

Service Recognition Award Item

In recognition of the service time the employee will be presented a SWCC polo shirt in the following color:

5 Years of Service	Maroon
10 Years of Service	White
15 Years of Service	Red
20 Years of Service	Green
25 Years of Service	Blue
30 Years of Service	Gold
35 Years of Service	Light Blue
40 Years of Service	Purple
45 Years of Service	Orange
50 Years of Service	Khaki

Record Retention

The Human Resources Office will maintain records that are needed to implement the SWCC Service Recognition Award. Any questions should be directed to the Director of Human Resources.

Revised February 2014

T. Library

The SWCC Library has an excellent collection of books, periodicals, reference work, and audio-visual materials. As an employee of SWCC, you and your family have full loan privileges to use any of the books, periodicals, and other publications in this collection.

U. Combined Virginia Campaign (CVC)

The Combined Virginia Campaign is the voluntary employee charitable giving program that has help to raise funds for thousands of non-profit health and humanitarian organizations throughout the state, the nation and the world. Contributions are tax deductible and can be made in lump sum or by payroll deduction. For additional information, contact the Human Resources Department or visit the DHRM website at: <http://www.cvc.vipnet.org/>

SECTION V

Resignation/Retirement

A. Resignation

Employees should provide two weeks written notice to their immediate supervisor of their intention to resign from state service. The supervisor will forward the resignation letter to the Human Resources Department for processing.

The separation date of an active employee is the last day the employee worked. For employees not enrolled in VSDP, who are on LWOP due to extended illness or disability, the separation date is the last day of paid leave or if health benefits were continued, the end of the month in which notification occurred. For employees who are enrolled in VSDP, a separation date may be the day following the last day authorized for VSDP pay. To withdraw a resignation, the employee needs to provide a written request to the appropriate authority for approval before the effective date or within one calendar month hereafter provided the position has not been filled or abolished.

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 as outlined under the provisions of the Extended Coverage Notice from the Human Resources Department. Premiums are fully paid by the resigned employees plus a two-percent administrative fee. Each covered member on an employee's health contract may choose to elect coverage. For continued health coverage as a retiree, see the retirement section below.

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. The amount of individual non-group coverage may be for an amount not to exceed the amount previously in effect for the employer-paid coverage. Conversion of the employer-paid policy is not necessary if, at the time of separation, the employee meets the age and service requirements of VRS (55 years of age and 5 years of continuous service or 50 years of age with 10 years of service). Coverage will continue but will begin to reduce until it reaches one-fourth of its original value. There is no premium paid by the employee for this continuation of coverage, but imputed life will still be assessed until the coverage reduces below \$50,000.

NOTE: As of July 1, 2001, if the employee has been continuously enrolled for five preceding years. Optional Life Insurance may be carried into retirement. The retiree will be billed for the premium.

Employees are advised to discuss the various options and benefits available with the Human Resources Department when planning to retire. An employee is eligible to receive a retirement benefit when he or she reaches a retirement age as defined by the Code of Virginia for VRS, provided he or she has five or more years of covered VRS service (vested). A member is eligible for full retirement benefits at age 65, or beginning the first of the month following an employee's 50th birthday with at least 30 years of covered service, or 55/30. Early retirement is possible as early as age 50 with 10 years of service, or at age 55 with a minimum of 5 years of covered service. The effective date of an early retirement may be no earlier than the first of the month following the 50th or 55th birthday, unless the birthday is on the first of the month. An early retirement has reduced benefits. An employee's last day worked is usually the day prior to the first of the month of the VRS retirement date and is not the same as his or her retirement date. The VRS retirement date must be the first of a month. To facilitate the transition from active pay status to that of a monthly retirement check, a 90-day processing time is desired to provide transition from active payroll to retiree payroll.

There are provisions for a VRS disability retirement when a non VSDP employee is unable to perform the duties of the job as outlined on the Employee Work Profile. The non-VSDP employee or the employee's supervisor should contact the Human Resources Department as soon as disabling condition is apparent. A disability retirement may either be job-related or due to other medical conditions.

Retiring employees may opt to continue health coverage in the VRS retiree group. Coverage is selected from plans offered by the state to retirees. In choosing coverage as a retiree, the retiree coverage for the Medicare eligible employee and/or dependents will be supplemental to Medicare. The state's contribution ceases; however, a retiree health credit is applied against the cost of a retiree's premium provided the retiree has 15 years of VRS covered employment. The retiree health credit may be applied against an alternative health plan other than the state offered plan. The retiree health credit is not lost if the eligible employee, upon termination, elects to defer receiving the VRS annuity until a later date.

[Refer to DHRM Policy 1.70, Termination/Separation from State Service](#), VRS handbook or the VRS Web site www.varetire.org.

B. Service Definitions

Continuous State Service is defined as service calculated from the Employee's most recent salaried employment date including periods of approved leave without pay (LWOP) and excluding any hourly employment.

Total State Service, as used in the Virginia Sickness and Disability Program (VSDP) and for leave accrual purposes covers all of salaried state employment including periods of leave without pay.

Active Employment for VSDP purposes is defined as working 20 or more hours in a workweek in a position that is regularly scheduled for 20 or more hours in a workweek.

There are benefit programs and policies that require a different definition, such as consecutive and/or cumulative service. For example, the tax-deferred annuity (403-b) uses all college service including hourly. One of the two eligibility tests for Family Medical Leave purposes is determined by 12 months of state service in any job capacity.

C. Service for VRS Pension Benefits

An employee's pension benefits are of great value in overall retirement planning. An eventual retirement under the provisions of VRS, a defined benefit plan, considers three elements in a benefit determination. The three parts of the VRS formula are years of service (including each reported month), average final salary, and the multiplier.

A recent legislative change allows employees who may have worked for a VRS-covered employer, but in a provision status that was not covered for pension benefits, to purchase that time at a 5% employee cost. An example of this permitted buy is service rendered as an hourly employee. Within one year of becoming a covered member of VRS (either full or part-time salaried employment) an employee can apply to buy additional service time, such as the hourly (P-14) service at a 5% employee cost. Other service that can be purchased is military service, federal or civilian employment, or leave without pay taken following the birth or adoption of a child. The important factor is identifying possible added service early in a covered employment status, because only a one year window period is provided for the 5% cost. Please refer to the VRS Web site www.varetire.org.

D. Virginia Law Officers Retirement System (VALORS)

Campus police officers are eligible for special provisions for pension benefits under the Virginia Retirement System. Their pension benefits are similar to other law enforcement officers of the Commonwealth. Full retirement benefits for a VALORS covered employee require a minimum of five years of covered service (the vesting requirement) by age 60 or by age 50 with at least 25 years of service. A covered employee may retire with a reduced benefit as early as age 50 with at least five years of covered service.

A hazardous duty supplement at the time of retirement is available if a covered employee has at least 20 years of hazardous duty service as a state police officer, sheriff, law enforcement officer, or firefighter. If an employee qualifies for this added benefit, the VRS should be contacted. As of July 1, 2001, all newly hired VALORS covered employees will have an enhanced benefits formula that will replace the hazardous duty supplement.

E. Social Security

All employees are subject to the Old Age Survivors Disability Income (OASDI) provisions and are taxed accordingly. Together with the Medicare portion (HI) of the Federal Insurance Contribution Act (FICA), the combined tax rate is currently 7.65% of salary. Social Security has a cap at which point the OASDI benefit will cease. Social Security provides a basic retirement benefit including an allowance for dependents up to age 16. Social Security provides a basic retirement benefit for workers when fully insured as early as age 62. These benefits may be paid to the worker, a spouse or disabled dependent adult. Disability benefits are paid to workers of all ages who have a severe disability. Survivor coverage may be payable to widows, widowers, and children up to age 16 (unless disabled) of the deceased worker. Visit the Web site at www.ssa.gov.

F. Layoff Policy

[Policy 1.30](#) of the DHRM Policies and Procedures Manual governs the Commonwealth's layoff procedure. Only classified (P-3) employees have rights under the layoff policy. Hourly (P-14) employees may be terminated without cause at any time. Part-time classified and restricted employees have no layoff rights unless they were employed in a full-time classified position immediately prior to their current part-time status.

It is within the discretion of each agency head to determine the organizational units, the roles, and the number of positions within such roles, which will be discontinued through layoffs.

Prior to implementing layoff, agencies must:

- Determine whether the entire agency, or designated work units are to be affected
- Designate work unit(s) to be affected as appropriate, and
- Review all vacant positions to identify valid vacancies that can be used as placement options for employees to be impacted by application of the Layoff Policy. Valid vacancies can be filled after the agency has determined that no employees to be affected by layoff are eligible for, or interested in the positions.

Sequence in Implementing Layoff Policy

Employees selected for layoff

Wage employees performing the same work in the same organizational unit in the same geographic area, and role.

Part-time classified and part-time restricted employees performing the same work in the same organizational unit in the same geographic area, and role. Certain full or part-time restricted employees and part-time classified employees are eligible for placement consideration only if:

- The position held immediately prior to the position being continued was a full-time classified position; and
- There was no break in service in the employees' tenure between the full-time classified position and the restricted part-time position. If part-time or restricted employees are eligible for placement, they will be considered with all other employees being considered for placement in order of seniority.
- Full-time restricted employees (if the position is anticipated to be funded for more than 12 months) performing the same work in the same organizational unit, geographic area, and role.
- Full-time classified employees performing the same work in the same organizational unit, geographic area, and role.

For each type of employment, employees will be removed according to seniority. The affected employees must be considered within the agency for any valid vacant position in the same or lower pay band as their current position.

Impact of Layoff on Employees on LWOP and VSDP Leave, STD, FML, or Unconditional LWOP (position held)

Employees who are on VSDP Short Term Disability (STD), on Family and Medical Leave (FML), or on Unconditional LWOP (position held) are considered active employees and shall be treated as if they were in their positions. If their positions are to be abolished and they are otherwise qualified to receive the benefits outlined herein, they must be provided placement options and the appropriate benefits. If their positions are not to be abolished, they may not be used as placement options of other employees impacted by layoff.

LTD or Conditional LWOP (position not held)

Employees who are on VSDP Long Term Disability (LTD) or who are on Conditional LWOP (position not held) are not eligible for the rights described in this policy, or for severance benefits.

Positions of employees on LTD or Conditional LWOP may be considered valid vacancies and used as placement options for employees impacted by layoff.

If an employee moves from VSDP STD to LTD while on leave without pay layoff, the provisions of VSDP LTD prevail over the provisions of this policy, and recall and preferential hiring rights case.

Reassigning Employees within the Agency

After affected employees have been identified, the agency must attempt to reassign them by seniority to any valid vacancy agency-wide in the same or lower pay band as their current position.

An employee is offered a position in the highest pay band for which the employee is minimally qualified.

An employee who turns down an offer from the agency responsible for the layoff, in the same or lower pay band and in the same geographic area that does not result in a reduction in salary will be Separated-Layoff and will not be entitled to any severance benefits. Once the employee has been offered and declined such a position, the agency has no obligation to consider additional placement options.

An employee who turns down a vacancy in a lower pay band in the same geographic area that does result in a reduction in salary will be placed LWOP-Layoff status and will be entitled to the severance benefits and placement options.

Reassigning Employees in Other Executive Branch Agencies

When a Reduction-in-Force (RIF) occurs, affected employees are given an Executive Branch Inter-Agency Placement Screening Form and provided access to the Recruit Management System (RMS) for application to other state agencies.

The employees must complete the form and submit it to other agencies for positions listed in the RMS in their same or lower pay band. Agencies receiving forms must give these applicants preference over all other applicants, except internal candidates and employees submitting preferential employment cards. An employee who refuses offers from other agencies does not forfeit his or her placement options, recall, severance, preferential employment, or reemployment opportunity with the agency responsible for the layoff. Once an employee has accepted a position, the form may not be used to obtain other positions. Agencies may use the Non-Competitive Voluntary Transfer or Non-Competitive Voluntary Demotion pay practices, as appropriate, based on the position, in making a salary offer to these candidates.

If no placements are available within the same agency or within other agencies in the executive branch by the expiration period of the layoff notice, the employee will be placed on LWOP-Layoff and will be eligible for severance benefits.

An employee who is placed in Demotion in Lieu of Layoff status will retain his or her salary, if it is within the employee's new pay band. If it is above the pay band

maximum, the agency may freeze the salary for a maximum of six months, and then reduce the salary to the maximum of the pay band.

An agency provides employees at least two weeks' notice before the date of layoff or reassignment on the Notice of Layoff or Reassignment Form (Form L-1).

Preferential Hiring Card

Employees placed on LWOP-Layoff are given a Preferential Hiring Card that entitles them to preference without competition from candidates outside the hiring agency for a vacancy in their former role for 12 months from the date of placement on LWOP-Layoff unless recalled to the former agency or upon resignation.

[Refer to DHRM Policy 1.30 Layoff](#)

Severance Benefits

When placed on LWOP-Layoff, an employee may maintain the states health benefits for up to 12 months. However, if the employee resigns, or declines a recall to a position in the same role as his or her former position that does not involve relocation, benefits will cease. Employee benefits are discussed on the back of the [DHRM Form L-1](#).

Severance is based on the number of years of consecutive service. Severance monies cease upon re-employment with the Commonwealth.

Severance Benefits	
Years of Consecutive Service	Amount of Benefits
2 or Less years	4 weeks salary
3-9 years	4 weeks salary + 1 additional week for every year over 2
10-14 years	12 weeks salary + 2 additional weeks for every year over 9
15 or more years	2 weeks per year; not to exceed 36 weeks of salary

Unemployment Compensation

Receipt of severance payments does not automatically deny or modify an employer's rights to receive unemployment compensation. A separated employee who is receiving unemployment compensation shall have his/her severance reduced by the amount of the unemployment compensation. However, unemployment compensation deducted from the College's severance payment shall be paid at the time the last severance payment is made.

[Refer to DHRM Policy 1.57, Severance Benefits](#)

Temporary Work Force Reduction

Administrators and supervisors may reduce their work force using the Temporary Work Force Reduction Policy (TWFR). The reduction in hours may be the entire number of hours worked in a pay period or a percentage of these hours. This reduction may not exceed four months and the essential functions of the office or work unit must be met. There is no displacement (i.e., bumping) and seniority need not be a factor in determining the employees who will be placed on leave. Applicable layoff procedures must be followed, such as releasing hourly employees first, giving targeted employees at least two weeks' notice, and explaining the effect such action may have on benefits and leave. There is no additional funding available for

replacement. Employee benefits will continue as they would during a LWOP-Layoff or if reduced time pro-rate benefits applied to VRS earnings and leave accrual.

Employee-Initiated LWOP or Reduction in Work Hours

The above total workforce reduction (TWFR) policy is management-initiated. It does not preclude the classified employee from requesting a temporary reduction in work hours or LWOP for acceptable reasons.

What follows is an outline for full-time employees showing the differences in leave and benefits when approved for LWOP/TWFR, LWOP/personal reasons, Reduced Time/TWFR, and Reduced Time/personal reasons.

Once the president approves details of any layoff or TWFR, staff responsibility for implementation of the Layoff/TWFR is assigned to the Human Resources Manager.

Refer to DHRM Policy 1.65, Temporary Work Force Reduction

Classified employees may still initiate a written request for either LWOP or Reduction in Work Hours, acceptable reasons being home responsibilities or personal reasons. An unconditional leave for personal reasons normally should not exceed three months, although the state stipulates twelve months as the maximum.

Status Change				
Benefits	LWOP/TWFR	LWOP/Personal Reasons	Reduced Time TWFR	Reduced Time Personal Reasons
Leave Accrual	No hours earned	No hours earned	Pro-rate leave	Pro-rate leave
Anniversary Date (Leave Accrual Date)	Does not get advanced by leave	Move ahead by each LWOP period in excess of 14 days	Does not get advanced by leave	Does not get advanced by leave
Health Premium	State and employee pay their share	Employee pays entire premium	State and employee pay their share	No eligibility for continued coverage, extended coverage option available
Replacement Funding	No funds allowed	Operational funds if short duration period; position funds by approval	No funds allowed	Operational funds when necessary; position funds by approval
Life Insurance	Continued	Continued	Continued	No eligibility for group after 31 days must convert to non-group

SECTION VI

Policies, Procedures, and Guidelines

A. Americans with Disabilities Act

[The Americans with Disabilities Act \(ADAAA\)](#) gives civil rights protection to individuals with disabilities. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

Complaints by faculty/staff and applicants for employment should be addressed to the Human Resources Manager, who has been designated to coordinate ADA compliance efforts.

The complainant should file the complaint in writing, state his or her name and address, and briefly describe the alleged violation of the regulations or reason for the complaint. The complainant should file the complaint within 90 calendar days after he or she becomes aware of the alleged violation.

B. Guidelines on AIDS

Because there is no evidence that the AIDS virus can be transmitted via work interaction, the state will not discriminate against applicants for employment or employees because they have AIDS or are suspected of having AIDS. Should an employee express concern about working with a co-worker who has AIDS, ARC, or HIV, or who is a member of a high-risk group, the supervisor should arrange for that employee to talk with an expert resource to try to allay the concern.

If the employee is still concerned, the supervisor may assist the employee by rearranging the employee's work assignment based on the needs of the organization. The relevant issue is whether or not the infected person can perform the job.

The decision on whether and when to disclose the diagnosis to others rests solely with the employee. According to Virginia law, an employee's medical record is personal information, and such information, if in the possession of the employer, is not subject to mandatory disclosure under the Freedom of Information Act. The employer, because of the right of confidentiality, should not disclose the information to anyone without the consent of the employee and the primary care physician or unless required for job-related reasons as determined, on a case-by-case basis, by the Commissioner of Health.

In all cases of illness, including AIDS, the employee's supervisor may not request or require a diagnosis of a particular illness, except as required to determine whether an employee is capable of performing the essential functions of a job without hazard to him or herself or fellow employees or to process medical disability claims. To protect

the health of state employees with AIDS or ARC, supervisors should tell the employee if it is believed the work environment has greater than normal risk of exposure to infectious agents, such as in certain laboratories, child care settings and in certain parts of the state's hospitals.

Special resources for information, advice and counseling are:

- AIDS Hotline, VA Department of Health - Statewide Toll Free: 800/533-4148
Spanish Speaking 800/322-7432
- US Public Health Service Toll Free Hotline – 24 hours/day, 7-days/week:
800/342-AIDS
- HIV/AIDS Support Services - Statewide Toll Free: 800/215-8121

C. Child Support Enforcement

All Virginia employers are required to report new hires to the Department of Social Services, Virginia New Hire Reporting Center. New employees must complete the Child Support Enforcement form NVCC 105-117, which asks the employee if he or she is under an income withholding order for child support, and return it to the Human Resources Department with other forms required for employment.

If the employee is under such an order, the Human Resources Department is required to call the Division of Child Support Enforcement. Withholding will begin when the Human Resources Department receives a copy of the withholding order from either the employee or the Division of Child Support Enforcement.

D. College Crime Report and Statistics

The College's annual security report is available, to everyone interested, on the College website at: <http://sw.edu/wp-content/uploads/2014/08/CampusSecurity.pdf>. It is also available in printed form at the Campus Police Office on each College campus. The report includes statistics for the previous three years concerning reported crimes that occurred on campus and in certain off-campus buildings or property owned or controlled by Southwest Virginia Community College. The report also includes information regarding institutional policies on campus security, including policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

E. Employment of Relatives (Nepotism)

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 and shall not be in a position to influence those activities. For purposes of this section, a member of the employee's immediate family shall be defined as any son, daughter, or spouse

whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption. Also included in the definition, is any other person residing in the household of the employee who is a dependent of the employee or of whom the employee is a dependent. For example: a spouse of the president, or a member of the president's immediate family, shall not be employed by the college. The spouse of a Vice President, or a member of the Vice President's immediate family, shall not be employed in the area of responsibility of a Vice President.

Each community college is prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board, including the member's spouse or a member of the immediate family.

All personnel actions must be within the limits of the Virginia Conflict of Interest Act.

See Code of Virginia Section 2.2-3106

F. Disaster Relief Policy

Paid leave for employees to assist in disaster-stricken areas may be granted when the President of the United States has officially declared a disaster, or the governor of any state has declared a State of Emergency. Employees granted leave under this policy should be paid at their regular salaries for those regular work hours during which the employees are absent from work.

Public officials at the site of the disaster must have made requests for assistance.

Employees must provide to their agency heads written requests to participate in disaster relief prior to providing disaster relief pursuant to this policy.

Employees who are called to active duty in the military or National Guard for emergency service shall be paid their regular salaries for the time they are under active service orders. Additionally, this time will not count toward the 15 days that they are allowed per federal fiscal year for training.

The service(s) provided by the employees must be related to a specialized skill or training that the employees possess.

Up to two weeks of leave (80 hours) annually may be granted to employees who are providing disaster assistance.

The Commonwealth will not pay for expenses related to employees providing disaster assistance (e.g., travel, food, lodging, etc.).

Leave granted to employees pursuant to this policy shall be at the discretion of their agency heads.

[Refer to DHRM Policy 4.17, Emergency/Disaster Relief](#)

G. Drug-Free Work Place Act

Any employee who violates the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act is subject to the full range of disciplinary actions, including discharge, pursuant to applicable disciplinary policies, such as [DHRM Policy 1.60, Standards of Conduct](#).

The following constitute a violation of this policy:

- Unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol or other drugs in the workplace. The workplace consists of any state-owned, controlled or leased property, or the site where state work is performed.
- Impairment in the workplace from the use of alcohol or other drugs, except from the use of drugs for legitimate medical purposes;
- A criminal conviction for:
 - Violation of any criminal drug law, based upon conduct occurring either on or off the workplace.
 - Violation of any alcohol beverage control law or law that governs driving while intoxicated based upon conduct occurring in the workplace.
- An employee's failure to report the conviction to the supervisor in writing no later than five calendar days after such conviction.

The Commonwealth of Virginia has published its own policy on substance abuse. Each employee will be given a summary of this policy, Commonwealth of Virginia's Policy on Alcohol and other Drugs, and asked to sign a notice acknowledging receipt.

Any employee who needs counseling or treatment should utilize their Health Benefit Program EAP (Employee Assistance Plan) Services. Employees may charge administrative leave for the first consultation visit with the EAP. The health carrier to which the employee subscribes arranges EAP.

[Refer to DHRM Policy 1.05, Alcohol and Other Drugs](#)

H. Disciplinary Procedures

A supervisor alleging that an employee has violated the standards of conduct or behaved in such a way as to merit discipline should contact the director of human resources. Together, management will design an appropriate program of discipline. Discipline can range from performance counseling, through written reprimands to suspension or employment termination.

Employees who have been subjected to discipline have access to the grievance procedure as described below.

The Grievance Procedure is one means an employee can use to bring concerns to upper levels of management. This process is more formal than mediation and requires that rules be followed strictly. The Grievance Procedure Handbook lists the rules that must be followed. There are also helpful tips for conducting a hearing and forms that must be completed. Individuals who have undergone training have been selected to conduct the hearings are referred to as Administrative Hearing Officers. A grievance is a complaint or dispute of an employee relating to employment.

All non-probationary classified State employees, who are not exempt from the Virginia Personnel Act, have access to the Employee Grievance Procedure to address work-related complaints or disputes. Grievable issues include: (1) disciplinary actions, including dismissals, demotions, and suspensions; (2) misapplication of personnel policies, procedures, rules, regulations, ordinances, and statutes; (3) discrimination as a member of a protected class; (4) retaliation for participating in the grievance process; (5) retaliation for reporting a violation of law; and (6) arbitrary or capricious performance evaluations. A grievance must be initiated within 30 calendar days of the event or action giving rise to the grievance.

Employees are encouraged to bring their complaints to their immediate supervisors and/or to higher levels of management prior to the initiation of a written grievance. The human resource director in each agency is available to assist employees in resolving conflicts.

Probationary employees, wage (hourly) employees, and employees who are exempt from the Virginia Personnel Act, do not have access to the grievance procedure. There are alternative dispute resolution mechanisms available to these employees for resolving their complaints.

Employees may contact the Department of Employee Relations Counselors for advice on the grievance procedure.

The Employee Grievance Procedure is available on the Internet through the Department of Employee Dispute Resolution's website at:
<http://www.dhrm.virginia.gov/employmentdisputeresolution.html>.

I. Alcohol and Other Drugs

It is the policy of SWCC and the Commonwealth to establish and maintain a work environment free from the adverse effects of alcohol and other drugs. Employees shall abide by the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, and applicable disciplinary policies as outlined in [DHRM Policy No. 1.05](#).

The policy states that the following acts by employees are prohibited:

- The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs on the workplace;
- The impairment on the workplace from the use of alcohol or other drugs, (except the use of drugs for legitimate medical purposes);
- An action that results in the criminal conviction for:

A violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or

A violation of any alcoholic beverage control law, or law that governs driving while intoxicated, based upon conduct occurring on the workplace,

- The failure to report to their supervisors that they have been convicted of any offense, as defined above, within 5 calendar days of the conviction.

J. Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

Notice of Nondiscrimination.

As a recipient of federal funds, Southwest Virginia Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Stephanie Davis, whose office is located at 220 Dellinger Hall, and may be contacted by phone at 276-964-7314 or by email at Stephanie.Davis@sw.edu.

Policy.

Southwest Virginia Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

Purpose.

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, bullying, hazing, relationship violence, negative actions motivated by gender or sexual orientation, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

Applicability.

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus (including field trips and any other college sponsored events) can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

Retaliation.

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation of this Policy, or any person cooperating in the investigation of allegations of violations of this Policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited by this Policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

Reporting Incidents.

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 276-964-7221 or 276-964-HELP (4357).

2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for

overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form, found in Appendix A. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

Southwest Virginia Community College Title IX Campus Resources
For additional information contact:

Title IX Coordinator :	Stephanie Davis 220 Dellinger Hall 276-964-7314 Stephanie.Davis@sw.edu
Deputy Title IX Coordinator Faculty and Staff	Martha Rasnake 204 Tazewell Hall 276-964-7389 Martha.Rasnake@sw.edu

K. Travel Policy

Upon the recommendation of the President, the local College Board has established an employee travel loan fund from which disbursements are made in accordance with Virginia Community College System travel regulations. Requests for travel loans must be a minimum of \$150. It is a privilege enabled by the local College Board and it is not a right of the employee. Employees having questions regarding this policy should contact the Business Office.

L. Use of Telephone

The telephone is an extension of your personality. The moment you lift the telephone receiver you are making an impression. If your voice is unfriendly, abrupt, or unpleasant, the caller pictures the college in the same light.

The college's telephones are provided for college employees to conduct the business of the college and to provide academic and administrative support services. Although it is understood that employees will sometimes need to make or receive personal and/or local calls, they should be kept at a minimum.

M. Communications

Each college year, the administration will prepare official working calendars, which will coincide with the college's academic calendar published in the college's catalog. These working calendars are published by functional areas and also by administrative requirement schedules.

N. Publicity and News Releases

The president or his agent shall be responsible for the dissemination of information, publications, and news releases originating from the College. Personnel authorized by the President to give information to the public should have the necessary background information to assure accuracy.

O. Purchasing of Supplies/Equipment

All purchasing must be done through procedures set by the college, the Virginia Community College System, and the Commonwealth of Virginia. Purchase requisition forms are located on the server and can be downloaded. Each department may also have specific guidelines regarding purchasing approval. General questions regarding state purchasing requirements may be directed to the Business Office.

P. Equal Employment Opportunity Procedures

EEO Policy

SWCC is committed to providing equal employment opportunity for all employees and job applicants regardless of their race, color, religion, sex, age, marital status, national origin, citizenship status, disability, political affiliation, and veteran status. Equal opportunity extends to all aspects of the employment relationship including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits and other terms and conditions of employment. SWCC complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful harassment, including sexual harassment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission of such conduct is made, either explicitly or implicitly, a condition of employment; (2) such conduct has the purpose or effect of unreasonable interference with a person's job performance by creating an intimidating, hostile, or offensive working environment; or, (3) submission to rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.

Harassment in any form is a serious offense that will not be tolerated in state employment. The Governor's Executive Order and DHRM's Policies and procedures Manual set for the policy of the Commonwealth concerning unlawful discrimination.

Violations

It is unlawful to discriminate against any person based on race, color, religion, national origin, sex, age, marital status, citizenship status, disability, political affiliation, and veteran status. Supervisors or employees found to have engaged in unlawful discriminatory conduct or harassment are subject to immediate disciplinary action, including termination of employment.

Sexual Misconduct Policy

Sexual misconduct is reprehensible and will not be tolerated by SWCC. It subverts the mission and goals of the College and threatens the careers, educational experience, and well-being of students, faculty and staff. Sexual misconduct is a form of discrimination and relationships involving sexual misconduct have no place within the College. Sexual misconduct is destructive to individual students, faculty, staff and the academic community as a whole. When through fear or reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the entire College suffers.

While sexual misconduct most often takes place in situations of a power differential between the persons involved, the College recognizes that sexual misconduct may occur between persons of the same status. Sexual misconduct may also occur between persons of the same sex. The College will not tolerate behavior between or among members of the College community that creates an unacceptable working or educational environment.

SWCC has defined physical and psychological abuse as misconduct, which is subject to disciplinary action. Allegations of sexual harassment, rape, acquaintance rape, and other forcible and non-forcible sex offenses are subject to disciplinary actions. This sexual misconduct policy applies to all employees and students. Where there is probable cause to believe that campus regulations prohibiting sexual misconduct have been violated by a student or employee, SWCC will pursue disciplinary action, which may include sanctions up to, and including dismissal from the College.

State regulations require all SWCC employees to treat seriously any allegation of a sex offense reported to them or face possible action by the College, if not a criminal action, which could lead to their suspension or dismissal.

If an incident occurs which is a violation of Virginia's criminal justice statutes, prosecution may be undertaken by the Commonwealth Attorney. If criminal justice authorities choose not to prosecute, the College can pursue disciplinary action. Students will be disciplined under SWCC's "Student Code of Conduct" as found in the

SWCC Catalog and Student Handbook; faculty will be disciplined according to the ***SWCC Faculty Handbook***; and classified staff will be disciplined according to the ***Commonwealth of Virginia's Standards of Conduct***.

If a student is involved in an incident with another student, the Vice President of Academic and Student Services has jurisdiction over the incident.

If the student is involved in an incident involving a member of the faculty, a counselor, or others who work for the College, or if the incident involves two employees, the President has jurisdiction over the incident.

Appeals can be made to appropriate authorities.

If a sexual assault occurs on SWCC's property or in connection with any College function, the College shall see that the victim's confidentiality is protected. The choice to speak to people other than law enforcement authorities is up to the victim. The victim has the right to:

- Be treated with dignity, in a courteous and respectful manner.
- Be protected from threats, intimidation, and harm.
- Be informed concerning the criminal justice process.
- Be informed of financial assistance and social services available.
- Be notified of criminal court proceedings relating to his or her case.

In addition to, or in lieu of, rights above:

File a grievance within 30 days of the offense as outlined in the Grievance Procedure for State Employees, OR file a complaint with the Equal Employment Services of the Commonwealth Department of Human Resources Management within 180 days of the offense;

File a complaint with the Federal Equal Employment Opportunity Commission within 180 days of the incident.

Information on any of these procedures may be obtained from the Human Resources Office.

Q. Accommodations for Religious Holidays

[Title VII of the Civil Rights Act of 1964, Section 703 \(a\)\(1\)](#), prohibits discrimination on the basis of religion. Guidelines issued by the United States Equal Employment Opportunity Commission state that the requirement not to discriminate on religious grounds "... includes an obligation on the part of the employer to make reasonable accommodation to the religious needs of employees... where such accommodation can be made without undue hardship on the conduct of the employer's business." Such religious needs might include the need to observe certain religious holidays

during the year, which are not included in the list of paid holidays provided to state employees. To comply with the provision of the Civil Rights Act, when a religious holiday falls during an employee's workweek and the employee wishes to observe that holiday, state agency heads must make reasonable efforts to accommodate the employee's needs by allowing time off for the holiday. Only where undue hardship on the conduct of agency business would result can the employee's request for time off be denied. Undue hardships might exist, for example, where the employee's needed work cannot be performed by another employee of substantially similar qualifications during the period of absence. The Equal Employment Opportunity Commission Guidelines provide that "... the employer has the burden of proving that an undue hardship renders the required accommodations to the religious need of the employee unreasonable."

Such time off must be charged to accumulated annual or compensatory leave or, at the employee's option, to leave without pay. When no applicable leave balances are available, the absence must be charged to leave without pay.

R. Recruitment and Selection Policies

In accordance with state and federal guidelines and directives, and the goals of the "Affirmative Action Plan" of Southwest Virginia Community College, the following procedures are to be followed in the recruitment and selection of classified personnel. The purpose is to avoid discrimination in employment practices on the basis of race, sex, color, national origin, religious preference, age, disability, veteran status, or any other matter not directly related to the qualification of the individual to perform the duties of the job.

Recruitment

In the event a new full-time position is established, or a current position is vacated, supervisors must determine which recruitment method best meets their needs. One of the following methods, set out in [DHRM Policy No. 2.10](#), must be selected:

Internal Recruitment

Agencies may elect to use internal recruitment and announce job vacancies only within the agency so that initial consideration is extended to the agency's current employees. This election should be made in consideration of the agency's affirmative action objectives, availability of qualified internal applicants, and other relevant factors.

State Employees Only

In addition to posting job announcements internally, agencies may elect to consider current state employees in other agencies through the external method.

Open Recruitment

Agencies also may elect to use the open recruitment method in which all state employees and the general public are eligible to apply.

The vacancy announcement will list the job qualifications and responsibilities consistent with the requisite knowledge, skills, and abilities. Qualifications should not be so absolutely stated as to discourage otherwise qualified applicants from applying or to automatically preclude applicants from consideration.

The following guidelines from DHRM will be observed:

The use of specified year of experience - for example, two years, four years, four to six years - for the purpose of job advertising is prohibited, although applicable or related experience may, in some instances, be required or, in other instances, be preferred.

Care should be taken not to overstate educational requirements, nor should educational requirements be so absolutely stated or used so as to preclude from consideration applicants who possess equivalent or sufficient applicable experience or training. However, where educational requirements have been mandated by law, they should be so stated.

Any proficiency levels utilized should be set so as to be reasonable and consistent with normal expectations of acceptable proficiency within the work force. There is really no efficient way to measure proficiency levels in the computer field. Applicants may be questioned regarding computer knowledge and skills during the interview process.

When occupational certifications or licenses are required by law for selected state occupations, such certifications or licensees should be identified as requirements in job announcements and used for recruitment and selection purposes.

Internal vacancy announcements will be distributed within five working days of notification of the approval to hire from the president.

In all cases, the vacancy announcement will be distributed at least five working days before the application deadline.

All announcements and advertisements must include the following data:

- Last date for receiving applications and the expected date to be filled;
- The salary for the position;
- Statement that the position is grant-funded, if applicable; and

- The statement: SWCC is an EEO/AA employer. Minorities and women are encouraged to apply. Applicants needing accommodations due to disabilities should contact the Human Resources Office. The successful candidate must demonstrate proficiency in oral and written communications.

Immigration Reform and Control Act

The College is required to verify an employee's citizenship as a condition of employment. The process will verify an individual's eligibility for employment in the United States. Southwest Virginia Community College will confirm identity and work authorization using the E-Verify system (effective June 1, 2011).

S. Methodology Employed

The College will request that a person being hired produce documents to verify both identity and employment eligibility. The employee is required to fully complete Section I of the form at the time of hire – when the employee begins work. The following documents will satisfy this requirement.

- U. S. Passport (unexpired)
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Unexpired Foreign Passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)
- Unexpired Temporary Resident Card (Form I-688)
- Unexpired Employment Authorization Card (Form I-688A)
- Unexpired Reentry Permit
- Unexpired Refugee Travel Document (Form I-571)
- Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)

If one of the previously referenced documents is not available, an applicant or employee must submit both a document verifying employment eligibility and a document establishing identity.

Documents that verify employment eligibility include the following:

- U.S. Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

Documents establishing identity include the following:

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter's Registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

The supervisor or designee is responsible for completing Section II of the form within 3 business days of hire. Completed original forms are to be forwarded to the Human Resources Department.

T. Bookstore

The SWCC Bookstore is operated by an outside vendor, primarily as a service to the students. The store handles many supplies that are useful to students, and employees. The Bookstore is open during normal working hours of the College and hours are extended during registration.

U. Use of College Vehicles

A fleet of State vehicles is available to serve the transportation needs of the campus. Vehicles may be checked out or returned during office hours, or at other pre-arranged times with Campus Police.

Reservations for pool vehicles should be made as early as possible to assure availability. First come/first served will be the process of assignment. Only a Vice President or the President may change the priority.

Individuals, including spouses and children, not employed by the College are not authorized to operate or to be a passenger in a State vehicle unless they are conducting official business.

Operators shall have a valid operator's license, and a good driving record. Motor Pool procedures along with prior supervisor approval must be completed before the trip. Trips out of state or overnight must have a Cost Estimate and Request for Travel Advance Form approved in advance of the trip. Call extension x7214 for reservations. A trip card must be signed when the vehicle is picked up.

The operator returns the vehicle to the Motor Pool lot. The ending mileage, date and time is recorded on the trip form along with any mechanical problems noted. The trip form, keys, and any gasoline receipts are given to the Motor Pool office. After office hours, the keys and trip forms are placed in the key drop box located at the entrance to the Physical Plant. The operator should ensure that the vehicle is full of gas upon the return.

In the event of an accident the following procedure is to be followed:

- All Motor Pool vehicle accidents must be investigated by a Virginia State Police officer, regardless of damage.
- Accidents outside of the State of Virginia must be investigated by the State Police Agency of that state.
- Accident procedure instructions are outlined on an instruction card placed in the vehicle glove box. Campus Police are to be notified immediately when an accident occurs. Campus Police can be notified after hours at 276/964-7503. Depending upon the severity of the accident, Campus Police will notify the appropriate individuals.
- The operator must notify the Campus Police office to complete an accident report. Failure to do so may result in disciplinary action.
- College vehicle claims are handled by the Risk Management Office.

V. Computer Services

Software Privacy Laws

Educators have a valid need for quality software and reasonable prices. However, we also need to face the legal and ethical issues involved in copyright laws and publisher license agreements; and we must accept the responsibility for reinforcing adherence to these laws and agreements. The SWCC Policy on Software Copyright

provides information regarding software copying and usage. Questions regarding interpretation of this policy should be directed to the Director of Information Services.

Use of Internet & Electronic Communication Systems

SWCC provided computer systems and other State systems are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs.

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Commonwealth's equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, except for exemptions under the Act, electronic records may be subject to the [Freedom of Information Act](#) (FOIA) and, therefore, available for public distribution.

The conduct of computer users who access the internet and send email containing the college's domain address may be perceived as reflecting on the character and professionalism of the college. When engaging in such conduct, employees are expected to do so in a responsible and professional manner.

[Refer to DHRM Policy No. 1.75, Use of Electronic Communications and Social Media](#)

Termination of Employee Access to Automated Systems

Human Resources staff are aware of, or are notified by, employees leaving the employment of Southwest Virginia Community College (SWCC). These employees' accesses to automated systems need to be terminated as soon as practical after the employees terminate their employment relationships with SWCC. This practice will preclude unauthorized accesses to automated systems. This policy delineates the responsibilities of staff in the offices of Human Resources and Information Technology in terminating accesses to automated systems.

Staff in the Human Resources Office will inform the Security Officer for access to automated systems, of SWCC employees leaving the employment of SWCC in writing.

W. Copyright Policy

Photocopying of copyrighted materials is regulated by Title 17 of the U.S. Code, Public Law 94-553, 90 Stat. 2541 -- often called the "Copyright Law."

SWCC's policy regarding reproduction of materials that hold a copyright is to comply with the regulations specified in the "Fair Use" Guidelines.

X. Gifts, Gratuities, Rewards

State employees are in a position of public trust and, therefore, cannot accept gifts, gratuities, favors, or rewards for any service performed in connection with employment at SWCC. In addition, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for an appointment, promotion, or special privilege with Southwest Virginia Community College or with any other state agency.

Y. College Policy on Political Activities

The Virginia Community College System 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 assurance to the President, who will in turn give assurance to the Chancellor and the State Board for Community Colleges 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 cover political activities of staff members:

- Faculty, or staff members, should, as a matter of courtesy, notify the President of the college of their intent 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.
- If staff members are elected or appointed to local, state, or national office, they must understand that their first and primary responsibility is to their position with the college.
- If faculty or staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Candidates must be ready to assure their constituents that their candidacy is not subsidized by public funds.
- When a staff member is elected or appointed to public office and assignments conflict with institutional duties, the member would first be required to take available annual leave or compensatory leave. If no annual or compensatory leave is available, then the staff member should request leave without pay

subject to existing rules and policy. If leave without pay is not appropriate, the member should resign from the college.

Z. Outside Employment

No employees shall engage in any other employment, nor in any private business, nor in the conduct of a profession during the hours for which they are employed to work for the state, nor outside such hours in a manner or to an extent that affects, or is deemed likely to affect, their usefulness as an employee of the Commonwealth.

Any employees of the college who engage in such employment, business, or profession outside of their hours of duty shall notify the President, the Vice President of the College of their area, and Human Resources of the nature and extent of such outside employment.

AA. Personnel Records Disclosure

Disclosure of Information To Third Parties

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 reference, 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 SWCC, records of arrests, convictions, or investigations.

Requests for information by court order must be complied with. Employee information needed to affect transfer, rehire, etc. may be released to other state agencies by telephone. Contact the director of human resources when in doubt concerning the release of information for reference purposes.

Reviewing Personnel Files

Employees have access to information retained in all personnel files of which they are the subject, with the exception of medical and/or mental health records which the physician has requested be confidential, and letters of reference and recommendation which were submitted to the College and not the employee. The Human Resources Department will maintain separate and confidential files that may be reviewed only by permission of the custodian, the director of human resources.

Employees will be allowed reasonable time away from work to review their files. Employees must provide adequate notice to their supervisor when they wish to obtain release from work to review their files.

Files must be reviewed in the Human Resources Department in the presence of a representative of the office. Copies will be made without charge for state applications, resumes, reference letters submitted by the employee with the application, and transcripts. Copies may not be made of reference letters submitted directly to the College or confidential medical or mental health records submitted by the physician nor will copies of the entire personnel file be made unless directed by competent authority or court order.

The following individuals/agencies may have access to employee records without the consent of the subject employee. This list is not all-inclusive.

- The employee's supervisor and, with justification, higher level managers in the employee's supervisory chain.
- The employee's agency head or designee and agency human resource employees, as necessary.
- Specific private entities that provide services to state agencies through contractual agreements (such as health benefits, life insurance, Workers' Compensation) in order to provide such services.
- Governmental investigators provided they are cleared and identified by the director of human resources

Privacy of Records

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 approval of the director of human resources, with the exception of letters of recommendation, and medical and psychological records kept in separate files. The medical and psychological records can be released to a physician or psychologist that the employee designates in writing to review them. 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. If an employee applies for credit, requiring an investigation, he or she must give written authorization for the financial information to be released.

[Refer to DHRM Policy 6.05, Personnel Records Disclosure](#)

FOIA Rights & Responsibilities: The Rights of Requesters and the Responsibilities of the Southwest Virginia Community College Public Relations Department under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et. seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

- You have the right to request, to inspect, or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA.

Making a Request for records from Public Relations

- You may request records by U.S. Mail, fax, email, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
 - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy records; it does not apply to a situation where you are

asking general questions about the work of Public Relations, nor does it require Public Relations to create a record that does not exist.

- You may choose to receive electronic records in any format used by Public Relations in the regular course of business.
 - For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via email or on a computer disk, or to receive a printed copy of those records.
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from Public Relations, you may direct your request to the Public Relations Coordinator at:

Southwest Virginia Community College
P. O. Box SVCC
Richlands, Virginia 24641

Office location is Tazewell Hall, Room T350
Email: publicrelations@sw.edu
Phone: 276/964-7332.

You may also contact the Public Relations Coordinator with questions you have concerning requesting records from Public Relations.

In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by email at foiacouncil@leg.state.va.us or by phone at 804/225-3056 - toll free at 866/448-4100.

Public Relations Responsibilities in Responding to Your Request

- Public Relations must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from Public Relations is irrelevant, and we cannot ask you why you want the records before we respond to your request. FOIA does, however, allow Public Relations to ask you to provide your name and legal address.

- FOIA requires that Public Relations make one of the following responses to your request within the five-day time period:
 - We provide you with the records that you have requested in their entirety.
 - We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
 - We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 - If it is practically impossible for Public Relations to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

Costs

- You may have to pay for the records that you request from Public Relations. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.

- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, Public Relations may require payment of the past-due bill before it will respond to your new FOIA request.

Commonly used Exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. Public Relations commonly withhold records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))

BB. Policies and Procedures Manuals

The College policies and procedures are contained in several publications, which are available in the offices of business managers, Vice Presidents, directors, coordinators or divisions, and the College Human Resources Department.

The DHRM Policies and Procedures Manual contains information regarding general policies such as hours of work; layoff; performance planning and evaluation; standards of conduct; termination/separation from state service; equal opportunity and employment practices including hiring, workplace harassment, and types of employment; compensation management including overtime; family medical leave act; benefits management including annual leave, sick leave, VSDP family/personal leave, and holidays; Workers' Compensation; management development and training, and employee records management. The DHRM Policies and Procedures Manual is on web at: [DHRM Website](#)

The Faculty Handbook contains organizational charts for the administrative structure of the college, policy and procedure guidance relating to faculty functions, duties and responsibilities; instruction; student services; and personnel, fiscal, and administrative services. The faculty handbook is on the college web site at: [SWCC Faculty Handbook](#)

The [Student Handbook](#) contains a description of student activities; development services; privacy records; rights and responsibilities; vehicle registration; and discounts, fines, and special charges.

The VRS Handbook outlines the benefits administered by the Virginia Retirement System for public employees and is located on the web at: [VA RETIRE](#)

The VSDP Handbook is provided at the time of hire. It outlines information about the Virginia Sickness and Disability Program, its coverage and its administration and is located at: [VA VSDP](#)

CC. Threat Assessment Team (TAT)

It is the goal of the Threat Assessment Team (TAT) to provide a safe campus environment for students, faculty, staff, alumni and visitors. The TAT will take preventive measures to identify, assess, and intervene in situations that pose a threat to the safety of the campus community. The TAT is composed of campus members in accordance with the [Code of Virginia, § 23-9.2:10](#).

DD. Policies

Appropriate Workplace Attire Policy

Work attire needs to be suitable for the workplace. It should be clean, unwrinkled, and look professional. Also, business casual clothing should not be too revealing. It is essential to keep in mind that, just because a workplace allows a business casual dress code, casual clothing that you might wear to the beach, to exercise, or to run errands, is not suitable for the workplace. Clothing that reveals excessive cleavage, back, chest, stomach or undergarments is not appropriate for a business setting.

Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting of other employees.

Work Order Policy

SWCC operates an in-house facilities and maintenance department. The College uses a work order system that allows employees to submit requests for work via SWCC Help Desk request. Work orders must be tracked therefore requests via telephone are not accepted. If you need assistance regarding work orders, contact the Facilities Department at x7214.

Note: If an item to be moved or disposed displays a SWCC inventory tag, you must use the appropriate inventory form that is located on the Administrative Forms web

site.

Employee Mandatory Training Policy

All SWCC employees are required to complete mandatory training on a yearly basis.

The required training includes:

- **Preventing Workplace Violence**
- **Terrorism Awareness Security**

To access the above training modules, you must log into Knowledge Center Global, the Virginia state-wide training portal at: [SWCC Knowledge Center Global Portal](#). All employees have access to this portal. If you have not accessed KCG and need help, call the VPFA administrative Assistant at x7339.

- **Security Awareness Training**

The above training is accessed through a secure site. An email stating your training is due to be completed or expiring will be sent to your employee email account, and copied to your supervisor. Instructions on how to access the training will be included in the email. Failure to complete this training in the allotted time frame will result in the suspension of access to all SWCC employee accounts/access.

Workplace Violence Policy

In accordance with [DHRM Policy 1.80 Workplace Violence](#), it will be the policy of SWCC to follow the DHRM guidelines along with the steps outlined in the SWCC Emergency Plan developed by the Risk Manager with input from campus constituents. The Risk Manager is designated by the President as the Workplace Violence Coordinator in accordance with [DRHM Policy 1.80](#).

Workplace violence can be expressed in many ways, and it is the policy of SWCC to prohibit all such conduct. Any such conduct will not be tolerated and perpetrators of this conduct will be subject to disciplinary action up to and including discharge, and may be subject to criminal charges if circumstances warrant.

As part of the annual review of the SWCC Emergency Plan, the Threat Assessment Team (TAT) will review occurrences of workplace violence. The annual review will include a threat assessment. The Emergency Plan includes, as part of the post-incident analysis, a review/evaluation of any related incident by the TAT. The TAT will make recommendations/revisions/additions to the emergency plan. In addition, comments will be solicited from faculty, staff, and students.

The campus maintains a HELP line for faculty, staff, students, visitors, or others to notify Campus Police of an emergency. All incidents of Workplace Violence should be reported immediately to Campus Police. In the case of a serious incident requiring

campus wide action the Emergency Command Center will be activated. The following individuals may be requested in the SWCC Emergency Command Center: President or designee, Emergency Coordinating Officer (Risk Manager), Vice-Presidents, Campus Police, Facilities Manager, Information Technology Manager, Human Resources Manager, and any other employees as determined by the President.

Weapons Policy

SWCC and the Virginia Community College Systems Office prohibits threats and acts of violence on college property, within college/system office facilities, at any college/system office-sponsored event; while engaged in college/system office business, educational, or athletic activities; and while traveling in state vehicles.

Prohibited conduct includes but is not limited to:

- 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.

Refer to [VCCS Policy 3.14.6 Workplace Violence Prevention and Threat Assessment](#)

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.

Public Health Emergency Policy

The college's policy is to protect the health of faculty, staff, students, and other college constituents and to provide continuity of services to the college's service region during times of pandemic illness. The college will follow guidance as provided by the Director of DHRM and under [DHRM Policy Number 4.52](#). This policy can be partially or fully implemented upon declaration of a Communicable Disease of Public Health Threat, in anticipation of Exceptional Circumstances, or in response to a specific incident.

Upon the State Health Commissioner's determination of the existence of Exceptional Circumstances relating to one or more persons within the Commonwealth who are known to have been exposed to or infected with a Communicable Disease of Public Health Threat, but prior to any formal declaration or emergency closing decision, the college will apply the following procedures:

- The college will remain open for business. All employees are expected to report to work as usual.
- The college will review the Continuity of Operations Plan (COOP) and revise as necessary in anticipation of widespread staffing deficiencies.
- Employees will be provided a copy of the DHRM Public Health Emergency Leave Policy.
- Employees will be reminded of their status as either an essential or nonessential personnel designation.
- The college will communicate with employees in a timely manner to ensure that employees are aware of the status of public health concerns, the college's COOP requirements, and the college's efforts to reduce the spread of, or exposure to, infection, and applicable human resources policies.
- Employees will be compensated according to established compensation policies and overtime regulations.
- Those employees with telecommuting work agreements will be encouraged to work off site to reduce the risk of exposure.
- Employees may be temporarily reassigned to minimize critical staffing deficiencies in accordance with employees' qualifications and training.

The college will maintain communications with the Cumberland Plateau District Health Department and follow their guidelines for health related recovery procedures in the college's service region. Employees will be expected to report to work as usual unless ill or as otherwise directed by the Governor, college president, or the State Health Commissioner. Failure to report to work or to perform assigned duties may result in disciplinary action.

If the Public Health Threat requires the closing of the college, employees will follow the college's emergency closing procedure.

Code Adam Policy

The 2003 session of the Virginia General Assembly passed legislation mandating the implementation of a Code Adam policy and procedure in every building owned or leased in the Commonwealth of Virginia (no exceptions). This program's success will be based on everyone doing their appointed task. We must use the resources that we already have to implement this program. The purpose of Code Adam is to prevent and/or find a lost or missing child or young adult. Time is of the essence and is very critical. After all, the safe return of a child to their parents is our ultimate goal.

Code Adam is a program that is named after a 6 year old boy who was left alone in a Sears Electronic department store in Florida, by his mother while she went to purchase a lamp. When she returned a few minutes later, 6 year old Adam Walsh was nowhere to be found.

The procedure:

- When a child or teen is reported missing on campus at SWCC, the first and immediate step taken is to get the word out. Any college employee can call the Campus Police (x7503) or ECO and initiate Code Adam. Good communication is critical for this action. A completed description of the child and possible abductor will be issued as soon as possible.
- The next step is to have all faculty and staff report to their nearest exit and begin to monitor that exit for any suspicious person and to look for the missing child. No matter what building you are in, no exceptions can be made. The key to the success of this program is an immediate response by all faculty and staff.
- Building Wardens will assign the faculty and staff in their respective areas to either monitor the exits or to actively search specific areas for the missing child. This will take a cooperative and serious effort of all involved.
- Building Wardens will be in contact with each other and will relay information to Campus Police and Maintenance personnel.
- Campus Police will have the entrances to the college blocked;
- Maintenance personnel will be in the parking lots so a cooperative effort inside cannot be stressed enough. When the missing child is located, the announcement of the cancellation of Code Adam will be given.

Specific duties:

- Building Wardens will direct faculty and staff to secure exits or search specific areas for the missing person. They will assign zone wardens to oversee certain zones in the search. They will also aid in the relaying of information and will be in charge of their respective area.
- Zone Wardens will oversee the search of a specific area of a building assigned to them by the Building Warden.
- Faculty and staff will secure and observe all exits and will actively search their assigned area. They will assist the Building Warden and physically carry information in the event a cell phone or radio is not available.
- Campus Police will immediately block the entrances to the college. They will also aid in relaying information to the local police agency. They will keep the Vice President of Financial and Administrative Services informed of the progress of the search by cell phone. They will also complete an Incident Report.
- Maintenance will search the grounds of the campus to include the parking lots. They will be assigned specific areas by the Facilities Manager. They will assist in the relay of information via radio.
- Campus Police will be responsible for contacting the National Center for Missing and Exploited Children at 800/THE-LOST and coordinating communication between all parties involved.
- The Public Relations Coordinator will be the official media spokesperson for the College and will keep the President and Vice Presidents informed of the progress of the search.
- Students will remain in their respective classroom and stay there until the search has concluded.

SECTION VII

RECEIPT OF CLASSIFIED STAFF HANDBOOK

Receipt Acknowledgement Form

By signing below, I certify that I have read the Classified Staff Handbook, and I, as an employee of SWCC, agree to adhere to the policies and procedures set forth.

Printed Name _____

Signature _____

Date _____

Please complete this form and submit it to:

***Human Resources Department
Room T203 - Tazewell Hall, 2nd Floor***

HUMAN RESOURCES USE ONLY

Date Received: _____

By: _____