



Southern
West Virginia Community and Technical
College

Employee Handbook

Human Resources Department

October 2012
SAM-2000.1



TO: All Employees
Southern West Virginia Community and Technical College

FROM: Patricia Clay
Director of Human Resources

DATE: October 11, 2012

SUBJECT: **EMPLOYEE HANDBOOK**

The *Employee Handbook* is intended to be a helpful guide to issues related to employment at Southern West Virginia Community and Technical College. It is not a comprehensive manual of all policies and procedures, but will hopefully answer many basic questions and direct you to the right sources of additional information. The *Classified Employees' Handbook* is being replaced in its entirety by the *Employee Handbook* which contains important information for all categories of employees. Only portions of the *Faculty Handbook* are being replaced. Upon adoption of the *Employee Handbook*, any provisions of the *Classified Employees Handbook* and/or the *Faculty Handbook* inconsistent with the provisions herein are deemed null and void.

Policies and procedures will change from time to time to accommodate changes in circumstances and applicable law. At any given time, existing policy and law will prevail over inadvertent error or outdated material in the *Employee Handbook*. If you discover a disabled web link or any other technical error or issue in this manual; or if you have suggestions for additional content, please contact Human Resources.

If the Human Resources staff can be helpful to you in any way, please let us know (304-896-7408). Please visit the Human Resources intranet web site: <http://intranet.southernwv.edu/> for additional information.

Nothing contained in the *Employee Handbook* is intended to be or should be construed as a contract of employment and its provisions may be changed at any time.

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Southern West Virginia Community and Technical College Employee Handbook

ACKNOWLEDGEMENT OF RECEIPT

Employee Name: _____

Employee Identification Number: _____

Department: _____

I have received a copy of Southern West Virginia Community and Technical College's Employee Handbook. I understand that I must read and familiarize myself with the contents of this Handbook and that it provides information for the guidance and reference of all employees. I understand that my category of employment, (i.e. classified staff, faculty, or non-classified staff) determines my eligibility for certain benefits and the applicability of certain sections of this Employee Handbook and when I am uncertain whether a section applies to me, I will contact Human Resources.

I understand that this Handbook is not intended to create, and should not be construed as creating, a contract between the College and me. No contractual relationship will arise unless an express written contract is signed by the President, who is the only representative authorized to enter into such a relationship, and myself.

I understand that the contents of this Handbook may be changed at the College's discretion at any time for any reason.

Employee Signature: _____ Date: _____

Upon receipt of this handbook which includes opening the electronic version, please print this page, sign and send to Human Resources.

INTRODUCTION

Welcome to Southern West Virginia Community and Technical College. Southern is a diverse workplace community made up of students, faculty and staff from different cultures. The success of Southern in achieving its mission can only be assured if we all work together. Your role as a member of the classified staff, non-classified staff, or faculty is very important to the success of this mission. Copies of procedures, policies, rules, and laws cited in the *Employee Handbook* are available in the Office of Human Resources and/or on Southern's [web site](#). The address for institutional policies is <http://www.southernwv.edu/administration/policies>). Additional links to Community and Technical College System (CTCS) Rules, state and federal law, and the College's procedures can be found on Southern's Intranet. The web address for the Intranet is <http://intranet.southernwv.edu/>. Click [here](#) for direct access to Human Resources Procedures on the Intranet. Required postings for federal and state labor laws can be found on the Human Resources Intranet under the tab "[Human Resources Required Postings](#)." The web address to this page is: <https://sites.google.com/a/southernwv.edu/human-resources/human-resources-required-postings>. If you have any questions or comments about the contents of the *Employee Handbook*, you should discuss them with your supervisor or the Director of Human Resources.

Employees of Southern West Virginia Community and Technical College represent the College both on and off campus. Every employee is expected to be willing and able to represent the College in the most positive manner with prospective, former and current students, colleagues, clients, suppliers, visitors and the communities served.

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

The *Employee Handbook* is not an implied or expressed employment contract. The provisions of the *Employee Handbook* are guidelines rather than policies, and Southern West Virginia Community and Technical College reserves the right to depart from such guidelines where circumstances warrant. Existing policy and law will prevail over any inadvertent errors in the *Employee Handbook* text. Guidelines outlined in the *Employee Handbook* may be changed at any time at Southern West Virginia Community and Technical College's discretion. The duration of employment for any employee is unspecified, and is at the discretion of Southern West Virginia Community and Technical College within appropriate parameters established by applicable rules, policies, and laws. This edition of the *Employee Handbook* supersedes and replaces all previous classified employee handbooks.

MISSION STATEMENT

It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve.

INSTITUTIONAL COMMITMENTS

As a comprehensive community and technical college, Southern is committed to providing:

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
2. Programs of study leading to the associate in arts and the associate in science degrees which can be effectively transferred and applied toward the baccalaureate degree.
3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree and/or the associate in applied science degree for entry into the workforce.
4. Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.
5. Support services that assist students in achieving their education and training goals.
6. Community interest programs and activities that promote personal growth and cultural enrichment.

*Reviewed and reaffirmed October 13, 2011
Southern WV Community and Technical College
Board of Governors*

VISION STATEMENT

Southern West Virginia Community and Technical College will be the higher education leader in West Virginia and the region. Southern will provide the leadership necessary to help West Virginia grow and prosper into the twenty-first century. Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish proactive partnerships which include education, business, industry, labor, government, community and cultural organizations, as well as other leaders to achieve regional goals. Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.

*Reviewed and reaffirmed October 13, 2011
Southern WV Community and Technical College
Board of Governors*

OUR CORE VALUES

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

*Reviewed and reaffirmed October 13, 2011
Southern WV Community and Technical College
Board of Governors*

Learn more about Southern West Virginia Community and Technical College by visiting our web pages:

History of Southern

(<http://www.southernwv.edu/?q=about/history-southern>)

Administration

(<http://www.southernwv.edu/?q=administration>)

Institutional Governance

(<http://www.southernwv.edu/?q=administration/governance>)

Strategic Planning

(<http://www.southernwv.edu/?q=administration/governance/strategy>)

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

GENERAL PROVISIONS

General Provisions

Southern West Virginia Community and Technical College recognizes its legal and moral obligation to provide an environment in which an opportunity for employment is available to all qualified individuals without discrimination on the basis of race, color, sex, age, religion, national origin, disability, and veteran status. The College affirms its commitment to this principle and to an affirmative action program which not only will establish and sustain the criteria of equal opportunity for employment but which will also detect and eliminate any elements of discrimination in employment which may be found to exist within the institution. The College also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement within the job structure of the institution.

Responsibility for administration of policies and rules in this manual are delegated by the Vice President for Finance and Administration. The Director of Human Resources is responsible for the application, conformity, and coordination of the policies and procedures and the recommendation of changes when necessary. Department supervisors are responsible for the administration of personnel policies and procedures as they pertain to employees under their area of responsibility.

Personnel are considered to be employed only upon action of the College President. Employees are expected to understand that no one is authorized to commit the institution regarding employment, promotion, or employment status, without express written and signed approval of the President.

Equal Employment Opportunity and Affirmative Action

Southern West Virginia Community and Technical College is an equal opportunity/affirmative action institution. The College neither affiliates knowingly with, nor grants recognition to, any individual, group or organization having policies that discriminate. Southern, through its Affirmative Action Plan, seeks to employ qualified personnel on an equal opportunity basis. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the College's Equal Employment Opportunity Policy/Affirmative Action Plan. Supervisors are directly responsible for equal opportunity/affirmative action matters at the unit/department level. A copy of the College's [Affirmative Action Plan](#) is available for review on the Human Resources Intranet web page. The Director of Human Resources serves as the Affirmative Action/Equal Opportunity Officer.

Equal Pay for Equal Work

Southern West Virginia Community and Technical College is governed by the “[Equal Pay Act of 1963](#)”, as amended, and the “West Virginia Equal Pay for Equal Work for State Employees” section of West Virginia Code. ([WV Code Sec. 21-5E-3](#)) These laws govern all job classification and compensation decisions. The purpose of the Act is to ensure that both females and males performing substantially similar work receive equal pay when their jobs require equal skill, effort and responsibility as defined in the law. A provision of the Act permits institutions to pay differentials based on individual qualification, bona fide merit longevity or other reasons not based on a person’s sex.

Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 requires all employees, as a condition of employment, to provide original documents which establish their identity and employment eligibility. Also, all employees must complete their portion of the Employment Eligibility Verification Form (Form I-9). Employees must provide these documents within three days of the first day of employment. Southern retains copies of the completed Form I-9 as required by the Act.

Hiring of Relatives

Employees of the College should neither initiate nor participate in institutional decisions involving a direct benefit to members of their family as described below. Such decisions include but are not limited to initial appointment, retention, promotion, salary and leave of absence. Part-time temporary employment and student employment on a part-time basis or payment to students in the form of scholarships shall not be interpreted as employment for these purposes.

A family member is defined as: Parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin, husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law; son-in-law, daughter-in-law, half-brother, and half-sister.

Orientation

During the first days of employment, the orientation process will begin. New employees meet with a Human Resources Representative for an in depth benefit orientation and enrollment session. The new employee will be provided with important policies relating to employment at Southern. Supervisors will provide employees with an introduction to procedures, programs, performance, and expectations of the position. The supervisor is the primary authority and best source for specific information regarding position responsibilities and performance expectations. The supervisor is the first person to contact concerning any questions, problems, or complaints pertaining to your duties and responsibilities or workplace conditions.

Assignment of Personnel to Job Location

Employees are assigned job responsibilities at a particular job location. Since the College is administratively organized into a one-college concept, serving multiple counties at multiple locations, the College administration may find it necessary to reassign personnel to another location. Such assignment will be made after assessing the needs of the College and in consultation with the employee(s) to be affected.

It may also be necessary for personnel based at one location to work temporarily at another location. If such is the case, the individual will be eligible for travel reimbursement/state vehicle and travel will be included in the work schedule whenever possible.

Probationary Period

A six-month probation and evaluation period is provided for new classified employees or those classified employees who have been transferred or promoted within the institution. Probationary classified employees will be evaluated at the end of three months and at the end of six months. With satisfactory evaluations, at the end of the probationary period, they will be considered regular classified employees. Non-classified employees are “will and pleasure” and the aspects of probation do not apply to the terms of their employment.

If one does not meet the standards of performance that have been previously discussed with the supervisor, the probationary period, at the discretion of the President, may be extended to a maximum of twelve months. The supervisor, working through the Human Resources Department, must request this extension from the Office of the President. To request an extension of the probationary period, a supervisor must identify specific deficiencies and include a planned corrective program, outlining goals and objectives within a specific time frame for achieving the desired performance. The employee will be notified of the extension and the deficiencies and improvements required. During the extended probationary period, follow-up performance appraisals are required to determine progress with goals and objectives. The schedule for follow-up performance appraisals will be included in the plan provided to the employee. Supervisors must conduct follow-up probationary performance appraisals at least every three months during the extended probationary period.

A newly hired classified employee may be separated during the initial or extended probationary period if he/she fails to meet established position expectations. During this time period, termination of a newly hired employee may occur following one letter of warning for misconduct or performance issues. Transferred, promoted, or demoted classified employees in a probationary period may be terminated for misconduct issues or performance issues following two letters of warning.

Physical and Mental Health

It is incumbent on all personnel to voluntarily seek appropriate care for physical and mental/emotional problems.

All supervisors and department heads must contact the Human Resources Office regarding employee situations involving physical and/or mental health. If the supervisor and/or department head believes the physical or mental/emotional health of an employee is such that professional assistance and/or evaluation are needed, voluntary compliance should be sought by the supervisor. If the employee does not respond and the department head agrees with the supervisor that assistance and /or evaluation is needed, again voluntary compliance should be sought by the department head. If the employee does not respond affirmatively, the department head may make a request to the Director of Human Resources that the employee be required to submit to a physical examination or that mental health assistance, or treatment be sought for that employee. In such cases, the Director of Human Resources will confer with the President and, if possible, with the employee before acting upon the department head’s request.

Medical Examination During Employment

Under certain conditions such as health and safety concerns, requirements of federal or state law, or for second opinion independent medical leave verification, Southern may require employees to undergo one or more medical examinations beyond those called for by policy, rule, state and/or federal law. The College will pay for any fees for the second examination not covered by the employee's health insurance. The result of medical examinations and any associated reports will be shared with the employee and will serve to further support documentation initially provided to use as a basis for making administrative decisions related to job retention, reassignment efforts, reasonable accommodations, job separation, and other personnel matters related to the affected employee(s). Any supervisor who wishes to require such an examination can do so only after approval of the Director of Human Resources.

Job Accommodation During Employment

An employee in his/her present position who is otherwise qualified and has or acquires a qualifying medical impairment or impairments causing functional restrictions or limitations which can be reasonably accommodated, will be provided such measures by Southern, if reasonable accommodation will permit the employee to meet the essential functions of his or her particular job. Reasonable accommodation under the American's With Disabilities Act does not guarantee light duty assignments will be provided. For additional information or to request such accommodation, contact the Office of Human Resources.

Employee Categories/Employment Status

Southern categorizes employees into three major types; classified, non-classified and faculty. Policies of the West Virginia Council for Community and Technical College Education define the employee categories and types of positions within each category.

Classified:

- **Full-Time Regular Employee** – an employee in a staff position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Such an employee is eligible for all applicable benefits of a full-time regular employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule.
- **Part-Time Regular Employee (PTR)** – an employee in a position created to last year after year, but with less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but may be covered under the classification program.
- **Temporary Classified Employee** – an employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but may be covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.
- **Casual Employee** – a casual employee position is created to meet specific operational needs at an institution for no more than 225 hours in a twelve-month period. Individuals in a casual

employee position are not eligible for benefits and are not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

- **Student Employee** – an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Non-Classified:

- **Non-Classified Employee** – an employee who is responsible for policy formation at the department or institutional level, , or reports directly to the President of the institution. Non-classified employees are not subject to the classification program but are eligible for benefits, if their assignment is at least .53 FTE. Non-classified employees are “will and pleasure.”

Faculty:

Faculty may fall into one of the following classifications:

- **Tenured** – a faculty classification pertaining to those faculty members who have attained tenure in accordance with the rules and policies for tenure at Southern.
- **Tenure Track (Probationary)** – a faculty classification pertaining to those faculty members who are employed in a “tenure track” position but have not yet attained tenure in accordance with the rules and policies for tenure at Southern.
- **Term** – a faculty classification pertaining to those faculty members who have been appointed for a specified term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.
- **Instructional Specialist** – a term faculty classification pertaining to those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

Position (Job) Description and Classification Review

A position description shall exist for every employee of the institution and shall be reviewed by the position’s supervisor during the annual performance appraisal process. Position descriptions are on file in the Human Resources Office. Every employee is entitled to obtain a copy of his/her position description. It is the responsibility of the employee to review and be familiar with the position description for his/her position.

A written Position Information Questionnaire (PIQ) shall exist for every classified job title. Although an annual review of the PIQ/job description is done with the performance appraisal, at least every three years the PIQ shall be formally reviewed, revised if needed, signed by the

employee and supervisor, and submitted to Human Resources. The PIQ shall be revised and a request to review the classification of the position shall be made anytime a *significant* change in the duties of the position occurs. Either the employee or the supervisor may request a classification review by completing a “Classification Review Request” form and submitting the request with the revised PIQ to the Director of Human Resources. The [Classification Review Request Form](#) can be found on the Human Resources Intranet.

A written job description shall exist for every non-classified and faculty position. The job description shall be reviewed annually during the performance appraisal/faculty evaluation and revised whenever a significant change in duties and responsibilities occurs.

Performance Appraisal

Classified employees will have their job performance evaluated by their supervisors twice during the probationary period and at least once annually thereafter, prior to July 31st. Non-classified employees will have their job performance evaluated annually. The appraisal interview with the employee is for the purpose of clarifying job understanding and expectations, improved performance, improved communications, performance counseling, goal setting and development. The performance appraisal results will be used as a factor to be considered in employee transfer, promotion, retention, and demotion determinations and, for non-classified employees, will be used to determine in part the employee’s salary increase. Performance Appraisal guidelines and forms can be found on the [Human Resources Intranet](#).

Overtime

Classified and non-classified positions are either exempt or non-exempt from the Fair Labor Standards Act (FLSA). Faculty positions are exempt. This determination is made based on FLSA criteria. Questions regarding overtime should be directed to the Director of Human Resources.

- **Non-Exempt Employees** – are entitled to overtime compensation at the rate of 1.5 times the actual hourly rate for all hours worked in excess of 40 during the work week. Hours worked between 37.5 and 40 are compensated at the straight time hourly rate. Holidays and sick or annual leave hours are not hours worked. Overtime for non-exempt employees must be approved according to policy *before* the overtime is worked. For details regarding request, approval, and payment of overtime, see [SCP-2575 Overtime and Compensatory Time.](#))
- **Exempt Employees** – do not receive overtime compensation. These employees meet the Fair Labor Standards Act criteria for executive, professional, or administrative positions.

Required Overtime

Employees may be required to work overtime under certain circumstances. However, the work must be of reasonable duration. Also, employee health, safety, and endurance must be considered, and the direction to work must be issued under reasonable circumstances.

Compensatory and Holiday Premium Time Off

Compensatory time off shall be allowed only to the extent authorized by federal and state law. Compensatory time for employees must be approved according to policy *before* the compensatory time is worked. Any holiday comp time must be used within a six-month period

following the holiday. When an exempt employee is required to work on any designated institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis. For details regarding request, approval, and use of compensatory time, see [SCP-2575 Overtime and Compensatory Time](#). Holiday premium time off is detailed in [SCP-2360 Holidays](#).

Work Week and Work Schedules

The work week is defined as a regularly recurring period of one hundred sixty-eight hours in the form of seven consecutive twenty-four hour periods. The work week begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. (midnight) the following Saturday. The President or president's designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. The standard number of work hours for a full-time classified or non-classified employee is 37.5 hours during the work week. Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours. Based on operating need, supervisors have the authority to require employees to work more than their normal hours. Supervisors also have the authority to assign employees to work different shifts on a temporary or permanent basis. When practical, employees will be given 15 days advanced notice of any significant schedule change. However, employees have the responsibility of reporting as assigned by their supervisors, even if there has not been advanced notice of a significant schedule change given to the employee. It is the policy of Southern not to routinely make temporary, non-emergency changes in an employee's work schedule. For more information on work schedules and alternative work schedules, see [SCP-2234 Work Schedules](#).

Employees, with approval of their supervisors, may request one of the 37.5 hour per week schedules below. Operational needs of the department guide employee scheduling. For this reason, employees are not guaranteed approval of the work schedule requested.

Option 1

7:00 a.m. to 5:00 p.m. with ½ hour for lunch Monday through Wednesday.
7:00 a.m. to 4:30 p.m. with ½ hour for lunch on Thursday.

Option 2

7:30 a.m. to 5:30 p.m. with ½ hour for lunch Monday through Wednesday.
7:30 a.m. to 5:00 p.m. with ½ hour for lunch on Thursday.

Option 3

8:00 a.m. to 6:00 p.m. with ½ hour for lunch Monday through Wednesday.
8:00 a.m. to 5:30 p.m. with ½ hour for lunch on Thursday.

Option 4

Proposal of an alternate four day work week schedule which is designed to serve operational needs of the College. Requests for schedules under this option are typically reserved for building and grounds personnel, personnel in departments with weekend operations, and/or personnel in departments whose processes must be performed at times when the facilities are closed.

The President reserves the right to end or modify alternative work schedule arrangements at any time for any reason and will provide employees at least a fifteen (15) calendar day notice of such schedule modification. Alternative flex time and core times may also apply to shifts other than day shift and for work week schedules other than Monday through Thursday.

The President reserves the right to modify and change established employee work week schedules at her/his discretion. Whenever possible, notification of work week schedule modifications will be provided in advance. An example of work week schedule modification is the five day work week schedule established four times per year to provide for full employee participation in governance days.

College Business Operational Hours

The core business operational hours for Southern are from 8:00 a.m. to 4:30 p.m. Monday through Thursday. Offices and facilities are open on Friday and weekends based on operational needs. The specified core business operational hours shall be included in all departmental Monday through Thursday operational schedules. Departments must have at least one regular employee scheduled during the core business operational hours specified.

Flex Time

An employee may request and work other than Southern business hours. It is the responsibility of the supervisor to maintain reasonable continuity in working schedules and conditions for employees and to consider feasible and innovative ways to most efficiently utilize classified employees, such as flexibility in employee scheduling, job-sharing and four-day or other compressed work weeks. Individual changes to the established institutional work week schedule must be made in writing and be approved by the supervisor, unit head and the President. Final approved schedules shall be sent to Human Resources. For more information on alternative work schedules, see [SCP-2234 Work Schedules](#).

Breaks

A lunch or meal period will be provided when an employee works six or more hours per day. Although there is no requirement for an employee to receive any formal break periods beyond this meal period, supervisors may grant employee rest periods not to exceed 15 minutes per day. Additional unauthorized time away from the work site must be charged against an appropriate leave accrual. Break periods may be granted at the discretion of the supervisor. The purpose of such break periods is to provide relief from duties and absence from the work station, offering employees the opportunity to attend to personal activities (i.e., to smoke, to make personal calls, etc.). Based upon operational needs, an employee may be required to work through a break; in such cases, the employee is not entitled to additional compensation, or alternative time off. Breaks are compensated work-release time and may not be used or accrued to make up work time, leave work early, extend lunch time or in any way alter approved work schedules.

Transfer and Promotion Opportunities

Non-Faculty: All transfer and promotion applications should be submitted to the Office of Human Resources. The employee must apply for a specific vacancy as advertised. It is the employee's obligation to provide appropriate information regarding qualifications and complete an Application for Employment for each position posted for which he/she wants to be considered. Questions concerning the transfer and promotion process should be directed to the Office of Human Resources.

Faculty promotions are available in accordance with [SCP-2686 Promotion in Rank and Tenure](#) and [2686.A Promotion in Rank and Tenure Criteria and Forms](#).

Reporting On-the-Job Injuries

On-the-job injuries, regardless of the severity, are required to be **immediately** reported by the employee, if possible, and by the supervisor to the Human Resources Office.

Additionally, the employee's supervisor, in conjunction with the employee whenever possible, must submit a written accident report form to the Director of Campus Operations no later than 24 hours after the injury occurs. All accidents and injuries must be reported, regardless of whether they result in a Worker's Compensation claim. Failure of the employee or supervisor to report an injury to Human Resources can result in discipline, including termination. Each employee's supervisor is responsible for having the appropriate forms completed and submitted immediately to the Office of Human Resources and the Campus Director's Office. [SCP-1375 Reports of Accidents and Incidents](#) and [SCP-1375.A Accident/Incident Report Form](#) are available on the Southern's "Policies" web page.

Occupational Safety and Health Administration (OSHA) regulations require that each department report any occupational injury or illness. The Directors of Campus Operations at each location are responsible for submitting an incident report to the Office of Human Resources.

Special rules apply to leave caused by Worker's Compensation claims. For further information, employees should contact the Office of Human Resources.

Procedures for Reporting Unscheduled Absences

Notification of an unscheduled absence, prior to an employee's scheduled start time, is of the utmost importance. If for any reason an employee is unable to report to work as scheduled, the employee must notify their supervisor prior to their scheduled start time with the reason and expected duration of the absence. Failure to notify an immediate supervisor concerning an absence can result in discipline to the employee, including termination.

Access to Personnel Files

A confidential personnel file containing pertinent employment information is maintained for each employee in the Office of Human Resources. The employee is entitled to inspect or copy his or her personnel file in the presence of a Human Resource staff member. No material may be permanently removed from the file without the express written consent of the President. If employees wish to examine their personnel files, they should notify the Office of Human Resources by phone or by filing a written appointment request at least 24 hours in advance of the desired appointment time. Personnel files may be examined only during normal Southern business hours. The response of the Office of Human Resources to outside requests for employment verification is restricted to the release of the employee's name, employment dates, and job title. Salaries of public (state) employees are a matter of public record and can be obtained from the West Virginia State Auditor's Office.

Records exempt from review include, but are not limited to pre-employment reference information including letters, telephone notes, and memoranda secured from the employee's prior employers or persons who are not current employees of the College: the report of the search committee; medical records created or received by the College that an employee can obtain directly from his/her physician or directly from a health care provider; or other records

required to be kept confidential by law or policy or deemed unlawful to copy are regarded as the property of the College and confidential. These records are to be maintained in a separate confidential file in the Human Resources office and are not available to the employee. The employee shall not be entitled to inspect or copy any letter of reference or other similar record that he/she has previously waived the right to inspect when the information was solicited by or supplied to Southern based on such waiver. The employee shall not be entitled to inspect or copy any other record exempted by WV Code 29B-1-4 unless there is clear and convincing evidence of a legitimate reason sufficient to overcome the exception.

Ethics Statement

All Southern West Virginia Community and Technical College employees, volunteers, and members of appointed boards, committees, and commissions, shall maintain unquestionable standards of high personal integrity, truthfulness, honesty and fairness in the exercise of their official responsibilities. These persons are expressly prohibited from accepting improper personal gain as a result of their position or in connection with information received by virtue of their employment with Southern. All employees shall carry out the College's business in a manner that benefits the public interest and the common good. They shall uphold the United States Constitution and the Constitution of the State of West Virginia. They shall impartially carry out all Federal, State, and County laws and ordinances in an effort to foster respect for all levels of government. They shall not exceed their authority, breach the law, act dishonestly, nor directly or indirectly request others to do so. They shall observe the highest standards of ethical behavior and discharge faithfully their duties and responsibilities, regardless of personal considerations, and shall avoid circumstances that create an appearance of impropriety. They shall protect the institution's assets and its reputation through professional and personal conduct that is above reproach. This means treating co-workers and all members of the public with respect, courtesy, fairness, honesty, and integrity. Any questions regarding ethical standards applicable to state employees should be addressed to the Director of Human Resources.

Conflict of Interest

Full time faculty and professional staff are to render full time service to the institution. Outside activities are not restricted unless such activities or employment interfere with the adequate performance of college employment responsibilities. Faculty and professional staff must complete [SCP-2562.A External Professional Activities for Pay Report Form](#) annually in accordance with [SCP-2562 External Professional Activities of Faculty and Other Professional Staff](#).

Shared Governance

Southern West Virginia Community and Technical College has established a decision-making system based on consultative governance. This system provides for participation by, and consultation with, representative constituents from the College. Constituents of the College include administrators, non-classified, faculty, classified staff, students, and district residents. Consultative governance is a collaborative process that involves representatives from the College working in a climate of mutual trust and respect. These representatives gather and share information related to significant issues and work toward decisions on those issues in accordance with the mission, vision, purposes, and values of the College. Governance-related interaction among constituent groups provides the balance of stability and change necessary for the advancement of the College. The shared governance system operates on the principles of disclosure, responsiveness and accountability. More detail about the governance system can be

found on Southern's web page at <http://www.southernwv.edu/?q=administration/governance>. Click [here](#) for a copy of the Institutional Governance Handbook.

WORKPLACE STANDARDS

Employee Rights and Responsibilities

Employees are required to provide a full day's work each day on the job; to behave in a civil, professional manner; to treat others with respect; to comply with state and federal laws and regulations related to individual rights, business operations and procedures, health and safety, conflict of interest, and to comply with West Virginia Council for Community and Technical College Education and Southern West Virginia Community and Technical College regulations, rules, policies and procedures. Employees are entitled to be treated with respect and dignity by supervisors and other employees and are entitled by statute and policy to file a grievance for work-related disputes free from retaliation. Contact the Office of Human Resources for questions and information.

Open Door Policy

Southern supports an Open Door Policy which means that the Director of Human Resources' and every manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with the Director of Human Resources or any manager at any time.

Responsibilities Under an Open Door Policy: If any area of your work is causing you concern, you have the responsibility to address your concern with a manager or with Human Resources. Whether you have a problem, a complaint, a suggestion, or an observation, management wants to hear from you. By listening to you, the College is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Before You Pursue the Open Door Policy: Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. But, an open door policy means that you may also discuss your issues and concerns with the next level of management and/or with Human Resources staff members. No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of the organization willing to listen and to help bring about a solution or a clarification.

Benefits of the Open Door Policy: By helping to solve problems, managers benefit by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, employees have the opportunity at all times, through the open door policy, to be heard.

Any employee or group of employees has the right, without discrimination or retaliation, to discuss with their supervisor(s) and or the Director of Human Resources the terms of their employment or working conditions.

Management Rights and Responsibilities

Managers and supervisors at Southern should treat employees with respect and dignity. Managers and supervisors are responsible for compliance with College policies and procedures and for communicating and applying operational based directives. Managers and supervisors are also responsible for carrying out administrative directions and decisions. Occasionally, the College, just as any other large organization, has to make decisions without prior consultation with its employees. The college must, therefore, maintain exclusive discretion to exercise the customary functions of management.

Administrative/management/supervisory rights and responsibilities include, but are not limited to, such things as:

- Determining the work force direction and objectives;
- Determining the size and composition the positions required, changed or consolidated;
- Establishing standards of performance and conduct;
- The discretion to select, hire, promote, transfer, demote, suspend, dismiss, assign, supervise, evaluate, and discipline employees;
- Scheduling of the work force, including determination of the number of shifts to be worked, and the scheduling and amount of overtime to be worked;
- Determining and modifying job descriptions and job classifications;
- Assigning duties and responsibilities to employees;
- Determining when reductions in work force are required, including hour reductions and layoffs; determining when recalls are required;
- Establishing and changing salary and wage rates in accordance with needs and requirements determined by the institution;
- Establishing a safe work environment;
- Providing the materials and equipment to do the work required;
- Establishing, changing, and abolishing policies, procedures, rules and regulations; and
- Ensuring adherence to applicable laws and policies.

Solicitation

Solicitation and selling of products and articles on Southern property, owned or leased, is prohibited except by organizations and groups directly affiliated with and recognized by Southern, and authorized by written approval of the institution's President or the President's designee. The names of Southern West Virginia Community and Technical College and the West Virginia Council for Community and Technical College Education may not be used to secure funds for any purpose or through any means without the written permission of the institution's President or the President's designee. Employees may not participate in the solicitation of funds by sales or donation, stated or implied, using the name of the institution or their title without the written permission of the College President or the President's designee. No employee may conduct personal for-profit business on College premises.

Email as Official Method of Communications

Southern will utilize college-issued email accounts to convey college-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, e-mail communication may be the only means by which particular information is conveyed. Employees will be assigned a college email account upon employment by the College. College e-mail distribution lists will ONLY be used to disseminate information directly related to the

business of the College. Faculty, staff, and students are responsible for responding to e-mail notifications sent to their official e-mail account in a timely manner. Missed deadlines or other repercussions resulting from failed e-mail forwarding or poor mailbox maintenance will not be excused.

College Property and Equipment

Southern West Virginia Community and Technical College programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space, are to only be used in conducting authorized business of the College. Use of such for personal benefit or gain may be grounds for disciplinary action.

Employees are responsible for securing the College buildings, office, room, equipment, and other keys assigned to them for work-related reasons. Costs incurred by the institution as the result of unauthorized use or the misuse of College property, such as, but not limited to, personal telephone calls, will be recovered from the responsible employee. Personal calls must be avoided at all times except for emergencies. An employee may not use institutional phones for personal calls.

Use of college vehicles is subject to requirements in [SCP-5780 – Travel Regulations](#). Employees must complete a driver safety training program before they can operate college vehicles. Travel expense reimbursement is subject to limitations and allowances in the Travel Regulations policy.

Computing and Telecommunications Resources

Use of Southern West Virginia Community and Technical College's technology resources is for purposes related to the college's mission of education, research, and public service. All classes of technology service users may use technology resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the College, and other college sanctioned activities. The use of Southern West Virginia Community and Technical College's technology resources for commercial purposes is permitted only by special arrangement with the computing center or Chief Information Officer. The recreational use of the account for purposes unrelated to institutional goals is not allowed.

Computing and Telecommunications resources include, but are not limited to:

- West Virginia Network for Educational Tele-computing (WVNET);
- Southern Office of Information Technology Systems, including hardware equipment, data, and programs;
- Southern Campus Networks;
- Southern Telecommunications and Telephone Systems;
- College-owned computers and printers;
- College-owned software.

Computer or communications equipment, data, or programs owned, leased, or otherwise provided by Southern West Virginia Community and Technical College or the West Virginia Council for Community and Technical College Education Central Office are only for authorized administrative and academic purposes. The following is specifically prohibited:

- Disruption or interference with the normal use of computers or communications related equipment, data, or programs of individuals, WVNET, or the College;
- Unethical, unauthorized, illegal or other improper use of this equipment, data, or programs;
- Attempts to breach security in any manner;
- Use of a computer account or network access for other than the purpose for which assigned;
- Unauthorized copying or unauthorized use of computer software.

See [SCP-7125 Information Technology Acceptable Usage](#) for more detailed information.

Private Information

Private information protected under policy or law, such as certain financial, personnel, patient, donor, or student information, histories, and mailing lists, is to remain confidential. Such information may be disclosed, viewed, or copied only with proper authorization and must be disposed of in a manner that retains this confidentiality. Willful disclosure, viewing, or copying of private information without authorization from one's supervisor may result in disciplinary action and/or legal prosecution.

Appearance and Professional Conduct

It is the responsibility of each employee to maintain standards of appearance and conduct which will complement his/her occupational responsibilities, enable the employee to safely perform his/her duties and responsibilities, and enhance the institution's professional image with the public.

Knowledge of Policies

College personnel are responsible for knowing and following institutional policy. Institutional policies are available on [Southern's Internet](#) and procedures are available on [Southern's Intranet](#).

Harassment Policies

Southern West Virginia Community and Technical College does not tolerate harassment in the work place, or of members of the College community, and wants to provide an environment free of any form of harassment. Harassment is defined as any form of conduct that would be offensive, intimidating, or threatening to the average person and is done on the basis of religion, gender, age, sexual preference or orientation, disability familial status, or because of the recipient's relationship with person(s) of protected class status. Harassment may be of a sexual, racial, or more general nature.

Employees or students who believe they have been harassed in violation of policy should take the steps to file a complaint outlined in the [Sexual Harassment Policy](#) or file a complaint in accordance with the time lines and procedures outlined in the Grievance Procedure contained in WV Code §29-6C-2. Individuals such as the Director of Human Resources and the Dean for Student Services and Enrollment Management are available to provide assistance. Any supervisor, agent or other employee who is found, after appropriate investigation, to have engaged in the harassment of another employee or student will be subject to appropriate sanctions depending on the circumstances, up to and including termination.

Drug-Free Workplace Policy and Procedures

All employees of Southern West Virginia Community and Technical College, including faculty, staff, administrators, and student employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. seq.) and The Safe and Drug Free Schools and Communities Act of 1989. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place. Reporting for work under the influence of a controlled substance or alcohol is prohibited. As a condition of Southern West Virginia Community and Technical College employment, every employee shall abide by the terms of this policy and notify their supervisors and the Office of Human Resources of any conviction of drug or alcohol related charges resulting from any activity occurring in the work place or otherwise on College premises no later than five days after such conviction. Any employee found in violation of this provision shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program. [SCP-2156 Drugs in the Workplace](#) can be found on Southern's web page.

Smoking and Tobacco Use Policy

Smoking of tobacco, except in designated areas, is prohibited in all buildings and facilities of Southern West Virginia Community and Technical College. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by the College. Smoking within 25 feet of building entrances is prohibited as designated by signage. Cigarette ashes and cigarette remains should be placed only in designated receptacles. Tobacco products, such as snuff and similar substances, are prohibited in all buildings.

Firearms and Weapons

Firearms and weapons of any kind are prohibited on college premises. Any persons who, without express written permission of the College President, enters or remains on any part of property owned, leased, or otherwise used by Southern West Virginia Community and Technical College, or any structure or conveyance thereon, carrying or possessing a firearm or other deadly weapon, who temporarily refuses to relinquish a firearm or other deadly weapon, or to leave such premises while in possession of such firearm or deadly weapon shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county jail not more than six months or both unless such person is a law enforcement officer, other person exempt by law or he or she has the express written permission of the President of the College. (WV Code 61-7-14). Violations of this rule are to be reported to the Director of Campus Operations who will contact local law enforcement.

Hazardous Materials

A Material Safety Data Sheet is to be maintained in the workplace for any hazardous material present. Employees are encouraged to review those safety sheets. Employees who are concerned about materials which they believe may be hazardous, but which have not been identified as such, should consult with the supervisor before handling the material. If the concern is not satisfied, the employee may contact the Director of Campus Operations.

Campus Safety

Southern West Virginia Community and Technical College is committed to the safety and health of students, employees and visitors to our campuses. The Safety Committee was established to

give all campus constituents a voice in safety issues, to foster cooperative communication between management and employees, to maintain a safe campus environment, and to coordinate necessary training for college employees. Safety Committee membership includes management, employees and students. Goals of the committee are to reduce the incidence of injuries and illnesses at the college, to improve safety in the college environment, and to provide a means for communicating safety issues. The Vice President for Finance and Administration or his/her designee is responsible for developing and maintaining a written Safety Committee Program. Each campus has an appointed Crisis Management Team which is responsible for safety compliance and distribution of campus specific safety information.

Offices and classrooms at each campus location should contain an Emergency Response Flip Chart. The chart contains emergency phone numbers, instructions for response to various emergency situations and phone numbers for the campus specific Crisis Management Team members. Employees are to become familiar with the content of the flip chart and maintain the chart in an accessible place. If your workspace does not have an Emergency Response Flip Chart immediately available, contact the Director of Campus Operations.

As an additional measure of safety, each campus employs a telephone Emergency Notification/Paging System. The Director of Campus Operations is responsible for emergency announcement over the paging system. Employees are required to follow instructions and directives announced during drills and/or actual emergency situations.

More information about the Safety Committee, Crisis Management Teams, and Emergency Response Plans can be found on the "[Business Office](#)" Procedures Page of the Intranet.

PAYROLL

Paychecks

Employees are paid twice a month. If a month has 30 calendar days, pay day will be on the 15th and the 30th of the month. If a month has 31 days, pay day will be on the 16th and the 31st of the month. When a pay day falls on a weekend, pay checks will normally be issued the preceding Friday. The College is required by law to make deductions from paychecks for federal and state income taxes, Social Security, and retirement (if full-time). Employees should immediately notify their supervisors if they believe there is a problem with their pay check. New employees will be paid one pay period in arrears.

Payroll forms, such as time cards, monthly leave records, tax withholding, and other related forms are located on the Human Resources Intranet under the "[Employment](#)" tab. The EPICS Schedule, a calendar for payroll processing deadlines and pay dates, can be found on the West Virginia State Auditor's Web page at <http://www.wvsao.gov/EPICSPayroll/Default.aspx>.

Direct Deposit of Checks

All employees are strongly encouraged to have their pay checks deposited directly into their bank accounts. Direct Deposit applications are available in the Human Resources and Payroll Offices.

Non-Exempt Hourly Employees

Non-exempt hourly employees are to complete and submit a time card of actual hours worked to his/her supervisor on the last day of each pay-period. This time card is signed by the supervisor and submitted to the Payroll Office.

Exempt Salaried Employees

Exempt salaried employees must complete a monthly leave record of hours taken for sick or annual leave. This monthly leave records is signed by the supervisor and sent to Human Resources by the 10th day of the following month.

BENEFITS

Employee Benefit Plans

Southern West Virginia Community and Technical College provides benefits-eligible employees an opportunity to participate in a comprehensive package of benefits, including health, life, disability, retirement, dental, vision, and medical spending accounts. Employees will learn more about each of these plans at the new employee orientation session. All plans, programs, benefits, services, and other provisions are subject to review and change at any time. Contact the Office of Human Resources for benefits questions or information.

Health Insurance Programs

West Virginia Public Employees Insurance Agency (PEIA) offers hospital, surgical, major medical, prescription, and other medical care coverage. Employees pay a portion of the premium cost. The plan includes \$10,000 term life insurance at no cost to employees.

The initial enrollment period is the month of employment and the following two months. However, new employees should enroll as soon as possible and must enroll by the end of the month for coverage to be effective the first day of the following month. Unless the employee opts to waive participation, premiums for the health and life plans are pre-tax (no federal or WV state tax or social security taxes are deducted from the premiums) under Section 125 of the IRS Code.

Guidelines allow existing employees to enroll or change coverage during the open enrollment period each year. If a qualifying event occurs, employees should contact the Office of Human Resources to change their insurance plan; otherwise employees may make changes only during the open enrollment period. Annually, employees may choose to enroll, or change coverage in one of PEIA's Preferred Provider Benefit Plans.

Employees should refer to the Summary Plan Description concerning health benefit options and coverages.

More information about PEIA, including a copy of the [Summary Plan Description](#) can be found on their [web page: http://www.peia.wv.gov](http://www.peia.wv.gov) .

Mountaineer Flexible Benefit Plan

Various benefit plans are available on a pre-tax basis. Contact the Office of Human Resources for details. The initial enrollment period for new enrollees is the month of employment and the following two months. Otherwise changes and enrollment may be made only during the annual open enrollment period or if a qualifying event occurs.

Retirement Programs

Participation by benefits-eligible employees in a tax-sheltered retirement program is required by West Virginia State law. Employees must contribute six percent of their gross pay to the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF) Retirement Program and/or Great West Retirement Services' Educators Money – 401(a) Retirement Plan. Southern West Virginia Community and Technical College matches the employee's six percent contribution. Vesting is immediate, and retirement benefits may begin at any age upon termination of employment. Retirement income is based on age at retirement, amount of dollars accumulated, and the income option chosen.

403(b) Supplemental Retirement Plans & 457(b) Deferred Compensation

In addition to the basic group retirement plan, Southern West Virginia Community and Technical College employees have the option of tax sheltering additional money through a 403(b) Supplemental Retirement Account or 457(b) Deferred Compensation Plan. Supplemental Retirement Accounts and Deferred Compensation Plans are available through TIAA-CREF and Great West Retirement Services.

Life Insurance Program Under PEIA

The basic health plan under PEIA includes \$10,000 term life insurance with an accidental death and dismemberment benefit. The monthly premium is paid by Southern. Employees who do not need coverage under the health plan may elect life insurance only. Additional optional life insurance may be purchased by employees for a monthly premium based on age, tobacco use status, and the principal sum selected – up to \$500,000. Dependent life insurance may also be purchased. Enrollments under both options are subject to a statement of health after the employee has been with the institution for three months or more. Health statements are not required of new employees if electing up to guaranteed amount of \$100,000. Any request for enrollment above \$100,000 is contingent upon approval after submitting a statement of health, but the coverage from \$100,000 is automatically approved while waiting for approval above this guaranteed amount.

The Standard Insurance Company Disability Insurance

The Standard Insurance disability policy is a long-term disability plan providing a non-taxable monthly income to age 65 in the event of total disability. The income benefit is based upon the employee's base salary and, for non-faculty employees, begins after six months of total disability. For faculty employees, benefits begin after 30 days of continuous disability. The monthly income benefit, which is offset by any income payable from employee sick leave, Social Security, Workers Compensation, and any disability benefit payable under any insurance or retirement plan sponsored by Southern West Virginia Community and Technical College, is equal to 60% of the monthly salary to a maximum of \$10,000. The minimum monthly benefit under this plan is \$100.

The premium is calculated on the base salary of the employee and 100% of the premium is paid by the employee. If employees enroll after the first full month of employment, they may be subject to a requirement for a medical exam.

Employees enrolling for the disability income benefit are also included under the “Annuity Benefit” provision of the plan. The annuity benefit provides for the monthly payment of 12% of the employee’s salary into a TIAA-CREF account, in addition to the disability income payments. Participation in The Standard Insurance Company Disability Insurance program is a condition of employment for new faculty employees.

Social Security and Medicare

All employees must contribute to governmental Social Security and Medicare programs. The employee’s contributions are matched by Southern West Virginia Community and Technical College.

Unemployment Compensation

Wages at Southern West Virginia Community and Technical College are reported quarterly to the West Virginia Department of Employment Security. For more information about this program, contact the local Job Service Office/Office of Employment Security.

Workers Compensation

Employees of Southern West Virginia Community and Technical College are provided protection from loss of wages and medical expenses for job-related injuries by worker’s compensation insurance for which Southern pays premiums for all employees. Upon seeking medical treatment, the injured employee must secure a BI-1 Form from the medical provider, which must be submitted to Brick Street Insurance Company.

On-the-job injuries or occupational illnesses that involve no more than three days of disability leave or absence from work will not be charged against the employee’s accumulated sick leave. If on-the-job injuries or illnesses require a medical leave beyond the three-day period, the employee must use either of the following options: (1) Receive earned and accumulated sick leave benefits until they are exhausted and forfeit any benefits determined to be due under the West Virginia Workers Compensation Laws; or (2) Request leave of absence without pay, reserving for future use any earned and accumulated sick and annual leave, and receive only Workers Compensation benefits for which he/she is determined eligible.

Identification Cards

An Employee Identification Card is issued to each full-time and part-time regular employee by the Human Resources Office. Employees may be required to present their identification cards when a reduced rate option on events is offered, or when accessing College owned facilities and services. Upon resignation or retirement from Southern, employees must return their cards to Human Resources before their final paycheck can be released.

For more information and questions about employee benefit programs and options, contact the Human Resources Office (Ext. 7416).

EMPLOYEE LEAVE

This section on Employee Leave is applicable to all employees of Southern West Virginia Community and Technical College. However, particular types of leave programs may be applicable to specific categories of employees, and not others. Please refer to [SCP-2006 Employee Leave](#) for specific allowances for employee leave.

All full time employees (classified, non-classified, and faculty) are eligible for medical leave of absence without pay, parental leave, family medical leave, personal leave of absence without pay, military leave, special emergency leave with pay, disaster service volunteer leave, and witness and jury leave.

Faculty employees with less than twelve month appointments are not eligible for sick or annual leave accumulation as described in this section. However, faculty employees are eligible for leave as outlined below under “Faculty Absences” in the Sick Leave section of his manual.

Faculty members with twelve month administrative appointments will accumulate annual and sick leave using rules applicable to non-classified employees. Rules outlined under “Faculty Absences” below do not apply to faculty with twelve months administrative appointments.

Classified and non-classified employees working on a regular and continuing basis for no less than 1950 hours within the fiscal year are eligible for leave as specified in policy.

Classified and non-classified employees working between 1,040 hours and less than 1,950 on a regular and continuing basis during the fiscal year will accumulate leave on a pro rata basis.

Annual Leave

All eligible employees shall accumulate annual leave with pay on the following basis:

Less than 5 years service.....	1.25 days accrual per month
5-10 years service	1.50 days accrual per month
10-15 years service	1.75 days accrual per month
15 or more years service	2.00 days accrual per month

Non-classified and faculty employees with a twelve month appointment will earn annual leave at a rate of two (2.0) days per month.

Annual leave shall not be granted to casual, temporary, or part-time employees.

No person who is earning a higher accumulation than is authorized under this policy shall have his or her accumulated leave reduced to comply with this policy while in the current position. However, upon leaving the position, the proper accumulation rate shall apply to the employee who fills this vacant position.

Accumulation Limits - Accumulated leave for continuing employees may not exceed twice the amount earned in any twelve-month period. Employees are entitled to compensation for accumulated annual leave at termination of service, but in no case may this exceed twice that amount earned in any twelve-month period.

Calculation Based on Years of Service to the State of West Virginia - Annual leave accrual rate shall be based on years of service to the recognized agencies of the State of West Virginia.

Crediting Years of Service - An annual appointment period of nine months or more shall be credited for one year of service for annual accrual rate determination.

Scheduling and Use of Annual Leave - Annual leave must be approved in advance by the supervisor. Annual leave shall be arranged to fit operating schedules; however, consideration shall be given to an employee's request. Seniority may be considered by the supervisor when arranging vacation schedules. An employee may not take leave before it is earned.

Illness During Annual Leave - Illness which occurs during scheduled annual leave is counted as annual leave.

Transfer of Annual Leave - Up to 15 days of annual leave may be transferred with an employee from other agencies of the West Virginia State Government to Southern West Virginia Community and Technical College. Certification of the balance which existed with the previous employing agency must accompany the request for transfer of annual leave by the employee. The request must be made within one year from the last day of employment with the other agency or institution.

Unused Annual Leave Credits - In the event of an employee's death, the accumulated annual leave payment will be credited to the employee's estate.

Lump Sum Payment Option for Unused Annual Leave - Upon termination of active employment through resignation, retirement, or otherwise, an employee may be paid in a lump sum amount, at his or her option, for accrued and unused annual leave. The lump sum payment shall be made by the time of what would have been the employee's next regular payday had his or her employment continued. No deduction shall be made for contributions toward retirement from lump sum payments for unused, accrued leave since no period of service credit is granted in relation thereto.

Sick Leave

Faculty Sick Leave Absences - A faculty member, who must miss scheduled work time (class, office, committee, or other) for illness or other reasons, is required to complete a faculty absence form. Whenever possible, the faculty absence form is to be completed in advance of the absence.

For absences due to illness lasting or expecting to last two or more consecutive weeks, the full time faculty member must request a medical leave of absence pursuant to established medical leave procedures applicable for all employees. (See [SIP-2484 Medical and Military Leaves of Absence](#))

Before returning to work after a period of absence for two work weeks or more, the faculty member must obtain a "Return to Work Authorization/Medical Release" form from the treating physician.

Faculty members are strongly encouraged to enroll in disability coverage. Faculty employed after September 1999 are required to enroll in disability insurance as a condition of employment.

Faculty who miss work for thirty (30) consecutive calendar days will be removed from the payroll. At this time, wage replacement benefits from disability coverage should begin.

Non-Faculty Sick Leave Absences - Full-time regular classified and non-classified employees accrue 1.5 days of sick leave per month of active employment. Accumulation of sick leave is unlimited. Non-faculty employees working between 1,040 hours and 1,950 hours over at least nine months of a twelve-month period shall accumulate sick leave on a prorated basis. Sick leave may be used by an employee who is ill or injured or when a member of the immediate family is seriously ill as defined by the treating physician, or when a death occurs in the immediate family. For the purpose of administering this leave policy, the immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, step-mother, step-father, step-children, or others considered to be members of the household and living under the same roof. Sick leave may also be used for employee medical appointments which are approved in advance by the supervisor.

Transfer of Sick Leave - Accumulated sick leave may be transferred to Southern for employees coming to Southern from other agencies of West Virginia State Government. Certification of the employee's sick leave balance which existed at the state agency must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within three years from the last day of employment with the other state agency.

Reinstatement of Sick Leave Upon Reemployment - When an employee terminates employment for reasons other than retirement, all sick leave credited to that employee shall be considered ended as of the last working day with the institution and no reimbursement shall be provided for unused sick leave. If an employee resigns in good standing and is later reemployed, he/she may have his/her accumulated sick leave reinstated if the date of termination is less than one year from reemployment. However, if the employee returns to work after more than one year from the date of termination, no more than 30 days of sick leave may be reinstated.

Sick Leave Conversion Upon Retirement - Upon meeting certain requirements, individuals retiring from Southern may be eligible to apply unused sick leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan. This option is not available to non-faculty employees hired after July 1, 2001. This option is not available to faculty hired after July 1, 2009. Contact the Office of Human Resources for additional information.

Medical Leave Verification - Medical leave verification or assessment is a signed statement from the treating health care provider to validate the illness or other cause for which sick leave or medical leave of absence may be granted. The health care provider signing the medical assessment must be currently and appropriately licensed. The document must provide information regarding the individual's medical condition, diagnosis, prognosis, and functional limitations, including duration and treatment plan, if any. Based upon the medical assessment, employability and/or accommodation determinations will be made by Southern.

Medical leave verification/assessment is required:

- To validate a sick leave absence of more than five consecutive days under the terms of the sick leave policy;
- To return to work following a sick leave absence of more than five consecutive days, or a medical leave of absence;
- If requested of the employee by the supervisor following a sick leave absence, regardless of duration, as a condition of returning to work;
- To apply for and sustain catastrophic leave eligibility;
- To apply for and sustain a medical leave of absence; and/or
- To assure continued access to benefit coverage while on medical leave of absence.

It is the employee's responsibility to pursue and obtain the necessary medical assessment from the treating health care provider, and to present the completed evaluation to the College in a timely manner. Incomplete, unacceptable, or untimely medical information may result in:

- Prohibition to charge time absent from work to accrued sick leave;
- Prohibition to return to work if one's capacity to perform essential duties is in question;
- Ineligibility for catastrophic leave;
- Disallowed or discontinued medical leave of absence;
- Discontinuation of benefit access: and/or
- Disciplinary action, up to and including termination of one's employment with Southern.

Pregnancy Related Illness or Disabilities

Disabilities which may be caused by pregnancy shall be treated the same as any other off-the-job illness or disability would be treated for sick leave entitlement. Pregnancy-related illness shall include pregnancy, miscarriage, abortion, childbirth and recovery. In determining if an employee is unable to work because of a pregnancy related illness, the same criteria shall be used as for any other disability.

Catastrophic Leave Program

An employee eligible for leave accrual, who is experiencing a catastrophic illness or injury as defined by the West Virginia Code and Southern procedures, and who has exhausted his/her annual and sick leave, may request approval to receive paid leave time donated by other employees. Within established limits, employees may voluntarily donate accumulated sick or annual leave directly to an approved recipient. For information, contact the Office of Human Resources.

Funeral Leave

When a death occurs in the immediate family, a reasonable amount of time may be charged to accrued sick leave as required for the employee to arrange for and attend the funeral and related services, including travel time. For the purpose of administering this leave policy, the immediate family is defined as: parent, child, grandparent, grandchild, brother, sister, husband, wife, step-parent, step-child, brother-in-law, sister-in-law, or others considered to be members of the household and living under the same roof. "Reasonable" amount of time is determined at the discretion of the supervisor, and is based upon geographic distance, work load and similar factors. Sick leave is not provided for an extended bereavement period or to attend to the affairs of the estate; annual leave may be requested for these purposes.

Red Cross Leave

An employee that is a certified disaster service volunteer of the American Red Cross may be granted, with the supervisor's approval, leave with pay for up to 15 work days per year to participate in relief services for the Red Cross. The employee is required to provide proof of Red Cross Certified Disaster Service Volunteer status to Human Resources prior to requesting Red Cross Leave. The supervisor must consult with Human Resources prior to approving Red Cross Leave.

Grievance, Witness, and Jury Leave

Employees who are subpoenaed or directed to serve as jurors or appear as witnesses for review proceedings of the Federal Government, the State of West Virginia, or a political subdivision thereof, shall be entitled to work release time for such duty and for such period of required absence which overlaps regularly scheduled work time. Employees are entitled to leave with pay for the required period of absence during the regularly scheduled work time including reasonable travel time. When attendance in court is in connection with usual official duties, under subpoena, or as directed by the supervisor, time required, including reasonable travel time, shall not be considered as absence from duty. Likewise, time spent by Southern employees as hearing officers, hearing committee members, and parties or witnesses in a grievance hearing is considered legitimate work time if it occurs during their normally scheduled work hours, and is part of a service to Southern. Appearing as a witness without a subpoena at the request of a fellow employee and without the request of an authorized supervisor does not constitute College business. An employee who is scheduled to work prior to the court or hearing start time shall initially report to work, travel time permitting. An employee who is excused from court/hearing prior to the end of the scheduled work day shall immediately report to work for the remainder of the work day. This policy does not apply to employees who are called to testify as expert or consulting witnesses and who are paid for their witness services. Further, this policy does not apply to employees involved as parties to a personal lawsuit unrelated to work.

Military Leave

Members of the National Guard or any reserve component of the armed forces of the United States are entitled to and will receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of 30 working days in any one calendar year, ordered or authorized under provision of state law. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from Federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution. An employee shall be required to submit an order or statement in writing in advance from the appropriate military officer in support of the request for such military leave.

As follows, any such member employee will be provided entitlements consistent with their existing employment status, as though continuous:

- Any employee on military leave, under the following provisions, will continue to receive normal salary or compensation for the time as indicated below, regardless of whether or not the employee receives other compensation from federal sources during the same period.
- Payment of wages for up to thirty (30) working days in any calendar year to any such employee absent from the worksite for time in which he/she is engaged in drills, parades, field service or active service to the State.
- Payment of wages for up to thirty (30) working days per single call to active duty for any such employee away from the worksite under provisions of the Military Selective Service Act or any other time in which the President or other properly designated federal authority of the United States may order him/her to active service.
- The number of unused days from the first 30 working days may be added to the additional 30 working days, up to a maximum of 60 working days for a single call to active duty. However, none of the unused days from the first 30 days may be carried over and used in the next calendar year.

The Family Medical Leave Act (FMLA) provides a Military Family Leave Entitlement to eligible employees for certain qualifying exigencies and also a special leave entitlement for an eligible employee to care for a covered service member. Employees seeking leave for reasons related to military services for themselves or family members are to contact the Human Resources Office.

Declared Emergency

At the discretion of the President of Southern West Virginia Community and Technical College or the President's designee, in consultation with local or state public safety officials, College operations may be shut down in total or in part because of any circumstance which threatens the health or safety of employees and/or students, such as inclement weather and facility shutdowns. The President or the President's designee will later declare when emergency conditions no longer exist.

Full-time regular employees are eligible for regular pay for work time lost because of a declared emergency. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave nor will there be a requirement that the time be made up. When operational needs require a non-exempt, regular classified or non-classified employee to work during a College declared emergency period, in addition to regular pay the employee will receive compensation in either Compensatory Time off (CTO) or pay at the rate of time and one-half for the actual hours worked during the College-declared emergency period. Exempt employees that work during a declared emergency period receive CTO on an hour-for-hour-basis.

Cancellation of classes due to inclement weather is not a declared emergency.

Absence Due to Inclement Weather

Absences from work due to weather conditions other than during a declared emergency must be charged against accumulated annual leave, or the employee must be removed from the payroll in

question. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor.

Emergency Leave

Emergency leave of up to five days within any fiscal year, with pay, may be granted by the President of Southern West Virginia Community and Technical College in the event of extreme misfortune to the employee or his/her immediate family; provided that all accrued annual leave has been exhausted. Typical events which may qualify an employee for such leave include fire, flood, or other occurrences (other than personal illness or injury, or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

Leave of Absence Without Pay

A full-time regular employee, upon application in writing and with written approval by the College President, may be granted a continuous leave of absence without pay for a period of time not to exceed one year. Leaves of absence without pay may be granted for medical reasons, personal need, or in compliance with the Parental or Family Medical Leave Acts. All annual leave must be taken before a personal leave of absence is approved. For Leave of Absence Without Pay for medical reasons, all sick leave must also be taken before a personal leave of absence without pay will be approved. For additional information refer to [SCP-2600 Employee Leave](#). The President, at his or her discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay and shall determine if the purpose for which such leave is requested is proper and within sound administrative policy.

At the expiration of a leave of absence without pay, the employee shall be reinstated without loss of any rights, to the vacant position or a comparable position. During a leave of absence without pay, Southern will honor an employee's rights under WV Code Section 18B-7-3 Failure of the employee to report promptly at the expiration of an approved leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) allows qualified employees to request up to 12 weeks per year of leave. The request should be made to the Office of Human Resources. All sick leave does not have to be exhausted to request benefits under the FMLA. Medical coverage may continue during this leave period with the employee paying full costs. FMLA leave can be either unpaid or paid, running concurrent with sick and/or annual leave.

Reasons for taking leave:

- To care for the employee's child after birth, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

West Virginia Parental Leave Act

The West Virginia Parental Leave Act provides that a qualified employee be entitled to up to a total of 12 weeks (480 hours) of unpaid family leave (following the exhaustion of all his or her annual and personal leave) because of the birth or adoption of a child, or to care for a son, daughter, spouse, parent or dependent who has a serious health condition. Annual leave and personal leave must be taken before a parental/family leave of absence can be approved. Parental/family leave of absence provides a maximum of 12 weeks leave during any twelve-month period.

See [SCP-2600 Employee Leave](#) for more detail regarding employee leave or call Human Resources at extension 7408.

HOLIDAYS

Guidelines for College observed holidays are provided in [SCP-2360 Holidays](#). Holidays established are intended to grant full-time regular employees the benefit of one work day of paid time off. Full time staff employed at less than 1.00 FTE receive time off on a prorated basis.

There are 13 paid holidays each fiscal year, including statewide primary and general election days, plus two additional half-holidays when Christmas and New Year's Day fall on Tuesday through Friday. Half-holidays shall be counted as half-days in computing the total number of holidays. Holidays shall include: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Dr. Martin Luther King's Birthday. The remaining holidays are designated at the discretion of the President each year. The holiday schedule for a new fiscal year is generally approved in February or March. Proclamations of a legal holiday by the President of the United States, governor, or any other authority are generally recognized at Southern West Virginia Community and Technical College. If a recognized holiday occurs on a Saturday, the College may observe it officially on the preceding Friday. If a recognized holiday occurs on a Sunday, the College may observe it officially on the following Monday. Any specific adjustment regarding a day of observation will be announced by the President's Office or designated authority.

When operational needs require a full-time or part-time *non-exempt* staff member to work on any of the observed College holidays, in addition to regular pay the employee will receive compensation in either Compensatory Time off (CTO) or pay at the rate of time and one-half for actual hours worked on the holiday. The CTO must be used within six months following the holiday. Employees will be paid for overtime unless a written compensatory time agreement exists.

When operational needs require an *exempt* employee to work on an observed College holiday, the employee will receive substitute holiday time off on an hour-for-hour worked basis.

If an observed holiday occurs on a day not included in an employee work schedule as established under his/her approved four day work week, an alternative holiday shall be granted. When an observed holiday occurs during an employee's scheduled annual leave, the day will not be charged to annual leave.

Holidays declared due to special elections that occur on days the college is closed will not be considered holidays and no alternate time off will be provided. However, if an employee is required to work on an special election day holiday, he/she will be provided sufficient time off in order to vote.

In accordance with the law, the College will consider granting reasonable time off to employees who may observe religious holidays not included on the list of College observed holidays, as long as this causes no undue operational problems and hardships within the department. Such time off requires prior supervisory approval and will be charged to accrued annual leave or compensatory time off. Supervisors must consult with Human Resources prior to approving time off for religious accommodation.

To receive pay for any holiday, an employee must, at a minimum, work or be on approved paid leave for his or her full scheduled workday immediately preceding the holiday and at least one quarter hour of his or her scheduled workday immediately following the holiday or vice versa. An employee is not eligible to be paid for any holiday that occurs prior to his or her first day of work or after his or her date of separation.

EMPLOYEE DEVELOPMENT

Southern West Virginia Community and Technical College encourages career development and self-improvement. Full-time regular employees are eligible for time off or adjusted work schedules to attend classes. Eligible employees may be allowed time off during work hours to attend up to one, three hour credit, undergraduate or graduate level class per semester, provided the absence will not interfere with the unit's operation and is approved by the organizational unit administrator. The time for this one three hour credit class does not need to be made up. If more than one approved class is taken, time away from work for the additional classes must be made up during the same week. An adjusted schedule may also be approved for the semester. During emergencies or overtime situations, the employee must work as assigned by the supervisor even if release time had been previously granted. Course work must be taken at Southern or any other regionally accredited institution.

In order to be granted educational release time, classified employees must have completed their probationary period.

The Director of Student Financial Assistance processes tuition waivers for eligible employees, their spouses and children taking classes at Southern. For questions about the tuition waiver program for employees and their dependents see [SCP-5065 Awarding of Undergraduate Tuition and Fee Waivers](#) or call the Student Financial Assistance Office.

Before the semester in which classes are to be taken, the employee is required to provide his/her supervisor a written request for educational release time. The supervisor will then approve or disapprove the release. Copies of this agreement must be endorsed by the unit's executive officer and filed in the employee's personnel file in the Office of Human Resources. See [SCP-2165 Educational Release Time for Classified Employees](#) for more information.

Employee Development Policy

Employees are encouraged to utilize College educational and funding opportunities for career development and self-improvement. An employee, at the discretion of his/her immediate supervisor, based on operational need, may receive time off during scheduled work hours for the purpose of attending educational activities. Occasional in-service training may be required as a term of employment. Supervisors have discretion over requiring employees to attend specified training activities. The [SCP-2624 Employee Development](#) for more information.

ADDITIONAL PROGRAMS AND PRIVILEGES

Library Privileges

Employees may use library facilities, collections, and information services. Contact your campus Library for information about accessing these services.

Bookstore

The Southern West Virginia Community and Technical College Bookstores offer a complete line of trade books, textbooks, school supplies, office supplies, clothing, imprinted items, and miscellaneous items.

Parking

Parking is provided on a first come first served basis for employees and students. Persons parking on college property are required to obey safety and traffic rules and policies.

Incentive and Recognition Programs

Various employee incentive and recognition programs are available at Southern. "[SCP-2226-Faculty Incentive Pay Program](#)" describes options for faculty to propose projects for additional pay. Programs for Faculty of the Month and Classified Employee of the Month are conducted by respective employee organizations described in the next section. In January each year, the President's Office conducts a program that recognizes employee engagement and involvement in various professional activities and college initiatives. The Human Resources Unit conducts a service recognition program to show appreciation for long term dedicated employees of the College.

EMPLOYEE ORGANIZATIONS

West Virginia Code Chapter 18B, Article 6, entitled "Advisory Councils" calls for the establishment of institutional and state wide advisory councils of classified and faculty employees formed to address any issues affecting the employee groups, and providing a method through which the issues and concerns of the employee organizations will be heard by the Presidents, Boards of Governors, and the Community and Technical College Council. Each institution of higher education is to establish a Classified Staff Council and a Faculty Senate. Each group elects a representative to serve on its respective statewide Advisory Council of

Classified Employees and State Advisory Council of Faculty. The code prescribes the number of times Presidents and Boards of Governors meet with the respective campus employee groups and the number of times the state Council and Commission meets with the state advisory bodies.

Information about Southern's Councils and Senates can be found in the [Institutional Governance System Handbook](#) available on the web.

Classified Staff Council

The Classified Staff Council is an advisory council to the President of the College and a means for all classified employees to express their opinions about job conditions, fringe benefits, employee-employer relations, or other areas that affect their jobs. The Classified Staff Council is composed of elected members from the six major occupational categories and the geographical campus locations. The Classified Employee Representative to the Southern West Virginia Community and Technical College Board of Governors, the Classified Staff Council Chair, and the Classified Employee Representative to the Advisory Council of Classified Employees (ACCE) are elected by the classified staff at large to serve in these posts. In response to the established shared governance at Southern, the Classified Staff Council may appoint classified representatives on College committees and workgroups. The Classified Staff Constitution is a policy available on Southern's Web page. ([SCP1091 – Classified Staff Constitution](#).)

Faculty Senate

The Faculty Senate is an elected representative body of faculty. Its role is to focus on academic matters related to planning, governance, curriculum implementation, or any matter or issue of interest or concern to the faculty. The faculty elects a representative to serve on the statewide Advisory Council of Faculty. In response to the established shared governance at Southern, the Faculty Senate may appoint faculty representatives on College committees and workgroups. The Faculty Senate Constitution is available from the Faculty Senate Chair.

Classified Staff Development Committee

The Classified Staff Council appoints a Professional Development Sub-Committee (PDEV) to oversee the funds provided to classified staff for training and development. Requests for staff development funds should go to the chair of the Professional Development Sub-Committee. The PDEV, Classified Staff Council, or the Office of Human Resources can provide information regarding staff development.

Teaching Learning Center Committee

The committee will provide oversight of the Teaching/Learning Centers (TLC) and make recommendations for the Centers. The committee shall also provide input to other institutional governance committees and units regarding policies and procedures that promote teaching and learning. The committee shall serve as the professional development committee for faculty.

CLASSIFICATION AND COMPENSATION

Classified Staff Classification Determination

The Director of Human Resources is responsible for the assignment of all Southern West Virginia Community and Technical College classified positions to appropriate job titles and pay grades within the Higher Education Classification System. This system requires that the work performed by employees in classified positions be documented in an official position description. The position description must be updated by the appropriate supervisor, signed by the appropriate administrators and submitted to the Office of Human Resources when posting a vacant position or submitting a position for classification review. If significant changes occur in the essential duties or responsibilities of a classified position, it is the responsibility of the supervisor, through established College procedures, to submit the position to the Office of Human Resources for review. Questions regarding position descriptions, position reviews or job evaluation should be directed to the Office of Human Resources.

Classified employee salaries are governed by the Classified Salary Schedule found in WV Code §18B-9-1 *et seq.*, or by any subsequent salary schedule adopted by the Legislature, Council or the College. A copy of the [classified salary schedule](#) is also available on the Human Resources Intranet.

Faculty Compensation Program

Southern West Virginia Community and Technical College needs highly talented faculty to attain the teaching and learning goals outlined in our institutional commitments in support of our mission. Our faculty compensation system is designed to attract, retain and reward individuals who can help us be a successful institution of higher learning. Details of the [Faculty Compensation Program](#) and the Faculty Salary Schedule can be found on the Human Resources Intranet at <https://sites.google.com/a/southernwv.edu/human-resources/compensation>.

DISCIPLINARY ACTION

Each employee must maintain standards of performance and conduct as outlined by the immediate supervisor and comply with applicable policies, procedures, and laws. As a general rule, progressive discipline is the approach taken to solve inappropriate employee behavior and performance. Progressive discipline is a graduated approach that gives the employee the choice (and chance) to correct inappropriate behavior and improve performance. It is flexible enough to allow the application of an appropriate level of discipline to the severity of the misconduct. Progressive discipline can start with a non-punitive discussion with the employee to modify the undesired behavior or performance problem, and advance to stronger, punitive measures. In cases of more severe or repeated infractions, more severe discipline measures, such as written warning, suspension or dismissal may be immediate. Supervisors must contact the Director of Human Resources for support, guidance, and consistent application of policy in regard to employee discipline.

When an employee does not maintain the appropriate standards of performance or conduct, his/her supervisor will coach and/or counsel him/her to resolve the problem. If the behavior or

performance does not improve as expected from performance management, disciplinary action will be taken. Disciplinary action includes, but is not limited to warning, demotion, suspension, transfer, or termination of employment. Supervisors must consult with the Director of Human Resources prior to disciplining an employee.

Progressive Discipline

Progressive discipline for unacceptable employee behavior includes communication with the employee to indicate the behavior is not acceptable and clarify expectations. If the behavior is not corrected, or the employee demonstrates additional unacceptable related or unrelated behavior, a letter of warning will be issued to the employee. Failure of the employee to modify behaviors to an acceptable level will result in further disciplinary action, up to suspension and or termination of employment.

Progressive Discipline with Plan of Improvement

Progressive discipline for unacceptable levels of performance starts with communication with the employee to clarify expectations for performance. On occasion, performance problems are the result of inappropriate behavior and will be corrected with progressive discipline described in the above paragraph. However, when an employee fails to meet the performance expectations and behavior based improvements do not resolve the issue; the employee will receive a written warning accompanied with a Plan of Improvement.

The Plan for Improvement is to be delivered in person or by certified mail, and will specify the nature of the nonstandard work; remedial steps the employee must take; a calendar date by which the employee's work will be brought back to standard; and a notification that failure to bring the work back to standard by the date specified will result in dismissal. The plan will establish a date for follow-up review to determine if performance has improved or if further disciplinary action is required.

As discipline progresses, whether due to behavior or performance issues, more severe consequences for failure to comply are imposed. These consequences include but are not limited to suspension, and dismissal/termination of employment.

Dismissal After Two Written Warnings

An employee may be recommended for discharged for offenses after he/she has received two written warnings. The two-written-warnings requirement also applies to transferred or promoted employees serving their probationary periods. When dismissal after two written warning is being considered, the supervisor will provide the employee with an appropriate letter of notification stating that termination of employment is being recommended to the President.

Dismissal for Gross Misconduct

Supervisors have the right to recommend dismissal of an employee for gross misconduct without prior warnings or suspension. Reasons for immediate dismissal for gross misconduct include, but are not limited to the following:

- Reporting to work under the influence of alcohol or narcotics or partaking of these substances while at work;

- Malicious destruction or theft of property of the institution, the Board of Governors, or its visitors, patrons, or employees;
- Wrongful injury to an employee;
- Refusal to comply with institutional rules;
- Neglect of duty;
- Dishonesty;
- Sleeping on duty;
- Failure to maintain established performance standards;
- Habitual absence from work without permission or proper explanation;
- Insubordination by refusal by action or inaction to abide by legitimate reasonable directions of supervisor or administrator;
- Demonstrated incompetence or dishonesty in performance of professional duties, including academic misconduct;
- Conduct that directly or substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices;
- Failure to return at the end of a leave of absence.

General Disciplinary Action Provisions

Written warnings are given to the employee with a copy placed in the employee's personnel file. A written warning must specify how long it will remain in the file. In no case can the period specified be longer than twelve months from the date the letter was written.

Written warnings and recommendations to the President for termination are to be delivered in person or via certified mail with return receipt requested. Supervisors will document in-person delivery of disciplinary actions.

In cases of employee suspension without pay or dismissal, prior to the effective date of suspension or termination, the employee will be provided an opportunity to meet with the President to provide explanation and reasons why the suspension/termination should not take place. The President will make the final determination regarding suspension/termination of employment.

Employee Response to Dismissal Notification

If, after a pre-termination meeting with the President or her/his designee, the employee is dismissed for gross misconduct, he/she may respond by filing a written request for a hearing with the West Virginia Public Employees Grievance Board (W.VA. Code §6C-2-1 *et seq*). A request for such a hearing does not cancel the immediate dismissal.

Non-classified Discipline

Non-classified employees serve at the will and pleasure of the President. Progressive discipline may be utilized for non-classified employees but is not required before suspension or termination.

Additional information regarding disciplinary action may be obtained by contacting the Office of Human Resources.

GRIEVANCE PROCEDURE

Employees may pursue resolution of work-related disputes through administrative appeal procedures, as applicable to the circumstances of the person and the event, act, or behavior challenged. The grievance procedure, eligibility criteria, and the initiation time line are referenced below. Copies of the actual procedures and consultation are available to employees and supervisors by confidential contact with the Office of Human Resources and via the College Intranet. Under all procedures, the employee or the employee's designated representative has the responsibility to clearly indicate that a grievance is being filed, provide an explanation of the issue including the specific policy violation, and the remedy sought for resolution of the issue. Supervisors must contact the Director of Human Resources immediately when a grievance is received.

Public Employees Grievance Board

The statutory grievance procedure is available to all state public employees for resolution of most work-related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer. The grievance process is initiated by the employee's request for conference or a hearing to the chief administrator within 15 working days of the grievable event. The grievant must also submit a copy of the grievance form to the West Virginia Public Employees Grievance Board. A third copy must be sent to the Director of Human Resources. The Grievance Board web site can be found at <http://www.pegb.wv.gov/>. For additional information refer to W. Va. Code § 6C-2-1 et seq. or contact the Office of Human Resources.

TERMINATIONS

Voluntary Termination/Resignation

Non-exempt employees who intend to resign from their positions are expected to give at least two weeks advanced written notice.

Exempt employees are required to provide a 30 day notice of resignation.

Faculty employees are to complete an academic term and provide forty-five (45) calendar days written notice of resignation before the beginning of an academic term.

The written resignation is to be provided to the President, with copies to Human Resources and the immediate supervisor. In order for an employee to leave with a record in good standing with Southern West Virginia Community and Technical College he/she must: (1) provide advance notice of his/her resignation, (2) return all College property such as keys, equipment, IDs, uniforms, documents, etc., and (3) settle any monetary or other obligations with the College. An employee is expected to work throughout the two-week notice. Employees who do not leave Southern with a record in good standing may be ineligible for reemployment with the College.

Retirement

The Human Resources Department wants to make employee transition from work to retirement a seamless and comfortable experience and provide opportunity for employees to remain connected with the College. Retirement planning starts with an employee's first day of employment. The Human Resources Department recommends the employee start retirement preparations several years before his/her targeted retirement date. For a suggested planning schedule and specific retirement planning and benefit provider contact information, please see our [Retirement Guide and Checklist](#) available in the Human Resources Benefit Office and on the [Intranet](#).

Dismissal

When it is determined by the supervisor that an employee is not meeting performance or conduct standards or fails to comply with legal or policy requirements, dismissal for just cause may occur consistent with the disciplinary procedures. Supervisors must contact the Director of Human Resources for support and guidance in regard to employee discipline.

Automatic Termination

Absence from work for three consecutive work days without proper notice, explanation, and/or authorization will be deemed neglect of duty, job abandonment and automatic resignation from employment.

Separation from College Employment for Medical Reasons

Whenever it is medically, psychologically, or psychiatrically determined that an employee can no longer perform the essential duties of the position and reasonable accommodation cannot be made, the employee will be separated from the College for medical reasons. The employee should investigate what benefit entitlements are applicable. Existing laws and policies will guide the College in protecting the employment and retention rights of disabled employees who are considered otherwise qualified within the meaning of such laws. The Human Resources Office will provide assistance with employee separation for medical reasons.

Reduction in Force

The elimination of any full-time regular position requires the prior written approval of the President. In the event a full-time regular position is eliminated because of lack of funds or work, the College will comply with the requirements of WV Code 18B-7-3. Supervisors are required to consult with the Director of Human Resources for proper layoff management of regular employees. See Southern's reduction in force policies for [classified employees](#) and [faculty personnel](#) on Southern's web page.

Terminating Employee Health Insurance Privileges

On April 7, 1987, federal law adopted the Consolidated Omnibus Budget Act (COBRA). COBRA mandates employers to offer continuation of group health insurance to certain employees who lose coverage. In the case of employee terminations, the law requires the employer to notify the plan administrator within 30 days after the employee's termination of employment. The Public Employees Insurance Agency, not Southern West Virginia Community and Technical College, will notify terminating employees of his or her COBRA rights. The College is required to complete a PEIA health insurance termination form for every PEIA participant who leaves Southern West Virginia Community and Technical College or becomes

ineligible for benefits. Health insurance benefits will terminate at the end of the month after the employee's date of separation. Any employee on a nine-month contract who terminates in May, June, or July, regardless if benefits are escrowed, will be covered by insurance only to the end of the month in which they worked their last day.

Date of Termination/Separation

The "date of termination" or "date of separation" will be recorded as the last day the employee was physically at work. Employees may not be paid any holiday or sick leave pay after the date of separation. The balance of annual leave remaining on the date of separation may be transferred to another agency or paid as specified in the "Employee Leave" section of this Handbook.