



# POLICY AND PROCEDURES MANUAL

*Revised November 2015*

*Valmadge T. Towner, President*  
Coahoma Community College  
3240 Friars Point Road  
Clarksdale, Mississippi 38614  
662-627-2571  
[www.coahomacc.edu](http://www.coahomacc.edu)

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**APPENDIX I**

**2015-16 ORGANIZATIONAL CHART**

## **WELCOME TO COAHOMA COMMUNITY COLLEGE!**

There is no doubt about it: Coahoma Community College's reputation for excellence is the direct result of the commitment, leadership, innovation, vision, integrity, and hard work of its faculty, staff, and support personnel. Because of this, the College appreciates the importance of creating a working environment for each employee that is pleasant, friendly, and rewarding. We may educate our students by using textbooks, computers, and other tools, but we teach, stimulate, and inspire them to be successful by serving as role models who work with each other collaboratively, respectfully, ethically, and courteously. With that in mind, the College has prepared this Manual, which contains information relating to the College's policies, and the practices and procedures for carrying out those policies.

The policies contained in this Manual are intended to promote organizational and operational fairness, effectiveness, and efficiency among all individuals who are employed by, or who do business with, the College. If you have any questions about this Manual, or any aspect of your job, please ask us! Questions may be directed to Michael Houston, Director of Employee Services, who can be reached by telephone, at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). The office is located in the Vivian M. Presley Administration Building, in room A-100. In the event office personnel is a not available; question and/or comments may be directed via email at [mhouston-hr-issues@coahomacc.edu](mailto:mhouston-hr-issues@coahomacc.edu). Any employee who is not satisfied with the information or responses obtained from the Employee Services may seek additional assistance by contacting the Office of the President, at (662) 627-2571, ext. 4130.

The College and its students have a bright future, and – thanks to the College's employees – that future grows brighter every day. On behalf of the College's Board of Trustees and our students, please accept my thanks for your dedication and your service. I'm excited that you're here, and I look forward to working with – and learning from – you!

*Dr. Valmadge T. Towner*

President  
Coahoma Community College



## **ABOUT THIS MANUAL**

The following pages contain information regarding many of the policies and procedures of Coahoma Community College. This Manual does not create a contractual obligation of any kind, nor does it guarantee any fixed terms or conditions of employment. This Manual is not intended to be all-inclusive, and the College reserves the right to change employment policies, procedures, benefits, or any other provision of this Manual at any time. This Manual and any revisions hereto revoke and supersede any and all previous versions of the Manual and the policies contained therein. It is each employee's responsibility to understand and to comply with the College's personnel policies, and any revisions made to them.

Questions about this Manual or about any aspect of an employee's employment with the College may be directed to Michael Houston, Director of Employee Services, who can be reached by telephone at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). The office is located in the Vivian M. Presley Administration Building, in Room A-100. In the event office personnel is not available; question and/or comments may be directed via email at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). Any employee who is not satisfied with the information or responses obtained from Employee Services may seek additional assistance by contacting the Office of the President, at (662) 627-2571, ext. 4130.

### **NOTICE**

**The policies contained in this manual are subject to change. It is the policy of Coahoma Community College to comply with all federal and state laws concerning the employment of all persons.**

**None of the policies in this manual will be construed or enforced in a manner which restricts or interferes with employees' legal rights. The most current version of these policies may be found at the College's website, [www.coahomacc.edu](http://www.coahomacc.edu), or obtained from the College's Office of Employee Services, located in the Vivian M. Presley Administration Building, in room A-100.**

## **SECTION 1: MISSION STATEMENT AND GOALS**

### **1.1 MISSION STATEMENT**

Coahoma Community College is an accredited public comprehensive institution of higher learning committed to providing accessible, affordable, diverse, and quality educational programs and services.

### **1.2 GOALS**

To accomplish this mission, Coahoma Community College has established the following goals:

1. Provide academic transfer programs that parallel with the first two years of college/university programs.
2. Provide career and technical education programs that prepare students to enter the job market or transfer to a college or university.
3. Meet the needs of area businesses and industries by providing workforce-training programs.
4. Empower students with the necessary tools to maximize their potential by providing a network of support services and activities.
5. Utilize emerging instructional technology by providing innovative learning opportunities for students.
6. Address community and economic development needs within the service area by developing and sustaining partnerships with public and private agencies.
7. Initiate new programs or complement existing programs by securing and sustaining federal, state, and local funding.
8. Support cultural enrichment programs and activities.
9. Ensure institutional effectiveness by planning, assessing, and evaluating all activities and programs.

## **SECTION 2: THE MOST IMPORTANT RULES FOR COAHOMA COMMUNITY COLLEGE EMPLOYEES**

It is the goal of the College to create a comfortable, friendly, pleasant, cooperative, and collaborative atmosphere in which employees can speak openly and freely. The College expects its employees to take their jobs seriously, and it also recognizes the importance of camaraderie and a friendly spirit among the College's faculty, staff, and students.

**To achieve this culture, Coahoma Community College  
expects ALL employees to observe TWO RULES:**

### **RULE #1**

Coahoma Community College expects all employees to treat each other with Dignity, courtesy, and respect at all times.

### **RULE #2**

Coahoma Community College expects all employees to treat non-employees –  
Such as students, visitors, community members, and individuals with whom the College  
Conducts business – with dignity, courtesy, and respect at all times.

**Violation of these rules may lead to discipline, up to and including termination.**

### **SECTION 3: OPEN DOOR POLICY**

Misunderstandings or conflicts can arise within any organization, and problems, concerns, or complaints that are left unresolved can have a negative impact upon our work and our shared goal of maintaining a healthy, enjoyable, and inspirational working environment.

The College believes that one of the attributes of a successful educational institution is good communication among all employees. Therefore, the College encourages an open line of communication between all employees in an effort to sustain a work environment that is respectful, fair, and equitable. Employees with work-related problems or questions are encouraged to contact Michael Houston, Director of Employee Services, who may be reached by telephone, at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). The office is located in the Vivian M. Presley Administration Building, in Room A-100. In the event office personnel are not available, questions and/or comments may be directed via email at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). Any employee who is not satisfied with the information or responses obtained from Employee Services may seek additional assistance by contacting the Office of the President, at (662) 627-2571, ext. 4130.

### **SECTION 4: EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The College is an equal employment opportunity employer. Employees are hired based solely on the College's personnel requirements and the qualifications of each individual candidate. The College does not discriminate in employment opportunities or practices on the basis of race, ancestry, color, national origin, religion, age, physical or mental disability, genetic condition, veteran status, marital status, sex, or any other characteristic protected by federal, state or local laws.

This policy applies to all aspects of the employment relationship.

### **SECTION 5: A NOTE FROM THE DIRECTOR OF EMPLOYEE SERVICES**

Many of the policies contained in this Manual encourage or require employees to communicate directly with, to provide information to, or to obtain information from the College's Office of Employee Services. If you do not understand any of the policies contained in this Manual – or if you have suggestions to improve the Manual – please let us know.

The College's Office of Employee Services is a resource to which all employees may turn, at any time, to ask questions that relate to any aspect of their employment. The College's Office of Employee Services is located in the Vivian M. Presley Administration Building, in room A-100. The telephone number for the College's Office of Employee Services is (662) 621-4853. Do not hesitate to let us know how we may be of service to you!

*Michael Houston*  
Director, Employee Services  
Coahoma Community College  
[mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu)

## **SECTION 6: AT WILL EMPLOYMENT**

Many of the College's employees serve "at will," meaning that either the College or the employee may terminate the employment relationship at any time, with or without notice and with or without cause. Other employees are employed by the College pursuant to written contracts, which establish the terms and conditions of their employment.

Nothing contained in this Manual, or in any other written or unwritten policies or procedures of the College, creates or is intended to create an express or implied contract, covenant, promise, or representation between the College and any employee.

## **SECTION 7: HARASSMENT AND DISCRIMINATION**

### **7.1 DISCRIMINATION PROHIBITED**

It is the belief of the College that all employees have the right to work in an environment that is free of illegal discrimination. The College's commitment to this belief governs all aspects of employment, including (but not limited to) job selection, job assignment, promotions, compensation, discipline, termination, and access to benefits and training. Coahoma Community College does not authorize and will not tolerate any form of discrimination against any employee or non-employee based on race, sex, religion, color, national origin, age, disability, citizenship status, or any other factor protected by law.

### **7.2 HARASSMENT PROHIBITED**

Coahoma Community College does not authorize and will not tolerate any form of harassment of or by any employee (i.e., supervisory or non-supervisory) or non-employee based on race, sex, religion, color, national origin, age, disability, citizenship status, or any other factor protected by law. The College prohibits such harassment wherever it may occur – on campus, off campus, in outside work assignments, or at College-sponsored social or non-social functions, events, or programs. Should such harassment occur, the College would take appropriate corrective action to prevent its continuation or recurrence. In addition, the College will work to prevent the harassment of its employees by persons who are not College employees, but who are on the College's premises, or who have a business or other relationship with the College. This policy applies to each and every employee.

No person, whether employed by the College or not, shall threaten or suggest that an employee's refusal to submit to sexual harassment will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, hours of work or any other term or condition of employment. Similarly, no employee -- regardless of position or job title -- shall promise, imply, or grant any preferential treatment in return for another employee's acceptance of conduct, which is sexually harassing. This policy applies to each and every employee.

### **7.3 RETALIATION PROHIBITED**

The College will not permit retaliation of any kind against anyone who complains about unlawful harassment or discrimination, or against anyone who participates, in good faith, in an investigation into allegations of unlawful harassment or discrimination, or other protected conduct. Such retaliation is unlawful, and any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

## 7.4 DEFINITIONS

7.4.1 Discrimination. Generally, "discrimination" includes, but is not limited to, any adverse employment action taken due to an employee's race, sex, religion, color, national origin, age, disability, citizenship status, or other factors protected by law.

7.4.2 Harassment. Generally, "harassment" includes, but is not limited to, communicating, sharing, or displaying written or visual material or making verbal comments that are offensive, demeaning, or derogatory to a person because of his or her sex, race, color, religious creed, national origin, ancestry, age, or membership in a class that is protected by law.

7.4.3 Retaliation. The term "retaliation" includes, but is not limited to, any adverse employment action taken because an employee has engaged in protected conduct. Protected conduct under this policy includes, but is not limited to, reporting or complaining in good faith about any discrimination or harassment, or participating in an investigation about alleged discrimination or harassment.

7.4.4 Sexual harassment. "Sexual harassment" includes unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal, visual non-verbal or physical conduct of a sexual nature. Prohibited conduct constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Examples of prohibited conduct include:

- Threats or insinuations, either explicitly or implicitly, that an individual's refusal to submit to sexual advances or sexual conduct will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, benefits or any other aspect of employment or career advancement;
- Favoring any applicant or employee because that person has performed or shown a willingness to perform sexual favors for his or her superior;
- Unwelcome sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature or use of sexually degrading or sexually vulgar words to describe an individual;
- Display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome comments about an individual's body, sexual prowess or sexual deficiencies;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; and
- Assault or coerced sexual acts.

## 7.5 EMPLOYEES' REPORTING RESPONSIBILITIES

If you believe that you have been subjected to harassment or discrimination in violation of the College's policies, **or** that you have witnessed prohibited harassment or discrimination, **or** that another employee has been subjected to prohibited harassment or discrimination, **you must immediately report the matter** to Michael Houston, Director of Employee Services, who may be reached by telephone, at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). Mr. Houston office is located in the Vivian

M. Presley Administration Building, in room A-100. The complaint will be promptly and discreetly investigated. Investigation of a complaint will normally include conferring with the parties involved and any witnesses. If the College determines that a violation of its policies has occurred, it will take appropriate disciplinary action, up to and including termination, to stop the misconduct and prevent further prohibited behavior. Harassment complaints are taken very seriously by the College, and employees should be assured that the College would take steps to address and to resolve any such problems.

## **SECTION 8: WORKPLACE VIOLENCE**

The College is committed to preventing workplace violence and to maintaining a safe work environment. Towards that end, the College has adopted a zero-tolerance policy with regard to any conduct that threatens, intimidates, or coerces another employee, student, member of the public, or other third-party.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these policies will be subject to prompt disciplinary action, up to and including termination of employment.

**Firearms and weapons.** Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited upon the College's premises without proper authorization and/or unless otherwise permitted by law.

### **8.1 EMPLOYEES' REPORTING RESPONSIBILITIES**

**DO NOT PLACE YOURSELF IN PERIL!** If you see or hear a commotion or disturbance, or become aware of possible or threatened workplace violence, do not try to intercede or see what is happening! If you become aware of threatened acts of workplace violence, or if you suspect that workplace violence may occur, you **MUST** immediately report the matter to the College's Department of Safety, which can be reached at (662) 621-4175 (office), (662) 621-4226 (Chief of Police), or (662) 627-2605. After hours you may call (662) 902-9465. The department is located on the first floor of the Dickerson-Johnson Library Building. Officers are on duty 24 hours a day, seven days a week, 365 days a year. Alternatively, you may contact the Coahoma County Sheriff's Office, at (662) 624-3081. You may also dial 911 in case of an emergency.

After you have reported the threats or suspicions of workplace violence to the College's Department of Safety or to law enforcement authorities, please also notify Michael Houston, Director of Employee Services, of your concerns. Mr. Houston may be reached by telephone, at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). Mr. Houston's office is located in the Vivian M. Presley Administration Building, in room A-100. The College will take threatened acts of workplace violence very seriously, and employees should be assured that the College would swiftly take steps to address and to resolve any such problems.

### **8.2 RETALIATION PROHIBITED**

The College prohibits retaliation against any person who makes a good faith complaint of threatened or suspected acts of workplace violence, or who participates in an investigation, proceeding, or hearing relating to threatened or suspected acts of workplace violence. Employees who engage in retaliation will be subject to disciplinary action, up to and including termination of employment.

## **SECTION 9: THE AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the College to comply with all federal and state laws concerning the employment of persons with disabilities. It is the policy of the College not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. It is the policy of the College to provide reasonable accommodations (without undue hardship to the College) to qualified individuals with disabilities so that they can perform the essential functions of their jobs.

An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

### **9.1 HARASSMENT, DISCRIMINATION, AND RETALIATION PROHIBITED**

Coahoma Community College does not authorize and will not tolerate any form of harassment or discrimination against employee on the basis of disability, in violation of state or federal law. The College prohibits such harassment or discrimination wherever it may occur – on campus, off campus, in outside work assignments, or at College-sponsored social or non-social functions, events, or programs. The College also prohibits retaliation against any person who makes a good faith complaint of harassment or discrimination on the basis of disability.

Employees must report actual or suspected harassment or discrimination to Michael Houston, Director Employee Services. Mr. Houston may be reached by telephone, at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). Mr. Houston office is located in the Vivian M. Presley Administration Building, in room A-100. If Mr. Houston is not available, you may report suspected harassment or discrimination to any employee of the College's Employee Services Department.

This policy applies to each and every employee.

## **SECTION 10: STATEMENT OF ETHICS FOR COAHOMA COMMUNITY COLLEGE EMPLOYEES**

The College's employees are expected to maintain the highest levels of professional standards in the workplace. Accordingly, the College's employees must subscribe to the following statement of ethics. Each College employee must:

1. Place the well being of students at the fundamental value for all decisions made and actions taken.
2. Fulfill professional responsibilities with honesty and integrity.
3. Support the principle of due process and protect the civil and human rights of all mankind.
4. Implement College operating policies of the Coahoma Community College Board of Trustees; develop procedures, duties, and responsibilities to implement College operating policies; and carry out policies to the best of the individual employee's abilities.
5. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
6. Maintain high standards and seek to improve the effectiveness of the profession through research and continued professional development.
7. Honor contracts until fulfillment or release.



## **SECTION 11: ETHICS AND POLICY VIOLATIONS; WHISTLEBLOWING**

Coahoma Community College is committed to high standards of ethical, moral, and legal business conduct. Consistent with this commitment and the College's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns with regard to suspected misconduct in the workplace, and reassurance that they will be protected from reprisals or victimization for whistleblowing. The whistleblower procedure is intended to be used for serious and sensitive issues, such as those relating to financial misconduct, or reporting unethical or illegal conduct; it is not intended to be used to address employment-related issues. Employment related issues should be resolved by following the grievance procedures contained elsewhere in this Manual.

### **11.1 NO RETALIATION**

No employee who, in good faith, reports a suspected ethics violation shall be subjected to harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees to raise serious concerns within the College prior to seeking resolution outside.

### **11.2 ACTING IN GOOD FAITH**

Anyone filing a complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds to believe that the information disclosed constitutes a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **11.3 CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **11.4 PROCEDURE FOR REPORTING VIOLATIONS**

If you become aware of any practices that you know or suspect are illegal, dishonest, dangerous, or unethical; which constitute violations of the College's policies and procedures; or which conflict or interfere with the best interests of the College, its employees, or its students, you **MUST** report them immediately. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his/her supervisor, or is not satisfied with the supervisor's response, the employee is encouraged to speak with Michael Houston, Director of Employee Services, who may be reached by telephone, at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). The Director's office is located in the Vivian M. Presley Administration Building, in room A-100.

If you believe that you are being subjected to retaliation, or that another employees is being subjected to retaliation, because of your, his, or her compliance with this policy, you should immediately report this to the Director of the College's Employee Services Department.

## **SECTION 12: WORKPLACE CONDUCT/FRATERNIZATION**

### **12.1 WORKPLACE CONDUCT**

All employees of the College are expected to observe and maintain personal conduct that is consistent with the established professional principles of the College and the Board of Trustees. Courtesy is expected of all employees at all times. Abusive language, threats, fighting, or any other form of disruptive behavior will not be tolerated and may result in dismissal.

Employees are expected to avoid personal distractions during work hours. Violations of this policy may result in dismissal.

Employees are expected to provide students with quality instruction in a professional manner. The College will not tolerate inappropriate fraternization. Employees may not accept gratuities or favors from students. Students who need or request assistance in personal matters should be referred to Director of Enrollment and Student Services, the institution's health care personnel, or the student's personal physician.

All of the College's employees occupy a high position of trust in regard to our students. Consequently, it is essential that employees avoid the appearance of impropriety or conflicts of interest that may be created by romantic relationships with students.

Faculty members are altogether prohibited from dating or engaging in romantic relationships with students, unless the faculty member and student were married to each other prior to the student matriculating at the College.

If a reasonable basis exists to believe that any type of sexual relationship exists, or has existed, between any employee and a student under the age of 18, the administration will report the incident to the district attorney for further investigation.

### **12.2 FRATERNIZATION BETWEEN CO-EMPLOYEES**

Certain employees of the College also occupy a high position of trust in regard to those persons that they directly or indirectly supervise. Employees are strictly prohibited from dating or engaging in romantic relationships with any person that he or she directly or indirectly supervises. For purposes of this prohibition, an employee shall be deemed to "supervise" a co-employee if the employee has any significant influence over personnel decisions that would directly affect the co-employee, including such matters as the co-employee's work assignments, job evaluations, work schedule, compensation, and any other similar decisions that would directly impact the co-employee.

## **SECTION 13: PERSONAL IMAGE / DRESS CODE**

Employees are to maintain personal hygiene and appropriate dress. We want our employees to dress comfortably, but they should appear neat at all times, and avoid extremes of dress. Each employee will dress in a professional manner commensurate with his daily work responsibilities. Each employee will present a neat, well-groomed appearance intended to ensure that the institution continues its reputation for rendering quality educational services. Consideration may be given to employees and the type work performed to allow for certain deviations from this policy.

Tattoos and body piercings should be removed or covered while working. The College is confident each employee will use his or her judgment in following this policy. The College reserves the right to determine the appropriateness of each employee's attire. A rule of thumb: if you are unsure whether if an article of clothing, a piece of jewelry, etc. is appropriate for the workplace, don't wear it.

## **SECTION 14: INSTITUTION PROPERTY**

Budgets are limited, and economy must be practiced wherever and whenever possible. The College and its equipment and buildings will be properly used and maintained. Care will be exercised at all times to use supplies, equipment, and materials for the maximum benefit of students and employees. Theft of property is a crime and must be reported. Stationery, envelopes, postage, property, or equipment of the College are to be used only for official business purposes. Unauthorized use may be considered theft and result in disciplinary action. Property may not be transferred between departments, removed from buildings, or moved between buildings without authorization of the Chief Financial Officer and Inventory Control.

## **SECTION 15: WORKPLACE SAFETY**

The College seeks to conduct all operations as safely and efficiently as possible. The institution follows the Environmental Protection Administration (EPA) and OSHA Occupational Health and Safety Administration (OSHA) codes and regulations regarding environmental protection. The College regards all employees as integral to workplace safety. All employees will have the responsibility of performing their own work in a safe and efficient manner and to report unsafe conditions to their immediate supervisor for prompt correction.

The College has assigned responsibility, authority, and accountability for safety to the Safety Department, which is comprised of qualified police officers and firefighters certified by the state of Mississippi. **The Director of Campus Safety and Campus Police, located on first floor of the Dickerson-Johnson Library Building, can be reached at (662) 621-4175.**

## **SECTION 16: ACCIDENTS, INCIDENTS AND EMERGENCIES**

All employees must report all accidents, incidents, and health hazards by completing an Employee Accident or Incident Report Form as soon as possible after the incident. Employees will complete the report for all accidents regardless of whether an injury has occurred. Unless accidents are reported, the cause of the accident will not be corrected and the accident may recur.

Employees will also report near accidents. A near accident may be an indication that faulty human or material processes may have contributed to unsafe conditions. If not reported and corrected, a near accident may result in a serious accident. Any employee involved in an accident on school property or while using a school vehicle/equipment will be subjected to drug testing.

It is the responsibility of the employee to report immediately any accident, incident, possible health safety hazard, or injury of an employee or visitor to the College's Office of Employee Services at (662) 621-4853. Accidents and injuries are to be reported regardless of the nature or the extent of injury and regardless of whether medical attention is needed or not needed. The College's Office of Employee Services and Director of Campus Safety will work with the employee and his or her supervisor in completing the necessary forms for Worker's Compensation in filing a claim, when necessary.

**In the event of an emergency, please contact the College's Department of Safety at (662) 621-4175 (office), (662) 621-4226 (Chief of Police), or (662) 627-2605. After hours you may call (662) 902-9465. The department is located on the first floor of the Dickerson-Johnson Library Building. Officers are on duty 24 hours a day, seven days a week, 365 days a year. Alternatively, you may contact the Coahoma County Sheriff's Office, at (662) 624-3081. You may also dial 911 in case of an emergency.**

## **SECTION 17: COMMUNICATIONS POLICY**

All computer systems, networks, business and telephone equipment, and other electronic communications systems, and all communications and stored information transmitted, received, or contained in the College's information systems are the property of the College and should be used solely for work-related purposes. The College prohibits unauthorized use of its property and business equipment including, but not limited to, telephone systems, computers, copy machines, and fax machines.

Any employee's unauthorized access or use of email accounts, computer files, software, emails, or other electronic information or data is prohibited.

Email networks or voice mail will not be used to solicit for outside business ventures, campaigns, political, or religious causes.

The College retains the right to monitor usage of College computers and email accounts. All computer use is subject to search with or without notice.

The College retains the right to implement security features to protect its electronic and communications assets from misuse, abuse, or unauthorized access.

## **SECTION 18: TECHNOLOGY**

The College may provide employees with access to computers, network, internal electronic mail, Internet access, internal and external electronic mail, and voicemail to facilitate the conduct of the College's business.

### **18.1 COLLEGE PROPERTY**

All computers and data, information and software created, transmitted, downloaded or stored on the College's computer system are the property of the College. All electronic mail messages composed, sent, and received are the property of the College. The voicemail system and all messages left on that system are the property of the College.

### **18.2 BUSINESS USE AND OCCASIONAL PERSONAL USE**

The College's computers, network, Internet access, and electronic mail and voicemail systems are provided to employees to assist employees in accomplishing their job responsibilities. Incidental and occasional personal use of such facilities are acceptable, provided such use is reasonable, appropriate, and complies with this policy. The use of the College's computers, network, Internet access, electronic mail, and voicemail for personal use does not alter the fact that the foregoing remain College property, and that employees have no reasonable expectation of privacy with respect to such use. The College reserves the right to read e-mail messages sent or received, to identify files stored or transmitted, and to monitor web sites accessed using the College's technology and equipment.

### **18.3 PRIVACY**

Employees shall respect the privacy of other users. Except as provided in below, messages sent via electronic mail are to be read only by the addressed recipient or with the authorization of the addressed recipient. The data, information and software created, transmitted, downloaded or stored on the College's computer system may be accessed by authorized personnel only. There is no reasonable expectation of privacy in any e-mail, voicemail and/or other use of College computers, network and systems. Employees should understand that the confidentiality of electronic mail cannot be assured.

Employees must assume that any and all message may be read by someone other than the intended recipient. Personal passwords are not an assurance of confidentiality.

#### **18.4 PROHIBITED CONDUCT**

Employees may not use the College's computers, network, Internet access, electronic mail or voicemail to conduct illegal, malicious, or inappropriate activities.

Employees may not transmit or solicit any threatening, defamatory, obscene, harassing, offensive or unprofessional material. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, or any comments that would offend someone on the basis of his or her race, religion, color, national origin, ancestry, disability, age, sex, marital status, or any other class protected by any federal, state or local law.

Employees may not access any web site that is sexually or racially offensive or discriminatory.

Employees may not display, download or distribute any sexually explicit material.

Employees may not transmit any of the College's confidential or proprietary information.

Employees may not install, run or download any unauthorized software.

Employees may not disrupt or hinder the use of the College's computers or network, or infiltrate another computer or computing system.

Employees may not damage software or propagate computer worms or viruses.

#### **18.5 COPYRIGHT LAWS**

Any software or other material downloaded into the College's computers may be used only in a manner that is consistent with the licenses and copyrights of the vendors, authors, and owners of the material. No employee shall make illegal or unauthorized copies of any software or data.

### **SECTION 19: INCLEMENT WEATHER**

It is the goal of the College to remain open and hold classes as scheduled. However, if conditions warrant closing, the President, in consultation with safety personnel, will make that decision. Individual departments and supervisors are not authorized to make their own decisions on closings, delayed openings, or cancellation of classes.

When a decision to close the College is made, an e-mail message will be sent to all students, faculty, and staff.

Additionally, the College will attempt to contact the news media by 6 a.m. if it becomes necessary to cancel classes or events. The College cannot guarantee that local media will announce closing information promptly or fully. Therefore, employees are advised to confirm information relating to closures and cancellations from official College sources.

The College's goal is to maintain normal operations and educational processes, while remaining sensitive to safety concerns. Therefore, if the College remains open, faculty and staff should report to their classrooms or offices as usual. If someone lives in an area that is affected by bad weather and feels that travel to campus would pose an unreasonable safety risk, that individual should contact call the College's Human Employee Services Department, at (662) 621-4853, and his or her supervisor or

department head to discuss possible options. For staff members, an absence when the College is officially open can be taken as vacation leave.

## **SECTION 20: DRUG FREE WORKPLACE ACT**

The College certifies compliance with federal law regarding drug free workplaces (41 USC 701), which requires grantees of federal agencies to certify that they will provide a drug-free workplace. Accordingly, such certification is a precondition for all employers who receive federal grants. Specific information concerning this policy may be obtained through the Employee Services office.

The College requires that all employees report to work free of any influence of alcohol, mind-altering, or unlawful substances. No employee will be allowed to report for work or remain on duty under the influence of alcohol or any illegal substances. No employee will use alcohol while on duty. The College prohibits employees using, possessing, manufacturing, dispensing, distributing, or making arrangements to distribute illegal substances while at work or on the College's property. Failure to comply with the requirements of this policy will result in dismissal.

Employees are responsible for notifying the College's Employee Services Department and their immediate supervisor whenever they are under a physician's care or taking prescription medications that may adversely affect their ability to perform their duties in a safe manner, or their ability to work, to avoid safety hazards, or abide by the College's drug and alcohol policy. Employees are reminded that their conduct reflects on the College's image and reputation in the community at large.

## **SECTION 21: LEAVE**

Employees with questions relating to any of the College's leave policies should contact Michael Houston, Director of Employee Services may be reached by telephone, at (662) 621-4853, or via email, at [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu). The office is located in the Vivian M. Presley Administration Building, in room A-100.

### **21.1 UNANTICIPATED ABSENCES**

All employees are to report employee absences to their immediate supervisor on a daily basis. Supervisors are responsible for reporting absences to Employee Services on a daily basis.

### **21.2 PAID LEGAL HOLIDAYS**

Employees receive regular pay for legal holidays and for any other day proclaimed as a holiday by the Governor of the State of Mississippi. The College recognizes the following holidays declared by the President as legitimate time-off periods for all employees except those whose services are required for emergency conditions.

1. New Year's Day
2. Dr. Martin Luther King, Jr.'s Birthday
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Christmas Day
9. Other holidays declared by the College President

In the event any holiday falls on Saturday or Sunday, the President of the College will declare the Friday before or the Monday following for that holiday.

### 21.3 ANNUAL LEAVE

The College maintains regular departmental and academic operations throughout the calendar year, requiring adequate staffing to ensure continuity of effort. Hence, any employee's use of annual leave is subject to prior written approval from the College's Employee Services Department, and the employee's immediate supervisor and division head.

Requests for leave may not be approved for activities or time periods which conflict with academic or departmental responsibilities. Supervisors are authorized to deny leave requests that interfere with operational continuity. Leave may not be requested on the first or last days of the school terms, or on the days before or after recognized federal or state holidays.

Annual leave is available for regular, full-time (12 month) employees, both contractual and non-contractual. Such employees may accrue:

- Ten (10) days of paid annual leave *after* three (3) years of employment
- Five (5) days of paid annual leave *after* first and second year of employment
- Three (3) days of personal leave, *upon employment*

Annual leave is not available to contractual employees who work nine, ten, or eleven-month periods pursuant to contracted agreements with the College. Annual leave under this section is not available to employees who do not work full-time. Employees may not request annual leave during the first year of employment. Special project and ABE/GED employees are subject to terms of grant agreement.

Annual leave may be requested for absence from work for vacation, business, or the illness or death of a non-immediate family member. Non-immediate family members are defined as relatives other than one's spouse, parent, step-parent, sibling, child, stepchild, grandchild, grandparent, son or daughter-in-law, mother or father-in-law, or brother or sister-in-law.

Employees who have not yet accrued annual leave may request leave without pay, in writing, submitted to the College's Office Employee Services. All leave without pay is subject to prior approval by the immediate supervisor, division head, and the College's Office of Employee Services.

Employees will not be paid for unused annual leave. Unused annual leave may not be accumulated. Employees may request exceptions to this policy, subject to approval by the President. If approved, remaining annual leave days must be used before December 31st of the subsequent calendar year.

Employees who request annual leave must complete and submit a leave application form to the College's Office of Employee Services in advance of and reasonably prior to the requested date. Any annual leave must be requested in writing and is subject to prior approval by the immediate supervisor. Employees are responsible for verifying leave approval with the immediate supervisor and division head before actual leave occurs, coordinating the absence so as not to interrupt the workflow.

Forms requesting such leave may be obtained from the College's Office of Employee Services. Employees will complete and return forms to the College's Office of Employee Services for advance approval within two (2) weeks of the event to record the absence in the individual employee's record.

The Employee Services office will return a copy of the approved request form to the employee's immediate supervisor after noting the requested days in the employee's record. Employees will use the application form and routing procedures to advise of any subsequent changes in days requested or taken for annual leave.

## **21.4 LEAVE FOR CONTRACTUAL EMPLOYEES**

All employees employed by the College pursuant to written contract may accrue and request up to three (3) days of paid leave during the year which may be used for personal business, illness, or death of a non-immediate family member.

Three (3) days of paid leave will be credited to the employee on the first day of contractual agreement. Such leave may be used for personal business, which necessitates absence from the regular work site. Any paid leave must be requested in writing no less than three (3) working days prior to the proposed date of leave. Leave requests are subject to maximum practicality, individual work responsibilities between semesters, and for assigned College-sponsored activities. All leave requests must be submitted, in writing, to the College's Office of Employee Services, and is subject to the approval of the immediate supervisor and the College's Office of Employee Services. Leave may not be requested on the first or last days of the school terms, or on the days before or after recognized federal or state holidays.

Leave not used during the contract year will not be carried over into a subsequent contractual year. Employees under contractual agreement will not accumulate leave.

## **21.5 MAJOR MEDICAL LEAVE**

Major medical leave may be granted to all employees with an unlimited accumulation on continuous employment at the College. Major medical leave is accrued at the rate of eight (8) hours (or one work day) per month, beginning with the first month of employment. Major medical leave accrued during other state employment may be transferred to the College. The Employee Services office will request written verification from the previous state employer certifying the amount of available major medical leave accrued and transferred to the College from other state employment.

All full-time employees will be covered by the provisions of this policy. Employees have no maximum limit on accrual of major medical leave. All unused major medical leave will be counted as creditable service for retirement purposes. An employee may accrue leave credits in accordance with the status of his or her full-time employment or terms of his or her contractual agreement. Employees will not be paid for absences resulting in exhaustion of available major medical leave.

All employees will accrue one (1) day of medical leave for each month worked. A full-time non-contractual employee will accrue one (1) day of major medical leave each month. Major medical leave is accrued at the rate of eight (8) hours or one work day per month, beginning with the first month of employment.

All employees who request major medical leave will complete a leave application form. Forms to request such leave may be obtained from the Employee Services Director. Employees will complete and return forms to the immediate supervisor for advance approval before forwarding to the Employee Services office to record the absence in the individual employee's record within three (3) days of the illness.

## **21.6 WORK-RELATED INJURIES**

Employees who sustain work-related injuries may be granted absence with pay after the first ten (10) days' absence following the date of initial injury. An employee who requests use of major medical leave for work-related injuries should complete the leave application form, attaching documentation from a licensed physician that describes the nature of the injury and its impact on the employee's ability to return to work and to complete assigned job duties. The employee will submit this documentation to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.



## **21.7 NOTIFICATION**

Any employee who uses medical leave must call the College's Employee Services Department, at (662) 621-4853, at least two hours prior to the beginning of the assigned work shift to report an absence due to illness. In the event that the major medical leave is the result of emergency circumstances, the employee is responsible for notifying the College's Employee Services Department, at (662) 621-4853, within forty-eight (48) hours. Failure to abide by this policy will result in the leave being designated as leave without pay. The employee will complete the absentee form on the first day of return to work, submitting the completed form to the immediate supervisor and division head.

## **21.8 MEDICAL VERIFICATION**

On request, the employee will provide written documentation from the attending physician of any extended major medical absence or frequent short-term absences due to chronic illnesses. Extended absence is defined as absence from regular work site for more than two (2) consecutive work days. If an employee is absent for two (2) or more consecutive days due to illness, written documentation from the employee's licensed attending physician must be attached to the leave request form for authorized use of available major medical leave. A physician's statement must be attached to the leave application request and submitted to the immediate supervisor and division head on the employee's first day of return to work. Statements submitted after the first day may not be accepted and major medical leave may not be allowed. The Employee Services Director may verify the statement with the physician. Altering or falsifying a physician's statement may result in immediate termination.

The Employee Services office maintains an individual record for major medical leave used by each employee. The Employee Services office maintains the employee's personnel report update, indicating the current status of available days for leave. The Employee Services office provides any employee with personnel leave status reports upon request.

An employee may use up to two (2) work days of earned major medical leave in any calendar year because of the death of an immediate family member requiring the employee's absence from work. No qualifying time or use of annual leave will be required prior to use of major medical leave for this purpose. For the purpose of this section, immediate family is defined as spouse, parent, step-parent, sibling, child, stepchild, grandchild, grandparent, son or daughter-in-law, mother or father-in-law, or brother or sister-in-law. Documentation proving the employee's relationship to the deceased individual may be required.

## **21.9 PREGNANCY-RELATED LEAVE**

Federal law requires that women affected by pregnancy, childbirth, or related medical conditions will be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs as other employees not so affected but similar in their ability or inability to work.

Annual leave, major medical leave, leave without pay, leave of absence, and administrative leave will be granted to pregnant women on the same terms as leave is granted to other employees.

The College will not terminate any employee because of pregnancy or require that such employee take a mandatory leave. The employee may be placed on leave or reassigned if the employee's physician has placed restrictions on the employee which prevent her from carrying out essential job functions. A reasonable effort will be made to transfer the employee to an area where her safety will not be jeopardized.

## **21.10 MILITARY LEAVE**

Employees who are members of any of the reserve components of the armed forces of the United States or former members of the service of the United States are entitled to a maximum of fifteen (15)

days of leave annually without loss of pay or benefits for days when ordered to duty and will be entitled to leave of absence for periods in excess of fifteen (15) days. Employees may be required to furnish copies of the actual orders.

### **21.11 ADMINISTRATIVE LEAVE**

Serving as a juror is recognized as a civic responsibility. Accordingly, the College may grant administrative leave to any employee called to serve as a juror, witness, or party litigant.

Employees may be allowed paid administrative leave with verifying documentation. Verifying documentation, (e.g., a summons) must be submitted with the leave application to the College's Employee Services Department, and to the employee's immediate supervisor the employee's immediate supervisor and division head, within seventy-two (72) hours of receipt. All time missed will also be documented with a statement from the Court Clerk, indicating the date of each appearance and time the employee was released from court. An employee released from jury duty with four (4) or more hours remaining in the work day will report to the work site immediately.

Employees may request paid administrative leave to attend professional meetings, workshops, or seminars. Employees who request administrative leave for professional development will complete a leave application form, attaching an original workshop or conference brochure that verifies the program dates, program time, and location of the meeting. Any administrative leave must be requested in writing no less than fifteen (15) days prior to the program, submitted to the College's Employee Services Department, and approved by the employee's immediate supervisor and division head. Use of administrative leave is contingent on relevance to individual work responsibilities and is subject to prior approval by the immediate supervisor and division head. Employees are responsible for verifying leave approval with the College's Employee Services Department and the employee's immediate supervisor and division head before actual leave occurs.

The employee is responsible for securing supervisory approval of and making necessary arrangements with other members of the employee's department to ensure that necessary work functions are covered for the period of the anticipated absence.

### **21.12 LEAVE WITHOUT PAY**

An employee may ask for leave without pay as an extension of major medical leave or for other emergency reasons. Leave without pay to extend major medical leave or for other emergency reasons will not be authorized until all accrued major medical and annual leave has been taken. Requests for leave without pay to extend major medical leave or for other emergency reasons will be handled according to this section.

There is no right to leave without pay, and the College may grant or deny request for leave without pay at its discretion. Employees who have not yet accrued annual leave may request leave without pay, subject to maximum practicality, individual work responsibilities between semesters, and for assigned College-sponsored activities. All leave without pay must be requested in writing and submitted to the College's Employee Services Department. All requests for leave without pay are subject to prior approval by the employee's immediate supervisor and division head.

Leave without pay will be granted to extend major medical leave or for other emergency reasons only when the health of the employee necessitates the absence or when the emergency is outside the control of the employee. No leave without pay will be granted in excess of thirty (30) calendar days unless the College has determined there to be extenuating circumstances.

Requests for leave without pay to extend major medical leave or for other emergency reasons will be handled on an individual basis and will be granted at the discretion of the President or his designee. The following guidelines will be used to evaluate each request:

1. A written request for leave without pay detailing the employee's need will be submitted to the Employee Services office;
2. The College's ability to sustain the proposed absence;
3. The availability of a temporary replacement for the employee;
4. The duration of other leaves granted during employment;
5. Prior adherence to policies concerning use of leave.

The employee will submit a written statement to the Employee Services office by the first working day of each month confirming the employee will be returning to work by the date approved on the original request form.

The employee will report to the Employee Services office prior to returning to active employment to ensure that proper documentation for the leave without pay is provided (e.g., medical release) and to be reinstated on the payroll. Failure on the part of the employee to report promptly at the expiration of the leave without pay, unless satisfactory reasons have been submitted in advance, will be cause for dismissal or loss of leave status. Leave without pay to extend major medical leave or for other emergency reasons may result in dismissal if it is determined that an employee is not using such leave for sickness, disability, maternity purposes, or the emergency reason for which the leave without pay was requested.

## 21.13 OVERTIME AND COMPENSATORY “COMP” TIME

### OVERTIME AND COMPENSATORY (“COMP”) TIME POLICIES

**The College’s workweek.** The standard College workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday. Days off may not be shifted from one week to another in order to avoid overtime compensation.

**Comp time in lieu of overtime wages.** As a general rule, the College does not budget for overtime pay and agrees to grant compensatory time off in lieu of overtime wages to eligible employees. However, the College may, at its discretion and with consideration given to budgetary resources, choose to pay overtime wages to employees instead of awarding compensatory time off. Non-exempt employees who work in excess of forty (40) hours per work week shall accrue compensatory time in accordance with the requirements and limitations set forth in the FLSA. Overtime is computed on a weekly, not daily, basis.

**NOTE: THIS POLICY DOES NOT APPLY TO SALARIED ACADEMIC TEACHERS, TRADES INSTRUCTORS, ATHLETICS INSTRUCTORS (COACHES), AND OTHER COLLEGE PERSONNEL WHOSE JOBS PRIMARILY REQUIRE THEM TO CONTRIBUTE TO THE EDUCATIONAL DEVELOPMENT OF STUDENTS. THIS POLICY ALSO DOES NOT APPLY TO CERTAIN ADMINISTRATIVE PERSONNEL.** Such employees are exempt from the FLSA and are not paid overtime. Exempt employees are expected to work the hours required to do their job in an effective and efficient manner.

The College’s Office of Employee Services is responsible for determining the exemption status for all College positions. If you have any questions as to whether you are or are not properly covered by this policy, please contact the College’s Director of Employee Services, whose office is located in the Vivian M. Presley administration building, in Room A-100. The College’s Director of Employee Services may also be contacted by calling (662) 621-4853.

**Calculation of comp time awarded.** Compensatory time shall be taken at a rate of time and one half for each overtime hour worked.

**Eligibility.** All employees who hold non-exempt positions with the College are eligible for overtime and can earn compensatory time for overtime hours worked. A non-exempt employee must obtain the approval, in writing, of his or her supervisor or manager before working overtime. This request may be made at the last minute only in exceptional circumstances. Last-minute requests will be evaluated on a case-by-case basis. An employee who works overtime without prior approval is subject to discipline, but shall be compensated in accordance with the FLSA.

Whenever feasible, efforts should be made to avoid accruing compensatory time by adjusting the employees' work hours within the same work week. Employees should make arrangements with their supervisor or manager to leave early or arrive late to avoid exceeding 40 hours worked in the same work week.

**Accrual of comp time.** Compensatory time off may accrue to a maximum of 240 hours within a 12-month period. At any point that overtime compensatory time exceeds 240 hours, the excess must be paid in the next available payroll. Also, any overtime compensatory time that is not taken within 12 months of the month it is earned, must be paid in the next payroll cycle.

The use of accrued compensatory time must be granted to employees upon request unless the granting of such time would disrupt the effective functioning of the department within which the employee works.

Requests to use accrued comp time are handled in the same manner annual leave requests and must be requested in advance, pursuant to the College's policies.

**Record of hours worked.** For all employees who occupy non-exempt positions on a full-or part-time basis, including temporary, intermittent, and student employees, a written time record **MUST** be maintained of total hours worked. It is **ESSENTIAL** that the time report accurately reflect time worked on an hour-for-hour basis. It is unlawful under the FLSA to require employees to work extra time in excess of their normally scheduled work hours without recording the extra time worked on their time reports exactly as the time is worked. The time report **MUST** be signed by the employee and approved by the appropriate manager, supervisor, or department head. Managers, supervisors, or department heads are also responsible for maintaining the employees' time reports for at least three (3) years, and for making them available at all times for review by the College's Office of Human Resources/Employee Relations, and for audit by the College's auditors.

## **21.14 EDUCATIONAL LEAVE OF ABSENCE**

Leave without pay may be granted to full-time employees with approval of the President and Board of Trustees for purposes including, but not limited to, extended educational leave or educational opportunities. All leave of absence requests are considered on an individual basis. With designated prior approval, an employee may request leave of absence without pay not to exceed twelve (12) months, without forfeiting previously accumulated continuous service. {See Mississippi Code Annotated, Section 25-3-93 (2)}.

Instructors employed for five (5) or more years may request and be granted up to twelve (12) months' educational leave for the purpose of professional improvement benefiting the College and under terms agreed upon between the employee and the College in accordance with the employee's work responsibilities at the time of the request.

Employees seeking approval for educational enhancement are required to enter into written agreement with the College to return to assigned responsibilities for the following session in fulfillment of contractual obligations to the College. Employees will be required to make repayment for full salary received during the period of educational enhancement for failure to comply with said written agreement.

Full-time employees are allowed to request enrollment in only one (1) three (3) hour course during the fall or spring semester to receive waiver of course fees. Employees are not allowed to take courses during the regular work day. Enrollment in more than one (1) three (3) hour course will denote off payroll actions. Enrollment is contingent on verification by the immediate supervisor and division head that the employee's participation will benefit the College and the employee's professional development program. Employees may not request courses that duplicate credit on academic transcripts or which have no direct relationship to improvement of effectiveness or productivity within the employee's work responsibilities. All such requests are considered on an individual basis.

## **SECTION 22: FAMILY AND MEDICAL LEAVE**

### **22.1 FMLA GUIDE**

Under the Family and Medical Leave Act (FMLA), an employee may elect to take up to 12 work weeks of unpaid job protected leave in a 12-month period, provided that he/she has been employed for at least twelve (12) months and has worked a minimum of 1,250 base hours (excluding over-time) during the preceding twelve (12) months.

An employee may request FMLA leave in the following circumstances: the birth or adoption of a child, the event of his/her own serious illness, the event of a serious health condition of a family member. As of January 16, 2009, FMLA was expanded to include qualifying exigencies arising out of the fact that

the employee's spouse, registered domestic partner, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Information concerning employees' rights and the benefits available under the FMLA is physically posted in the Vivian M. Presley Administration Building, near the entrance to the College's Employee Services Department, located in room A-100. Additional information concerning the administration of the College's FMLA policy may be obtained directly from the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in Room A-100.

## **22.2 NOTICE TO EMPLOYEES**

The College requires that the employee use paid leave (annual and/or major medical) concurrently with FMLA.

## **22.3 ELIGIBILITY**

An eligible employee is one who has been employed by the College for at least a total of twelve (12) months, and has worked for at least 1,250 hours over the prior 12 months.

## **22.4 NOTICE AND SCHEDULING REQUIREMENTS**

Employees seeking FMLA leave should provide their supervisors and the College's Employee Services Department at least 30 days prior written notice of the proposed leave. Where advance notice is not possible, such as in the event of a medical emergency, notice should be given as soon as practicable.

Employees using intermittent leave or leave on a reduced schedule must make a reasonable effort to avoid disrupting College operations, including scheduling doctor's appointments outside of work hours. An employee using intermittent leave due to medical necessity should notify his/her supervisor and the College's Employee Services Department as soon as he/she knows that he/she will be unable to work, but no later than the starting time of the staff member's work day. A staff member must notify his/her supervisor on each day of absence unless other arrangements have been made.

Failure to follow this policy may delay or postpone the commencement of the leave and/or result in disciplinary action. Please contact the College's Human Employee Services Department for the applicable forms.

## **22.5 INTERMITTENT AND REDUCED LEAVE**

Eligible employees may be entitled to up to twelve (12) weeks of unpaid leave during any 12-month period (which period is measured backward from the date an employee uses any FMLA leave). Each time an employee takes FMLA leave, the remaining leave entitlement equals the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

Where the College employs both spouses, they are each entitled to 12 weeks of FMLA leave for the birth and care of their newborn child, or for the care and placement with them of a child for adoption or foster care.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of FMLA leave during a 12-month period to care for the service member. The leave in this paragraph shall only be available during a single 12-month period, though that leave entitlement shall be applied on a per-covered-service member, per-injury basis.

In certain circumstances, employees may take intermittent leave or leave on a reduced leave schedule. Intermittent leave or leave on a reduced schedule for the birth and care or placement and care of a child for adoption or foster care will be allowed only with the College's prior written approval.

Intermittent leave or leave on a reduced schedule may be taken whenever medically necessary to care for a seriously ill family member or because of the employee's own serious health condition.

If an employee requests intermittent leave, or leave on a reduced leave schedule, that is foreseeable based on planned medical treatment, the agency may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and with equivalent pay and benefits that better accommodates recurring period of leave than the employee's regular employment position.

Only the time actually taken as FMLA may be charged against the employee's leave entitlement when leave is taken intermittently or on a reduced schedule. For part-time employees and those who work variable hours, the FMLA leave entitlement is calculated on a pro-rated basis by comparing the new schedule with the employee's normal schedule (i.e., if an employee who normally works 30 hours per week works only 20 hours a week under a reduced leave schedule, the employee's 10 hours of leave would constitute 1/3 of the week of FMLA leave for each week the employee works the reduced schedule).

## **22.6 MEDICAL CERTIFICATION**

The College may require a medical certification from a health care provider to support FMLA leave requests either to care for an employee's seriously ill family member, or for leave due to a serious health condition that makes the employee unable to perform the functions of the employee's job. The employee must provide such certification in a "timely manner." The regulations define timely manner as within "15 calendar days, unless it is not practicable to do so under the circumstances." The certification provided will be sufficient if it includes the following information:

1. The date the serious health condition commenced;
2. The probable duration of the condition;
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
4. For purposes of leave to care for an immediate family member who is seriously ill; a statement that the employee is needed to care for the son, daughter, spouse, or parent, and an estimate of the amount of time that such employee is needed to care for such son, daughter, spouse, or parent;
5. In case of an employee's serious health condition; a statement that the employee is unable to perform the functions of the position of the employee;
6. In the case of certification for intermittent leave, or leave on a reduced leave schedule, for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment.

If the College has reason to doubt the validity of the certification, the College may require that the employee obtain the opinion of a second health care provider designated or approved by the College. Said medical verification will be paid by the College. Any such health care provider designated or approved will not be employed on a regular basis by the College.

If the second opinion differs from the original certification, the College may require, at its own expense, that the employee obtain a third health care provider designated or approved jointly by the College and the employee concerning the validity of the previous information will be considered final and will be binding on the College and employee.

The College may require, at College expense, that the employee obtain subsequent recertification on a reasonable basis.

## **22.7 RESTORATION**

Employees, with the exception of certain highly paid “key employees,” are entitled to be restored to their positions after returning to work.

1. The employee will be entitled to be restored by the College to the position held by the employee when the leave commenced, or the employee will be entitled to be restored to an equivalent position with equivalent benefits, pay status, and other terms and conditions of employment.
2. The employee will not lose any employment benefit accrued prior to the date on which leave commenced.
3. The employee will not accrue any employment benefits during any period of leave.
4. The employee will not be entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled to had the employee not taken the leave.
5. An employee who qualifies as a “key employee” may be denied restoration to employment. A key employee is one who is salaried and is “among the highest paid 10 percent” of the employees. The College will notify the employee of his or her status as a “key” employee in response to the employee’s notice of intent to make FMLA leave; notify the employee as soon as the College decides it will deny job restoration and explain the reasons for this decision; offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration. The College is not required to determine which employees are “key” employees or to notify them of that status when leave is requested if denial of restoration is not expected to occur.

## **22.8 BENEFITS**

During any FMLA leave, the College will maintain the employee's medical, dental, vision, life and disability insurance coverage on the same conditions that coverage would have been provided if the employee had been continuously employed during the entire leave period. The College and the employee will each continue to pay their portion of the benefit costs. In some instances, the College may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave on a prorated basis.

During a FMLA leave, sick leave and paid time off will continue to accrue only during that portion of the leave which is paid by using sick or paid time off days. During any unpaid FMLA leave, sick leave and paid time off will not accrue. For those persons returning from any unpaid FMLA leave, accrual of paid time off and sick leave will resume the first of the month, which follows or coincides with the date the individual returns to active work. Where the FMLA leave is taken on an intermittent basis or as a reduced-schedule, sick leave and paid time off will continue to accrue during the leave on a pro rata basis.

## **22.9 RETURN TO DUTY FROM FAMILY OR MEDICAL LEAVE**

Normally employees returning from medical leave will be reinstated to the same or an equivalent position, with equivalent pay, benefits and other terms and conditions of employment. Failure to return to



work once all paid leave and unpaid family and medical leave have been exhausted may result in termination of employment. However, at times, departments within the College may be restructured or reorganized due to changing institutional and operational needs, and the need to continually enhance programs and services. Such initiatives may result in position discontinuations, even positions held by employees out on family and medical leave or other types of leave. If an employee on family and medical leave has his/her position discontinued, he/she will be given at least 30 days written notice of the position discontinuation and will be informed of any applicable benefits for which he/she may be eligible.

Employees returning from leave for a serious health condition must also provide the College's Employee Services Department with a certification from a health care provider documenting their fitness to return to work. Employees who are unable to return to work at the end of the leave should notify the College's Employee Services Department, and the employee's immediate supervisor in writing at least two weeks in advance, and must have the physician re-certify that the leave is medically necessary. Supervisors should contact the College's Employee Services Department to discuss alternatives prior to taking any action if an employee is unable to return to work, has exhausted the 12 weeks of FMLA leave and/or is out of sick, PTO and/or STD days.

In addition, except as provided in this policy, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned before using FMLA leave. Use of FMLA leave will not be counted against the employee under a "no fault" attendance policy.

## **22.10 OTHER LEAVE ARRANGEMENTS**

The determination of whether an employee qualifies for FMLA leave will be made at the time leave is requested. If an employee is ineligible for leave under FMLA or has exhausted his/her 12 weeks, the employee may be entitled to a leave of absence under other policies established by the College, which address leaves of absence. Note that a leave of absence without pay is subject to the sole approval of the College.

FMLA benefits run concurrently with benefits provided by the College's sick leave, short-term disability, and Worker's Compensation programs.

## **22.11 NOTICE OF EMPLOYEE'S RIGHTS TO CONTINUE HEALTH COVERAGE (COBRA)**

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (otherwise known as "COBRA"), covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue certain benefits, including, but not necessarily limited to, medical and dental insurance: termination, reduction in hours, divorce or legal separation, death of the employee, eligibility for Medicare, or loss of dependent child status under the plan. All administrative rules and processes, such as open enrollment periods, as well as changes in plan benefits and premiums, apply to those on continuation coverage.

The Department of Finance and Administration of Blue Cross and Blue Shield of Mississippi is responsible for providing notification of COBRA eligibility and enrollment materials to the employee and dependents within 14 days of notification of termination, reduction in hours, death of the employee, or Medicare entitlement of the covered employee.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify the College's Employment Services within 60 days to maintain the right to continue coverage. The College's Employment Services is located in the Vivian M. Presley Administration Building, in room A-100. Employment Relations Department will then provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date coverage would ordinarily have ended under the plan by reason of a qualifying event or the date

of notification, whichever is later. Election of continuation coverage is established by completing and returning enrollment materials to the Employment Services Department, the Plan Administrator, or other designated individual or entity, as applicable.

COBRA premiums will be billed by the applicable provider or Plan Administrator. The first premium is due within 45 days of the date of election. Subsequent premiums must be received within the terms set by the provider or Plan Administrator. Failure to make timely payments will result in termination of coverage without notice.

Continuation coverage under COBRA will end for any of the following reasons: the College discontinues its employee health plan; the premium payment is not made on a timely basis; the person who elected continuation coverage becomes covered under any other group plan or Medicare.

Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to a total of 29 months. Continuation coverage will otherwise end after 36 months.

The College's Employee Services Department will notify continuation coverage enrollees of the annual open enrollment period and will provide them with opportunities to make changes in benefit elections.

## **SECTION 23: TENURE, PROMOTION, CONTRACT RENEWAL, AND RESIGNATION**

### **23.1 TENURE**

Tenure is not available for any College employee.

### **23.2 PROMOTION**

Coahoma Community College's employment opportunities are made available through vacancy announcements. Employees desiring to be promoted are given the opportunity to apply for vacant positions. Promotions are made on the basis of actual performance or promotion potential. Coahoma Community is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities, and employment opportunities.

### **23.3 CONTRACT RENEWALS**

Contract renewals are subject to the discretion of the Board of Trustees, acting upon the recommendation of the President. Written notifications shall be provided to employees whose contracts have not been recommended for renewal.

### **23.4 RESIGNATION**

Unless otherwise specified by the contract, employees who are employed by the College pursuant to a contract of employment must give a 30-day written notice to the office of the Employee Services, located in the Vivian M. Presley Administration Building, in room A-100. The decision to release an employee from his or her contract must be accepted and approved by the President and the Board of Trustees.

An administrative employee who wishes to resign may do so by submitting written notification to the Employee Services office at least fourteen days prior to the desired termination date.

In all cases involving the resignation of instructors and administrative personnel, the President has the authority to set the actual termination date and to establish other conditions of separation in accordance with the needs of the College.

#### **SECTION 24: PERSONNEL RECORDS**

Personnel records are accepted from the Public Records Act (Mississippi Code Annotated 25-61-1 et. seq.). Therefore, information may not be released without written authorization or court order for lawful purposes. The Office of Employee Services maintains the official personnel records for all employees of the College. Department deans, directors, or chairpersons may maintain supplemental employee personnel files (SEPF) relating to an employee's performance. Employees have the right to review documents maintained in official or supplemental employee personnel files upon request and pursuant to the College's procedures.

#### **SECTION 25: BACKGROUND CHECKS**

Background checks will be performed upon all applicants who apply for employment with Coahoma Community College. Background checks may also be conducted on employees who are promoted or transferred into new positions, as deemed necessary. Offers of employment may be withdrawn, and other employment decisions may be rescinded (including, but not limited to, promotions and transfers), based upon information obtained when conducting such background checks. Such background checks may include (but are not necessarily limited to) searches relating to an individual's driving history (if driving is an essential requirement of the position) and an individual's credit history (if the position involves the management of College funds and/or the handling of cash).

In instances where negative, incomplete information, or otherwise disqualifying information is obtained during the background check process, the College's Department of Employee Services will assess the potential risks and liabilities related to the job's requirements, and determine whether the individual should be hired, notwithstanding the negative or incomplete information obtained. If a decision not to hire or promote a candidate is made based on the results of a background check, compliance with certain additional Fair Credit Reporting Act (FCRA) requirements may be indicated. The College's Department of Employee Services will be responsible for complying with such FCRA requirements, as necessary. The College will observe all applicable FCRA requirements throughout the background check process. Any questions regarding FCRA should be directed to the College's Department of Employee Services.

Information obtained specifically as a result of performing a background check in relation to an applicant or an employee will be maintained in a file that is separate from the employee's personnel file. The College will maintain confidentiality with regard to all information obtained during the background check. Only authorized College personnel will have access to this information.

All requests for information on current or former employees must be referred to the College's Department of Employee Services. Information given by phone will be limited to verification of employment dates, position title, and salary.

In response to written requests (i.e., mortgage applications), information such as salary, dates of employment, and job position may be provided if an authorization, signed by the employee, is provided.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information in response to a legal subpoena or court order.

#### **SECTION 26: REPRIMANDS AND OTHER DISCIPLINARY ACTIONS**

Employees of Coahoma Community College are expected to maintain work practices, which reflect a commitment to excellence. This commitment should be demonstrated by job performance and compliance with professional standards as established by the policies and procedures described in this

manual. All employees of the College are required to abide by the policies and procedures included in this Manual, as well as other rules and regulations, which may be established, by the President, the College's Employment Relations Department, or the Board of Trustees. Any employee who violates or neglects to follow a policy, rule, regulation of Coahoma Community College, or applicable state or federal law is subject to disciplinary action, up to and including termination.

The College, through its President and persons designated by the President and the Board of Trustees, reserves the right to impose discipline upon any employee when appropriate and necessary. The specific actions that may warrant disciplinary action include, but are not limited to:

1. Insubordination or disregard of a directive;
2. Falsification of College records;
3. Disregard of general safety and safety instructions;
4. Unauthorized removal or possession of College property;
5. Poor work performance;
6. Use of profane, inappropriate, or abusive language;
7. Working in an unsafe manner which results or may result in accident or injury;
8. Misuse, defacement, or destruction of the College's premises, property, and/or equipment;
9. Use of the College's premises, property, or equipment for any purpose deemed to be hazardous, unsuitable, or inappropriate;
10. Use of the College's property for the employee's personal use or benefit or gain;
11. Actions deemed to be detrimental or inconsistent with the best interests of the College, or which may impair or interfere with the operation of the College;
12. Violations of any policies set forth in this Manual; and
13. Other actions deemed by the supervisor, President, other appropriate individuals, or the Board of Trustees to require disciplinary action.

Disciplinary or corrective action for unsatisfactory job performance or misconduct is normally (but may not necessarily be) imposed on a progressive basis and in consultation with the Employee Services Department. Steps may be omitted or repeated depending on the frequency, severity, and/or nature of performance or misconduct at issue. Progressive discipline or corrective action may not be imposed in situations involving serious misconduct. Cases of serious misconduct could result in termination of employment. Possible disciplinary actions include, but are not limited to, oral warnings or reprimands, written reprimands, probation, suspension without pay, demotions, transfers, and termination of employment. The specific disciplinary action to be taken will depend on the nature and extent of the offense, the employee's previous record, and such other factors as deemed relevant by the President and/or Board of Trustees, if and as appropriate.

Any employee who is suspended without pay, demoted, or dismissed from his or her employment will be given written notice of the intended disciplinary action. In some circumstances, as determined by the President, the Employee Services Department, other appropriate individual(s), or the Board of

Trustees, an employee may be suspended immediately with pay, pending preparation and service of the written notice referenced in this section.

## **SECTION 27: GRIEVANCE PROCEDURES**

Coahoma Community College is committed to maintaining a workplace in which all employees can collaborate and communicate freely with each other. The College recognizes that situations may arise in which employees believe that they may have been subjected to unfair treatment by the College, or that they have been subjected to actions which violates the College's policies or the law. When this happens, employees are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees who believe that they've been subjected to improper or unfair treatment by the College or to behavior, which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employee is not comfortable trying to communicate directly with the other person(s) concerned, the person should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

Disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by faculty or staff employees. This grievance policy is in place for current employees of the College. Contract non-renewals are not subject to review under the grievance policy.

### **27.1 NON-RETALIATION**

Employees who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, faculty or staff providing evidence in the grievance process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

If the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

### **27.2 THE GRIEVANCE PROCESS**

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension of it from the College's Employee Services Department. Ordinarily, no more than one extension should

be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

**Step 1** – Within **seven (7) business days** of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

**OR**

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee to be unlikely to produce a mutually satisfactory conclusion, or if the aggrieved employee is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee should proceed to Step 2.

**Step 2** – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance (as described in Step 1, above), then the aggrieved employee may file a written statement of the grievance with the College's Employee Services Department within **three (3) business days** after the meeting was held.

**OR**

If a meeting was not held between the aggrieved employee and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee may file a written grievance within **ten (10) business days** after the event(s), incident(s), or situation(s) that led to the grievance. If an employee fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's complaint and to make a determination.

**Contents of the grievance statement.** The grievance statement filed by the employee must include the employee's name, position, and department; the name of the employee's supervisor; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee believes were violated; subsequent actions taken by the employee; any actions taken by the employee to resolve the matter; and a description of the specific remedy desired; and the employee's signature.

After the grievance statement has been submitted to the College's Employee Services Department, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department.

**Step 3** -- The College's Employee Services Department will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within **ten (10) business days** after the filing of the grievance, unless additional time for investigation is needed in the circumstances. If

appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

**Step 4** – After the investigation has been concluded, a representative from the College's Employee Services Department shall promptly convene a meeting with the employee filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College's Employee Services Department in relation to the grievance.

**Step 5** – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College's Employee Services Department will notify the aggrieved employee of its determination in relation to the grievance within **seven (7) business days**. The College's Employee Services Department may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have **three (3) business days** to accept the decision and the recommended actions, or to proceed to the next step.

**Step 6** – If the parties named in or implicated by the grievance are not satisfied with the College's Employee Services Department's determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College's Employee Services Department within **three (3) business days** after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College's Employee Services Department to take place within **fourteen (14) days** after the appeal and request for a grievance hearing has been submitted to College's Employee Services Department. The grievance will be heard by a neutral hearing officer selected by the College. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee to show that there has been a violation of policy or established practice. If the aggrieved employee wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College's Employee Services Department at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or a party to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within **fourteen (14) business days** which contains his or her findings and non-binding recommendations, based upon the evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee and to all other parties named in or implicated by the complaint. The aggrieved employee, or any other party against whom an adverse employment action has been recommended in relation to the grievance, has **seven (7) business days** to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to

reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

**Step 7** -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department within **seven (7) business days** after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department. The College's Employee Services Department shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.



## **SECTION 28: HISTORY AND LOCATION**

Coahoma Agricultural High School was established in 1924 becoming the first agricultural high school in Mississippi for Negroes under the existing "separate but equal" doctrine. The junior college curriculum was added in 1949, and the name of the institution was changed to Coahoma Junior College and Agricultural High School.

During the first two years (1949-1950), the junior college program was conducted by one full-time college director/teacher and a sufficient number of part-time teachers from the high school division. A full-time dean and college faculty were employed in the third year of operation.

During the first year of operation (1949), Coahoma Junior College was supported entirely by county funds. In 1950, Coahoma Junior College became the first educational institution for Negroes to be included in Mississippi's system of public junior colleges and to be eligible to share in funds appropriated by the Mississippi Legislature for the support of public junior colleges. Other counties also began to support the junior college, including Bolivar, Quitman and Sunflower.

In 1965, Coahoma Junior College opened its doors to all students regardless of race, color, sex, national origin, or disability.

During its history, Coahoma Community College and Agricultural High School has been headed by eight superintendents and four presidents: M. L. Strange, 1924-25; J. M. Mosley, 1924-29; J. W. Addison, 1929-37; J. B. Wright, 1937-45; B. F. McLaurin, 1945-66; J. E. Miller, 1966-79; McKinley C. Martin, 1980-92; and the incumbent Vivian M. Presley, 1992 to June 2013. With her appointment as superintendent/president on January 6, 1992, Dr. Vivian Presley became the first female to head Coahoma Community College and Agricultural High School and the first woman to head a community/junior college in the state of Mississippi. Dr. Valmadge Towner was named Coahoma Community College's fifth president to join an esteemed group of college leaders, July 2013.

With the approval of the Board of Trustees of Coahoma Junior College and the State Board for Community and Junior Colleges, Coahoma Junior College's name was changed to Coahoma Community College, effective July 1, 1989.

In the spring of 1995, after many years of not having an official district, a bill was introduced to and passed by the Mississippi Legislature and signed by the Governor Kirk Fordice giving Coahoma Community College a district. Effective July 1, 1995, the Coahoma Community College district became Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica Counties.

## **SECTION 29: STATUTORY AUTHORITY**

The creation, establishment, maintenance, and operation of community and junior colleges in the State of Mississippi area are addressed and defined in Sections 37-29-1 through 37-29-501 of the *Mississippi Code of 1972, Annotated*. In Section 37-29-37, Coahoma Community College is created. Senate Bill Number 2409, Chapter 605, from the Mississippi 1995 Legislative session established Coahoma Community College's District as, "...the territory lying within Coahoma County, Tunica County, Quitman County, Bolivar County, and Tallahatchie County, and having boundaries coinciding with the external boundaries thereof."

## **SECTION 30: ACCREDITATION**

Coahoma Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Coahoma Community College.

## **SECTION 31: NON-DISCRIMINATION STATEMENT**

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Employee Services/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.

## **SECTION 32: APPOINTMENT TO ADVISORY BOARDS, COUNCILS, AND COMMITTEES**

Coahoma Community College has the authority to designate and create advisory boards, councils, and committees as may be necessary to carry on the business of the institution. The appointment of members of such boards, councils, and committees shall be made in a non-discriminatory manner consistent with the College's Notice of Non-Discrimination. The authority of employees on academic and governance matters is established through employee representation on Coahoma Community College's committees. These committees recommend and review instructional policies and governance procedures. A description of the committees is published by the President's Office.

## **SECTION 33 – GOVERNING BOARD**

### **33.1 ORGANIZATION OF BOARD OF TRUSTEES**

#### **33.1.1 Principles of Organization**

1. The members of the Board of Trustees have legal authority only when the Board is in formal session and when a quorum is present.
2. The control over the College by the Board of Trustees is not by individual members but through the majority votes of the Board whereby rules, regulations, policies, and other pertinent matters are adopted when the Board is in lawful session.

#### **33.1.2 Officers of the Board**

1. The officers of the Board of Trustees of Coahoma Community College shall be a Chairperson, Vice Chairperson, and Secretary.
2. The Chairperson and Vice Chairperson offices are elected for a two-year term by a simple majority of the membership of the Board of Trustees present and voting at the expiration of each officer's term.
3. The Office of Secretary of the Board of Trustees shall be held by the Coahoma County Superintendent of Education or another trustee as designated by the Board.
4. If an inadvertent vacancy in the Officers of the Board of Trustees occurs, such vacancy shall be filled through a special election of the Board at the next regular meeting after the vacancy occurs.

#### **33.1.3 Philosophy of the Board**

1. The Board of Trustees shall function as a legislative body, developing policies and approving the means by which these policies are to be executed and implemented.
2. The Board of Trustees is responsible for the direction of and delegation of authority to the President for implementation and execution of its policies and decisions.

3. The Board recognizes the President as its executive officer and chief administrative officer of the College. The Board delegates authority for implementing and executing its policies and decisions to the President and through the President to the staff of administrators, faculty, and other employed personnel.
4. The Board is not subject to undue pressure from political, religious, or other external bodies.

#### **33.1.4 Policies for Board Meetings**

1. The Board shall meet monthly on the second Monday of each month in the place designated by the President of the College or on such other date and at such place as fixed by the Chairperson of the Board.
2. All meetings of the Board shall be open to the public except when the Board is in executive session. The procedure for entering into an executive session is described below.
3. Eight members shall constitute a quorum for any meeting of the Board.
4. Special meetings shall be called by the Chairperson or upon the request of a majority of the members.
5. Minutes shall be kept of each Board meeting and duly recorded in the minute book, which shall be securely stored at the College.
6. The Board shall be notified of each Board meeting one week prior to meeting.
7. A copy of the minutes of Board meetings and a tentative agenda shall be mailed to each Board member prior to the next scheduled meeting of the Board.
8. Individuals or groups from the general public wishing to present matters to the Board of Trustees for its consideration must notify the President of the College or the Chairperson of the Board at least ten (10) days prior to the Board meeting date. All requests must be in writing and signed by the individual or individuals making the request.
9. In accordance with Section 25-41-7 of the Mississippi Code, any public body, including the Board of Trustees of Coahoma Community College, may enter into executive session for the transaction of public business; provided, however, all meetings of any such public body shall commence as an open meeting, and an affirmative vote of three-fifths (3/5) of all members present shall be required to declare an executive session. The procedure to be followed by any public body in declaring an executive session, according to Section 25-41-7 of the Code, shall be as follows: Any member shall have the right to request by motion a closed determination upon the issue of whether or not to declare an executive session. Such motion, by majority vote, shall require the meeting to be closed for a preliminary determination of the necessity for executive session. No other business shall be transacted until the discussion of the nature of the matter requiring the discussion has been completed and a vote (requiring 3/5 majority as described above) has been taken on the issue.
10. An executive session shall be limited to matters allowed to be exempted from open meetings as specifically defined in subsection (4) of Section 25-41-7 of the Mississippi Code of 1972, Annotated. Included in matters allowed be exempted from open meetings are the following:
  - a. Transaction of business and discussion of personnel matters, relating to job performance, character, professional competence, or physical or mental health of a person holding a specific position;

- b. Cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of the Board of Trustees;
  - c. Transaction of business and discussion regarding the prospective purchase, sale, or leasing of lands;
  - d. Discussions between the Board and individual students who attend the College or the parents or teachers of such students regarding problems of such students or their parents or teachers;
  - e. Transaction of business and discussions or negotiations regarding the location, relocation, or expansion of the College;
  - f. Transaction of business and discussions regarding employment or job performance of a person in a specific position or termination of an employee holding a specific position. The exemption provided by this paragraph includes the right to enter into executive session concerning a line item in a budget, which might affect the termination of an employee or employees. All other budget items shall be considered in open meetings and final budgetary adoption shall not be taken in executive session;
  - g. The total vote on the question of entering into an executive session shall be recorded and included in the minutes of the Board.
11. The Board adopts Robert's Rules of Order-Revised Edition as the source of reference in conducting all Board proceedings not otherwise provided for in this statement.

### **33.1.5 Duties and Powers of Board of Trustees**

Section 37-29-67, paragraph (1) of the Mississippi Code of 1972, Annotated, describes the general duties and powers of the trustees as follows: The duties of the Board of Trustees shall be the general government of the (community) junior college and directive of the administrative thereof. Subject to the provisions of Section 37-29-1 through 37-29-273, the Board shall have the full power to do all things necessary to the successful operation of the district and the college or colleges or attendance centers located therein to ensure educational advantages and opportunities to all the enrollees within the district.

### **33.1.6 Duties and Powers of Board Officers**

- 1. Chairperson
  - a. Presides at all meetings of the Board
  - b. Appoints committees of the Board as deemed necessary or as requested by the Board of Trustees
  - c. Votes on all matters as the Chairperson desires
  - d. Signs all necessary legal instruments approved by the Board, when not delegated to the President
  - e. Signs the minutes of all meetings of the Board of Trustees

2. Vice Chairperson
  - a. Presides over meetings of the Board in the absence of the Chairperson and has all of the executive powers of the Chairperson when serving in the absence of the Chairperson
  - b. Participates as a regular member of the Board of Trustees at Board meetings at which the Chairperson is present
3. Secretary
  - a. Presides over meetings of the Board in the absence of the Chairperson and the Vice Chairperson with full authority to conduct such meetings
  - b. Maintains an accurate record of the minutes of the Board
  - c. Signs necessary legal documents and papers which have been approved by the Board of Trustees
  - d. Signs the minutes of all meetings of the Board of Trustees
  - e. Participates as a regular member of the Board of Trustees at Board meetings at which the Chairperson and/or Vice Chairperson are present

#### **33.1.7 Composition of the Board of Trustees**

The Board of Trustees of Coahoma Community College is composed of fourteen members, two from each of the four counties (Bolivar, Quitman, Tallahatchie, and Tunica) and six from Coahoma County which make up the College's district. The duly elected Superintendents of Education from Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica Counties serve, by statute, as one of the trustees from each of these respective counties. In all counties where the office of "administrative superintendent" is abolished from and after January 1, 1992, the County Board of Supervisors shall appoint one additional member to the Board of Trustees to their junior (community) district to serve in lieu of the County Superintendent's position on such board. The County Boards of Supervisors from those five counties, in accordance with the provision of Section 37-29-65 (4) (5) Mississippi Code, appoint requisite number of trustees to serve on the Board of Trustees of Coahoma.

#### **33.1.8 Length of Service for Board Members**

The length of service of the Superintendents of Education from the counties shall be in their discretion to serve or not to serve. Such decision not to serve shall be in writing and entered in the minutes of the Board of Trustees of the community college district. Their reappointment or termination as a Board member will be determined by the general electorate of the respective county which they represent in the re-election bid as County Superintendent of Education.

Other Board members appointed by the various counties shall serve terms of office of four or five years. In the counties where Boards of Supervisors appoint two members each to serve on the Coahoma Board of Trustees, the trustees from each of the counties will serve a term of five years. In those counties, the five-year term of office will expire in different years so that their term expiration will not occur in the same year.

#### **33.1.9 Committees of the Board of Trustees**

The Board of Trustees shall transact business in the committee of the whole. However, the Chairperson of the Board, at his discretion or upon the request of the majority of the members present at any legal meeting, may appoint such committees as deemed appropriate. Such committees shall enjoy executive authority as shall be specifically granted to them by the Board.

### **33.1.10 Compensation of Board Members**

Section 37-29-65, paragraph (6) of the Mississippi Code addresses compensation of Board of Trustee members:

Each junior (community) college trustee may be paid, out of college funds, a per diem as authorized in Section 25-3-69, Mississippi Code of 1972, per meeting of said Board and, in addition thereto, the mileage authorized under Section 25-3-41, Mississippi Code of 1972, per mile in coming to and returning from said meeting, calculated upon the customary and normally traveled route from the home of such trustee to the campus of said junior (community) college. Such allowance of per diem and mileage shall not, however, be allowed for more than fifteen (15) meetings for any one (1) fiscal year and shall only be paid for meetings actually attended by such trustees.

### **33.1.11 Conflict of Interest**

Members of the Board of Trustees shall refrain from all activities providing personal gain through official conduct, other than as provided by law. Sections 25-4-101 through 25-4-119 of the Mississippi Code of 1972 provide definitions, rules, penalties, and due process for conflict of interest and improper use of office by a public official. The members of the Board of Trustees shall be free of any contractual, employment, personal, familial, or financial interest in the institution.

No member of the Board of Trustees and no officer of the district shall be interested, directly or indirectly, either individually or as the agent of any other person or non-governmental entity, in the proceeds or profits of the sale or rental of any real or personal property or other things of value to be used in and by the district; or in any contract, or any subcontract arising from or connected in any manner with a contract, for the construction, repair, or improvement of any facilities belonging to the district, for the furnishing of any supplies, materials, or other articles to the district, or for doing of any public work for the district.

No member of the Board of Trustees shall be interested, directly or indirectly, either individually or as the agent of any other person or non-governmental entity, in any contract with the district which was or is authorized by any order of the Board of Trustees adopted either during that member's term on the Board or within one year after that term is completed. (Statutory Legal Ref. 25-1-53).

### **33.1.12 Nepotism**

Section 25-1-53 of the Mississippi Code of 1972, states the law regarding nepotism as follows:

It shall be unlawful for any person elected, appointed, or selected in any manner whatsoever to any state, county, district, or municipal office, or for any Board of Trustees of any state institution, to appoint or employ, as an officer, clerk, stenographer, deputy, or assistant who is to be paid out of the public funds, any person related by blood or marriage within the third degree, computed by the rule of the civil law, to the person or any member of the board of trustees having the authority to make such appointment or contract such employment as employer. This section shall not apply to any employee who shall have been in said department or institution prior to the time his or her kinsman, within the third degree, became the head of said department or institution or member of said Board of Trustees.

### **33.1.13 Board Member Review**

A Board member may be recommended for dismissal by the Board of Trustees for the violation of state laws pertinent to the removal of a public official as defined by Sections 25-5-1 and 25-5-5 of the Mississippi Code of 1972. Board of Trustees, by virtue of the selection process, nature of the office, and term of office, cannot be removed from office without cause and due process.

Formal proceedings to remove a Board member may commence only when cause has been established. To establish cause, a written complaint must be delivered by registered or certified mail to the Board of Trustees' Chairperson or Vice Chairperson.

The Board Chairperson or Vice Chairperson will communicate the notice of complaint to the Board member. This notice will be in writing and will inform the Board member of the process to answer such complaint.

The Board member against whom the complaint has been made shall have five working days to notify the Board Chairperson or Vice Chairperson of his or her desire to be heard regarding the complaint. Both parties shall be held responsible for presenting facts to support their position. Board members shall have the right to secure legal representation at his or her expense. The hearing will be held before the remaining members of the Board of Trustees at a special-called meeting in Executive Session for the purpose of hearing the facts of the complaint.

The final action of the Board of Trustees shall be taken after the Board of Trustees has determined that a decision can be rendered based on the evidence presented. A decision to recommend dismissal shall be made only by a two-thirds vote of the Board members present. The decision of the Board to recommend dismissal shall be communicated to the body responsible for appointment of the Board member.

### **33.1.14 General Policies of the Board of Trustees**

1. The Board of Trustees shall establish broad institutional policies, which govern the management and administration of the College.
2. All business transacted and decisions made by the Board of Trustees shall be matters of public record.
3. The majority action of the Board on a given issue becomes the policy of the entire Board until such time as the question is again raised at a Board meeting for further consideration and changed by a majority vote.
4. The Board of Trustees shall select and employ a Chief Executive Officer or President. The Board's general policies regarding the duties and responsibilities of the President are presented in a subsequent section of this document. The President shall be appointed for a four-year term by a majority vote of the Board of Trustees. The appointment of the President shall take place at the regular January Board meeting before the expiration of the President's contract on June 30th.
5. The Board shall evaluate the President annually according to the responsibilities outlined under the General Duties of the President section of this document.
6. The President of the College shall recommend all personnel selected for employment or appointment to the Board for approval. It is the responsibility of the Board of Trustees to consider and either approve or disapprove the President's recommendation in this regard.
7. The President of the College shall annually recommend instructional personnel (faculty members) to the Board for their approval. It is the responsibility of the Board of Trustees to consider and either approve or disapprove the President's recommendation in this regard.
8. The Board of Trustees shall annually adopt a budget, which shall contain a detailed estimate of the revenues and expenses anticipated for the ensuing year for general operation, maintenance, and capital improvements of the College.
9. The Board of Trustees delegates to the President of the College the authority in managing the approved annual budget of the College.
10. The Board of Trustees shall approve any contractual agreements and auxiliary services with outside agencies providing services to the institution.

11. The President of the College shall inform the Board of Trustees as appropriate relative reports and information to the various functions of the College. This includes, but is not limited to, relative financial reports and information (status of the budget, audit reports, financial statements), enrollment and enrollment trends and projections, the education program, capital improvement needs, etc.

#### **33.1.15 Policy Development**

The Board shall vote on questions of policy as reported by the President. It is the intent of the Board to develop policies and put them in writing so that they serve as guidelines and goals for the successful and efficient functioning of the institution.

The Board considers policy development its chief function, along with appraisal of the result achieved through its policies. It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the College.

It is the Board's intention that its written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the College. Changes in needs, conditions, purposes, and objectives will require revision, deletions, and additions to the policies of present and future Boards. This policy development is an ongoing process.

#### **33.1.16 Attorney Involvement**

The President shall seek the counsel of the Board attorney when there may be a question of legality or proper legal procedure in the development of proposed policies.

#### **33.1.17 Policy Adoption**

The Board shall adopt policies carefully defined and recorded. The majority action of the Board on a given issue becomes the policy of the entire Board until such time as the question is again raised at a Board meeting for further consideration. Board members shall pledge themselves individually and as a group to support the action of the Board.

Issues that are highly controversial where decisions cannot immediately be reached shall be postponed by a majority vote of the Board or referred to a committee for consideration.

#### **33.1.18 Policy Dissemination**

The President is directed to establish and maintain an orderly plan for making pertinent policies of the Board known to staff members, students, and others affected by them. The President shall arrange to disseminate to staff members all new policies that affect them and their work, and shall also provide easy accessibility to an up-to-date policy collection for all employees of the College and members of the Board. The Board's policies shall be considered a public record and shall be open for inspection.

#### **33.1.19 Policy Review**

Policies may be altered or amended at any meeting by a majority vote of the entire Board, provided that notice of the proposed action shall have been given at the last meeting and made a part of the minutes of that meeting, or provided a written notice of such changes is mailed to each Board member through the Office of the President at least five days before the scheduled meeting.

#### **33.1.20 Administration in Policy Absence**

In cases when action must be taken where the Board has provided no guidelines for administrative action, the President shall have power to act.



### **33.1.21 Public Record Access Policy**

The public records of the Board of Trustees are defined in the Mississippi Public Records Act of 1983, Mississippi Laws of 1983, Chapter 424. Non-exempt public records may be inspected, copied, or mechanically reproduced by any person in accordance with the following procedures:

1. Public records shall not be removed from the premises and custody of the school. Inspection and copying shall be done on those premises under the supervision of an officer or employee of the school. Reproductions may be made on the institution's photocopying equipment when time permits and reproduction costs are paid as provided below.
2. Requests for inspection or copying shall be made in writing and shall identify the material requested specifically enough to enable it to be located.
3. Requests shall be honored promptly, at such time as the material is not being used by the school, but in no event later than fourteen working days after the date of the request.
4. All requests shall be accompanied by a cost deposit of \$25.00. The request shall not be considered received until the deposit is paid. The actual expense to the institution shall be charged to the deposit. Reproductions shall not be made if the cost would exceed the deposit, until the deposit is adequately supplemented.

### **33.2 PRESIDENT OF THE COLLEGE**

The President of the College is the authorized representative of the Board of Trustees, having duties and authorities provided by Mississippi State Laws (Sections 37-29-61 and 37-29-63) and those delegated duties and authorities specified by the Board of Trustees. The President provides executive direction to the Board but is not eligible to be the presiding officer or chairman of the Board of Trustees. The President is appointed by the majority vote of the membership of the Board. The President's term of employment, compensation, and length of contract are set by the Board of Trustees. The length of the contract shall not exceed four (4) years in accordance with applicable State Laws (Section 37-29-61 of the Mississippi Code).

#### **33.2.1 General Duties of the President of the College**

1. Provides executive direction to the Board of Trustees (henceforth referred to as the Board) and Coahoma Community College and Coahoma Agricultural High School (henceforth referred to as the College).
2. Serves as the Chief Executive Officer of the College with authority to manage and direct the affairs of the College in accordance with the policies and regulations established by the Board of Trustees and the applicable laws of the State of Mississippi.
3. Serves as the executive officer of the Board and implements Board directives.
4. Recommends all potential faculty and staff members for employment.
5. Removes or suspends faculty and staff members with the concurrence of the Board.
6. Appoints, assigns, reassigns, terminates, and defines the duties of all administrative and non-instructional personnel.
7. Manages all fiscal and administrative affairs of the college.
8. Administers the educational program sector of the College in accordance with State law, State Board of Community/Junior College rules and regulations, College Board policies, and the Principles of Accreditation of the Southern Association of Colleges and Schools.

9. Serves as the medium of communication between the Board and all system employees.
10. Recommends to the Board the number and type of positions required to provide necessary personnel for the operation of the College's educational program.
11. Implements and enforces official policy and regulations of the College and ensures that written procedures are implemented to enforce College policies thereof.
12. Provides professional and creative leadership to the Board and all College employees.
13. Attends all Board meetings and presents necessary opportunities for the Board to entertain reports from the College's employees when various situations require such.
14. Prepares and submits a tentative annual budget to the Board; upon Board's approval, implements the approved budget.
15. Initiates plans for construction, instruction, and public service projects and makes recommendations of such to the Board; manages approved projects and monitors the contributions of architects, consultants, and other professionals pertinent to the projects.
16. Appoints key employees to various positions and delegates to them the executive power to carry out the functions of the approved administrative organization of the College; final authority and responsibility, however, shall rest with the President and the Board.
17. Exercises administrative and fiscal control over the College's intercollegiate athletics program as established by the applicable laws of the State of Mississippi.
18. Controls and supervises all of the institution's fund-raising activities.
19. Reviews and approves all plans to solicit external funds, grants, or proposals on behalf of the College.
20. Develops regular and special meeting agendas for the Board in cooperation with the Board Chairperson; provides trustees with the materials as needed to facilitate Board meetings.
21. Ensures the enforcement of the general laws of the State on each geographical location where College operations exist as required by Section 37-29-275 of the Mississippi Code.

### **33.3 COAHOMA COMMUNITY COLLEGE FOUNDATION**

The Coahoma Community College Foundation is an independent nonprofit corporation existing to provide financial support for the programs and facilities of the College. The Foundation's purpose is to promote, establish, maintain, and disperse the Foundation funds to support the mission and objectives of the College. The Foundation is governed by a seven to fifteen-member Board of Directors who serves voluntarily and receives no reimbursement of any kind. The Board of Directors of the Foundation includes the President of the College, or his or her designee, as an ex officio member. The College President has the right to cause the Foundation to cease any activity deemed, in his or her judgment, to be contrary to the interests of the College or inconsistent with policies or purposes of the College.

## **SECTION 34 -- PLANNING AND EVALUATION**

### **34.1 MISSION STATEMENT REVIEW**

The mission statement of Coahoma Community College is the foundation upon which the institution examines itself, allocates its resources, and plans its future. The mission statement is comprehensive, addresses all aspects of institutional function, and actively guides the institution. Listed

below are Coahoma Community College's procedures for reviewing, revising, and publishing its mission statement:

1. The mission statement will be reviewed as needed during the annual Strategic Council meeting.
2. Suggested revisions will be submitted to the institution's faculty, staff, and administration.
3. An amended mission statement will require a majority vote from faculty, staff, and administrator voters.
4. The amended mission statement will be submitted to the Board of Trustees for approval or disapproval during one of the summer board meetings.
5. The approved mission statement will be communicated to the institution's constituencies on the institution's website and through several publications including the College Catalog, Policy and Procedures Manual, the Fact Book, and the Strategic Plan.

### **34.2 CURRICULUM REVIEW**

Changes in the curriculum may be initiated by students, faculty, administrators, or individuals outside Coahoma Community College.

The initial requests for curriculum revisions are referred to the appropriate division for study, consideration, and refinement. Pending approval, the requested change is then submitted to the Curriculum Committee. Major changes will be submitted to the President and the Board of Trustees for approval.

After President and/or Board approval, the instructional dean will take the necessary action for implementing the curriculum change. In the case of Career-Technical curriculum revisions, additional steps are followed for approval by the State Board for Community and Junior Colleges.

### **34.3 INSTRUCTIONAL AND NON-INSTRUCTIONAL PROGRAM REVIEW**

The program review process at Coahoma Community College has been developed to complement the on-going institutional effectiveness process and as a vital part of institutional planning. The program review is a comprehensive, systematic method of self-evaluation and review of achievement conducted every three years within instructional programs and administrative and educational support services. The program review process at Coahoma Community College is the means for which all programs periodically review themselves according to a set of established criteria.

### **34.4 PURPOSE AND GOALS**

The purpose of the program review is to provide a system of continuous improvement in programs. Review and evaluation procedures provide recognition of the accomplishments of a program as well as identify interventions needed for improvement of the program. The goals of the review are as follows:

1. To define the purpose and goals of the institution's programs
2. To measure the effectiveness of the institution's programs
3. To improve the quality of the institution's programs
4. To provide data for such intervention decisions as those regarding staff needs, admission requirements, and curricular additions or deletions
5. To provide a system of regular data collection and analysis

6. To determine how specific programs serve the mission of the institution and respond to student and community needs

### **34.5 PROGRAM REVIEW CYCLE**

Each program area will be evaluated once each three-year period.

### **34.6 CRITERIA FOR EVALUATION**

The program review process at Coahoma Community College is the means for which all programs periodically review themselves according to a set of established criteria. This process is comprehensive and cyclical and consists of: (1) the development of a written report by program, (2) a review and report by the Program Review Committee, and (3) a follow-up report/action plan, if necessary.

### **34.7 ORGANIZATION FOR PROGRAM REVIEW**

The program review process will be managed by the Office of Institutional Effectiveness. The Office of Institutional Effectiveness will coordinate the reviews and findings of the Program Review Committee.

Program Review Committee will be composed of:

1. Administrators
2. Faculty and staff members
3. Community representatives

The findings and recommendations of the Program Review Committee will be presented to appropriate administrative officer for final review.

### **34.8 TEXTBOOK REVIEW**

The selection of appropriate textbooks for classroom instruction is the responsibility of the faculty. The instructional deans are responsible for supervising the textbook selection for each course taught in their area. Instructional chairs, directors, or lead instructors schedule meetings as needed to discuss textbook adoption. As one means of ensuring consistency across the different venues in which Coahoma Community College operates, all similar courses offered by the College should use the same textbook. Exceptions to this policy must be approved by the instructor's immediate supervisor. The various disciplines may supplement the standard textbook with other reading and learning materials. Textbooks will be adopted a minimum of 3 years. However, instructors may request a change in textbooks sooner in unusual circumstances where rapidly changing technologies or major innovations in a discipline render a textbook obsolete. Exceptions to the three-year minimum must be approved by the instructor's immediate supervisor.

### **34.9 EMPLOYEE PERFORMANCE REVIEW**

Coahoma Community College believes in the growth and development of all of its employees and encourages and provides opportunity for self-development and advancement. As part of that process, a performance review is conducted twice a year with each employee to improve individual performance and to prepare for the next year.

The focus of the review is to make certain employees understand their areas of responsibility and how well they are meeting the expectations of the supervisor. A second area of focus is to plan for the upcoming year by reviewing changes, goals, and expectations that will be implemented before the employee's next review period. Additional information regarding the employee performance review can be located elsewhere in this Manual.

### **34.10 COURSE SYLLABI REVIEW**

The faculty members of Coahoma Community College have created master course syllabi to ensure that student learning outcomes and expectations are consistent from course to course. Instructors assigned to teach these courses provide students with more detailed syllabi at the beginning of the semester.

Instructors are expected to use the master syllabi and to meet as needed to evaluate and revise the syllabi. Any syllabi revisions are due to instructional deans by May of each year. Master syllabi are published on the College's website.

### **34.11 STRATEGIC PLAN**

The *Strategic Plan of Coahoma Community College* reflects the continuing evolution of the Institution's successes and current challenges. Developed by Coahoma Community College's stakeholders, this document identifies the mission, goals, and objectives for the institution. The Strategic Plan is designed to guide Coahoma Community College for the upcoming year and future. A key part of the plan is an annual assessment of both progress toward and current relevance of the mission, goals, and objectives of the plan. Modifications are made based upon assessment findings. The *Strategic Plan* is published on the College's website.

### **34.12 INSTITUTIONAL EFFECTIVENESS PLAN**

Coahoma Community College's *Institutional Effectiveness Plan* is an ongoing planning, assessment, and evaluation system to improve and enhance all of the institution's instructional and instructional support programs. The College's mission statement and goals are at the center of this planning system.

The purpose of the *Institutional Effectiveness Plan* is to evaluate the effectiveness of Coahoma Community College's programs and services and to use findings to make decisions that will improve student learning and curriculum, enhance overall institutional effectiveness, and accomplish the mission of the institution. The *Institutional Effectiveness Plan* is evaluated annually and is published on the College's website.

### **34.13 PLANNING AND THE BUDGETING**

Coahoma Community College engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes. The results from these processes directly correlate with the institution's budget.

### **34.14 COAHOMA COMMUNITY COLLEGE'S ORGANIZATIONAL CHART**

Coahoma Community College's Organizational Chart is located at the end of this manual.

## **SECTION 35 – ADDITIONAL FACULTY POLICIES**

### **35.1 SELECTION OF FACULTY**

Selection of faculty members at Coahoma Community College is made by a systematic process designed to assure that the best-qualified person is employed whenever a new or vacant position becomes available. Current College employees are eligible to apply for new or vacant positions.

### **35.2 RECRUITING**

When a vacancy or new position becomes available within the academic environment, or when such a vacancy is anticipated, the Employee Services office will ensure that recruitment is conducted and documented according to the following:

1. Instructional deans who have or who anticipate a vacancy will forward a completed Vacancy Posting Request Form (VPRF) to the Employee Services Director. It is recommended that the Employee Services office must be notified of the opening or anticipated opening at least forty-five (45) days prior to the date the position is scheduled to be filled. The Director of Employee Services will be responsible for the following: (a) submitting a completed VPRF to the President for signature and posting approval; (b) releasing an approved notice of the vacancy to obtain applications; (c) returning a copy of the approved VPRF to the requesting official; and (d) releasing an approved job announcement to the media and other sources to obtain applications. Applicants may solicit information about position vacancies through the Employee Services office.

2. Position announcements for faculty to be filled internally will be posted for fifteen (15) calendar days in the Employee Services office and the office requesting the position. Position announcements for faculty to be filled externally will be posted forty-five (45) calendar days prior to filling the position in the Employee Services office and in selected newspapers and/or journals.

3. Applicants for a faculty position shall respond to the position announcement by completing a Coahoma Community College application, submitting a resume containing academic and employment information and an official transcript. The Employee Services Director shall receive all applications and review for completeness and forward to the Selection Committee at the appropriate time. Applications shall be considered active for six (6) months and may be renewed by written request to Employee Services office. Applications, which are inactive, will be retained for a period of one year.

### **35.3 APPLICATION SCREENING AND INTERVIEWING**

1. The President shall appoint a Selection Committee and its chairperson to perform final selection of applicants to be interviewed.

2. The Selection Committee will ensure that all applications received are evaluated in a nondiscriminatory manner. The committee chairperson will ensure that all interviews are recorded on an Applicant Interview Form and documented for inclusion with final recommendations. The committee will select the best qualified candidate for the vacancy. The Selection Committee chairperson will communicate the committee's recommendation to the appropriate dean/director and ultimately to the President for filling the vacancy.

3. The President may accept or reject the committee's recommendation. If approved, the President will recommend employment of the selected applicant to the Board of Trustees who may accept or reject the President's recommendation. Subsequent to action by the Board of Trustees, the President will advise the dean/director, Chief Financial Officer, committee chairperson, and Employee Services Director of the Board of Trustees' decision. The appropriate dean/director will contact the successful applicant.

4. The committee conducting the interview shall not make a definite commitment at the time of the interview concerning the position or salary. Discussion of salary will be limited to a salary range rather than to a specific figure, pending verification of degree and experience.

5. The committee chairperson or Employee Services Director will notify by letter those individuals who were interviewed but not selected for employment.

### **35.4 SELECTION AND HIRING**

1. Once the interview process is completed, the dean/director initiating the VPRF shall carefully review the results of the interview, qualifications of applicants, and other pertinent information. The instructional dean shall (1) sign the form accepting the Selection Committee's recommendations, (2) forward the applicants' file to Employee Services office, (3) confer with the Chief Financial Officer on availability of funds for salary, (4) when external grants are involved, confer with the coordinator for availability and allowable use of funds, and (5) recommend to the President the salary, specific position, and terms of employment.

2. When approved by the President, the instructional dean initiating the job vacancy will issue a contract. The applicant will be required to report to the Employee Services office on or before the first day of employment to complete necessary employment forms.
3. Once the contract has been released for signature, the prospective employee has ten (10) days to sign and return the contract to the appropriate dean/director. The instructional dean will be responsible for forwarding the signed contract to the President's Office. After ten (10) days, an unsigned contract shall be null and void and the position will be considered unfilled. At the discretion of the instructional vice president, the position may be re-advertised or offered to the next applicant of rank.
4. Any appointments to academic positions are contracted for one (1) academic year and do not imply automatic reappointment.
5. A faculty member hired under federally funded programs is issued a contract only after the President receives official notification that such programs have been funded for the ensuing school year.

### **35.5 ADJUNCT FACULTY HIRING**

Due to the constant changing demand for courses, adjunct faculty members are non-contractual and are employed as needed to teach specific courses. Adjunct faculty members are hired only for the duration of the course with the understanding that they will be given consideration for re-hiring, as the demand for their services becomes available. Adjunct faculty members are selected by the instructional dean. The department chairpersons/lead instructors render assistance in making selections.

### **35.6 EMERGENCY HIRING PROCEDURES**

Under certain circumstances, emergency hiring may dictate an immediate replacement of an employee to continue departmental or academic functions. An emergency is defined as an unscheduled resignation/termination, serious and/or extended illness or death of an employee.

1. The instructional dean in coordination with department chairpersons/lead instructors and/or directors will document the emergency conditions on the VPRF, indicating reasons necessitating suspension of regular hiring procedures. The requesting official will forward the completed form to the Employee Services Director. The Employee Services Director will submit the completed form to the President for signature and posting approval.
2. Application screening and interviews under emergency hiring will be conducted by the dean/director.

### **35.7 TRANSFERS**

The President of the College may change the nature, location, and specific duties of any member of the faculty whenever such action is in the best interest of the College.

### **35.8 ACADEMIC FREEDOM**

Coahoma Community College believes that its instructors must have the freedom to explore basic ideas, concepts, beliefs, etc., concerning the subject matter with the students. However, it is expected that instructors will comply with all applicable laws, the College's mission statement, the College's catalog, and the policies contained in this Manual in the performance of their jobs.

Faculty members should realize that academic freedom is not the same thing as unfettered academic license. Each instructor is responsible for his actions as an educator.

Any instructor who believes that his or her academic freedom has been violated has the right to file a grievance pursuant to the Grievance Procedures contained in this Manual.

### **35.9 ENFORCEMENT OF ACADEMIC FREEDOM POLICY**

Any instructor who believes that his or her academic freedom has been violated has the right to file a grievance following the Grievance Procedures.

### **35.10 FACULTY ADVISOR PROGRAM**

Each faculty member is an important educational advisor within the particular disciplines. Faculty members should be aware of curriculum needs of assigned advisees and counsel students accordingly.

### **35.11 ACADEMIC PREPARATION**

Coahoma Community College employs competent faculty members qualified to accomplish the mission and goals of the institution. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree must possess at least a master's degree in the academic discipline or a master's degree with 18 graduate semester hours in the teaching discipline. Faculty teaching associate degree courses not designed to transfer to the baccalaureate degree must possess at least an associate's degree and demonstrated competencies in the teaching discipline. Faculty teaching career certificate courses not designed to transfer to the baccalaureate degree must possess at least a certificate of completion and demonstrated competencies in the teaching discipline. Faculty teaching non-transfer developmental/fundamental courses not designed to transfer must possess at least a bachelor's degree with 18 semester hours in a related teaching discipline. Faculty teaching Associate Degree Nursing courses must possess at least a master's degree in nursing and a minimum of one year of clinical experience as a registered nurse. Career-Technical faculty members must also qualify for employment as stated in the *Mississippi State Board for Community and Junior Colleges Qualifications Manual for Postsecondary Career and Technical Personnel*. In certain exceptional cases unique experiential, certification and licensure qualifications in conjunction with demonstrated competence may substitute for advanced academic preparation.

### **35.12 PERSONNEL RECORDS**

Full-time and adjunct faculty members are responsible for submitting the following information, and any other information and/or documents, as may be required, to the Employee Services office prior to the beginning of the term:

1. Coahoma Community College Application Form;
2. Brief resume of educational or work experience;
3. Copies of professional status certification(s), if applicable;
4. Employees Withholding Allowance Certificate (W-4);
5. An official transcript(s) from all colleges and universities in which credits and degrees have been earned; (The transcripts must be "Official" with the college seal clearly visible. Transcripts released as student copies are not acceptable. Transcripts should be mailed to the Coahoma Community College Employee Services office, Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614 from the degree/credit-granting institution);
6. Completed I-9 Verification Form.

### **35.13 EVALUATION OF FACULTY**

Coahoma Community College's faculty evaluation system is designed to evaluate individual performances, promote professional growth and development, and improve the effectiveness of the instructional program. Each faculty member will be evaluated according to the following procedures:



1. **Student Evaluation of Instructional Faculty:** Students will evaluate faculty with the *Student Evaluation of Instructional Faculty* survey instrument. Two classes will evaluate full-time faculty; one class will evaluate adjunct faculty. Immediate supervisors will share results with faculty during the faculty evaluation follow-up conferences. The instructional deans will share results with the instructional chairs and directors during the follow-up conferences, if applicable.
2. **Performance Appraisal for Instructional Faculty:** Immediate supervisors will evaluate faculty with the *Performance Appraisal of Instructional Faculty* survey instrument. Immediate supervisors will share results with faculty during the faculty evaluation follow-up conferences. Copies of this form will be given to each faculty member and filed in the appropriate instructional dean's office.
3. **Performance Appraisal of Instructional Department Chairs or Directors:** The instructional deans will evaluate instructional department chairs and directors with the *Administrator and Support Staff* evaluation form. The instructional deans will share results with the instructional chairs and directors during the evaluation follow-up conferences. Copies of this form will be given to the instructional chairs/directors and filed in the appropriate instructional dean's office.
4. **360 Feedback Survey with Instructional Faculty, Chairs and Directors:** A 360-degree feedback model collects and provides feedback on an employee's work performance from a variety of knowledgeable sources and stakeholders. In addition to an assessment by the direct supervisor, a 360 feedback model includes information from subordinates, peers, customers and a self-assessment by the employee. It is the most comprehensive feedback of all management styles in the areas communication, leadership, adaptability, relationships, task management, production, development of others and personal development.
5. **Evaluation Follow-up Conference with Instructional Faculty:** Immediate supervisors will schedule an evaluation follow-up conference with each faculty member. During this conference, the immediate supervisor will share results of the student evaluations, performance appraisal and 360 feedback with the faculty member. The immediate supervisor and faculty member will discuss strengths and deficiencies, short and long-range goals to improve strengths and remediate any deficiencies, and make recommendations for professional growth and development.
6. **Evaluation Follow-up Conference with Instructional Chairs/Directors:** The instructional dean will schedule an evaluation follow-up conference with each instructional department chair and director. During this conference, the instructional dean will share results of the student evaluations, if applicable, performance appraisal and 360 feedback with the department chair or director. The appropriate instructional dean and faculty member will discuss strengths and deficiencies, short and long-range goals to improve strengths and remediate any deficiencies, and make recommendations for professional growth and development.

## **35.14 FULL-TIME FACULTY**

### **35.14.1 Definition**

A full-time faculty member is one with a normal teaching load as defined in the Teaching Load section, in the Appendix of this Manual. Individual instructors may be allowed to teach a reduced load without losing full-time status when assigned other duties. Professional librarians shall be considered as full-time faculty.

### **35.14.2 Responsibilities**

Each faculty member at Coahoma Community College must:

1. Teach the subject matter of assigned courses as outlined in the College Catalog;
2. Cultivate in the students a proper attitude toward college both in and out of the classroom through emphasizing good citizenship, respect for the rights of others, and respect for school property;
3. Strive constantly to improve the methods, content and value of each course taught, while keeping in mind the diversity of the students present and future needs;
4. Accept and carry out both extra-curricular and other duties assigned by the administration;
5. Attend all faculty and division meetings called by the appropriate administrator;
6. Give tests on the days assigned by the examination schedule;
7. Grade and return all assignments promptly to the students;
8. Establish and post student conferences hours on office door;
9. Refer students for counseling and testing services when appropriate;
10. Behave in such a manner in all circumstances as to uphold the highest standards of professionalism in order to project a positive image as a representative of the College;
11. Teach each class for the entire period;
12. Provide suggestions and recommendations for decision making and planning through appropriate channels;
13. Provide the dean/director a copy of the current syllabus for each course taught;
14. Adhere to all timetables as established by the administrator, particularly with regard to the reporting of grades and the completion of committee assignments;
15. Assume responsibility for safe and proper use of equipment and supplies;
16. Enforce the College's rules against use of tobacco or the practice of eating or drinking in the classroom;
17. Maintain accurate attendance records and comply with the policy for reporting of absences;
18. Serve as an advisor to students in a specific major as assigned by the dean/director and keep abreast of changes in the transfer requirements for particular majors;
19. Maintain a classroom environment that is conducive to learning; all discipline and/or behavioral problems must be dealt with according to the policy as outlined in the *Student Handbook*;
20. Maintain an inventory of assigned equipment in accordance with the internal control policy;
21. Submit requisitions for books and other supplies;
22. Adhere to all committee assignments;
23. Support and attend extra-curricular activities of the College.

### **35.14.3 Hours of Work**

All full-time faculty members shall be required to spend a minimum of 35 hours per week in instruction, professional growth and development, committee assignments, class preparation, student conference hours, and other assigned duties. Each faculty member must post student conference hours and maintain office hours in keeping with the following guidelines:

1. Proper notification must be posted on the instructor's door;
2. Each instructor must schedule a minimum of two student conference hours per day on campus as approved by the appropriate department personnel; Instructors who are unable to schedule two hours per day due to special assignments must have their office schedule approved by the dean.
3. At no time may an instructor neglect responsibilities to students or responsibilities assigned by the College;
4. Each instructor's office hours are subject to approval by the appropriate department personnel;
5. Teaching a reduced load to assume special assignments does not decrease the number of office hours;
6. Teaching an overload for pay does not decrease the number of office hours;
7. Hours for 12-month faculty will be a minimum of 40 hours per week;
8. Any deviation from posted hours must be approved by the appropriate department personnel.

### **35.14.4 Teaching Load**

The normal teaching load for full-time academic faculty is 15-18 credit hours per regular semester. Two hours of lab work equals one credit hour. These 15-18 semester hours may be assigned per semester for day, evening, or online courses at any location within the Coahoma Community College District. Faculty with fewer semester hours than the normal teaching load will be assigned to evening classes or online classes with no additional compensation in order to maintain a normal teaching load status

The normal teaching load for full-time faculty teaching Associate of Applied Science Degree programs is based on 20 contact hours per week or the number of hours required to teach the program curriculum. The teaching load for full-time faculty teaching certificate programs is based on the number of hours required to teach the program curriculum. The normal teaching load for these programs will be determined by the Dean for Career-Technical Education or the Dean for Health Sciences.

In order to ensure the quality of instruction for all students, the maximum teaching overload for full-time faculty shall be two courses each semester (6-8 credit hours for academic faculty and 6-8 contact hours for health sciences and career-technical faculty). Any exception to this maximum load shall require written approval of the President upon written recommendation from the appropriate instructional dean, and department chairperson, lead instructor, or program director. Calculation of overload hours shall include day, evening, online, and any other credit courses offered on campus or at an off-campus location. Instructors who are designated to teach overload classes will be paid in accordance with the established College policy for such overloads.

### **35.14.5 Faculty Meetings**

Faculty meetings will be called at the discretion of the instructional deans. Attendance at all faculty meetings is expected. Faculty members will have ample opportunity to request that specific items

for discussion be included on the agenda prior to each faculty meeting. Free and open discussion is encouraged at all times on all items of business.

### **35.14.6 Professional Growth and Development**

Coahoma Community College recognizes the importance of professional growth and development and supports faculty endeavors in the following ways:

1. Encouraging attendance at professional meetings and workshops;
2. Providing money for travel for the pursuit of these endeavors within limits set by each division's respective budgetary allotment;
3. Granting leave according to established policy;
4. Permitting the pursuit of further studies by making feasible accommodations in the scheduling of classes at the discretion of the instructional dean or President;
5. Providing facilities for on-campus workshops, seminars, and classes;
6. Sponsoring a Tuition Remission Program that enables eligible employees to enroll in courses at the College in order to enhance professional growth and development.
7. Faculty members are encouraged to affiliate themselves with professional organizations in their specialized fields of study, as well as with state and national educational associations. Faculty members should also keep abreast of changing developments in specialized academic, health, career, and technical fields through publications of various learned societies and professional organizations.

Faculty members are responsible for documenting professional growth and development annually in the institution's online credentialing system.

### **35.14.7 Absences and Leave**

#### **35.14.7 A Absences From Class**

When a faculty member is unable to report to work, he or she should alert the College's Employee Services Department, the employee's immediate supervisor, and the appropriate supervisor as soon as possible. For an anticipated absence the instructor will propose a plan to the appropriate supervisor. For an unanticipated absence the supervisor should make emergency arrangements. For a prolonged absence necessitating the employment of a substitute, the faculty member must make arrangements through the office of the appropriate instructional dean. The absence of any faculty member should be reported within 24 hours using the *Absence Report Form*.

#### **35.14.7 B Professional Leave And Travel**

Within one week following completion of travel or professional leave, a faculty member should submit a *Return on Investment (ROI) Form* to the office of the appropriate instructional dean. This report will include any new or innovative ideas or methods which could possibly be implemented at the institution, a list of activities, outstanding speakers and topics, and a brief summary to include personal reflections, comments, and opinions of the professional development or meeting.

### **35.15 ADJUNCT FACULTY**

#### **35.15.1 Definition**

1. Adjunct faculty members are those employees of the College who teach less than a normal load as defined in the Full-Time Faculty section of this manual.

2. Adjunct faculty members are required to possess the same academic credentials and qualifications as full-time faculty. The supervision, orientation, and evaluation of adjunct faculty are primarily the responsibility of the department chairperson, director, or lead instructor.
3. Adjunct faculty must schedule student conference hours for the purpose of meeting with students.

### **35.15.2 Responsibilities**

Each adjunct faculty member at Coahoma Community College must:

1. Assume responsibility not only for teaching subject matter but also for emphasizing good citizenship, respect for the rights of others, respect for school property, and the proper attitude toward college both in and out of the classroom;
2. Strive constantly to improve the methods, content, and value of each course he teaches;
3. Strive to understand the students he teaches and their needs for the present and the future;
4. Meet each class as scheduled;
5. Attend adjunct faculty meetings;
6. Give examinations on the days assigned by the official examination schedule;
7. Establish office hours at least thirty minutes before class for student conferences;
8. Make use of counseling and testing services when needed;
9. Provide instruction for the full class period;
10. Use the official syllabus for the course taught;
11. Communicate in writing the instructor's individual requirements for the course taught, including a course grading scale;
12. Adhere to all timetables established by the appropriate administrator, particularly with regard to reporting of grades and completion of assignments;
13. Assume responsibility for safe and proper use of equipment and supplies;
14. Enforce the College's rules for no smoking, eating, or drinking in classroom;
15. Refer all discipline and/or behavioral problems to the appropriate office;
16. Notify the appropriate administrator when unable to be in class so that acceptable arrangements can be made for the students to receive instruction.

## **SECTION 36: NON-FACULTY POLICIES**

### **36.1 SELECTION OF NON-FACULTY (ADMINISTRATORS, STAFF, AND SUPPORT STAFF)**

Coahoma Community College defines non-faculty members as administrators, staff, and support staff. Selection of non-faculty members at Coahoma Community College is made by a systematic process designed to assure that the best qualified person is employed whenever a new or vacant position becomes available. Current College employees are eligible to apply for new or vacant positions.

### **36.1.1 Recruiting**

When a vacancy or new position becomes available or when such a vacancy is anticipated for non-faculty, the Employee Services office will ensure that recruitment is conducted and documented according to the following:

1. When a non-faculty administrative, staff, or support staff position becomes available, the administrator in that division will notify the Employee Services office by submitting a Vacancy Posting Request Form (VPRF) to the Employee Services Director. It is recommended that the Employee Services office be notified of the opening or anticipated opening at least forty-five (45) days prior to the date the position is scheduled to be filled. The Employee Services Director will be responsible for the following: (a) submitting a completed VPRF to the President for signature and posting approval; (b) releasing an approved notice of the vacancy to obtain applications; (c) returning a copy of the approved VPRF to the requesting official; and (d) releasing an approved job announcement to the media and other sources to obtain applications. Applicants may solicit information about position vacancies through the Employee Services office.
2. Position announcements for administrative positions to be filled internally will be posted for fifteen (15) calendar days in the Employee Services office. Position announcements for administrative positions to be filled externally will be posted thirty (30) calendar days prior to filling the position in the Employee Services office, in selected newspapers, and/or journals.
3. Position announcements for staff and support staff to be filled internally will be posted for ten (10) calendar days on the Employee Services office bulletin board. Position announcements for support staff to be filled externally will be posted for ten (10) calendar days in the Employee Services office and in selected newspapers.
4. Applicants for an administrative, staff, or support staff position shall respond to the position announcement by completing a Coahoma Community College application, submitting a resume containing academic and employment information, and an unofficial transcript. Upon employment, an official transcript will be required. The Employee Services Director shall receive all applications and review for completeness and forward to the Selection Committee at the appropriate time. Applications shall be considered active for six (6) months and may be renewed by written request to the Employee Services office. Applications, which are inactive, will be retained for a period of one year.

## **36.2 ADMINISTRATIVE PERSONNEL**

### **36.2.1 Application Screening and Interviewing**

1. The President shall appoint a Selection Committee and its chairperson to perform final screening and selection of applicants to be interviewed. The Selection Committee will ensure that all applications received are evaluated in a nondiscriminatory manner. The committee chairperson will ensure that all interviews are recorded on a *New Applicant Interview Form* and documented for inclusion with final recommendations. The committee will select the best-qualified candidate for the vacancy. The Selection Committee chairperson will communicate the committee's recommendation to the appropriate Chief of Staff, Deans, Director, or the President for filling the vacancy.
2. The President may accept or reject the committee's recommendation. If approved, the President will recommend employment of the selected applicant to the Board of Trustees. Subsequent to action by the Board of Trustees, the President will advise the Chief of Staff, Deans, Director, Chief Financial Officer, Committee Chairperson, and Employee Services Director of the Board of Trustees' decision. The appropriate dean/director will contact the successful applicant.

3. The committee conducting the interview shall not make a definite commitment at the time of the interview concerning the position or salary. Pending verification of degree and experience, discussion of salary will be limited to a salary range rather than to a specific figure.
4. The committee chairperson or Employee Services Director will notify by letter those individuals who were interviewed but not selected for employment.

### **36.2.2 Selection and Hiring**

1. Once the interview process is completed, the official initiating the VPRF shall carefully review the minutes of the interview, qualifications of applicants, and other pertinent information. The official shall (1) sign the form accepting the Selection Committee's recommendations, (2) forward the applicant's file to the Employee Services office, (3) confer with the Chief Financial Officer on the availability of funds for salary, (4) confer with the Coordinator for availability and allowable use of funds when external grants are involved, and (5) recommend to the President the salary for the position and terms of employment.
2. When approved by the President, a contractual employee will be issued a contract. The applicant will be required to go to the Employee Services office on or before the first day of employment to complete necessary employment forms.
3. Once the contract has been released for signature, the prospective employee has ten (10) days to sign and return it to the appropriate official. The official will be responsible for forwarding the signed contract to the President's Office. After ten (10) days an unsigned contract shall be null and void and the position will be considered unfilled. At the discretion of the official, the position may be re-advertised or offered to the next applicant of rank.
4. Any appointments to administrative positions are contracted for one (1) academic year and do not imply automatic reappointment.
5. Administrative personnel hired under federally funded programs are issued a contract only after the President receives official notification that such programs have been funded for the ensuing school year.

### **36.2.3 Resignations**

Any administrative employee who desires to resign may do so by submitting written notification to the President, with copies to the supervisor and the Department of Employee Services. Administrative employees are requested to provide the College with at least thirty (30) days notice prior to the desired termination date. In all cases involving the resignation of employees, the President has the authority to set the actual termination date and other conditions of separation in accordance with the needs of the College.

## **36.3 STAFF AND SUPPORT STAFF**

### **36.3.1 Application Screening and Interviewing**

1. The Employee Services Director shall receive all applications and review for completeness. Applicants with completed application files will be referred to the appropriate administrator for interview.
2. When an interview is completed, the administrator shall complete the *New Applicant Interview Form* for the applicant's file.

3. The administrator conducting the interview shall not make a definite commitment at the time of the interview concerning the position or salary. The discussion of salary will be limited to a salary range rather than a specific figure, pending verification of degree and/or work experience.

### **36.3.2 Selection and Hiring**

1. Once the interview process is completed, the dean/director initiating the VPRF shall (1) sign the form accepting the Selection Committee's recommendations, (2) forward the applicant's file to the Employee Services office, (3) confer with the Chief Financial Officer on availability of funds for salary, (4) confer with the coordinator for availability and allowable use of funds when external grants are involved, and (5) recommend to the President the salary for the position and terms of employment.
2. When approved by the President, a contract will be issued (if the position is contractual) via the official initiating the job vacancy. The applicant will be required to go to the Employee Services office on or before the first day of employment to complete necessary employment forms.
3. Staff hired under federally funded programs will be notified of re-employment only after the President receives official notification that such programs have been funded for the ensuing school year.

### **36.3.3 Resignations**

Any staff member who desires to resign may do so by submitting written notification to the College's Employee Services Department, and to the employee's immediate supervisor, at least two (2) weeks prior to the effective date of termination. In all cases involving the resignation of employees, the President has the authority to set the actual termination date and other conditions of separation in accordance with the needs of the College.

## **36.4 TERMINATION OF NON-CONTRACTUAL EMPLOYEES**

The President has the right to terminate a non-contractual employee at will upon written notice to the employee, with no cause required.

## **36.5 CHECKOUT PROCESS**

Proper checkout must occur for all employees ending their position with the College before the Business Office will issue the last check to the employee. The *Employee Check Form* must be secured from the Employee Services office. Once the appropriate person has signed the form, it shall be returned to the Department of Employee Services office by the employee.

## **36.6 EMERGENCY HIRING PROCEDURES**

Under certain circumstances, emergency hiring may dictate an immediate replacement of an employee to continue regular functions of the College. An emergency is defined as an unscheduled resignation/termination, serious and/or extended illness, or death of an employee.

1. The dean/director in coordination with department chairpersons and/or directors will document the emergency conditions on the VPRF, indicating reasons necessitating suspension of regular hiring procedures. The requesting official will forward the completed form to the Employee Services Director. The Employee Services Director will submit the completed form to the President for signature and posting approval.
2. Application screening and interviews under emergency hiring will be conducted by the dean/director.



The President of the College may declare an emergency and fill a position immediately in cases where such action is in the best interest of the College.

### **36.7 TRANSFERS**

The President of the College may change the nature, location, and specific duties of any employee at his discretion whenever such action is in the best interest of the College.

### **36.8 PERSONNEL RECORDS**

Coahoma Community College personnel may be required to submit, if and as necessary, the following information and/or documents to the Employee Services office prior to the beginning of the term, including, but not limited to:

1. Coahoma Community College Application Form;
2. Brief resume of educational or work experience;
3. Copies of professional status certification(s);
4. Employees Withholding Allowance Certificate (W-4);
5. An official transcript(s) from all colleges and universities in which credits and degrees have been earned. The transcripts must be "Official" with the college seal clearly visible. Transcripts released as student copies are not acceptable. Transcripts should be mailed to the Coahoma Community College Employee Services office, Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614 from the degree/credit-granting institution;
6. Letters from present and/or past employers verifying years of work experience related to the field of instruction may be requested;
7. Completed I-9 Verification Form.

### **36.9 PROFESSIONAL GROWTH AND DEVELOPMENT**

Coahoma Community College recognizes the importance of professional growth and development and supports endeavors by the administration, staff, and support staff in the following ways:

1. Encouraging attendance at professional meetings and workshops;
2. Providing money for travel for the pursuit of these endeavors within limits set by each division's respective budgetary allotment;
3. Granting leave according to established policy;
4. Providing facilities for on-campus workshops, seminars, and classes;
5. Sponsoring a Tuition Remission Program that enables eligible employees to enroll in courses at the College in order to enhance professional growth and development; (See Tuition Remission Program in Personnel Policies and Procedures section)

Non-faculty employees are encouraged to affiliate themselves with professional organizations in their specialized fields of study, as well as with state and national associations. Non-faculty members should also keep abreast of changing developments in specialized career and technical fields through publications of various learned societies and professional organizations.

Non-faculty members are responsible for documenting professional growth and development annually in the College's online credentialing system.

### **36.10 EVALUATION OF NON-FACULTY**

Coahoma Community College's non-faculty evaluation system is designed to evaluate individual performances, promote professional growth and development, and improve the effectiveness of the instructional and/or non-instructional programs.

#### **36.10.1 Evaluation of Administrators**

1. **360 Feedback Survey with Administrators:** A 360-degree feedback model collects and provides feedback on an employee's work performance from a variety of knowledgeable sources and stakeholders. In addition to an assessment by the direct supervisor, a 360 feedback model includes information from subordinates, peers, customers and a self-assessment by the employee. It is the most comprehensive feedback of all management styles in the areas communication, leadership, adaptability, relationships, task management, production, development of others and personal development.
2. **Evaluation Follow-up Conference with Administrators:** Immediate supervisors will schedule an evaluation follow-up conference with each administrator. During this conference, the immediate supervisor will complete a Performance Development Assessment Form and share results of the 360 feedback with the administrator. The immediate supervisor and administrator will discuss strengths and deficiencies, short and long-range goals to improve strengths and remediate any deficiencies, and make recommendations for professional growth and development.

#### **36.10.2 Evaluation of Staff and Support Staff**

1. **360 Feedback Survey with Staff and Support Staff:** A 360-degree feedback model collects and provides feedback on an employee's work performance from a variety of knowledgeable sources and stakeholders. In addition to an assessment by the direct supervisor, a 360 feedback model includes information from subordinates, peers, customers and a self-assessment by the employee. It is the most comprehensive feedback of all management styles in the areas communication, leadership, adaptability, relationships, task management, production, development of others and personal development
2. **Evaluation Follow-up Conference with Staff and Support Staff:** Immediate supervisors will schedule an evaluation follow-up conference with each staff member. During this conference, the immediate supervisor will complete a Performance Development Assessment Form and share results of the 360 feedback with the staff member. The immediate supervisor and staff member will discuss strengths and deficiencies, short and long-range goals to improve strengths and remediate any deficiencies, and make recommendations for professional growth and development.

## **SECTION 37: STANDARDS OF CONDUCT**

### **37.1 SOLICITATION AND FUND-RAISING ACTIVITIES**

Employees are expected to help maintain a professional atmosphere to ensure that students receive quality educational programs and support services. To prevent disruption to the institution's operations and to protect the privacy of students and employees, the institution establishes the following procedures governing solicitation and fund-raising activities:

1. Employees may not solicit, canvass or distribute literature, goods or services during working hours in work sites or at any time in areas accessible to students or the general public, except as specifically provided in this policy. "Working time" includes the time of both the employee soliciting, canvassing, or distributing and the employee to whom such activities may be directed.
2. Non-employees and people not engaged in the delivery of educational services may not solicit, canvass, or distribute on institutional property for any purpose, in any area, or at any time without written permission from the President.
3. Recognition of certain events such as an employee's birthday, retirement of an employee, or establishment of a flower fund recognizing an employee's passing may be undertaken when approved by the appropriate supervisor. The institution assumes no responsibility for the security of any funds collected for such purposes. All collections should be confined to the immediate work area.
4. When bulletin boards are available for such purposes, employees may post notices concerning matters such as car pool arrangements, or one-time sale of personal property with prior written approval of the immediate supervisor. Bulletin boards will not be used for political, religious, or commercial information of any type or to promote or sell any commercial, personal, or business products, goods, or services in which an employee may be engaged. Any material not specifically mentioned must be submitted to the President for approval prior to posting.
5. When authorized in writing by the President, solicitation, canvassing, and distribution may be conducted on institutional property by duly authorized people for civic purposes such as United Way campaigns or blood drives, for student-related activities, recreation programs, and fund-raising to benefit the institution's students and programs of benefit to employees, such as Institution-approved supplemental insurance plans, savings plans, and United States Savings Bonds. Employees will be informed in advance of such approved plans and related solicitation, canvassing, and distribution activities.
6. All fund-raising activities conducted through of Coahoma Community College Community College whether by students, faculty, administrators, staff, or external groups must be approved as follows: 1) campus organization events that are conducted by students to raise money for their respective clubs and/or organizations must meet guidelines as specified by Enrollment and Student Services and must have final approval by the Director of Enrollment and Student Services; 2) dues and fund-raising that are conducted by Alumni Affairs must meet the guidelines as specified in the Alumni Affairs Bylaws and must have final approval by the Board of Directors for Alumni Affairs 3) faculty, staff, and any other fund-raising projects that require solicitation of funds require the authorization from the President of the College.

## **37.2 POLITICAL ACTIVITIES**

Pursuant to *Sections 25-9-145 and 25-9-115 (k), (l), Mississippi Code of 1972, Annotated*, said Code action provides for specific legal penalties for certain politically coercive actions by state officials. Accordingly, the institution reaffirms the principle that administrators, faculty, and staff have the right to practice the advantages of citizenship. Employees will work in an atmosphere that is free from political influence or coercion. employees will not be used to use work hours for the promotion of partisan politics.

The institution believes that the College must not participate in partisan political activities in either direct or indirect manner and will inform its employees which political activities are permitted or prohibited by law. No employee of the institution will, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion, proposed promotion, or any employment advantage.

No employee may request or accept from any elected official any advantage relating to employment status or compensation. The official authority of any employee will not be used for the

purpose of interfering with or affecting the result of an election or a nomination for office. An employee is not obligated by reason of employment to contribute to a political fund or render political services and may not be removed or otherwise prejudiced for refusal to comply with requests for contributions.

Any employee who believes he has been discriminated against on the basis of political affiliation or unlawful political activity affecting employment may grieve and appeal. Any employee who violates any of the provisions in this section may be subject to appropriate disciplinary action.

As an institution that receives federal loans or grants, Coahoma Community College is mandated to comply with the Hatch Act, 5 U.S.C. § 1501 and following, covers individuals employed by state or local agencies whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency, but does not include (a) an individual who exercises no function in connection with that activity; or (b) an individual employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a state or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization.

The Hatch Act regulations, which are applicable to state, and local employees are contained in the Appendix of the State Personnel Board Policy and Procedures Manual and may be found in the Code of Federal Regulations at 5 C.F.R. § 151.101 and following regulations. In cases where the Hatch Act is applicable, more strict prohibitions on political activity of state employees under state law are not superseded by the Hatch Act.

*Section 23-15-871, Mississippi Code of 1972*, as amended, provides that it will be unlawful for any corporation or any officer or employee thereof, or any member of a firm, or trustee or any member of any association, or any other employer, to direct or coerce, directly or indirectly, any employee to vote or not to vote for any particular person or group of persons in any election, or to discharge or to threaten to discharge any such employee, or to increase or decrease the salary or wages of an employee, or otherwise promote or demote him, because of his vote or failure to vote for any particular candidate or group of candidates; and likewise it will be unlawful for any employer, or employee having the authority to employ or discharge other employees, to make any statement public or private, or to give out or circulate any report or statement, calculated to intimidate or coerce or otherwise influence any employee as to his vote, and when any such statement has obtained circulation, it will be the duty of such employer to publicly repudiate it, in the absence of which repudiation the employer will be deemed by way of ratification to have made it himself.

Further, it will be unlawful for any employee to be requested, directed, or permitted to canvass for or against any candidate or render any other services for or against any candidate or group of candidates, during any of the hours within which the salary of said employee as an employee is being paid or agreed to be paid; nor will any such employee be allowed any vacation or leave of absence at the expense of the employer to render any service or services for or against any candidate or group of candidates, or to take any active part in any election campaign whatsoever; nor will any employee at the expense, in whole or in part, of any employer take any part whatsoever in any election campaign, except the necessary time to cast his vote.

The prohibitions of this section will apply to all state, state district, county, and county district officers, and to any board or commission and the members thereof by whatever name designated and whether elective or appointive, and to each and every one of those employed by them or any of them.

And no state, state district, county, or county district officer, or any employee of any of them who directly or indirectly has the control, or in any way the power of control, or who asserts or pretends that he has such power, over the expenditure of any public funds in this state, whatever the purpose or object of said expenditure may be, will state, suggest, or intimate, publicly or privately, or in any manner or form, that any such expenditure will in any way depend upon or be influenced by the vote of any person, group of persons, or community, or group of communities, whether for or against any candidate or group of candidates at any election.

This section and every part of it will apply also to all federal officers, agents, employees, board and commissions by whatever name known and to each and every one of those employed by them or

any of them, as to any interference by them or any of them, contrary to the provisions of this chapter, in the elections of this state.

*Section 23-15-873, Mississippi Code of 1972, as amended, provides that no person, whether an officer or not, will, in order to promote his own candidacy, or that of any other person, to be a candidate for public office in this state, directly or indirectly, himself or through another person, promise to appoint, or promise to secure or assist in securing the appointment, nomination or election of another person to any public position or employment, or to secure or assist in securing any public contract or the employment of any person under any public contractor, or to secure or assist in securing the expenditure of any public funds in the personal behalf of any particular person or group of persons, except that the candidate may publicly announce what is his choice or purpose in relation to an election in which he may be called on to take part if elected. It will be unlawful for any person to directly or indirectly solicit or receive any promise by this section prohibited. This prohibition does not apply to a sheriff, chancery clerk, circuit clerk, or any other person, of the state or county when related directly to their office force.*

### **37.3 CONFLICTS OF INTEREST**

All employees should exercise great care to avoid using, or appearing to use, official positions for personal gain, giving unjustified preferences or losing sight of the need for efficient and impartial decision-making within the parameters of Institution operation. No act should be committed which could result in questioning the integrity of the Institution.

Employees are not to engage in activities in either a private or an official capacity where a conflict of interest may exist. An employee's first loyalty should be to the institution. Associations, dealings, or interests that could affect an employee's objectivity in performing the employee's job or in making the decisions required of the employee's position should be avoided. However, employees are encouraged to participate in professional and civic organizations if such participation does not adversely affect the employee's role as an institution employee.

### **37.4 INTELLECTUAL PROPERTY RIGHTS**

Coahoma Community College maintains rights to intellectual property created at the institution's expense. Intellectual property refers to works that are typically eligible for copyright, created when something new has been conceived or when a non-obvious result which can be applied for some useful purpose has been discovered using existing knowledge.

The College reserves the rights of ownership of all intellectual property including, but not limited to, curricular materials, books, musical compositions, web pages, electronic publications, and programs written or otherwise created by an employee or student while using college materials or equipment or while working during time that is compensated by Coahoma Community College.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by an employee or student on personal time without the assistance of Coahoma Community College personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

Any Coahoma Community College employee or student who plans to create materials or objects developed wholly or partially using the College's time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects must receive written permission from the President of Coahoma Community College.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed upon and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by Coahoma Community College own the copyrights of their works and are free to register the copyright and receive any compensation or revenues which may result.

Any disputes involving an employee and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the *Policy and Procedures Manual*. Any disputes involving a student and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the *Student Handbook*.

# APPENDIX 1

