Wallace Community College Selma is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4501 for questions about the accreditation of Wallace Community College Selma.
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Wallace Community College Selma

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(334) 876-9227
http://wccs.edu

Off-Campus Centers
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2829 Fourth Avenue North
Clanton, Alabama 35045
(205) 755-1658

Adult Education
Building 16
Craig Industrial Park
Selma, Alabama 36702
(334) 876-9369

Revised 2007

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PREFACE

Wallace Community College Selma’s Faculty/Staff Handbook has been developed for use by all permanent, probationary, and temporary employees of the college. The Handbook promotes the mission of the college and guides the work of administrative, instructional, and support personnel in accomplishing the purpose and objectives of the college. It contains guidelines, which support the policies of the Alabama State Board of Education. A comprehensive collection of the Alabama College System policies and guidelines, by which Wallace Community College Selma is governed, is available in each administrative office and the library. The guidelines include statements about employment benefits, instruction, evaluations, administrative practices, compliance matters, and a wide range of college services.

The Faculty/Staff Handbook is intended as a resource to promote the smooth operation of the college, not as a contract between the college and employee. Any statements inadvertently in conflict with federal or state statutes or Alabama State Board of Education policies have no legal force or effect. Any policy or guideline found herein which is contrary to the language or intent of policies found in the current edition of the Alabama College System Policy Manual is null and void.

Disclaimer Statement

THE POLICIES AND PROCEDURES IN THIS HANDBOOK ARE DESIGNED TO SERVE AS GUIDELINES FOR MANAGEMENT ACTION. THEY ARE NOT INTENDED TO CREATE ANY CONTRACT OR BINDING AGREEMENT BETWEEN WALLACE COMMUNITY COLLEGE SELMA AND ANY EMPLOYEE. ALL POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE OR MODIFICATION AT THE DISCRETION OF THE COLLEGE AT ANY TIME THAT A PARTICULAR CIRCUMSTANCE WARRANTS MODIFICATION.

THIS HANDBOOK IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. NO PROVISION OR PORTION OF THE HANDBOOK CONSTITUTES AN IMPLIED OR EXPRESSED CONTRACT, GUARANTEE, OR ASSURANCE OF EMPLOYMENT OR ANY RIGHT TO AN EMPLOYMENT-RELATED BENEFIT OR PROCEDURE. WALLACE COMMUNITY COLLEGE SELMA RESERVES THE RIGHT TO CHANGE, MODIFY, ELIMINATE, OR DEViate FROM ANY POLICY OR PROCEDURE IN THIS HANDBOOK AT ANY TIME AND TO HIRE, TRANSFER, PROMOTE, DISCIPLINE, TERMINATE, AND OTHERWISE MANAGE ITS EMPLOYEES AS IT DEEMS APPROPRIATE AND CONSISTENT WITH POLICIES OF THE ALABAMA STATE BOARD OF EDUCATION. IF YOU HAVE QUESTIONS CONCERNING THESE GUIDELINES, PLEASE CONSULT WITH YOUR SUPERVISOR OR THE COLLEGE PERSONNEL SPECIALIST.
Non-discrimination Policy

It is the official policy of the Alabama Department of Postsecondary Education and postsecondary institutions under its control that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.
Chapter I

Introduction
CHAPTER I: INTRODUCTION

THE ALABAMA COLLEGE SYSTEM'S VISION, MISSION, GOALS AND OBJECTIVES

Vision Statement

The Alabama College System believes education improves the life of every individual and advances society as a whole.

Mission Statement

The Alabama College System, consisting of public two-year community, junior, and technical colleges and an upper division college, seeks to provide accessible quality educational opportunities, promote growth, and enhance the quality of life for the people of Alabama.

Goals

• To provide accessible quality educational opportunities.
• To promote economic growth.
• To enhance the quality of life.

Objectives

The Alabama College System will provide:

• General education and other collegiate programs at the freshman and sophomore levels that prepare students for transfer to other colleges and universities.

• Technical, vocational, and career education that prepare students for immediate employment or for the retraining of existing employees to promote local and state economic stability and competitiveness.

• An upper division university that provides selected baccalaureate opportunities for students within the Postsecondary system.

• Developmental education that assists individuals in improving learning skills and overcoming educational deficiencies.

• Student services and activities that assist individuals in formulating and achieving their educational goals.

• Learning resources that support the needs of the institution and the community.
• Business and industry development training that meets employer needs.

• Continuing education and personal enrichment opportunities that support life long learning and the civic, social and cultural quality of life.

• Expanded partnerships with schools and school systems in the state to deliver seamless educational options and supportive articulation services.

PHILOSOPHY, MISSION, AND GOALS OF WALLACE COMMUNITY COLLEGE SELMA

The philosophy of Wallace Community College Selma is expressed in the following beliefs:
* Education is essential to the economic, social, environmental, and political well-being of the citizens of West Central Alabama.
* Education should be made academically, geographically, physically, and financially accessible to students.
* Wallace Community College Selma is uniquely qualified to deliver excellent and equitable educational opportunities and services.

The mission of Wallace Community College Selma is to provide high-quality educational opportunities and services that are responsive to individual, community and State needs. To accomplish this mission, Wallace Community College Selma shall provide the following:

• General education and collegiate programs at the freshman and sophomore levels that prepare students for transfer to other colleges and universities.

• Workforce development initiatives, which promote local and state economic competitiveness, including GED preparation, specialized job-readiness and vocational training, and career/technical education programs.

• Training for Business and Industry that meets employer needs.

• Developmental education programs that assist individuals in improving learning skills and overcoming educational deficiencies.

• Student services and activities that assist individuals in formulating and achieving their educational goals.

• Continuing education and personal enrichment opportunities that support life-long learning and the civic, social, and cultural quality of life.

Approved by the State Board of Education 9/22/05
**Imperative I: Accessibility**

**Goal 1:** To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.

**Goal 2:** To provide affordable tuition and fees and make available comprehensive financial aid programs.

**Goal 3:** To provide educational offerings in locations, at times and in facilities that can best serve the College's communities.

**Imperative II: Quality**

**Goal 1:** To assure quality in all programs and services by employing a continuing cycle of effective planning, evaluation, and improvement.

**Goal 2:** To strengthen teaching and learning by promoting innovative and effective teaching methods.

**Goal 3:** To facilitate course and program transferability, equivalency, and articulation between the college and Alabama's public universities.

**Goal 4:** To attract, retain and support qualified personnel and to provide comprehensive opportunities for their professional growth.

**Goal 5:** To secure funding sufficient to assure a quality learning environment.

**Goal 6:** To secure funding sufficient to assure a quality learning environment.

**Imperative III: Diversity**

**Goal 1:** To assure that educational opportunities are available without regard to race, gender, ethnicity, socio-economic status, disability or age to those who have documented ability to benefit.

**Goal 2:** To assess special educational needs of diverse student populations and provide support and educational services to meet those special needs.

**Imperative IV: Economic Development**

**Goal 1:** To stimulate economic development in Alabama through education, training and retraining to meet the needs of private and public sector employers.

**Goal 2:** To integrate the colleges fully into the local economic development effort and to increase public awareness of the colleges in this role.

**Imperative V: Community Services**

**Goal 1:** To provide community service activities and establish partnerships which support civic, economic, educational, and cultural needs within the college service area.

**Goal 2:** To provide adequate and flexible facilities, equipment and institutional services to cooperating businesses, agencies and other non-profit groups for community program activities consistent with institutional goals and policies.
Imperative VI: Public Relations Strategies

Goal 1: To foster public awareness of the College and its mission, and to promote clear identity.

Goal 2: To reach potential consumers of education and training.

Goal 3: To increase community support for the College.

HISTORY OF GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE

George Corley Wallace State Community College had its origin on May 3, 1963. On this date, the Alabama State Legislature approved Acts No. 92, 93, and 94 which provided for the financing, development, and control of Alabama's public junior colleges and technical institutes.

Many individuals and organizations in Selma and Dallas County were active in obtaining Selma as a site for a technical institute. Mr. E. S. Watts donated 20 acres of land in North Selma, just inside the city limits, to be used for the location of the technical institute. The title of this institution was William Rufus King State Vocational Technical School in honor of a famous Alabamian who served 29 years as a United States Senator, was elected as Vice-President in 1852 under President Franklin Pierce, and was responsible for giving Selma its name.

The Alabama Trade School and Junior College Authority approved a resolution under advisement of Governor Albert P. Brewer on February 16, 1970, to establish a junior college in Selma on the same or adjacent site of the William Rufus King State Technical Institute. The State Board of Education gave its approval the same day. Prior to the ground breaking ceremonies, the name of the institution was changed to George C. Wallace State Junior College and Technical Institute in honor of the incoming governor. Mr. Charles L. Byrd, who had been director of the technical institute, was appointed President.

The combined technical institute and junior college function together as one comprehensive institution. In 1973, the institution was renamed George Corley Wallace State Community College; in 1974, it was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools; and, in 1989 and 1999, the institution earned reaffirmation of its accreditation by the Southern Association of Colleges and Schools.

Dr. Julius R. Brown was appointed President in May of 1989. At that time the college adopted a popular name, Wallace Community College Selma (WCCS). Dr. James Mitchell was appointed President in August of 2000.

Since 1989, the Fine Arts complex has been completed as well as other new buildings and extensive renovations; the WCCS Foundation was formed; new technology has been acquired; Student Support Services was expanded; and programs like Talent Search and Tech Prep were added. The community college academic honor society, Phi Theta Kappa, was strengthened and has won various awards. An Office of Institutional Research has been
established; the Academic Challenge for Excellence was created and attracts about 1,000 high school students each year; new student organizations have been formed; and refinement of the athletics program has occurred. The establishment of a learning development program, career development center and library automation was made possible through the State Department of Education and National Science Foundation funding. WCCS has become a member of the Rural Community College Initiative, making it one of 23 such colleges across the country, and has developed other links and services to the West Central Alabama region it serves.

SERVICE AREA

Wallace Community College Selma’s service area encompasses the following counties:

- Autauga County
- Chilton County
- Dallas County
- Perry County

DIVERSITY STATEMENT

Wallace Community College Selma is committed to create and maintain a quality educational environment that promotes and supports a student body, faculty, staff, and administration that is multi-cultural and diverse, and reflective of our student body and community population.

VISION STATEMENT

The college shares a vision of student-centered educational excellence that is responsive to the needs of our service area and is manifested by quality teaching, educational support services, and access to opportunity. Challenged by change and innovation, the college will move forward to create a future responsive to the diverse needs of students, community and state.

UNIVERSAL HUMAN RIGHTS PLEDGE

I believe that every individual has infinite and eternal worth.

I believe that recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world.

I believe that every individual is entitled to dignity and respect, without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age, or other status.

I believe that every thought and every act of such prejudice is harmful.
If it is my thought or act, then it is harmful to me as well as to others.

THEREFORE, I will strive every day of my life to eliminate such prejudice from by thoughts and actions.

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive daily to honor this pledge, knowing that the world will be a better place because of my effort.

– adapted from the Birmingham Pledge and the Universal Declaration of Human Rights

NON-DISCRIMINATION POLICY

Wallace Community College Selma has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant thereunder, to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. Under this Assurance, this institution is committed not to discriminate against any person on the grounds of race, color, national origin, sex, or physical disability in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property. The College’s facilities are accessible to and usable by disabled persons, thereby insuring that no qualified disabled person shall be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College shall not tolerate such conduct. Any person who believes him/her, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI Public Law 88_352, 1964; Title IX, Public Law 88_380, 1972; Section 504, Rehabilitation Act, 1973; the Americans with Disabilities Act of 1990; and Regulations issued thereunder may, by him/her or a representative, file with the United States Commissioner of Education, or with this institution, or both, a written complaint.

Ms. Sheila Theiss, of Wallace Community College Selma, is designated as the A.D.A. Coordinator to contact regarding any complaints under the above named Acts. Interested persons can obtain needed information from Ms. Theiss’s office (334_876_9294) as to the existence and location of federally assisted services, activities, and facilities that are accessible to and usable by disabled persons. Materials and equipment necessary to provide services to physically disabled persons are provided on a case-by-case basis.
The ADA Coordinator is available to assist any enrolled or prospective student who is disabled. The College will provide academic support services to students with learning disabilities, mobility impairments, hearing impairments, visual impairments, and other disabilities. Upon certification of disability by an appropriate medical authority, the ADA Coordinator will ensure that services will be tailored to meet students’ needs according to their specific disability and their academic major.

**Compliance with Title VI, Title VII, Title IX and Section 504 U.S. Department of Education and Health and Human Services Office of Education**

It is the policy of Wallace Community College Selma; Selma, Alabama not to discriminate on the basis of race, color, national origin, sex or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the Civil Rights Act of 1964, Title IV of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to:

Dr. James Mitchell President  
Title VI, Title VII, Title IX and Section 504 Coordinator  
Wallace Community College Selma  
P.O. Box 2530  
Selma, Alabama 36702-2530  
Telephone: (334) 876-9230

**AMERICANS WITH DISABILITY ACT (ADA)**

Wallace Community College Selma is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). The College endeavors to provide students, employees, and the community an opportunity for success with as few deterrents as possible. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. The office of the College’s ADA Coordinator, (Ms. Sheila Theiss) is located on the lower level of the Student Services Building. The ADA Coordinator’s telephone number is 876-9294.

The following procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA:

1. **Disabled Students**
   a. It is the responsibility of the student to notify the ADA coordinator of his or her need for accommodation and to provide documentation of the disability. This documentation should address each specific accommodation. This documentation should be dated within three years of the enrollment date. Once this documentation is
filed in the ADA Coordinator’s Office, the student’s instructors will be notified of the requested accommodations.
b. It is the student’s responsibility to notify the ADA Coordinator of enrollment in his/her initial and successive semesters by bringing a copy of his/her schedule to the ADA Office.
c. Prospective students are encouraged to contact the ADA Coordinator if assistance is required in applying for college admission or during the registration process.
d. In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation will apply.

2. Criteria for Disability Documentation
The Rehabilitation ACT of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental condition which substantially limits a major life activity, a history of such a condition, or the perception of such a condition. Alabama College System institutions do NOT provide disability documentation for students. It is the student’s responsibility to provide appropriate documentation to the College office responsible for handling the request and to request accommodations. Appropriate documentation is defined as that which meets the following criteria:

Health Condition, Mobility, Hearing, Speech, or Visual Impairment
A letter or report from treating physician, orthopedic specialist, speech pathologist, or ophthalmologist (as appropriate), including:
   a. clearly stated diagnosis,
   b. defined levels of functioning and limitations,
   c. recommended classroom accommodations,
   d. current letter/report (within three years of enrollment date) signed and dated.

Psychological Disorder
A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:
   a. clearly stated diagnosis (DSM-IV criteria),
   b. defined levels of functioning and any limitations,
   c. supporting documentation (i.e., test data, history, observations, etc)
   d. current treatment and medication,
   e. current letter/report (within one year), dated and signed.

Traumatic Brain Injury (TBI)
A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:
a. assessment of cognitive abilities, including processing speed and memory,
b. analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities),
c. defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.),
d. current treatment and medication,
e. current letter/report (post-rehabilitation and within year), dated and signed.

**Learning Disabilities**
A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

a. clear statement of presenting problem; diagnostic interview,
b. relevant test data with standard scores provided to support conclusions,
c. clearly stated diagnosis of a learning disability based upon DSM-IV criteria,
d. defined levels of functioning and any limitations supported by evaluation data.
e. current report (within three years of enrollment date), dated and signed.

**Attention Deficit Disorder (ADD); or, Attention Deficit Hyperactivity Disorder (ADHD)**
A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

a. clear statement of presenting problem, diagnostic interview,
b. relevant test data with standard scores provided to support conclusions,
c. clearly stated diagnosis of ADD or ADHD based on DSM-IV criteria,
d. defined levels of functioning and any limitations supported by evaluation data.
e. current report (within three years of enrollment date), dated and signed.

3. **Providing Services for Students with Disabilities**
Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama College System is committed to working with individuals with disabilities. It is a goal of the Alabama College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applications must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama College System institutions. Alabama College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by Wallace Community College Selma (WCCS) to be essential or fundamental will not be modified. Alabama College System institutions strive to eliminate barriers to learning or participation in other institutional activities and provide the following services for students and faculty:
a. Screening of disability documentation
b. Determination of appropriate accommodations
c. Communication with faculty and/or staff regarding student needs
d. Referral to other available campus and/or community resources.

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem-solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student.

Students with disabilities are responsible for informing Wallace Community College Selma of the disability and the need for reasonable accommodations. This should be done prior to or upon enrollment at the College. Student must furnish adequate documentation of their disability from medical or other appropriate professionals in order to substantiate the need for services.
Chapter II

Organization and Administration of WCCS
CHAPTER II: ORGANIZATION AND ADMINISTRATION OF WCCS

STATE GOVERNANCE

Alabama State Board of Education

Authority

The State Board of Education is authorized to

1. make rules and regulations for the government of each junior, community, and technical college;

2. prescribe for the junior, community, and technical colleges the courses of study to be offered and the conditions for granting certificates, diplomas and/or degrees;

3. appoint the president of each junior, community, and technical college, each to serve at the pleasure of the board;

4. direct and supervise the expenditure of legislative appropriations of each junior, community, and technical college;

5. prescribe qualifications for faculty and establish a salary schedule and tenure requirements for faculty at each junior, community and technical college;

6. accept gifts, donations, devices, and bequests of money and real and personal property for the benefit of junior, community, and technical colleges or any one of them; and

7. disseminate information concerning and promote interest in junior, community, and technical colleges among the citizens of Alabama.

Membership of Board

Members of the Alabama State Board of Education are elected according to Congressional Districts. The Governor of the State of Alabama serves as President of the Board. Complete lists of the members of the Alabama State Board of Education are found in the President’s Office and Library on the main campus.

CHANCELLOR

Authority

The authority and responsibility for the operation, management, control, supervision, maintenance, regulations, improvement and enlargement of each of the junior colleges and trade schools will be vested in the Chancellor, subject to the approval of the Board.
Duties

The Chancellor will act as Chief Executive Officer of the Postsecondary Education Department of the State Board of Education. The Chancellor will

1. execute and enforce the rules and regulations of the State Board of Education governing the junior colleges and trade schools;

2. interpret the rules and regulations of the board concerning the junior colleges and trade schools;

3. administer the Office of the Chancellor and appoint all positions of employment, including specialists and consultants, on full or part-time basis as may be needed to assist the Chancellor in performing the duties of the office;

4. have the authority to take any and all actions necessary and proper to administer policies, rules, and regulations of the board in carrying out its responsibility for the management and operation of the junior, community, and technical colleges;

5. prepare, or cause to be prepared, an annual report to the State Board of Education on the activities of the Postsecondary Education Department and submit on the first day of December, or as early thereafter as practicable, the same to the board for its approval and adoption. He will also prepare, or cause to be prepared, all other reports which are or may be required of the board;

6. prepare, or cause to be prepared, and submit for approval and adoption by the State Board of Education such legislative measures as are, in his opinion, needed for the further development and improvement of the junior, community, and technical colleges.

WALLACE COMMUNITY COLLEGE SELMA

Wallace Community College Selma is organized in a manner consistent with the needs of the citizens in the service area and in a manner judged to provide for an efficient delivery of educational services. The organization of the college is also consistent with the philosophy and leadership of the President.

I. Chief Executive Officer

The Chancellor of the Alabama College System and the Alabama State Board of Education have designated the chief executive officer of the college as “President” with duties and powers as specified within the Alabama State Board of Education Policies and Procedures for two-year colleges. The President serves as the final administrative authority in reviewing and directing all college operations. The President is authorized to establish the college’s
organizational and administrative structure, develop budgets and allocations, establish positions, promote employees, appoint employees to committees, promote community relations, and direct the educational programs and services of the college.

A. Duties of the President

The President, chief executive officer of the college, is directly responsible to the Chancellor of Postsecondary Education and the State Board of Education for the overall operation of the college. Specific duties and responsibilities of the President include the following:

1. direct responsibility to the Alabama State Board of Education as the chief executive officer of this college;

2. organization and administration of the college;

3. recruitment, appointment, promotion, and release of faculty and staff members;

4. development of a budget for approval by the State Board of Education;

5. direct planning of plant facilities;

6. approval of all official publications of the college;

7. approval of the scheduling of classes, facilities, staff, and school calendar for submission to the Chancellor of Postsecondary Education;

8. interpret the college program to the community;

9. completion of all reports required by state agencies or requested by local and national agencies;

10. basic responsibility for maintaining the accreditation standards of the Alabama State Board of Education and the Southern Association of Colleges and Schools;

11. delegation of authority and responsibility to other officers, staff, and faculty members, holding them responsible for the full discharge of their duties;

12. development of long-range plans to provide for the continued growth and improvement of the college;
13. preside over joint meetings of the Academic and Technical Programs periodically; and

14. supervision of the administration of the athletic programs at the college.

II Administrative Authority

A. General

The administration of the college is guided by the President, President’s Cabinet, and others as designated by the President. B. Divisional Authority

Organizationally, the college is divided into three (3) major divisions: the Instructional Division, led by the Vice-President for Instruction, the Student Services Division, led by the Dean of Students, and the Business and Finance Division, led by the Dean of Business and Finance. Each divisional senior administrator is responsible for the day-to-day operations and the personnel within their respective division. The responsibilities of each divisional senior administrator are as follows:

1. Vice-President for Instruction

The Vice-President for Instruction reports to the President and is responsible for administering the day to day operations of both academic and technical programs.

2. Dean of Students

The Dean of Students reports to the President and is responsible for administering and supervising all aspects of student development and services.

3. Dean of Business and Finance

The Dean of Business and Finance reports to the President and is responsible for all fiscal and physical affairs of the college.

C. Administrator in Charge During President’s Absence

In the absence of the President, the Dean of Business and Finance will be in charge of the college. If the Dean of Business and Finance is absent, the President will designate someone else.
DEAN OF BUSINESS AND FINANCE

James Mitchell
President

Jacqueline Smith
Dean of Business and Finance

Vickie Bell
Secretary

Jimmie Goldsby
Director of Physical Plant

Laura Vance
Comptroller

Leigh Ann Smith
Restricted Programs
Accounting Clerk

Naopi Evans
Accounts Payable Clerk

Cristy Purdie
Cashier/AR Clerk

Wilsonya Marshall
Cashier/AR Clerk

Daphne Charley
Human Resources
Generalist

Brandon Kimbrough
Printshop Technician

Ben Craig
Printshop Technician

Charles Dysart
Director of Public Safety

Eddie Moultrie
Supervisor of Transportation

Lori Combs
Payroll Clerk
DEAN OF DEVELOPMENT AND INNOVATIVE INITIATIVES

James Mitchell
President

Virginia Glover
Secretary

Millicent Woods
Dean of Development
and innovative Initiatives

Ebony Rose
Job Placement Coach
INSTITUTIONAL EFFECTIVENESS

James Mitchell
President

Virginia Glover
Secretary

Donitha Griffin
Executive Assistant
to the President

Earlens Larkin
Coordinator of
Institutional
Effectiveness

Brandi Spears
Secretary

Rita Lett
Coordinator of
Institutional
Research
II. Planning Process for Wallace Community College Selma

The WCCS Institutional Effectiveness Process is visionary in scope since it is a projected five-year planning model. The WCCS Institutional Effectiveness Process begins with an annual review of the college’s Philosophy, Mission, and Goals and a scan of the institution’s internal and external environment. From these evaluations, annual planning assumptions are developed to provide a framework to guide the development of college goals and objectives. Strategic priorities are then identified in order to focus the direction of the institution’s unit, departmental, divisional, and college-wide plans. The process involves broad-based participation since all college divisions, departments, and units are involved in the planning process, and divisional deans/Vice-President are responsible for assuring that all personnel participate in the objective-writing process each year. All plans are designated by area as being a part of either the Educational Plan or the Educational Support Plan. Furthermore, all plans are designated by type to be divisional, departmental, or unit. After unit and departmental objectives are written, these are reviewed by the various divisional deans/Vice-President and then divisional plans are written. Unit, departmental, and divisional plans are submitted next to the President for review. From this information, the President then determines which objectives become college-wide. This means that a unit or departmental objective could feasibly become so relevant to the effectiveness of the college that it is included in the college-wide plans. The relevancy of the process is assured since department chairpersons, divisional deans/vice-President, and the President read and react to the objectives submitted by all college personnel. The WCCS Institutional Effectiveness Process is developed to coincide with the college’s fiscal year; thus, the planning year begins on October 1st of each year and concludes the following September 30th. Throughout the year, various activities are designated on the planning calendar to be completed during certain months. To assure that the various college units are on schedule as far as establishing goals and objectives related to the college’s mission, to assure that the actual reporting of progress as these goals are met or not met, and to assure that the evaluation of results is reported in measurable terms are all responsibilities of the Planning Council. The following overview is intended to identify the most crucial planning and evaluation activities in the sequence they occur while referring to the documents that are actually used to involve college personnel in the various steps.

Assess the Internal Environment

This assessment focuses on the college’s strengths and weaknesses. Data concerning areas such as student demographics, enrollment, evaluations of faculty, staff, programs, and services as well as information gathered for local, state, and federal reporting are analyzed to provide information concerning the college’s performance. This assessment is conducted primarily by the Office of Institutional Research and includes input by the President’s Cabinet, the Administrative Advisory Committee, and the Planning Council.

Assess the External Environment

This assessment focuses on the external forces which significantly affect the college’s efforts to fulfill its goals and objectives. Environmental factors concerning demographics,
economics, technology, socio-cultural, legal, and political issues are analyzed annually. This assessment is also conducted primarily by the Office of Institutional Research and likewise includes input by the President’s Cabinet, the Administrative Advisory Committee, and the Planning Council.

**Develop/Update Planning Assumptions**

As stated earlier, these assumptions are predictions of probable developments over which the college has little, if any, control but which will, most likely, have significant impact on the college and its effectiveness. This stage of the planning process focuses on ways to minimize any negative impact of the developments while capitalizing on any opportunities they present. Again, this step is conducted primarily by the Office of Institutional Research and also includes input by the President’s Cabinet and the Planning Council.

**Review/Revise the WCCS Philosophy, Mission, and Goals**

Using the results of the internal and external assessments as well as the resulting planning assumptions, an annual review of the college’s philosophy, mission and goals is conducted in order to clarify the purpose of the college and its overall directions for the future. Usually involving only minor revisions, if any, this review is conducted by the President’s Cabinet and the Planning Council.

**Develop New and/or Revise Objectives**

Using information gathered from the previously described internal/external scans, annual planning assumptions, and a review of the college’s philosophy, mission, and goals, the President of the college establishes emphasis areas for all planning units to consider when developing objectives for their five-year Institutional Effectiveness Plans. The President and the Planning Council also designate college-wide planning days so that all planning units have an opportunity to familiarize themselves with the yearly planning assumptions and resulting emphasis areas in order to develop their objectives.

All objectives are directly linked to the college’s imperatives and goals; in fact, personnel are required to indicate this linkage on each Institutional Effectiveness Plan (IEP) form. Objectives are written in the active voice to assure that they are measurable, and they include a time-frame reference for completion. Fiscal needs, if any, are indicated, and all personnel involved in assuring that the objective is met are listed. The method of evaluation for each objective, probably the most important feature of the plan, is stated. The remaining areas of the IEP are left incomplete until the end of the planning cycle. At that time, personnel indicate the results of the stated objective, how the results were used, and what impact the results had. Finally, personnel indicate the status of the objective, i.e., whether it is completed and no further action is needed or if it needs to be continued into another fiscal year. If an objective is not completed, personnel are then required to revise the objective so that it will, hopefully, be finalized in the next fiscal year. The completed IEPs are then returned to supervisors for review.
Allocate Resources/Develop Budget

All departments and divisions are required to submit Budget Requests to support the college’s programs and services. Once all unit, departmental, and divisional plans are submitted, the President, with input from the Planning Council, reviews all objectives and prioritizes those which become college-wide.

Evaluate Objectives and the Planning Process

The President, with input from the Planning Council, evaluates the Institutional Effectiveness Process and makes adjustments to improve its efficiency and relevance. Evaluation is a part of each step in the Institutional Effectiveness Plan. Written reports of accomplishments, objectives to be continued, and problems encountered will become a vital part of evaluating the process at the unit, departmental, and divisional (college-wide) levels.

Implementation of Approved Objectives (New and/or Revised)

By the beginning of each fiscal year, the President and the Planning Council have completed their evaluations of all proposed unit, departmental, and divisional plans. All planning units then begin implementation of approved objectives.

Specialized Plans

While specialized plans such as the Institutional Management Plan, the Facilities Master Plan and the Crisis Management and Safety Plan are separate from the college plan, some do coordinate with the college plan, and all are addressed by it for systematic evaluation and review.
PLANNING STEPS

Conduct Internal/External Environment Scans

Update Planning Assumptions

Revise/Review College’s Philosophy, Mission, and Goals

Develop New and/or Revise Objectives

Evaluate Objectives and Planning Process
COMMITTEES OF THE COLLEGE

Committees of Wallace Community College Selma operate in various areas of the college and contribute to its growth and vitality. The committees’ purposes and established lines of authority between committee and administration are clearly defined. Committees are vested with significant responsibilities to ensure members of the faculty, staff, and student body are involved in planning, evaluation, and policy development.

I. Student Role and Participation in Decision-Making at Wallace Community College Selma

Wallace Community College Selma encourages its students to participate in the institution’s decision-making processes to the fullest extent possible. Opportunities for participation are provided through formalized structures and the administration’s practice of an open-door policy.

Formalized participation is provided in the following ways:

1. the Student Government Association;
2. student representation on several standing committees;
3. student representation on the college’s planning council;
4. student representation, when appropriate, on college ad-hoc committees;
5. the President’s meetings with the SGA Senate and other students periodically to discuss how the college can best meet student needs; and
6. students’ appeal of decisions made by faculty and staff through the academic and disciplinary grievance processes.

Also, the college’s administration practices an open-door policy. Students may, as individuals or groups, present ideas for improvement or voice concerns to the appropriate administrator or the President at any time. The college administration will respond to such input in a timely manner.

The college believes it can achieve excellence only by the full participation of those it serves, the students, in institutional decision-making.

II. Policy for Faculty and Staff Participation in Institutional Governance

The Alabama State Board of Education is the governing body for the college. In accordance with policies established by the Alabama State Board of Education, the college has established appropriate policies for achievement of the college’s mission and goals and a high level of institutional effectiveness.

It is the responsibility of the college’s President and administrators to develop and implement procedures and guidelines to effectively implement the policies established by the
Alabama State Board and the Chancellor of the Alabama College System.

In the development of procedures and guidelines, the college encourages and provides for the full participation of the faculty and staff in its decision-making processes. Participation is provided through formal structures and the administration’s practice of an open-door policy.

Formal participation is provided through

1. representation on the Planning Council;
2. representation on the Administrative Advisory Council;
3. representation on other standing committees;
4. representation on ad-hoc committees as appropriate;
5. the activities of the college’s interest groups;
6. the college’s Grievance Procedure whereby faculty and staff may appeal grievances; and
7. periodic planning meetings where input of the faculty and staff is sought.

Also, the college’s administration practices an open-door policy. Faculty and staff as individuals or groups may bring comments or concerns to the appropriate administrator or the President at any time. The college’s administration will respond to such input in a timely manner.

The effectiveness of the college can be achieved only through full participation of the faculty and staff in institutional decision-making processes.

Committee Records

Each Committee Chairperson is responsible for maintaining a record of meetings and activities in official minutes. The Chairperson should also provide the President and Library a copy of the minutes of each committee meeting. Minutes kept in the Library are available for faculty, staff, and student review. Minutes will also be distributed electronically.

COMMITTEES/COUNCILS

The following committees represent the standing and ad hoc committees of the college. Other Ad hoc and special committees may be appointed as needed. Generally, committee appointments are made annually around September of each year.

President’s Cabinet

The President’s Cabinet serves as the college’s central operational, administrative, planning, budgeting, and decision-making body. It further advises the President on both operational and strategic management decisions.
College Advisory Committee

Purpose

The College Advisory Committee comprises influential citizens of the service area, and members are selected and appointed by the President of the college. The major purposes of the committee are to serve as a communication channel between the college and community and to advise the President regarding educational needs of the community. Formal meetings are scheduled annually, but the President corresponds with all members regularly.

Membership

Members of the College Advisory committee are appointed by the President of the college.

Advisory Committee for Career/Technical Programs

Each occupational program has a committee comprised of lay persons who manage or work in related business and industry. The committees advise instructors on state-of-the-art equipment, desirable methods of instruction, and needed modifications in curriculum for a particular program. Each advisory committee meets and keeps minutes of each meeting. At the conclusion of the meeting, an Advisory Committee Report Form (Appendix 1) is completed and submitted to the Vice-President for Instruction.

A current list of the names is maintained by the Vice-President of Instruction and President’s office. The President has final approval of all committee members.

STANDING COMMITTEES

Administrative Advisory Committee

This committee serves as an advisory group to the President and his Cabinet. The committee has the authority to make recommendations to the President and Cabinet relative to institutional policies and procedures. Each employee category is represented on the committee.

Athletic Committee

This committee, in consultation with the Athletics Director, is responsible for developing goals and objectives for the intercollegiate athletics program and ensuring that the program is in harmony with and supportive of the purpose of the institution. The committee monitors compliance with academic, admission and financial policies, and under the guidance of the college administration, is further responsible for regularly and
systematically evaluating the athletics program. The committee is also responsible for developing plans for increasing the support of the college family and of the community for the college’s athletics programs. This committee reports to the Dean of Students.

**Black History Month Observance Committee**

This committee is responsible for planning and implementing a series of activities in observance of the Black History Month celebration. This committee reports to the President.

**Calendar/Registration Committee**

This committee is responsible for creating and submitting to the President the annual instructional calendar following the guidelines stipulated by the Department of Postsecondary Education. It also plans all registration processes and procedures. This committee reports to the President.

**Technology Committee**

This committee is charged with assessing the college’s technology needs, creating and maintaining a comprehensive technology plan, setting both hardware and software purchasing standards, identifying, assessing and integrating new technologies, developing technology related policies, and assessing technology related training needs of the college. Ultimately, it is the goal of the committee to achieve effective utilization of personnel and technology, providing expertise towards creating a technologically integrated work environment. Committee members will consist of a cross-section of college personnel including but not limited to academic/technical instructors, the Dean of Students, and technology services personnel. The committee will make recommendations to the President relative to computer resources and technology needs of the college.

**Curriculum Committee**

This committee acts as an advisory committee for instructional related matters. This committee is responsible for (1) periodic review of all existing academic programs and courses offered by the college; and (2) review of all new and/or proposed programs and courses to be offered by the college. Recommendations are submitted in writing to the Vice-President for Instruction and to the President for final approval.

**Diversity Committee**

This committee is designed to promote positive relations among the diverse groups that make up the college community. The committee will conduct workshops for various units of the college as well as the entire college that focuses upon leadership, diversity, innovation, teamwork, and overall institutional effectiveness. This committee reports to the President of the college.
Drug/Alcohol Abuse Committee

This committee is responsible for the development and enforcement of the Drug and Alcohol Abuse Policy of the college. The committee determines the effectiveness of its policy and reports to the President any revisions needed to make it more effective; ensures that the standards of conduct described are fairly and consistently enforced; and submits a written report to the President stating the findings and recommendations of the committee.

Editorial Review Committee

This committee is responsible for the initial formal review and editing of the subject matter of all college publications. This committee reports to the President and helps to ensure that the most current purpose statement is included in all publications. Moreover, the committee reviews all official publications of the college before final printing to ensure accuracy and appropriateness of information.

Professional Development Committee

This committee is responsible for assessing and recommending professional development activities for faculty and staff annually. This committee reports to the President.

Facility Plan Committee

This committee plans for the orderly physical development of the college. It is the vehicle through which major changes in the College's physical environment are made. The President serves as chairman of the committee. All members of the college family are encouraged to provide input at any time through supervisors. The committee updates the Master Facility Plan semi-annually. This committee reports to the President.

Financial Aid Appeals Committee

This committee is responsible for addressing major issues relative to financial aid and serves as an appeal mechanism for student aid recipients.

Graduation Committee

This committee is responsible for carrying out all activities relating to graduation -- ordering of regalia, rehearsals, and establishing the line of march. This committee reports to the President.
**Grievance/Appeals Committee**

This committee is responsible for developing and implementing a local system of grievance and appeals for all personnel of the college. Additionally, this committee serves as the hearing committee for grievances. This committee reports to the President.

**Health/Safety Committee**

This committee has responsibility for enabling the college to maintain a healthy, clean, secure educational environment for the students, faculty, staff, and visitors on all of the campuses.

The committee will prepare a comprehensive safety plan for each of the campuses that will give special attention to the provision and use of adequate safety equipment in laboratories and other hazardous areas, to the modification of buildings in order to provide easy egress in the event of fire or other emergency, and to developing and familiarizing all building occupants with emergency evacuation procedures. This committee reports to the Dean of Business and Finance.

**Library Committee**

This committee serves as a liaison among students, faculty/staff, and the community in order to provide appropriate and adequate services to the college’s constituents. This committee is responsible to the Vice-President for Instruction.

**Planning Council Committee**

The Planning Council’s primary functions are to assure that the planning process is understood by all college employees and that all participate, to serve as an agent which collects and disseminates information and data relevant to college planning, and to assure that all organizational elements of the college create goals and objectives, the effectiveness of which can be measured. Yet another function of the council is to oversee the publication of an annual end of the year report which highlights all college planning activities and serves as a means of justifying the college’s effectiveness in planning, allocating funds, and proving that college goals and objectives have or have not been achieved.

**Scholarship Committee**

This committee reviews all applicants for academic and technical scholarships and makes recommendations to the President. The committee is also responsible for securing additional scholarship and/or fellowship funds. This committee reports to the Dean of Students and to the college President.
**Student Activities Committee**

This committee serves as the coordinating body for planning and implementing student activities for the entire year. The committee reports to the Dean of Students.

**Student Handbook Committee**

This committee compiles, updates and prepares the Student Handbook for publication. This handbook should include all important information about the college -- its history, academic offerings, financial aid and scholarships, supporting services, facilities, policies and procedures, and rules and regulations governing student conduct and behavior. The committee is directly responsible to the Dean of Students.
Chapter III

Instructional Policies and Procedures
CHAPTER III: INSTRUCTIONAL POLICIES AND PROCEDURES

FACULTY CREDENTIALS

All faculty members shall meet the qualifications established in the *Principles of Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools and by the Alabama State Board of education.

Each faculty member should confirm that he or she has been employed at the correct rank and salary level. Correct determination of rank and salary level is the responsibility of the President. **If a faculty member is paid at too high a rank, the faculty member is liable for the overpayment.**

ALABAMA STATE BOARD OF EDUCATION POLICY 605.02

1. The credentials are organized according to teaching areas. The following groups are presented:

1.1. **Group A.** This group of requirements shall be used for instructors teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/mathematics; and in professional, occupational and technical areas that are components of associate degree programs designed for college transfer. This group of requirements shall also be used for librarians and counselors.

1.2. **Group B.** This group of requirements shall be used for instructors teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer to senior institutions.

1.3. **Group C.** This group of requirements shall be used for instructors teaching credit courses in diploma or certificate occupational programs. The associate degree program may be authorized, but is not usually required. A doctoral degree is not available in these teaching areas or related areas.

2. All instructors will be “grandfathered” (effective 12-8-94) in their current rank or level placements. For salary purpose Ranks I/B, I/A, II, III, and IV shall be equivalent to Levels 0, I, II, III, and IV, respectively.

2.1. **Level IV-Group A**

2.1.1. Degree Requirement: Earned Doctorate

2.1.2. In-field Requirement:

   Option (a) Earned doctorate in-field

   Option (b) Fifty-four (54) graduate semester hours of coursework in
the teaching field.

Option (c)  (Accepted only when fifty-four (54) graduate semester hours of coursework in the teaching field is unavailable at any accredited institution of higher education.)

Fifty-four (54) graduate semester hours of coursework in a combination of teaching field, related field, and/or education.

Option (d)  (Acceptable only when an instructor has two teaching assignments)

Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) hours in a second teaching area.

2.2. Level IV-Group B
2.2.1. Degree Requirement:

Option (a) Specialist degree (minimum thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

Option (b) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.2.2. (c) below.

2.2.2. In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b)  (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours is a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Twenty-four (24) graduate semester hours in accordance with Option (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The (30) graduate semester hours equivalent will be
determined for each program area by a program standards committee appointed by the Chancellor and composed of two technical Deans of Instruction and two instructors in each program area. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.2.3. Work Requirement:
Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.3. Level IV-Group C
2.3.1 Degree Requirement:
Specialist degree (minimum of thirty (30) graduate semester hours beyond the master’s degree in a planned program).

2.3.2. In-field Requirement:
Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) Six (6) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The thirty (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle or as needed.

2.3.3. Work Requirement:
Six (6) years of successful full-time experience as a master craftsman/journeyman in the vocational field with competency demonstrated through successful completion of an approved occupational examination, (e.g., NOCTI) within the first year of employment.

2.4 Level III-Group A
2.4.1. Degree Requirement:
Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

2.4.2. In-field Requirement:
Option (a) Fifty-four (54) graduate semester hours in the teaching field.

Option (b) (Acceptable only when fifty-four (54) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.) Thirty-six (36) graduate semester hours in major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.5 Level III-Group B
2.5.1 Degree Requirement:
Option (a) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program.)

Option (b) Master's degree plus the equivalent of thirty (30) graduate semester hours equivalent as stipulated in 2.5.2. (c) below.

2.5.2 In-field Requirements:
Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of fifteen (15) graduate hours of corporate or other external formal
training as determined below:

The fifteen (15) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.5.3 Work Requirement:
Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.6 Level III-Group C

2.6.1 Degree Requirement:
Option (a) Master’s Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.6.2 (c) below.

2.6.2 In-field Requirement:
Option (a) Eighteen (18) graduate semester hours in teaching field.

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in combination of teaching field, related field, and/or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.6.3 Work Requirement:
Six (6) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.7 Level II-Group A
2.7.1 Degree Requirement:

Specialist degree (minimum of a master’s degree plus thirty (30) additional graduate semester hours in a planned program.)

2.7.2 In-field Requirement:
Option (a) Thirty-six (36) graduate semester hours in the teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.) Eighteen (18) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.8 Level II-Group B

2.8.1 Degree Requirement:
Option (a) Master’s Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2.8.2.(c) below.

2.8.2 In-field Requirement:
Option (a) Eighteen (18) graduate semester hours in the teaching field.

Option (b) (Acceptable only when eighteen (18) semester hours in the teaching field is unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.
2.8.3 Work Requirement:

Three (3) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.9 Level II-Group C

2.9.1 Degree Requirement:

Baccalaureate Degree

2.9.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field or related field.

2.9.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.10 Level I-Group A

2.10.1 Degree Requirement:

Option (a) Master’s Degree

Option (b) (Acceptable only for creative and applied arts and occupational programs.) Baccalaureate degree plus in-field requirements in 2.10.2 (c) below.

2.10.2 In-field Requirement:

Option (a) Eighteen graduate semester hours in the teaching field.

Option (b) Acceptable only when eighteen (18) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education. Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Acceptable only for 1(b) above: Bachelor’s degree with
twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area.

2.11 Level I-Group B
2.11.1 Degree Requirement:

Bachelor’s Degree

2.11.2 In-field Requirement:

Option (a) Twenty-seven (27) semester hours in the teaching field.

Option (b) Specialized course work equivalent to the community or technical college program.

2.11.3 Work Requirement:

Three years of successful full-time experience as a practitioner in the occupational, technical, or vocational field.

2.12 Level I-Group C
2.12.1 Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core).

2.12.2 In-field Requirement:

Specialized course work equivalent to the community or technical college program.

2.12.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first two years of employment.

2.13 Level 0-Group A

(Instructors using these minimum requirements may only teach basic computation and communication skills in diploma or certificate programs or remedial courses.)

2.13.1 Degree Requirement:

Bachelor’s Degree
2.13.2 In-field Requirement:
Twenty-seven (27) semester hours in the teaching field.

2.14 Level 0-Group B
2.14.1 Degree Requirement:
Associate Degree
2.14.2 In-field Requirement:
Major in assigned teaching area.
2.14.3 Work Requirement:
Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

2.15 Level 0-Group C
2.15.1 Degree Requirement:
Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core.)

2.15.2 In-field Requirement:
Specialized course work equivalent to the community or technical college program.
2.15.3 Work Requirement:
Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

CONTRACT TERMS AND CONDITIONS FOR FULL-TIME FACULTY

1. While on duty, all full-time faculty members shall devote their full-time energies to the performance of their duties which include, but are not limited to, the academic advisement of students and providing assistance in the student registration process.

2. The teaching load and schedule of each full-time faculty member shall be determined in accordance with the administrative procedures of the institution. All full-time faculty will be subject to teaching off-campus classes and evening classes as part of their regular
teaching load. Assignment and/or changes in assignment will be made in writing by the President or his/her authorized designee.

3. The Employee hereby confirms that he/she possesses the necessary credentials, as required by the Alabama State Board of Education, to fill the position which is the subject of this Contract. If it is determined by the College or Chancellor of Postsecondary Education that the Employee does not possess such credentials, then this Contract will be voided by the College upon no less than ten (10) calendar days notice to the Employee.

4. The Employee shall meet all classes and office hours according to schedule and will create, maintain and submit all required class records and reports by due dates. Those documents are:
   a. list of no shows.
   b. return of accurate class rosters.
   c. submission of final grades.
   d. compliance with College Syllabus Policy.

5. This Contract shall not be construed as binding on either party beyond its term as specified herein.

6. Unless included in the terms of this Contract, as such term is stated hereinabove, this Contract creates no expectancy of summer employment.

7. In the event this Contract is terminated before its expiration, the Employee's salary shall be calculated on a daily rate from the beginning of this Contract period, such calculation to be in accordance with applicable rules of the Alabama State Board of Education or directives of the Chancellor. In the event that an appropriate calculation of the compensation due to the Employee indicates that the Employee has received an overpayment of salary and/or other compensation, the Employee agrees to reimburse the College for such overpayment within thirty (30) calendar days after the actual termination date of this Contract or no later than September 30.

8. All instructional personnel intending to resign are required to give written notice of resignation at least 30 days prior to the beginning of a semester and each instructional staff member shall complete all instructional duties and be cleared by the chief administrative officer for any semester started, except by mutual written agreement by both parties.

9. The Employee shall take all reasonable action necessary to keep himself/herself fully aware at all times of, and fully abide by, all applicable rules, regulations, and procedures of the College and the State Board of Education, regardless of whether such rules, regulations, and procedures are recorded in a faculty handbook or other College publications, stated in other written form, or stated orally to faculty members in general.

10. Employee agrees that prior to becoming employed by any person or entity other than the College, including but not limited to consultative employment, he or she will inform the College of such outside employment and, if known, the working days and hours of such outside employment. Employee shall not engage in any outside employment which would (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose additional financial burdens upon the College, (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama), or (5) be of a nature, character, or subject matter such that the outside employment, when considered in the light of Employee's position and duties with the College, would tend to decrease the effectiveness of the Employee in performing his/her College employment.
duties.

11. Employee shall not conduct any outside employment or business activities during College working hours, nor shall Employee use any College, property, equipment or facilities for personal gain.

12. All full-time faculty members shall attend the annual Honors Ceremony and the annual Graduation Ceremony.

SUMMER EMPLOYMENT POLICY FOR INSTRUCTION DIVISION FACULTY

Summer Employment for full-time faculty at WCCS is determined by Alabama State Board of Education Policy 603.02. A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year contract (fall and spring semesters) shall have first option (over part-time or temporary employees) for employment in the summer term, provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; and (4) the employee is in line to be hired by the college=s summer employment policy. In addition, instructors may be given priority for summer teaching only in areas in which they taught on a regular basis during the preceding academic year. In instructional departments in which there are two or more faculty members qualified to teach the same subject area, the departmental summer employment policy must be based upon a seniority principle, a rotation principle, or a combination of both. In such departments, the Department Chair will conduct an election to decide which of the above three methods will be used to determine summer employment priority in that department. The Department Chair will then construct a written summer employment plan, have it signed by each department faculty member, and submit it to the Vice President for Instruction for review. The Vice President for Instruction will then submit each proposed summer employment plan to the President for approval.

College Policy Statement:
At Wallace Community College Selma, full-time faculty employment is for the nine-month academic year only. Employment for the summer term (or semesters) is optional both with the College and with the instructor.

Summer teaching contracts are based on the following considerations.

1. All WCCS faculty (both academic and technical) are employed on a base 9-month contract. No faculty member has a 12-month contract, or is automatically given a summer contract.

2. Please refer to the Summer Employment Policy for Instructional Department Faculty in order to become familiar with the College policy on summer instructional assignments.

3. The most important criterion for all summer teaching contracts will be class size and student need.

In accordance with Alabama State Board of Education Policy No. 603.02, and formalized by signature agreements in April, 2001, the Summer Employment Policy for full-time faculty of the several disciplines in the Instruction Division is as follows:
Associate Degree Nursing
Rotation Only

Business Administration
Seniority only

Business Education
Seniority only

Computer Science
A Combination of seniority and rotation

Mathematics
Seniority only

Language Arts
Seniority only

Licensed Practical Nursing and Nursing Assistant
A combination of seniority and rotation

Biological and Physical Sciences)
Seniority only

I. Academic Faculty
A. Each academic course must have a minimum enrollment of eighteen (18) bona fide students (i.e., students actually enrolled on the first day of classes). Courses with less than 18 bona fide students will be canceled. The minimum enrollment is subject to change annually after review by the Summer Enrollment Committee.
B. A full teaching load for an academic instructor for a summer term is twelve (12) to thirteen (13) credit hours or the equivalent, as determined by the president.
C. The pro-rata payment system for fractional academic instructor teaching contracts is based on credit hours taught. For example, an academic instructor may request one of the following:
   
   25% of full-time pay for Three (3) semester hours taught
   34% of full-time pay for Four (4) semester hours taught
   50% of full-time pay for Six (6) semester hours taught
   67% of full-time pay for Eight (8) semester hours taught
   75% of full-time pay for Nine (9) semester hours taught
   100% of full-time pay for Twelve (12) semester hours taught

II. Technical Faculty
A. Each technical course must have a minimum enrollment of sixteen (16) bona fide students (i.e., students actually enrolled on the first day of classes) per full-time faculty member for the
summer term. Courses with less than 16 *bona fide* students will be canceled. The minimum enrollment is subject to change annually after review by the Summer Enrollment Committee.

B. A full teaching load for a technical instructor for a summer term is thirty (30) contact hours per week or the equivalent, as determined by the President. The pro-rata payment system for fractional technical instructor teaching is based on contact hours per week. For example, a technical instructor may request 50% of full-time pay for 15 contact hours per week.

**ACADEMIC FREEDOM**

Wallace Community College Selma subscribes to the following principles in regard to academic freedom:

1. The instructor is free to conduct independent research and to publish the results so long as such activity does not interfere with his/her assigned duties; however, research for pecuniary gain should not be undertaken without an understanding with the President.

2. In the classroom, the instructor has full freedom to discuss his/her subject. He/she should not introduce into his teaching irrelevant, controversial matter. Within this limitation, the institution protects the right of both the student and the instructor to a free search and its free exposition.

3. The institution respects the rights and privileges of the instructor as a citizen, but believes that his/her position imposes special obligations. Hence, the instructor is free from instructional censorship or discipline when he/she speaks, writes, or acts as a citizen; however, he/she should always be mindful of the fact that the public may judge the institution by his/her words and behavior, and should therefore be accurate, exercise restraint, respect the opinions of others and make it clear that he/she is not a spokesman for the College.

**INTELLECTUAL PROPERTY RIGHTS**

Wallace Community College Selma maintains rights to intellectual property created at the College’s expense. The College reserves rights of ownership of all intellectual property including, but not limited to, curricula materials, books, web pages, electronic publications, and other programs written or created by students, faculty, and staff using college equipment, and during time compensated by the College. Rights to intellectual property created by WCCS employees at their own expense, utilizing their personal equipment/resources and during their personal time will be retained by the employee.

**TEACHING LOAD (Full-time Faculty)**

For the fall and spring semesters, the normal teaching load for academic faculty at Wallace Community College Selma is fifteen (15) to sixteen (16) semester hours, or the equivalent as determined by the President. For the summer term, the normal teaching load for academic faculty at Wallace Community College Selma is twelve (12) to thirteen (13) semester hours, or the equivalent as determined by the President. The normal full-time teaching load for technical faculty is 30-35 contact hours per week.
TEACHING OVERLOADS (Extra Service)

With the approval of the President, a full-time instructor may be employed to teach a maximum overload of one course and/or lab per semester. The overload course must be taught outside the normal thirty-five hour work week of the instructor, and the pay must be at the prevailing adjunct salary rate. For pay purposes, an overload will be calculated only for credit hours taught above fifteen (15) or sixteen (16) credit hours normally taught. Overloads with pay will only be approved for instructors who teach beyond the full time load or the equivalent as determined by the President. Requests to teach an overload must be approved by the Department Chair and the Vice President for Instruction prior to the submission of the request to the President for approval.

CLASS ENROLLMENT MINIMUMS

Institutional Policy sets minimum enrollment standards and guidelines for the academic and technical programs of the College. The minimum class enrollment standard for the academic and technical programs is eighteen (18) students per academic class and eighteen (18) students per technical program (16 students per technical program during the summer.) Exceptions are considered on a case-by-case basis and must be approved by the President. Minimum enrollment standards are subject to change after annual review by the appropriate committee, appropriate Department Chair, appropriate Dean, and President.

FACULTY OFFICE HOURS

Each semester, an instructor must establish and present to the Vice President for Instruction an official work schedule. A faculty work schedule must conform to the following guidelines:

1. Contain a minimum of thirty-five (35) hours each week. These hours must be classroom/laboratory teaching or office hours;
2. Lunch and/or other breaks, i.e., time off the clock, cannot be included within the thirty-five (35) hours;
3. In addition to regularly scheduled office hours, faculty should make every effort to honor student requests for specific appointments;
4. At least two (2) hours must be scheduled on each of the five (5) workdays;
5. No more than five (5) consecutive hours of student contact should be scheduled. For the purpose of this guideline, classroom teaching hours, laboratory teaching hours, and advising hours are considered student contact;
6. No more than thirty (30) hours of instructional student contact may be scheduled;
7. If an instructor is approved to teach an extra-service (overload) class, that class must be scheduled outside the thirty-five (35) hours of the regular weekly work schedule;
8. If an instructor teaches an extra-service (overload) class, the instructor must schedule one hour of student advising for that extra-service class. This hour must be scheduled outside the thirty-five (35) hours of the regular weekly work schedule;
9. Faculty members must be available during regularly scheduled office hours, faculty duty days, and as assigned for providing academic advisement to students. Faculty members may not take
personal leave during any scheduled registration day.

An official blank Faculty Office Schedule form will be provided each semester to each faculty member by his or her Department Chairperson. Office hours must be approved by the Department Chairperson and sent to the Vice President for Instruction no later than the end of the fifth class day of each semester. Office hours must be posted each semester in a location readily available to students.

ROOM ASSIGNMENT

Each class is assigned to a specific room for the entire semester. Room availability is often limited, especially during the fall semester. Therefore, you may not change a classroom assignment without obtaining the permission of the Vice President for Instruction or his/her designee.

COURSE SYLLABI

Each instructor, both full-time and adjunct, must provide a written syllabus to each student enrolled in the classes taught by the instructor each semester.

A syllabus must provide all the information necessary for each student to know the full range of requirements in a class and MUST follow the OFFICIAL SYLLABUS MODEL, a copy of which is reproduced here and also posted on the college website.

DEFINITION: A syllabus is a student guide or map for course navigation. The instructor must have a syllabus for each course taught, and the instructor must adhere to it. The syllabus is an explanation of how the course will be managed. A course syllabus constitutes a contract which obligates the College to deliver specific instructional services to enrolled students. Accordingly, at the first class session of each course, the instructor should distribute to every student a syllabus which clearly explains the following:

a.) the nature of the course content;
b.) the objectives of the course;
c.) the requirements which the student must be able to accomplish in order to successfully complete the course;
d.) course evaluations;
e.) a clear indication of how course work will be weighed (e.g., exams - 80%, papers - 20%, etc.);
f.) a definition of plagiarism (if the instructor requires writing in the course);
g.) an attendance policy;
h.) a statement that students with a failing course average at mid-term should see the instructor as soon as possible;
i.) the statement  Any student in need of special accommodations and/or modifications must contact the ADA Coordinator at (334) 876-9294. Walk-ins will be seen Mon.-Thurs. after 3:00 p.m. in the Educational Talent Search office in the Student Center Building or appointments can be made by calling 876-9294@;
j.) a clear indication of how, where, and at what times the instructor may be reached by students for the purpose of providing academic assistance.
Each semester, a copy of each syllabus produced by each instructor must be filed with the Department Chair and submitted via e-mail attachment in MS Word format (.doc or .rtf file) to the Office of the Vice President for Instruction at this address: syllabus@wccs.edu.
### Course Information

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>[Insert Course Title]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester:</td>
<td>Fall, 2007</td>
</tr>
<tr>
<td>Course Number:</td>
<td>[Insert Course Number]</td>
</tr>
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<td>Meeting Time:</td>
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<td>[Insert Computer No.]</td>
</tr>
<tr>
<td>Meeting Location:</td>
<td>[Insert Meeting Location]</td>
</tr>
</tbody>
</table>

| Instructor: | [Insert Information] |
| Credit Hours: | [Insert Information] |
| Prerequisite: | [Insert Information] |
| Required Text /Materials: | [Insert Information] |

### Please read:

Please read this syllabus carefully. It contains vital information about what is expected of you in this class. It is designed to serve as a reference tool for the basic structure of this class. However, even with all the thought and preparation that went into the design for this syllabus, I am sure that there are some unique issues that may not have been addressed. Therefore, please contact me to address any concerns.

### Contact Information:

| Instructor Name: | [Insert Information] |
| Wallace Community College  |
| P.O. Box 2530  |
| Selma, AL 36702 - 2530  |

**Office Location:** [Insert Information]

**Office Telephone:** [Insert Information]

**WCCS Email address:** [Insert Information]

### Americans with Disabilities:

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the responsibility of the student to provide appropriate disability documentation to the College. In addition, the student must initiate an official request for special accommodations. **If special classroom instructional accommodations are needed please contact the ADA Coordinator, Ms. Sheila Thesis at (334) 876-9294. An official special accommodation request must be submitted to the ADA Coordinator every semester for each specific course.**

### Important Dates

- [Insert Date]------------------------ First Day of Class
- [Insert Date]------------------------ Last Day to Drop/Add
- [Insert Date]------------------------ Holiday (No Class)
- [Insert Date]------------------------ Holiday (No Class)
- [Insert Date]------------------------ Last Day to Withdraw From The Class
- [Insert Date]------------------------ Final Exam
## A Note From the Instructor

Instructor should insert a welcome. This is a good place to include tips or instructions that would help students succeed in the course.

## Course Description

The course description can be retrieved from the state syllabi on the STARS website. To access the syllabi:

1. Go to [www.wccs.edu](http://www.wccs.edu) website
2. Scroll down to the STARS link at the bottom of the WCCS web page
3. Click on “Administrator & Faculty” link
4. Click on “AGSC Approved Course Link”
5. Click on “Two-Year Institution” link
6. Scroll down list and select your course

## Course Objectives

The course objectives can be retrieved from the state syllabi on the STARS website. To access the syllabi, see the instructions in the “Course Description” section of this template.

- Insert Objectives
- Insert Objectives
- Insert Objectives

## Modes of Instruction

Instructor should include instructional modes that will be utilized in the course. Modes of instruction may include traditional lectures, interactive web-based materials, required student discussion, required laboratory performance. List only the activities that you will utilize.

## Evaluation and Assessment

(All instructors are required to make at least four (4) formal evaluations of student progress excluding the final examination. This is a minimal requirement for evaluation of a student’s academic progress. Evaluations may be in the form of tests, term papers, lab reports, etc., and must result in recorded grades. In addition, students must be provided with timely, periodic feedback on their progress in each course. Describe your grading system in detail. Include specific grading criteria, the weight assigned each examination, the grading scale—i.e., specifically describe how each final grade (A, B, C, D and F) is determined. Indicate the type(s) of tests you will administer—e.g., objective, essay, etc. Also state your policy on the grading of work submitted late, and your provision for giving make-up tests. Any advice to students about effort and performance may also be included here.)

The following grading scale will be used to report grades on the official school records:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – 90 to 100</td>
<td>W – Withdraw</td>
</tr>
<tr>
<td>B – 80 to 89</td>
<td>I – Incomplete</td>
</tr>
<tr>
<td>C – 70 to 79</td>
<td>S – Satisfactory</td>
</tr>
<tr>
<td>D – 60 to 69</td>
<td>U – Unsatisfactory</td>
</tr>
<tr>
<td>F – 0 to 59</td>
<td>AU – Audit</td>
</tr>
</tbody>
</table>

## Make-up Test/Exam Policy

Include make-up policy for students that are absent on the day of a scheduled test or examination. Include the specific conditions in which student will be allowed to make up missed tests or exams.
### Late Assignment Policy

Instructor should include policy on accepting “late assignments”. Instructor should also include a last possible date to submit work.

### Withdrawals

If you decide to withdraw from this class, you should contact the office of Student Services. You may withdraw and receive a grade of W. **Withdrawals may affect Standards of Academic Progress (refer to Student Handbook) which may affect your ability to receive financial aid.** If you are unsure of your academic progress, please come by the Financial Aid department in the Student Center.  

**Note:** The last day to withdraw from this course is [Insert Date]. If you stop attending class but do not officially withdraw from the course, your grade will be based on all work required for the course. Please note that all coursework that is not submitted will receive a grade of “0” for the missed assignment.

### Class Attendance

Students are responsible for reading and being familiar with the College’s Attendance Policy as stated in the WCCS Catalog/Student Handbook. Students are expected to arrive on time, attend all class sessions, and be responsible for any and all material missed during any absence. Excessive absences, regardless of the reason or circumstance, may interfere with the student’s ability to successfully complete the requirements of this course.

### Academic Honesty

Academic honesty is highly valued at Wallace Community College. Students are expected to submit work that represents his or her original words or ideas. All papers, quizzes, exams and homework assignments are expected to reflect the individual student’s effort. Please see the Wallace Community College Catalog for more information about academic honesty, including consequences of academic dishonesty.

### Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

### Classroom Discipline

Students are responsible for reading and being familiar with the College’s **Student Discipline Policy** as stated in the WCCS Catalog/Student Handbook.

### Open Door Policy

Please contact me about any problems or concerns that you may experience relating to this course. Prompt and consistent communication is essential for your success in this course, especially if you are experiencing difficulties that may impede your ability to pass the course. I have included my office telephone numbers, location, and email address in the contact information section of this syllabus. If my office hours are not convenient, you may contact me to schedule an appointment. I welcome conversation about grades and any other concerns that you encounter throughout the course.
The Following is an example of a course arranged sequentially by the order of material presented, indicating the material covered on each planned examination. List the projected (estimated) test dates and the due dates of specific assignments. Do not state that this syllabus may be changed at any time - it cannot. If necessary, you may change the order and sequence of material presented and the dates of examinations, but you may not delete or diminish course content in any way. The specific topics that must be covered in a course can be found in the “Course Outline of Topics” section of the state syllabi found on the STARS website. To access the syllabi see the instructions in the “Course Description” section of this template.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
<th>SECTION</th>
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<tbody>
<tr>
<td>1</td>
<td>01</td>
<td>Introduction</td>
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INDEPENDENT STUDY CLASS POLICY AND PROCEDURE

**Policy:** Under limited and extraordinary circumstances, a student may request permission to receive instruction via the means of an Independent Study class. In general, there are two conditions which must exist for a student to request an Independent Study class:

a.) specific course is required in a student’s degree plan for respective student to graduate during the same semester; and

b.) no other course is available during that term as an appropriate substitute for the required course.

**Procedure:** The student must request the Independent Study from a specific instructor. The instructor must make the request with written justification to the appropriate Department Chair. The written request must then be approved by the Department Chair, the Vice President for Instruction, and the President. If approved, the President will transmit the approval to the Dean of Students who will create the Independent Study section.

CAMPUS NETWORK AND INTERNET USAGE POLICIES AND GUIDELINES

**Section A: Usage Policies**

1. Any use of College telecommunication or networking services for illegal, unethical, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of the College’s mission, goals, policies, or procedures.

2. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder, except as permitted by the principle of fair use. Any responsibility for the consequences of copyright infringement lies with the user. The College expressly disclaims any liability or responsibility resulting from such use.

3. Through electronic means or otherwise, network users shall not violate the conditions of the Education Code dealing with a student’s right to privacy.

Additional examples of unacceptable use of the Wallace Community College Selma network and Internet connection include, but are not limited to, the following:

- libeling or slandering other users;
- malicious destruction or damage to equipment, software, or data including the willful introduction and spreading of computer viruses;
- disruption or unauthorized monitoring of electronic communications;
- plagiarism;
- recreational use, including chatting;
- commercial gain or private profit.
Section B: General Guidelines

In addition to complying with College network/Internet policies, users are expected to adhere to the policies and procedures established by other networks and facilities not owned by the College but which are accessed or traversed while using the Internet. Internet connections and computing resources provided by the College must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, Province, or other local jurisdiction in any material way. In addition, the College reserves the right to monitor, under appropriate conditions, the use of computer resources to protect the integrity of the system and to ensure compliance with regulations. In addition, the following should be taken into consideration:

1. Users of the Wallace Community College Selma network and Internet connection be aware that non-business or non-College related software downloaded from the Internet may affect a workstation’s performance through the random changing system settings thus affecting system and network performance. In addition, the downloading and installation of non-authorized software may render a workstation unusable, and loss of valuable data may occur.

2. Users should observe proper NET etiquette. Users should:
   a. be polite in all communications;
   b. not send messages that are abusive or contain swearing or vulgarity;
   c. not send a message in CAPITAL letters as this is considered as shouting at the reader.

3. The Internet is not a wholly secure environment. Users should take precautionary measures before making personal identification or information available over the Internet. The College is not responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet or caused thereby or arising therefrom.

CLASS MEETINGS

Each meeting of a class should begin and end on time. Instructors should ensure that classes meet for the full period. The official policy of the College stipulates that there are no regularly scheduled breaks in any of the class periods.

First Class Meeting: Many classes at Wallace Community College Selma last longer than the traditional fifty-minute hour. Instructors should plan to keep students the full class period on the first meeting of the class each term. Confusion can be kept to a minimum when instructors are available to direct students who are frequently late the first few days of the semester. Instructor=s should not give students a syllabus and release them early on the first day of class. The College recognizes that student=s tuition should include a full measure of instruction in every class period.

CLASSROOM SUPERVISION

Instructors should supervise classrooms to ensure that no drinking, eating, cell phone use, digital pager use, and/or tobacco products use occurs in the classrooms. Active cell phones and pagers may be used only by students who are on-call, EMT, nursing, fire or law
enforcement personnel. This policy must be strictly enforced. If a student refuses to comply with this policy after being informed that he/she is violating the policy, the instructor should take no action which would disrupt his/her class. Instead, the instructor should inform the student that his/her refusal to comply with the policy would be reported to the Dean of Students. Then, at the earliest possible convenient time, the instructor should report the matter to the Dean of Students, and the Dean of Students will implement the appropriate disciplinary action as prescribed in the Student Handbook. Also, at the conclusion of class, instructors should turn off the lights and the air/heat unit if applicable.

COLLEGE POLICY ON MINORS

Wallace Community College Selma (WCCS) welcomes visitors and expects them to respect the laws of the State of Alabama and to abide by the policies and procedures established by the College and its governing board, the Alabama State Board of Education.

The mission of Wallace Community College Selma is to provide high-quality educational opportunities and services that are responsive to individual, community, and State needs. Thus, the College seeks to establish and to maintain a safe environment which is conducive to an effective learning process.

The safety and security of minors (i.e., persons under the age of 18) are the responsibility of the parent or adult care giver. The College cannot assume responsibility for the safety of minors left unattended, nor can the College act as a care giver or protector of minors. Minors not enrolled as WCCS students may not remain on campus without the supervision of a parent or other adult care giver. Absence of such supervision may disrupt the learning process or work setting and possibly create a safety hazard for others on the College campus. No employees, students, or visitors should bring minors not enrolled as WCCS students to any class or leave minors unattended in any area of the College. Minors found unattended on the WCCS campus may be referred to the Campus Police and/or to the Alabama Department of Human Resources.

CLASS ROSTERS

It is the responsibility of the instructor to verify the accuracy of official class rolls. This is an important duty which must be performed in a timely fashion.

Instructors should print a copy of their class rosters from the AS/400 before the first day of class to determine students enrolled. Daily updates should be performed by instructors until the drop/add and late registration period have concluded. An instructor should not allow a student to remain in class or to submit work on-line if the student=s name does not appear on the class roster.

After the published late registration date for each semester, a ANo Show@ roster will be distributed to instructors by the Office of Student Services, and the due date for returning the roster will be stated. It is imperative that ANo Show@ rosters be submitted by the deadline date. Instructors should sign their rosters and submit the original rosters to the Office of Student Services. A staff person will accept the roster, date stamp the roster, and provide the instructor a copy. If an instructor erroneously reports a student as a ANo Show@ and the student has attended
the class, the instructor may request that the student be added back to the class roster. The student must submit a signed Admit to Class Form to the Office of Student Services prior to the 14th day of the semester.

The names of instructors not adhering to the due date and the procedure for submission will be referred to the Vice President for Instruction for appropriate disciplinary action.
Wallace Community College Selma
Admit to Class Form

The following student was turned in as a @No Show@ for a full semester/mini-session course. The student has attended the class since the **first day** of the semester/mini-session, and I permit him/her to be added back to my class roster.

____________________  ______________________
(Student=s Name)       (Social Security Number)

____________________
(Course Title and Course Number)

____________________  ______________________
(First Day of the Semester)       (Today=s Date)

Signature of Instructor

Signature of Student

Reviewed by Financial Aid  ______________________  ______________________
                        (Date)                        (Initials)

Received by Student Services  ______________________  ______________________
                        (Date)                        (Initials)

Distribution: White Copy-Student Services
Yellow Copy-Instructor
Green Copy-Financial Aid
Pink Copy-Student

INSTRUCTORS SHOULD USE THIS FORM IF THE STUDENT WAS REPORTED AS A @No Show.@ THE STUDENT MUST PRESENT THIS FORM TO STUDENT SERVICES BEFORE THE 14th DAY OF THE SEMESTER/MINI-SESSION. STUDENT SERVICES WILL FORWARD COPIES TO THE INSTRUCTOR AND THE FINANCIAL AID DEPARTMENT.

(Revised 9/13/06)
ATTENDANCE POLICY

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty may record attendance from the first class meeting. However, it is the student’s responsibility to keep track of his/her class attendance. The instructor is not required to notify the student when the student has been excessively absent. Frequent absences, regardless of the reason or circumstance, may interfere with the student’s ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of A/W. Withdrawal from a class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information concerning federal financial aid issues.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if a student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for make-up. The instructor’s policies regarding attendance issues (including make-up work) shall be clearly defined in the syllabus to be distributed on the first day of class. Attendance requirements in career/technical programs may differ from (and be more restrictive than) this policy.

Absences for Approved College Activities

Absences for students participating in official College activities that have been approved by the President or his designee will be excused upon receipt of written notification from the appropriate coach or sponsor. This notification will meet the following guidelines:
1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus.

It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, examinations, or other course requirements, at a time convenient for the instructor.

ACADEMIC HONESTY POLICY

One of the chief goals of Wallace Community College Selma is to promote academic honesty. Student actions which deter or discourage intellectual growth are defined as academic dishonesty and are listed as follows:
1. Any form of cheating on any exam, quiz, problem, or other exercise which is a requirement of a course.
2. Plagiarism on an assigned paper, theme, report, or other written material submitted to meet course requirements.
3. Use of papers or any other materials from Internet sources and submitted as the student’s own.
4. Have in the immediate testing area materials or devices not expressly authorized by the test administrator.
5. Intentionally providing false information to any College official.
6. Alteration or unauthorized use of any College record or document.
7. Unauthorized use of College Computer facilities, programs, and/or data.
8. Presenting as genuine any invented or falsified citation or material.

ACADEMIC HONESTY DISCIPLINARY PROCEDURE

1. A complaint of academic dishonesty against a student may be made by any person (faculty, staff or student) having knowledge of the alleged activity. If a faculty member initiates the complaint, he/she may not confiscate exam/assignment materials immediately, but will notify the student after the exam/assignment is completed that the student will have a hearing on possible cheating. Such a complaint must be made in writing, signed, addressed to the Dean of Students, and filed in the Dean of Student’s office within seven (7) calendar days of the alleged activity.

2. The Dean of Students shall investigate the allegations made in the complaint within seven (7) calendar days of receipt of the complaint. If the Dean of Students determines there is reasonable cause to believe that the student violated the Academic Honesty Policy or the items under 'Misconduct' in the College Catalog, the Dean will notify the student in writing of the specific charges against him/her. The notice shall require the student to make an appointment within seven (7) calendar days of receipt of said notice to discuss the complaint with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegation(s) contained in the complaint and a waiver of request for a hearing. Consequently, the Dean of Students shall assign a sanction deemed appropriate.

3. Pursuant to paragraph 2, the Dean of Students shall meet informally with the accused student and present the complaint. If the Dean of Students determines that reasonable cause exists that the student is in violation of the Academic Honesty Policy, the student may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student who fails to execute the aforementioned statement shall be deemed to have demanded a hearing before the Discipline Committee. The purpose of this hearing is to permit both the student and the complainant to present their respective sides of the alleged incident.

4. In the event that the student demands a hearing before the Discipline Committee, the rules of notice and hearing are the same as described in the Disciplinary Procedure section of the College Catalog/Student Handbook.

5. Upon conclusion of the hearing, the Committee Chair will explain to the student the results of the hearing and any penalty that will be imposed on the student. If the student is determined innocent, the exam/assignment will be graded following the hearing. If student guilt is established through the due process procedure for policy items 1-4, above, only then may the instructor assign a grade of 'A0' or 'AF' on the assignment in question. For violations involving policy definitions 4-8 of the Academic Honesty Policy, the Discipline Committee may suspend the student for a specific period of time or expel the student from the College.

6. The student may appeal the decision of the Discipline Committee to the President. Such an
appeal must be in writing, signed, and filed in the President=s Office within seven (7) calendar days of the decision.

WITHDRAWAL FROM COURSES

An instructor may not assign a grade of AWP@ or AWF@; however, a student may request to withdraw, and an instructor may assign a grade of AW@ at any time until the 80% point of any academic term. This generally means until the end of the 12th full week of classes during the full fall and spring terms and until the end of the 8th week of classes during the summer term. The grade of AW@ signifies the student has withdrawn from a course within the time period designated by the College. Credit hours for courses receiving a grade of AW@ will not be calculated in the student=s grade point average.

FORMAL EVALUATIONS:

All instructors are REQUIRED to make at least four formal evaluations of student progress excluding the final examination. This is a MINIMUM schedule for evaluation of a student=s academic progress. Evaluations may be in the form of tests, term papers, reports, etc., and must result in recorded grades. Students should be provided with timely, periodic feedback on their progress in each course.

GRADE ASSIGNMENTS

Students enrolled in all courses numbered 100 and above must be assigned letter grades. Courses numbered less than 100 (example: MTH 090) are evaluated on a pass/fail basis. With the exception of courses in the Associate Degree Nursing, Nursing Assistant and Practical Nursing programs, all College courses must adhere to the following grading system:

- A = 100 - 90%
- B = 89 - 80%
- C = 79 - 70%
- D = 69 - 60%
- F = 59 - 0%
- I = Incomplete (written explanation must accompany Class Roster and Grade Report).
- W = Withdrawn (dropped) within grace period. A grade of "W" cannot be assigned unless the student has officially withdrawn from the course. Students who cannot complete course requirements during the semester may be given an "I" (Incomplete) provided they make prior arrangements with the instructor. Assignment of a grade of "I" requires that a written statement be attached to the Class Grade Report explaining the reason for the "I."

FINAL GRADES

Final grades must be submitted to the Office of Student Services via the Internet using the appropriate AS/400 module and according to an established schedule. This schedule will be
placed in each instructor’s mailbox. It is imperative that instructors comply with this schedule.

**Posting of Grades:** The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. The public posting of grades either by the student’s name, institutional identification number or social security number is a violation of FERPA. Grades must not be posted either by name, social security number, or any other personally identifiable information. Grades may be posted by code, but only the instructor and the individual student should know the code words or randomly assigned numbers. The code must provide absolute protection to the privacy of the student and to the confidentiality of the student’s grade.

**Grade Books:** At the conclusion of each semester, each instructor shall give to his/her Department Chair, the grade book or a copy of the pages from the grade book used to record attendance and to calculate the grade of each student in each class to which the instructor is assigned.

**College Catalog:** Instructors are expected to be familiar with the general information, the curricula information, and all instructional policies and procedures published in the College Catalog/Student Handbook in order that they may effectively advise and counsel students.

**Instructor Liability:** All State of Alabama laws pertaining to safety in educational institutions must be strictly adhered to and carried out. Instructors are liable under State of Alabama law for negligence. Each instructor should teach, in his/her area, those safety practices which are applicable to the department, particularly in laboratories and physical education classes.

Additionally, instructors should stress the importance of proper care of college property and teaching equipment. Deliberate damage and abuse to college property should be reported to security and the appropriate administrator.

**Safety Procedures:** The following excerpt from the State Safety Law outlines certain other safety requirements that must be met: Code of Alabama, 1975, Title 16, Chapter 16-1-7:

> A. Every pupil, every teacher, and visitors in public schools shall wear industrial quality eye protective devices when participating in the following activities:

A. Vocational or industrial arts shops or laboratories involving experiences with the following:
   1. Hot molten metals.
   2. Millings, sawing, turning, shaping, cutting, or stamping, of any solid materials.
   3. Heat treatment, tempering or kiln firing of any metal or other materials.
   4. Gas or electric welding.
   5. Repair or servicing of any vehicle.
   6. Caustic or explosive materials.

B. The State Board of Education or other governing authority of each school shall furnish the eye protective devices prescribed in this section free of charge to the pupils and teachers of
the school participating in the courses described in subsection (a) of this section.

C. AIndustrial quality eye protective devices as used in this section shall mean devices meeting the current standards of the American standard safety code for head, eye and respiratory protection, promulgated by the American Standards Association, Incorporated. (Acts 1965, 1st Ex. Session, No. 168, p. 219.)

ESSENTIAL FERPA FACTS FOR FACULTY

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to the adult student:

The right to see the information that the institution is keeping on the student.

The right to seek an amendment to those records and in certain cases append a statement to the record.

The right to consent to disclosure of his/her records.

The right to file a complaint with the FERPA Office in Washington, DC.

Student educational records are considered confidential and may not be released without the written consent of the student. Faculty and staff members have a responsibility to protect educational records in their possession. To avoid violations of FERPA rules, DO NOT:

1. At any time use the entire Social Security Number of a student in a public posting of grades.
2. Ever link the name of a student with that student’s social security number in any public manner.
3. Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
4. Circulate a printed class list with student name and social security number or grades as an attendance roster.
5. Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
6. Provide anyone with lists of students enrolled in your classes for any commercial purpose.
7. Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

No information should be released regarding a student without consent from the Office of Student Services. More information on FERPA rules are contained in the College Catalog.

PROCEDURE FOR TEXTBOOK ADOPTION/CHANGES

1. **Textbook Recommendations:** A recommendation to change the required textbook for a course must be submitted with justification for the change by interested faculty to the Vice President for Instruction through the appropriate Department Chairperson. All full-time faculty members who teach the course should be involved in the selection and justification of the textbook.

2. **Desk Copies of Textbooks:** A desk copy of the proposed text should be provided to the Department Chairperson and the Vice President for Instruction when a textbook recommendation is made (one copy will be sufficient for all). Once a textbook has been
adopted, the Department Chair, or his/her designee, is responsible for ordering additional
desk copies for all full-time and part-time faculty in his/her area of responsibility.

3. **Interdepartmental Agreement:** Textbooks selected for courses taught by and for only one
department or program will not necessarily be subject to external review by other departments.
For example, there would be no need for math faculty to review a cosmetology textbook
recommendation. However, if a course is taught by a faculty member in one department for a
different department, a change in textbook for that course must be agreeable to both (or all)
departments.

4. **Reading Level:** Unless specifically exempted by the Vice President for Instruction, all
Requests for Change of Textbook forms must include an assessment of reading level based
upon a nationally recognized reading level scale. Instructors not familiar with such measures
should consult the Developmental Education Laboratory Coordinator for assistance.

5. **Notification:** If the Department Chairperson recommends, and the Vice President for
Instruction approves, the Request for Change of Textbook form will be forwarded to the
Bookstore Manager for inclusion on the official textbook list for the College. If it is not
economically feasible to change the text at the time of approval, the Bookstore Manager will
notify the Department Chairperson and the faculty.

6. **Limitations:** As a general rule, once a text is approved it should not be changed for at least
two years. Requests for exceptions to this rule can be made to, and granted by, the Vice
President for Instruction.

**Sale of Complimentary Textbooks:** Desk copies of textbooks are the property of the
College, not the instructor. The Alabama Ethics Commission has issued an advisory opinion
that faculty members may not sell for personal profit complimentary copies of textbooks
furnished to them by textbook publishers for possible use in the classroom. At Wallace
Community College Selma, it is suggested that faculty members donate unused complimentary copies of textbooks to the library.

**Salespersons:** Staff may confer with salespersons that represent specific items in
instructional related materials. Office hours may not be used to discuss personal insurance,
etc., with a salesperson. The College’s administration does not grant permission to
salespersons to solicit individual business on campus during instructional hours.

**ABSENCE FROM CLASS**

If an instructor is compelled to be absent from class, he/she shall notify the Campus Police
(876-9248) and request that they post the cancellation of the class (course number, title, time,
and date) on the appropriate building and room door. In addition, the instructor shall notify the
Department Chairperson and the Vice President for Instruction of his/her absence from class.
Whenever possible, this notification should be completed prior to the instructor’s absence. If
the absence is due to illness, the proper leave request form must be submitted to the Department
Chairperson within twenty-four hours after the instructor returns to work. Personal leave or
professional leave requires approval before the absence. If the instructor knows in advance that
he/she is unable to meet his/her classes, the instructor should not request Campus Police to post
their class(es); the instructor is responsible for posting those classes and/or announcing the planned absence to his/her students. Full time instructors are required to maintain their scheduled office hours.

FIELD TRIPS

**Definition of Field Trips:** Any educationally related activity or event (either optional or mandatory), which requires students to travel off campus to an instructional site other than designated in the Schedule of Classes. This definition excludes nursing/allied health clinical activities and other alternate teaching sites that must be utilized to accomplish the minimum objectives (competencies) of a course.

**Procedures:** A field trip requires prior approval of the Department Chair, Vice President for Instruction, and the President. The expenses of field trips are charged to departmental budgets. Usual minimum expenses are those for a College vehicle and for a certified driver of that vehicle. These expenditures must be approved (as stated above) prior to the proposed field trip.

**AFAIR USE® COPYRIGHT STANDARDS**

The following is the text of guidelines developed as a statement of minimum standards for "fair use" of copyrighted materials for educational purposes under the new copyright law.

The guidelines were agreed upon by representatives of educational organizations, authors, and publishers, who emphasized that the statement was not intended to limit types of copying permitted by law. Generation and use which exceeds these standards will be considered a violation of the copyright law.

A. Single copying for teachers: A single copy may be made of any of the following by or for a teacher upon individual request for scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book.
2. An article from a periodical or newspaper.
3. A short story, short essay, or short poem, whether or not from a collective work.
4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

B. Multiple copies for classroom use: Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that the following conditions are met:

1. The copying meets the tests of brevity and spontaneity as defined below; and,
2. Meets the cumulative effect test as defined below; and,
3. Each copy includes a notice of copyright.
Definitions:

Brevity

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.
   (The limits stated in 1 and 2 above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
3. Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
4. "Special Works": Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.
   Paragraph 2 above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

Spontaneity

1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author or no more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.
   (The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of periodicals.)

C. Prohibitions as to A and B: Notwithstanding any of the foregoing, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or reproduced and used separately.
2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, and test booklets and answer sheets and like consumable material.
3. Copying shall not:
   a. substitute for the purchase of books, publishers' reprints or periodicals;
   b. be directed by higher authority;
c. be repeated with respect to the same item by the same teacher from term to term.
4. No charge shall be made to the student beyond the actual cost of photocopying.

ALABAMA STATE BOARD OF EDUCATION POLICY 710.02
Live Work: Policies

1.1.1 **Definition:** Live work is done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds.

2.1 **Relationship to Training:** Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor(s) as part of the student=s training program.

3.1 **Administration:** Administration and control of live work in accordance with State Board of Education policies are the responsibility of the president of each college. All live work performed must be approved by the president or his/her representative. The president shall be responsible for the determination and collection of all charges and maintenance of appropriate records. The State prescribed and approved accounting procedures will be followed.

4.1 **Live Work Policies:** Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well defined before acceptance. Live work projects can be conducted for the following:

4.11 Tax supported programs and institutions;
4.12 Active and retired public employees/officials;
4.13 Students in the two-year colleges;
4.14 Charitable organizations which are supported by donations.

4.2 Live work may occasionally be conducted for individual organizations other than those listed:

4.21 Such live work is not designed for competition with private enterprise;
4.22 The circumstances involved are unusual and justify the acceptance of the live work project; and

4.23 The president justifies in writing why the live work is necessary for the training program and files a signed copy with the chancellor or a designated representative.

5.1 **Release of School Liability.** The person, program, institution, or organization for which live work is done shall:

5.11 Assume all responsibility for the results of the work being done by students;
5.12 Bear all actual cost of materials and parts involved; and
5.13 Pay a service charge according to schedule as prescribed by the section on service charges and established by the president to cover indirect expenses.

6.1 **Service Charges for Live Work Projects.** The total charges (cost plus a service charge) for live work will be as follows:

6.11 Cost plus 10 percent; or
6.12 Cost plus 20 percent.
6.13 In no case shall the total charge be less than five dollars per project.
6.14 Colleges offering the Heavy Equipment Operator program will be exempt from
this policy.

6.2 The president shall have the options to charge either:
6.21 Cost plus 10 percent for all work performed at the school;
6.22 Cost plus 20 percent for all work performed at the school; or
6.23 The combination of cost plus 10 percent for internal work (work performed for
students, faculty, and staff of the institution) and cost plus 20 percent for external
work (work performed for those persons not connected directly with the
institution).

6.3 In exceptional cases such as the construction of a public building, a reduced service charge
for the indirect expense of live work projects may be used provided the chancellor or a
designated representative concurs in writing. The school must recover all costs.

7.1 Construction Projects: In order to protect the public, all construction projects of public
buildings must be approved by the chancellor or a designated representative. Written
agreements will be submitted by the college for approval.

8.1 Licensed Training Program: When a licensed training program such as cosmetology or
barbering is operated, services may be provided to the public within a schedule of
charges established by the president.

9.1 Restrictions on Live Work: To avoid competition with private enterprise, live work is
restricted as follows:
9.11 Live work will be done only when it is essential to training and necessary for the
acquisition of occupational skills leading to employment.
9.12 Live work will not be performed when there is any connection with or relation to
the making of a financial profit by a program, organization, institution, or
individual.
9.13 No person shall use the colleges for personal gain or profit.

ALABAMA STATE BOARD OF EDUCATION POLICY 710.03
Live Work: Off Campus

1.1 All off-campus building trades projects involving more than 60 hours for any authorized
individual must be approved by the chancellor or designated department head. Any
requested approval should include at a minimum the plans, the instructional program(s) hours
involved, the specific live work training to be offered, and all estimated live work costs and
charges with assurance that training priorities within the program(s) involved will not be
unduly modified to benefit project requirements of the individual concerned.

WCCS CAREER/TECHNICAL PROGRAMS
LIVE WORK TERMS AND CONDITIONS

Any item submitted to one of the College=s Career/Technical Programs (e.g., Drafting &
Design Technology, Electrical Technology, Masonry/Building Trades, Welding Technology)
will be subject to the following conditions:

1. Live work projects connected with the College, College plant operation, maintenance, or
transportation shall receive first priority.

2. In addition to any applicable shop fees and waste disposal fees, the College will be paid cost plus 20% for all parts and materials used in performing live work (faculty and staff will be charged cost plus 10%).

3. The owner of the item to be repaired must be a student or employee of the College, or an employee or retiree of city, county or state government.

4. The work to be performed must, in the judgment of the program faculty member, be suited to the program curriculum. The program faculty member has the right to reject repair work on any item he deems inappropriate as a bona fide student project. However, the College President, or his/her designee, is responsible for administration, control and final approval of all live work projects.

5. If the work to be performed is determined to be educationally appropriate, the program faculty will notify the Business Office of such approval and the gross estimated amount of the repair.

6. Upon notification of the acceptance of the repair project, the Business Office will initiate a Live Work Order. If the repair is estimated to exceed $300.00, the owner of the item to be repaired will be required to submit a deposit of at least 75% of the total estimated repair.

7. Property must be picked up within five (5) working days of notification of work completion by the Business Office. Extenuating circumstances must be approved by the College President or his/her designee. Any property not picked up within thirty (30) days becomes property of the college.

8. All live work projects are performed by students and the college cannot be held liable for any damage to property submitted for a live work project.
This is to request that a live work project be performed by the following program:

- Electrical Technology
- Masonry/Building Trades
- Drafting & Design Technology
- Welding Technology

Description of work to be performed:

Qualification of Requestor:
I am a:
- student of the College
- employee of the College (if so, indicate your job title)
- city, county or state retiree
- a tax supported program and institution
- a charitable organization supported by donations

(Signature) (Date)
(Print Name)

I affirm that this project is appropriate for curriculum purposes and can be accomplished within the current academic term.

(Instructor) (Date)
(Vice President for Instruction) (Date)
(President) (Date)
Wallace Community College Selma
Permission to Perform Live Work (*For Internal College Projects*)

This is to request that a live work project be performed by the following program:

- [ ] Industrial Electricity
- [ ] Masonry/Building Trades
- [ ] Drafting & Design Technology
- [ ] Welding Technology

Description of work to be performed:

I affirm that this project is appropriate for curriculum purposes and can be accomplished within the current academic term.

(Signature) (Date)

(Print Name)

Charge to College Accounting Code:

(Instructor) (Date)

(Vice President for Instruction) (Date)

(President) (Date)
**Industrial Visits by Instructors in the Technical Programs:**

Instructors should make enough industrial visits to keep abreast of the needs of industry. The visits should create goodwill for the school, introduce the instructor to new technological advances, and offer an opportunity to observe the performance of former students employed by their industry. The instructor can explore the validity of his/her training programs and make adjustments accordingly. These visits require planning and advanced approval by the Vice President for Instruction.

**Career/Technical Program Advisory Committees**

The Director or senior instructor for each Career/Technical Program must establish and maintain a current Program Advisory Committee composed primarily of employees from program-related businesses and industries. Each Program Advisory Committee must meet at least annually and submit a copy of Advisory Committee meeting minutes to the Vice President for Instruction not later than May 1 of each year.
Chapter IV

Administrative Policies and Procedures
Management and Accounting
CHAPTER IV: ADMINISTRATIVE POLICIES AND PROCEDURES
MANAGEMENT AND ACCOUNTING

Budgeting

The Dean of Business and Finance is responsible for preparing the institution's annual budget and submitting it to the President. Once the President has approved the budget, it is then sent to the Alabama Department of Postsecondary Education for State Board of Education approval. The institution's staff and faculty participate in the preparation of a detailed annual budget. There are two stages in the budget process: internal and external.

Internal Budgeting

Faculty/staff members are responsible for preparing a budget for their academic or institutional support assignment. The budget must include a list of supplies, contractual service, and equipment requirements for the coming fiscal year. A budget printout generated by ACCESS lists historical data, which is used in the preparation of current budgets.

Budget requests prepared by the faculty/staff are submitted to the department chairs/supervisors. The appropriate dean reviews the requests and submits them to the Dean of Business and Finance. The President and Dean of Business and Finance review the requests and develop the budget depending on available funds and the priorities established in both current and long-range plans.

The annual budget requires approval of the State Board of Education. After approval by the State Board of Education, budgets for each department are entered into the computer system. As expenses occur during the year, they are charged to the appropriate budget. Budgets are available on ACCESS for Deans and Department Heads to review. Budget revisions are made as conditions change, and these changes are communicated to those affected within the institution.

External Budgeting

The annual budget requires State Board of Education approval. Following approval, the institution can make budget adjustments within the organizational codes.

PURCHASING

The purchasing function supports the mission, goals, and objectives of the college. It provides service to students, faculty, and the staff. Purchasing of goods and services, repairs, leases, lease purchases and contractual services for the college are monitored by the Dean of Business and Finance.

Purchasing shall be in compliance with the "BID LAW," Alabama Code 1975, Section 41; Chapter 16; Article 3, Public Law 95-507 that allows participation by small businesses; and
Executive Orders 11246 and 12138 concerning equal employment opportunity and affirmative action. Purchase requirements related to federal grants and contracts will comply with OMB Circular A 133.

Department chairpersons and administrative department heads must prepare a list of supplies, contractual services, and equipment for the coming fiscal year and submit it with their annual budget request. Bid specifications for like items will be prepared and quantity purchases will be made. Bid specifications for purchases will be prepared in cooperation with the department making the request.

The “State of Alabama” active contracts should be used as much as possible when making purchasing to avoid noncompliance with the competitive bid law. The web address is http://www.purchasing.state.al.us/activecontracts.html/. Indicate the state contract number on the requisition when making a purchase using this option.

The purchasing procedure includes the use of a Requisition for Purchase Order, Purchase Order, Receiving Department certification, audit of invoices, and approval for payment before issuing disbursements.

**REQUISITION FOR PURCHASE ORDER**

A Requisition for Purchase Order is required for all purchases of supplies, equipment, repairs, leases and contractual services.

A two-part requisition is used to provide documentation for the purchase order and to inform the person requesting services and material of the status of the order. Faculty and staff requesting materials will complete a Requisition for Purchase Order. The items to be purchased must be listed separately with the description clearly stated. General descriptions such as "electrical supplies or office supplies" are not acceptable. The unit price for each item should be listed and extended to the total column. The total of all items must be placed at the bottom of the page. Any shipping charges should also be included on the Requisition for Purchase Order. A completed vendor disclosure form must be attached to any purchase order more than $5,000.

Requisitions must be submitted to the department chairperson/department head, e.g., Humanities Department Chair, Director of Library Services. After the department chairperson or department head approves the requisition, it is forwarded to the appropriate Dean for approval. The Dean will then forward approved requisitions to the Dean of Business and Finance.

Unapproved requisitions will be returned to the Dean completing the request. The department head is responsible for reviewing the requisition for available budget and its relative use in the department. After the Dean’s approval, the requisition must be forwarded to the Business Office for budget approval.

The Business Office personnel check the requisition for appropriate signatures, budget compliance, and bid requirements. The account number is verified on the requisition and budget
availability checked. If requirements have been met, the Dean of Business and Finance signs the requisition and forwards it to the President’s office.

PETTY CASH

The use of petty cash in excess of $25 is unauthorized. All purchases in excess of this amount must be processed through a requisition for purchase order. All reimbursements for petty cash require the completion of a Petty Cash Form that must be approved by the appropriate dean or administrator. A signed receipt or invoice for the expenditure must accompany the Petty Cash Form.

The Business Office makes reimbursements for cash purchases from the Petty Cash Fund.

EQUIPMENT INVENTORY

The college equipment inventory is prepared as the disbursements are processed. An inventory form is completed and the inventory number assigned. The information is recorded in the department’s inventory and included in the total equipment cost.

A Disposal of Equipment form is completed by the instructor/staff who wishes to remove obsolete and worn out items from the department. After approval by the dean, the item is removed from the department and stored until a property sale is held. The college follows Act No. 437 "Disposal of Tangible Personal Property" and the State Board of Education Policy, August 15, 1968. After the public sale, equipment items are deducted from the department’s inventory total.

Transfer of equipment between two departments within the institution requires an Interdepartmental Transfer Form. This form is used to update the departmental inventories.

TRAVEL

IN-STATE AND OUT-OF-STATE

A. Travel

1. In-State Travel

   All In-State Travel Requests should be made at least two or more days in advance of travel date. The request should be signed by person traveling, the immediate supervisor, the immediate Dean, and the President prior to leaving the campus. A signed copy will be forwarded to traveler and a copy to the Business Office in case a college vehicle needs to be reserved. Forms are available from the Business Office, Divisional Dean’s Office, and the President’s Office.
Allowances for expenses of person traveling within state.

(a) No travel allowance shall be paid for a trip of less than six hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of $11.25 for a trip that is six to twelve hours in duration. If the trip is in excess of twelve hours but does not involve an overnight stay, the allowance is $30.00 (meal allowance plus 25% of the regular per diem rate). Non-overnight per diem is taxable and will be reported on the W-2 Form as income.

(b) The traveler must first seek a college vehicle for travel. If a college vehicle is available and the employee chooses to use his/her personal vehicle, he/she will not be reimbursed for mileage. Only if a college vehicle is not available, the traveler may use his/her personal vehicle upon approval of his/her supervisor and be reimbursed mileage as determined by the Internal Revenue Code (current rates available in Business Office). If more than one person is going to the same destination, a total of four employees are expected to travel together when claiming mileage if possible. The exception to this policy must have the approval of the supervisor(s) and the President.

(c) If the traveler’s destination is 67 miles or less from his/her official base (WCCS), the traveler must commute daily. No overnight allowance will be permitted. The exception to this policy must have the approval of the supervisor(s) and the President.

(d) If the traveler’s destination is greater than 67 miles from WCCS, the supervisor shall determine whether the employee shall commute to the destination or stay overnight based upon the circumstances. If an overnight stay is required and approved, the per diem rate for travel requiring an overnight stay is $75 per day effective September 8, 2005.

(e) Normally, mileage for authorized travel is computed from place of employment to destination and return; however, travel may be computed from home if commenced during non-duty hours. Therefore, the mileage allowance shall be paid for the most direct route from the official base or from the home, whichever is the shortest distance.

ALL TRAVEL MUST HAVE PRIOR APPROVAL.

2. Out-of-State Travel

The State Board of education authorizes the President to approve out-of-state travel for each college employee or student traveling on college-related activities.

Guidelines are issued by the Chancellor of Postsecondary Education pursuant to a policy revision adopted by the State Board of Education at its meeting on March 22, 1990. The Resolution reads in pertinent part:
“In order to guarantee that professional development leave requiring out-of-state travel and being planned for groups of two-year college employees shall be consistent with the State Board of Education’s goals and objectives for such leave, prior approval of the college’s President shall be required . . .”

For the purposes of implementing the above-quoted resolution, the term “professional development leave” shall be defined as the following:

The approved absence of a two-year college employee from normal work duties for the purpose of either (1) engaging or participating in an activity or process which is intended to develop or enhance the respective employee’s job skills and/or job-related knowledge or (2) conducting, performing, or administering an activity or process which is intended to develop or enhance the job skills and/or job-related knowledge of other two-year college employees.

Requests for out-of-state travel may be secured from the office of the traveler’s division. Out-of-state travel is subject to the following rules and regulations.

1. A travel request form must be pre-approved by the President prior to traveling.
2. College-owned automobiles should not be used for out-of-state trips of 200 miles or more unless two or more people are attending the same meeting.
3. For an employee traveling on an authorized out-of-state trip of 200 miles or more by private automobile, reimbursement will be made on plane fare rate, tourist class and not the federal mileage rate as determined by the Internal Revenue Code (contact the Business Office for the current rate). If an employee desires to use his/her private automobile on such out-of-state trips and to claim tourist class plane fare, he/she must take annual leave for travel time to and from his destination beyond that time which is required for commercial air travel.
4. Subsistence for out-of-state travel is the amount actually spent. Itemized receipts are required for all expenses to be reimbursed.
5. Persons traveling in the service of the college outside the state of Alabama shall be allowed all their actual necessary expenses, in addition to their
actual expenses for transportation, provided such travel has been approved.

6. All out-of-state travel will be of tourist class when commercial transportation is employed.

7. When completing the travel reimbursement form, all receipts should be attached to the form in order of meal and date. Travelers should make copies for their personal files.

8. Reimbursement requests should be related to the purpose of the travel. Items such as valet parking, in-room movies, or conference specialty items are not allowable charges for reimbursement.

3. Prepayment of Travel Expenses

Act No. 2000-679, effective August 1, 2000, provides that institutions of higher education may elect to prepay out-of-state travel expenses for persons traveling in the service of the State, and it also allows institutions to receive authority for out-of-state travel from the Presidents of the institutions. The prepayment of travel expenses is defined as payments made directly to the vendor on behalf of an employee. The expenses that may be prepaid include only those items for which an invoice may be obtained in advance of the travel (i.e., commercial transportation and conference registration). Exceptions and exclusions are prepayment of hotel/motels, meals, parking, and taxis. Act No 2000-679 does not provide any provisions for the advance payment of travel or payments made directly to the traveler.

If the college elects to prepay travel expenses for out-of-state travel, the guidelines governing the prepayment of travel expenses must, at a minimum, include the following:

a. No prepayment of expenses will be made from one fiscal year’s appropriation when the trip is to be made in a different fiscal year. Thus, payment vouchers must be encumbered at year end.

b. Prepayment of travel expenses on behalf of an employee should be reimbursed to the college in the event the trip is not made due to personal, professional, or business reasons.

c. Authorization for prepaid travel expenses should be withheld from any compensation due the employee that has been paid and the trip not made because of termination of services.
d. A signed statement by the employee verifying that the prepaid expenses are for travel on official State business.

e. Prepayment of travel expenses must include the approval of department head/division director and signature of the President.

Additionally, the college must maintain detailed accounting records of prepaid travel expenses for audit purposes including proper documentation as back-up for payment.

B. Conference & Seminar Registration

The college will reimburse registration fees for professional conferences, seminars and activities. Requests for approval should be accompanied with a copy of the program agenda.

C. Student Traveler

Any college-sponsored activity that includes the travel of students must have the same approval as faculty and staff. Such requests must have as supporting documentation the names of all students that will be traveling and a copy of the agenda.

D. Use of College Vehicle

Listed below are the procedures to follow when requesting and using a WCCS vehicle:

1. Vehicles will be issued on a first-come, first-serve basis.

2. Request for Travel form should be filled out and signed by the traveler and approved by the appropriate supervisor(s).

3. Submit the approved copy of the “Request for Travel” form to the switchboard operator for vehicle reservation and assignment. Call-ins to schedule the use of a college vehicle will not be accepted.

4. At the time of departure, the keys for the assigned vehicle should be picked up at the switchboard. The vehicle may be picked up in the parking lot in front of the Administration Building.

5. Upon completion of the trip, complete the Trip Record and make certain the Transportation Department knows of any problems that may have occurred with the vehicle.
6. Return the vehicle to the Transportation Building. Leave the keys in the vehicle. If the traveler returns after normal business hours, contact Security and the Security person on duty will follow the traveler to the Transportation Building and give him a ride back to his personal vehicle. Lock the keys in the WCCS vehicle after dark.

7. The Transportation Supervisor will service the vehicle and return it to the Administration building parking lot for the next scheduled use.

A. **Home To Base Usage of College-Owned Vehicles** must be approved by the President. The regulations are as follows:

1. In accordance with the IRS regulations and Section 41-17-19, 1975 Code of Alabama, pertaining to the use of college-owned vehicles, Wallace State Community College-Selma has adopted the vehicle cent-per mile valuation rule (contact the Business Office for the current rate) for “control employees.” Control employees are those who are paid $114,500 or more annually.

   The use of a college-owned vehicle is considered a benefit, and the equivalent dollar must be reported on the employee’s W-2 form. If using the vehicle for personal or base-to-home travel, the employee must submit the total number of miles traveled from the year through December 31st. The total number of miles will be multiplied by the state mileage rate and then entered on the employee’s W-2 form as the benefit amount. No federal income tax withholding is required, but FICA and Medicare tax must be computed and matched by the college.

   This information must be submitted to the business office no later than December 15th each year.

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**EMERGENCY PROCEDURES**

**Bio-Terrorism Threat**

NOTE: The following instructions are adapted from a public health emergency preparedness and response advisory issued by the Centers for Disease Control (CDC) on October 12, 2001, and guidelines from the U. S. Postal Service, concerning emergency procedures to be taken in case of an anthrax or other biological agent threats.

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.
A. **DO NOT PANIC**

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

B. **What to do with a suspicious unopened letter or package that may or may not be marked with a threatening message such as “ANTHRAX”:**

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. REPORT the incident to campus security personnel or an available supervisor. Security personnel will evaluate the situation and contact local police.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

C. **What to do with an envelope with powder if the powder spills out onto surface:**

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face. REPORT the incident and your location in the building to campus security personnel or an available supervisor. Security personnel will evaluate the situation and contact local police.
4. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
5. SHOWER with soap and water as soon as possible. Do Not Use Bleach Or Other Disinfectant On Your Skin.

6. If possible, LIST all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

D. What to do about room contamination by aerosolization:
For example: a small device was triggered, warning that air-handling system is contaminated, or warning that a biological agent released in a public space.

1. Turn off local fans or ventilation units in the area LEAVE area immediately.
2. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away). REPORT the incident and your location in the building to campus security personnel or an available supervisor. Security personnel will evaluate the situation and, if necessary, dial “911” to report the incident to local police and the local FBI field office.
3. SHUT down the air handling system in the building, if possible.
   5. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

E. Procedures for Campus Security Personnel and Administrators

1. Identify and seal off the area with tape.
2. Identify what makes the envelope or package suspicious. DO NOT shake or empty the contents.
4. Determine whether the envelope or package has been opened. Determine who handled the envelope or package
5. Determine if ventilation/air handling system should be shut down
6. Place the envelope or package in a plastic bag or container (preferably one that can be sealed) to prevent leakage
7. If available, wear gloves and a mask. If no cover or container is available, COVER envelope or package with anything (e.g., clothing, paper, trash can, etc.) DO NOT REMOVE COVER.

F. How To Identify Suspicious Packages and Letters

Some typical characteristics of letters or parcels that ought to trigger suspicion include

*Excessive postage, no postage, or non-canceled postage
*No return address or fictitious return address
*Shows a city or state in the postmark that does not match the return address
*Handwritten or poorly typed addresses
*Improper spelling of addressee names, titles, or locations
*Incorrect titles or title but no name
*Misspellings of common words
*Unexpected envelopes from foreign countries
*Suspicious or threatening messages written on packages
*Postmark showing different location than return address
*Distorted handwriting or cut and paste lettering
*Unprofessionally wrapped packages or excessive use of tape, strings, etc.
*Packages marked as “Fragile--Handle with Care,” “Rush--Do Not Delay,” “Personal” or “Confidential”
*Rigid, uneven, irregular, or lopsided packages
*Packages that are discolored, oily, or have an unusual odor or ticking sound
*Packages with soft spots, bulges, or excessive weight
*Protruding wires or aluminum foil
*Excessive security material such as masking tape, string, etc.
*Visual distractions

Criminal Sanctions for Threats of Terrorism and Hoaxes

The anthrax infections subsequent to the 9-11 terrorist attack make it clear that prudent measures must be taken to prepare for and respond to any bio-terrorism threat or attack. Media reports of anthrax hoaxes make it necessary for the college to adopt a “zero tolerance” policy for anyone attempting a hoax.

The Alabama Criminal Code states that “A person commits the crime of making a terrorist threat when he or she threatens by any means to commit any crime of violence or to damage any property by Intentionally or recklessly Terrorizing another person.
Causing the disruption of school activities.
Causing the evacuation of a building or place of assembly.”

The crime of making a terrorist threat is a Class C felony (Act 2000-807, § 1

First Aid

A first aid kit is located at the front desk near security on the Main Campus. Should an employee or student require minor first aid or emergency treatment, they should contact the security desk (ext. 9255) or the Front Desk (0 for the operator). If major harm is sustained or suspected, 911 should be contacted as well as campus security. First aid kits are located in the front office, the student center, the faculty secretary’s office, all technical shops, biology lab, ADN department, the library, maintenance warehouse, the LPN department on the main campus, and Building 322 at Craig Field.
Fire

Employees should evacuate the building via the nearest exit and assist students in that process. Physically challenged students, faculty and staff should be directed to the areas of rescue assistance located at the stairwell of the library and science/nursing buildings. These are the “areas of rescue assistance” where designated rescue personnel will be directed to offer assistance.

Tornado

The college maintains a weather alert radio at the Front Desk. A tornado warning is issued when a tornado has been sighted. If evacuation is deemed necessary, the switchboard will notify the campus. All employees and students should proceed to interior hallways and wait until the all clear is given.

Snow Days

Only rarely does the college close due to snow or other severe weather. The decision to close the college is made by the President. Local radio and TV stations will be notified of any college closings due to severe weather.

Bomb Threat

In the event of a bomb threat, administrators or security personnel may conduct a search in the classroom area. The decision may be to evacuate the area. If so, instructors will be notified by college officials. No alarm will sound. The work area is to be left as is, but personal belongings should be taken.

No electric equipment should be handled. Unclaimed boxes, packages, or book bags should be reported to appropriate college officials.

Loss of Power

Occasionally, the college will suffer a loss of power. College officials will determine the extent and duration of the power loss and decide whether to dismiss classes at the respective campuses. Class should not be dismissed until notified to do so by college officials.

ACCIDENTS AND PERSONAL INJURIES

All employees are required to submit to the President a detailed written report on any accident involving school property or an accident resulting in personal injury. This report should be submitted within 24 hours of an accident or as soon as practicable. A copy of the report should be sent to the Personnel Office.
GUEST SPEAKERS OR LECTURERS

The President must approve all guest speakers before they are invited on campus. The State Board of Education has ruled that no college under the State Board of Education will permit communist speakers to use its facilities, advocating a system of government, which denies freedom and seeks to destroy it.

NEWS RELEASES, PRESS COVERAGE AND PUBLICATIONS

The President is the official spokesperson for the college and has final approval on all official communication, electronic and print.

KEY CONTROL PROCEDURES

General Policy

WCCS has a unique master keying system with restricted keys which cannot be duplicated off campus. Furthermore, it is a violation of WCCS policy for any employee to have a WCCS key duplicated without proper authorization. Request to duplicate keys must be channeled through the Physical Plant Director’s office. This does not include keys to filing cabinets and desks, which are issued to employees by appropriate supervisors or deans. **Keys are not to be exchanged between employees and duplicated in any manner.** Questions about the college’s key procedures should be directed to the Physical Plant Director at ext. 9326.

Keys to Filing Cabinets and Furniture

Keys to filing cabinets, desks, and other furniture will be issued by the immediate supervisor or the division dean. Upon termination of employment or transfer to another department, all keys must be returned to the supervisor or the division dean. Lost keys should be reported immediately to the supervisor or division dean.

Key Control Procedures

The procedure listed below supersedes all previous procedures used to issue/reissue/copy keys, install locks, security systems, or change keying of existing systems:

1. The Physical Plant Director will establish effective key control procedures to ensure building security.
2. A key control organization structure and a key check out roster will be provided to the housekeeping department.
3. Grand master and master keys will be under the control of the President. Distribution to any individual, department head, dean, and others will be closely monitored.
Ordering of Keys

Please follow these procedures to order keys:

1. Make request to the supervisor who will determine the necessity of person having a key.
2. Upon approval by the appropriate Dean, complete a Maintenance Request Form and forward the request to the Physical Plant Director.
3. The Physical Plant Director will notify the employee when the key is available.
4. The Physical Plant Director will maintain a record of keys assigned.

Termination, Retirement, or Departmental Transfer Procedure

In case of terminations, retirement, or transfer to another department, an employee should follow the procedure outlined below:

1. Return all keys to Personnel. **The employee’s last paycheck will be withheld until keys are returned.**
2. If the employee is transferring to another department or the need arises for him/her to have different keys, the employee should follow the above procedure in returning the keys and initiate a new request for all needed new keys.

Procedure for Lost Keys

1. The Physical Plant Director should be notified immediately at ext. 9326. The employee will be charged a fee of $40.00 per lost key to outside entrances.

ON-CAMPUS SOLICITATION AND DISTRIBUTION OF MATERIALS

General Policy

State Board Policy 515.01 states “an agent, vendor, or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee.”

In addition to prohibitions specified by State Board Policy 515.01, employees are prohibited from soliciting other employees or students or distributing literature in connection with non work-related interests, pursuits, causes, charities, political parties, or commercial ventures except where such activities are approved in advance by WCCS are consistent with this and other college and State Board policies.

Approval Process for Non Work-related Solicitation

Approval of non work-related solicitation and/or distribution of materials on any campus of the college must be requested in writing ten (10) work days in advance. Written requests should explain in detail the nature of the solicitation or materials to be distributed and include samples.
Requests should be sent to the Dean of Students Office for review. Final approval rests with the President or designee.

**Solicitation by College Organizations or for Work-related Activities**

Authorized agents of WCCS, employees, and members of authorized employee or student organizations can conduct work-related or student organization-related solicitation on the WCCS premises with the approval of the appropriate Dean. Non work-related solicitations must follow the approval process described above.

**Prohibited Solicitation/Distribution**

Solicitation or literature distribution activities conducted by authorized individuals are permitted only if they do not

- disturb or interfere with college business;
- interfere with free, unimpeded ingress and egress to college buildings, sidewalks, roads, and parking lots;
- harass, embarrass, or intimidate persons who are being solicited; or involve speech or literature that is deemed inappropriate, unlawful, libelous, or likely to incite or produce imminent unlawful action.

**NO SMOKING and NO TOBACCO USE POLICY**

**Purpose**

WCCS is committed to providing its employees and students with a comfortable and healthy working environment. Due to the increasing evidence of the dangers of tobacco smoke, the college seeks to limit the usage of tobacco on its premises to avoid health problems that might be caused or adversely affected by secondhand smoke. Employees and students are strongly encouraged not to smoke. The college recognizes, however, that the decision to smoke is a personal one. While the college does not wish to interfere with that decision, it does want to protect those who have chosen not to smoke. Therefore, on these premises, smoking is restricted to specified smoking areas.

**Policy**

In accordance with State Board Policy 514.01, smoking shall be prohibited in any enclosed, indoor area owned or operated by the college, and no area therein may be designated for smoking. As an extension of this policy, the college hereby designates all enclosed, indoor areas on all campuses as SMOKE and TOBACCO FREE zones along with all college owned vehicles. This policy shall apply equally to employees, students, visitors, vendors, etc. “NO SMOKING” signs will be posted, as needed, at the discretion of the college. Employees, students, visitors, etc., may smoke only in designated smoking areas outside the buildings. No cigar or pipe smoking is allowed. There is absolutely no smoking or use of tobacco products in classrooms, restrooms, offices, elevators, hallways, medical areas, or stairways.
Smoking or tobacco use is not allowed in the theater, cafeteria, student center, or any other common use area. Smoking in private offices or common areas inside the building is prohibited.

COLLEGE SERVICES AND OTHER INFORMATION

BOOKSTORE

WCCS operates a comprehensive bookstore to serve the mission, goals and objectives of the college population. The campus bookstore provides two main services to students and personnel of the college. First, textbooks, supplies, and tools required for institutional programs are made available for purchase to students. The second service is to purchase commonly used supplies for distribution through a Central Supply Store to college employees.

The college bookstore is located in the student center and operates from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and from 8:00 a.m. to 3:30 p.m. on Friday.

A. U. S. Mail Service and Notices

All college post office mail is processed in the front office of the Administrative Building by the switchboard operator.

1. General

All full-time employees of WCCS should obtain a mailbox at the time of initial employment. Mailboxes are located in the Administration Building adjacent to the Business Office. During the employment process, new employees should go by the Business Office and receive their combination for their assigned mail box. These mailboxes are secure and are opened by combination only.

All incoming post office mail is placed in the mailboxes no later than 9:00 a.m. daily.

Outgoing post office mail should be brought to the Switchboard area no later 2:00 p.m. daily. Mail that needs to be metered and processed through the Post Office should be placed in the slots above the mail meter located in the Front Office. Outgoing post office mail leaves the campus daily at 2:30 p.m. All Inter-Office/Inter-campus mail can be delivered at your convenience to the business office and placed in the slot near the mailboxes for processing.

Each employee should check his/her mailbox daily for memorandums containing pertinent information on college matters as well as official U. S. Mail.
Under no circumstances are any employees to use their college mailbox for personal mail. All mail deemed to be personal will be returned to the post office.

2. **Bulk Mail**

Bulk mail should be used for all mailings of 200 pieces or more of identical mail. This mail should be delivered to the front office of the administration building 24 hours prior to mailing. Prior notice is requested. Special preparation according to zip codes is necessary for bulk mailing. Please contact the switchboard for specific instructions prior to processing this mail.

3. **Fax**

The college has several fax machines located throughout the campus. Consult your college directory for the fax number and nearest location. Personal faxing is permitted for staff and faculty; however, there is a $2.00 charge for long distance faxing. The $2.00 fee must be paid in the Business Office.

C. **Telephone**

The college operates a centralized telephone system with automated tracking of long distance calls. Long distance calls can be processed directly from most campus telephones without the assistance of the switchboard operator. If special assistance is required, the switchboard operator can assist you.

Employees are permitted to use the telephone for short, local, personal calls; however, employees should exercise care not to abuse this privilege. Personal calls that are long distance should be charged to credit cards or personal numbers.

D. **Printing and Photocopying General Materials**

The photocopiers throughout the college are intended to support the routine copying needs of staff and faculty (50 copies or less). Larger print jobs should be taken to the Print Shop. The Print Shop should be given adequate notice of the work to be performed. For most jobs, materials should be received in the office three days prior to their expected return. Additional time should be provided for large jobs.

The Print Shop will assist in preparing material for printing. Due to limited staff, the primary responsibility for composing, layout work, and collating must rest with the department originating the request.
Photocopiers are assigned to staff and faculty by department or division to assure that costs are properly charged. Staff are strongly encouraged to use their assigned machine. In the event of a machine problem, submit a requisition of the cost to the Business Office for processing.

Staff or faculty requesting printing for professional organizations should submit these requests directly through the Business Office for approval. Reimbursement may be requested for this work. Student clubs should submit their printing requests directly through the SGA Coordinator. Cost for this work will be charged to the SGA account.

Visitors, staff or students who wish to make photocopies for personal benefit should use the machine in the Library and pay the established rate. The use of other machines for personal use is not allowed.

E. Notary Services

Secretary to the President and Accounts Payable are licensed to provide Notary Public service for college-related documents.

F. Official Notices

The college’s official notice board is located in the entrance hallway to the Administration Building. The names and locations of compliance officers, and job openings received by the Personnel Office are located on the official notice board. Information placed on this board must be approved by the President or the Personnel Office.

G. Traffic and Parking

The college has designated parking zones for visitors, staff, students, and those with disabilities. Staff and students must display a current parking decal to park on campus. These are issued by the Student Services Division. Individuals violating campus parking policies are subject to fines, towing, and loss of parking privileges.

H. Learning Resources Hours and Regulations

The library is open and available to students and faculty members from 7:30 a.m. to 8:30 p.m., Monday through Thursday; and 7:30 a.m. to 3:30 p.m. on Friday. The college employees are encouraged to use the library for both leisure and educational purposes. The librarian will be available if any employee should wish his classes to have special instructions in the use of materials and equipment.
Faculty members are also encouraged to submit requests for additional books and materials recommended for use with their classes.

I. Audiovisual Services

Information on audiovisual equipment may be obtained from the audiovisual technician. This equipment must be checked out by faculty members for use with their classes. All general audiovisual equipment may be checked out any time during the regular business hours of the audiovisual technical or by previous arrangements made with an appropriate staff member. Instructors are responsible for any equipment checked out until it is returned.

J. Student Assistants

Student assistants are available on a limited basis and may be hired through the Federal Work-Study Program. Faculty and staff members should submit requests for student assistants to the appropriate divisional dean. If the request is approved, the appropriate dean will notify the Director of Financial Aid who will attempt to place a student in the position. Once a student has been assigned to the faculty member, he/she should record the hours worked by the student on a time sheet provided by the Director of Financial Aid. At the end of the month the faculty member should submit the time sheet to the Director of Financial Aid.

K. Custodial Services

Requests for custodial services and minor repairs should be submitted to the Physical Plant Director via a Maintenance Request Form. Major repairs, remodeling, or renovations should be submitted through proper channels.

L. Bookstore

The bookstore is located in the Student Center and is open daily from 8:00 a.m. to 4:30 p.m. Monday through Thursday; and 8:00 a.m. to 3:30 p.m. on Friday, except during registration when the bookstore is open the same hours as registration.

Bookstore Procedures

Divisional Deans authorize budget center managers to purchase items from the bookstore such as books, supplies and materials to be used in the performance of official college duties. The person that makes the purchase then signs the receipt and keeps a copy for his records. A copy of the receipt is also retained in the bookstore.
M. **Cafeteria and Canteen**

The cafeteria serves breakfast and lunch and is available for use by students and college employees. The Canteen in the Student Center contains vending machines only.

N. **Facility Rental**

College employees may seek approval from the President’s Office for use of college facilities for student groups or for community groups to which they belong. These must be scheduled in advance with the President’s secretary.
Chapter V

Personnel Policies

and Procedures
CHAPTER V: PERSONNEL POLICIES AND PROCEDURES

PERSONNEL TERMS

Administration
The President, Deans, and Vice-President for Instruction are paid from salary schedules A and B.

Faculty
Faculty who are full-time or one-half full-time are D salary schedule employees, and part-time employees whose primary duty is that of instruction. Library Director, and Academic Counselors may also be paid from salary schedule D.

Professional
Program Directors, Coordinators, and Program Counselors are paid from schedule C-3.

Support Staff
Employees are paid from salary schedules E and H such as secretaries, Cashier, Bookstore Manager, Office Manager, Accounts Payable Clerk, Personnel Specialist, Switchboard Operator, or at an hourly rate such as Bus Drivers, Clanton Security and other office staff whose duties are primarily clerical or paraprofessional.

APPOINTMENT AND ASSIGNMENT OF PERSONNEL

Reference: State Board Policy 602.01 Appointment and Assignment of Personnel
1. The President of each institution shall appoint the faculty and staff of the institution according to qualifications approved by the State Board of Education and such other policies as may have been adopted by the State Board of Education. The President of each institution is authorized to make assignments of faculty and staff at the local level. The Chancellor has the authority to reverse any appointment or assignment of personnel determined to be contrary to any statute, and such policies as may have been adopted by the State Board of Education. The Presidents serve at the pleasure of the State Board of Education.

2. A full-time consenting employee may be transferred from one college to another or from the Department of Postsecondary Education to a college, with the written agreement of both the transferring and receiving Presidents or Chancellor, and with the approval of the Chancellor. Transfer requests will apply only to positions for lateral moves and will conform to the Alabama College System Uniform Guidelines.

3. The Chancellor shall notify the State Board of Education of any reversals of appointments or assignments resulting from this policy.
EMPLOYMENT AND RELATED POLICIES AND PROCEDURES

Non-Discriminatory Policies
The Alabama State Board of Education through the Alabama Department of Postsecondary Education proclaims nondiscriminatory practices in Alabama two-year institutions under its jurisdiction. It is the official policy of the Alabama Department of Postsecondary Education and Wallace Community College Selma that no persons will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment on the basis of race, color, disability, sex, religion, creed, national origin, or age. Inquiries concerning this policy as it relates to two-year institutions should be directed to the Affirmative Action Officer of the Alabama Department of Postsecondary Education, 401 Adams Avenue, Montgomery, Alabama 36130-2130,(334) 242-2900. Inquiries regarding local application may also be made to: Personnel Office, Wallace Community College Selma, 3000 Earl Goodwin Parkway, Selma, Alabama 36703.

Nondiscrimination Statement
Reference: State Board Policy 601.02 Nondiscrimination
No employee or applicant for employment or promotion, including applicants for presidential, full-time faculty, and other administrative and supervisory positions, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, sex, age or any other protected class.

Employment Procedures
The President is authorized to appoint and make assignments of personnel. When the President declares a full-time position open, the following procedures will be used:

Recruitment and Selection Procedure
Authorization to begin the recruitment process must be in writing from the President before the hiring process may begin.

A vacancy announcement is created consisting of minimum qualifications, essential duties and responsibilities, salary schedule and range, applications procedure and requirements, and beginning and ending dates for accepting applications. The vacancy announcement is then approved for distribution to all WCCS personnel, advertisement in one national and one local newspaper, all two and four-year colleges in Alabama, two-year colleges in contiguous states including HBCU's (Historically Black colleges and Universities), unsolicited applicants who have completed a "Request for Vacancy Announcement Form," The Department of Postsecondary Education mailing list, Equal Employment Opportunity Commission (E.E.O.C.), and local and surrounding unemployment agencies.

Internal Posting
Vacancy announcements will be posted in the Administration Building, the Library, Student Services, and the Classroom Building.
Vacancy announcements for B, C, and D positions are posted a minimum of 30 calendar days; schedule E and H are posted a minimum of 14 days (a minimum of seven days in cases of emergency).

**Application Data**
All applications are to be directed to the Personnel Office prior to the closing deadline for the position. Applications are logged in as they are received in the personnel office. Applications received after the closing deadline will not be considered for review.

**Search Committee**
After the closing date, the President appoints a search committee and designates a chairperson. The committee will consist of 40% African-American and 50% women.

**Screening Applicants for Interviews**
It is critical that the screening process be adequately documented. To ensure documentation of the screening process, standard screening and evaluation forms are completed by the search committee.

The search committee will screen applications based upon the qualifications and job description as outlined in the vacancy announcement. If more than ten applicants meet minimum qualifications, the President, in conjunction with the Search Committee, has the option of conducting a preliminary screening to determine a "reasonable" number to interview. This reasonable number cannot be fewer than ten, and the President's participation cannot be delegated to anyone else.

The files of applicants which have been screened and eliminated from consideration must be returned to the personnel office immediately to insure a timely response from the college. We wish to inform applicants as soon as possible that they are no longer being considered for the vacancy to maintain the best public relations possible.

**The Interview Process**
Qualified candidates are responsible for obtaining written verification of their work experience. The search committee then must verify candidates’ work experience prior to interviewing qualified candidates.

The search committee will submit the names of the three finalists to the President to be interviewed. If fewer than three applicants apply, all qualified applicants must be submitted to the President. The names are to be unranked and in alphabetical order.

The committee chairperson is responsible for ensuring all files and required documentation have been processed and returned to the personnel office within three days after the committee has completed its process.
Verification of receipt of all required documentation will be made by the personnel office prior to the President beginning his/her interviews.

The President must interview all three candidates prior to making a hiring decision. Each interview is followed up with written documentation from the President. A "Statement of Justification" detailing his decision is filed.

The candidates not selected for the position will be notified within seven working days pending the acceptance of the letter of appointment by the selected candidate.

Additional Hiring Procedures
The President can make temporary full-time and part-time appointments for up to a one year or less duration.

The President can appoint existing staff or faculty to full-time positions as long as the vacancy created by this action is filled by the search committee procedure and appropriate advertising.

Employment of Part-time Faculty and Staff
The request to hire any personnel must be made in writing to the President and must receive his/her written approval.

Part-time faculty may be employed if the number of courses taught are in excess of the number of courses that may be taught by full-time instructors. Also, part-time faculty can be employed to teach courses that no full-time faculty are qualified to teach. The professional and scholarly preparation required of part-time is the same as that required of full-time faculty. Part-time faculty are compensated in accordance with the pay scale developed by the institution.

EMPLOYMENT OF RELATIVES
1. This policy shall not apply to persons actively employed as of January 1, 2007, so long as they occupy the position occupied as of January 1, 2007. Should an employee who began service prior to January 1, 2007 change positions, the employee is subject to all rules and requirements of this policy. Should an employee's circumstances change due to election results, marriage, etc., the employee is subject to these rules and requirements, and any accommodation of unusual circumstances shall be determined by the State Board of Education.

2. The Nepotism Statute (Code of Alabama Section 41-1-5) takes precedent over all State Board policies regarding employment. However, The Nepotism Statute applies specifically to relatives of any member of the Alabama State Board of Education only for the positions in the Alabama College System in which the State Board makes the employment decision, namely the chancellor, the college presidents, and the directors of applicable System entities such as the Alabama Industrial Development Training Institute.

3. The Ethics Statute (Code of Alabama Section 36-25-5) states: "(a) No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or family member of the public employee or
family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or a family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain."

DEFINITIONS

A. Employing Authority. For the purposes of this policy, Employing Authority includes the Chancellor of the Alabama Department of Postsecondary Education, a member of the Alabama State Board of Education, a President of an Alabama College System college or university, a System level Director of any other Alabama College System agency, entity, or department, including CITY Program, Skills Training Consortia, Alabama Industrial Development Training Institute and Alabama Technology Network.

B. Relative. For the purposes of this policy, Relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse, of an Employing Authority.

C. Term of Service. For the purposes of this policy, Term of Service commences with the date upon which the Chancellor or any Vice Chancellor of the Alabama Department of Postsecondary Education or of any member of the Alabama State Board of Education is appointed or elected to the position and ends with the date upon which the successor to the Chancellor or any Vice Chancellor or Board member is appointed or elected to the position.

5. FIRING

Relatives of the Chancellor and Vice Chancellors of the Alabama Department of Postsecondary Education or of any member of the Alabama State Board of Education can be hired for, or appointed to, positions within the Alabama College System or any of its departments, entities, or institutions during their terms of service only as specified below.

6. CHANCELLOR, VICE CHANCELLORS, PRESIDENTS AND DIRECTORS

No relative of a member of the Alabama State Board of Education, the Chancellor or Vice Chancellors, may be hired or appointed as Chancellor, Vice Chancellor, a college president or corresponding level during their respective term of office.

7. ALL OTHER POSITIONS

The members of the Alabama State Board of Education and the Chancellor shall not advocate or attempt to influence the employment of any relative. Any employment in violation of this policy shall be void. When it is discovered that a relative of the Chancellor or a Vice Chancellor of the Alabama Department of Postsecondary Education or of any member of the Alabama State Board of Education has applied for a position, the employing authority must appoint a screening committee of which the majority of members must be employed outside the Alabama College System. The committee membership must also meet any other standards for composition. Upon completion of its task, including recommending three applicants for consideration by the employing
authority, the committee members must each sign a statement verifying that no undue or inappropriate influence was applied in the employment process or submit a statement acknowledging what undue or inappropriate influence was applied. If a relative is identified after the process has commenced and a screening committee has been appointed, the process must be terminated and reinstituted following the steps above. No such relative may be appointed to a temporary or interim position. The employing authority may select only from the three candidates recommended by the screening committee or must end the process and re-advertise the position. If a relative of a Chancellor, Vice Chancellor, or State Board member is selected for the position, the Employing Authority must disclose the employment to the Chancellor within 15 calendar days of the appointment. The disclosure must include documentation of qualifications and merit and a statement verifying that no undue or inappropriate influence was applied. The Chancellor shall provide a notice of such disclosure to the members of the Alabama State Board of Education on a monthly basis.

DISCLOSURE OF EMPLOYMENT OF RELATIVES

1. DEFINITIONS
   A. Employing Authority. For the purposes of this policy, Employing Agency includes the Chancellor of the Alabama Department of Postsecondary Education, a member of the Alabama State Board of Education, a President of an Alabama College System college or university, a System-level Director of any other Alabama College System agency, entity, or department, including CITY Program, Skills Training Consortia, Alabama Industrial Development Training Institute and Alabama Technology Network.
   B. Relative. For the purposes of this policy, Relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse, of an Employing Authority.

2. EMPLOYMENT OF RELATIVE
   As a part of the employment process, within 15 calendar days of the employment of an individual by the Employing Authority of an Alabama College System department, agency, entity, or institution, regardless of placement on salary schedule, position, or compensation, and regardless of whether the employment is temporary or the result of a search process, the individual shall complete a Family Relationship Disclosure Form. Such form shall contain the name of the individual; the name of the Alabama College System department, agency, entity, or institution employing the individual; the position and/or title for which the individual is employed; the salary schedule, rank, step, and annual salary of the individual; and the date on which employment commences. Such form shall also contain a statement by the individual regarding whether the individual is a relative of any Alabama College System Employing Authority and shall identify such Employing Authority and such relationship.
3. **REPORTING**

Upon completion of the Family Relationship Disclosure Form, it shall be forwarded immediately to the Employing Authority of the Alabama College System department, agency, entity, or institution employing such individual. The Employing Authority, within 15 calendar days of receipt of a form disclosing the employment of a relative of any Alabama College System Employing Authority, shall provide a copy to the Chancellor of the Alabama Department of Postsecondary Education. The Chancellor shall provide a notice of such disclosure to the members of the Alabama State Board of Education on a monthly basis.

**SUPERVISION AND EVALUATION OF RELATIVES**

1. **DEFINITIONS**
   A. **Employing Authority.** For the purposes of this policy, the Employing Authority refers to those responsible for employment in the Alabama College System and includes the following: the Chancellor of the Alabama Department of Postsecondary Education; any member of the Alabama State Board of Education; a President of an Alabama College System college or university; a system level Director of any other Alabama College System agency, entity, or department, including CITY Program, Skills Training Consortia, Alabama Industrial Development Training Institute and Alabama Technology Network.

   B. **Relative.** For the purposes of this policy, Relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse, of an Employing Authority.

   C. **Conflict of Interest.** For the purposes of this policy, Conflict of Interest includes the following: a supervisor/subordinate relationship between two related persons within the same operating department or unit; an employing authority or a relative having or appearing to have influence over a relative's compensation, performance evaluation, or job security; an employing authority or a relative having an auditing or control relationship to a relative's job; a relative of an employing authority reporting directly to the Employing Authority of any Alabama College System department, agency, entity, or institution.

2. **SUPERVISION**
   A. Within 15 calendar days of the employment of an individual by the Employing Authority of an Alabama College System department, agency, entity, or institution, regardless of placement on salary schedule, position, or compensation, and regardless of whether the employment is temporary or the result of a search process, the individual shall complete a Family Relationship Disclosure Form. The form shall contain the name of the individual; the name of the Alabama College System department, agency, entity, or institution employing the individual; the position and/or title for which the individual is employed; salary schedule, rank, step, and the annual salary of the individual; and the date on which employment commences. The form shall also contain a statement by the individual regarding whether or not the individual is a relative of any Alabama...
College System Employing Authority and shall identify such Employing Authority and such relationship. Additionally, the Family Relationship Disclosure Form shall contain a statement by the individual regarding whether the individual is a relative of another employee of that same Alabama College System department, agency, entity, or institution and shall identify the other employee and such relationship.

B. In a situation where an employee may marry, become a relative of, or otherwise establish a close personal relationship with an employing authority, such change of circumstances shall be disclosed in writing by the employee to the Human Resources Office of the affected Alabama College System department, entity, or organization within 15 calendar days. Upon receipt of such notice of change of circumstances, the affected Alabama College System department, agency, entity, or institution shall notify the Chancellor of the Alabama Department of Postsecondary Education who will then inform the members of the Alabama State Board of Education on a monthly basis.

C. In the event election results, marriage, or other changes of circumstances require special consideration or accommodation under these policies, every effort should be made to abide by these policies in their present form. However, the State Board of Education may adjust these policies when unusual circumstances result from election results, marriage, etc.

D. In the event of the pre-existence of the employment of a relative of an employing authority, or in the event that a pre-existing employee becomes a relative of an employing authority or in the event that an employee is or becomes a relative of another employee at the same Alabama College System department, agency, entity, or institution, the employment relationship will be reviewed by outside legal counsel to determine whether or not a conflict of interest exists. In the event that outside legal counsel determines the existence of a conflict of interest, the employing authority will reassign, reorganize, or take other appropriate action to minimize or eliminate the conflict of interest. Such action will not negatively impact the compensation or status of the relative.

E. In the event of the pre-existence of the employment of a relative of an employing authority, or in the event that a pre-existing employee becomes a relative of an employing authority, such relative shall not be eligible for any extraordinary or unscheduled salary increases, extraordinary or unscheduled title changes, extraordinary or unscheduled promotions, or other extraordinary or unscheduled employment actions during the term of service of the employing authority. For the purposes of this Section E, employing authority includes the Chancellor of the Alabama Department of Postsecondary Education, any member of the Alabama State Board of Education, and the employing authority for that specific agency, entity, organization, college, or university but does not include Presidents of other colleges and universities or System level Directors of any other Alabama College System agency, entity, or organization.
3. **EVALUATION AND CORRECTIVE ACTION**
   A. In the event that a relative of an employing authority is or becomes employed by an Alabama College System department, entity, or organization, all annual and other evaluations (whether written or oral) of the performance of such relative shall be performed by a three-person committee consisting of the Director of Human Resources, the direct supervisor of the relative, and a third employee at the department, entity or institution, to be appointed by the Chancellor. The third employee at the department, entity, or institution shall be appointed by the Employing Authority of the Alabama College System department, agency, entity, or institution. However, if said employing authority has a personal vested interest, then the Chancellor shall appoint the third employee. None of the three members of the committee may be the Employing Authority of the Alabama College System department, agency, entity, or institution. The same committee shall be responsible for any corrective action to be administered to the relative. Copies of such evaluation shall be forwarded to the Office of the Chancellor.

   B. In the event that any other Conflict of Interest is identified, all annual and other evaluations (whether written or oral) of the performance of such relative shall be performed by a three-person committee appointed by the Employing Authority and consisting of the Director of Human Resources, the direct supervisor of the relative, and a third employee outside the line of authority in which the Conflict of Interest occurs. The same committee shall be responsible for any corrective action to be administered to the relative.

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**DISCLOSURE AND APPROVAL OF CONTRACT INFORMATION**

1. **DEFINITIONS**
   A. Family Member of a Public Employee. The spouse or a dependent of the public employee.

   B. Family Member of a Public Official. The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parent, a sibling and his or her spouse, of the public official.

   C. Family Relationship. A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

   D. Employing Authority. For the purposes of this policy, Employing Authority includes the Chancellor of the Alabama Department of Postsecondary Education; a member of the Alabama State Board of Education; a President of an Alabama College System college or university; a Director of any other Alabama College System agency, entity, or department, including CITY Program, Skills Training Consortia, Alabama Industrial Development Training Institute, and Alabama Technology Network.

   E. Person. An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.
F. Public Employee and Public Official. For purposes of disclosure requirements, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the Alabama College System department, agency, entity, or institution. A public employee is any person employed at the state, county, or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. A public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income. A public employee includes a President of an Alabama College System college or university; a System level Director of any other Alabama College System agency, entity, or department, including CITY Program, Skills Training Consortia, Alabama Industrial Development Training Institute, and Alabama Technology Network.

A public official is any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government of their instrumentalities including governmental corporations. A public official includes the chairs and vice-chairs or the equivalent offices of each state political party. A public official includes the Chancellor of the Alabama Department of Postsecondary Education; a member of the Alabama State Board of Education.

2. DISCLOSURE REQUIREMENTS
A. Pursuant to Act 2001-955, all Alabama College System departments, agencies, entities, and institutions must ensure completion of a Vendor Disclosure Statement for all proposals, bids, contracts, or grant proposals to any department, entity, or institution of the Alabama College System for amounts in excess of $5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and must be submitted within ten (10) days of the award.

B. A copy of the disclosure statement must be filed with the Alabama College System department, agency, entity, or institution and with the Department of Examiners of Public Accounts. No Alabama College System department, agency, entity, or institution may enter into any contract or disburse public funds with any person or firm declining to provide the required information.

C. The disclosure statement requires that the person or firm (corporation, LLP, LLC, etc.) completing the form disclose (1) the names and addresses of all public employees with whom the person (in the case of a firm, its officers and directors), members of the person's (in the case of a firm, the officers' and directors')
immediate family, or any of the person's (in the case of a firm, the officers' and directors') employees have a family relationship and who may directly personally benefit from the proposed transaction; (2) the names and addresses of all family members of public officials/public employees with whom the person (in the case of a firm, the officers and directors) completing the form, members of the person's (in the case of a firm, the officers' and directions') immediate family, or any of the person's (in the case of a firm, the officers' and directors') employees have a family relationship and who may directly benefit financially from the proposed transaction; and (3) the amount of and purpose for the contract and the starting date and expected ending date.

3. ADDITIONAL DISCLOSURE REQUIREMENTS
   Effective January 25, 2007, all vendors will be specifically informed that public officials referenced above include the Chancellor and Vice Chancellor of the Alabama Department of Postsecondary Education and any member of the Alabama State Board of Education.

4. REPORTING AND APPROVAL REQUIREMENTS
   Effective January 25, 2007, upon receipt of a disclosure statement described above, each President or Director of an Alabama College System department, agency, entity, or institution shall review such statement for the existence of a family relationship between any person disclosed on the Vendor Disclosure Statement and anyone of the following: (1) the employing authority for that Alabama College System department, agency, entity, or institution, or (2) a decision maker designated by said employing authority, or (3) the Chancellor and any Vice Chancellor of the Alabama Department of Postsecondary Education, or (4) any member of the Alabama State Board of Education. Any such family relationship with the aforementioned shall suspend the Contract until additional review and approval are completed. The President or Director shall cancel the Contract because of conflict of interest or shall submit a copy of the Vendor Disclosure Statement and a rationale requesting approval to the Chancellor immediately. The Chancellor forwards the information to the Vice President of the Board who appoints a committee of three Board members with no personal vested interest to approve or disapprove the Contract. If the Contract involves a relative of the Vice President of the Board, the Chancellor will forward the Contract information to the Vice President Pro Temp who will appoint the committee. The decision of the committee is final. If the Contract is approved, only then is the Contract disclosed to all Board members.
   Emergency Provision. The President or Director may declare the need for the contracted services to be an emergency and may proceed with the contract without additional approval. However, the contract must be reviewed through the normal process specified above within not more than 90 days. The appointed Board committee may approve the contract, terminate or modify the terms in concert with the contractor, and/or may determine the need to be or not be an emergency.
5. **ELECTRONIC POSTING**
All contracts requiring Vendor Disclosure Statements with Alabama College System departments, agencies, entities, and institutions must be electronically posted within thirty (30) days by the respective department, agency, entity, or institution to the Alabama College System website. This requirement will become effective January 25, 2007, and the website database will be devised, implemented, and maintained by the Alabama Department of Postsecondary Education. Information contained in the posting must include name of vendor, subject matter or purpose of contract, term or dates of contract, and amount of contract.

**Notification of Employment**
Before employment, and prior to each fiscal year, the President will offer all personnel a letter of appointment stating position, salary, and date of employment. The employee must sign the letter and return the original to the Personnel Office within five days of the employee's receipt of the letter.

**Faculty/Staff Assignments and Responsibility**
The president of the college shall appoint the faculty and staff of the college according to qualifications approved by the State Board of Education and such other rules or regulations as may have been adopted by the State Board of Education. Faculty and staff assignments and responsibilities are made by the president after consultation with the appropriate department heads, divisional deans, and based upon the college’s mission, goals, and needs of the student.

**CONTINUING SERVICE STATUS**

**Administrators**
The Attorney General of Alabama has rendered an opinion that two-year college administrators (other than Presidents) may attain non-probationary status under the Alabama Fair Dismissal Act (Act No. 83 -644).

**Instructors, Counselors and Librarians**
Full-time instructors, counselors and librarians will attain non-probationary status under the Revised Hearing Procedures of the Alabama State Board of Education upon the completion of the three years of full-time employment at Wallace Community College Selma.

**Support Personnel**
Support personnel may attain non-probationary status under the Fair Dismissal Act of 1983.
EVALUATION

Instructional Personnel
The evaluation of faculty members at Wallace Community College Selma is a part of its institutional effectiveness effort. All full-time faculty members are evaluated annually. Evaluations of part-time faculty are scheduled every semester or as necessary to ensure that part-time faculty members are evaluated at least once a year. Data for evaluation of faculty members are derived from the students’ evaluation of faculty.

The Vice-President for Instruction and the appropriate department chair will review and analyze the results of the students’ evaluation of faculty to be used in a supplemental advisory capacity. In cases of identified weaknesses, the Vice-President for Instruction, the department chair, and the faculty member will agree upon prescriptive activities to improve instruction. The college will provide prescriptive assistance through professional development workshops and other appropriate activities designed to help faculty in achieving the objectives.

The appropriate department chair makes a recommendation to the Vice-President for Instruction for continuing, discontinuing, or terminating employment, when applicable. The Vice-President makes recommendations to the President for final determination.

Non-Instructional Personnel
Evaluation is intended to help improve performance; therefore, each employee is evaluated by his/her immediate supervisor at least once per year. Evaluation and update of current job descriptions are also implemented in the annual evaluation. The evaluation and job description are discussed with the employee being evaluated and are signed by both the supervisor and the employee. Special appraisals may be needed for new employees and for employees who have been placed on probation in past performance appraisals. In cases of identified weaknesses, the immediate supervisor, appropriate dean, and staff member will agree upon prescriptive activities through developmental workshops and other appropriate activities designed to help in achieving the objectives.

The appropriate supervisor(s) makes a recommendation to the appropriate dean as to the continuation or termination of a non instructional employee. All annual evaluations will be taken into consideration. The appropriate dean makes a recommendation to the President for final determination.

PERSONNEL RECORD INFORMATION
Anyone wishing to inspect or obtain a copy of the contents of a personnel file may do so when the custodian of the records is available upon written request to the president. The custodian may establish a charge for photocopies.
Any supervisor-written disciplinary action, reprimand, or warning must have the president’s approval prior to being entered into the personnel file.

RESIGNATIONS
All instructional personnel shall give written notice of resignation at least thirty (30) calendar days prior to the beginning of a term. Each instructional staff member shall complete all instructional duties and be cleared by the president or designee for any term started, except by mutual written agreement by both parties. Letter of resignation should be submitted to the President’s Office.

All other personnel shall give written notice of resignation at least thirty (30) days prior to the effective date of resignation, except by mutual written agreement of the president of designee and employee.

CANCELLATION OF CONTRACT
Termination of an employment contract or letter of appointment in the event of loss of funds and/or enrollment, or change in curriculum, is recognized as a possible necessity; however, termination of employment through cancellation of an employment contract under such conditions will occur only in keeping with the policy of the State Board of Education.

Persons on Non-Probationary Status
The cancellation of an employment contract may be made for incompetency, insubordination, neglect of duty, immorality, a justifiable decrease in the number of positions, the termination of a federally funded program, violations of school policies, or other good and just causes. Cancellation cannot be made for political or personal reasons.

Hearing Procedure
All non-probationary, full-time employees’ salaries derived from Salary Schedules B, C, D, or E as established and adopted by the State Board of Education, shall have the right to a hearing to contest termination. The term "employees" also includes persons employed by the president of an institution on a full-time basis who are bus drivers and further includes other full-time employees whose duties require twenty (20) or more hours in each normal working week of the school term, institution holidays excepted. Substitute teachers and substitute workers are excluded from the term "employees." For further information refer to Board Policy number 619.01 of the Alabama College System Policy Manual.

Termination of Personnel on Probationary Status
All personnel on Salary Schedules B, C, D, and E are employed on a probationary status for three years from the date of employment. At any time during the probationary period the employee may be removed by written notification fifteen (15) days prior to effective date of termination.

GRIEVANCE PROCEDURE
Wallace Community College Selma recognizes that in order to efficiently and effectively carry out its purpose, its employees and students must feel confident that any valid complaint or
grievance concerning the college will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Wallace Community College Selma. The procedures also include Title IX and Section 504 complaints.

**Definition**
A grievance is a complaint by any member of the faculty, staff, or student body. It may be initiated orally or in writing and should be done within thirty (30) calendar days following the act or condition, which is the basis for the complaint.

**Procedure**
The procedures set forth below are intended to apply to each service division of the Department of Postsecondary Education and institutions under the control of the State Department of Education.

1. The original and two copies of Grievance Form A must be filed with complainant's dean or department or division chair within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. The alleged violation(s) must be clearly and specifically stated (complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files)

2. Complainant's dean or department or division chair will immediately notify the president and the Title IX Coordinator of receipt of Grievance Form A. The dean or department or division chair will have 30 calendar days following date of receipt of Grievance Form A to investigate and study complainant's allegations, hold a formal hearing, and make a written report of findings to complainant. Form A must be used for the report. Copies of Form A must be provided to the Title IX coordinator and the president. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

3. Complainant must, within 15 calendar days following receipt of dean or department or division chair's report, file with the president and Title IX coordinator a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decision of the dean, department or division chair. Copies of Form B must be provided the Title IX coordinator and the president. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of dean or department or division chair's report, the right to further appeal will be forfeited.

4. The president will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations, the report of the dean or department or division chair, and make a written report of findings to complainant. Form B must be used for the report. Copies of Form B must be provided the Title IX Coordinator and the chancellor. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

5. Complainant must, within 15 calendar days following receipt of president's report, file with the president and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the president. Copies of Form C must be provided the Title IX coordinator and the chancellor. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the president's report, the right to further appeal will be forfeited.
6. The chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the report of the president, hold a formal hearing, and make written report of findings to complainant. Form C must be used for the report. Copies of Form C must be provided the Title IX Coordinator. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

STATEMENT ON HARASSMENT

Wallace Community College Selma complies with the Alabama State Board Policy 601.04 as stated herein.
The State Board of Education is committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability, or any other protected class. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities.
It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at any of the institutions that comprise The Alabama College System.

A nondiscriminatory environment is essential to the mission of The Alabama College System. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work environment. It is essential that the institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President. Employees and students of The Alabama College System shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term 'harassment' includes, but is not necessarily limited to:

Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race,
color, gender, religion, national origin, age, disability, or any other protected class. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient.

Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties.

Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile,
4. offensive work or educational environment.

Any incident of sexual harassment shall be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within The Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.
All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals shall be reported immediately to the grievance officer or other appropriate official.

This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent, and combat harassment.

A harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in addressing complaints. This program must be administered annually and approved by the Department of Postsecondary Education.

The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

**Reporting Acts of Sexual Harassment**

Any Wallace Community College Selma student or employee who believes that he or she is being or has been harassed should make the situation known to the appropriate administrative official and follow prescribed procedures.

**Employees** should report complaints of harassment to the Office of Personnel at (334) 876-9234. The Personnel Officer will then coordinate efforts of pursuing the circumstance with the President.

**Students** with complaints of harassment against another student, a faculty member, staff member or administrator should contact the Office of the Dean of Students at (334) 876-9302. The Dean of Students will then follow the procedures as outlined in the Student Handbook.

**Alcohol and Drugs – Drug-Free Workplace Policy**
In compliance with the drug-free workplace requirements of public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Wallace Community College Selma.

The unlawful manufacture distribution, dispensation or use of a controlled substance is prohibited by Wallace Community College Selma on any property owned, leased, or controlled by Wallace Community College Selma or during any activity conducted, sponsored or authorized by or on behalf of Wallace Community College Selma. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S., Code 802) or in the Alabama Controlled Substance Act Code of Alabama, (Section 20-2-1, et seq.).

Confrontation Policy
Confrontations among students, faculty and staff should be avoided at all times. If disagreements occur, they should take place only in a private setting between confronting parties in a calm and communicative manner. The department supervisor should be present, if possible.

Any major confrontations should be reported to security immediately. Security should complete an incident report and give a copy to the immediate supervisor and/or divisional chair and the President. Refer to the college's Grievance Procedures if further action is warranted.

SALARIES
The college is supported by the State of Alabama, and the annual budget is submitted for approval for a fiscal year that begins on October 1 and ends September 30. The State Board of Education has set a scale of salary range by years of experience and quality of training for Alabama Community/Junior Colleges.

For payroll purposes, the fiscal year for Salary Schedule D begins on the first Faculty Duty Day of each Fall Semester through May of the following year, for a total of 175 days. For payroll purposes, the fiscal year for pay will begin September 1st through August 31st for Salary Schedules A, B, C, E, and H, including hourly.

METHOD OF SALARY PAYMENT
Salaries of all employees are paid the last working day of each month.

1. Persons beginning or ending employment on a date which does not coincide with the regular beginning and ending dates of the academic year shall be paid on a daily rate based on the actual number of working days they are on duty.

2. The daily rate for the nine-month term (academic year) shall be determined by dividing the nine-month salary by 175 working days (exclusive of all holidays). This same formula is applied to compute payment for partial summer employment (54 days x daily rate).
3. The salary schedule for faculty requires 175 duty days for the academic (fall and spring semesters), 54 duty days for the summer term.

4. For administrative and support staff, the daily rate shall be determined by dividing the annual salary by 260 working days. Personnel on Schedules A, B, C, E, and/or H (except hourly) are paid for holidays occurring during their employment period.

FRINGE BENEFITS

Social Security
All employees must pay social security (FICA) at the rate required by law. Personnel may verify the precise percentage in effect by calling the Personnel Office.

Retirement Program
All full-time employees must participate in the Retirement System of Alabama. Payroll deductions for retirement are made at five percent as required by law and are currently matched by state and/or federal contributions.

Hospitalization Insurance
The college faculty and staff may participate in the Public Education Employees Health Insurance Program or optional plans approved by the State which provide for a uniform plan of health insurance for educational employees. The program includes plans for basic Hospital/Medical, Hospital Indemnity, Dental, Cancer and Vision Care. Open enrollment for PEEHIP, VIVA Health Plan (HMO) or any of the four supplements is July 1st through August 31st of each year. Additional information may be obtained from the Personnel Office.

Pre-Retirement Death Benefits
Contingent upon the availability of funds, the State, under the Retirement System, will pay the beneficiary of members employed full-time for ninety (90) days $15,000 in life insurance benefits; $7,500 in life insurance to the beneficiary of members employed half-time. (The Personnel Office may be contacted for further information.)

Tax-sheltered Annuities Tax-sheltered annuity plans are available with several companies. (For information regarding these plans and payroll deductions, contact the Personnel Office.)

Paid Absences Due to Job-Related Injuries
The President of the college is authorized to approve payment of salaries and fringe benefits for up to ninety (90) working days for absences arising from job-related injuries to college employees. Continuation of salary and fringe benefits for the appropriate number of working days shall be consistent with the employee's injury and the subsequent absence from work resulting from the injury. This policy shall apply to temporary disability of the employee as applicable to the job-related injury.

The President/designee may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury. The President/designee
may, within his/her discretion, require a second opinion from another physician at the expense of the institution. The President/designee may require a statement from the physician that there is reasonable expectation that the employee will be able to return to work. Sick leave shall not be deducted from the employee's account if absence from work results from an on-the-job injury.

The President/designee shall inform the employee who is injured on the job of the employee's rights to claim un-reimbursed medical expenses and costs through the State Board of Adjustment and shall inform the injured employee regarding applicable State Board of Education policies. Such notification shall be made within thirty (30) calendar days of notice of the injury.

Eligibility for salary and benefits under this policy is contingent upon proper notification by the injured employee to the President/designee within twenty-four (24) hours after the occurrence of the injury. When the employee is not clinically able to affect such notice, notification may be made by a representative of the employee. Said representative must be reasonably knowledgeable concerning the injury and the condition of the employee. The Chancellor is authorized to promulgate guidelines for compliance with and enforcement of this policy.

WORKING HOURS

Administrators and Support Personnel
The normal work week for full-time administrators and support personnel is 40 hours per week, (at least five days per week) excluding lunch. The regular work day is from 8:00 a.m. to 4:30 p.m.unless a person has been assigned to work a different schedule, all persons employed full-time on a full year contract should fulfill this schedule.

Flexible Work Schedules for Public Officials
It is the policy of Wallace Community College Selma to permit the participation of its employees in public service. Any employee who holds an elected or appointed position in the public service of the state, or of any county or municipal government, or of any instrumentality of such government, may request of the president a flexible work schedule. The president must determine that an employee’s job responsibilities will be completely satisfied with the approval of the employee’s request. Extra duties or responsibilities shall not be imposed on any other employee as a result of the approval of the request. The college shall not discriminate among its employees in providing the opportunity for public service, except military service, which is determined by law.

FAIR LABOR STANDARDS ACT COMPLIANCE

I. Introduction
A. On November 13, 1985, the Fair Labor Standards Amendments of 1985 were enacted. These amendments changed certain provisions of the Fair Labor Standards Act (FLSA) as they relate to employees of state and local governments, most notably non-excluded employees in education. After the decision by the U. S. Supreme Court in Garcia v. San Antonio Metropolitan Transit Authority, et al.
(Garcia), 105 S.Ct. 1005 (1985) many state and local government employers and representatives of their employees identified several areas in which they believed they would be adversely affected by immediate application of FLSA. This legislation responds to these concerns by amending certain FLSA provisions with respect to employees of state and local governments. The effective date of the amendments adopted on November 13, 1985, was April 15, 1986.

B. These guidelines addressing the issue of overtime compensation only apply to those employees who come under the overtime provisions of the Fair Labor Standards Act (FLSA).

C. For the purposes of these guidelines, the normal workweek constitutes the period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday.

D. For your convenience, relevant provisions of the United States Code and the Code of Federal Regulations are cited following each of Parts I through X hereof.

(References: 29 USCA sec. 203, as amended; 29 USCA sec. 207, as amended, 29 USCA sec. 213; 29 CFR 553.2-.3; 29 CFR 778.100; 29 CFR 778.105)

II. Definition of Nonexempt Employee

Nonexempt employees are employees whose positions do not meet the FLSA tests for exemption from the overtime provisions, and the employee must be compensated for overtime. The FLSA includes provisions that are applicable to all employers employing covered employees, including the requirements relating to the posting of notices, the preservation and location of records, and the record keeping requirements for employers of employees to whom both the minimum wage provisions or the minimum wage provisions and the overtime pay provisions of the Act apply. Nonexempt employees perform work, other than that performed by bona fide executive, administrative, or professional employees (including academic administrative personnel) and the activities directly and closely related to such work. Where it is more difficult to determine the status of a particular employee, a careful analysis of the employee’s duties that are directly and closely related to the work described as executive, administrative, or professional will usually be necessary in arriving at a satisfactory determination of the employee’s status. Job descriptions and employment conditions should be periodically reviewed to ensure that the status of an employee is current with the provisions of the Act.

III. When a Nonexempt employee may be required to Work Overtime

A. A nonexempt employee may, upon mutual agreement of the employee and institution, work more than forty (40) hours during a workweek.

B. A nonexempt employee may be required to work more than forty (40) hours in any workweek if (a) the institution directs the employee to do so, and (b) an "emergency condition" exists. For purposes of this procedure, an "emergency
condition" exists if in the opinion of the President one or more of the following is present:

1. A situation which endangers or potentially will endanger the physical, mental, or emotional health or safety of property for which the institution is ultimately responsible, and the performance of overtime work would or reasonably may be expected to contribute to the reduction of said danger or perceived danger;

2. A situation in which the performance of necessary overtime work will increase the effectiveness of registration, enrollment, orientation, graduation, or commencement activities, but under such circumstances that a given employee shall not be required to work overtime unless the institution has previously taken reasonable action to obtain the services of all other qualified employees who were willing and able to voluntarily perform services of the nature of the work required of the employee;

3. A situation in which the performance of overtime work will or may reasonably be expected to significantly contribute to the success of institution goals or efforts to obtain institution or program accreditation from recognized accreditation agencies or organizations, but under such circumstances a given employee shall not be required to work overtime unless the institution has previously taken reasonable action to have the work performed during normal working hours and determined that reasonably good planning would not have ensured the timely performance of the work so as to avoid an "emergency" concerning accreditation; or

4. A situation in which the performance of overtime work is reasonably necessary in order for the institution to respond to the legal directives of governmental agencies or bodies which are "external" to the State Board of Education, Department of Postsecondary Education, or any System institution; i.e., a situation where there is a need for assistance in retrieving court-ordered documents.

C. As an alternative to requiring an employee to work more than forty (40) hours during a workweek in which an emergency condition exists, the President or his/her designee may adjust the schedule of one or more employees so as to require such employee(s) to work a greater number of work hours than normal for one or more workdays and a lesser than normal number of work hours for one or more other workdays during the workweek in which the emergency condition exits.

(Reference: 29 USCA sec. 207 (a); 29 CFR 778.102)

IV. Nonexempt Employees – Holidays and Weekends

A. Any employee whose workweek does not ordinarily include a Sunday and who works on
a Sunday shall be compensated at the rate of one and one-half (1½) times his or her normal rate for each hour worked on the given Sunday. This rate shall apply whether or not the workweek exceeds forty (40) hours.

B. Any employee who works on a holiday on which the employee would ordinarily be entitled to be off shall be compensated at the rate of two (2) times his or her normal rate for each hour worked on the holiday. Provided that, if the employee shall work the holiday and take off another day during the same workweek as an alternative to taking the holiday off, then the employee shall be entitled to only his or her normal rate of pay for all hours actually worked or taken as an alternative holiday during the subject workweek. In a situation where an employee is required by the respective institution to work on a holiday on which the employee would ordinarily be entitled to be off, it shall be the discretion of the employee to take an alternative day off during the same workweek, unless the employee is disallowed by the employing institution to take an alternative holiday due to an emergency condition as defined by Section II. hereof.

(References: 29 CFR 778.201; 29 CFR 778.203)

V. Use of Compensatory Time Off

An employee who has earned compensatory time off and requests to use such time shall be permitted to use such time within a “reasonable period” subsequent to the request if the granting of such request does not “unduly disrupt” the operations of the institution. Mere inconvenience is not considered to be unduly disruptive. However, a request to use compensatory time at the beginning of an academic quarter or semester, or to use such time during a period of final examinations or grades, may be unduly disruptive regardless of when the request is made.

(Reference: 29 USCA sec. 207(o), as amended)

VI. Employees Working Two or More Types of Jobs

A. In a situation where an employee's normal employment involves two or more different types of nonexempt work with the same institution, the hours worked in both types of work shall count toward the determination of whether the employee has worked more than forty (40) hours in any workweek.

B. In the event the different assignments are subject to different rates of pay, then the rate of pay for those hours worked over forty (40) shall be calculated on the basis of one and one-half (1½) times a “regular hourly rate” consisting of the weighted average of the hourly rates for both (or all) types of work assignments, or, in the alternative, the employee and the institution may agree in advance that any overtime work shall be compensated on the basis of the one and one-half (1½) times the appropriate rate for the type of work performed after the forty-hour point is reached.
C. The above provision shall not apply where an employee voluntarily chooses to work, on an occasional, temporary, or sporadic basis, a job in addition to, and different from, his or her normal work assignment. For example, if a bookkeeper works forty hours in his or her regular job then voluntarily works an additional fifteen hours during the same week painting the gymnasium, the fifteen hours spent painting would not be considered overtime, and the employee would be compensated at whatever rate is appropriate for that job. On the other hand, if a secretary is called upon to work as part of a registration team in addition to her normal forty hour workweek, that work assignment would be considered subject to overtime, even though occasional, if it consisted of clerical activities. The rationale for considering the secretary’s additional hours as overtime is that they fail to pass the test with respect to being different in nature from the employee’s normal duties, since both sets of activities would be clerical in nature.

(References: 29 CFR 778.115; 29 CFR 778.419)

VII. Averaging Hours Prohibited

In computing hours worked, each workweek stands alone. Hours worked in two or more workweeks may not be averaged for purposes of computing hours worked in a workweek.

(Reference: 29 CFR 778.104-.105)

VIII. Working Extra Hours in a Day

An employee is not necessarily entitled to overtime pay (that is, pay at one and one-half times the normal rate), either in the form of pay or compensatory time off at one and one-half times the normal rate of compensation, for hours worked in a day beyond those normally worked in such day. However, under those circumstances described in this procedure, a nonexempt employee may be entitled to overtime compensation for hours worked during a workweek in excess of forty (40).

(Reference: 29 CFR 77.102)

IX. Options for Compensation

A. When a President or an authorized designee has determined that a need for overtime work exists, he/she shall make a request to the respective employee or employees to work overtime (for a given day or days or for the workweek).

Before an employee shall agree to perform such overtime work, the President/designee shall make the employee aware of which types of compensation and/or alternative scheduling shall be available to the employee. The employee shall make it known to the
President/designee which of the options presented by the President/designee the employee has selected regarding how such overtime will be treated, and the employee’s selection shall be honored by the respective institution. The options which are to be made available to the employee shall be from among, but need not necessarily include all of, the three options described below:

1. The employee will receive compensatory time at one and one-half (1 ½) times the rate of actual overtime hours worked for the workweek. For example: if an employee works four (4) hours of overtime, the employee will receive six (6) hours of compensatory time which can be used at employee's discretion. (See also, use of compensatory time off.)

2. The employee will receive overtime pay at one and one-half (1 ½) times the employee’s normal hourly rate for each hour of overtime work performed for the workweek. For example: if an employee's normal hourly rate computes to $5.00 per hour, the employee will receive $7.50 for each hour of overtime work performed.

3. If an employee works hours beyond the normal number of hours for a given workday or workdays, the employee may choose to decrease the number of hours worked in another workday or workdays in that same workweek on an hour-for-hour basis, so long as such reduction does not cause an undue disruption to the normal operation of the institution and so long as the total number of hours worked during the week is not less than that which would have ordinarily been worked by the employee during a workweek. The employee shall nevertheless be entitled appropriate overtime compensation in the event that the total number of work hours for the workweek exceeds forty (40).

B. However, except in emergency conditions, as defined in Section II hereof, the President/designee cannot require the employee to adjust his or her work schedule so as to use such additional work hours during the same workweek as the overtime work is performed. This option shall be at the sole discretion of the employee, subject to the exceptions stated above. No employee shall ever be compelled or forced to adjust his or her work schedule as described above except during an emergency condition as described in Section II hereof.

(References: 29 USCA sec. 207(o); 29 CFR 778.100; 29 CFR 778.113)

X. Leave and Holidays

Paid time off attributable to a holiday, or to sick, annual, personal leave, or other forms of paid leave is to be treated the same with respect to computing the total number of hours worked during a workweek. Hours taken off for a holiday or as sick, annual, personal, or other paid leave will be counted as hours worked in determining whether or not forty (40) work hours were exceeded during a given workweek.
XI.  Compensatory Time Off

A.  If an employee receives entitlement to compensatory time off in lieu of overtime pay in cash, the employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the employing institution.

B.  The maximum compensatory time which may be accrued by an affected employee shall be 240 hours (160 hours actually worked). An employee shall be paid overtime compensation in cash for additional overtime hours of work.

C.  Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is higher.

(Reference: 29 USCA sec. 207(o))

XI.  Lectures, Meetings, and Training Programs

The following is excerpted from 29 CFR 785 of the Federal regulations adopted to carry out the FLSA.

785.27 General.

Attendance at lectures, meetings, training programs, and similar activities need not be counted as working time if the following four criteria are met:

(a)  Attendance is outside of the employee’s regular working hours;

(b)  Attendance is in fact voluntary;

(c)  The course, lecture, or meeting is not directly related to the employee’s job and;

(d)  The employee does not perform any productive work during such attendance.

785.28 Involuntary attendance.

Attendance is not voluntary, of course, if it is required by the employer. It is not voluntary in fact if the employee is given to understand or led to believe that his present working conditions or the continuance of his employment would be adversely affected by nonattendance.
785.29 Training directly related to employee’s job.

The training is directly related to the employee’s job if it is designed to make the employee handle his job more effectively as distinguished from training him for another job, or to a new or additional skill. For example, a stenographer who is given a course in stenography is engaged in an activity to make her a better stenographer.

Time spent in such a course given by the employer or under his auspices is hours worked. However, if the stenographer takes a course in bookkeeping, it may not be directly related to her job. Thus, the time she spends voluntarily in taking such a bookkeeping course, outside of regular working hours, need not be counted as working time. Where a training course is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee’s even though the course incidentally improves his skill in doing his regular work.

785.30 Independent training.

Of course, if an employee on his own initiative attends an independent school, college or independent trade school after hours, the time is not hours worked for his employer even if the courses are related to his job.

785.31 Special situations.

There are some special situations where the time spent in attending lectures, training sessions and courses of instruction is not regarded as hours worked. For example, an employer may establish for the benefit of his employees a program of instruction which corresponds to courses offered by independent bona fide institutions of learning. Voluntary attendance by an employee at such courses outside of working hours would not be hours worked even if they are directly related to his job, or paid for by the employer.

XII. Travel Time

The following is excerpted from 29 CFR 785 of the Federal regulations adopted to carry out the FLSA.

785.35 Home to work; ordinary situation.

An employee who travels from home before his regular workday and returns to his home at the end of the workday is engaged in ordinary home to work travel which is a normal incident of employment. This is true whether he works at a fixed location or at different job sites. Normal travel from home to work is not
work time.

785.36 Home to work in emergency situations.

There may be instances when travel from home to work is overtime. For example, if an employee who has gone home after completing his day’s work is subsequently called out at night to travel a substantial distance to perform an emergency job for one of his employer’s customers, all time spent on such travel is working time. The Divisions are taking no position on whether travel to the job and back home by an employee who receives an emergency call outside of his regular hours to report back to his regular place of business to do a job is working time.

785.37 Home to work on special one-day assignment in another city.

A problem arises when an employee who regularly works at a fixed location in one city is given a special one-day work assignment in another city. For example, an employee who works in Washington, D.C., with regular working hours from 9 a.m. to 5 p.m. may be given a special assignment in New York City, with instructions to leave Washington at 8 a.m. He arrives in New York at 12 noon, ready for work. The special assignment is completed at 3 p.m., and the employee arrives back in Washington at 7 p.m. Such travel cannot be regarded as ordinary home-to-work travel occasioned merely by the fact of employment. It was performed for the employer’s benefit and at his special request to meet the needs of the particular and unusual assignment. It would thus qualify as an integral part of the “principal” activity which the employee was hired to perform on the workday in question; it is like travel involved in an emergency call (described in Section 785.36), or like travel that is all in the day’s work (see Section 785.38). All the time involved, however, need not be counted. Since, except for the special assignment, the employee would have had to report to his regular work site, the travel between his home and the railroad depot may be deducted, it being in the “home-to-work” category. Also, of course, the usual meal time would be deductible.

785.38 Travel that is all in the day's work.

Time spent by an employee in travel as part of his principal activity, such as travel job site to job site during the workday, must be counted as hours worked. Where an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and to carry tools, the travel from the designated place to the work place is part of the day’s work, and must be counted as hours worked regardless of contract, custom, or practice. If an employee normally finishes his work on the premises at 5 p.m. and is sent to another job which he finishes at 8 p.m. and is required to return to his employer’s premises
arriving at 9 p.m., all of the time is working time. However, if the employee goes home instead of returning to his employer’s premises, the travel after 8 p.m. is home-to-work travel and is not hours worked. (*Walling v. Mid-Continent Pipe Line Co.*, 143 F. 2d 308 (C.A. 10, 1944))

785.39 **Travel away from home community.**

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee’s workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Regular meal period time is not counted. As an enforcement policy the Divisions will not consider as work-time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

785.40 **When private automobile is used in travel away from home community.**

If an employee is offered public transportation but requests permission to drive his car instead, the employer may count as hours worked either the time spent driving the car or the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.

785.41 **Work performed while traveling.**

Any work which an employee is required to perform while traveling must, of course, be counted as hours worked. An employee who drives a truck, bus, automobile, boat, or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding, except during bona fide meal periods or when he is permitted to sleep in adequate facilities furnished by the employer.

**XIV. Time Sheet**

A time sheet shall be completed for all nonexempt employees, to record hours worked, sick leave, annual leave, personal days, and holiday time. Each institution shall be responsible for developing its own system for the management of this process. Timesheets may be maintained manually or through the utilization of a computerized system. A time sheet shall be completed by the employee and submitted to the immediate supervisor for approval. The supervisor shall be responsible for the review of the hours reported on the time sheet. It shall be the responsibility of the employee’s supervisor to monitor the work hours. If
approved, the time sheet shall be submitted to the appropriate department for payroll purposes. The completed and approved Time sheets shall be retained in accordance with applicable state and federal regulations.

Emergency Shelter Duty and Pay Provision
The president or president’s designee may assign employees to assist in managing and maintaining college facilities when such facilities are activated to provide shelter to disaster evacuees.

Employees assigned to emergency shelter duty shall, upon certification by the president, be paid two (2) times the applicable normal rate of pay for each hour worked. This rate shall apply whether or not the workweek exceeds (40) hours and does not apply to employees paid on Salary Schedules A and B. The chancellor will issue guidelines regarding the eligibility of and procedures for implementing emergency shelter duty pay.

Part Time Employees Contracted Hourly
Part time employees who are contracted hourly must submit monthly time sheets. The time period for payroll purpose goes from the 16th day of the previous month to the 15th day of the current month. The time sheet must be signed by the employee and the immediate supervisor and then submitted to the Business Office or before the 17th of the month. If the 17th of the month falls on a weekend or holiday, the time sheet must be submitted on the last business day preceding the weekend or holiday. Time sheets that are not submitted by the cut off date each month will not be processed until the next payroll period. Payroll checks for part time employees who are contracted hourly will be issued on the last working day of each month.

Part Time Instructors Contracted By Credit Hours
Part time instructors who are contracted by credit hours are paid in four installments for the fall semester, five installments for the spring semester, and three installments for the summer semester.

LEAVES WITH PAY

A leave year for earning, accrual, and use of leave by college employees is September 1 through August 31. All leave, except sick leave and emergency leave, must be requested by the employee and approved by the President before the leave can be taken. (Sick leave must be reported to the immediate supervisor, or a designee.)

The supervisor must submit the official sick leave form to the President after signing in the designated space. The college reserves the right to request a doctor's certificate for sick leave absences of five consecutive days. Any employee who is absent from work for three (3) consecutive workdays without approval, shall be considered to have abandoned the position and to have resigned from the college.
Annual Leave

Current State Board of Education policy does not provide for annual leave for instructors, counselors, or librarians (schedule D personnel).

Employee must work one-half of the work days in the initial month of employment to accrue a day of annual leave.

Request for annual leave is to be made via Request for Leave Form. A copy of this form, once approved, will be retained in the office of the immediate supervisor.

The immediate supervisor may be delegated the authority to approve annual leave for non-instructional personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their area of responsibility is reported timely and accurately on the basis of the Request for Leave Form they have approved.

Personnel who leave employment of a state junior, community, or technical college will be paid for the actual number of annual leave days earned and not used up to a maximum of sixty (60) days. Payment of annual leave will be based on the employee’s salary in effect at the time of severance.

If an employee who is eligible to accrue annual leave assumes an assignment on a salary schedule where annual leave may not be earned or accrued, payment for the unused portion of the accrued annual leave will be made at the conclusion of the eligible assignment and will be based on the eligible salary schedule.

Years of Experience for Annual Leave Accrual Rate

A “year of experience” shall be a completed year of full-time work experience at one or more state two-year colleges, the Department of Postsecondary Education, any public school, college or university in Alabama, or at any combination of the forgoing. A “year” shall be at least nine (9) months of employment out of a twelve month period. A twelve month period shall be from September 1 through August 31. With regard to administrative, supervisory, or professional work experience, “full-time” shall mean employment having a normal workweek of forty (40) or more hours. With regard to instructional experience (including experience as a teacher, librarian, or counselor) “full-time” shall mean employment having a normal workweek of thirty-five (35) hours or such number of work hours as the respective college designates as full-time. With regard to work experience as a support employee, “full-time” for the purpose of computing a “year of experience” shall mean employment having a normal workweek of twenty (20) or more hours. In order to receive consideration as a “year of experience” for annual leave accrual rate purposes, a “year” must be completed on or before August 31 prior to the academic year during which the leave accrual rate shall be applicable.

The number of “years of experience” shall be established and certified by each respective college president based on verified documentation provided to the college by the respective eligible employee. Such certification by the president shall be carried out no later than thirty (30) days after the first date of employment of the respective employee in a position for which
annual leave is a benefit. If an employee does not provide by the deadline stated above verified documentation of all prior work experience subject to consideration with regard to such “years of experience,” then any such work experience not sufficiently documented shall not be considered for annual leave accrual purposes until the ensuing academic year.

In the event of a disagreement between the college president and a given employee regarding the calculation of any employee’s “years of experience” for annual leave accrual purposes, the chancellor shall be provided with all necessary and appropriate documentation and other relevant information and shall make a determination as to the years of experience for annual leave accrual rate purposes. The chancellor’s determination shall be final and shall be binding upon the college and the respective employee.

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Annual Leave Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>1.00 day per month</td>
</tr>
<tr>
<td>5-9</td>
<td>1.25 days per month</td>
</tr>
<tr>
<td>10-14</td>
<td>1.50 days per month</td>
</tr>
<tr>
<td>15-19</td>
<td>1.75 days per month</td>
</tr>
<tr>
<td>20-Above</td>
<td>2.00 days per month</td>
</tr>
</tbody>
</table>

Annual leave may be accumulated up to a maximum of 60 days and carried forward into each September. Days in excess of the 60 day limit will be forfeited at the end of the leave year or upon termination of employment. Leave may be taken at appropriate times as approved in advance by the appropriate supervisor and the President of the college. Annual leave is not transferable and will be compensated for up to a maximum of 60 days upon termination of employment.

**Court Attendance**

Full-time employees of state, community, junior, or technical colleges employees who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. Locally, this policy is also extended to salary schedule H employees.

On receipt of a summons for court attendance, the employee should submit a "Request for Leave" form with a copy of the summons attached and forward it for the appropriate signatures. A copy of the approved form will remain in office of the immediate supervisor. Personnel summoned for court attendance and subsequently released are expected to return to work.

The immediate supervisor may be delegated the authority to approve leave for court for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by the employees in their areas of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.

**Emergency Leave**

In situations where annual and sick leave have been exhausted, the president or an immediate supervisor may approve emergency leave to an employee up to a maximum of three days per leave year.
In general, an emergency is an unforeseen circumstance which requires immediate action by an employee.

Request for emergency leave is to be made via Request for Leave form. A copy of this request once approved, will be retained in the office of the immediate supervisor.

The immediate supervisor may be delegated the authority to approve emergency leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their areas of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved. Emergency leave with pay is non-cumulative, and emergency leave will not be paid on termination or resignation of employment.

When a new employee on Salary Schedule A, B, C, E, or H is hired after the beginning of the standard contract period (usually September 1), the computation for the amount of emergency leave initially awarded will be based upon the employee’s number of work days in the year divided by 260 days, rounded to the nearest hour.

The employee has the option of using sick leave and/or emergency leave in situations covered in items one through six below:

1. Death of an immediate family member or those under the care of the employee (spouse, children, parents, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, niece, nephew, grandchildren, grandparents, uncle and aunt);

2. Emergency hospitalization of the employee or an immediate family member or those under the care of the employee (spouse, children, parents, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, niece, nephew, grandchildren, grandparents, uncle and aunt);

3. A vehicle accident in transit to/from workplace;

4. A vehicle malfunction in transit to/from workplace;

5. Catastrophic loss to major personal property (e.g., home damage by fire);

6. Weather conditions that prevent travel. Emergencies beyond those specified will be considered for approval by the President.

**Military Leave**

A full-time employee who is an active member of military service will be granted required military leave for up to a maximum of 21 working days (168 hours) per calendar year. During paid military leave, the employee will continue to accrue all employment benefits, including sick and annual or personal leave, and paid medical insurance benefits. Once available paid military
leave is exhausted, the employee may take available annual or personal leave to continue to receive all employment benefits.

Once the employee has exhausted all available paid leave, the employee may be considered to be on military leave of absence without pay. Employees on unpaid leave of absence do not accrue benefits but may choose to continue health insurance coverage by paying the designated premiums.

Locally, military leave is also extended to salary schedule H personnel.

On receipt of orders, the employee will submit a Request for Leave form, with a copy of the orders attached. A copy of the military order and a leave request form must be submitted to the President for approval. A copy of this form, once approved, will be retained in the office of the immediate supervisor.

The immediate supervisor may be delegated the authority to approve military leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by the employees in their areas of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.

**Personal Leave**

Personal leave is non-cumulative. A reason for personal leave is not required. However, personal leave with pay should be requested prior to its occurrence. The president or designee will approve personal leave unless its occurrence will hamper the normal routine operation of the college.

Personal leave is requested via a Request for Leave form. A copy of the request, once approved, will be retained in the office of the immediate supervisor.

The immediate supervisor may be delegated the authority to approve personal leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by the employees in their areas of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.

Personal leave will not be paid on resignation or termination.

When a new employee on Salary Schedule A, B, C, E, or H is hired after the beginning of the standard contract period (usually September 1), the computation for the amount of personal leave initially awarded will be based upon the employee’s number of work days in the year divided by 260 days, rounded to the nearest hour.

When a new employee on Salary Schedule D is hired after the first duty day of the fall term, the computation for the amount of personal leave awarded will be based upon the employee’s number of work days in the academic year divided by 175 days, rounded to the nearest hour.
An employee not desiring unused personal leave to be converted to sick leave at the end of the leave year must notify the institution in writing at least thirty (30) days prior to the end of the leave year.

**Professional Leave**
Professional leave with pay may be granted to any full-time employee when federal or other non-institutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum of two (2) years or repay the monies received while on leave. The tenure status of a person on professional leave will not be affected. Professional leave will be granted only on written request from the president and approval by the chancellor.

**Professional Development Leave**
Full-time personnel employed at Wallace Community College Selma may be granted professional and/or vocational leave with pay for up to 10 days per year provided, in the opinion of the appropriate supervisor and the President, the activity will significantly enhance the employee's professional and/or vocational development plan. For the purpose of this policy, a professional or vocational development activity is defined as attendance at short term workshops and seminars, field trips to other educational institutions and other short term intensive learning experiences relative to the employee’s job responsibilities. It does not include regularly scheduled semester or semester classes or programs. The employee must have a written statement accompanying each request, and a written report must be submitted to the President upon completion of the activity.

Documentation of the activity, its purpose, and the benefits derived must be placed either in the official personnel file or appropriate professional development files.

While on professional and/or vocational development leave, the functions of the employee must be reassigned as necessary to assure appropriate service to students and the institution.

“Professional and/or vocational activity” is defined as appropriate activities sponsored by professional associations and organizations such as the Alabama Education Association (AEA), the Alabama Vocational Association (A.V.A.), the Alabama Association of Junior and Community Colleges (AJCC.), and other professional organizations serving college employees.

**Sick Leave**
An employee may accumulate an unlimited number of sick leave days. Earned sick leave days which have been accrued by an employee are transferable between the following: Alabama College System institutions; public city and county school systems; the Alabama Institute for the Deaf and Blind; the Alabama Youth Services Department in its capacity as the Board of Education for the Youth Services Department District; the Alabama School of Fine Arts; the Alabama High School of Mathematics and Science; the Alabama State Senate; the Office of the Lieutenant Governor; the Office of the Senate President Pro Tempore; the Office of the Speaker of the House of Representatives; the Alabama House of Representatives; the Legislative Reference Service; any organization participating in the Teacher’s Retirement System (excluding state governmental departments not expressly listed); and public four-year institutions of higher education.
education. The president or designee must certify the number of unused sick leave days to any of the above employers when an employee transfers employment. All of the earned and unused sick leave days which an employee has accumulated must be transferred to any new employer listed above for use by the employee in accordance with applicable law. For purposes of applying accrued sick leave as credit for retirement purposes, an employee is limited to a maximum of one sick leave day per month of employment.

The accrual of sick leave for schedule D personnel for summer employment is as follows:

<table>
<thead>
<tr>
<th>Employment</th>
<th>Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time summer employment</td>
<td>3 days</td>
</tr>
<tr>
<td>Half-time but less than full-time summer employment</td>
<td>2 days</td>
</tr>
<tr>
<td>Less than half-time summer employment</td>
<td>1 day</td>
</tr>
</tbody>
</table>

Sick leave may be utilized during a contractual period of employment. However, sick leave may not be utilized to extend the employment period beyond the contractual arrangement.

On employment, personnel must work one-half of the working days in the initial month of employment to accrue a day of sick leave. Accumulation of one (1) day per month will continue while an employee is on paid sick leave. If an employee receives sick leave pay for one-half (½) of the working days in the month, a day will be accumulated for that month, and accumulation will cease the following month.

Paid sick leave for prolonged illness or pregnancy will be granted on request via Request for Leave form. The employee’s immediate supervisor may request medical certification in cases involving prolonged periods of paid leave.

Reinstatement to the same position will be made on the employee’s return to work from paid sick leave.

Accumulated sick leave will not be paid on resignation or termination of employment.

**Sick Leave Definitions:**

1. Personal illness or doctor's quarantine;

2. Routine physical examinations, dental appointments, eye examinations, etc.;

3. Personal injury that incapacitates the employee;

4. Attendance of an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or on an individual with a close personal tie to the employee. As specified by guidelines to State Board Policy No. 610.02 and for purposes of application of this policy, an individual with a close personal tie to the employee is limited to the following: a person standing in loco parentis; where unusually strong personal ties exist due to an employee's having been supported or educated by a person; father-in-law; mother-
in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; niece;
granddaughter; grandson; grandfather; grandmother; aunt; or uncle;

5. Death of a member of the family of the employee (husband, wife, father, mother,
son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-
in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt,
uncle);

6. Illness, injury, or death of an individual not legally related to but having a unique
relationship with the employee. Where unusually strong personal ties exist due to
an employee's having been supported or educated by a person, or some
relationship other than those listed, this relationship may be recognized for leave
purposes.

Absences Due to Illness
After five (5) days of absence due to illness, within a thirty (30) calendar-day period, the
president or designee may require that an employee furnish a medical certificate by a qualified
physician acceptable to the institution. This is to be done at the expense of the employee.

Sick Leave Bank
Wallace Community College Selma maintains a Sick Leave Bank (SLB) through which
employees can "pool" their sick leave as self-insurance against short term or catastrophic illness.
Membership in the SLB is voluntary. All employees of the college are encouraged to join the
SLB. To become a member of the SLB, an employee should complete an application for
membership in the Personnel Office. Each SLB member must deposit five (5) sick leave days into
the sick leave bank. The five sick leave days on deposit may be withdrawn upon resignation
from the sick leave bank.

Members of the sick leave bank may also qualify for catastrophic sick leave. A "catastrophic
illness" is defined as any illness or injury so certified by a licensed physician, which causes the
employee to be absent from work for an extended period of time. Before being eligible for
catastrophic sick leave, employees must exhaust all sick leave and borrow no more than fifteen
(15) days from the sick leave bank. When the fifteen (15) borrowed days have been exhausted,
the sick leave bank member may then become eligible for catastrophic sick leave. Once the sick
leave bank member qualifies for catastrophic sick leave, donated catastrophic sick leave days
may be used to repay days owed to the sick leave bank to the credit of the affected member.
Catastrophic leave days do not have to be repaid. However, sick leave days borrowed must be
repaid as the employee earns them.

No employee shall be allowed to owe more than 10 days over what the employee has on deposit to
the sick leave bank (i.e., 15 days) unless more than fifty percent (50%) of the participating
members of the bank vote to extend said limit. Employees interested in participating in the bank
should contact the Personnel Office. The sick leave bank is administered by a committee
consisting of one member appointed by the President of the college and four (4) members elected
from the active membership of the sick leave bank. Committee members are to be elected annually and may serve no more than five years.

Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee’s prevailing rate of pay.

LEAVES WITHOUT PAY

Maternity Leave
A full-time employee may be granted up to a maximum of one year of maternity leave without pay. In addition, or as an alternative, an employee may use accrued sick leave. Accumulation of sick leave will continue while employee is on paid sick leave. Accumulation of sick leave will not continue while employee is on unpaid maternity leave. An employee on maternity leave without pay resulting from pregnancy will be paid for earned sick leave on request. A person who resigns instead of taking maternity leave cannot be paid for accumulated sick leave. An employee who takes maternity leave to stay home with adopted children will not be paid for earned sick leave; however, all provisions of the Family and Medical Leave Act will be followed as they relate to leave occurrences for individuals meeting the eligibility requirements. The tenure status of persons on maternity leave will be not affected.

Time spent on unpaid maternity leave should not be counted in computing the amount of time worked during a given academic year. The one year maximum designation is intended to apply exclusively to unpaid maternity leave. Therefore, any paid leave taken by an employee for maternity purposes will not reduce the maximum time of one year of unpaid maternity leave which the employee may also take.

Personal Leave of Absence
The Chancellor may grant up to one year of personal leave without pay to a full-time employee on the written request of the President. Such request shall state that the leave without pay will not hamper the normal routine operation of the college. The tenure status of persons on personal leave without pay will not be affected. Employees approved for personal leave of absence without pay must use all accrued personal and annual leave commencing on the start date of the personal leave of absence.

Professional Leave
Up to a maximum of one year of professional leave without pay may be granted to a full-time tenured faculty if, in the judgment of the president, the purposes of the institution and the objectives of the department are not hampered by the absence. Other full-time tenured employees may be granted professional leave, without pay, for a period not to exceed one year if, in the judgment of the president, the purpose of the institution and the objectives of the department are not hampered by such leave without pay.
Family and Medical Leave
The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to balance demands of the workplace with needs of families, promote stability and economic security of families and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons, and promote the goal of equal employment opportunity for women and men.

Eligibility
For purposes of determining eligibility, the individual college is considered the employer. The twelve-month period used to calculate eligibility and to be used as a "leave year" under the FMLA will be the same as that used by each college to determine annual and sick leave, generally September 1 through August 31.

Probationary/Non-Probationary Employees
A full-time employee who has been employed with the college for at least twelve (12) months from the date on which any FMLA leave is to commence and who has worked at least 1,250 hours during the previous twelve (12) month period is entitled to a total of twelve (12) work weeks of unpaid leave during each leave year. Accrued annual and personal leave will be paid and will run concurrently with Family Medical Leave.

Temporary Employees
These guidelines generally do not cover temporary employees; however, if a temporary employee is extended beyond one year, the employee would be covered if he/she had worked at least 1,250 hours during the previous twelve-month period.

FMLA Leave Criteria
Employees are entitled to FMLA leave for one or more of the following reasons:

the birth of a child, and to care for the child after birth, provided the leave is taken within a twelve-month period following birth;

to care for the an adopted or foster-care child, provided the leave is taken within a twelve-month period following adoption/placement;

to care for the employee's child, spouse or parent, where that child, spouse or parent has a serious health condition; or

because the employee has a serious health condition that makes the employee unable to perform the essential functions of his or her position.

Leave without pay beyond the twelve-month period or for employees not covered under the Family and Medical Leave Act Guidelines will be administered in accordance with leave policies of the Alabama State Board of Education. Under these provisions, employees must pay for health benefit's coverage while on unpaid leave.
Guidelines for Using Paid Accrued Leave With Family Medical Leave
Accrued leave may be used concurrently with Family Medical Leave. Guidelines for using paid accrued leave with unpaid FLA leave are as follows:
1. For the birth of a child, the college may require use of any portion of available sick leave. However, sick leave may be used only during the period of disability.
2. For the illness of an employee's child, spouse, or parent, the college may require use of any portion of available sick leave.
3. For the employee's illness, the college may require use of any portion of available sick leave.
4. A husband and wife who are eligible for FMLA leave and employed by the college are permitted to take only a combined total of twelve (12) weeks of leave during any twelve (12) month period.

FMLA DISCLAIMER
The family medical leave act (FLA.) is lengthy and complicated. It is not practical to print all provisions of the FMLA in this handbook. Furthermore, the complexity of the FMLA statute prohibits us from addressing every contingency or situation. You should contact the director of personnel services to discuss your specific situation and to determine whether you are eligible and meet required leave criteria. For additional information concerning rights and responsibilities under FMLA., employees are encouraged to call the Department of Labor (DOL) at 1-800-959-FLA and review the DOL’s FMLA web page at http://www.dol.gov/dol/esa/fmla.htm.

RETIREMENT
Mandatory participation is required in the Alabama Teacher's Retirement System (TRS) for all full- time/part-time employees who work at least twenty hours per week. Part-time employees working less than nineteen hours per week (i.e., adjunct faculty) who are already participating in TRS through other school systems or institutions are also required to participate at Wallace Community College Selma. For more information on retirement benefits and application forms, contact the Personnel Office.

CONSULTATION OUTSIDE EMPLOYMENT
Employees of the college should not engage in any outside employment which would: (1) disrupt or interfere with operation of the college, (2) directly compete with the college, (3) impose additional financial burden upon the college, or (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama). Employees must not conduct any outside employment, business activity or political activity during college working hours nor use any college property, equipment or facilities for any private enterprise or political activity, unless approved by the President. Furthermore, employees shall not use any college property for personal gain.
TUITION ASSISTANCE POLICY AND PROCEDURES
The tuition waiver program is designed for all full-time employees of the State of Alabama public two-year colleges. An employee is defined as any person who is employed full-time (Salary Schedules A, B, C, D and E) by any State of Alabama public two-year college. This program will not include temporary, part-time or persons serving as independent contractors. The program is coordinated by each state two-year college for employees within the two-year colleges.

An application form for the tuition assistance program is available at the college and should be completed prior to registration for classes. A copy of the completed form must be maintained by Wallace Community College Selma and the college offering the courses (if different). A tuition waiver may be obtained from the Financial Aid Office.

Eligibility Requirements
Employees must have been employed by Wallace Community College Selma for at least one full academic year or at least 12 months, whichever is less restrictive, prior to the first scheduled day of class for the semester for which the employee is applying.

Termination of Eligibility
Employee eligibility terminates if the employee discontinues full-time employment at Wallace Community College Selma for any reason other than on an approved leave of absence.

Dependents will be ineligible when employee becomes ineligible. A dependent of an employee who has 25 years or more of continuous service upon retirement from the Alabama College System will be eligible to participate in the tuition assistance program for a period of five (5) years beginning with the date of the employee’s retirement from the Alabama College System.

AMOUNT OF ASSISTANCE, LIMITATIONS, CONDITIONS AND AUDITING

Tuition Cost
All eligible employees will be allowed a waiver of one-third of the normally charged tuition after the first year (full academic year or twelve-month period) of employment, a waiver of two-thirds tuition after the second year of employment, and a waiver of full tuition after the third-year of employment (partial tuition adjustments are to be rounded down to the nearest dollar). Expenses for supplies, books, and fees other than tuition will not be waived. Each college will be allowed to count the credit hours generated by these enrollees.

Limitation
There is no limitation as to the number of credit hours taken, other than the regular academic limitations that apply at the institution. All students will be required to abide by the academic policies that are in effect at Wallace Community College Selma.

Conditions
To be eligible for a tuition waiver, the student-employee must maintain at least a "C" (2.0 on a
4.0 scale) in the courses for which he/she receives tuition assistance. Failure of the
student/employee to meet this grade requirement will result in the student/employee's having to
pay tuition for courses taken until his/her average grade is "C" or better. The student-employee
can then again be eligible when the student's cumulative grade point average is "C" or better.

Auditing
The student-employee will be allowed to audit one course (up to five credit hours) per semester at
no cost. The student-employee must meet all class attendance requirements, participate in class,
and complete assignments as required of credit enrolled students except the final examination is
not required. Failure to comply with these requirements will result in the student-employee
becoming ineligible for further participation as an audit student in credit hour producing courses
reported for funding purposes.

Repeating Classes
Tuition costs for courses repeated will be the responsibility of the student-employee, and
reimbursement under the tuition assistance program will be disallowed. Tuition assistance will
be disallowed for repeating a class for which the grade of "W" was originally received.

Records Transmittal
The student-employee must re-certify his/her eligibility, prior to registering for a new semester
by providing verification of course completion to the following:

the academic dean on the campus of attendance; and/or

the academic dean on the campus will forward it to the college President for the
employee's permanent file.

Those not registering for the next semester must, within twenty days after course completion,
present official documentation of course completion to:

the academic dean on the campus of attendance; and/or

the academic dean on the campus of employment who will forward it to the President for
the employee's permanent file.

Work Week
Participation in this program is in addition to the employee's full-time work week and should not
be considered when computing the employee's time for financial compensation. However, in
certain cases the employee's work schedule may be adjusted to permit course attendance.
Adjustments to an employee's weekly work schedule must be recommended by the employee's
supervisor and/or dean, and approved by the President.
NEW EMPLOYEE MENTORS
The mentoring program is developed to ensure that new employee assimilation into the college is efficient and orderly. All new employees will be assigned a mentor by the President.

PROFESSIONAL ETHICS
All faculty/staff members are expected to practice and adhere to the following:
Demonstrate the highest standards of confidentiality, ethics, loyalty, honesty, and integrity;

Refrain from discussing the affairs of the college or associates with students or persons not connected with the college except where discussions are intended to lead to constructive results;

Respect students as individuals without relinquishing the faculty/staff members' responsibilities as professionals;

Respect and follow general practices or policies until change can be accomplished through the proper channels;

Refrain from using materials, supplies and equipment for personal purposes;

Respect all regulations and follow proper channels in securing information, supplies and services;

Give sincere cooperation in any instance where the general program of the college is concerned;

Maintain a positive working relationship with college administrators, faculty, staff, student, and the general community.

PROFESSIONAL DEVELOPMENT
The college encourages the continued professional development of all personnel. Faculty, and staff members pursuing additional graduate study must have the approval of the President (State Board Policy Manual 610.01).

In addition to graduate study, professional development may include in-service programs and activities, readings in appropriate areas, membership in professional associations, travel to various meetings and conferences, communications with counterparts at other institutions, and individual classroom experimentations and innovations.

Up to a maximum of one (1) year of professional leave, without pay, shall be granted to full-time tenured faculty of state, community, junior, or technical colleges if, in the judgment of the President, the purposes of the institution and objectives of the department are not hampered by the absence.
Dress and Speech
Personal appearance is important since each faculty and staff member represents the profession and contributes to the professional image. Moreover, faculty and staff members serve as role models for the many students with whom they come in contact each day. Therefore, each college employee is expected to dress and speak in a manner befitting the employee's position and level of influence.

Meetings
All faculty and staff members are required to attend all meetings called by the President, Division Deans, Departmental Chairs/Heads, and Program/Office Directors.

Commencement
All full-time faculty and staff members are required to participate in the Commencement exercises unless specifically excluded by the President. Employees must pay for their own commencement regalia. For further information contact the Secretary to the President.

SPONSORSHIP OF ORGANIZATIONS
All student organizations should have a faculty or staff member as a sponsor, and all activities held in the name of the college must be chaperoned by a member of the college staff. Instructors who prefer to sponsor certain clubs or events should register a preference with the Dean of Students. All employees are asked to assist in chaperoning activities of the college from time to time.

ABSENCES
Personnel who anticipate being absent should notify their immediate supervisor, and instructors should make arrangements regarding classes. An instructor who unexpectedly finds it necessary to be absent should notify the Department Chairperson or the Vice-President for Instruction who will then arrange for classes to be conducted during the instructor's absence. A list of qualified substitute instructors should be on file in the Divisional Chairperson's Office.

DRUG/ALCOHOL/TOBACCO ABUSE
As a public educational institution, Wallace Community College Selma does not permit on its premises the possession, use, or distribution of any alcoholic beverage by any student, employee or visitor except in extenuating cases as approved by the President. Under no circumstance will illicit drugs be permitted or used on the premises by any student, employee, or visitor. Cigarette smoking is not allowed in a state operated or owned building at any time.

FAMILY MATTERS
Family Matters will extend sympathy, get well, and congratulation messages to WCCS employees and their families. All employees may choose to be a member of Family Matters. Any employee who chooses to be a member of Family Matters must submit a membership enrollment form (available in the Personnel Office) providing requested information and authorizing payroll deduction from his/her paycheck. Institutional funds cannot be used in extending sympathy, get
well, or congratulation messages from the college; therefore, tangible expressions of sympathy, get well, and congratulation messages on behalf of the college must be funded and carried out by the employees themselves. All deductions for Family Matters will be placed in a separate account. Monthly statements on the Family Matters account will be available in the Library.

**KEY DISTRIBUTION**

Keys will be distributed by the Personnel Office. Keys are not to be duplicated except through the Business Office. Keys must be signed for to insure security. Under no circumstances are keys to be given to non-employees. Violation of this procedure will result in re-keying locks at the expense of the employee.

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Wallace Community College Selma
Campus Network and Internet
Usage Policies and Guidelines

**Section A: Usage Policies**

1. Any use of College telecommunication or networking services for illegal, unethical, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of the College’s mission, goals, policies, or procedures.

2. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder, except as permitted by the principle of fair use. Any responsibility for the consequences of copyright infringement lies with the user. The College expressly disclaims any liability or responsibility resulting from such use.

3. Through electronic means or otherwise, network users shall not violate the conditions of the Education Code dealing with a student’s right to privacy.

Additional examples of unacceptable use of the Wallace Community College network and Internet connection includes, but are not limited to, the following:

- Libeling or slandering other users;
- Malicious destruction or damage to equipment, software, or data including the willful introduction and spreading of computer viruses;
- Disruption or unauthorized monitoring of electronic communications;
Plagiarism;

Recreational use, including

chatting; Commercial gain or

private profit.

Section B: General Guidelines

In addition to complying with College network/Internet policies, users are expected to adhere to the policies and procedures established by other networks and facilities not owned by the College but which are accessed or traversed while using the Internet. Internet connections and computing resources provided by the College must not be used knowingly to violate the laws and regulations of the United States or any other nation or the laws and regulations of any state, city, provinces or other local jurisdiction in any material way. In addition, the College reserves the right to monitor, under appropriate conditions, the use of computer resources to protect the integrity of the system and to insure compliance with regulations.

In addition to the above statement, the following should be taken into consideration:

1. Users of the Wallace Community College Selma network and Internet connection be aware that non-business or non-College related software downloaded from the Internet may affect a workstation's performance through the random changing system settings thus affecting system and network performance. In addition, the downloading and installation of non authorized software may render a workstation unusable and loss of valuable data may occur.

2. All users should observe proper NET etiquette. Users should be polite in all communications, should not send messages that are abusive or contain swearing or vulgarity, and should not send a message in CAPITAL letters as this is considered shouting at the reader.

3. The Internet is not a wholly secure environment. Users should take precautionary measures before making personal identification or information available over the Internet. In addition, the College is not responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet or caused thereby or arising therefrom.