

Policies

Board of Trustees of Harford Community College

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With Subsequent Policy Revisions as noted by the individual policy

Board Policies

This Policy Manual represents the Board's commitment to the practices and principles described. The College has developed detailed procedures to implement some of these policies. For example, the College has a comprehensive program for investigating discrimination and harassment, for drug and alcohol testing, and for medical leaves. Those procedures govern details of implementation so long as they are not inconsistent with or contrary to these Board policies.

GENERAL POLICIES

Standards of Conduct and Behavior Policy

It is the policy of Harford Community College that standards of conduct and behavior are necessary for the benefit and safety of all employees, students, and visitors, as well as the efficient operation of the College. Conduct that is illegal, interferes with or is detrimental to the operations of the College or the pursuit of College objectives, or that otherwise adversely affects students, employees, and/or visitors will not be tolerated.

Violations of this policy constitute misconduct on the part of the employee and may result in disciplinary action up to and including termination of employment, and, on the part of visitors, removal from college property and/or other legal action as appropriate.

Smoke and Tobacco-Free Campus Policy

It is the policy of Harford Community College that the College is a smoke- and tobacco-free environment. The use of any type of tobacco product, smoking device or equipment, or any item that simulates smoking such as vaping, is prohibited in all buildings and areas of the campus and off-campus sites supervised by the College.

Alcohol Policy

It is the policy of Harford Community College that the College is committed to providing a safe and healthy workplace. While the College generally prohibits employees from consuming alcoholic beverages in the course of business, responsible consumption of alcoholic beverages may be permitted at receptions and other occasions generally associated with cultural events and corporate sponsorships. Further, use, possession or consumption of alcoholic beverages is prohibited at student events on or off campus that are organized or sponsored by College personnel or its agents.

Drug Abuse Prevention and Drug-Free Workplace Policy

It is the policy of Harford Community College to be drug-free in order to ensure a safe, healthy and productive work and learning environment. This policy applies to all employees, applicants for employment, students and others under the control of or contracted by the College.

Heroin and Opioid Addiction and Prevention Policy

It is the policy of Harford Community College to be drug free in order to ensure a healthy and safe learning environment. The College is committed to promoting personal wellness and responsibility and recognizes that drug addiction is an illness.

This policy requires all incoming full-time students to participate in an in-person or electronic heroin and opioid addiction and awareness training. Harford Community College will provide all incoming part-time students with resources that alert and educate the students regarding heroin and opioid addiction and prevention.

To further its ongoing efforts to protect the health and safety of its students, Harford Community College will maintain a supply of overdose reversing medication to be used in an emergency situation. Special Police Officers of Harford Community College will be trained: to properly recognize the symptoms of an opioid overdose; in procedures for administering overdose reversing medications; and in the proper follow-up emergency procedures related to an opioid overdose.

Non-Discrimination and Equal Employment Opportunity Policy

Harford Community College is committed to non-discrimination and equal employment opportunity. The College will comply with all state, federal, and local laws that prohibit discrimination and retaliation against those who raise concerns about illegal discrimination.

It has been, and will continue to be, the policy of Harford Community College that all students, employees, applicants, and other persons dealing with the College will do so in an atmosphere that is free from discrimination on the basis of race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, gender identity or expression, marital status, genetic information or any other status protected by law. This policy includes, but is not limited to, decisions about recruitment, hiring, training, promotion, compensation, benefits, transfers, social or recreational

programs, academic opportunities and enrollment.

As part of its commitment to non-discrimination and equal employment opportunity, the College prohibits harassment of any kind. The College will not tolerate harassment by anyone—supervisors, other employees, students, contractors, or other persons under control of the College.

Sexual Harassment and Misconduct Policy

Harford Community College does not tolerate sexual misconduct by anyone—supervisors, other employees, students, contractors, or any person over whom the College has control. Sexual misconduct includes, but is not limited to, sexual assault, sexual exploitation, intimate partner violence or abuse, and sexual harassment of any person, including employees and students. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that becomes a term of employment or condition for an advantage, or which has the purpose or effect of creating a hostile or intimidating atmosphere. Harford Community College has developed a comprehensive Sexual Harassment and Misconduct Procedure statement with guidance about the handling of these matters. Any person who feels or believes that they have been subjected to any such behavior is urged to consult that procedure. A violation of this policy will be handled as provided in the comprehensive Sexual Harassment and Misconduct Procedure, with employees subject to disciplinary action up to, and including, termination.

Violence Policy

It is the policy of Harford Community College that any and all forms of violence, threatening behavior, and/or verbal/non-verbal harassment that involve or affect Harford Community College or which occur on the college campus (or its satellites, off-site facilities or in any off-campus location that could be considered an extension of the workplace [i.e., official travel]) are prohibited. This includes threatening behavior, violent actions, hazing, and harassment by/against or between/among students, employees, supervisors, and visitors.

Campus Weapons Policy

It is the policy of Harford Community College that persons who enter any college property are prohibited from carrying a handgun, firearm, or prohibited weapon as defined and enumerated in the Maryland Criminal Law Article § 4-101 of any kind onto college property. Only authorized HCC employees and law enforcement officers authorized to carry weapons are exempt from this prohibition.

This policy applies to all college employees and students, visitors, contractors, guests, and vendors on college property regardless of whether or not they are licensed to carry a concealed weapon.

All college employees and students are also prohibited from carrying weapons while in the course and scope of performing their job or representing the college whether they are on college property at the time or not and whether they are licensed to carry a weapon or not. Employees may not carry a weapon while performing any task on behalf of the college; the only exceptions to this policy will be persons with written permission by the college administration to carry a weapon while performing specific tasks on the college's behalf. This policy also prohibits weapons at any college-sponsored function except by persons affiliated with law enforcement agencies as stated in this policy.

Red Flags Rule and Identity Theft Prevention Policy

Harford Community College will implement, and monitor identity theft prevention procedures to detect or mitigate identity theft. The procedures include developing relevant "red flags," patterns, practices, and specific activities that signal possible identity theft, and incorporating them into the program. The procedures will be updated periodically to reflect changes in risks.

Access/Trespass Policy

It is the policy of Harford Community College, in accordance with the Education Article of the Maryland Code, Section 26-102, that the president or her/his written designee may deny access to the buildings or grounds of the college to any person who: (a) is not a bona fide currently registered student or is not a current employee at the college and/or who does not have lawful business to pursue at the college, or (b) is suspended or expelled, or (c) acts in a disruptive manner.

Visitors in the Workplace Policy

It is the policy of Harford Community College that any visitors (including children), other than those with bona fide academic, educational, and/or approved business with the college, are not to be in offices, labs, classrooms, break rooms, work areas or hallways, nor to accompany an employee during the employee's work assignment. Children (ages 12 and under) are not to be left unattended at any time, under any circumstances.

Pets On Campus Policy

It is the policy of Harford Community College to prohibit all pets from all campus

buildings, offices, laboratories and athletic fields with the exception of service animals, animals used as bona-fide instructional aids or animals used for contracted entertainment purposes. Dogs that are properly controlled (leashed) and licensed will be permitted in open campus areas. Owners will be responsible for all petclean-up.

Protection of Intellectual Property/Royalties and Copyright Policy

It is the policy of Harford Community College that all questions regarding the use of copyrighted material will be resolved before the material becomes part of authorized college activities. The responsibility to obtain permission to duplicate any copyrighted materials including but not limited to literary works, computer programs, musical works, pictorial, graphic and sculptural works, sound recordings, and audiovisual works, lies with the individual requesting duplication. The college expects that the requestor have written permission prior to duplication and/or use in all cases that are beyond the bounds of Copyright Act of 1976 [17 USC Section 106 et seq.], the Digital Millennium Act of 1998 [112 Stat. 2860], and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002 [17 USC Section 110 (2)] that are available through the Harford Community College library.

Use of College Resources Policy

It is the policy of Harford Community College to reserve the right to limit, restrict, approve or deny the use of any or all its resources, including, but not limited to, physical property, equipment, electronic media, furniture, supplies, and any and all other resources, consistent with applicable law. At the president's discretion, any College computer may be monitored and files including email and Internet may be accessed and reviewed by the president or his/her authorized representative.

Political Activities Policy

It is the policy of Harford Community College that the president, the Board, and any college employees may not use public funds or resources for participation in partisan political activities nor for attendance at or support of fund raising events for elected officials and candidates for elective office.

ACADEMIC POLICIES

Academic Freedom Policy

1. The faculty member is entitled to full freedom in research and in the publications of its results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon prior approval from and a written agreement with the authorities of this institution subject to the limitations specified in regulations respecting academic rank and its attendant privileges, and contractual obligations.
2. The faculty member is entitled to freedom in instruction in discussing his/her subject but should be careful not to introduce into teaching controversial matter that does not contribute to student achievement of the course's student learning objectives.
3. The faculty member is a member of a learned profession and a representative of an educational institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational representative, the faculty member should remember that the public may judge the profession and the institution by his/her utterances. Hence, the faculty member should at all times strive to be factually accurate, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

The aspects of academic freedom outlined in this policy apply to electronic formats, print and oral communications. References to instruction in the academic freedom policy apply to instruction that occurs in face to face or virtual environments.

Tenure Policy

It is the policy of Harford Community College that the Board of Trustees supports the traditional aims and principles of a system of tenure. Broadly conceived, those aims and principles are that academic freedom is central to higher education because it helps to promote the pursuit of truth and excellence in teaching and/or professional service, as well as in research, scholarship, and creative activity. Tenure is awarded upon continuous demonstration of excellence in teaching and professional service in accordance with criteria established by the college. Tenure does not mean guaranteed or

lifetime employment.

Awards of tenure are granted with the expectation that those who are tenured will not only continue to perform all of their professional obligations but will also work toward further achievement, promotion, and recognition by their peers.

Program Discontinuance Policy

It is the policy of Harford Community College that if the Board of Trustees determines the need for program discontinuance, curtailment, modification or redirection, the Trustees may terminate the employment of those affected.

Honorary Degree Policy

The Board of Trustees may confer an honorary degree based upon recommendations from the President.

STUDENT AFFAIRS POLICIES

Student Code of Conduct Policy

Harford Community College is primarily an academic community and all members and visitors share the duty and responsibility of securing and maintaining the freedom to learn within the community. Freedom carries responsibilities; chief among these is the respect for rights and safety of others. In order to provide and preserve this freedom and to assure orderly, safe, and legally sound conditions and practices for handling student misconduct, the College maintains, administers, regularly reviews, and revises the Harford Community College Code for Student Rights, Responsibilities and Conduct.

HUMAN RESOURCES POLICIES

Employment Classification Policy

It is the policy of Harford Community College to employ a variety of personnel to fulfill its mission.

Professional service term and tenure, as well as adjunct, temporary or special service appointments are covered by written contracts and/or letters of

employment confirmation. Staff, part-time, probationary, and at-will employees are given letters of notification.

Employment Period Policy

It is the policy of Harford Community College to establish the contract year or employment period for each full-time and part-time employee. The contract year for those assigned only to instructional duties will most often be between August 15 and June 15.

Compensation Administration Policy

It is the policy of Harford Community College to compensate employees based upon available resources consistent with comparable academic and/or appropriate regional labor markets. The president periodically recommends to the Board compensation changes.

Compensation is evaluated and adopted each year by the Board upon recommendation of the president. Any additional individual salary adjustments for excellence in performance will be based on written annual evaluations.

Benefits Policy

It is the policy of Harford Community College to provide a variety of benefits to its eligible full-time employees. Such benefits are made available at the Board's discretion and may be changed, adjusted, reduced or expanded periodically. All benefits are applied in accordance with the policy of non-discrimination. Benefits may be modified in view of fiscal opportunities or constraints, the college's contract with various benefit providers, and with the Board's determinations regarding the best interests of the college and its employees.

As a condition of employment, employees of Harford Community College holding eligible positions are required to participate in a state-sponsored retirement plan.

Restriction on Outside Employment Policy

It is the policy of Harford that the college reserves the right to determine when an employee's outside employment is interfering with that employee's full primary responsibility to the college. Employees who accept outside employment do so with the understanding that such employment shall not interfere with any regular activities connected with their responsibilities to

Harford Community College.

Employment of Persons with Relationships to College Employees Policy

It is the policy of Harford Community College that persons related by family or marriage; or, associated by domestic partnership may only be employed by the college provided such individuals meet regular college employment standards and one would not directly supervise the other. Employees shall not initiate, participate in, or exercise any influence over unit/division decisions involving a direct benefit to another employee and/or person related by family or marriage; or associated by domestic partnership (such benefits include, but are not limited to, initial appointment, retention, promotion, tenure, salary, leave of absence, and complaint resolutions).

Exceptions may be approved on a temporary basis by the president at his/her discretion.

Amorous Relationships Policy

It is the policy of Harford Community College that any amorous relationship involving faculty, staff and/or students who have a current and direct academic and professional relationship that may compromise the integrity of the College is prohibited.

Performance Evaluation Policy

It is the policy of Harford Community College to have a system of written annual evaluations for all employees based on criteria consistent with job standards and requirements.

Probationary Period for Non-Contract Employees Policy

It is the policy of Harford Community College that, unless otherwise stipulated in a contract, employees holding regularly budgeted or benefit-eligible grant-funded positions are considered probationary employees for the first 120 calendar days of their employment, unless extended in the discretion of the College. During this period, an employee may be dismissed without access to the grievance procedure.

Rates, Initial Placement, and Evaluation of Part-time Employees Policy

It is the policy of Harford Community College to hire regular part-time employees

at an hourly rate commensurate with the work to be performed with periodic evaluations. Wage adjustments may occur as recommended by the president through budget approval by the Board of Trustees.

A separate category of temporary part-time workers may be hired to fill seasonal, as-needed, on-call, and temporary assignments. These employees have limited benefits and have no expectation of continued employment,

Discretionary Leave of Absence Policy

It is the policy of Harford Community College that, at the sole and absolute discretion of the president, a leave of absence with or without pay may be considered for full- and part- time employees, both regularly-budgeted and grant or contract- funded, for compelling personal reasons including, but not restricted to, education, extended illness, maternity, paternity, adoption, and emergency humanitarian aid.

Family and Medical Leave Policy

It is the policy of Harford Community College to provide time off for the birth or adoption of a child, or for a qualifying serious medical condition of the employee or other protected dependent in accordance with federal and state law.

Employee Resignation Policy

As a courtesy to the College we ask that employees without written contracts give written notice at least two weeks prior to the effective date of resignation. Employees with written contracts must give written notification consistent with the terms of the written contract.

Hearing Policy

It is the policy of the Board of Trustees to conduct hearings for appeals only when the matter relates to suspension (with/without pay) or discharge (termination) of employees. The employee should use the Adverse Employment Action Resolution Procedure prior to bringing the issue to the Board. The employee may bring the issue directly to the Board by waiving his/her Adverse Employment Action Resolution Procedure rights.

Board Hearing Procedures

These procedures govern appeal hearings before the Board of Trustees concerning discipline and discharge for employees of Harford Community College. These procedures apply only to appeal hearings from the individual who is subject

to discipline or discharge decisions that are properly subject to grievance and hearing before the Board under the terms of HCC policy or individual contracts. These procedures do not create any independent right to a hearing before the Board. The Board may follow these procedures in other circumstances, as it deems appropriate.

The Board will conduct hearings in a fair, impartial proceeding according to these rules.

1. The employee or employees seeking a Board hearing must file an appeal, in writing, to the President of HCC for consideration by the Chair of the Board. Unless an applicable policy or a contract provides otherwise, this written request must be received not later than 5 workdays from issuance date of the President's response to the Adverse Employment Action Hearing Committee's recommendation or within 5 workdays of the challenged action if the employee waived his/her Adverse Employment Action Resolution Procedure rights. Time limits are of the essence in order that the matter shall not become stale. Failure to meet the time limits will result in denial of the appeal, except in special circumstances as determined by the Board in its sole discretion.
2. The Board will schedule a hearing for either the next regularly scheduled Board meeting or a special meeting called for by the Board Chair that is at least 15 workdays after receipt by the Chair of the written request. That hearing shall be a personnel matter, and not open to the public. The Board shall be the sole determiner of the propriety of those who may attend, except that the employee or employees pursuing the appeal will be allowed to attend along with a proper representative (attorney or other employee).
3. At least 10 workdays before that hearing, the person making the appeal may (but does not have to) file a brief, written description of the grounds supporting the grievance, with exhibits if desired. The description shall not exceed ten pages single-sided, double spaced, one-inch margin, and be at least 12 point typeface. Failure to adhere to these requirements may result in the brief not being considered, in the Board's sole discretion.
4. At least 5 workdays before that hearing, the President or a designee may (but does not have to) file a reply brief, with exhibits, adhering to the same space constraints as apply to the person making the appeal. The Chair may request information and/or supporting documentation.
5. The hearing normally will consist of each side being afforded 30 minutes in which to present its position. Members of the Board may ask questions during the presentation, or after the 30 minutes have expired. Requests for

more time will be granted if a majority of the Board decides that more time will benefit its decision making.

6. Either or both parties shall be permitted to be represented by an attorney or by an employee of HCC.
7. The Board requires that all parties act with courtesy and dignity. Otherwise, there will be no formal rules of evidence.
8. Unless specifically authorized by the Board, no post hearing briefs or written positions will be considered.
9. Nothing in these rules impedes the right of the Board, in its absolute discretion, to meet in closed session, to seek counsel or advice from any source, or take other action deemed appropriate to reach a proper decision.
10. The Board will issue a written decision in a form the Board deems appropriate, usually within 30 days following the hearing. That decision will be final and binding.
11. The Board may waive any of these rules, and reserves the right to adjust the procedures as deemed appropriate by the Board to act fairly.

ADMINISTRATIVE AND FINANCIAL POLICIES

Naming Policy

The Board has final authority to approve the naming of buildings, roadways, athletic fields, theaters, and large areas of campus circulation. If a philanthropic gift consistent with the Campus Naming Opportunities Guidelines has not occurred, the practice is to name buildings for geographical locations within Harford County and/or the state of Maryland, or for the function they serve. The practice is to name roadways with generic words or phrases consistent with the mission and values of the college. In general, names should enhance the reputation and prestige of the college, and not evoke association with any entity, product, or living person unless consistent with the Campus Naming Opportunities Guidelines.

Tuition Waiver for Full-Time Employees and Immediate Family

Full-time employees and retirees of the College and their spouses or domestic

partners and dependents may enroll in any Harford Community College class or course on a space available basis without payment of tuition. Course fees or material fees must still be paid.

This tuition waiver is extended to the dependent survivors of employees who held regularly budgeted positions and who died while employed by the college.

The College may require satisfactory proof of dependency.

National Guard Tuition Waiver

It is the policy of Harford Community College to waive 50% of tuition for credit courses and noncredit vocational-technical/certification courses taken by members of the Maryland National Guard who have at least 24 months remaining to serve in the National Guard.

It is the policy of Harford Community College to waive 100% of tuition for credit courses and noncredit vocational-technical/certification courses taken by spouses and dependents of members of the Maryland National Guard while the guard member is called to active duty for a period of at least 6 continuous months. All courses with a start date during the period of active duty deployment qualify for this tuition waiver.

Investment Policy

It is the policy of Harford Community College to invest public funds in a manner which will conform to all State of Maryland and County statutes governing the investment of public funds.

Financial Exigency Policy

It is the policy of Harford Community College that if the Board of Trustees determines the existence of a financial exigency, the Trustees may reduce the total number of employees at the College.

Approval of Purchases

Approval by the Board is required for all real estate transactions and all purchases costing \$75,000 or more. The President or the President's designee may approve smaller purchases (other than real estate transactions) that result from adherence to the rules governing the procurement process. The President shall report approval of purchases costing at least \$50,000 but less than \$75,000 to the Finance and Audit Committee and the full Board at their next regular meetings.

Appointment of Financial Audit Firm

As provided in the Bylaws of the Board of Trustees, the Board's Finance and Audit Committee represents the Board in the selection and appointment of an external financial audit firm. Before the beginning of a procurement process to select a financial audit firm, the Finance and Audit Committee will discuss the process with College staff and determine the extent of the committee's involvement in each step of the procurement process. The Finance and Audit Committee will recommend approval of a contract for external audit firm, or extension of an existing contract, before the action item is presented to the full Board for approval.

Compensation of the President

The President is employed by the Board and the compensation of the President is governed by a contract between the President and the Board, which may allow for changes from time to time. All changes in the President's compensation and benefits require Board approval. Notice of any approved change in the President's compensation or benefits will be provided by memo from the Board Chair to the Vice President for Finance and Administration with a copy to the President.

Review/Addition and Change Policy

It is the policy of Harford Community College to review existing Board policies and recommendations for new Board policies or changes to policy periodically, preferably at least annually, with special attention to actions of the General Assembly and other levels of government that may affect the College's policies. The review may occur upon recommendation of the President or upon recommendation from member(s) of the Board of Trustees. Recommendations for new Board policies or changes to existing policies will be presented to the full Board for deliberation and action.