**Introduction**

Upon receipt of the Human Resources Procedures Manual ("Manual"), I promise to read the Manual and abide by its terms. I understand that I should consult with the Human Resources Office regarding any questions not answered in the Manual. I understand that this Manual replaces in all respects all information in any prior document about Human Resources procedures for Harford Community College ("the College") employees, except those relating to current policies of the Board of Trustees.

The Manual is an attempt to describe current policies of the Board of Trustees and Human Resources procedures. If there is a discrepancy between information presented here and the Board Manual for Bylaws and Policies, the Board Manual for Bylaws and Policies will rule in all cases. While the College hopes to keep the information set forth in the Manual accurate and up-to-date, this may not be possible. In addition, the Manual cannot anticipate all possible situations or future business or economic conditions.

This Manual is designed to provide a convenient reference of the current Human Resources procedures at the College for employees. This Manual is not all-inclusive; it contains only the highlights of some of the College’s Human Resources procedures.

Accordingly, employees are made aware of the following:

- The Manual is not a contract. It does not guarantee employment for any definite period of time.
- The College reserves the right to revise, supplement, or rescind any policy or procedure, or any portion of the Manual as it deems appropriate, in its sole and absolute discretion.
- No one other than the president of the College or the Board of Trustees can enter into an agreement for employment for a specified period of time, or make any agreement or representation contrary to this procedure. Further, any such agreement must be in writing and signed by the president of the College or the Chair of the Board of Trustees.
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Academic Degree Stipend Procedure

The College encourages employees to continue to develop their skills and education. Employees who earn an associate’s degree, bachelor’s degree, master’s degree, or doctoral degree will be recognized according to the following:

1. Academic degree stipends are limited to employees filling regularly-budgeted or benefits-eligible, grant or contract-funded positions. (In the case of grant or contract-funded positions, funds must be available in the special fund, grant or contract to cover the increased salary cost.)

2. Employees seeking academic degree stipends must complete the academic degree stipend approval form (available in the Human Resources Office). Approval of the program by the employee’s supervisor and division vice president is necessary prior to the awarding of an academic degree stipend. (It is in the employee’s best interest to seek supervisory approval as early as possible in the pursuit of a degree.) If the program request is denied, the employee may appeal the decision to the president.

3. At least 30 credit hours of instruction for the qualifying degree must be completed after initial employment with the College in an eligible position.

4. The degree earned must not have been a requirement or expectation of the employee’s current position.

5. Upon receipt of confirmation of the degree earned from the awarding institution, an employee will be paid a stipend for one degree at each level. The stipend(s) for each earned degree(s) will be paid as a one-time stipend (not a part of base salary) at the rate(s) listed below:

   a. $500 for the associate’s degree

   b. $500 for the bachelor’s degree
c. $500 for the master's degree

d. $500 for the doctoral degree

Revision date: July 1, 2011

Adverse Employment Action Resolution Procedure

A. Introduction
The procedure described below provides an employee (“grievant”) due process for workplace issues that have resulted in an adverse employment action for grievants holding full-time positions, both regularly-budgeted and grant or contract-funded. Disputes involving grievants holding temporary, probationary, part-time or other special assignments will be handled by the Chief Human Resources Officer (CHRO), unless the CHRO is the subject of the dispute, in which case the president will appoint a vice president to act in that capacity. Furthermore, this procedure is not available to complaints with respect to personnel actions such as evaluation, tenure, and promotion, action by the Board of Trustees or any other matter that has a separate review procedure.

B. Definition
A claim under this procedure may be filed for an adverse employment action defined as an administrative decision that adversely affects terms, conditions, or benefits of employment, including a letter of reprimand to the personnel file, suspension without pay, reduction in pay, demotion or termination (not due to re-organization), or other disciplinary action.

Written notice from a supervisor regarding unsatisfactory performance is not considered an adverse action for purposes of this procedure.

C. The Adverse Employment Action Resolution Committee (the Committee):
1. Nominations and Election:
   a. Each year the Collegial Governance Constituency Councils will hold elections to identify members to serve on the Adverse Employment Action (AEA) Committee. The Collegial Governance Coordinating Council will oversee the election process, which will begin on or about June 1 and conclude no later than June 15 of each year.
   b. To be nominated to serve on the AEA Committee, an employee must have completed one full year of full-time employment and must hold a regularly-budgeted position. Employees on probationary status or on a current performance improvement plan are ineligible for participation on the committee.
c. Nominations will be received between May 15 and May 31. Nominees may self-nominate or be nominated by others, but in the latter case, nominees must agree to their nomination. The Collegial Governance Coordinating Council will work to ensure that the nominees are diverse and generally reflect the composition of the College workforce.

d. All full-time staff, faculty and administrators, except the president, vice presidents and CHRO, are eligible to vote for up to four (4) nominees within their own employee classification, by electronic or written ballot. Within each employee classification, the top three vote recipients will be the primary participants and the fourth highest vote recipient will be the alternate.

e. Employees may serve no more than two, one-year terms within a six-year period. The president, vice presidents, and CHRO are not eligible to serve on the Committee.

2. AEA Committee Composition and Terms:
   a. Three staff, three faculty, three administrators and one alternate from each of the three employee groups will make up the AEA Committee.
   b. Members of the AEA Committee are elected annually and serve one-year terms beginning June 16 each year and ending June 15 the following year.
   c. Each year, upon approval of the AEA Committee membership by The president, the CHRO will convene the AEA Committee to review the hearing process and the adverse employment action procedures.
   d. Should a grievance be filed, the CHRO will convene the AEA Committee and serve as a facilitator to elect a Hearing Committee to address the specific complaint.

3. The Hearing Committee:
   a. The composition of the Hearing Committee is based on the employee classification of the grievant seeking review. The composition is as follows:
      1. If the grievant is a staff member, the Hearing Committee will include:
         a. The three staff of the AEA Committee;
         b. One administrator from the AEA Committee chosen by the AEA Committee; and,
         c. One faculty from the AEA Committee chosen by the AEA Committee.
      2. If the grievant is a faculty member, the Hearing Committee will include:
         a. The three faculty of the AEA Committee;
         b. One staff from the AEA Committee chosen by the AEA Committee; and,
         c. One administrator from the AEA Committee chosen by the AEA Committee.
      3. If the grievant is an administrator, the Hearing Committee will include:
         a. The three administrators of the AEA Committee;
         b. One faculty from the AEA Committee chosen by the AEA Committee; and,
c. One staff from the AEA Committee chosen by the AEA Committee.

b. From its membership, the Hearing Committee will elect a chair to oversee the hearing. He/she is also a voting member of the Hearing Committee.

c. If a hearing is in progress beyond June 16, the existing Hearing Committee members will continue to serve until their recommendation is made to the president.

d. In the event a member of the Hearing Committee is unable to serve, recuses herself/himself, and/or is disqualified, the Hearing Committee chair will notify the grievant and the supervisor, and an alternate will be selected by the members of the initial Adverse Employment Committee to serve. A Hearing Committee member may be recused or disqualified only if there is verifiable evidence of his/her direct involvement in the employment action under review. That evidence must be submitted to and approved by the CHRO.

D. Adverse Employment Action Resolution Procedure:
1. Within five (5) workdays of notification of an adverse employment action, the grievant may present a written statement of objection to the CHRO. If the CHRO is the subject of the dispute, the president will appoint a vice president to act in that capacity. Failure to meet the time limits will result in denial of the grievance, except in special circumstances as determined at the sole discretion of the CHRO.

2. The CHRO has five (5) workdays to recommend a resolution.

3. If the CHRO’s recommendation is not acceptable to the grievant, within five (5) workdays the grievant may request that the matter be referred to the AEA Committee. Only those matters referred in A (Introduction) and B (Definition) above are subject to the AEA Committee’s review.

4. The CHRO will convene the Adverse Employment Action Committee within five (5) workdays of the grievant’s request and will serve as a facilitator to elect a Hearing Committee to address the specific complaint.

5. At that same meeting, the Hearing Committee shall set a date and time for hearing the dispute that must be within 15 workdays. The Hearing Committee will give the grievant, the president or the president’s designee, and the supervisor at least ten (10) workdays written notice of this date and the hearing procedures.

6. Hearing Procedure—It is the policy and practice of the Hearing Committee to conduct hearings in a fair impartial proceeding according to these rules:
a. The hearing shall be a personnel matter and not open to the public. The Hearing Committee shall be the sole determiner of the propriety of those who may attend, except that the grievant(s) pursuing the grievance will be allowed to attend along with a proper representative (attorney or other employee).

b. At least five (5) workdays before that hearing, the person claiming to be aggrieved and management representatives must file a brief written description of the grounds supporting the grievance, with exhibits if desired. The description shall not exceed ten pages, double spaced, one-inch margin, and must be at least 12-point type face. Failure to adhere to these requirements may result in the brief not being considered. This decision shall be at the Hearing Committee’s sole discretion.

c. The hearing will consist of each side being afforded 60 minutes in which to present its position. Members of the Hearing Committee may ask questions during the presentation or after the 60 minutes have expired. The Hearing Committee may extend the time by majority vote at its sole discretion.

d. Either or both parties may be permitted to be represented by an attorney.

e. The Hearing Committee requires that all parties act with courtesy and dignity. Otherwise, there will be no formal rules of evidence.

f. Minutes of the meeting will be kept by a note taker appointed by the president and will not be a member of the Committee.

g. A written record of hearing notes will be made and filed in the Human Resources Office where it will be kept for three (3) years unless legal or regulatory proceedings related to the employment action have been filed before that three-year period has been completed. In those cases, the record will be maintained until all legal or regulatory proceedings have been concluded. No other hearing record, including audio recording, will be permitted without the consent of both the Hearing Committee and the grievant.

h. Unless specifically authorized by the Hearing Committee, no post-hearing briefs or written positions will be considered.

i. Nothing in these rules impedes the right of the Hearing Committee, at its discretion, to meet in executive session, to seek counsel or advice from any source, or to take other action deemed appropriate to reach a proper decision.

j. A Hearing Committee member must be present at the hearing in order to participate in the deliberations, vote, and sign the report, and make recommendations to the president.

k. The Hearing Committee will issue a written recommendation to the president within ten (10) workdays following the hearing.

7. Upon receiving the recommendation of the Hearing Committee, the president may request additional information from the parties or the Hearing Committee, and may review the hearing notes and evidence received at the hearing. The
The president may also request a meeting with the Hearing Committee and/or its Chairperson. Within five (5) workdays after receiving the Hearing Committee’s recommendation, the president shall approve or disapprove the action recommended by the Hearing Committee. If approved, the Hearing Committee chair will notify the grievant in writing within five (5) working days. If the president disagrees with the Hearing Committee’s decision he/she shall state his/her reason(s) in writing to the grievant and the supervisor with a copy to the Hearing Committee. When the matter relates to discharge, the president will also submit his/her decision to the Board of Trustees.

8. The president’s decision is final except in matters relating suspension and discharge (termination). If the grievant disagrees with the president’s decision, within five (5) workdays of the issuance of the president’s decision, he/she may submit a written request to the president for a hearing before the Board of Trustees. The Board of Trustee’s hearing policy can be found in the Board Manual for Bylaws and Policies.

9. The time limits and procedural requirements for the Adverse Employment Action Resolution Procedure may be changed or waived by agreement of all of the affected parties.

The president will review this procedure annually.

Revision date: July 1, 2015

Alcohol Procedure

Board of Trustees 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.

Revision date: April 14, 2015
**Amorous Relationships Procedure**

**Board of Trustees 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. *(Revision date: July 28, 2010)*

**Procedure:**
Harford Community College is committed to the highest standards of professionalism with regard to the interaction among faculty, staff, and students. Faculty and staff must avoid abuse of power and conflicts of interest in their social interaction with each other and students, as well as the appearance of such conduct.

Amorous relationships breach professional standards when the faculty or staff member has professional responsibilities to a student. Such responsibilities include instructional, evaluative, supervisory, tutorial, counseling, advising, and other similar duties, whether within or outside the classroom, by a faculty or staff member with a student. An amorous relationship is any romantic, sexual, or dating relationship. This policy encompasses relationships in which amorous or romantic feelings exist, even without physical intimacy, when the conduct exceeds the reasonable boundaries of what a person of ordinary sensibilities would believe to be a collegial or professional relationship. This definition excludes marital or recognized civil union relationships.

A violation of this procedure will result in disciplinary action up to, and including, termination of employment.

*Revision date: September 1, 2010*
Annual Leave Accrual and Use Procedure

Accrual
Annual leave is granted to eligible full-time employees who work on a twelve-month basis according to the following:

Administrators and faculty on 12-month contracts accrue 6.667 hours semimonthly, on the first and second pay dates of the month. This is equivalent to 160 hours/20 days of annual leave per fiscal year during the first fourteen (14) years of employment. The accrual increases to and 7.334 hours per fiscal year thereafter. This is equivalent to 176 hours/22 days annually.

Professional staff accrue 5 hours semimonthly, on the first and second pay dates of the month. This is equivalent to 120 hours/15 days of annual leave per fiscal year during the first five (5) years of employment. Beginning with the 6th year of employment, professional staff accrues annual leave according to the schedule for classified staff as indicated below.

Classified staff accrues annual leave according to the following schedule:
1-2 years of employment – 4 hours semimonthly, accrued on the first and second pay dates of the month (96 hours/12 days) per fiscal year.
3-5 years of employment – 5 hours semimonthly, accrued on the first and second pay dates of the month (120 hours/15 days) per fiscal year.
6-10 years of employment – 6 hours semimonthly, accrued on the first and second pay dates of the month (144 hours/18 days) per fiscal year.
11-14 years of employment – 6.667 hours semimonthly, accrued on the first and second pay dates of the month (160 hours/20 days) per fiscal year.
15+ years of employment – 7.334 hours semimonthly, accrued on the first and second pay dates of the month (176 hours/22 days) per fiscal year.

Annual leave accrual and leave carryover for grant or contract-funded employees may vary based on the terms of the individual grant or contract. Please refer to your Grant or Contract-Funded Terms of Employment form for details.

Banking Hour Limits
Employees may bank a maximum of 80 hours of accrued annual leave from fiscal year to fiscal year. When the annual leave bank is full, additional unused annual leave (over 80 hours) earned in a given fiscal year becomes “use or lose” annual leave on July 1 of the next fiscal year, and must then be taken by October 31 of that fiscal year.
**Unused Annual Leave**
An employee is eligible for payout of accrued annual leave only upon separation from employment by the College, or changes in assignment including moving from twelve (12) months to ten (10) months.

**Requesting Annual Leave**
The use of annual leave requires *prior supervisor approval*. A supervisor may consider operation needs and timeliness of the request when reviewing annual leave requests.

Employees can take only those hours which have been accrued by the previous pay date; no advance of hours will be permitted.

Annual leave may be taken in ½-hour increments.

The annual leave year begins with the fiscal year July 1 and ends with the fiscal year June 30.

*Revision date: July 1, 2011*

**Applicant Travel Reimbursement Procedure**

Applicants for full-time positions who are invited to the College campus for a finalist interview are reimbursed for their travel, meals, and lodging under the following conditions:

1. The travel exceeds fifty (50) miles one way.

2. Travel by private auto will be paid at the current College travel reimbursement rate, plus tolls.

3. If air or rail transportation is used, the applicant is requested to make her/his own arrangements. The total cost of travel at the lowest available rate will be reimbursed.

4. Reasonable cost for meals and/or lodging, when the travel distance requires, will be reimbursed. Alcoholic beverage costs will not be reimbursed.

5. To receive reimbursement, the applicant must send a request in writing to the Human Resources Office including original receipts for all covered expenses, and if the travel was by private auto, the total mileage driven.

The travel expense reimbursement form will be completed by the Human Resources staff and signed by the budget manager. The form is forwarded to the Finance unit, which prepares and sends the reimbursement check to the applicant.
Special note: At the direction of the president, this procedure can be made available to all semi-finalists in a given pool, not just finalists.

Revision date: July 1, 2014

Background Investigation Procedure

Harford Community College will conduct background investigations to determine the suitability of persons for employment with the College with a goal of improving the protection of persons, funds, property, and other assets. This procedure, in addition to the verification of credentials, supports the verification of criminal history, sex offenses, and other information related to employment decisions that assist the College in meeting its commitments.

All candidates for employment, including Federal Work Study Students, will have a background investigation conducted in compliance with the Fair Credit Reporting Act (FCRA) and the Maryland Code which regulate the use of information gathered by consumer reporting agencies for employment purposes.

Special procedures for conducting background investigations of instructors in the Continuing Education and Training Division (CET) apply. See the procedures for CET immediately following this procedure.

Procedures

For All Positions:

- The search committee chair will inform all finalist candidates, that if an offer of employment is extended, the offer will be contingent upon successful completion of a criminal background screening, credential verification, and sex offender search. A credit screening may also be required if appropriate to the position.
- Human Resources will issue a Disclosure and Authorization Form and a summary of rights under the FCRA to all finalist candidates.
- The candidates will sign and return the Disclosure and Authorization Form to Human Resources.
- The search committee chair will notify the Chief Human Resources Officer (CHRO) when he/she has extended a contingent offer of employment to a candidate.
- Once the contingent offer has been extended, the CHRO will authorize the background search.
- Human Resources will conduct the investigation and notify the search committee chair and the finalist if, based on the results of the investigation, the CHRO makes a decision to rescind the contingent offer of employment.
For CET Instructors:
For all semester-long and recurring instructional assignments, HCC will conduct a background investigation that will include the verification of credentials, criminal history, sex offenses, and other information related to employment decisions that assist the College in meeting its commitments.

For all one-day and limited contact assignments, HCC will conduct a background investigation that will include a judicial case search and sex offense search.

- All CET semester-long and recurring instructional assignment finalist candidates will be notified that if an offer of employment is extended, the offer will be contingent upon successful completion of a criminal background screening and sex offender search. A credit screening may also be required if appropriate to the position.
- All CET one-day and limited contact assignments will be notified that if an offer of employment is extended, the offer will be contingent upon successful completion of a judicial case search and sex offense search.
- HCC will issue a Disclosure and Authorization Form and a summary of rights under the FCRA to all instructional finalist candidates.
- The candidates will sign and return the Disclosure and Authorization Form.
- CET will extend a contingent offer of employment to all finalist candidates.
- HCC and/or its authorized vendors will conduct the investigation. The CHRO will review any unsatisfactory findings.
- The CHRO will notify the finalist and CET if, based on the results of the investigation, the CHRO makes a decision to rescind the contingent offer of employment.

Investigations

For All Candidates: The background investigation may include, but is not limited to:
- social security number trace;
- felony convictions;
- credential verification;
- sexual offenses; and,
- credit reports if appropriate to the position.

For Student Candidates: The background investigation may include, but is not limited to:
- social security number trace;
- felony convictions;
- credential verification;
- sexual offenses;
- credit reports if appropriate to the position; and
- Student Code of Conduct violations
Results

To comply with the FCRA regulations, candidates will be informed by the CHRO of any findings of concern, provided a copy of the investigative reporting, and given the opportunity to verify and respond to the findings.

The CHRO will make all decisions to remove a candidate from consideration based on the background screening results, subject to the College’s guidelines and the President’s final review.

Effective date: September 29, 2006
Revision date: January 27, 2014

Benefits Procedure

Board of Trustees 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. (Revision date: July 28, 2010)

Procedure:
The College provides a variety of benefits to its eligible employees. All benefits are applied in accordance with the policy of non-discrimination. Although Harford Community College does not intend to discontinue its benefits program, it reserves the right to terminate, alter, or amend any or all of its plans at any time. These benefits include:

- Dental
- Group Life
- Hospital/Medical
- Long-term Disability
Harford Community College benefit plans and eligibility requirements for those plans are detailed in separate contracts and plan documents. Employees should refer to *The Benefits Guide for Employees*. The guide in no way replaces the College’s official documents, contracts, and formal policies. If there is a discrepancy between information presented in *The Benefits Guide for Employees* and the College’s official documents, the official documents will rule in all cases.

*Revision date: September 1, 2010*

**Bereavement Leave Procedure**

The College allows an employee, full-time or part-time, to be absent up to five (5) working days upon the death of a member of the immediate family, or any member of the immediate household, with the approval of the immediate supervisor and the vice president.

Immediate family is defined as the employee’s spouse/domestic partner, mother, father, sister, brother, child, grandparent, parent-in-law, or sister/brother-in-law. Member of the immediate family may include one who has served “in loco parentis” for the employee.

Bereavement pay equal to the employee’s regular rate of pay for all approved bereavement time off, up to the permissible maximum of five (5) working days, is available to full-time employees only. Bereavement leave for grant or contract-funded or externally-funded employees is subject to the terms of the governing grant or contract agreement(s).

For other requests for time off for bereavement (i.e., other relatives, etc.), the employee must obtain supervisor approval. If, in these cases, the time off is approved, the employee may use accrued personal or annual leave.

*Revision date: July 1, 2011*
**Break Time for Full- and Part-Time Employees Procedure**

**Full-Time Employees**

Generally, it is the college’s intention to provide all full-time employees working a full day (8 hours or more) with a sixty (60) minute paid lunch break which is to be taken approximately midway through the workday. Full-time employees are not to “time shift” the mid-day breaks — i.e., move the lunch period to the beginning or end of the day so as to arrive later or leave earlier than scheduled. There may be instances when supervisors request full-time employees to work through all or a portion of their paid 60 minute lunch. This should be an exception and only occur when there is a legitimate business need. No other official breaks are designated and/or allowed.

**Part-Time Employees**

No official breaks, paid or unpaid, are designated or allowed for part-time employees. Department supervisors may utilize flexible scheduling options to allow an interrupted schedule for part-time employees. For example, when a part-time employee works an eight (8) hour day, a department supervisor might use flexible scheduling to have the employee work a daily schedule of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. The break in schedule would be part of the employee's regular schedule. The employee would only be paid for the hours worked, which would be eight (8) hours.

*Effective date: September 10, 2008  
Revision date: July 1, 2015*

**Car Pooling Procedure**

Harford Community College continues to maintain a commitment to the environment. The College encourages full-time employees to car pool with other employees, and provides clearly marked car pool parking spots in Lots C, L, B, J, and #3 (between Fallston and Edgewood Halls).

The guidelines for using car pool parking spaces are:

1. Car pool participants must be full-time employees at HCC.

2. Employees must complete a form in the Human Resources Office to register for a car pool permit tag.
3. Employees must register all of the names and license numbers of their car pool group when they register for a permit.

4. There will be one tag for each car pool group and it may be shared among the drivers as needed.

5. Car pool permit tag must be displayed if using a designated space.

6. Car pool permit holders must have two or more occupants in the car when utilizing a car pool parking space.

7. Car pool spaces are limited and will be filled on a first-come, first-served basis. The car pool permit tag does not guarantee a car pool parking space.

8. Employees are responsible for notifying Human Resources of any changes to their car pool group.

Parking in a car pool parking space without a designated car pool permit tag, and/or without at least two people in the car, is subject to a fine of $50.00 and loss of the car pool parking permit.

*Revision date: September 1, 2010*

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**College Closures Procedure**

The College will close for spring break and winter break for days fixed annually by the president of the College. Full-time employees who are not called to work during a spring or winter break, and who are not on an approved Family Medical Leave Act (FMLA) leave or discretionary leave of absence, will be paid their regular pay during these breaks.

Upon notification of the president, the College may close for full or partial days for College events, inclement weather, and other special circumstances. When this occurs, full-time employees will generally be paid for their regularly scheduled work hours. To help ensure an orderly and safe campus closure, employees will be released to leave campus 30 minutes following the announced closure time. The delayed departure does not apply to employees whose work days normally end prior to the release time. College closure hours are not considered hours worked for the purposes of overtime calculations.

Full-time employees on an authorized, pre-scheduled leave during a College closure will be charged leave in accordance with the appropriate leave accrual and usage
procedures consistent with what was originally approved. For example, an employee has an approved, scheduled annual leave for February 1 through February 4 for which he/she will be charged 8 hours of accrued leave for each day of annual leave. On February 2, the College closes for 2 hours at the end of the day due to inclement weather. The employee will be charged 8 hours of annual leave for February 2. Hourly part-time employees generally will not be paid during College closures.

*Revision date: July 1, 2015*

**Computer Use Guidelines**

**Purpose**
The purpose of these guidelines is to outline the acceptable uses of computing and technology resources for the Harford Community College (HCC) community. These guidelines outline the standards for acceptable use of the College’s computing and technology systems (collectively, the “Systems”) that include, but are not limited to, equipment, software, networks, data, copy/print equipment, Internet, Intranet, electronic mail, voice mail and telecommunications equipment whether owned, leased, or otherwise provided by HCC. These guidelines are intended to reflect the College’s commitment to the principles, goals, and ideals described in the HCC vision statement and to its core values.

Exceptions to these guidelines can only be authorized by the Chief Information Officer or the College President.

**Access to Computer Resources**
Harford Community College provides computing and networking resources to the campus community of students, faculty, staff, and the public to support its educational mission. Computers, networks, and the Systems can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the Systems and related physical resources, and observe all relevant HCC policies or any requirements that may be approved by the Board of Trustees. Computing and networking resources must always be used in compliance with all international, federal, state, and local laws and regulations.

The College expects all computer users to understand and abide by these user obligations when using the computer equipment and resources.

**Information Security**
Everyone using Harford Community College’s Systems is responsible for protecting information transmitted, used and/or stored on/in HCC’s Systems.

- Use Systems only with proper authorization.
- Neither endangers the security of the College’s Systems nor willfully interferes with others’ authorized Systems use.
- Provide reasonable security to one’s passwords and respect the privacy and security of others’ passwords. Users may be held accountable for content and work performed with their user ID and password. *If it is suspected that a password has been compromised, it should be changed immediately.* Users are also prohibited from attempts to alter their identity, either using another’s password, or to establish a false identity.
- Protect confidential and proprietary information, as provided for by law. To every extent possible, student and employee social security numbers will not be kept on desktop or laptop computers, or transmitted via e-mail. *This is especially important for laptop users and employees who work at home.*

**Guidelines and Responsibilities**

In general, the HCC community may use the College’s Systems (including authorized personally owned computers or devices connected to the HCC network) in connection with the College’s core teaching, research, and service missions. Under no circumstances may members of the HCC community use the College’s Systems in ways that are unethical or illegal, that threaten the College’s status, or that interfere with reasonable use by other members of the HCC community. Any use of the College’s Systems for pornographic, offensive, harassing or commercial purposes (including private/ personally owned businesses) is strictly forbidden.

The following examples, though not covering every situation, are also prohibited:

- Use College’s network resources to gain or attempt to gain unauthorized access to remote computers.
- Attempt to circumvent data protection schemes or uncover security loopholes.
- Monitor another user's data communications.
- Read, copy, change, or delete another user's files or software without permission of the owner.
- Share or loan an account to any individual not assigned to it. All user accounts, including logon, e-mail access, and network storage are for use by the individual or individuals assigned.
- Acquire, reproduce, distribute or share unauthorized copies of copyright materials (including peer-to-peer file sharing). Penalties for violation of copyright laws include fines and/or criminal prosecution.
- Intentionally make changes to software or hardware, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction.
- Harass or threaten others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive e-mail messages.
- Knowingly tamper with, obstruct, or impair the availability of HCC resources, or attempt to do so.
● Knowingly send a crippling number of files across the network; introduce damaging, self-propagating, or otherwise harmful software into a machine or a network.
● Knowingly hoard computer, network, or print resources in an attempt to deliberately degrade performance or deny service to others in the campus community.
● Install unauthorized or unlicensed software.
● Attempt to circumvent or interfere with established network security.
● Run unauthorized password cracking or virus generating programs on HCC computing systems.
● Physically attach any personally owned computer equipment to any device on the campus networks without the specific authorization of the Chief Information Officer. "This excludes laptop/tablet computers, PDA’s, and USB/Firewire storage devices whose use has already been authorized by the Chief Information Officer so long as they are being used in accordance with these guidelines.

Privacy and Security
There is no inherent right to privacy for information stored on HCC Systems, except as provided by the Privacy Act of 1974. All components and all communications and information stored in, transmitted from, received by or contained within the Systems are the property of the College. Federal law permits system administrator access to stored electronic communications if that access is necessary for the rendition of service. Random monitoring of electronic communications by HCC is generally not conducted unless required to do so by law or at the request of the College President, who in his/her sole discretion suspects violations of the requirements of these guidelines. The College does reserve the right to investigate unusual or suspicious activities that relate to Systems when becoming aware of such activities. These investigations could include monitoring desktops, software programs, individual files, etc. to ensure that resources are being used appropriately, and to ensure that inappropriate personal use, illegal or unethical behavior, or other activities that could jeopardize the ability to provide resources to the College community are not occurring.

Sanctions for Violations
Failure to comply with the appropriate use of the College’s Systems threatens the atmosphere for the sharing of information, the free exchange of ideas, the secure environment for creating and maintaining information. Failure to comply with the requirements of these guidelines subjects one to disciplinary action. Any member of the HCC community found using computing and technology resources for unethical or unacceptable practices has violated these guidelines and is subject to disciplinary proceedings up to and including suspension of system privileges, expulsion from the College, termination of employment and/or legal action as may be appropriate (students are also subject to information in the Student Code).

HCC reserves the right to limit or restrict the use of its Systems based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of College policies, contractual agreements, or state and federal laws and regulations.
Continuous Renewal
These guidelines shall be assessed three years from their effective date to determine appropriateness and applicability. The guidelines may be assessed before that time to reflect significant changes to the Systems and/or changes in legal statutes that impact technology resources, copyright, or other intellectual property issues.

Computer Logon Message

<table>
<thead>
<tr>
<th>WARNING! Authorized Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to the Harford Community College (HCC) network is restricted to students, employees, and members of the general public authorized by HCC or its affiliates. Use of this system is subject to the Computer Use Guidelines located at <a href="http://www.harford.edu/aup/">http://www.harford.edu/aup/</a>. Unauthorized use of the computing systems and facilities may constitute grounds for discipline and/or dismissal, including civil or criminal prosecution. The College can and will monitor any or all transmissions on campus computers or systems. All electronic, print, or other media are the sole property of HCC. No rights of privacy should be inferred or expected. The general public may be granted limited access to Internet or restricted academic computing resources. Use of this computer system indicates that you understand and consent to these terms and conditions of use. LOG OFF IMMEDIATELY IF YOU DO NOT CONSENT TO ABIDE BY ALL HCC USAGE POLICIES.</td>
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</tbody>
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Effective September 1, 2007

Conflict of Interest Procedure

Harford Community College is committed to maintaining a code of conduct characterized by the highest standards of honesty and integrity. Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the College. Potential conflicts can involve customers, suppliers, present or perspective employees, board members, students, or members of the community in which we live and work. A conflicting interest may influence you and the mere existence of that interest may cause the good faith of your acts to be questioned. Avoiding the appearance of a conflict can be as important as avoiding an actual conflict because others tend to judge a situation by what they think it is.
The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of conflict of interest. Each employee shall make prompt and full disclosure to their supervisor of any potential situation which may involve a conflict of interest. When an employee or a supervisor identifies a potential conflict of interest, he or she shall review the matter with HR, Finance, Procurement or the appropriate business unit. If it is determined that a conflict of interest exists, the matter will be forwarded to the Division Vice President, with a recommendation, for final review and approval.

A conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. Conflicts of interest apply to wide range of behaviors and circumstances. Some examples of conflicts of interest include, but are not limited to the following:

- Any arrangements or circumstances, including family or other personal relationships, which might cause the employee not to act in the best interest of the College.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the College.
- Employment and compensation decisions perceived to benefit the College, the employee, or both.
- Conduct which violates the Maryland Public Ethics Law.
- Any act or behavior which violates the College’s established provisions for internal controls.
- Any transaction or business dealing which results in gain or the perception of gain, gifts*, special consideration for oneself or another employee.
- Any situation, on or off the job, that may erode trust; cause others to doubt our fairness or to question the good faith of our acts or decisions.
- A meal (breakfast, lunch, dinner) provided by a supplier, unless it is incidental to a supplier sponsored venue, commensurate with a business meeting, and approved by the supervisor.

*A gift does not include items of an advertising nature of nominal value given in accordance with accepted business practices and ethical standards.

Any violation of the Conflict of Interest Procedure would constitute a violation of the Standards of Conduct and Behavior Policy of the Board of Trustees. Violations 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 actions as appropriate.
Corrective Action Procedure

The College strives to take a constructive approach to performance improvement matters to ensure that actions that would interfere with operations or an employee’s job are not continued.

The College has a progressive discipline policy. When a violation of standards, conduct, or job performance requirements occurs, the following will generally be considered by the supervisor, the Human Resources Office, the president, and in cases of suspension or discharge, the Board of Trustees:

- The seriousness of the infraction;
- The past work record of the employee; and,
- The circumstances surrounding the matter.

Generally, disciplinary procedures and corrective action are listed below. Nothing in this section, however, requires the College to apply progressive and/or corrective action in every case. The College reserves the right to impose whatever discipline it deems appropriate up to and including immediate discharge in evaluating employee conduct. The infractions being discussed need not be related for purposes of imposing additional corrective action.

1. **Verbal Warning.** The employee will receive an oral explanation of the infraction and an oral warning. Documentation of the verbal warning will be signed by the employee and the supervisor and is kept in the personnel file.

2. **Written Warning.** As a second warning, the employee will receive a written explanation of an infraction. Both employee and supervisor will sign the warning, and it will go into the employee’s personnel file for consideration in future employment decisions.

3. **Second Written Warning.** The employee will receive a second written warning of an infraction. Both employee and supervisor will sign the warning, and it will go into the employee’s personnel file for consideration in future employment decisions.

4. **Suspension.** The employee must take College-designated unpaid time off with a warning that further disciplinary action will result in termination. Employee and supervisor will sign a suspension notice that will contain a written explanation of an
infraction. The signed suspension notice will be kept in the employee’s personnel file.

5. **Termination.** Termination of employment.

*Effective date: September 1, 2010*

**Discretionary Leave of Absence without Pay Procedure**

**Board of Trustees Policy:**
It is the policy of Harford Community College that, at the sole and absolute discretion of the president, leave of absence 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. *(Revision date: April 8, 2014)*

**Procedure:**
An employee may submit a written request for a discretionary leave of absence without pay. The request must include:

1. The reason for the request;
2. The date the request is to become effective; and
3. The time required for the leave.

The request is to be made to the Chief Human Resources Officer (CHRO), who will consult with the employee’s supervisor and the division vice president, and forward the request with any recommendations to the president for approval or disapproval. The president will consider, but not be limited to, the following in determining whether or not to approve the request:

- Reason(s) for the leave;
- Needs of the College; and,
- Employee’s length of service with the College.

Employees may be permitted to take up to six (6) months of discretionary leave without pay in a rolling twelve (12) month period, but not necessarily during any two consecutive years. While the College may generally grant leaves of up to three (3) months, the employee may request, and the College will review requests for an additional three (3) months of leave. The College may grant such requests based on the needs of the institution.
Full-time employees on discretionary leave of absence without pay do not accrue sick, personal, or annual leave if applicable; however, they may continue active membership in the College’s group insurance programs (medical/hospital, dental, vision, life, long-term disability). The employee must continue to pay the employee percentage of these costs.

Retention of benefits under the Maryland State Retirement System may also be arranged through the Human Resources Office.
If the employee requesting a discretionary leave of absence without pay is a member of the faculty, the following apply:

- She/he is expected to make every reasonable effort to arrange to complete a teaching assignment that has already begun.
- Full-time faculty members may return without loss in rank.
- Time spent on leave of absence without pay will not count towards years of service required for promotion, tenure, or sabbatical.

The College will make every effort to reinstate the returning employee to her/his former or comparable position. If no comparable position is available, the employee will be offered another available position at the then prevailing salary grade for that position, provided the employee is qualified and willing to do such work.

If the employee elects, during a discretionary leave of absence without pay, not to return to the College, notice in writing to that effect should be given to the president for a member of the faculty not later than two (2) months before the beginning of the semester in which the faculty member would have resumed academic duties; and for administrators and staff not later than two (2) months before the administrator or staff member is scheduled to return to active employment. Effective date: August 22, 2003
Revision date: July 1, 2011

Drug Abuse Prevention and Drug-Free Workplace Procedure

Board of Trustees 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, students and others under the control of or contracted by the College.

Procedure:
To support the College’s objectives of providing a safe and healthy work environment, Harford Community College has developed the following:
I. **DEFINITIONS**

A. "Dangerous substance" means: illegal drugs, including controlled substances as defined by federal law and controlled dangerous substances as defined by state law, look-alikes or designer drugs, unauthorized alcoholic beverages, drug paraphernalia, unauthorized prescription drugs, and any other perception-altering substance or the use of authorized prescription drugs inconsistent with prescribed use."

B. "College premises" includes all College property, facilities, buildings, structures, automobiles, trucks and all other vehicles, whether owned, leased or used. This also includes all other work locations or transit to and from those locations while in the course and scope of College employment.

C. "Unauthorized alcoholic beverages" means an alcoholic beverage consumed on College premises or College work time outside of a College authorized event. If the College authorizes attendance at an event on College premises or College work time that includes beer, wine, or similar alcoholic beverage for others, an employee may consume alcoholic beverages in a reasonable amount that does not impair conduct or behavior. Consumption of alcoholic beverages that results in a blood alcohol level above .08% always is unauthorized.

D. "Test" is a screen of breath, urine or blood.

II. **GENERAL PROCEDURE**

A. The manufacture, distribution, dispensation, possession or use of unauthorized alcoholic beverages or dangerous substances, and the misuse or abuse of drugs or alcohol, are prohibited in the College's workplace. Employees are prohibited from being under the influence of alcohol or a dangerous substance while at work, or having a dangerous substance present in their bodies while at work. If an employee violates this procedure, he or she will be subject to discipline, up to and including termination.

B. Employees are required, upon request, to submit to a test for dangerous substances as a condition of continued employment with the College. The College may conduct a test for dangerous substances and alcohol:

1. Post-accident: If an employee is in an accident that causes personal injury, injury to another or property damage.
2. Reasonable Cause: If the College reasonably believes that the employee is under the influence of alcohol or a dangerous substance or has them present in the body.
C. Employees who use legally prescribed drugs or over-the-counter medication that may or could impair the ability to perform an essential function of the job, or pose a direct threat to the employee or to others, are expected to report this information to a supervisor who will then report it to Human Resources. The College will make reasonable accommodations to the known disabilities of employees where such accommodations do not create an undue hardship. The College reserves the right to require medical documentation regarding the need for such accommodation.

D. Any adulteration, dilution, substitution, or other tampering with a test sample is a violation of this Procedure and is grounds for discipline, up to and including termination.

E. Nothing in this Procedure shall be construed as inconsistent with the College's responsibility for compliance with Federal, State and local laws regarding fair employment practices.

III. TESTING PROCEDURES

An employee referred for drug or alcohol testing under this Procedure will be provided with transportation to the College’s occupational health vendor.

In accordance with Maryland and federal law, it is the College's Procedure:

A. To use only properly certified laboratories for its job-related drug testing;

B. To, at the time of testing, inform the person tested, at the person’s request, of the address of the laboratory that will test the sample;

C. To provide any person who has tested positive, and whose test results have been confirmed, with the following information within 30 days of the date that the test was performed:

1. A copy of the laboratory test including the test results;

2. A copy of this Procedure on the use or abuse of controlled dangerous substances;

3. If applicable, written notice of the College's intent to take disciplinary action, terminate employment, or change the conditions of continued employment; and

4. A statement that the person may have the same sample retested for
independent verification at the person’s expense and at a properly
certified laboratory. To satisfy this obligation, the person may be given a
copy of the Maryland law on job-related alcohol and controlled dangerous
substances testing.

IV. DISCIPLINE PROCEDURES

Violation of this Procedure is a major offense subjecting the employee to
suspension pending investigation. Depending upon the results of an investigation
the employee may be subject to termination of employment and/or may face
possible criminal charges. In the College’s sole discretion, depending upon
individual circumstances and the nature of the violation of this Procedure, an
employee may be offered rehabilitation subject to a last chance agreement.

A. An employee tested under this Procedure because the College reasonably
believes that the employee is in violation of this Procedure will not be allowed
to work until the result is received and verified as negative. If the result is
negative, the employee will be paid for all regular hours of lost time from
work.

B. The College will name a Designated Employer Representative to make
immediate decisions called for under this Procedure.

V. Health Risks

The College takes the health and wellbeing of all employees very seriously. The
impact of drug and alcohol use and dependence can be far-reaching, affecting
almost every organ in the human body. Examples include, but are not limited to,
the following physical issues:

- Weak immune system, increasing susceptibility to infections.
- Cause cardiovascular conditions ranging from abnormal heart rate to heart
  attacks.
- Cause nausea, vomiting and abdominal pain.
- Cause the liver damage.
- Cause seizures, stroke and widespread brain damage.
- Cause problems with memory, attention and decision-making, including
  sustained mental confusion and permanent brain damage.

In addition to physical issues, drug and alcohol abuse can also result in
behavioral problems, including but not limited to the following:

- Paranoia
- Aggressiveness
- Hallucinations
- Addiction
- Impaired Judgment
- Impulsiveness
- Loss of Self-Control

V. Treatment, Counseling and Rehabilitation

In addition to the College’s Employee Assistance Program (EAP), which is available to all employees struggling with substance abuse issues, there are numerous resources available within the county. Some those resources are listed below:

- Alcoholics Anonymous: 410-272-4150
- Narcotics Anonymous: 800-317-3222
- Heroin 24 Help Line: 866-925-4033
- Health Department: 410-877-2340
- Phoenix Recovery Center: 410-671-7374

Effective date: 4/14/15
Revision Date: 7/1/15

Employee Political Campaigns and Affiliations Procedure

Board of Trustees 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.

Procedure:

While, as an institution of higher learning, Harford Community College is committed to the free expression of political views by members of the College community, the College is also sensitive to the potential conflicts with regulations that apply to colleges and universities with respect to elections and political campaigns. We encourage employees to exercise their rights to participate in the political process while being mindful that when acting in their official roles, employees must avoid the appearance of partisan politics.
Because of the potential for conflict of interest, the College has developed the following list of “do’s” and “don'ts” to assist employees in determining what may or may not be permissible with regard to campaigns for public office. This list is not meant to be exhaustive and all employees are advised to consult with the Vice President for Employee Relations and Human Resources before engaging in political activities or inviting candidates to appear at the College.

Faculty who wish to invite political candidates to their classes as part of the teaching and learning experience should also refer to the separate guidelines, below, that were developed to address political campaigns in the instructional context.

**Do**
- Refer all employee requests for the use of campus facilities by political candidates, political parties, political action committees and the like to the Vice President for Employee Relations and Human Resources.
- Refer student requests to sponsor political activities to the College Life Office which has its own procedures for Student Free Speech and Peaceful Assembly.
- Refer all requests for media statements regarding candidate, political party, political action committee or event to the College's Public Information Officer.
- Notify the Human Resources Department if you intend to be a candidate for public office.
- Take care to clarify, whenever possible, that the use of your name for any political activity indicates neither support nor endorsement by the College of a particular candidate.
- When expressing political opinions, be certain to clarify that you are speaking as a private citizen.

**Don’t**
- Participate in supporting any campaign-related activity during work hours.
- Do not solicit other employees to support political events or participate in any partisan political activity while acting in your official role.
- Use College funds for participation in or attendance at partisan political activities or fund raising events for elected officials and/or candidates for elective office.
- Solicit or accept donations or contributions in support of a political party, candidate for political office or political group while acting in your official role.
- Use campus facilities to host a political fundraiser.
- Use any College resources or systems -- including but not limited to email, fax, photocopiers, telephones, website, social media, and networks -- in support of a candidate, political party, political action committee or the like.
• Post or distribute any advertisements for political candidates or partisan political activities on College property.
• Use the name of the College or reference your official title in campaign-related activity.
• Give any suggestion that your personal political activities are at the direction of the College.
• Provide mailing lists, names and contact information of College employees, students, and contractors to any campaign, political party, political action committee or the like.

Guidelines for Inviting Political Candidates to Speak in Classes
As an institution of higher learning, Harford Community College is committed to the free expression of political views by members of the College community, and to the value of discourse and debate as an essential keystone for an educated citizenry.

Faculty, staff and students may freely comment on political issues or public policy as individual citizens, but should clarify that the opinions expressed are their own and do not represent the views or position of Harford Community College.(1)

Faculty may invite political candidates to their classes as part of the teaching and learning experience. Individual faculty members may serve as sponsors for candidates which will allow them to attend classes during instructional time. If a candidate for public office is invited to speak in a class in connection with his or her candidacy for office, the faculty member must allow all other recognized candidates for that office the same or a comparable opportunity to speak. Every effort should be made to ensure that appearances of candidates for public office or their political representatives have a substantive educational purpose.

If faculty members wish to invite or sponsor political candidates to present outside of class time and the classroom, it is the faculty member’s responsibility to arrange such extra-class appearances with the appropriate college offices. Extra-class appearances must be available on an equal basis to all candidates for the offices represented by invited candidates.

(1)See Faculty Manual, Part III.B.(4)
(4) Responsibilities to the Community. Faculty members shall:
(a) Avoid creating the impression of speaking for the College when he/she speaks as a private person.
(b) Avoid creating the impression of acting for the College when he/she acts as a private person.

Effective Date: July 1, 2012
Employee Resignation Procedure

Board of Trustees Policy:
A. Without Written Contract
   Employees without written contracts are required to give written notice at least two weeks prior to the effective date of resignation.

B. With Written Contract
   Employees with written contracts must give written notification consistent with the terms of the written contract.

Revision date: July 28, 2010

Procedure:
Whether with a contract or without a contract, the following conditions apply to all employees during the notice period:

- No leave is to be used during the notice period.
- Leave cannot be used to extend the employee’s last day of employment.
- The employee’s last day worked is the employee’s official separation date from employment.
- If there is a paid break during the notice period; i.e, spring break or winter break, the employee must work at least two days following the end of the paid break in order to receive compensation for the paid break.

Exceptions to the aforementioned conditions must be recommended by Human Resources and receive the final approval of the Chief Human Resources Officer (CHRO) and the College’s President.

Additionally, employees who do not show up to work for 3 consecutive business days and fail to contact their supervisor may be considered to have voluntarily resigned from employment. This procedure only applies to employees who miss 3 consecutive regularly scheduled work days where presence on campus is expected.

A. Without Written Contract
   Employees without written contracts are required to give written notice to the supervisor and the Chief Human Resources Officer (CHRO) at least two weeks prior to the effective date of resignation.

B. With Written Contract
   Employees with written contracts must give written notification consistent with the terms of the written contract to the supervisor and the CHRO and/or other appropriate College officer(s).

Revision date: July 1, 2015
Essential Personnel for Emergency College Closings Procedure

Essential employees are defined as those employees whose positions are so necessary to the functioning of the College, that even under emergency closing conditions, they may be required to be at work. While some positions are always considered essential, e.g., some payroll, campus operations, computer services, and public safety personnel, others may be designated based on Vice President discretion depending on the current situation.

Vice presidents are responsible for designating positions for critical needs for their divisions. All administrators are considered essential personnel.

Additional Wages

Essential employees may be paid additional wages for time worked under the following conditions:

Non-Exempt Employees

1. Non-exempt essential personnel will be paid two times their regular hourly rate for hours worked during periods when all of the following exist:
   a. The College is closed.
   b. The College’s emergency procedures have been enacted by the president or his/her designee.
   c. The non-exempt essential employee has been notified by the division vice president or his/her designee that the employee is required to work.
   d. The non-exempt essential employee holds a regularly budgeted position.

   In the event all of the above do not exist, and the employee has been notified by his/her supervisor that the employee is required to work, and the College is closed or the required work is outside of the employee’s regularly scheduled work hours, normal payroll procedures will apply.

2. Wages paid under these guidelines must be approved by the division vice president and president and must be submitted to the payroll department on the online timesheet with the required supervisory approval.

Exempt Employees

Under extreme, prolonged emergency conditions, exempt essential personnel may be awarded additional wages when they are required to work during periods when the College emergency procedures have been enacted and the College is closed.
If awarded, the amount of the additional wages will be determined by the president or his/her designee in collaboration with the division vice president.

Revision date: July 1, 2015

**Family and Medical Leave Procedure**

**Board of Trustees Policy:**
The College endorses and will fully comply with the Family and Medical Leave Act (FMLA) of 1993 as amended. *(Revision date: July 28, 2010)*

**Procedure:**
These procedures are intended to provide general guidelines for the College’s practices related to the enforcement of the Family and Medical Leave Act of 1993. In no way will these guidelines replace the Act. If there is a discrepancy between information presented here and the Act, the Act will rule in all cases. Employees are encouraged to seek clarification for individual circumstances from the Human Resources Office.

The Family and Medical Leave Act (FMLA) of 1993 provides employees who have worked for twelve (12) months and for at least 1,250 hours in a rolling twelve-month period, to take up to twelve (12) weeks per year of paid or unpaid leave for the following conditions:

- the birth of or care for a child;
- the placement of a child for adoption or foster care;
- to care for the employee’s seriously ill spouse, child, or parent;
- because of a serious health condition that makes the employee unable to perform the essential functions of her/his job; or,
- because of a “qualifying exigency” that arises as a result of the employee’s spouse, child, or parent who is called to active duty in the armed forces.

Employees may also be eligible to take up to twenty-six (26) weeks of “military caregiver” leave in a single 12-month period to care for a spouse, child, parent, or next of kin who is seriously ill or injured in the line of military duty.

**Notice of Need for Leave**
Employees are required to give thirty (30) days’ notice, if possible. In the event advance notice is not possible, employees are asked to give the College as much notice as possible.

1. Determination if Leave is FMLA Leave
The College will determine, through the Human Resources Office, whether a specific leave meets the conditions for FMLA leave. The College will count as FMLA leave any leave meeting the conditions and notify the employee as soon as the determination has been made. This determination will be made upon timely receipt of medical certification.

2. Supervisory Responsibility
   It is the responsibility of supervisors to notify the Human Resources Office of any leave that may fall under the FMLA.

3. Length of Leave
   FMLA leave may be taken for up to twelve (12) weeks in a year. A year is defined as a 12-month period that begins with the date of the employee’s first FMLA leave request. The leaves are cumulative and include both paid (if any) and unpaid leave. Military caregiver leave may be taken for up to 26 weeks.

4. How Leave is Taken
   The leave may be taken on a full-time basis for a maximum period of twelve (12) weeks (or 26 weeks for military caregiver leave), or on a reduced/intermittent basis if medically required. Reduced or intermittent leave means any arrangement other than full-time, full day and/or weeks, and may be taken in increments not less than one-half (1/2) hour. Reduced and/or intermittent leave should be arranged with the Benefits Specialist in conjunction with the supervisor and approved by the Chief Human Resources Officer (CHRO). When an employee desires to work remotely or from home during a qualifying period of reduced or intermittent leave, appropriate supporting medical certification may be required and the completion of an approved telework agreement is required before any telework begins.

5. Medical Certification
   Medical certification is required for all FMLA leave with the exception of leave for the birth or adoption of a child. The College may require second and third opinions, at the College’s expense, for any condition requiring FMLA leave. The College may also require periodic medical statements verifying the need for continued FMLA leave. The periodic statements will not be required more frequently than every thirty (30) days. Employees will also be required to submit appropriate certification of the need for leave due to a qualifying exigency or for military caregiver leave.

6. Job Restoration
   Employees who take twelve (12) weeks or less of leave under the FMLA (or 26 weeks or less in connection with military caregiver leave) will be restored to the same or an equivalent job at the end of the leave. Employees who take intermittent or reduced leave may be transferred to a different job for the duration of the medical leave in order to best accommodate the leave. Employees with accrued leave in excess of the twelve (12) weeks (or 26 weeks for military caregiver leave)
mandated by the FMLA, may use that paid leave, and at the end, be restored to the same or an equivalent job. Employees must provide medical certification of ability to return to work before returning to work.

7. Continuation of Benefits
Employees on FMLA leave maintain all insurance coverage by paying the same portion of premiums as active employees. Employees who do not return from FMLA leave for reasons other than a continuous serious health condition must refund all premiums paid by the College during leave without pay. Coverage under COBRA may continue thereafter.

8. Use of Paid Leave with FMLA Leave
FMLA leave is unpaid leave. Whenever an employee’s leave is an FMLA covered event and the employee has accrued sick, annual leave and/or personal leave, this leave runs concurrently, and the employee will be required to exhaust all accrued leave prior to being placed in unpaid leave status. Leave that is not eligible under the Maryland Flexible Leave Act is charged and exhausted in the following order: sick leave (if the event qualifies), then personal, followed by annual leave. The use of accrued leave is subject to the specific procedures for the use of that leave. In the case of pregnancy, certain specific circumstances apply for the use of sick leave and the employee should contact Human Resources for further details. If the event is covered under FMLA, the time missed from work will be counted towards the twelve (12) week entitlement for any given year (or 26 weeks for military caregiver leave).

9. Charging of Paid Leave During FMLA Leave
When an employee experiences an FMLA qualifying event, he/she will be charged eight (8) hours of leave for each full day’s incapacity. In intermittent FMLA situations, the employee will be charged leave in one-half (1/2) hour increments equal to, but not greater than, the amount of work time missed for the qualifying event.

10. Leave Beyond Twelve (12) Week Entitlement (or 26 weeks for military caregiver leave)
Employees may have accrued paid leave balances available that amount to more than the twelve (12) weeks required by the FMLA. In such cases the College will honor such leave and as written above under Job Restoration. The procedure of Discretionary Leave of Absence Without Pay will apply where FMLA and/or accrued paid leave have been exhausted.

*Revision date: July 1, 2012*
**Family Military Leave Procedure**

This procedure is intended to provide general guidelines for the College’s practices related to the enforcement of Maryland state law for family military leave. In no way will these guidelines replace state law. If there is a discrepancy between information presented here and state law, law will rule in all cases. Employees are encouraged to seek clarification for individual circumstances from the Human Resources Office.

Harford Community College will allow an eligible employee to take leave from work on the day that an immediate family member of the employee is leaving for or returning from active duty outside the United States as a member of the Armed Forces of the United States. An immediate family member (as defined by state law) is a spouse, parent, stepparent, child, stepchild or sibling.

The College will not require an employee to use sick, personal, or annual leave when taking such family military leave.

To be eligible for family military leave an employee must meet the following criteria:

- Be employed either full-time or part-time by the employer;
- Have worked for the employer for the last 12 months; and
- Have worked at least 1,250 hours during the last 12 months.

Employees requesting family military leave may be required to submit proof to Human Resources verifying that the leave is being taken in accordance with state law.

*Effective October 1, 2013*

**Flexible Work Arrangements Procedure**

Flexible work arrangements (FWA) allow the College to meet institutional needs, improve unit productivity, or improve services to students by allowing the work schedule of non-administrator employees to be modified. Use of FWA must not decrease a unit’s productivity, increase staffing costs, or otherwise adversely affect the operations or services provided by the College. Flexible work arrangements should not be confused with work schedules requiring flexibility in workday or workweek hours for maximum unit efficiency, productivity, or the unusual schedule requirements of a specific position.

Flexible work arrangements may include:

- Flexible schedule—a full-time work schedule within the fourteen-day pay period where the daily work schedule and hours worked may vary from day to day. Flexible
work schedules must be put in writing using the approved HR form, and must be approved by the supervisor.

- Compressed schedule—a full-time work schedule within the 14-day pay period compressed into fewer than ten (10) working days on a regular basis.

A compressed schedule is not available to administrators who, by the nature of their positions as leaders of the College, are often required to work more than the standard workday, and who may be required to work evenings and/or weekends.

A compressed schedule may be available to non-administrator staff based on the needs of the unit and the College. Such schedules are not available solely for the benefit or convenience of the employee. All compressed scheduling arrangements will be put in writing and approved by the Human Resources Office, the supervisor, vice president, and president. A signed copy of the agreement will be given to the employee and a copy placed in his/her personnel file.

- Telework schedule—a full-time work schedule within the fourteen-day pay period in which some or all hours worked are completed at a place other than the College campus, on a regular basis. Full-time telework arrangements must be put in writing using the approved HR form and must be approved by the supervisor, HR, vice president, and president.

With the supervisor’s prior approval, the employee may work from home for brief, temporary periods of time, for example, when an employee is on sick leave and is able to work a varying number of hours per day. These arrangements only need immediate supervisor and vice president approval, and the hours worked versus hours used for sick leave must be accounted for on the pay period exception report.

All FWA will be reviewed prior to the completion of the approved period to determine if they are still meeting the objectives originally established. FWA may change or be terminated at any time to meet the needs of the institution, with appropriate notice to the employee.

Revision date: September 1, 2010

HCC Faculty Appointed to Dean Procedure

The following describes the procedure for HCC faculty who are appointed to the position of dean.

I. Placement
• Deans are paid on the exempt employee pay scale, grade 115.
  ➢ $3,500 is added to the annualized base salary.

II. Salary Increases
• The dean will receive the same pay adjustments as other administrators as approved by the Board of Trustees upon a satisfactory annual performance evaluation.

III. Mid-Year Appointments
• If the appointment is made mid-year, the salary will be pro-rated accordingly.

Effective date: June 29, 2007
Revision date: July 1, 2015

Holidays Procedure

The Board of Trustees establishes holidays for which the College will be closed. Those holidays are:

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving Day and the following Friday
• December 24 when falling on a weekday only
• December 25

Any holiday falling on a Saturday will be taken on the preceding Friday. A holiday falling on a Sunday will be taken the following Monday with the exception of December 24 as noted above.

Full-time employees are eligible for holiday pay, if they work or are on authorized paid leave the last scheduled day before the holiday and the first scheduled day after the holiday.

Religious holidays may be observed, upon notice to and approval of the supervisor. Full-time employees will be required to use available accrued personal or annual leave.

Revision date: July 1, 2011
Information Systems Access Modification Procedure

Supervisors should notify Human Resources immediately once they are made aware of the date that one of the following will occur:

- a separation of employment from the College,
- a separation from a single position which does not end the employment relationship with the College,
- a transfer of an employee from one position to another

Separation of Employment from the College

Full-Time Employees – When an individual is no longer an employee of HCC, it is imperative that Human Resources coordinate with various campus constituencies (including Computing & Technology Services and Department of Public Safety) to eliminate access to various facilities and systems. To make this process work smoothly, Human Resources will create a work order, preferably a week in advance using Employee Termination as the type and subtype. With the work order in the system, the following activities will occur:

- Department of Public Safety
  - Remove/Modify Building Access

- Computing & Technology Services
  - Remove/Modify Network Access Privileges
  - Deactivate Email Accounts
  - Remove/Modify Phone Directory
  - Change Phone System and Notify Switchboard
  - Eliminate Web Page (if applicable)
  - Remove/Modify Permissions for Banner, SOLAR, OwlNet and Web Time Entry

Distribution Services
  - Arrange mail forwarding

Library Services
  - Notify regarding outstanding books, CDs, laptops, etc.

Part-Time Employees – Part-time employees (including faculty) present special challenges. As the supervisor becomes aware of separations, the supervisor should notify HR who will coordinate with various campus constituencies to eliminate access to various facilities and systems. Annually HR will run a report of active part-time employees. Any part-time employee who has not received a pay in the last 2 years will be removed from active status at which point HR will generate the appropriate termination work order.

Separation from a Single Position
Since the employee is not terminating full employment with the College, only a position, the supervisor losing the employee should submit appropriate work orders to end access to various facilities and systems no longer needed by the exiting employee.

**Employee Transfers** – Employees who transfer to different divisions/units may need to have permissions and access privileges modified. The supervisor losing the employee should submit appropriate work orders to end access to various facilities and systems no longer needed by the exiting employee. The supervisor gaining the employee should submit appropriate work orders to initiate access to various facilities and systems needed by the incoming employee. Human Resources should be notified of transfer before it occurs to implement changes needed in the Banner HR/Payroll systems.

**Employee Access to Systems of Terminated Employees** - The College generally prohibits employees from accessing the Systems of terminated employees. However, in certain very limited cases, such access may be granted when this access benefits the needs of the institution as determined by the College in its sole discretion. An employee’s supervisor may submit a request to the CHRO for an employee to be granted access to the systems of a terminated employee. The CHRO will review and approve all requests for access to the systems of terminated employees. If approved, the CHRO will determine the duration of the granted access and the type of access to be granted. Only the President and/or Board of Trustees may reverse the decision of the CHRO.

*Revision date: July 1, 2012*

**Internal Job Postings Procedure**

Harford Community College supports providing advancement opportunities to its employees. Therefore, the College has created a practice for giving existing employees the opportunity to apply for certain full-time jobs before it considers external candidates. While this is the College’s general practice, the College reserves the right to make exceptions to the practice.

It is strongly preferred that those applying for an internally posted position have at least six months of continuous service with the College, but this service requirement may be waived at the discretion of Human Resources, in consultation with the VP.

All internal applicants are also expected to meet the minimum posted job requirements in order to be considered.

Current HCC employees may be removed from consideration in an applicant pool by Human Resources for the following reasons:
1. Any employee who received formal, documented corrective action within the last six months.
2. For full-time employees, an overall rating of Needs Improvement or Poor Performance, or for part-time employees, an overall rating of Needs Improvement or Unsatisfactory on their most recent annual performance review.
3. Additionally, individuals performing work for the College as a contracted labor/temporary agency employee for at least six months may be considered.

Procedure:

When Human Resources receives an approved personnel requisition for an exempt position SG100 – SG105 or for any full-time non-exempt position SG200 – SG215, Human Resources will generally post that position for a period of one week for consideration of internal (current College employees) applicants only.

When the one-week internal posting period has ended, Human Resources will remove the posting and the area vice president and/or search committee chair will compare applicant credentials against posted position requirements to see if the internal search yields a competitive pool of qualified candidates. If so, the search will then follow all regular processes under the College's existing search committee guidelines. If a competitive pool of qualified candidates is not identified, Human Resources will then begin the external posting process.

Revision date: July 1, 2015

Jury Duty Procedure

Employees are permitted to fulfill their civic responsibility of serving on a jury when called. Full-time employees will experience no loss of pay. If an employee is dismissed from court early, she/he should report back to work for the balance of the day. The employee must provide written confirmation of jury duty from the court to his/her supervisor for forwarding to Human Resources.

Revision date: September 1, 2010

Leave for 9- and 10-Month Faculty Procedure

Harford Community College recognizes that full-time instructional faculty members are dedicated to the education of their students and the effective operation of the institution. This dedication manifests itself in extensive efforts to prepare for and lead
classes; attend campus, departmental, discipline, and committee meetings; participate in college-wide events such as convocations and commencement; and many other professional activities. The College expects that faculty will meet their commitments and be full participants in the educational community; that they will hold office hours; and that they will fully honor all contractual and service commitments.

The following will serve as the procedure for deans or supervisors and faculty in the charging of leave and will help to maintain consistent, equitable charging of faculty leave from dean or supervisor to dean or supervisor. Nothing in this procedure should be construed to supersede the contract between the faculty member and the College.

**Personal Leave**

Faculty should refer to the Human Resources Procedures Manual for personal leave use and accrual for clarification of the definition, use and accruing of personal leave.

1. It is the faculty member’s responsibility to self-report absence(s) for personal leave to the dean or supervisor.
2. Prior dean or supervisor approval for personal leave is required when the leave is foreseeable.
3. When on contract, faculty will be charged personal leave for qualifying events when missing classes, committee meetings, office hours, and College events where attendance is required. Attendance at committee meetings and events convened by the College is mandatory, and leave will be charged for absences at these meetings.
4. When on contract, faculty will be charged personal leave in an amount equal to the scheduled time for the class/office hours/meeting/event missed, rounded up to the nearest 1/2 hour increment. Faculty will be charged 8 hours for any full-day meetings, even if they include lunch.
5. Missed office hours should be rescheduled in a timely fashion whenever possible; however, for the purposes of charging leave, if not made up, the faculty member will be charged leave.
6. Sick leave may not be substituted for personal leave qualifying events.
7. The faculty member should follow the procedures in the faculty handbook for addressing faculty replacements.

**Sick Leave**

Faculty should refer to the Human Resources Procedures Manual for sick leave use and accrual for clarification of the definition, use and accruing of sick leave. There are two ways in which sick leave will be charged. Leave will be charged based on whether the event is Family and Medical Leave Act (FMLA) qualifying or non-Family and Medical Leave Act (FMLA) qualifying.

**Non – FMLA Qualifying**
When sick leave is charged for a non-FMLA qualifying situation, the following will apply:

1. The charging of leave for non-FMLA qualifying absence(s) will be managed by the dean or supervisor.
2. It is the faculty member’s responsibility to self-report absence(s) for non-FMLA qualifying sick leave to the dean or supervisor, who will report such absences to human resources using the appropriate reporting tool.
3. Prior dean or supervisor approval for non-FMLA qualifying sick leave is required when the leave is foreseeable.
4. When on contract, faculty will be charged sick leave for qualifying events when missing classes, committee meetings, office hours, and College events where attendance is required; such as, commencement and convocation.
5. When on contract, faculty will be charged sick leave in an amount equal to the scheduled time for the class/office hours (unless made up)/meeting/event missed, rounded up to the nearest 1/2 hour increment. Faculty will be charged 8 hours for any full-day meetings missed.
6. Missed office hours should be rescheduled in a timely fashion whenever possible; however, for the purposes of charging leave, if not made up, the faculty member will be charged leave.
7. The faculty member should follow the procedures in the faculty handbook for addressing faculty replacements.

Examples of Non-FMLA qualifying sick leave

a. You are not feeling well and you leave work early causing you to miss one (1) hour of your regularly scheduled office hours. This time is not made up. You will be required to report this absence to your dean or supervisor and you will be charged one (1) hour of sick leave.

b. You have a cold and stay home for three consecutive days to recover from the cold and its related symptoms. You will miss three classes. You will not miss any scheduled office hours, meetings or other events. You will be required to report this absence to your dean or supervisor and you will be charged for all class time missed.

FMLA Qualifying*

FMLA qualifying events are driven by law and the College’s procedures. Faculty should refer to the Family and Medical Leave Procedure in the Human Resources Procedures Manual.
When sick leave is charged for an FMLA qualifying situation, the following will apply:

1. The dean or supervisor is responsible for reporting FMLA qualifying absence(s) to Human Resources.
2. The dean or supervisor, in conjunction with the Benefits Specialist, is responsible for coordinating appropriate work arrangements for the faculty member and any substitute(s) during the faculty member’s absence.
3. The charging of leave for FMLA qualifying absence(s) will be managed by Human Resources.
4. The charging of leave for FMLA qualifying absences will be driven by the doctor’s certification.
5. When a faculty member experiences an FMLA qualifying event, he/she will be charged eight (8) hours of sick leave for each full day’s incapacity. In intermittent FMLA situations, the faculty member will be charged leave in an amount equal to the amount of work time missed for the qualifying event.
6. The Benefits Specialist will be responsible for leave charged for all FMLA qualifying events, including intermittent leave and tele-work situations.
7. The employee must submit a return-to-work notice from his/her doctor to the Human Resources before re-entering the workplace. Human Resources, in conjunction with the dean or supervisor, will then instruct the faculty member as to when and under what conditions he/she may return to work.
8. The faculty member should follow the procedures in the faculty handbook for addressing faculty replacements.

Examples of FMLA qualifying sick leave

a. You have a scheduled surgery for the following month that will cause you to miss five (5) work days. You notify your dean or supervisor as soon as possible of the scheduled surgery. Your doctor certifies the need for your FMLA qualifying absence and provides you with a return-to-work notice after you have missed five (5) work days. You will be charged forty (40) hours of sick leave.

b. It is February and you are pregnant and are scheduled to deliver your baby in April. You notify your dean or supervisor as soon as possible of your anticipated absence. Your doctor certifies the need for your FMLA qualifying absence and provides you with a return-to-work notice in May, six (6) weeks or thirty (30) work days after the birth of your child. You do not wish to request any additional time off for the care of your child. You will be charged 240 hours of sick leave.

c. You have previously been out for cancer surgery and have been released to return to work. Your doctor certifies that you will require
chemotherapy treatments three (3) times a week for six (6) weeks. Each treatment will take two (2) hours and will occur during regular work hours. You will be charged two (2) hours of sick leave for each absence associated with a chemotherapy treatment.

*In order to qualify for FMLA leave, an employee must have completed one (1) year of service and must have worked a minimum of 1,250 hours.

Unauthorized Leave

The use of paid leave requires the dean or supervisor’s approval. If leave is used by the faculty member without the approval of the supervisor, the leave is unauthorized. Unauthorized leave will be documented and the faculty member will be charged leave for the missed time and may be subject to corrective action.

Commencement and Convocation are just two College events where attendance is contractually required. Missing Commencement or Convocation without supervisor approval will be considered an unauthorized absence and the faculty member will be charged 4 hours of leave for missing either event. The occurrence will be documented and the faculty member may be subject to corrective action.

When a 9-month faculty member accepts a volunteer service assignment that is not contractually required, he/she is expected to attend all meetings related to the volunteer assignment whenever possible. Attendance for voluntary, non-contractual service events is not considered mandatory and failure to attend such meetings will not result in the 9-month faculty member being charged leave; nor will any absence related to the 9-month faculty member’s failure to attend a voluntary, non-contractual service event result in corrective action for unauthorized leave.

If the College learns of a faculty member’s failure to self-report an absence, the unreported absence will be considered unauthorized leave. The faculty member will be charged leave for any qualifying events where attendance was required. The unauthorized leave will be documented, and the faculty member will be subject to corrective action.

Non-instructional Contractual Time

If a faculty member is sick during non-instructional contractual time, sick leave will be charged according to the guidelines for FMLA qualifying or non-FMLA qualifying sick leave noted above. If a faculty member is unavailable for work during non-instructional contractual time, he or she must have approval from his/her dean or supervisor. Leave will be charged for any required meetings missed during this time. If prior approval is not requested, it will be considered unauthorized leave. The unauthorized leave will be documented and the faculty member will be charged leave for any qualifying events where attendance was required and will be subject to corrective action.
Military Leave Procedure

Employees will be granted military leave for performance of military service as the law requires. Any employee serving on active duty, such as summer camp, while in the National Guard or the Reserves, may, upon request, use available accrued annual leave and/or personal leave. However, the employee will not be required to use accrued annual leave or personal leave during any such period of service. If the employee does not elect to use accrued annual leave or personal leave, the employee will be on leave without pay.

Upon receipt of written verification from the military, the College will pay 100% of the cost of benefits for any employee called involuntarily to active duty for up to a maximum of 12 months of continuous service. Additionally, upon receipt of written verification from the military, the College will pay the difference in the employee’s current gross salary and base military pay for any employee called involuntarily to active duty for up to a maximum of 12 months of continuous service, when the base military pay is lower than the employee’s current gross salary.

Revision date: July 1, 2013

Non-Discrimination and Equal Employment Opportunity Procedure

Board of Trustees Policy:
Harford Community College is committed to non-discrimination and equal employment opportunity.

It has been, and will continue to be, the policy of Harford Community College that all 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, marital status, or any other status protected by law. This policy includes, but is not limited to, decisions about recruitment, hiring, training, promotion, compensation, benefits, transfers, and social or recreational programs.

As part of its commitment to 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.

Revision date: Nov. 11, 2014

Procedure:
Examples of unlawful harassment include use of epithets, slurs, or other language that is derogatory or offensive to members of a protected class, fostering stereotypes of behavior, actions, language, or mannerisms that is intended to characterize members of a protected class, and production, circulation, or use of graphic material that is offensive, such as swastikas.

Any employee or other person who believes that there has been a violation of this procedure should report it to the Chief Human Resources Officer (CHRO), any dean, vice president or the president. A prompt investigation will be undertaken. Anyone who violates this policy will be subject to appropriate penalties, with employees subject to disciplinary action up to and including discharge.

Revision date: September 1, 2010

Notification of Annual Salary/Wage Procedure

Notification of changes to annual salary/wages will be sent to all full-time employees after the final Board of Trustees meeting in the fiscal year when the annual budget is set. Generally, individualized notifications will only be sent to employees when a change to annual salary/wage is approved by the Board of Trustees. At any time employees may view their current salary, as well as their salary history, on the Work Life tab in OwlNet. This information can be found under Employment Details in Job Details, and then by clicking the current job title.

Effective date: October 20, 2003
Revision date: July 1, 2015

Effective date: October 20, 2003
Revision date: September 1, 2010

Notification of Death of Employees/Immediate Family Procedure

The Human Resources Office, only with and after concurrence with family members, will notify the College community of deaths of employees, retirees, immediate family members of employees, and others who have served the College. Individuals should
notify Human Resources when/if the family agrees to have the information shared with
the campus and provide details for dissemination.

*Effective date: August 22, 2003
Revision date: September 1, 2010*

**Overtime Compensation Procedure**

Harford Community College will compensate non-exempt employees required to work
more than 40 hours in a workweek with overtime pay at a rate of 1½ times the
employee’s hourly rate of pay. Violation of the overtime procedure by either the
employee or the supervisor is subject to disciplinary action up to and including
termination of employment.

Exempt positions are not eligible for overtime compensation.

Authorization to work beyond more than 40 hours in a workweek requires divisional vice
president and presidential approval. The approved time sheet must be sent to the
payroll department and will become part of the College’s payroll records, subject to
audit.

**Overtime Payment**

1. Payment for hours worked in excess of 40 in one workweek must be paid at the rate
   of 1½ times the regular hourly rate.
2. Authorized overtime pay will be paid on the next regularly scheduled pay date
   following the pay period in which the overtime pay was earned.

*Revision date: July 1, 2011*

**Payroll Period Time Reporting and Recording Procedure**

Upon hire, employees are trained in the appropriate method for recording time worked
and exception time. Employees are responsible for reporting all time worked and/or
exception time by using the appropriate time recording method. Employees who fail to
utilize the appropriate recording method or to report hours in a timely manner may be
subject to delayed payment of wages and/or corrective action.
Using the appropriate time recording method (Web Time Entry or departmental manual timesheet), supervisors will approve employees’ hours for pay to the Human Resources Generalist by noon on Mondays’ following the close of the 14-day payroll period.

Hourly employees will submit hours worked for the pay period. Full-time employees will submit leave hours taken (exception time) for the pay period.

Based on the appropriate time recording method for the department, the following types of exceptions should be reported:

- Authorized Absence Without Pay or Unauthorized Absence Without Pay;
- Bereavement Leave;
- Jury Duty;
- Personal Leave;
- Sick Leave; and,
- Annual Leave.

Employees on Family Medical Leave are responsible for notifying the Benefits Specialist of their first day out of the office through their last day out of the office to ensure correct pay processing. (See Family and Medical Leave procedure for more details.)

* Reporting deadlines for a pay period are subject to change based on payroll and College needs.

Revision date: July 1, 2013

Payroll Procedures

1. Payroll Statement

The primary responsibility of the Payroll Department is to process data to produce accurate and timely payment of wages to employees.

2. Scope of Authority:

The Payroll Department is part of the Human Resources Department and is designated as the office responsible for the coordinating of all payroll transactions, insuring payroll checks and direct deposit to employees, performing Banner file table maintenance, maintaining W-4 files, prepare pay voucher & submission of dollars for deductions withheld for employee & employer to the appropriate vendor.
3. Payroll Related Inquiries:

Payroll related inquiries should be directed to the Payroll department. It is preferred that inquiries be documented in writing or by email. Types of inquiries include:

- **Pay Check Inquires** – Hours, contract pay, pay dates, effective date for direct deposit.
- **Address changes** – Documentation for Payroll/Human Resources records
- **Forms** – Explanation of Federal Withholding Form (W4), State Withholding Form (MD MW507/PA None), Direct Deposit Form (setup and changes), Time Sheets, or Attendance Exception Forms
- **Leave Balances** – Verification of annual leave, sick, advanced sick, or personal business leave balances, as presented on the pay stub.

Employee Self Service is a web-based product which allows employees to view their personal payroll information via the Internet.

4. Payroll Processing Cycles

The Payroll Department processes payroll biweekly.

5. Payroll Deductions and Payments

Payroll deductions may be mandatory or they may require eligibility. All deduction changes must be submitted on the appropriate forms.

**Mandatory Payroll Deductions and Payments**

The college is required to withhold federal and state taxes in accordance with various legal requirements.

- **Federal Withholding** – Deductions are withheld on the basis of the information supplied on the W-4 form. If a W-4 is not submitted, the default values are single and zero for the number of exemptions to be claimed.
- **FICA Withholding** - FICA is divided into two categories. Social security is withheld at 6.20% and Medicare at 1.45%. Students are exempt from FICA withholding, except during the summer, if not enrolled as a full time student. Non-U.S. citizens may claim exemption from FICA taxes; however, they must provide documentation to support this claim.

**State Withholding and payment:**

- **Maryland State** - This is a combination of the State and Local (piggyback) taxes. Deductions are withheld on the basis of the information supplied on the MW507MD. If the MW507MD is not
submitted, the default value is single with zero exemptions, and the local (piggyback) tax is withheld at the Harford County rate.

**Pennsylvania State** – Deductions are withheld at a flat percentage of 3.07%. Exemption from PA Taxes is accepted with a valid PA REV_419ex form.

**Court Orders/Paybacks**
Court orders/paybacks pertain to tax levies, garnishments, court ordered garnishments, and returns of overpayment. Upon receipt of documentation pertaining to this category of judgment, a deduction must be taken in the next payroll period.

**Maryland State Retirement**
Employees working over 500 hours a year are required to participate in either Maryland State Retirement or Maryland State Optional Retirement. The majority of employees are required to participate in the Maryland State Retirement plan which is a flat percentage of 7% of their annual salary. Some employees are eligible to participate in the Maryland State Optional Retirement which is employer funded.

6. **Timekeeping**

**Methods of timekeeping**
The time by exception method accounts for hours by only reporting exceptions to the standard work week (i.e., overtime, leave). This method is used on Full time employees.

The hours worked method requires reporting actual time for all hours worked. Time is submitted by way of paper timesheets or web-time upload. This method is used for hourly employees.

**Responsibility** - Organization Managers are responsible for the accurate reporting of time and leave for their employees by approving the information in a timely manner through WTE or by submission on appropriate form for those not currently using WTE. Organization Manager emails the Human Resources for those reported by form; the form is then printed and given to the Payroll Department. All time must be approved by an authorized supervisor, manager or department head prior to submission.

It is the responsibility of the Organization Managers to notify the appropriate personnel (Human Resources or Payroll Department) of changes in employee status to maintain the accuracy of the payroll records for accurate and expeditious payments.
Pay Periods – Pay periods begin on Saturday and end on Friday.

Exempt or Non-Exempt, Full Time Employees - Are paid in accordance with the time by exception method. The payroll is paid on a current basis with only the exceptions (overtime) being paid two weeks in arrears. Instead of submitting time sheet reports for every pay period, eligible employees fill out exception reports only for pay periods in which exceptions occur. When no report is submitted, employees are issued a check for their standard pay.

WTE entry or An Exception Report is required when any paid time off occurs (i.e., annual leave, personal business, sick, bereavement). Holidays are considered standard time and do not require an exception report. If an employee has leave balance to cover the hours reported, the transaction will appear on the paycheck of the following pay. If the employee does not have adequate time to cover the hours submitted, the employee’s pay will be docked accordingly. Organization managers are responsible for the accurate reporting of exceptions for all employees under their supervision.

Credit, Non-Credit Adjunct, Professional Contracted Employees – These employees are paid based on an employment agreement per assignment.

Hourly Employees - Must submit an hourly timesheet or enter hours into WTE to be paid. This time is reported and processed for the pay interval that is paid two weeks in arrears.

Organization managers are responsible for the accurate reporting of time for all employees under their supervision.

7. Payments to Employees

Payroll Distribution
Payroll is routinely disbursed bi-weekly, on alternating Fridays. Employees paychecks are available at the cashier’s office on Payroll Friday between the hours of 1 pm and 4 pm and then throughout the work week between the hours of 1 pm and 4 pm. If the college is closed on pay day the checks will be mailed to the employee’s home or be available for pick up on the pay day, as determined annually by the Director of Finance.

Direct Deposit
Employees have the option of requesting their net pay be directly deposited to their personal bank account via the Automated Clearing House (ACH) electronic payment delivery system. The College allows employees to designate any commercial bank, savings and loan institution and/or credit union, which is a
member of the National Automated Clearing House Association (NACHA). Employees who select direct deposit receive a statement of earnings each pay period via email if an HCC or personal email has been provided. Employees without an email address will have their direct deposit stub printed; they are available at the cashier’s office starting on Payroll Friday between the hours of 1 pm and 4 pm, then throughout the work week between the hours of 1 pm and 4 pm. If the college is closed on pay day the direct deposit stubs are printed mailed to the employees home. Employees wishing to request direct deposit should complete a Direct Deposit Authorization form.

**Salary Overpayment Procedures**

Proper review, identification and timely processing of termination notices can eliminate overpayments. Any salary overpayments need to immediately be brought to the attention of the Director of Human Resources and Payroll. The employee will be notified by the Payroll Coordinator, in writing and via phone of the overpayment and a schedule for re-payment will be negotiated.

**Lost Paychecks**

When a paycheck is lost or destroyed, the employee should immediately notify the Payroll Department. The Payroll Department will confirm with the bank whether or not the paycheck has been cashed. If the check has not been cashed, the original check will have a stop payment placed and a request for duplicate check will be made. If the check has been cashed, a copy of the cleared check will be obtained for further review. Typically it takes 2 or 3 working days to process a replacement check. If the original check is found after the replacement check is issued, it must be returned to Payroll. No attempt should be made to cash the original check.

**8. Regulatory Reporting**

The federal government and state agencies have various regulatory reporting requirements that must be met by all employers including, but not limited to, the following:

**W-2 Reporting**

W-2’s are due to be mailed to employees by January 31st of the year following the calendar year being reported. The address appearing on the check or direct deposit pay document is the address to which the W-2’s are mailed. The delivery address file is maintained within the Banner Payroll System. Address corrections should be submitted to Payroll and Human Resources.

Any undeliverable W-2s will be reviewed for appropriateness and follow-up will occur to provide an internal control feature.
Reports of wages paid and legal deductions will be provided to the Internal Revenue Service and the various state agencies.

Revision Date: July 1, 2015

**Personal Leave Accrual and Usage Procedure**

Full-time employees accrue personal leave at the rate of one (1) hour per pay, during the first two pay periods of the month. Personal leave may be accumulated to a maximum of 80 hours.

Personal leave requires supervisor approval and may be used for vacation or transaction of personal matters, urgent or otherwise, that cannot be accomplished during non-working hours.

Employees can take only those hours which have been accrued by the previous pay date; no advance of hours will be permitted.

Personal leave may be taken in ½-hour increments.

Accrued personal leave is not paid out upon termination of employment.

Personal leave accrual and leave carryover for grant or contract-funded employees may vary based on the terms of the individual grant or contract. Please refer to your Grant or Contract-Funded Terms of Employment form for details.

Note: Full-time faculty member’s personal leave will be pro-rated based on the period of service in each year.

Revision date: July 1, 2011

**Personnel Files Procedure**

Employment records are the property of the College and are kept confidential. Only the personnel file maintained by the Human Resources Office is considered the employee’s official personnel file.

The following documents are considered to be the basic contents of the personnel file:

a. Application for employment;
b. Transcripts of school/college work if required for position;
c. Certificates of occupational competency if required for position;
d. Correspondence between Harford Community College and the individual marked by
   the originator for inclusion in the personnel file;
e. Performance evaluations and reports of supervisor conferences originated by the
   immediate supervisor; and,
f. Documents related to leave, suspension, disciplinary action, and/or termination.

Back-up materials provided by an individual for the purpose of determination of rank
and/or tenure shall not be included in the personnel file but shall be returned to the
originator. Only the results shall be included in the personnel file.

The employee may request to review his/her personnel file. This review must be done
in the presence of a Human Resources representative. The College reserves the right to
limit when the employee may view this personnel file.

The employee’s personnel file shall be available for inspection by supervisors within the
line of authority, the president, the Board of Trustees, and Human Resources
personnel. The employee may, in writing, request to make the personnel file available
to other appropriate personnel of the College.

Single copies of a document in the file are available to the employee on request.
Multiple copies of documents, or a copy of the complete file, are available upon request
and at the employee’s expense. Copies of documents furnished to the College as part
of the employee’s initial employment with the understanding they be held confidential
are not available.

When an employee, upon review of her/his personnel file, finds materials that the
employee believes to be unrelated to job performance or irrelevant to a personnel file,
he/she may add to the file his/her written reason for objection to said materials.

Telephone, written, or in-person inquiries about employees to the Human Resources
Office are limited to the following:

a. Complete name of individual;
b. Position title and/or rank;
c. Length of employment; and,
d. Annual salary, when the inquiry is accompanied by a signed release by the
   employee.

Revision date: September 1, 2010

Posting Procedure
Authorized posting is permitted on designated bulletin, tack, or corkboards only. Items posted on other surfaces, such as walls and doors, will be removed. Unsolicited business advertisements and flyers may not be posted or distributed anywhere on campus and also will be removed. Flyers may not be placed under car windshield wipers or any other unauthorized location. For more information, call the Office of Student Activities at 443-412-2140.

**Students** who wish to post notices, such as textbook, car, computer sales, ride sharing, etc., may only use the designated board located outside the College Bookstore. Students who are also employers wishing to post employment announcements, must follow the **Employers** directions below. Postings will be removed after 30 days. Unauthorized postings will be removed.

**Community members** who wish to post information for students may only use the designated board located near the Office of Student Activities. If you wish to post, you must visit the Office of Student Activities (443-412-2140) for approval. All employment postings must follow the **Employers** directions below. Postings will be removed after 30 days. Unauthorized postings will be removed.

**Employers** who wish to post employment-related information must contact Career Services (443-412-2301) for approval of all postings. HCC only accepts job postings from employers with an Employee Identification Number (EIN) for the online job posting system, HCC Career Connect. Anyone without an EIN wishing to post employment announcements must seek approval from Career Services. Postings will be removed after 30 days. Unauthorized postings will be removed.

**Individuals from Registered Student Organizations and HCC Offices** who wish to post on behalf of their respective organization or office may do so with prior approval. HCC Supervisors are responsible for approving items posted and monitoring boards in their respective buildings as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aberdeen</td>
<td>Deb Wrobel/Debi Gable</td>
</tr>
<tr>
<td>Bel Air</td>
<td>John Mayhorne/Dora Brooks</td>
</tr>
<tr>
<td>Edgewood</td>
<td>Olga Franzoni</td>
</tr>
<tr>
<td>Fallston</td>
<td>Avery Ward/Carol Himmer</td>
</tr>
<tr>
<td>Havre de Grace</td>
<td>Julie Swift</td>
</tr>
<tr>
<td>Joppa</td>
<td>Paul Labe/Nancy Dow</td>
</tr>
<tr>
<td>Library</td>
<td>Gina Calia-Lotz/Lois Entner</td>
</tr>
</tbody>
</table>
NOTE: Harford Community College reserves the right to refuse or remove any posting.

The following DISCLAIMER must appear at the various posting locations:

For Student/Community Member Postings:

While students and community members are required to receive permission to post on-campuses, please note that Harford Community College does not have the ability to fully screen all postings to confirm the legitimacy of each posting. HCC does not endorse the products or recommend the services of any postings. Students (and others who choose to respond to postings) are urged to use common sense, caution, and practice due diligence before responding.

For Employment Postings:

Harford Community College Advising, Career & Transfer Services provides a free job listing service to employers and to students. Our office strives to provide accurate information from legitimate employers, but because of the volume of job postings received by this office we do not screen each employer or person that lists jobs with us. We do not endorse the products or recommend the services of any employers listing jobs through our office. Harford Community College is not responsible for the safety, wages, working conditions, or other employment aspects of any jobs listed on our website. Students (or anyone choosing to apply to the listed positions) are urged to use common sense, caution, and practice due diligence in researching employers before applying for any off-campus employment positions within a business, organization, or private residence.

All job listings are posted at the discretion of Harford Community College, Advising, Career & Transfer Services. Our office will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, sex, gender, national origin, age, status as an individual with a disability, veteran, sexual orientation, marital status, or any other status protected by law. All jobs are posted with the best interest of HCC students in mind. Harford Community College, Advising, Career & Transfer Services reserves the right to refuse to post any jobs that seem fraudulent or do not support the best interests of the HCC campus community.

Revision date: December, 2014
**Reappointment of Administrators and Faculty Procedure**

Tenure-track and term faculty and administrators receive notice of renewal or non-renewal in the form of a letter postmarked no later than March 15 of each year.

Tenured faculty are under continuous employment and do not receive an annual notice of reappointment.

If a tenure-track or term faculty member or administrator is not accepting the reappointment, she/he will give notice no later than April 1 to the president and the Human Resources Office. Tenured faculty who do not plan on continuing their employment with the College will give notice that they are not returning no later than April 1 to the president and the Human Resources Office.

If a tenure-track or term faculty member wishes to terminate appointment at the end of the first semester, he/she will give notice no later than November 1.

A waiver of the notice requirement may be requested in the case of hardship or in a situation where the employee might be denied a substantial professional advancement or when called to the service of his/her country.

*Revision date: September 1, 2010*

**Retiree Tuition Waiver Procedure**

Retirees of the College and their spouses or domestic partners and unmarried dependents under age 25 years may enroll in any Harford Community College class or course on a space available basis without payment of tuition. Fees must be paid.

A Tuition Waiver Form must be completed and verified by the Human Resources Office prior to each registration and presented at the time of registration.

*Revision date: July 1, 2012*

**Retirement Procedure**

Harford Community College encourages employees to participate in personal financial planning for retirement and to take advantage of available resources for such.
An employee who, upon retirement from Harford Community College, is enrolled in or has participated in Harford Community College’s health benefits for at least ten (10) continuous years of active employment immediately preceding retirement, has the opportunity to continue coverage for himself/herself and his/her eligible dependents under Harford Community College’s health retirement program. A retiree who participates in Harford Community College’s health retirement program must pay the full amount of premium(s) in a manner determined by the College.

A retiree who has previously met eligibility for participation in the College’s health retirement program, as stated above, and declined enrollment in the College’s health retirement program, and who has maintained continuous coverage under a qualifying group insurance plan, may on a one-time basis, elect to enroll him/herself and his/her eligible dependents, who have also maintained continuous coverage under a qualifying group insurance plan, in the College’s health retirement program.

Group insurance is healthcare insurance that is a direct result of a person’s employment and the benefits provided to such person and their qualified dependents as a part of the employment agreement. Group insurance can result from (1) an HCC retiree’s employment at an employer other than HCC or (2) the employment of the spouse of a retiree where healthcare benefits are provided to the spouse and retiree.

Individual insurance is purchased by an individual directly from an insurance company with no involvement by an employer; it is not connected to any employee/employer relationship and does not qualify the retiree for eligibility to opt back in to the College’s healthcare plan.

Employees with written contracts will give written notification of intent to retire consistent with the terms of the written contract to the president and the Human Resources Office.

Harford Community College defines “retiree” as an employee who separates from employment with Harford Community College and:

- Meets eligibility for commencement of regular (non-disability) benefits under the Maryland State Retirement and Pension system or
- Meets minimum age eligibility requirements to begin distributions from the Maryland Optional Retirement Plan (ORP) and
- Has completed a minimum of ten (10) years of service with the College or has reached a minimum age of 62 with five (5) years of service with the College.

*Revision date: July 1, 2012*
Sabbatical Leave Procedure

After 7 years of continuous full-time employment, sabbatical leave may be granted to full-time faculty or administrators who have demonstrated significant service to the College and community and whose proposed activity (ies) demonstrates potential value to the College as evidenced by dedication, and the desire and competence to pursue academic and career interests. Sabbaticals will be considered and granted only on terms of achieving professional improvement on the part of the employee and hence, of direct benefit to the College.

Eligibility for Sabbatical

A full-time administrator or faculty member is eligible to be granted one year of leave at one-half his/her annual salary; or one-half year or less of leave at his/her regular salary rate if such employee has met the following conditions:

(a) Is a full-time employee;

(b) Has completed seven (7) years of continuous full-time service at the College immediately preceding her/his sabbatical

Conditions of Sabbatical

The employee must submit a written statement as described in the Applications Section below.

(a) When an employee is awarded a sabbatical and elects to take that leave over the full year at half-pay, all fringe benefits except retirement continue as if the individual were on full pay. Retirement contribution by the individual is based on the reduced salary.

(b) An employee on sabbatical qualifies for any salary adjustment, promotion, and other benefits for which he/she would normally be eligible on regular service. Time spent on sabbatical shall be counted as regular service.

Application for Sabbatical Leave

An eligible applicant must submit to his/her supervisor a formal request for sabbatical leave, the request may be made at any time, and must include:
(a) A written statement regarding the purpose of the sabbatical, the duration requested, and the specific activity contemplated: namely, the nature of study or program or activity to be followed; the institution or place where the activity is contemplated; formal acknowledgement expected, if any, such as advanced degree, diploma, certificate, etc.; or if the program involves travel, the nature and specific relevance of such travel to the purpose of the sabbatical; and/or a description of the planned activities and their relevance to the purpose of the sabbatical; the statement must include the activities’ direct benefit to the college and their relationship to the college’s strategic plan.

(b) A written statement indicating that the employee will return to service at Harford Community College immediately following the termination of the sabbatical or a time otherwise acceptable to the College.

(c) A written statement indicating that the employee, upon his/her return to College, agrees to serve at least two years in a full-time capacity or to reimburse the College the gross salary paid him/her during the time on sabbatical.

(d) A written statement indicating that the employee agrees to provide a written/oral summary of her/his sabbatical activities to members of the College community and the Board of Trustees.

Approval

(a) The sabbatical request must be approved by the supervisor, appropriate division vice president, College President, and the Board of Trustees.

(b) If the sabbatical leave is approved by the President, the approval will be contingent upon funding. Final approval of the sabbatical leave will thus occur only when the Board of Trustees approves the annual budget.

Changes to Approved Sabbatical Leave

Changes to an approved sabbatical leave including time period, scope of work, and/or related expectations as listed in item (a) of the Applications Section above must be re-submitted following the same procedures as outlined in items (a-b) in the Applications Section and items (a and b) in the Approvals Section above.

Revision date: July 1, 2011
Service Recognition Procedure

Subject to budgetary consideration, the College will sponsor service recognition events for retiring employees and those full-time employees who have served the College for a number of years. The recognition will begin at five years of service and continue at five-year intervals. The College may elect to conduct separate service recognition for part-time employees. Gifts of appreciation may be given to employees who send written notice of retirement to the Human Resources Office no later than April 1 for the fiscal year ending June 30.

Effective date: August 22, 2003
Revision date: September 1, 2010

Sexual Harassment and Misconduct Procedure

Board of Trustees 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 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.

Revision date: December 9, 2014

Introduction
Harford Community College (HCC) is an academic community committed to providing a working and learning environment free from sexual misconduct, including sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation and sexual intimidation. HCC will not tolerate sexual misconduct and has implemented specific measures to strongly encourage and support the reporting of sexual misconduct and to ensure that all allegations of sexual misconduct are investigated and resolved in a timely, discreet, fair, and impartial manner.
This *Sexual Harassment and Misconduct Procedure* outlines HCC’s commitment to address sexual misconduct and describes the prohibited conduct, the steps to take in order to make a complaint of sexual misconduct, the procedures for investigating and resolving complaints of sexual misconduct, and the resources that are available for both complainant and respondent. In order to maintain an environment free of sexual misconduct, HCC will utilize educational and prevention programming and make training opportunities available to all employees and students.

**Prohibited Conduct and Definitions**

Sexual misconduct is a form of sex discrimination and is therefore a violation of Title IX of the Education Amendments of 1972, Titles IV and VII of the Civil Rights Act of 1964, as well as the laws of the State of Maryland and Harford County. Anybody can experience sexual misconduct: males and females; straight, gay, lesbian, bisexual and transgender individuals; part-time and full-time students and employees; individuals with and without disabilities; and individuals of different races and national origins. HCC will investigate and resolve allegations of sexual misconduct involving parties of the same sex using the same procedures and standards that are used in all complaints involving parties of the opposite sex. Sexual misconduct is a violation of HCC’s *Sexual Harassment and Misconduct Policy* and is defined as prohibited conduct in the HCC *Code for Student Rights, Responsibilities and Conduct*.

Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another’s will or at the expense of another. Sexual Misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

The following are examples of prohibited acts of sexual misconduct as defined by HCC:

**Sexual Assault:**

**Non-Consensual Sexual Intercourse:**

Any insertion of an object or body part that penetrates, however slightly, the genitals, mouth, or anus of another person, against the person’s will and without the *consent* of the person;

**Sexual assault is aggravated if it:**

- is done by force or threat of force;
- is done by displaying a dangerous weapon, or a physical object that the person reasonably believes is a dangerous weapon; and/or
- is done by threatening, or by placing fear in the person, that the person or someone known to the person, will suffer death, kidnapping, or severe physical injury.

**Non-Consensual Sexual Contact:**

The intentional touching of the person’s genital, buttock, inner thigh, or other intimate area, or the clothing covering the area, or forcing the person to touch the offender’s
genital, buttock, inner thigh, or other intimate area against the person’s will and without his/her consent for sexual arousal or gratification or with the intent to abuse, humiliate, harass, or degrade the person.

- Examples of non-consensual sexual contact include, but are not limited to, grabbing a person’s buttocks, pulling on a shirt that covers a person’s breasts, and/or placing the person’s hand on or over the offender’s genital area.

**Definition of Consent:**

- Consent is a positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter.
- Consent cannot be inferred from the absence of the person saying "no". A clear "yes," verbal or otherwise, is necessary.
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent.
- Consent must be ongoing throughout a sexual encounter and can be revoked at any time.
- Consent cannot be obtained by threat, coercion, or force.
- Consent cannot be obtained from a person who is incapacitated. Incapacitated refers to those persons who have mental or physical disabilities that temporarily or permanently render the person incapable of appraising the nature of the sexual activity, resisting the sexual activity, or able to communicate an unwillingness to engage in the sexual activity. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated due to alcohol, drugs, medication, or some other condition.

**Sexual Harassment**

Sexual harassment includes: unwelcomed sexual advances; conduct of a sexual nature, or requests for sexual favors that affect a person’s employment, unreasonably interferes with work or school performance, or creates an intimidating, hostile, or offensive environment.

Without limiting what can be sexual harassment, generally there are two forms of sexual harassment:

**Quid Pro Quo (this for that)**

When one person indicates to another person that they will favor that person if the person accepts the unwanted sexual behavior. An example of quid pro quo sexual
Harassment is an instructor promising to give a higher grade than what was earned in exchange for the student engaging in sexual activity.

**Hostile Environment**
Pervasive, sex-related verbal or physical conduct that is unwelcome, offensive, and unreasonably interferes with the person’s work or school performance. Examples include, but are not limited to, unwanted touching or kissing; blocking a person’s path or hindering his/her movement; making sexually suggestive gestures; leering, winking, or throwing kisses; name calling; spreading sexual rumors; asking about the person’s sex life; and sending drawings, pictures, or cartoons that are sexually offensive to the person.

**Relationship Violence and Domestic Violence**
Relationship violence and domestic violence includes: threatening or violent behavior and/or psychological, physical or emotional abuse against a person with whom the offender is in a relationship, regardless of gender or sexuality. Relationship Violence and Domestic Violence behaviors include, but are not limited to, actual or threatened physical harm, stalking, intimidation, name-calling, and preventing the person from seeing friends or family members.

**Sexual Coercion**
Sexual coercion is using pressure, alcohol, drugs, or force to have sexual contact with someone against his or her will and includes persistent attempts to have sexual contact with someone who has already refused. Examples of sexual coercion include, but are not limited to, continuing to pressure a person for sex after that person has made it clear that s/he does not want to have sex, s/he wants to stop having sex, s/he does not want to perform specific sex acts, and/or threatening to end the relationship if the other person does not have sex.

**Sexual Exploitation**
Sexual exploitation is taking sexual advantage of another person without that person’s consent for one’s own advantage, benefit, inordinate sexual desire, or entertainment. Examples include, but are not limited to, taking sexually explicit photographs or video of the person using any electronic device, including cell phones; recording the person’s conversations without permission; incapacitating or attempting to incapacitate a person by the use of alcohol, drugs, or restraints for a sex-related reason; allowing third parties to observe the person’s sexual acts or recordings of his/her sexual acts without permission; and voyeurism.

**Stalking**
Stalking is a series of actions that make a reasonable person feel afraid or in danger. A stalker can be a stranger, an intimate partner, a friend, or a co-worker.
Examples of stalking behavior include, but are not limited to, actions that have the purpose or effect of making a person reasonably believe that the acts are intended to seek an unwelcomed relationship or contact, such as repeatedly showing up at events where the stalker knows the person will be without the stalker having a legitimate reason to be there; repeatedly calling, texting, or following the person online; using GPS to see where the person goes; sending unwanted cards, letters, or gifts; damaging the person’s home, vehicle, or other personal property; using hidden cameras to view/record the person’s activity; contacting the person’s friends, family, and co-workers to learn personal information about the person; and threatening to hurt the person, his/her family, friends, or pets.

**Retaliation/Intimidation**

If a person refuses or does not consent to engage in sexual activity, the other party may not retaliate against or intimidate the person. Retaliation and intimidation behaviors include, but are not limited to, actual physical harm or threats to physically harm the person; spreading malicious lies or rumors; disseminating personal information; stalking or following the person making harassing phone calls; or vandalizing the person’s property.

**Applicability and Jurisdiction**

This *Sexual Harassment and Misconduct Procedure* applies to all HCC employees, students, contractors and any person over whom HCC has control. This *Procedure* applies to sexual misconduct:

(a) on HCC’s campus;
(b) at HCC-sponsored events and activities;
(c) that adversely affects the HCC community; or
(d) that threatens the health and/or safety of a member of the HCC community.

Sexual misconduct is a violation of HCC’s *Sexual Harassment and Misconduct Policy* and is defined as prohibited conduct in HCC’s *Code for Student Rights, Responsibilities and Conduct*; however, all reported incidents of sexual misconduct will be handled in accordance with the procedures contained in this *Sexual Harassment and Misconduct Procedure*. This *Procedure* prohibits retaliation against any complainant or any individual solely as a result of bringing a complaint or cooperating in an investigation. Individuals reporting incidents of sexual misconduct are afforded the same considerations for confidentiality and protections against retaliation that are provided to those reporting incidents of sexual harassment or violence on campus.

**Reporting Procedures**
Any person reporting sexual assault immediately after it has occurred should contact HCC Public Safety without delay.

HCC’s first priority is keeping the campus community safe. Any individual who learns of possible sexual misconduct should report it immediately to the Title IX Coordinator or Deputy Coordinators. Furthermore, all employees are required to report alleged incidents to their supervisor, HCC Title IX Coordinator, or Deputy Coordinators. Any supervisor who receives a report must report the matter to the Title IX Coordinator or Deputy Coordinators who are responsible for overseeing the investigation.

All reports of alleged sexual misconduct are promptly investigated to determine what occurred and then steps are taken for an appropriate resolution of the situation. HCC makes every effort to investigate and resolve all reported incidents within sixty (60) calendar days of receiving the initial complaint. This sixty (60) calendar day timeframe refers to the entire investigation process, which includes conducting the fact-finding investigation, holding an administrative conference to determine whether the alleged sexual misconduct occurred and created a hostile environment, and determining what actions HCC will take to eliminate the hostile environment and prevent its recurrence, including imposing sanctions against the alleged perpetrator and providing remedies for the complainant and the HCC community. This sixty (60) calendar day timeframe does not include any appeals process.

HCC ensures its process is prompt and appropriate; however, there may be occasions where the timeframes for the investigation will vary depending on the complexity of the investigation and the severity and extent of the alleged misconduct (e.g., if there is a parallel criminal investigation or if the incident occurs partially during college breaks/closures). Due to the possible variability of the timeframes, both parties will be given periodic status updates throughout the process.

Waiting to report an alleged incident of sexual misconduct may hinder the investigation and delay HCC’s ability to respond and take appropriate action.

Confidentiality
Confidentiality of the complainant, the respondent, and any other individuals associated with the reporting of an alleged incident of sexual misconduct will be honored and offered to the fullest extent reasonably possible consistent with the law and the College’s commitment to eliminate sexual misconduct. If the complainant requests her/his name not be disclosed to the alleged perpetrator or that HCC not investigate or seek action against the alleged perpetrator, HCC will determine whether honoring such a request will negatively impact the ability to provide a safe and nondiscriminatory
environment for all community members, as well as the individual who reported the sexual misconduct. The Title IX Coordinator or Deputy Coordinators will evaluate confidentiality requests and weigh requests for confidentiality against a range of factors. These factors include an increased risk of the alleged perpetrator committing additional acts of sexual misconduct (e.g., whether there have been other sexual misconduct complaints about the same alleged perpetrator, whether the alleged perpetrator has a history of arrests or records from a prior school/college/university indicating a history of violence, whether the alleged perpetrator threatened further sexual misconduct or other misconduct against the complainant or others, and whether the sexual misconduct was committed by multiple perpetrators). The factors considered also include an increased risk of future acts of sexual misconduct under similar circumstances (e.g., whether the complainant’s report reveals a pattern of perpetration at a given location or by a particular group), whether the sexual misconduct was perpetrated with a weapon, the age of the complainant subjected to the sexual misconduct, and whether HCC possesses other means to obtain relevant evidence (e.g., security cameras or physical evidence). If HCC determines that it must disclose the complainant’s identity to an alleged perpetrator, it will inform the complainant prior to making this disclosure.

HCC will continue to work to safeguard the privacy of such persons even in cases where HCC chooses to investigate an incident that the complainant does not want to pursue.

**Who to Contact**

Any person reporting sexual assault immediately after it has occurred should contact HCC Public Safety without delay.

Anyone who has experienced sexual misconduct may report the incident to any HCC employee, who shall promptly report the alleged incident to a supervisor, the Title IX Coordinator, or a Deputy Title IX Coordinator.

Before a complainant reveals information that s/he may wish to keep confidential, the employee will inform the complainant that he/she is a required Title IX reporter and as such, will have to inform a supervisor, the Title IX Coordinator, or a Deputy Title IX Coordinator about this alleged incident. No HCC employees are considered “confidential employees.” Employees must report all relevant details about the alleged sexual misconduct that the complainant has shared.

If a complainant wants confidentiality, then he/she should be referred to a health care provider or licensed counselor. Confidential reports are accepted at:
SARC – Sexual Assault/Spousal Abuse Resource Center, located in Bel Air, MD, via the 24 Hour Helpline at 410-836-8430.
A complainant may also make a report directly to the Title IX Coordinator or a Deputy Title IX Coordinator:
Dr. Deborah Cruise, Vice President for Student Affairs and Institutional Effectiveness
Title IX Coordinator
HCC – Student Center
401 Thomas Run Road
Bel Air, MD  21015
443-412-2233 or dcruise@harford.edu

Dr. Diane Resides, Associate Vice President for Student Development
Deputy Title IX Coordinator
HCC – Student Center
401 Thomas Run Road
Bel Air, MD  21015
443-412-2142 or dresides@harford.edu

Ms. Katie Callan, Director for Human Resources and Employee Development
Deputy Title IX Coordinator
HCC – Chesapeake Center
401 Thomas Run Road
Bel Air, MD  21015
443-412-2129or kcallan@harford.edu

Ms. Donna Grove, Associate Athletic Director
Deputy Title IX Coordinator
HCC – Susquehanna Center
401 Thomas Run Road
Bel Air, MD  21015
443-412-2321 or dgrove@harford.edu

The Title IX Coordinator or a Deputy Title IX Coordinator will ensure that the complainant:

- receives a copy of the Sexual Harassment and Misconduct Policy and The Sexual Harassment and Misconduct Procedure;
- is advised of the option to notify law enforcement and is assisted in doing so if desired;
- is advised of HCC’s investigative obligations and process;
- is advised that even if the complainant chooses not to pursue the complaint, HCC may proceed with its investigation;
- is advised of available interim measures; and
- is advised about available resources for counseling, health, mental health, victim advocacy, and legal assistance.

Amnesty
A student who reports an incident of sexual misconduct, either as a complainant or a third party witness, will not be held responsible for violating the Code for Student Rights, Responsibilities and Conduct if s/he was under the influence of alcohol and/or drugs at the time of the incident. HCC does not want the fear of receiving disciplinary charges and/or a disciplinary sanction to prevent a student from reporting an incident of sexual misconduct.

**Criminal Reporting**
Complainants have the right to decline notifying law enforcement of an alleged incident of sexual misconduct. However, HCC encourages complainants to report alleged incidents of sexual misconduct that are also considered a crime under Maryland law to the HCC Department of Public Safety or other appropriate law enforcement agencies. The Department of Public Safety will assist complainants of alleged sexual misconduct in notifying other law enforcement agencies and may aid in the criminal investigation if the allegation constitutes a crime.

If the HCC Department of Public Safety or a local law enforcement agency determines that the alleged incident of sexual misconduct does not constitute a crime, HCC will still proceed with its investigation under this *Sexual Harassment and Misconduct Procedure*. Investigation by HCC may be done prior to, simultaneously with, or following civil or criminal proceedings. If HCC makes the decision to delay temporarily the fact-finding portion of the investigation while law enforcement agencies are gathering evidence, HCC will take interim measures to protect the complainant in the educational setting as well as update the parties on the status of the investigation and inform the parties when HCC resumes its investigation. The outcome of the civil or criminal proceedings will not determine the HCC course of action nor the HCC outcome.

**Interim Measures**
HCC may provide interim measures during an investigation of alleged sexual misconduct. Interim measures may include the following:

**For Students**
Both the complainant and respondent may request the following academic accommodations, if appropriate:

- assistance in transferring to another section of a course;
- assistance in arranging for Incompletes or Withdrawal from a course(s);
- assistance in arranging for alternate HCC employment arrangements; and/or
- “no contact” order pending the outcome of the investigation, which means notice is given to both the complainant and the respondent that they must not have verbal, electronic, written or third party communication with one another.

**For Faculty and Staff**
Both the complainant and the respondent may request the following employment accommodations, if appropriate:

- temporary reassignment to other work duties and responsibilities, other work locations, other work groups/teams, or other supervision/management; and/or
- "no contact" order pending the outcome of the investigation, which means notice is given to both the complainant and the respondent that they must not have verbal, electronic, written or third party communication with one another.

**Adjudication and Grievance Procedures**

Alleged violations of the *Sexual Misconduct Policy* are handled as a top priority by HCC Administration. Students and employees are offered full protections of due process when they are accused of a violation. Because of the nature of these offenses, HCC’s President and Board of Trustees reserve the discretion to review any decisions made by HCC Boards or Committees and to reach an independent conclusion based upon evidence that will be final.

**Complaint against a Student**

Complaints against students are processed in accordance with the *Student Code Procedures* outlined in the *HCC Code for Student Rights, Responsibilities and Conduct*, Section VI. If a violation of the *Sexual Misconduct Policy* is alleged to have occurred, the Student Conduct Official will include the Title IX Coordinator and/or a Deputy Title IX Coordinator in the investigation and decision making process. Members of the Student Conduct Review Board will receive training in handling sexual misconduct complaints.

In the event of a hearing, both the complainant and the respondent will be notified, in writing, of the date, time, and place of the hearing. The burden of proof is on the complainant to establish that it is more likely than not that the respondent is responsible for the alleged violation. HCC does not permit either party to personally question the other during a hearing about alleged sexual misconduct. Both parties have the right to present witnesses and/or evidence that is appropriate or relevant to the case. Questions or statements regarding the prior sexual history of the complainant with anyone other than the respondent will be prohibited. Evidence of a current or prior consensual dating or sexual relationship between the parties alone does not imply consent or preclude a finding of sexual misconduct.

Both the complainant and the respondent may be accompanied by an advisor, who is there for consultation and support. Any advisors invited by either the complainant or the respondent will be told that hearings will be held using a civil not a criminal process and, therefore, will not be conducted in strict accord with legal rules of evidence, but to accomplish substantial justice. The respondent will not be allowed to have any more
advisors than the complainant. HCC expects to conclude all proceedings within sixty (60) calendar days of receipt of the complaint. Possible sanctions for violation of this Policy are contained in the *HCC Code for Student Rights, Responsibilities and Conduct*, Section VIII. HCC reserves the right to create and impose additional or different sanctions that HCC concludes are necessary or appropriate to meet the requirements of this Policy and the law.

Both the complainant and the respondent have the right to appeal a decision to the Vice President of Academic Affairs or designee on the grounds that: (a) procedural error or previously unavailable, relevant evidence could significantly impact the outcome of the case; and/or (b) a sanction is substantially disproportionate to the finding. The appeal must be in writing to the Vice President of Academic Affairs or designee, and received within ten (10) work days of the issuance of the decision. Both parties will be notified, in writing, of the outcome of the complaint and any appeal. The Title IX Coordinator or Deputy Coordinator may also present an appeal directly to the President of HCC, whether or not either party appeals the decision. The President may gather evidence, may afford each side a chance to present a case, and may reach an independent decision in the case, either in support of or contrary to the decision of the SCRB. The President’s decision shall be final.

**Complaint against an Employee**

A complaint against an HCC employee will be handled and investigated as a sexual misconduct complaint, in accordance with this *Sexual Harassment and Misconduct Procedure.*

The Director for Human Resources and Employee Development (DHRED) will lead the investigation into the sexual misconduct complaint in coordination with the Title IX Coordinator. In cases involving students, the DHRED will also coordinate with the Associate Vice President for Student Development.

Immediate action will be taken to eliminate contact between the complainant and the respondent. The DHRED, or his/her designee, will first interview the complainant and also inform him/her about HCC’s investigative process. The DHRED will also interview any witnesses to the alleged misconduct as well as the respondent. Both the complainant and the respondent will be notified, in writing, of the results of the investigation as soon as possible, but no longer than sixty (60) calendar days following the complaint. Corrective action, up to and including discharge from HCC, may result from an investigation which confirms sexual misconduct by an employee. The confidentiality of all parties will be a priority and investigations will be conducted in as discreet and confidential a manner as possible.

In the event a hearing is held in any case involving sexual misconduct, regardless of any other policy or statement, HCC does not permit either party to personally question the other during a hearing about alleged sexual misconduct. Questions or statements
regarding the prior sexual history of the complainant with anyone other than the respondent will be prohibited. Evidence of a current or prior consensual dating or sexual relationship between the parties alone does not imply consent or preclude a finding of sexual misconduct.

**Complaints against a Third Party**

Complaints against a third party, who is neither a student nor an employee, will be handled and investigated as a sexual misconduct complaint in accordance with this *Sexual Harassment and Misconduct Procedure*. The Title IX Coordinator or a Deputy Title IX Coordinator will lead the investigation, in cooperation with the DHRED, the Associate Vice President for Student Development, and the HCC Department of Public Safety, as appropriate. The Title IX Coordinator, Deputy Title IX Coordinator, and Public Safety will also provide the complainant with appropriate resources and/or referrals and may assist the member in referring the matter to local law enforcement as a criminal matter, if s/he so chooses.

**What to do when Sexually Assaulted**

Being sexually assaulted is a traumatic experience that may have physical and psychological effects. It is important for anyone who has been the victim of a sexual assault to go to a safe place and seek assistance as soon as possible.

HCC encourages any person who believes he or she has been a victim of a sexual assault occurring at HCC or during the course of HCC-sponsored activities to call HCC’s Department of Public Safety (443-412-2272) as soon as possible. The Department of Public Safety Office is open 24 hours a day to assist victims of sexual assault.

HCC’s Department of Public Safety will inform a victim of sexual assault of the right to notify the appropriate law enforcement agency to file criminal charges and the importance of preserving evidence associated with the sexual assault. With the victim’s consent, the HCC Department of Public Safety will notify the Harford County Sheriff’s Office to conduct an official criminal investigation of any allegations of sexual assault and where appropriate will arrange for the victim to be transported to either University of Maryland Upper Chesapeake Health Center or University of Maryland Harford Memorial Hospital for medical evaluation and treatment.

Student victims of sexual assault will be connected with a member of the HCC Student Intervention and Prevention (SIP) Team for support and assistance through the reporting process. The SIP Team will also provide the student victim with resources and refer him/her to professionally trained crisis intervention counselors who are specifically experienced in dealing with sexual offense crises.

Only those HCC employees with a legitimate need to know will be informed of the incident. Normally that will include the Title IX Coordinator, the Vice President of Student Affairs and Institutional Effectiveness, and the Associate Vice President of Student Development.
Preservation of Evidence
Preserving physical evidence is critically important to the legal process. The collection of evidence from a crime is based upon a scientific principle that states that whenever two surfaces come in contact there will be an exchange of material. Physical evidence, such as DNA from semen, saliva and skin cells, and fingerprints, hair, and fibers are all types of evidence that can be transferred from the suspect to the victim and from the victim to the suspect. It is important that evidence be collected in a timely manner, free from contamination, and stored properly in order for that evidence to be used in criminal proceedings. The victim of a sexual assault should not change clothes, smoke, bathe/shower, urinate, douche, wash hands, brush teeth, eat or drink before the evidence can be collected.

Sexual Assault Forensic Evidence Kits
If a victim of sexual assault elects to go to the hospital, an advocate or designated hospital staff member will provide the following options:
• report to police and receive a forensic exam;
• receive a forensic exam as an anonymous report; or
• receive medical treatment only.

Sexual Assault Forensic Evidence (SAFE) kits are collected by a trained Forensic Nurse Examiner (FNE). FNEs are nurses, not law enforcement personnel, who have been specially trained in the collection of sexual assault evidence.

A victim may decline to have a SAFE kit collected or may elect to have a kit collected as an anonymous reporting (i.e., “Jane Doe” kit). Anonymous reporting/Jane Doe kits allow the victim of a sexual assault to have a SAFE kit collected without having to report the crime to law enforcement. The evidence will be collected, given a tracking number, and stored for future use. It is important to note that Jane Doe kits are merely stored for potential use if the victim decides in the future to make a report. The evidence is not examined at the time it is collected; therefore, investigative leads, such as identifying a suspect, are not developed.

If the anonymous report option is selected, the victim will be told:
• the benefits of anonymous reporting (e.g., time to weigh options before participating in the criminal justice system);
• the drawbacks of anonymous reporting (e.g., challenges for the investigation and prosecution);
• the length of time for which evidence will be stored; and
• who to contact, and how, if the victim decides to report.

For more information on anonymous reporting, visit the Governor’s Office of Crime Control and Prevention’s website: http://www.goccp.maryland.gov/victim/JaneDoe.php.
Educational and Training Resources
The HCC Department of Public Safety works with Student Services to provide a variety of resources and educational opportunities, including crime prevention programs and services:

- Student Intervention, Public Safety and the HCC Warriors Registered Student Organization sponsor *What’s Love Got to do With It?*, a poetry and monologue jam in remembrance of Yardley Love, to raise awareness about dating and domestic violence.
- HCC Continuing Education and Training (CET) offers a *Rape Aggression Defense (RAD)* course to females each semester. Refer to the CET schedule for specific course offerings.
- *What Students Should Know About Sexual Harassment on Campus* brochure
- *A Student Guide for Responding to Sexual Assault* brochure
- Department of Public Safety *Stalking: Know it. Name it. Stop it.* brochure
- The Student Activities Office sponsors an annual program on healthy relationships.
- Sexual Harassment training is provided to all students who attend *Power Up! New Student Orientation.*
- *Incident Response to Violence* training is offered to all new employees.
- All HCC employees must complete bi-annual online *Sexual Harassment Training,* including a section pertaining to Title IX.
- Information regarding Title IX updates are provided at Quarterly Supervisor’s Meetings.

The following additional efforts to prevent sexual misconduct are in place in the Athletics Department:

- All coaches and other staff members receive a copy of the *HCC Sexual Harassment and Misconduct Policy* and *Procedure* and review it once a year at an annual staff meeting;
- The Coaches Handbook references the *HCC Sexual Harassment and Misconduct Policy* and *Procedure*;
- Head coaches review the *HCC Sexual Harassment and Misconduct Policy* and *Procedure* with student-athletes on their respective teams during the team’s preseason meeting; and
- *The HCC Sexual Harassment and Misconduct Policy* and *Procedure* are referenced in the Student-Athlete Handbook.

Safety and Support Resources

Maintaining the health, safety, and well-being of the campus community is HCC’s primary concern. Below is a list of campus and community resources:
HCC Department of Public Safety: 443-412-2272
The Department of Public Safety office is open 24 hours a day to assist victims of sexual misconduct. If an individual is not certain whether criminal conduct is involved, a Public Safety Officer can assist in determining whether a crime has occurred. With the victim’s consent, the Public Safety Officer may notify the Harford County Sheriff’s Office to conduct an official criminal investigation of any allegations of sexual misconduct. With the victim’s consent, the Public Safety Officer will arrange for transportation to University of Maryland Upper Chesapeake Medical Center where a SAFE exam can be performed by a trained FNE.
Harford County Sheriff’s Office: 911
Any individual who experiences sexual misconduct is strongly encouraged to contact local law enforcement.
Harford County Sheriff’s Office/Victim Services: 410-836-5490

HCC Emergency Phones:
Emergency phone lines are installed in all classrooms. The phones will dial directly to Public Safety by pressing the corresponding speed dial, but 9-1-1 has to be manually dialed.

HCC Escort Services:
The HCC Department of Public Safety operates an escort service at all times for use by those concerned about their safety while on campus. Call Public Safety at 443-412-2272 or ext. 2272 from a HCC phone to request a walking escort to your vehicle. Wait in a well-lit or populated location for the arrival of the uniformed Public Safety Officer. Also visit the Department of Public Safety website at http://www.harford.edu/about/offices-and-departments/public-safety/crime-prevention.aspx for additional safety tips.

HCC Student Intervention and Prevention Team:
Students impacted by sexual misconduct can access this service for resources and referrals that may provide support by calling 443-412-2132.
Office for Student Code of Conduct: 443-412-2073

Title IX Coordinator:
Dr. Deborah Cruise 443-412-2236 or dcruise@harford.edu

Deputy Title IX Coordinators:
Dr. Diane Resides 443-412-2142 or dresides@harford.edu
Ms. Katie Callan 443-412-2129 or kcallan@harford.edu
Ms. Donna Grove 443-412-2321 or dgrove@harford.edu

Sexual Abuse/Sexual Assault Resource Center (SARC): 410-836-8430 (24-Hour Hotline)
SARC provides confidential domestic violence and sexual assault services in Harford County. Services include: a safe house for victims of domestic violence and their children; legal services; individual and group counseling for victims and children; an abuser intervention program; crisis intervention; community outreach; education and professional training; and court and hospital accompaniment.

**Cecil County Domestic Violence/Rape Crisis Center:** 410-996-0333
Through the Department of Social Services provides counseling to survivors and children, shelter, sexual assault services, and court and hospital accompaniment by advocates.

**TurnAround, Inc.:** 443-279-0379
A domestic violence and sexual assault center in Baltimore, MD that helps women, children, and families who are victims of abuse.

**Family Crisis Center of Baltimore County:** 410-828-6390
This center provides essential and life-saving services to families experiencing conflict and violence.

**Rape, Abuse & Incest National Network (RAINN) Hotline:**
1-800-656-HOPE
www.rainn.org

*Revision date:* December 9, 2014

**Sick Leave Accrual and Use Procedure**

Full-time employees accrue five (5) hours sick leave semimonthly, on the first and second pay dates of each month, to be used to recover from personal illness, obtain necessary medical attention that could not be acquired outside of normal work hours, and for medical care or care for recovery from illness of eligible family member. Family member shall be defined as parents, spouse/partner, child, sibling, or legal dependent regardless of where they live. It also applies to a relative living in the immediate household of the employee.

Part-time employees do not accrue sick leave. When part-time employees need to be absent from work due to personal illness or to care for a family member, they should contact their supervisor for approval of the absence. If applicable, the supervisor and part-time employee may work together to review flexible scheduling options for the balance of the work week.

On the fourth consecutive work day of any personal illness of a part-time or full-time employee, the College may require a physician’s return to work notice. Such illness may
qualify for FMLA coverage. The original return to work notice is to be submitted to Human Resources for determination of approval to return to work.

A full-or part-time employee may take up to three (3) consecutive work days without documentation for the care of eligible family members, parents, spouse/partner, child, sibling, or legal dependent regardless of where they live. It also applies to a relative living in the immediate household of the employee. On the fourth consecutive work day, original medical documentation and supervisor approval is required.

Employees can take only those hours which have been accrued by the previous pay date; no advance of hours will be permitted.

Sick leave requires prior supervisor approval when it is foreseeable.

Sick leave is intended for these purposes only; employees have no vested ownership of or entitlement to their accrued sick leave unless needed for the purposes listed herein or otherwise specified. Sick leave earned at other institutions is not transferable to Harford Community College.

Sick leave may be taken in ½ hour increments.

There is no maximum limit on the amount of unused sick leave that can be accumulated.

Accrued sick leave, to a maximum of 2,880 hours, will be reimbursed at the time of retirement and after ten years of serviceable employment with Harford Community College. The reimbursement rate will be set each year (current rate=$30.00 per day).

Other than at retirement, sick leave is not paid out upon termination of employment.

Sick leave accrual and leave carryover for grant or contract-funded employees may vary based on the terms of the individual grant or contract. Please refer to your Grant or Contract-Funded Terms of Employment form for details.

Note: Full-time faculty members’ sick leave will be pro-rated based on the period of service in each year.

*Revision date: July 1, 2015*

**Purpose:** To foster a caring environment and to alleviate the economic hardship caused when a serious illness or injury occurs. A sick leave bank has been established for the purpose of supporting co-workers facing a serious health crisis. Those who elect to participate will donate a minimum of 24 hours of sick leave annually to be used
by co-workers who have exhausted all accrued sick, annual and personal leave and who have not met the long-term disability 90-day waiting period requirement.

A serious illness or injury is defined as a severe condition affecting the physical or mental health of an individual and must be diagnosed by a physician who renders the employee unable to work.

**Initial Plan Establishment Criteria:**
Minimum participation of 25 employees is required. The sick leave bank will be established with a minimum balance of 75 days. Minimum membership participation will be reviewed annually during the College’s open enrollment period. If membership falls below the minimum, the plan will be suspended for that fiscal year (plan year) and re-evaluated during the next regular open enrollment period for reactivation for the following plan year.

**Annual Plan Review:**
The College agrees to review the sick leave bank procedure annually, including minimum plan participation and donation levels, and upon completion of its review, may adjust the procedure, including adjusting minimum plan participation and donation levels as it deems appropriate.

**Membership:** Membership is voluntary, must be renewed on an annual basis, and is obtained by donating a minimum of 24 hours of accrued sick leave to the bank. In order to participate, the employee must be a full-time employee who earns annual sick leave.

**Donor Only Classification:** Non-member donations to the bank are voluntary. An eligible employee may elect a donor only classification. This means that he/she declines membership in the sick leave bank and that he/she has elected to donate time to the bank with no expectation of participation in or withdrawal from the bank.

**Participation Criteria:**
A. Employees voluntarily enroll or elect to donate during the College’s open enrollment period.
B. Members must exhaust all accrued annual, personal and sick leave prior to requesting additional sick leave from the sick leave bank.
C. Members may only use the sick leave bank for unpaid time between exhaustion of all accrued sick, personal and annual leave and the start of eligibility for long-term disability. A maximum of 60 eight-hour sick leave days will be awarded. Partial-day sick leave will not be awarded from the bank.
D. Annual Assessment
   1. Annually, members will be requested to donate a minimum of 24 hours of accrued sick leave.
2. Once sick leave is donated to the sick leave bank, members or those classified as donors only may not request for any reason that any donated sick leave be returned to them for their personal use.

3. A member may choose to donate more than the minimum requirement of 24 hours. This additional amount must be stated on the enrollment form.

E. Special Assessment
When the sick leave bank drops below 30 days (240 hours), members will be asked to contribute additional sick hours. Notification of such assessment shall be sent to each member at the time it is determined to be necessary. A member who has no sick leave to contribute at the time of the special assessment shall be assessed the required hours from his/her sick leave accrued thereafter until his/her obligation is met.

**Eligibility & Enrollment:**
A. All full-time regular employees who receive sick leave benefits are eligible to participate in or donate to the sick leave bank.

B. Participants must have available 24 hours of sick leave before enrolling in the bank on July 1. The effective date of enrollment in the bank is July 1 of each calendar year.

C. Annually those who have elected the donor only classification may contribute sick leave time to the bank in 8-hour increments up to a maximum of 40 hours. Donations will be accepted once every year during the College’s open enrollment period. Donors must complete a sick leave bank donation form that authorizes the College to deduct a specified amount of sick leave from their annual accrual.

D. Enrollment in the sick leave bank will occur once every year during the College’s annual open enrollment period. Employees must complete a sick leave bank enrollment form that authorizes the College to deduct a specified amount of sick leave from their annual accrual. Employees must re-enroll annually.

E. Employees do not retain ownership of any days they contribute to the sick leave bank and have no right to withdraw those days once contributed.

F. Membership is a one-year irrevocable election coinciding with annual College open enrollment.

**Approved Uses & Exclusions:**
A. Participants will be permitted to use the bank for sick leave time while out of work for prolonged, incapacitating personal illness or injury of the employee.

B. When sick leave is requested from the sick leave bank for surgery, the surgery must be medically necessary and supported by medical certification.

C. Leave from the bank will NOT be approved for illness of an employee’s family member or to care for or assist other persons who are ill or disabled.

D. Leave will not be approved due to disability which is covered under Worker’s Compensation laws.

E. The sick leave bank may not be used for partial-day absences.
F. An employee who was out of leave from the sick leave bank and who returns to work for any period of time must re-apply to the sick leave bank even if those absences are for the same illness or injury.

G. Faculty may only draw from the sick leave bank during their Contract period.

Rules & Procedure:

A. Participants must use all their accrued, sick, annual and personal leave prior to receiving days from the sick leave bank.

B. A maximum of 60 sick bank days will be granted to any participant in any rolling 12-month period. Use of sick bank days will cease on the day a physician releases the employee to return to work. In the event a participant receives more leave from the bank than is medically certified, the College reserves the right to recoup the excess sick leave days.

C. A member utilizing sick leave days from the pool shall not be required to replace the sick leave days except as a regular contributing member with the provisions for subsequent assessment.

D. Employees will NOT accrue sick, personal or annual hours while receiving sick leave days from the bank.

E. While a participant is receiving payment from the sick leave bank, the College will continue to deduct insurance contributions from the monies paid to the employee from the sick leave bank.

F. At the end of the leave, a physician’s certification of ability to return to work must be submitted to the Benefits Specialist. Any unused, approved sick leave time must be returned to the sick leave bank.

G. When a participant knows in advance that an illness or injury needs serious medical attention, the employee should complete the sick leave bank request form and submit it to the Benefits Specialist with the appropriate medical certification in advance of the leave date. This documentation must be submitted as soon as is practical (30 days’ notice is desirable). If the illness is also an FMLA qualifying event, FMLA doctor’s certification will be acceptable documentation as to the need for use of the bank.

H. If a participant is eligible for any FMLA leave, such leave will run concurrently with any leave granted from the bank. The participant must also complete the necessary FMLA paperwork.

I. If a participant is unable to personally make a sick leave bank request due to the severity of the medical condition, the participant’s spouse, significant other or family member shall call the Benefits Specialist to discuss the situation and request sick leave days from the bank, if needed.

J. No leave will be authorized from the bank until the required medical certification has been received and approved by the Benefits Specialist who is responsible for sick leave bank administration.

K. An employee whose sick leave bank request is denied by the Benefits Specialist may appeal the denial to the Chief Human Resources Officer (CHRO) whose determination is final.
L. The College reserves the right, at any point, to require a second opinion concerning continuing illness or incapacitation. If a second opinion is requested, the participant may agree to be examined by a physician of the College’s choosing at the College’s expense, or the participant may choose to see a physician of his/her own choice, in which case, the participant shall be liable for any cost incurred in connection with the exam.

M. Once a participant is eligible for long-term disability benefits under the College’s insured plan, no additional days will be granted under the sick leave bank policy.

N. When a participant leaves employment with the College, membership in the sick leave bank ceases and any contributions remain in the sick leave bank.

O. Upon retirement, membership in the sick leave bank ceases and any contributions remain in the sick leave bank.

P. If the College terminates the operation of the sick leave bank, all accumulated leave balances will be equally distributed to current participants.

Q. All requests for sick leave from the bank will be reviewed for possible approval in the order they were received.

Effective date: July 1, 2010

**Special Events and Receptions Procedure**

A division vice president must approve all events using College funds or employee time. They must evaluate costs to be incurred, anticipated benefits to the College, availability of funds and other priorities/projects.

Events that meet the following criteria may be considered for authorization to use College funds:

- Involve College business and significantly influence the educational affairs of the College;

- Establish and maintain effective external communication and relationships for the benefit of the College;

- Are not of a personal nature, such as birthdays, wedding and/or baby showers, welcome/resignation receptions, etc.;

- Adhere to College dining services guidelines; or,

- Do not duplicate College events (e.g., College funds are not to be used for departmental holiday parties, service/retirement recognition).
Certain events are scheduled throughout the year that are covered by College funds and are planned for College-wide participation. These include convocation, the holiday party, and the service/retirement recognition receptions.

Recognition events such as birthdays, wedding and/or baby showers, resignation, and/or other events of a personal nature may be celebrated by units but must be paid for by individuals. Supervisors may allow flexibility in the scheduling of the events; however, the scheduling of such events must not interfere with unit operations.

*Revision date: September 1, 2010*

**Standards of Conduct and Behavior Procedure**

**Board of Trustees 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 actions as appropriate.

*(Revision date: February 10, 2015)*

**Procedure:**
Inappropriate and/or unacceptable behaviors include, but are not limited to, the following:

- Abuse of leave provisions
- Any breach of confidentiality or disclosure of confidential information
- Bringing on to or using on, College property, unauthorized weapons, explosives, etc.
- Conduct prohibited by conflict of interest
- Damaging or misusing property belonging to the College, employees, students, or visitors
- Disorderly or disruptive conduct, including bullying, excessive rudeness
- Excessive absenteeism and/or tardiness
- Failure to obey directions of duly authorized College officials
- Failure to pay College bills and/or other obligations to the College
- Falsifying attendance, evaluation reports and/or other College documents
- Fighting, attacks, threats
• Illegal acts
• Incompetence or inefficiency
• Insubordination
• Lack of professionalism
• Moral turpitude
• Theft
• Unauthorized absence
• Unauthorized use, possession, or sale of alcohol on College property
• Unethical conduct
• Unsatisfactory performance
• Use, possession, or sale of illegal drugs, contraband, and/or dangerous substances on College property
• Violation of accepted standards of professional responsibility or academic integrity
• Violation of College policies, procedures, and practices
• Willful neglect of duty

Violations of the procedure 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 actions as appropriate.

*Note: Examples listed above may not be applicable to everyone coming to the College campus and are not intended to be an all-inclusive list.*

*Revision date: September 1, 2015*

**Transfer Procedure**

A transfer is a job change to a position of equal or lesser grade or rank.

Transfers will be permitted under the following circumstances:

1. After an employee is identified as the finalist upon completion of a posted position search; or,

2. When the College, in its sole discretion, determines that an employee transfer meets the business or operational needs of the College.

Transferring employees are subject to a probationary period when moving into a new position. A transferring employee retains no guarantee of employment for his/her new or prior position. A transferring employee who fails to successfully complete the
probationary period in the new position may not return to the prior position but may apply for any open position search for which he/she may qualify.

*Effective date: August 22, 2003*
*Revision date: September 1, 2010*

**Tuition Waiver Procedure**

**Board of Trustees Policy:**
It is the policy of Harford Community College that the College extends tuition waiver to certain groups under certain circumstances.

Tuition waiver is extended to the dependent survivors of employees who held regularly-budgeted positions and who died while employed by the College. Dependent children are not eligible for tuition waiver after their twenty-fifth birthday. *(Revision date: July 22, 2009)*

**Procedure:**
Full-time employees, the employee’s spouse, domestic partner and unmarried dependent children under age 25 may enroll in any Harford Community College class or course on a space-available basis without payment of tuition. Fees must be paid.

Full-time, grant or contract-funded employees are eligible for tuition waivers provided funding is available within the grant or contract. Please refer to your Grant or Contract-Funded Terms of Employment form for details.

Tuition waiver is extended to the dependents, under age 25, of full-time employees who held regularly budgeted positions who died while employed by the College.

An employee Tuition Waiver Form must be completed and verified by the Human Resources Office prior to each registration and presented to the cashier at time of registration. Dependents must have tuition waiver forms verified likewise.

Eligible employees must take course(s) during non-working hours. However, job-related courses may be taken during working hours subject to the approval of the employee’s supervisor, if the course is not available during non-working hours. For employees holding non-exempt positions, work hours missed each week must be made up within the workweek period.
**Violence on Campus Procedure**

**Board of Trustees 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, and harassment by/against or between/among students, employees, supervisors, and visitors. *(Revision date: July 22, 2009)*

**Procedure:**
To support the College’s objectives of providing a safe and healthful work environment, Harford Community College is committed to the following:

1. To take prompt remedial action, up to and including immediate termination and/or criminal prosecution to the maximum extent allowed by law, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

2. To take appropriate action against students, former employees, or visitors to the company’s facilities who engage in such behaviors cited above. Such action may include applying the Student Code of Conduct with students subject to disciplinary action up to and including suspension or expulsion from the College, notifying the police or other law enforcement personnel and/or prosecuting violators of this policy to the maximum extent of the law.

3. To prohibit employees, former employees, customers, and visitors from bringing unauthorized firearms or other weapons onto the College’s campus.

4. To establish practical security measures to ensure that the College’s campus is safe and secure to the maximum extent possible, and to deal properly with access to the campus by the public, students, off-duty employees, and former employees.

Employees have a duty to warn their supervisors, or Human Resources, if they are aware of or suspect any problematic workplace activity, situations, or incidents that involve other employees, former employees, students, or visitors. This would include,
for example, threats, acts of violence, aggressive behavior, or threatening or offensive acts or comments. Employee reports made pursuant to this policy will be held in confidence, to the maximum possible extent. Harford Community College will not condone any form of retaliation against any employee for making a report.

*Effective date: August 22, 2003
Revision date: September 1, 2012*

**Workplace Attire Procedure**

An employee’s appearance is important and reflects Harford Community College’s image. All employees are expected to report to work clean, neat, and dressed appropriately for their jobs.

Department supervisors may establish additional guidelines based on their operational needs and should communicate these standards to their employees. Where uniforms are required, the supervisor will explain what is expected during their department orientation.

The president may allow more casual dress on occasion, but at no time is ripped, soiled, disheveled, inappropriate, or offensive attire permissible.

*Revision date: September 1, 2010*

**Workweek and Work Hours Procedure**

**Workweek**
The workweek begins at 12:00 a.m. Saturday and ends at 11:59:59 p.m. the following Friday.

**Work Hours**
The employee’s supervisor is responsible for establishing the employee’s regular work schedule.

*Revision date: September 1, 2010*