

INTRODUCTION

WELCOME

Welcome to Jackson State Community College.

The Classified Employee Handbook is designed to serve as an orientation guide to new employees and as a reference for all classified staff. It provides information about Jackson State Community College's policies, procedures and regulations. Questions concerning problems not covered in this handbook should be directed to the Director of Human Resources or your immediate supervisor.

The policies and procedures stated in this handbook will not limit the authority of the Tennessee Board of Regents and/or the executive administration of the College. Complete policy statements may be found in the Jackson State Community College Human Resources Office and in the Tennessee Board of Regents Manual of Policy and Procedures located online at tbr.edu in the Policies link.

This handbook will remain in effect unless, and until, appropriate amendments are made and approved by the President of the College and/or the Tennessee Board of Regents. College administration is open to suggestions for improving operating policies and procedures.



Jackson State
COMMUNITY COLLEGE

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PART I -- FACTS ABOUT EMPLOYMENT

A. Employment Categories

1. Regular, Full-Time Faculty are employees who are engaged in teaching, scholarly research and other academic activities and who have academic rank. Faculty may be employed either on a nine-month service basis (academic year) or on a twelve-month service basis (fiscal year). Faculty members will receive one of the following appointments: tenure-track, term or temporary. Faculty appointments are approved by the President.
2. Adjunct Faculty receive temporary appointments based on demand each semester and are not eligible for employment benefits.
3. Administrative, and Professional employees are those who perform managerial and/or supervisory duties for which academic preparation to the college degree level, or the equivalent, is generally required. JSCC Policy 5:01:00:00 mirrors the TBR Policy 5:01:00:00. These policies govern the hiring approvals for all administrative and professional employees. The President appoints administrative employees.
4. Clerical and support personnel (Non-exempt) are those who perform duties that support the academic, administrative, and physical operation of the College. This classification includes all personnel who are covered by the provision of the Federal Wage and Hour Law. These appointments are approved by the President.
5. Student workers generally perform clerical and supporting duties and are enrolled as students at the College. Student employees are classified as temporary employees and are approved by the Director of Financial Aid.
6. *Each employee is also assigned one of the following designations:*
 - a. Regular, Full-time employees – all personnel, executive, administrative and professional, academic personnel and clerical and support, who are employed on a continuing basis, expected to exceed six (6) months and who have a regular work week of 37.5 hours or who are scheduled to carry a full teaching load or its equivalent. Regular full-time employees include full-time MODFY (modified fiscal year) employees.
 - b. Regular, Part-time employees – all personnel, executive, administrative and professional, academic personnel and clerical and support, who are employed on a continuing basis, expected to exceed six (6) months and who have a regular work week of less than 37.5 hours or who are scheduled to carry less than a full teaching load or its equivalent. Regular part-time employees include part-time MODFY (modified fiscal year) employees. *Reference TBR Guideline P-030 and TBR Policy 5:01:01:10*
 - c. Temporary employees – all personnel whose period of appointment or expected service is less than six (6) months. This definition should not be confused with employees who are designated as probationary employees, who may be regular full-time or part-time employees, and who are entitled to all leave benefits of such employees. As a temporary employee, you are not eligible for employment

benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit.) Social security deductions will be made from your paycheck.

- d. MODFY (Modified Fiscal Year) - all regular, full and part-time, non- teaching personnel whose service period is for nine consecutive months.

B. Job Classification and Compensation Plan

1. The Tennessee Board of Regents has established a system of job classifications covering all clerical and support personnel. This takes into consideration individual job functions, common job elements, levels of responsibilities, and the amount of preparation required for the job.
2. A job or class title is assigned to each position; each title is assigned to a specific, numbered skill level. The pay scale for each skill level is expressed as a range, with a defined minimum and maximum.
3. An employee's rate of progress to the maximum in the pay scale is affected by length of service and the College's ability to fund the plan.

C. Working Hours

1. The workweek is defined as Sunday through Saturday, and it is limited to a maximum of 37.5 hours. The standard College work schedule is from 8 a.m. to 4:30 p.m., Monday through Friday, with a one-hour lunch break to be taken mid- way through the working day.
2. Certain departments such as Maintenance and Security are authorized to maintain staggered or non-standard work schedules.
3. The official workday will be 7.5 hours; and therefore, all attendance records, time sheets, leave records, payroll documents and other record keeping instruments shall be kept only in hours and tenths of hours reflecting the actual hours worked each day and week. In most cases, these should indicate 7.5 hours per day and 37.5 hours per week. The following schedule of tenths of hours shall be followed in the documenting of time worked per day:

.1 hour	1-6 minutes
.2 hours	7-12 minutes
.3 hours	13-18 minutes
.4 hours	19-24 minutes
.5 hours	25-30 minutes
.6 hours	31-36 minutes
.7 hours	37-42 minutes
.8 hours	43-48 minutes
.9 hours	49-54 minutes

1.0 hours	55-60 minutes
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D. Work Breaks

1. During each full working day, two work breaks are permitted. Each break is not to exceed 15 minutes except during emergency situations.
2. Breaks are a privilege and are to be taken at the discretion of the supervisor.

E. Keys to Buildings and Rooms

1. Only those building and room keys necessary to the job are issued to employees by Maintenance. The key request approval process begins in JWeb/Work Actions tab, and under Work Orders select Key Request. The request will follow a chain of command for approval beginning with your Supervisor. Once approvals are complete Physical Plant will cut requested key and requester must sign. If necessary, these keys may be issued on a permanent basis. They may not be duplicated or transferred to another employee.
2. Keys must be returned to Human Resources when they are no longer needed.
3. If a key is lost, the employee should report the loss immediately to the supervisor and the Physical Plant.

F. Access to Buildings

Anyone requiring admission to any of the buildings after hours may contact security by calling (731) 225-5952 or by locating a Police officer on campus and asking for admission.

G. Registration of Vehicles

A limited number of parking spaces are available for registered vehicles. When a vehicle is registered it is done online through JWeb. An employee will receive a decal to be properly affixed to the vehicle to denote authorized parking in designated areas. Registration should be completed as soon as possible after employment.

H. Safety on the Job

1. College employees have a responsibility to make Jackson State a safe place to work. One of each person's job responsibilities is the proper and safe maintenance of College facilities, whether the work is in a classroom, an office, or elsewhere on the campus. The supervisor should be notified of any unsafe conditions that the employee cannot correct.
2. All injuries occurring on the grounds or in the buildings must be reported immediately to the supervisor, who will make a preliminary report. The supervisor will arrange transportation to a doctor's office or to the hospital, if necessary. For a list of doctors participating in the worker's compensation network, contact the Human Resources

Office.

3. Accident reports should be sent to the Human Resources Office as soon as they occur. Failure to report accidents and injuries promptly may be grounds for disciplinary action and/or denial of the claim.

I. College-owned Vehicles

1. During employment at Jackson State Community College, an employee may be required to operate a college-owned vehicle. Anyone operating a college vehicle must have the appropriate license required.
2. If an accident occurs during the operation of a college vehicle, all normal procedures should be followed. These include notifying the local law enforcement officials and securing medical aid if needed. It will also be necessary to file an accident report with the Director of Physical Plant, who will assist in its preparation. A police report must also be obtained.
3. An accident report must be filed regardless of the seriousness of the accident.
4. In case of accidents involving an employee operating a State vehicle, claims can be made only through the State Board of Claims. Contact the Human Resources Office for assistance.
5. If an injured person elects to initiate a civil action against the employee individually, neither the College nor the State provides protection against personal liability. Any employee who operates a State vehicle should obtain appropriate liability insurance for his or her own protection.
6. If an employee misuses a State vehicle, he or she will be subject to one or more of the following penalties:
 - a. written reprimand or warning
 - b. suspension without pay
 - c. dismissal

Reference: TBR Policy No. 4:03:02:00

J. Dress Code Guidelines

1. Staff may wear appropriate business casual dress that is representative of the professional work environment in our community. Men may wear open collar polo shirts or open collar shirts without a tie.
2. A business casual dress code is permitted Monday through Friday; however, it is important to remember that circumstances may require an employee to work outside the normal work environment, and it is expected that the employee will consider such situations.

Notes: Blue jeans may only be worn on Fridays or as approved by your supervisor. If a

professional meeting is scheduled, regular business dress will be observed.

PART II -- EMPLOYMENT GUIDELINES

A. Equal Employment Opportunity

1. JSCC will promote and ensure equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law, and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant thereto.
2. **Title VI of the Civil Rights Act of 1964** prohibits discrimination in federally funded programs. No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
3. **Drug-Free Workplace Act of 1988** Compliance with the provisions of this policy and the Drug-Free Workplace Act of 1988 is a condition of employment at this institution and a condition of employment under federal contracts and grants administered by this institution. The unlawful manufacture, distribution, dispensation, possession or use of controlled substance is prohibited on campus at Jackson State Community College. *Reference TBR Policy 5.01.02.00*

B. Personnel Selection

1. The Human Resources Office posts notices of vacant positions on campus bulletin boards and distributes position announcements by electronic mail within the institution, giving current employees an opportunity to apply. Applications from internal and external sources are received and processed by the Human Resources Office according to established procedures on recruitment and hiring.
2. After interviews are conducted, supervisory recommendations are made by the supervisors to the President. Contracts are issued by the Human Resources Office and are signed by the President and the employee. *Reference: TBR Guideline: P-010 and TBR Policy: 5:01:00:00; 5:02:00;*

C. Promotion and Transfers

1. If an employee is interested in an announced opening and believes that he or she is qualified, the employee should submit a formal application to the Human Resources Office.
2. As a courtesy, the employee is expected to notify the supervisor of her or his intention to apply for another position.

D. Nepotism

1. No person will be employed by the College in a position that is directly supervised by a member of the employee's immediate family.
2. However, to the extent possible, this policy will not be construed to prohibit two or more such relatives from working for the College. For the purposes of this policy, "immediate family" or "relative" means a parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.
3. When a violation of this policy occurs as a result of marriage, the violation will be resolved by means of transfer within the College, transfer to another institution within the TBR system, or resignation as may be necessary to remove the violation.
 - a. If transfer alternatives are available, the employees will be given the opportunity to select among the available alternatives.
 - b. If the employees are unable to agree about any such alternative within sixty days, the appointing authority will take appropriate action to remove the violation.
4. In the case of employment relationships that would otherwise violate this policy but which were in effect prior to July 1, 1980, the employment of the employees will not be affected by this policy, provided that the College takes appropriate action to ensure that employees neither initiate nor participate in institutional decisions involving a direct benefit (retention, promotion, salary, leave, etc.) to a relative. *Reference: TBR Guideline P-090. TBR's Nepotism Policy 5.01.00.06*

E. Performance Rating

1. Annual evaluations provide a measure of an employee's performance during the previous twelve months. Evaluations are done based on a timeline for each division.
2. The employee and supervisor will discuss the employee's performance during the previous year. The results of this evaluation will be maintained in the individual's personnel file and used in making employment decisions.
3. If an employee wishes to appeal her/his performance rating, the Director of Human Resources will relay this request to the appropriate vice president. The Director will accompany the employee to a meeting with that person at the request of the employee.

F. Community Relations

1. As a tax-supported institution, the College depends on the good will and support of the community for continued opportunities for growth. All College personnel need to be sensitive to the necessity for positive public relations.
2. Students, as well as visitors, should be greeted and treated with honest warmth and

friendliness. Employees play a major role in helping members of the community feel at home when they are on the campus or at one of the Centers.

G. Employment Records

1. Records of employment history and benefits will be kept in the Human Resources Office. Information relative to payroll is maintained in the Payroll Office. Employees and citizens of the state of Tennessee may review the personnel files by making a request of the Human Resources Office during normal office hours. Any request for copies may be subject to a copying fee.
2. It is important to notify your supervisor and Human Resources of any changes in name, address, telephone number, beneficiary or other personnel data so the information can be forwarded to the appropriate offices.

H. Regular Part-time Employment

Regular part-time classified employees, who are scheduled to work less than 37.5 hours per week, are entitled to the following benefits:

- a. Tennessee Consolidated Retirement System (optional)
- b. Participation in sponsored activities
- c. Holiday pay (pro-rated)
- d. Sick and annual leave (pro-rated)
- e. Health insurance (only if scheduled to work 30 or more hours per week) *Reference: TBR Guideline P-030 and TBR policy 5:01:01:10*

I. Resignation

1. Unless the President approves exceptions, employment contracts with the College require at least a two-week notice of intent to resign. Prior to departure, Human Resources will request completion of certain clearance actions.
2. Departing employees must settle all financial obligations and return keys and other College property. Failure to complete these required actions may cause a delay in processing of the final paycheck.

J. Confidentiality of Student Records

It is the policy of the Tennessee Board of Regents and its institutions and schools to comply with the Family Educational Rights and Privacy Act ("Buckley Amendment") and, in so doing, to protect the confidentiality of personally identifiable educational records of students and former students. *Reference: TBR Student Guidelines S-020*

PART III -- HARASSMENT: SEXUAL, RACIAL AND OTHER

A. Sexual Harassment

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment. Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

JSCC & TBR Reference:

6.01.00.00 Sex Discrimination, Sexual Harassment or Sexual Misconduct

6.02.00.00 Sex Discrimination and Sexual Harassment

6.03.00.00 Sexual Misconduct

B. Racial Harassment

1. Racial harassment is defined as any person's conduct that unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment.
2. Harassment on the basis of race, color, or national origin includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.
3. Objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct which is directed against the individual because of her/his race, color, or national origin.
4. Title VII requires employers to take prompt action to prevent employees from expressing their opinions in a way that abuses or offends their coworkers.

C. General Harassment

1. Harassment on the basis of religion, disability, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities.
2. Any activity that creates an intimidating, hostile or demeaning environment can be interpreted as harassment. Faculty and staff should be familiar with the College's policies on discrimination and harassment.

3. Any person who has a related complaint should contact the Human Resources Office for additional information and assistance. *Reference TBR Guideline P-080*

PART IV –GRIEVANCE/COMPLAINT PROCEDURE

Prompt resolution of employees' problems is always important. Whenever possible, these problems should be resolved with the assistance of the immediate supervisor. The following procedure will be used in dealing with grievances/complaints that cannot be resolved between the employee and the supervisor:

A. Eligibility

1. Clerical and support personnel are eligible to use this procedure. Probationary employees are also included.
2. Student workers and temporary workers are not defined as employees with regard to the grievance complaint procedure.

B. Definition of Grievance

A grievance includes the right to a committee review after other steps have been taken. An employee may only grieve those matters defined below. A grievance may result from any action the institution has taken against the employee which:

1. Violates institutional or TBR policy, or involves an inconsistent application of these same policies;
2. Violates state or federal discrimination statutes in that the adverse action is based solely on race, sex, national origin, age, handicap, or veteran's status; or
3. Violates any constitutional right. The most likely areas of concern are the First, Fourth, or Fourteenth Amendments of the Federal Constitution when that action hampers free speech, freedom of religion, the right to association, provides improper search and seizure, or denies constitutionally required notice or procedure.

C. Application of Grievance Procedure

The grievance committee established pursuant to the within policy also shall be utilized where an employee requests an institutional hearing in the following situations:

1. Actions relating to the suspension of employees for cause or termination in violation of an employment contract which falls under *TBR Policy No. 1:06:00:05* (Cases Subject to TUAPA), or
2. Actions involving harassment pursuant to *TBR Guideline P-080*, Section B-2

D. Implementation

1. Grievances that cannot be resolved shall, upon request of the grievant, be referred to a grievance committee as set out below. The grievant has the option of choosing committee review when he/she has attempted to resolve the matter without success.

Grievances are able to be appealed to the Chancellor only where they are within the parameters set out in *TBR Policy No. 1:02:11:00*. This generally includes all grievances defined in “Definitions” above, except those where the complainant has filed a lawsuit or appeal with a state or federal administrative body.

2. No employee shall retaliate or discriminate against another employee because of the latter’s filing of a grievance or complaint. In addition, no employee shall coerce another employee or interfere with the action of another employee in the latter’s attempt to file a grievance or complaint.
3. The President provides the final decision at the institutional level where a grievance is involved.
4. All written records pertaining to employee grievances will be maintained in the President’s office for a minimum of three (3) years.

E. Grievance Procedure

1. Administrative Review

The grievance must be presented in writing to the Director of Human Resources within ten (10) working days after the date of the occurrence giving rise to the grievance. The Director of Human Resources will notify the grievant’s immediate supervisor and will provide him/her a copy of the grievance. If the grievance arises from a repeated or continuing occurrence, the time limit is from the date of the last such occurrence. Any grievance not presented within the time limit is waived. Once a final determination is made, the employee may not present the same grievance again in an attempt to gain a more favorable decision.

- a. The grievance should be stated in reasonable and temperate terms. A written grievance may be returned to the grievant for additional information or restatement in clearer terms. Written grievances should contain the following information:
 - 1) The grievant’s name and job title
 - 2) The department in which the grievant is employed
 - 3) An explanation of the grievance
 - 4) Names of persons to whom the grievance has previously been presented and the date on which the grievance was presented to each
 - 5) Corrective action desired
 - 6) Date the written grievance was filed
 - 7) Signature of the grievant
- b. A grievant who is dissatisfied with a decision must take the grievance to the next supervisor in line, through the chain of authority, ending with the appropriate vice president. At each step, the Director of Human Resources will receive and forward the grievance. A response time of ten (10) working days will be allowed in each instance. If a satisfactory resolution is not reached between the grievant and the vice president, the grievant may elect a committee review by notifying the Director of Human Resources.
- c. Those persons receiving grievances must render a decision in writing to the grievant, with a copy to the Director of Human Resources, within ten (10) working days after receipt of the grievance. The Director of Human Resources may grant a reasonable extension of the time limit upon showing of good cause by either party.
- d. The grievant is entitled to be accompanied by an advisor at each step of the

procedure; however, the advisor may not act as an advocate.

- e. Employees may pursue grievances pursuant to this policy during regular business hours. All parties will be granted access to all persons, places, and official records for information necessary to the determination and processing of a grievance within specified time limits. This access shall not interfere with normal work flow of the institution.
- f. Any grievance may be withdrawn in writing at any stage of the process.
- g. A grievance which is the subject of an action filed with an external body shall not be processed through the institutional grievance procedure. The term "external body" includes a court or a federal or state administrative body such as the Equal Employment Opportunity Commission, Office of Civil Rights, or Tennessee Human Rights Commission.

2. Committee Review:

- a. Upon request of a grievant for committee review, the President will appoint a committee of five (5) employees. These will be selected from a designated pool, of employees specially trained for this responsibility. The pool will be composed of 12 tenured faculty members, eight classified employees, and five members of the administrative and professional staff appointed for a three-year term. Each committee will include at least one peer of the grievant, as well as minority and/or female employees. No member will be selected if he/she has a particular interest in the outcome of the decision. The committee chairperson will be appointed by the President.
- b. The committee will conduct an independent and thorough investigation. It will have the power to receive evidence from the grievant and to call witnesses.
- c. The procedure will consist of a fact-finding review by the committee. The committee will hear each witness, including the grievant, separately. The grievant will be allowed to present any pertinent evidence and to have the committee call witnesses having pertinent testimony.
- d. If this procedure is elected by an employee accused of harassment under TBR Guideline P-080, the party will be granted an exception allowing a confrontational hearing.
- e. The committee will make a written report of its recommendation and reasons to the President. The President may adopt the committee's recommendation, in whole or in part, or may make his decision independently of the committee's findings. The grievant will be provided a copy of the report along with the President's decision.

F. Definition of Complaint

A complaint does not include the right to a committee review. A complaint is a concern which an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, position reclassifications, or position terminations due to deduction in force do not fall under the definition of complaint.

G. Complaint Procedure

Employee complaints should be processed in the same manner as grievances, except that they may be presented orally at all levels. Complaints can be pursued through the

line of authority as far as the President, who will make the final decision. As stated above, there is no right to a committee review, and the President's final decision is not appealable to the Chancellor.

PART V -- PAY, DEDUCTIONS, AND TAXES

A. Salary Increases

1. The availability of funds for salary increases depends upon the legislative appropriation for each fiscal year. Distribution of these funds is made according to guidelines issued by the Tennessee Board of Regents.
2. Equity adjustments can only occur when monies are available and will be made in accordance with Jackson State's Compensation Plan.

B. Paydays

Classified employees are paid at least once a month. If this falls on a holiday or weekend day, payday will normally be the preceding work day.

C. Overtime and Compensatory Time

1. Compensatory time and overtime payments are available to clerical and support employees only.
2. Overtime is defined as time in excess of 37.5 hours worked during any workweek, excluding paid holidays and paid leave.
3. Payment for overtime is at the rate of one times the normal hourly wage for work performed beyond 37.5 hours per week, and one and one-half times the normal hourly wage for hours over 40 per week. Whenever possible, utilization of compensatory time is encouraged.
4. When compensatory time cannot be taken within the month earned or the following month, employees will be paid for the overtime worked.

D. Federal Income Tax

1. The amount of Federal Withholding Tax deducted from each salary is shown on the payroll check. The gross salary and the number of exemptions claimed, determines the amount withheld.
2. In January of each year, a Statement of Earnings and Income Tax Withheld (W-2) is provided for use in filing income tax returns.
3. Employees on INS Visas are subject to United States income tax laws.
4. The Payroll Office provides information and assistance upon request. To change the number of exemptions declared for withholding purposes, contact the Payroll Office.

E. Deductions

1. Federal income tax deductions will begin on the date of employment for all employees.
2. Employees are also subject to payroll deductions for Social Security and Medicare.
3. In order to retain group insurance coverage, employees on leave without pay must make full premium payments to the Business Office prior to the 20th of each month. For more information, contact the Human Resource Office.
4. Upon request, employees may have deductions made for any of the following:
 - a. **Insurance** - Deduction is made for the employee's share of insurance premiums for the College's group hospital and medical and group life insurance coverage. Optional special accident, term life, universal life and dental insurance may be purchased through payroll deduction, with total premiums paid by the employee. Employees may choose to have their share of the premiums for state group hospital, medical and dental coverage deducted from their gross income before taxes are calculated. Also, employees may elect to have the amount of expected out-of-pocket medical expenses and daycare expenses for a year deducted from gross income before taxes are calculated. The amount deducted is then reimbursed through a claim process; for more information contact the Human Resource Office.
 - b. **403 (b) Plan Tax-Deferred Annuity** - The Internal Revenue Code allows regular employees to authorize the College to purchase for them an annuity contract. That portion of their compensation is not subject to taxation until it is received after retirement. Further information is available in the Human Resources Office.
 - c. **401(k) Plan** - This tax-deferred retirement savings plan is available to regular full-time and part-time employees. Jackson State Community College will match the employee's contribution dollar for dollar up to \$50 a month. The minimum contribution is \$20 per month or \$240 per year; the maximum is in accordance with IRS rules per year. (NOTE: Pre-tax salary deductions for other plans must be subtracted from gross salary before the maximum is calculated.) Funds in the account cannot be accessed except by attainment of age 59 1/2, retirement, termination, death, or in certain hardship situations, as defined by the Internal Revenue Service. Employees can defer regular salary and **longevity pay**. In order to **defer longevity**, a new form must be filled out yearly. For more information, see *TBR Guideline P-045* or contact the Human Resources Office.
 - d. **457 Plan** – Any regular full or part-time employee may contribute to the State of Tennessee 457 Plan by payroll deduction. Eligibility begins upon date of employment. The minimum contribution is \$240 per year.
 - e. **Charitable Contributions** - The Tennessee Board of Regents has an approved list of charitable agencies to which employees may contribute. Employees desiring to authorize a payroll deduction may do so by completing the appropriate form during the annual solicitation. *Reference TBR Guideline P- 140.*
 - f. **JSCC Foundation** – Employees may make tax-exempt donations to the Foundation to fund scholarships or building projects. Questions regarding the Foundation may be directed to the Office of Institutional Advancement.

- g. **Credit Union** - Employees are eligible for membership in Leader's Credit Union. Payroll deductions may be authorized for deposits and/or loan payments. Christmas club deductions are also available through the credit union. Employees may visit the Human Resource Office or Leader's Credit Union for more information.
 - h. **Short Term Disability**- Eligible upon employment, employee paid premium.
 - i. **Vision Insurance**- Eligible upon employment, employee paid premium.
 - j. **Long Term Disability** – Eligible upon employment, employee paid premium.
 - k. **Long Term Care** – Available to employees and their immediate family for long term nursing care.
5. A payroll deduction continues while the employee is in a pay status or until changed or canceled by the employee. Questions about check amounts, deductions, and beneficiary status should be checked on a regular basis and directed to the Human Resources Office.

F. Obligations to the College

Employees are sometimes financially obligated to the College for such items as traffic fines and lost books, and they are expected to settle these obligations promptly. Failure to do so may result in deductions from salaries.

Part VI -- LEAVE TIME

A. Annual Leave

1. Annual leave is provided for full-time and regular part-time classified employees. Regular part-time employees receive annual leave on a pro-rated basis. The immediate supervisor must approve requests for leave in advance. Subject to approval, annual leave may be taken when earned. It is not granted in excess of the amount accrued.
2. Unused annual leave in excess of the maximum allowed (see annual leave chart below) is credited to sick leave at the end of the fiscal year.
3. Upon separation from the College, employees -- unless they are being terminated for gross misconduct -- are paid at the usual rate of pay for the exact number of hours of unused annual leave. In the event of an employee's death, payment for unused annual leave will be made to the designated beneficiary.

ANNUAL LEAVE

<i>Years of Service</i>	<i>Accrual</i>	<i>Maximum</i>
0 to 5	7.5 hours per month	225 hours
5 to 10	11.3 hours per month	270 hours
10 to 20	13.2 hours per month	292.5 hours
20 or more	15.0 hours per month	315 hours

B. Sick Leave

1. Each full-time classified employee earns 7.5 hours of sick leave per month regardless

of length of service. Sick leave for regular part-time employees is pro- rated.

2. Sick leave may be taken when earned. There is no limit on the number of hours of sick leave that may be accumulated.
3. Sick leave essentially applies to sickness of employees. However, when an employee must be absent because of illness in the immediate family (spouse, children, step-children, parents, step-parents, foster parents and parents-in-law, siblings and other family members who reside in the home of the employee), sick leave may be granted by approval of the supervisor. When there is reason to believe sick leave privileges are being abused, a medical certificate may be required.

C. Non-Faculty Sick Leave Bank

The non-faculty sick leave bank consists of a group of eligible employees who contribute a specific number of accrued sick leave days to form a common pool. Should a member ever exhaust all regular sick and annual leave, he/she may request to withdraw an amount of days greater than the original contribution. The bank is administered by a board of five (5) trustees appointed by the President. In order to be eligible for the initial assessment, one must have accumulated at least seventy-five (75) sick leave hours. Further information regarding the plan of operation may be obtained from the Chair of the Sick Leave Bank.

D. Family and Medical Leave Act (FMLA)

Leave of up to 12 work weeks per year is granted to persons who have been employed by the State of Tennessee for at least 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave. Qualifying criteria include the birth of a child and caring for a newborn; adoptive or foster care placement of a child with the employee; caring for a spouse, son, daughter or parent with a serious health condition; and the employee's own serious health condition resulting in his/her inability to perform job functions. Employees must request FMLA leave by means of a simple form available in the Human Resources Office. To obtain forms or more detailed information, contact the Human Resources Office.

E. Bereavement Leave

An employee who is absent during the regularly scheduled workweek due to the death of an immediate family member will receive payment for reasonable and customary days absent, not to exceed three (3) regularly scheduled workdays. Immediate family includes (1) spouse; (2) child or stepchild; (3) parent, foster parent, stepparent, or parent-in-law; (4) sibling, and 5) grandparents and grandchildren. In addition, sick leave not to exceed two (2) regularly scheduled work days may be granted at the discretion of the approving authority in the instance of death of one of the immediate family members listed above.

TBR Policy: 5.01.01.09 Bereavement Leave

F. Transfer of Leave

Employees who are transferring to or from another state agency, office, department, institution, or local school board within 6 months may transfer accrued sick leave and annual leave.

G. Holidays

1. The College observes seven (7) official holidays:

- a. New Year's Day
 - b. Martin Luther King's Birthday
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Christmas Day
2. The President, subject to the approval of the Chancellor, names (5) additional administrative closings. A new listing is published for each calendar year, for a total of twelve (12) paid holidays.

H. Unexpected Absences

In case of an employee's unexpected absence, the supervisor should be notified prior to or at the regular starting time. A message left with another employee is not sufficient. During a period of illness, it is the employee's responsibility to keep her or his supervisor informed.

I. Absences Without Approved Leave

Any employee who is absent from duty for more than three consecutive business days without giving notice to the supervisor and without securing permission to be on leave, or who fails to report for duty or to the supervisor within two business days after the expiration of any authorized leave, except under exceptional circumstances, is regarded as having resigned not in good standing.

J. Civil Leave

1. The College encourages its employees to serve when selected for jury duty. Regular employees who are called for jury duty shall retain all compensation or fees received as a witness or juror. The employee may be required to provide a statement from the court, which includes dates and times of service and any compensation received.
2. If an employee on civil leave is released from jury duty at a reasonable time before the work day ends, that person is expected to report to work for the remainder of the day. *TBR policy 5.01.01.05 Civil Leave*

K. Leave Without Pay

1. Periods of leave in a non-pay status may be granted to full-time employees under certain conditions:
 - a. An employee has insufficient sick leave and annual leave accumulated to cover a period of absence caused by illness;
 - b. An employee requests extended leave for educational advancement;
 - c. An employee has legitimate personal reasons for failing to report for work but has no leave accumulated, etc.;
 - d. An employee has been granted Family and Medical Leave and has insufficient sick leave and annual leave to cover the period of absence.
2. Employees desiring leave without pay will submit a written request to their supervisor,

who will process the request in accordance with established College procedures.

L. Military Leave

1. Regular full-time classified employees who are members of the National Guard or in a reserve branch of the U.S. Military Service may be given a leave of absence, not to exceed fifteen (15) days in any one calendar year, to attend authorized encampments, training cruises, and other similar training programs.
2. This time may be taken in addition to any other leave or vacation time to which such persons is otherwise entitled. An employee, on such military leave, is paid her or his salary or compensation for a period or periods not to exceed fifteen (15) working days in one calendar year. *Reference TBR 5.01.01.04 Military Leave Policy*

M. Maternity Leave

1. TBR policy provides time off to full-time, female employees because of the birth of children, in accordance with TCA 50-1-501 through 503. Maternity leave will be granted for a period of up to four (4) months upon the request of the female employee.
2. Sick leave will be used for the period of medical disability only, and all provisions of the sick leave policy will apply to this period of absence. After the employee's physician determines that she is no longer disabled, the employee may use annual leave and, if necessary, leave without pay for the remainder of the maternity leave.
3. If the employee is eligible for Family and Medical Leave, it will be processed in conjunction with the maternity leave. Temporary employees who are ineligible for maternity leave may be eligible for leave under the Family and Medical Leave Act. *TBR Policy: 5.01.01.14 Family, Medical, and Service Member Leave*

N. Leave for Adoptive Parents

The Tennessee Board of Regents provides special leave without pay for four (4) months to adoptive parents. This requires a written request to the President, accompanied by a statement from the adoption agency indicating the required bonding period. During the four-month period employees may use sick leave for up to 30 working days. If both parents are state employees, the aggregate amount of sick leave used may not exceed 30 days. Additional special leave may be granted at the discretion of the President, up to the remaining bonding period required by the adoption agency, but not to exceed one year. In the event the adoption process is not completed, the approval of leave will be rescinded. This policy will not apply in the case of stepchild or adult adoption. *TBR Policy: 5.01.01.08 Parental Leave*

O. Paternity Leave

Male employees may have up to 30 working days of paternity leave because of the birth of a child. An employee may use up to 30 days of sick leave; if sufficient sick leave is not available, annual leave or leave without pay may be substituted. Family and Medical Leave will be processed in conjunction with paternity leave if the employee is eligible. This policy applies to regular employees. Temporary employees may be eligible for leave under the Family and Medical Leave Act. *Refer to TBR Policy 5-01-01-16 for more*

information.

PART VII -- HEALTH AND RETIREMENT

A. Health Insurance

1. The College sponsors a group insurance plan in which an employee may enroll if employed on a regular basis for at least 30 hours per week. Application forms are available in the Human Resources Office.
2. Coverage is extended to regular full-time employees and eligible dependents who elect the coverage and authorize payroll deduction. Persons electing coverage within one month of the employment date will be accepted regardless of physical condition.
3. The insurance will be effective on the first day of the calendar month coinciding with or following one full month of active service.
4. Employees electing the coverage more than one month after becoming eligible will be classified as late applicants and must meet late applicant requirements in order to be insured. Late applicants and each dependent must provide evidence of insurability at their own expense and are subject to exclusion from the plan.
5. Optional dental insurance is available for employees and dependents. Contact the Human Resources Office for application forms and details.

B. Life Insurance

1. Optional universal life insurance is available through Unum Provident Life and Accident Insurance Company. With the exception of new employees, persons wishing to enroll must prove insurability. Current employees will be able to join during a one-month period each year.
2. Unum Provident Life and Accident Insurance Company offers optional term life insurance. Proof of insurability is required for all applicants except new employees. During the annual transfer period, employees may apply to insure themselves and their dependents.
3. The maximum amount of insurance coverage available under either one or a combination of the two plans described above is five times the employee's annual salary. Detailed information is published in plan booklets and available in the Human Resources Office.

C. Employee Assistance Program (EAP)

The Employee Assistance Program is available to all regular state employees and their dependents. The program will provide counseling services for problems related to marital strife, emotional distress, alcohol and drug abuse, job stress, legal and financial problems, child or spouse abuse, grieving, and concerns about children and aging parents.

D. Worker's Compensation

1. Employees of the College are provided coverage similar to Workers' Compensation. Claims arising out of employment must be processed through the State Board of Claims, a division of the Tennessee Attorney General's office.
2. Assistance in presenting claims may be obtained from the employee's supervisor or the Human Resources Office. The Human Resources Office must send all claims to the State Board of Claims.
3. All injuries occurring on the grounds or in the buildings must be reported immediately to the supervisor, who will make a preliminary report. If the injury is life-threatening, proceed to the nearest emergency room. Otherwise, contact the school nurse in Health Services or the Human Resource Office.

E. Retirement System Membership

1. Permanent full-time employees participate in two plans: the Tennessee Consolidated Retirement System and the Social Security program. Under Social Security, salary deductions are matched by the State. Employees are vested after five (5) completed full-time service years.
2. Permanent part-time employees may elect to join the Tennessee Consolidated Retirement System. The length of time required for vesting will depend upon the amount of service rendered. Social Security deductions will be made and matching amounts will be paid by the State.
3. The Tennessee Consolidated Retirement System became a non-contributory system effective July 1, 1981.
4. An employee who was a member of the Tennessee Consolidated Retirement System prior to this date, and whose employment terminates, may withdraw any accumulated contributions when her or his employment with the State ceases.
5. The "Application of Member for Return of Accumulated Contributions" is obtained from the Human Resources Office. Upon its completion, the Human Resources Office forwards the application to the Retirement System. Thereafter, all refund follow-up activities are the responsibility of the former employee.

Part VIII -- EDUCATIONAL ASSISTANCE PROGRAMS

A. Clerical and Support Staff Tuition Reimbursement.

1. Purpose: This program will provide maintenance fee payment for an employee taking credit courses in a degree program at any Tennessee public institution while continuing work responsibilities at the College.
2. Eligibility
 - a. All regular part-time and full-time clerical and support staff members employed by the College for at least six months.
 - b. Regular part-time employees may receive a pro-rata portion of assistance

based on the percentage of contract for employment.

- c. Employees, who retire at a minimum age of 60 with at least 10 years of service or with 30 years of service regardless of age, maintain eligibility under this program.
- d. An employee's status on the published first day of classes for each term determines the eligibility for participation. Any status change after the first day will not affect the eligibility for that term or the amount of assistance received.

3. Fees Paid/Type Course Paid/Number of Hours

- a. The program provides maintenance or tuition-related fees for a maximum of one course (up to 4 credit hours) per term.
- b. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges and incidental fees payable at registration.
- c. Employees must pay application fees and required deposits, laboratory fees, etc.
- d. *Employees must meet admission requirements and are subject to institutional regulations and academic procedures.*
- e. Requests for approval to participate in this program must be submitted on a Clerical and Support Staff Maintenance Fee Payment Program form obtained in the Human Resource Office or JWeb.

4. Provisions

- a. Participants must pass all courses taken under this program in order to take subsequent courses in the program.
- b. Exceptions may include failing a course for health reasons certified by a physician or when the employee has paid for and completed at least two courses since completing a course with passing grades at institutional expense.

5. When the participant may attend:

- a. After the employee has applied and been accepted to the institution, he/she must submit the request to the supervisor two weeks prior to registration.
- b. Employees, in counsel with their supervisors, must limit the number of credit hours in order to maintain an optimum job performance level.
- c. Except for retirees, courses should be scheduled outside regular scheduled work hours unless the supervisor schedules make-up time.

B. Fee Waiver for TBR/UT System Employees (PC 191)

This program is available pursuant to Chapter 191 of the Public Acts of 1985, and use of this program is subject to a "space available" basis. This form will not be accepted until after the formal registration period.

1. Eligibility

- a. All full-time employees of the TBR and UT universities, community colleges, technical institutes, and area vocational-technical schools are eligible.
- b. An employee's status on the published first day of classes for each term determines program eligibility.

2. Fees Paid/Type Course Paid/Number of Hours

- a. One graduate or undergraduate course, which includes tuition, maintenance fees, debt service fees, student activity fees, and registration fees, is paid per term.
- b. Employees are responsible for special course fees, books, and supplies.
- c. "Term" means any period of time in which a student may receive a grade for completion of a course.
- d. The structure of academic calendars in the summer may permit an employee's eligibility for more than one course under the provisions of the guideline if the terms overlap; moreover, in no case may an employee receive a fee waiver under this guideline for more than two courses between the end of the spring semester and the beginning of the fall semester.
- e. Courses must be for credit, and employees must meet the regular academic requirements of the institution offering the courses.
- f. Auditing a course is allowed if the course is a credit course.
- g. There are no payback provisions.

C. Employee Audit/Non-Credit Program

This program will provide only course or maintenance fees for an employee who takes courses on an audit or job-related non-credit basis at Jackson State Community College or another Tennessee public institution while continuing work responsibilities.

1. Eligibility

- a. Any regular full-time or part-time employee who has been employed by the College for at least six months is eligible.
- b. Regular part-time employees may receive a pro-rata portion of assistance based on the percentage of contract for employment. Requests for approval must be submitted on the appropriate form.
- c. Employees, who retire at a minimum age of 60 with at least 10 years of service or with 30 years of service regardless of age, maintain eligibility under this program.
- d. An employee's status on the published first day of classes for each term determines eligibility for participation in this program.

2. Fees Paid/Type Course Paid/Number of Hours

- a. This program is designated to pay maintenance or tuition-related fees for audit or job-related non-credit courses to a maximum of six credit hours or two non-credit courses per semester.
- b. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges, and incidental fees payable at the time of registration.
- c. Requests will be submitted on the appropriate form at least two weeks prior to enrollment.
- d. The employee may request sponsorship from her or his department or administrative unit for support for maintenance or tuition-related fees.

3. When the participant may attend

- a. Employees, in counsel with their supervisors, should limit courses audited in order to maintain an optimum job performance level.

- b. Courses should be scheduled outside regular work hours unless make-up time is planned.
 - c. Enrollment will be permitted on a "space available" basis.
 - d. Employees may register only after the College's formal registration period.
- 4. Where the participant may attend
 - a. All audits must be accomplished at the College or another Tennessee public institution.
 - b. Employees are subject to institutional regulations and academic procedures. TBR policies: *P-130 Educational Assistance for TBR System Employees*

D. Student Fee Discount for Spouses and Dependent Children of Employees

- 1. Purpose
 - a. This policy establishes provisions for fee discounts up to 50% of the undergraduate fee for spouses and dependent children of regular full-time and regular part-time employees.
 - b. Qualified students are encouraged to attend area vocational-technical schools, TBR and UT institutions.
- 2. Eligibility
 - a. Regular full-time employees whose spouses and dependent children have been admitted as undergraduates at TBR or UT institutions.
 - b. Regular part-time employees working a minimum of 50% time will receive a pro rata discount based on their percentage of effort.
 - c. Spouses and dependent children must be admitted to TBR or UT institutions or area vocational-technical schools through standard admission procedures.
 - d. Dependent children must be no more than 26 years of age and either the employee's natural children, stepchildren living with the employee in a parent/child relationship, legally adopted children or any others living in a parent/child relationship with the employee, such as children of deceased parents being raised by a grandparent who is a TBR system employee.
 - e. The employee's status on the first day of classes for each term will be used to determine eligibility and the amount of the fee discount.
 - f. For employees who meet eligibility requirements after the first day of classes, the discount will be available at the beginning of the subsequent terms.
 - g. The College is responsible for certifying employee eligibility for fee discounts under this policy.
 - h. Employees on leave with pay or leave because of an on-the-job injury retain eligibility.
 - i. Employees on leave without pay are ineligible unless they are on leave because of on-the-job injury or are approved to take unpaid leave to engage in job-related activities intended to increase their efficiency as employees.

- j. If a regular employee also qualifies under this policy as an employee's spouse or dependent child, other fee waiver and staff development provisions for employees will take precedence.
- k. Employees are responsible for notifying the Office of Human Resources of any changes in eligibility.
- l. Employees who retire at a minimum age of 60 with at least ten (10) years of service, or who retired with 30 years of service regardless of age, maintain eligibility for a student fee discount for spouses and/or dependent children.
- m. Spouses of employees with ten (10) or more years of continuous service within the TBR system are eligible for the fee discount for five (5) years from the date of death or retirement of the employee, whichever comes first. Dependent children of such employees are eligible through age 26.
- n. Spouses and dependent children of employees with fewer than ten (10) years of continuous TBR system service are eligible for a pro rata discount for twelve (12) months from the date of death or retirement of the employee. The pro rata discount will be based on the percentage of effort worked at the time of retirement or death.
- o. Spouses and dependent children of employees with ten (10) or more years of regular, continuous part-time service immediately preceding retirement or death are eligible for a pro rata discount for twelve (12) months from the date of retirement or death. The discount will be based on the percentage of effort worked at the time of retirement or death.

3. Fees Paid/Type Course Paid/Number of Hours

- a. This program applies to undergraduate courses at TBR and UT institutions up to and including full-time study.
- b. Correspondence or non-credit courses are not eligible except at the area vocational-technical schools.
- c. If the spouse or dependent child is receiving Title IV financial aid, the employee must notify the Financial Aid office. Auditing is allowed if the course is a credit course.
- d. There are no payback provisions.
- e. An employee's status on the published first day of classes for each term determines the eligibility for participation. Any status change after the first day will not affect the eligibility for that term or the amount of assistance received. *P-131 Educational Assistance for Spouse & Dependents of TBR Employees*

PART IX – FACILITIES AND SERVICES

A. E-mail

Use of e-mail at the College should be consistent with the goals, purposes, and mission of public inspection under section 6 of Tennessee Senate Bill 1539.

Unacceptable e-mail messages to JSCC distribution lists include the following:

1. Any e-mail not related to College business should not be sent to users who have not

indicated a desire to receive the mail. For example, e-mail messages about controversial topics and chain letters should not be sent to the general faculty/staff list.

2. An e-mail message must not violate existing College and TBR policies.
3. An e-mail message must not transmit threatening, obscene, or harassing material.
4. An e-mail message containing one or more graphic files that is not related to College business is a waste of the mail server disk space and should not be sent by electronic mail.
5. An e-mail message must not be used for commercial purposes or personal profit, such as the advertisement of personal property for sale.
6. An e-mail message impersonating/representing someone else's account or removing the sender account identification is unacceptable.

B. Telephone Usage

Telephones are provided for company business. The use of company telephones for incoming and outgoing calls of a personal nature should be limited to emergency and other essential messages. The use of personal cell phones in offices, departments, or classrooms during business/class time hours is prohibited. When you answer a company phone, please give the name of your department and your own name to identify yourself to the caller. Most phones will have voice mail. Employees are expected to answer voice mail in a timely manner. If you are going to be out of the office, the voice mail greeting should state when you expect to be back in the office. Any problems with phone service should be directed to the Information Receptionist who can be reached by dialing "0."

C. Bookstore

The College Bookstore, located in the Student Center, carries a wide selection of supplies, stationery, books, and gifts. A ten percent (10%) discount, except for sundry items, is available to all regular full-time and part-time College employees.

D. Printing and Mail Services

1. The college Print Shop is located in the Nelms Classroom Building. Copy machines are available, as well as a variety of printing-related services. Placing orders in advance helps the Print Shop to meet deadlines. Completed orders are placed in campus mailboxes.
2. Several buildings have copiers available for staff use only with the proper access codes. If you will need more than twenty (20) pages copied, please take such orders to the Print Shop.
3. Outgoing mail should indicate the account number for postage charges and is processed daily.
4. Campus mailboxes are for the convenience of all employees to route mail and

messages to other offices.

E. Notary Public

Notary public service for College employees is available without charge in the Business Office and the Human Resources Office.

F. Petty Cash Fund/Purchases

1. A petty cash fund is available to cover job-related purchases of \$20 or less made by an authorized employee.
2. Before making any purchases, all employees should have supervisory approval.
3. Sales tax paid on purchased items is non-refundable and may be avoided by using the sales tax exemption form obtainable from the Business Office.

G. Authorized Travel

1. When travel is required by a College employee in connection with the performance of his or her duties, expenses of such travel will be reimbursed by the College.
2. Employees who can reasonably expect to travel on behalf of the College are expected to familiarize themselves with the forms and procedures governing travel. Questions concerning travel can be directed to the Office of Financial and Administrative Affairs.
3. Authorization/Travel Advance Form - used to obtain official approval for planned travel and to give an estimate of the cost. This form must be completed and submitted to the supervisor three (3) days prior to travel. Travel expenses are normally paid by the employee when incurred, with reimbursement made upon submission of the claim. Advances are available if the employee does not have and cannot obtain a major credit card.
4. Claim Form-used to itemize covered expenses incurred during authorized travel. This form must be completed by the employee, accompanied by appropriate receipts, and submitted to the Business Office no later than thirty (30) days after completion of the travel.

Other References:

TBR Policies and Guidelines are located at <http://www.tbr.edu>; click on Policies and Guidelines.

Jackson State Community College Constitution of the Classified Employee Council

The Classified Employee group of Jackson State Community College establishes this constitution as a guide to purpose and practices of the Classified Council.

Mission

The Classified Employee Council shall be to act as a liaison between the classified staff and other members of the institution; promote and protect employee welfare and morale; assist the community through charitable actions; and exercise the privilege of making recommendations pertaining to policy and procedure as needed.

General Practice and Organization

I. Direct Reporting

- a. The Classified Employee Council shall report directly to the Office of the President of Jackson State Community College.
- b. Signed copies of the By-Laws and Constitution, as well as amendments are housed in the Office of the President. Human Resources maintains the Handbook and all documents will be posted on JWeb.

II. Representation

The Classified Employee Council shall consist of the following:

- Three (3) representatives shall be elected from office and clerical employees.
- Two (2) representatives shall be elected from the maintenance/security employees.
- Four (4) representatives shall be elected from the classified employees at-large.

III. Election

The following guidelines shall be observed in the election of council members:

Representatives

- i. Each member shall be elected for a term of two (2) years and shall not be eligible for re-election to the Council, in any capacity, for a period of three (3) years. Representation shall be on a staggered-term basis.
- ii. The election of representatives from each of the employee groups shall be conducted during the month of April of the fiscal year preceding their term of service. The election will be conducted by the Classified Employee Council.
- iii. Representatives will be elected by a simple majority vote in any election when at least two-thirds of the group vote in the election.
- iv. In case of tie vote, a run-off election will be conducted by the Council.

- v. A classified employee who would be hindered by his or her job from attending meetings has the option of declining a position on the Council once during their employment with approval from the President.

Officers

- i. The election of the Classified Employee Council officers shall be conducted in June of the fiscal year preceding their term of service. In June, the Classified Employee Council Chair-Elect shall make the standing committee appointments for the following fiscal year beginning July 1.
- ii. Officers shall serve for a term of one (1) year.
- iii. Names of the eligible nominees shall be placed on a ballot and distributed to the Council members during the May Council meeting to be tallied and announced during the meeting. Council members not eligible for election shall tally votes for election.

Failure to Complete Term

- i. In the event that any duly elected Council member shall be unable to complete his/her term of office, the Chair of the Council shall initiate the election of a representative to complete the term.
- ii. The mode of election shall be the same as the method observed in the election of the original member.
- iii. A person elected to fill a vacancy shall be eligible for re-election to the Council at the next regular election, provided the person has served a term of one year or less. Any person serving a longer term will be ineligible for a period of (3) three years.

IV. Member Responsibilities

Representatives

- i. Attend each Council meeting or send a representative if they are unable to attend.
- ii. Provide support and focus to Council meetings with participation in discussion and voting.

Chair

- i. Preside over Council meetings and establish agenda for each member.
- ii. Serves or appoints representatives to serve on councils and committees as appropriate to the office.
- iii. Maintain Council records and files with the exception of the signed By-Laws and Constitution.
- iv. Serve on the President's Cabinet as the representative of the Classified Employee Council and inform classified employees of current issues.
- v. Report proceedings of Council meetings directly to the President at Cabinet Meetings.
- vi. Sign roster for all newly active and terminated members.

- vii. Manage email groups for members, adding and removing members.
- viii. Initiate elections for representatives and officers.
- ix. Assist the Secretary of the President as needed in the preparation of budget request.
- x. Prepare an annual report consisting of minutes of each Council Meeting, budget summary, and roster changes to be submitted to the Office of the President at the end of each fiscal year.

Vice-Chair

- i. Serve in the place of the Chair should the Chair be unable to fulfill his/her duties.
- ii. Sign roster for all newly active and terminated members.
- iii. Assist with council projects as needed (development & community outreach).
- iv. Notify new employees about Council purpose.

Secretary

- i. Keep accurate and complete minutes of Council meetings.
- ii. Transcribe the minutes of each Council meeting and submit them to the Council for approval.
- iii. Post minutes to J-Web for classified employees to review and provide a copy to Chair to file.
- iv. Maintain an official roster of all Council members including each member's start date and end-of-term date, office held (if any), and signed by the Council Chair and Vice-Chair.
- v. Maintain list of employees eligible for election as Representatives and Officers.
- vi. Distribute ballot for election of Officers.

V. Meetings

- i. Classified Employee Council shall meet on a regularly scheduled basis during the fiscal year. If the need arises, the Chair shall have the authority to call a meeting of the Council at any time during the year.
- ii. Members elected during the April election shall begin their official term of office at the first meeting of the Council during the fiscal year immediately following their election, beginning July 1.
- iii. Members elected during the April election shall attend the June meeting prior to the beginning of their official term of office on July 1.

VI. Duties

The duties of the Classified Employee Council shall be as follows:

- i. To hold regularly scheduled meetings which shall be designated as open or closed, depending on the nature of the business to be transacted.
- ii. To request the participation, at any meeting, of individual classified employees or of the entire classified staff as is deemed necessary.
- iii. To request the presence of any administrator at any Council meeting when a need arises for definition or clarification of school policy.
- iv. To request the permission of the President to call a meeting of the entire Administration, Faculty, and Staff to present matters under consideration by the Council if such matters should affect the operation of the entire institution.
- v. To inform, by written communication, both administration and classified employees of action taken by the Council.
- vi. To act in the best interest of the classified employees -which principle shall govern all Council actions.
- vii. To determine the will of classified employees by polling either publicly or privately;
- viii. To publish a proposed agenda of topics before each meeting, should such topics be of general interest and not specific tasks requested by administration or other special groups.
- ix. To submit an annual report, to the President. This report shall detail the yearly activities of the Council, include suggested policy revisions, and present a general administrative evaluation as well as other pertinent data.
- x. To provide input for suggested revisions or changes to the Classified Handbook.

Jackson State Community College By-Laws of the Constitution of the Classified Employee Council

By-laws shall supplement the Constitution of the Classified Employee Council and provide procedural guidelines not available in the Constitution.

Articles

I. Budgetary Support and Method

- i. The college shall provide budgetary support for the Council. Monetary support for travel, printing costs, and supplies as necessary for effective operation.
- ii. Budget request shall follow the policies and processes established by Jackson State Community College.
- iii. Fiscal year budget request shall be completed by the Secretary of the President and submitted on behalf of the Council.

II. Procedures

Meetings

- i. The time and place of the meetings shall be designated by the Chair or by the Council at large.
- ii. Minutes from previous meetings shall be read and approved by the Council.
- iii. A quorum to conduct business shall be two-thirds of the Council members, with all recommendations made on the basis of a simple majority. In the summer months, the necessary quorum may be reduced upon unanimous consent of the Council.
- iv. Classified employees may attend any Council meeting, unless it is designated closed by the council Chair; but they may not vote.
- v. Council meetings shall be concerned with those matters as outlined in the Constitution.
- vi. All Council meetings shall be announced, in writing, to Council members and to the classified employees at large at least three (3) days prior to the scheduled time of the meeting.
- vii. Agenda for each meeting will be submitted by the Chair to the Council.

Parliamentary Authority

- i. All meetings of the council shall be conducted under the parliamentary procedure as outlined in Robert's Rules of Order Revised.
- ii. The Chair may appoint an official Council Parliamentarian if he/she deems it necessary.

Voting

- i. All business shall be decided by a simple majority of the total Council members

present.

- ii. Approval of constitutional amendments and by-laws require a two-thirds (2/3) majority of the Council.

Method of Action

- i. In its transactions with the administration or with the classified employees, through the President, the Council shall place its recommendations in writing, insofar as possible; and the Council may request a written response.
- ii. All questions pertaining to Council authority shall be referred to the President for clarification. The President may refer the question to the administration or to the classified employees if deemed necessary.

III. Committees

- i. In the event that special committees shall be selected by the Council or the administration, the Council chair shall appoint a representative from the council to serve on the special committee(s).
- ii. When selected to serve on a committee, the Council member shall report back to the Council; and his report shall be recorded in the official Council minutes.
- iii. It is acceptable for a council member to serve on more than one committee, but every effort shall be made to involve every member of the council in committee assignments.
- iv. Failure of a Council member to function on the committee to which he is appointed shall result in his removal, by Council action, from that committee.
- v. Members of standing committees shall serve for a term of one (1) year, and they shall be eligible to succeed themselves.
- vi. The purpose, responsibility, and duration of ad hoc committees shall be determined by the council.

IV. Constitutionality

- i. Any classified employee shall have the right to question the Constitution or any by-law. Objections shall be presented to the Chair.
- ii. Should a question arise pertaining to the constitutionality of the by-laws, the classified employees at large shall rule on said constitutionality by a two-thirds majority vote of those present at a called classified employee meeting.
- iii. Any classified employee shall have the right to request of the President of JSCC that Council decisions or recommendations be reviewed by the classified employees at large.

Additions or Changes of By-Laws and Constitution

- i. Any employee wishing to make additions or changes to these by-laws or the Constitution shall submit all suggestions, in writing, to the Chair.
- ii. The proposal suggesting additions or changes of the by-laws or constitution shall be presented, in writing, to the classified employees prior to the next called classified employee meeting.
- iii. Any addition or change of the Constitution or by-laws shall become effective upon a majority vote of approval by a specified date (whether for election or adoption) by the Council and approval of the President.

Ratification

- i. These by-laws shall be ratified by a two-thirds majority vote of the Council.
- ii. After ratification, the by-laws and Constitution shall be printed in the Employee Handbook.

V. Finance

- i. Requests for Council expenditures shall require the approval of the Chair.
- ii. The President of Jackson State Community College shall have final approval of the Classified Employee sponsored events.

VI. Classified Handbook

- i. The handbook will be generated from the Office of Human Resources. Suggestions or request regarding revision of the handbook can be directed to HR for consideration for a defined period of time before the revised handbook is approved.
- ii. HR will notify the Classified Council regarding the opportunity for suggestions and request prior to approval of the handbook.