

INTRODUCTION

WELCOME

Welcome to Jackson State Community College. By joining the JSCC family, you have become an integral part of a comprehensive, open-door, public two-year college that helps people to learn throughout their lives.

This handbook is intended to help answer some of your questions concerning college policies. Please read it thoroughly and retain it for future reference. The institution may change its policies at any time. You will be notified of these changes.

We wish you success and happiness in your new job; once again, welcome to Jackson State.

The Professional/Technical Employee Handbook is designed to serve as an orientation guide to new employees and as a reference for 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 either to the Director of Human Resources or the appropriate Dean or Vice President for your area.

Jackson State Community College also has councils for each employee group (Professional/Technical, Classified and Faculty). Below is the Purpose Statement for the Professional/Technical Employee Council:

The Professional/Technical Employee Council shall represent the Professional/Technical employees to address professional needs, employment concerns, staff development, and employee morale. The Council shall coordinate training for the Professional/Technical employees using available funds. The Professional/Technical Council shall also coordinate efforts to begin and maintain a community outreach program to provide further services to our community and reflect positively on Jackson State Community College.

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 read in the Tennessee Board of Regents manual of policies and guidelines available on the website located at www.tbr.edu. Click on "Policies and Guidelines."

Policies and Procedures, benefits summary, Human Resources forms, and other employee information can found on JWeb by clicking on the Work Life tab.

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 administrators are open to suggestions for improving operating policies and procedures.

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PART I -- FACTS ABOUT YOUR EMPLOYMENT

A. Employment Categories

1. ***Regular, full-time faculty*** (academic personnel) are employees who are engaged in teaching, scholarly research and other academic activities and who have academic rank. Academic Personnel may be employed either on a nine-month service basis (academic year), compensated over a twelve-month period, or on a twelve-month service basis (fiscal year), compensated over a twelve-month period. Faculty members will receive one of the following appointments: tenure-track, term, or temporary. These 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. ***Executive, 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. These employees are all personnel primarily employed in instruction, research, or public service who primarily have executive, administrative, or professional responsibilities, and whose positions require recognized professional achievement acquired by formal training or equivalent experience. This classification includes all non-academic personnel who are exempt from the provisions of the Federal Wage and Hour Law. The following appointments require the prior approval of the Chancellor: vice presidents, academic deans, department chairs, and any other appointments with salaries in excess of \$100,000. *Reference TBR Policy 5:01:00:00 on TBR Website www.tbr.edu*. 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. They are approved by the Director or Dean in the respective area.
6. ***Each employee is also assigned one of the following designations:***
 - a. **Regular, Full-time Employees** – all personnel, including 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, including 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. Regular part-time employees are entitled to pro-rated benefits. *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, an individual is not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit.) Notwithstanding, Social Security will be deducted from paychecks.
- d. **MODFY (Modified Fiscal Year)** – all regular, full and part-time, non-teaching personnel whose service period is at least nine (9) months but less than twelve (12) months.

B. Job Classification and Compensation Plan

The JSCC job classification and compensation plan is approved by the Tennessee Board of Regents and managed by the Human Resources Office. For information, contact the Director of Human Resources at extension 643.

C. Work Hours

- 1. All employees who are considered to be full-time shall work a minimum of 37.5 hours per week throughout the year. *Reference TBR [Guideline P-020](#).*
- 2. The standard College work schedule is from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one-hour lunch break to be taken mid-way through the work day and the existence of up to two (2) fifteen-minute miscellaneous breaks during each work day may be recognized as work flow permits. For purposes of calculating the hours worked each week, lunch/meal breaks shall not be counted as “time worked” but miscellaneous breaks shall be counted.
- 3. Certain departments, such as Physical Plant, are authorized to maintain staggered or non-standard work schedules.
- 4. The official work day will be 7.5 hours; therefore, all attendance records, time sheets, leave records, payroll documents and other record-keeping instruments shall be kept and must be completed by the employee and submitted to payroll in a timely manner.

D. Keys to Buildings and Rooms

- 1. Only those building and room keys necessary to the job are issued to employees by the Physical Plant. 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 when they are no longer needed. All terminating employees will return their keys to the Human Resources Office during the exit interview.

3. If a key is lost, the employee should report the loss immediately to his or her supervisor and to the Physical Plant Office.

E. Access to Buildings

Anyone requiring admission to any of the buildings after hours may contact security by dialing 731-225-5952 and requesting admission or by locating the guard on campus and asking for admission. The Directors for the off-campus locations should be notified if there is a need for entry after hours.

E. Dress Code

1. Staff may wear appropriate business casual dress that is representative of the professional work environment in our community.
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.

F. Vehicle Registration

1. All employee vehicles must be registered with the Business Office. The 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.
2. An annual fee is assessed for each employee registering vehicles; this fee covers one or more vehicles operated by the individual.

G. Job Safety

1. College employees have a responsibility to make this 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 to Human Resources. The Human Resources Office 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. The required forms are available in the Human Resources Office.

H. College-owned Vehicles

1. During employment at the College, an employee may be required to operate a College-owned vehicle.
2. If an accident occurs during the operation of College vehicles, 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. This accident report must be filed regardless of the seriousness of the accident. A police report must be obtained.
3. In case of accidents involving Jackson State Community College employees operating state vehicles, claims may be made only through the Division of Risk Management.
4. 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 if the employee is found to have violated the motor vehicle policy. Any employee who operates a state vehicle should obtain appropriate liability insurance for his/her own protection.
5. If an employee misuses a state vehicle, he/she will be subject to one or more of the following penalties:
 - a. Written reprimand or warning
 - b. Suspension without pay
 - c. Dismissal
 - d. Payment for damage to the vehicle*(For more information, see Board Policy No. 4:03:02:00.)*
6. Emergency Preparedness: As emergency preparedness is a critical component of any college environment, guidelines have been established by TBR and Jackson State. For more information, please review Jweb or [TBR guideline B-100](#).

PART II -- EMPLOYMENT GUIDELINES

A. Equal Employment Opportunity/Affirmative Action Program

1. Jackson State Community College is an equal opportunity institution. The College provides equal employment opportunity without regard to race, color, religion, sex, national origin, disability, sexual orientation/gender identity or veteran status.
2. This standard applies to all employees and applicants for employment in connection with hiring, placement, transfer, promotion, demotion, conditions of employment, rates of pay or other forms of compensation, selection for training, layoff, or termination.
3. Title VI of the Civil Rights Act of 1964 prohibits discrimination in federally funded programs. No person in the United States shall, on the grounds 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.

4. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. It is one of the several federal and state anti-discrimination laws that define and ensure equality in education. The regulations implementing Title IX (34 C.F.R. § 160.1 et seq.) prohibit discrimination, exclusion, denial, limitation, or separation based on gender. Title IX states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.* 20 U.S.C. § 1681 (copied from www.tbr.edu)

5. Affirmative Action Program – We have established an Affirmative Action Program with regard to Equal Employment Opportunity. This Affirmative Action Program includes those elements contained in Executive Orders 11246 and 11375 and outlined in the Office of Federal Contract Compliance Revised Order No. 4 of December 4, 1971, as amended. It is designed to provide guidance and assurance for full implementation of our Equal Employment Opportunity Policy. It is the policy and intent of Jackson State Community College to provide equal opportunity in employment to all persons as provided in the equal employment opportunity policy. JSCC hereby emphasizes its commitment to equal opportunity for handicapped applicants and employees, including disabled veterans, and to Vietnam-era veterans and provides a program for affirmative action to ensure such equality. In conformance with the provisions of the Rehabilitation Act of 1973, applicable regulations there under, and other applicable laws and regulations, JSCC does not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The effective date of the employment provisions of the Americans with Disabilities Act of 1990 is July 26, 1992.

6. 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. Faculty and staff employees are required to notify the President of the College in person or in writing of any drug convictions resulting from a violation in the workplace not later than five (5) days after the conviction.

B. Personnel Selection

1. The Human Resources Office posts notices of vacant positions on the JSCC Internet homepage and on JWeb 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 to the Vice President, who seeks final approval from the President. Contracts are issued by the Human Resources Office and are signed by the President and the employee.

C. Promotions and Transfers

1. If an employee is interested in an announced opening and believes that he/she is qualified, the employee should make formal application to the Human Resource Office.
2. As a courtesy, the employee is expected to notify the supervisor of his/her 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. This policy applies to any person who is employed as a full, part-time, student or temporary employee by a Tennessee Board of Regents institution.
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 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 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 upon any such alternative within 60 days, the appointing authority will take appropriate action to remove the violation.
4. In the case of employment relationships which 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 insure that employees neither initiate nor participate in institutional decisions involving a direct benefit (retention, promotion, salary, leave, etc.) to a relative. *For more information, refer to [TBR Guideline P-090](#).*

E. Performance Rating

1. Annual reviews provide a measure of an employee's performance during the previous year. Reviews are conducted in May and June.
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 his/her 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 employee's or the Vice President's request.

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 good 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 our campus.

G. Employment Records

1. Records of employment history will be kept in the Human Resources Office. The office also maintains records related to payroll and employee benefits. JSCC employees may review personnel files by making a request of the Human Resources Office during normal office hours. Any request for copies will be at the rate of \$1.00 per page. Non-employees may obtain access to files under the Freedom of Information Act. Such requests must be filed with the Office of Institutional Effectiveness.
2. It is important to notify your supervisor or the Human Resources Office 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 Professional/Technical employees, who are scheduled to work less than 37.5 hours per week, are entitled to the following benefits:

- a. Tennessee Consolidated Retirement System or Optional Retirement Program
- b. Participation in Professional/Technical Employee Council-sponsored activities
- c. Holiday pay (pro-rated)
- d. Sick and annual leave (pro-rated)
- e. Health insurance (only if scheduled to work at least 81% per year)
- f. Certain educational benefits (pro-rated)

Reference: [TBR Guideline P-030](#) and [TBR policy 5:01:01:10](#)

I. Resignations/Terminations

1. Employment contracts with the College require at least 30 days written notice of intent to resign unless the President approves exceptions. Prior to departure, the supervisor will request completion of certain clearance actions.
2. Departing employees must complete an exit interview in the Human Resources Office. During this interview, arrangements will be made to settle all financial obligations, continue insurance if possible, and return keys and other College property. Failure to complete these required actions may cause a delay in issuance of the final paycheck.
3. Termination for gross misconduct may include, but is not necessarily limited to, any act or omission which may seriously disrupt or disturb the normal operation of the institution; any work-related conduct which would subject the employee to criminal conviction; theft or dishonesty; gross insubordination; destruction of institution property; falsification of records; acts of moral turpitude; reporting for duty under the influence of

intoxicants; the illegal use, manufacture, possession, distribution, or dispensing of controlled substances or alcohol; disorderly conduct; provoking a fight; and/or such other similar acts involving intolerable behavior by the employee. In determining eligibility for unemployment compensation benefits, the definition of gross misconduct utilized by the Tennessee Department of Employment Security is not affected by the definition outlined in this paragraph. In the case of gross misconduct, immediate disciplinary action, up to and including termination, should be taken. An employee suspected of theft of institutional property may not resign as an alternative to discharge after the investigation has been completed. The President must make any exceptions to this requirement after consultation with the Vice Chancellor for Business and Finance. If the employee resigns during the investigation, the employment records must reflect the situation at the date of resignation and the outcome of the investigation. *Reference TBR [Policy 5:01:00:00](#).*

4. Discipline – Rules, policies and procedures have been established for the protection of both employees and Jackson State Community College. Those who fail to follow these rules, policies and procedures are subject to appropriate disciplinary action up to and including immediate termination.
Records of disciplinary action will remain in active status for a period of 12 months. After that, they will be considered inactive, but will remain as a part of the employee's permanent record.

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 Guideline 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.

B. Racial Harassment

1. Racial harassment is defined as any person's conduct, which 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, sexual orientation/gender identity 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. Harassment includes objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, sexual orientation/gender identity or national origin.
4. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which 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 and Affirmative Action 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. Professional and technical 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, veteran's status or any other statutes not covered by TBR Guideline P-080; 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 for improper search and seizure; or denies constitutionally required notice or procedure.

C. Application of Grievance Procedure

The grievance committee established pursuant to policy also will 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 Guideline P-110](#) (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 will, 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 appealable to the Chancellor only when they fall within the parameters set out in [TBR Policy Guideline P-110](#). 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 will retaliate or discriminate against another employee because of the latter's filing of a grievance or complaint. In addition, no employee will 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 Human Resources 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 that 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 will not interfere with the normal workflow 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, will 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 three (3) employees, including at least one peer of the grievant.
 - 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 rationale 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 reduction 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.

Reference JSCC Grievance/Complaint Procedure, [TBR Guideline P-110](#).

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 they are part of a compensation plan approved by the Tennessee Board of Regents.

B. Paydays

Employees on the monthly payroll are paid on the last official working day of each month.

C. 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 determine 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. Aliens employed by the College are subject to United States income tax laws.
4. The Human Resources Office provides information and assistance upon request. To change the number of exemptions declared for withholding purposes, contact the Human Resources Office.

D. Deductions

1. Federal income tax deductions will begin on the date of employment for all employees.
2. Employees are subject to payroll deductions for Social Security.
3. In order to retain group insurance coverage, employees on leave without pay must make full premium payments to the Human Resources Office prior to the 20th of each month.
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/medical and group life insurance coverage. Optional special accident, term life, universal life, long-term disability, 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 dental coverage deducted from their gross income before taxes are calculated. The employee portion of state group hospital and medical coverage are automatically taken out before taxes are calculated unless a waiver is signed forfeiting this benefit. 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. See Human Resources Office for details.
 - b. **403(b) 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. Check with Human Resources to determine the minimum contribution and the amount of the current TBR match. The plan is managed by Great West. There are both fixed yield accounts and variable funds available. Visit Tennessee's Deferred Compensation Program's Website for more details. (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 ½, retirement, termination, death or in certain hardship situations, as defined by the Internal Revenue Service.

Employees may defer regular salary and **longevity pay**. Applications for participation must be submitted to the Human Resources Office at least six (6) weeks prior to the date of the first deduction. In order to **defer longevity**, a **new form must be filled out six (6) weeks prior to longevity pay date**.
 - d. **Roth 401(k) Plan**- This retirement savings plan is available to regular full-time and part-time employees. It is not a tax-deferred plan.
 - e. **457 Plan** – Any regular full or part-time employee may contribute to a tax deferred annuity by payroll deduction through VALIC, TIAA-CREF or AETNA. Eligibility begins upon date of employment. The minimum contribution is \$240 per year.
 - f. **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*](#).

- g. **Credit Union** - Employees are eligible for membership in Leaders Credit Union. Payroll deductions may be authorized for deposits and/or loan payments. Christmas Club deductions are also available through the credit union.
 - h. **U.S. Savings Bonds** - These may be purchased through the Payroll Savings Plan.
 - i. **Cancer Care and Intensive Care Insurance** – This deduction includes intensive care and life insurance and is based on individual units of insurance purchased.
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 or deductions should be directed to the Human Resources Office.

E. Obligations to the College

Employees are sometimes financially obligated to the College for traffic fines, lost books, or other reasons. They are expected to settle these obligations promptly. Failure to do so may result in deduction of fines from salary.

Part VI -- LEAVE TIME

A. Annual Leave

- 1. Annual leave is provided at a rate of fifteen (15) hours per month for full-time professional/technical 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 (315 hours) 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. [*Reference TBR Policy 5:01:01:01*](#)

B. Sick Leave

- 1. Each full-time professional/technical 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.

4. In the event of an employee's death, payment for unused sick leave will be made to the employee's designated beneficiary. [Reference TBR Policy 5:01:01:07](#)

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 450 hours 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 work week 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 work days. 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. [Reference TBR Policy 5:01:01:09](#)

F. Transfer of Leave

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

G. Holidays

1. The College observes seven official holidays:
 - a. New Year's Day
 - b. Martin Luther King, Jr. Day
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day

g. Christmas Day

When a recognized holiday falls on Saturday, the Friday preceding the holiday shall be substituted. This includes New Year's Day and can result in December 31st of the previous calendar year being substituted. When a recognized holiday falls on Sunday, the Monday following the holiday shall be substituted. Where work schedules or duties make it necessary for an employee to work on a holiday, a corresponding amount of time off shall be granted. [Reference TBR Policy 5:01:01:10](#)

2. Six (6) additional discretionary holidays are named by the President, subject to the approval of the Chancellor. A new listing is published for each calendar year, for a total of 13 paid holidays. [Reference TBR Policy 5:01:01:11](#)

H. Unexpected Absences

In case of an unexpected absence, the supervisor should be notified prior to 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 his/ her supervisor informed.

I. Absences without Approved Leave

Any employee who is absent from duty for more than three (3) 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 (2) 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 will 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. Employees serving less than three (3) hours on a scheduled work day shall return to work for the remainder of their work day. [Reference TBR Policy No. 5:01:01:05](#)

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 should 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 professional/technical employees who are members of the National Guard or the 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 times to which such persons are otherwise entitled. An employee, while on such military leave, is paid his or her salary or compensation for a period or periods not to exceed fifteen (15) working days in one calendar year.

M. Maternity Leave

1. Tennessee Board of Regents policy provides time off to regular, female employees due to 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 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, that leave 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.

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 thirty (30) working days. If both parents are state employees, the aggregate amount of sick leave used may not exceed thirty (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.

O. Paternity Leave

Male employees may have up to thirty (30) working days of paternity leave due to the birth of a child. An employee may use up to thirty (30) days of sick leave; if sufficient sick leave is not available, annual leave or leave without pay may be substituted. If the employee is eligible for Family and Medical Leave, that leave will be processed in conjunction with paternity leave. This policy applies to regular employees. Temporary employees may be eligible for leave under the Family and Medical Leave Act.

P. Voting Leave

Employees who are registered voters may receive reasonable time off to vote if they request such time off before 12:00 noon the day before the election. The supervisor may specify the hours during which the employee may be absent to vote, and the time off may not exceed three hours. No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the employee's work schedule ends. *Reference TBR Policy No. 5:01:01:11*

Q. Disaster Relief Service Leave

A regular employee who is a certified disaster service volunteer of the American Red Cross or who is a member of the college's Certified Emergency Response Training (CERT) Team may be granted leave with pay for up to fifteen (15) work days each calendar year to participate in specialized disaster relief services for the American Red Cross. The request for the employee's services must come from the American Red Cross and is subject to approval by the employee's supervisor. The college may require the employee to provide verification of service following the disaster period. Employees who are currently certified as a disaster relief volunteer must register with the Office of Human Resources immediately. *Reference TBR Policy No. 5:01:01:17*

R. Volunteer Firefighter Service Leave

A regular employee who is an active volunteer firefighter may be permitted to leave work in order to respond to fire calls during such employee's regular hours of employment without loss of pay, vacation time, sick leave, or earned overtime accumulation. Such employee may be permitted to take off the next scheduled work period within twelve (12) hours following such response as an annual leave or sick leave day without loss of pay if the employee assisted in fighting such fire for more than four (4) hours. If the employee is not entitled to an annual leave or sick leave day then such employee may be permitted to take off such work period without pay. The college may require the employee to submit a written statement from the chief of the volunteer fire department verifying that such employee responded to a fire or was on-call and specifying the date, time and duration of such response. *Reference TBR Policy No. 5:01:01:19*

PART VII -- HEALTH AND RETIREMENT

A. Health Insurance

1. The College sponsors a group insurance plan in which an employee may enroll if they are a regular employee that is employed at least 81% per year. Blue Cross and Cigna administer this plan. Eighty (80%) is paid by the College. Application forms are available in the Human Resources Office.
2. Coverage is extended to regular full-time employees and eligible dependents that 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's 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. Employees may make changes in their insurance coverage yearly from October 15 through November 15.
6. Optional dental insurance is available for employees and dependents. Contact the Human Resources Office for application forms and details.

C. Life Insurance

1. Optional universal life insurance is available through 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. 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 enrollment 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 (5) times the employee's annual salary. Detailed information is published in plan booklets and available in the Human Resources Office.
4. EAP - Employee Assistance Program is available to all regular state employees and their dependents. The EAP 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 in regard to children and aging parents. For more information, go to the vendor website (www.magellanhealth.com) or call 1-800-308-4934.

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 and 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. If the injury is life-threatening, proceed to the nearest emergency room. Otherwise, contact the Human Resources Office.

E. Retirement System Membership

1. Permanent full-time employees participate in two of three plans--the Tennessee Consolidated Retirement System (TCRS) or Optional Retirement Plan (ORP) and the Social Security program. Under Social Security, salary deductions are matched by the State. Under the TCRS, employees are vested after five (5) completed full-time service years. Under the ORP, employees are vested immediately. For more information on the TCRS or ORP plans, call the Human Resources Office.
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 with matching amounts 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 July 1, 1981, and whose employment terminates, may withdraw any accumulated contributions when his/ her employment with the State ceases.
5. The "Application of Member for Return of Accumulated Contributions" may be obtained from the Human Resources Office. Upon completion, the Human Resources Office will forward the application to the Retirement System. Thereafter, all refund follow-up activities will be the responsibility of the former employee.
6. Participants in the ORP have a one-time opportunity to change from the ORP to the TCRS when they have worked for the College five years.

Part VIII -- EDUCATIONAL ASSISTANCE PROGRAMS

A. 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 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 with one or more years of continuous service working a minimum of 50% time will receive a pro rata discount based on their percentage worked.
 - c. Spouses and dependent children must be admitted to TBR or UT institutions through standard admission procedures.
 - d. Dependent children must be no more than 26 years of age and the employee's natural children, stepchildren, 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 next term.
- g. Jackson State's Human Resources Office is responsible for certifying employee eligibility for fee discounts under this policy.
- h. Employees on leave without pay are ineligible unless they are on leave due to unpaid leave to engage in job-related activities intended to increase their efficiency as employees.
- i. 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.
- j. Employees are responsible for notifying the Human Resources Office of any changes in eligibility.
- k. 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.
- l. 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 will come first. Dependent children of such employees are eligible through age 26.
- m. Spouses and dependent children of employees with less than ten (10) years of continuous TBR system service are eligible for a pro rata discount for two (2) years from the date of death or retirement of the employee. The pro rata discount will be based on the percentage worked at the time of retirement or death.
- n. 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 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.
- d. Auditing is allowed if the course is a credit course.

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

This program is available pursuant to Chapter 191 of the Public Acts of 1985. 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

All full-time employees of the TBR and UT institutions are eligible. 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 (2) courses between the end of spring semester and the beginning of 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. No payback provision.

3. When the Participant May Attend

- a. Supervisors/Department Heads who approve Fee Waiver applications should keep in mind that job performance is paramount and must receive priority.
- b. Courses should be scheduled at times other than during regularly scheduled work hours unless the use of annual leave or flextime, based on the needs of the institution, has been approved.

4. Where the Participant May Attend

An employee is eligible to enroll in any Tennessee public post-secondary institution, and/or Tennessee Technology Center.

5. Restrictions on Space Available

- a. Course enrollment will be permitted on a "space available" first-come-first-served basis. No tuition paying student shall be denied enrollment in a course because of state employee enrollments pursuant to this section.
- b. Employees may not be considered in the determination of whether or not a course has sufficient enrollment to be offered.

D. Employee Audit/Non-Credit Program

This program will provide course or maintenance fees only for an employee who takes courses on an audit or job-related non-credit basis at Jackson State 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 Jackson State for at least six (6) months is eligible.

- b. Regular part-time employees may receive a pro rata portion of assistance based on a percentage of the 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 ten (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. The funds awarded will be designated to pay maintenance or tuition-related fees for audit or job-related non-credit courses to a maximum of six (6) credit hours or two (2) 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 (2) weeks prior to enrollment.
 - d. The employee may request sponsorship from his/her 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 so as 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 Jackson State's formal registration period.
- 4. Where the Participant May Attend
 - a. All audits must be accomplished at Jackson State or another Tennessee public institution.
 - b. Employees are subject to institutional regulations and academic procedures.

E. Faculty/Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program.

- 1. Purpose

The fee reimbursement program is intended to serve as a means of career (job-related) development, as well as individual professional development. The program should enhance the value of the employee to the institution.
- 2. Eligibility
 - a. Any regular part-time or full-time faculty, administrator, and professional staff who have been employed with the institution for at least six (6) months may, upon the approval of the President, be eligible to participate.

- b. Requests for tuition or maintenance fee reimbursement will be submitted at least two (2) weeks prior to enrollment. Regular part-time employees will receive a pro rata portion of assistance based on percentage of employment.
 - c. Reimbursements normally will be limited to personnel working toward the doctorate, or other terminal degree. However, requests for aid to pursue degrees below the doctoral level in technical/professional disciplines and for the retraining of administrative/professional staff will be considered. All reimbursements should be recommended on the basis of the following priorities:
 - 1. Requests from minority/female personnel;
 - 2. Requests from tenured faculty;
 - 3. Requests from tenured/non-tenured personnel of departments in which the institution desires further development.
 - d. Employees who retire with at least ten (10) years of service maintain eligibility under this program.
 - e. The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes will not affect eligibility for that term of the amount of assistance received.
- 3. Fees Paid/Type Course Paid/Number of Hours
 - a. This program is designed to provide maintenance or tuition-related fees for an employee who takes credit courses on a part-time basis while continuing work responsibilities at the institution.
 - b. Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six (6) credit hours per semester 4 terms per year maximum. Tuition-related fees may include maintenance fees, service charges and incidental fees payable at the time of registration. This maximum does not apply to summer study.
- 4. Payback Provisions
 - a. The recipient, unless retired, will be required, after completion of the course or courses, to be employed by the institution for not less than one month of full-time employment for each month of the term of participation in the Tuition Reimbursement Program.
 - b. Participants must complete, with passing grades, all courses in which they enroll under this program in order to take subsequent courses in this program. A grade of Incomplete or withdrawal from a course after the drop/add deadline is not considered as achieving a passing grade. The employee must pay for and successfully complete the same number of semester hours before again being eligible for this program. Exceptions will be made only in cases (1) where a course is failed for valid health reasons or (2) where another substantial reason has been approved by the President.
- 5. When the Participant May Attend

Except for retirees, courses must be scheduled in counsel with supervisors to insure optimum job performance. Courses should be scheduled at times other than during normal work hours unless annual leave or flextime based on the institution's needs have been approved.

6. Where the Participant May Attend
 - a. Participants may attend public or private institutions of higher education. Participants choosing an institution outside the TBR/UT system will be reimbursed according to the University of Memphis rate.
 - b. Each recipient will be required to provide the President with official grade reports for each course taken. [*Reference TBR Guideline P-130.*](#)

PART 1X -- FACILITIES AND SERVICES

A. E-mail

Use of e-mail at the College should be consistent with the goals, purposes, and mission of the 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.
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

1. Telephones are provided for College business. The use of JSCC telephones for incoming and outgoing calls of a personal nature should be limited to emergency and other essential messages.
2. When you answer a company phone, please give the name of your department and the College and your own name to identify yourself to the caller.
3. Most phones will have voice mail. Employees are expected to answer voice mail in a timely manner. An employee who plans to be out of the office should state in the voice mail greeting when he/she expects to be back in the office.

C. COMPUTER USAGE GUIDELINES

1. Computer facilities shall be used for educational and administrative purposes.

2. Computer facilities at Jackson State Community College (JSCC) are available to all students, faculty, and staff upon request. Users have the responsibility of protecting their accounts through the proper use of passwords, but the fact that an account is unprotected does not imply permission for an unauthorized person to use it. Accounts are to be used only for the purpose for which they have been established. A user shall not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
3. JSCC computing resources are the property of JSCC, and users should be aware that computing resources may be monitored. Normally computing resources are only monitored at the request of supervisor and/or administration.
4. All computer software and/or documents developed by students, faculty, staff, or others on college time and/or equipment are the property of JSCC. Computing documents may be examined or disclosed by the College if there is reason to suspect violation of College policies.
5. An individual may not access or copy the program(s) or data belonging to other individual(s) or to JSCC without permission.
6. Equipment, programs, and data provided by JSCC may not be taken to other sites without written permission from the Office of Information Technology.
7. Purchase of all computer hardware or software by any department must be coordinated with the Office of Information Technology.
8. The computer labs are open to all JSCC faculty, students and staff on a first-come first-serve basis during open periods. Students in scheduled classes have first priority to use the equipment during the assigned lab periods.
9. A user may not monopolize any available resource to the extent of denying others fair use. Any non-productive use of computer, i.e., game-playing, chat, etc. will be restricted.
10. An individual may not tamper with or change any switch setting on any devices without approval from the Office of Information Technology. A user may not unplug a JSCC computer system from the network and/or connect their personal computer or any other devices to the network.
11. Using JSCC information technology systems or devices for conducting private or personal for-profit use is prohibited.
12. Computer resources must not be used for any unlawful purposes. It is NOT acceptable to transmit or receive threatening, obscene, or harassing materials.
13. An individual shall not load software on to any computer without permission from the Office of Information Technology. A copy of the software license and proof of purchase for any software application must be kept in the Office of Information Technology. Use of unlicensed software is prohibited.
14. Users are not allowed to load or use any software on JSCC computers that wastes bandwidth or server space. Examples of this type of software include "Weather Bug," screen savers that update the view during the day, view from web cameras, listening to radio stations, downloading music, chat room software, or email toolbars, such as Hot bar or emoticons.
15. Users shall not under any circumstances openly display or save offensive or pornographic material on JSCC computers.

16. The unauthorized use or distribution of computer software, music videos, movies, or other copyrighted material violates federal laws and the State Computer Crimes Act. The making of copies or distributing software, music, videos, movies, or other copyrighted material is subject to federal copyright laws.
17. The disciplinary measures listed below (not an all inclusive list) are examples from the Tennessee Board of Regents Code of Conduct:
 - a. Revoking of the individual's right to use the computer, either on a temporary or permanent basis.
 - b. Probation, suspension or expulsion.
 - c. Financial assessment for computer services.
 - d. Legal prosecution.

NOTE: In the event that other college regulations are violated, additional penalties may be imposed. Unauthorized use of the computer by an individual other than a member of the college community may be adjudged a felony, and the individual may be liable to legal prosecution.

[Reference TBR Policy: 1:08:00:00](#)

D. College Library

1. The resources of the College library are available to all employees upon presentation of a JSCC identification card.
2. For general information about library services, call the circulation desk. Questions concerning references, the online catalog, databases, and periodicals should be directed to the person in those areas.

E. Bookstore

The College Bookstore, located in the Student Union, carries a wide selection of supplies, stationery, books, and gifts. A ten (10%) percent discount is available to regular College employees, except on sundry items.

F. Printing and Mail Services

1. 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. Outgoing mail is processed up to 10:00 a.m. each day and should indicate the account number for postage charges.
3. Campus mailboxes are for the convenience of all employees to route mail and messages to other offices.

G. Notary Public

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

H. 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. The link to purchasing guidelines is located under “Financial and Administrative Affairs” under the Work Life Tab in JWeb.
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.
4. Detailed information covering purchasing procedures is set forth in the Purchasing Manual located under “Forms and Documents” under the Work Life tab in JWeb.

I. Authorized Travel

1. When a College employee is required to travel in connection with the performance of his/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 as set forth in the travel pocket guide and TBR policy. Forms are available in JWeb under the Work Life Tab under “Forms/Documents.” Travel policies and also related forms are available in Outlook in Public Folders, All Folders, Travel.
 - a. Authorization Form: This form is used to obtain official approval for planned travel and to give an estimate of the cost. The Authorization Form must be completed and submitted to the Financial and Administrative Affairs Office ten (10) days prior to travel. Travel expenses are normally paid by the employee when incurred, with reimbursement made upon submission of the claim.
 - b. Travel Advance Form: This form, including estimated expenses, must be submitted to the FAA Office with the appropriate signatures at least two weeks prior to travel. Advances of up to 80% of estimated travel expenses if the total exceeds \$100 are available if the employee does not have and cannot obtain a major credit card.
 - c. Claim Form: This form is 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 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.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This is the Employee Handbook for employees of Jackson State Community College. Please read it carefully. If you have any questions, please ask your supervisor or Vice President to explain to you any provision you may not understand.

Please keep this book for future reference. This handbook is intended only as a general information guide to inform employees of the current policies and procedures of the College. Due to the need to accommodate changes, the institution reserves the rights to amend, modify, or cancel any of the rules and policies set forth in this handbook at any time.

Your signature certifies that you have received this handbook and that you accept the provisions stated above.

This Handbook was issued to:

Employee

Date

Department

Revised spring 2009