



Employees' Policies and Procedures Manual *plus* Adjunct Faculty Information



Zinser Rose Garden

June 2012

*Revisions and updates to this Manual are on-going and can be found on
the College website: nv.edu/employeemanual*

Welcome to NVCC!

2012

We are delighted to have you as an employee of Naugatuck Valley Community College. The Employees' Policies & Procedures Manual is designed to acquaint you with Naugatuck Valley Community College and its policies, procedures, benefits, and services and to help you understand your responsibilities to the College. The eight sections are intended to provide easy access to the information you seek:

- Introduction
- Policies
- Employment Information
- Wage & Salary Administration
- Employee Benefits
- Communication Systems
- Procedures & Services
- Faculty & Academic Information

The manual incorporates two categories of policies and procedures with which employees are expected to comply:

As we transition members of the newly established ConnSCU and the Board of Regents, those policies and procedures established by the Board of Trustees of Connecticut Community-Technical Colleges or other state agencies which affect college employees will remain in place to be replaced by Board of Regents policies.

A number of local policies and procedures emanating from *Weekly Bulletin* "Action" statements and decisions by the President of NVCC that are distributed by email. Hard copies of past issues are available in the Office of the President.

Other documents also contain critical information necessary for compliance with all college procedures and policies. The companions to the Employees' Policies & Procedures manual are the:

- College Catalog
- Student Handbook
- Policies of the Board of Trustees for Connecticut Community-Technical Colleges
- Respective Collective Bargaining Agreements

In the event that local policies or procedures appear to conflict with "higher order" laws as they are approved, contracts, policies or procedures, the highest order usually takes precedent, e.g., Board of Trustees' policies supersede local policies. This is a "living" and changing document. When policies are changed or added by off-campus policy-makers or *Weekly Bulletin* announcements, they are promptly changed in the document on the Web.

I hope this manual will become a resource tool for you on a day-to-day basis. For your convenience, multiple hard copies of this latest printing are located in the Library/Learning Resource Center. The Web is the best place to find the most up-to-date manual contents, and in the future we plan to frequently publish changes on line without re-printing hard copies of the manual. All employees are expected to be aware of and comply with changes as they occur and are announced.

Welcome to the NVCC team!

Daisy Cocco De Filippis, Ph.D.
President

Consolidation of Higher Education Agencies

As of January 1, 2012, the Board of Trustees was replaced by the Board of Regents. However, all policies and procedures adopted by the Board of Trustees shall remain in effect unless and until the Board of Regents amends or eliminates those policies and/or procedures.

General Disclaimer

This informational manual is to acquaint you with the College's procedures, policies and regulations. While the College wholeheartedly subscribes to the policies and procedures described herein, they are not terms or conditions of employment. The College reserves the right to modify, revoke, suspend, terminate, or change any or all such policies or procedures, in whole or in part, at any time, with or without prior notice, because of funding limitations, changing legal requirements, and other conditions or reasons. This manual is not intended to create, nor is it to be construed to constitute a contract between the College and any one or all of its employees. To the extent that any part of this manual conflicts with state or federal law, state or federal law shall govern. All employees are subject to the provisions of State Statutes and Regulations and to the Board of Trustees/Board of Regents (BOT/BOR) policies and procedures posted on the BOR website. When a policy of the BOT refers to the Board of Trustees, the equivalent word is the BOR. When there is a referral to the Chancellor, the equivalent employee is the President of the BOR.

The *Employees' Policies & Procedures Manual* is distributed to all staff of NVCC. Contents are subject to change at any time. Updates to the manual are posted on the College website. Employees are responsible for keeping abreast of the changes and complying with the most current guidelines.

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Naugatuck Valley Community College

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www.nvcc.comnet.edu

Telephone Directory

Area Code: 203

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Dean of Academic Affairs

Sandra Palmer, 575-8046

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Dean of Student Services

Lillian Ortiz, 575-8034

Associate Dean of

Information Technology

Conal Larkin, 575-8041

Interim Dean of Community Engagement

Waldemar Kostrzewa, 575-8127

Director of Community
and Economic Development

Laurie Hornbecker, 575-8031

Director of Human Resources and

Labor Relations

Arthur J. DuBois, 575-8056

Affirmative Action Officer

Ronald Clymer, 575-8110

Academic Division Directors

Allied Health, Nursing and

Physical Education

Eileen George, 575-8659

Arts and Humanities

Pamela Tolbert Bynum, 575-8036

Behavioral and Social Sciences

William T. Brown, 575-8002

Business

Mitch Holmes, 575-8068

Interim Director of STEM

(Science, Technology, Engineering, Math)

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College Support Services

Academic Center for Excellence (ACE)

Kathy Taylor, 575-8279

Admissions

Linda Stango, 575-8016

Center for Academic Planning
and Student Success (CAPSS)

Bernd Mattheis, 575-8025

Community Engagement

Sydney Voghel-Ochs, 575-8297

Disability Services

Laurie Novi, 575-8035

Distance Learning

Stacey Williams, 575-8182

Event Planning

Main: 575-8226

Facilities

Robert Divjak, 575-8235

Finance and Administrative Services

Lisa Palen, 575-8100

Financial aid

Catherine Hardy, 575-8274

Environmental Health and Safety

Dana Elm, 596-2193

Human Resources and Payroll

Jacque Swanson, 575-8043

Information Technology

Nephtali Villanueva, 575-8140

Institutional Research

Lauren Friedman, 575-8097

Job Placement Center

Mary Ann Fontaine, 596-2143

Library/Learning Resource Center

Samuel Brown, 575-8022

Public Relations

Allison O'Leary, 575-8276

Public Safety

Toni Rinaldi, 575-8118

Registrar

Joan Arbusto, 575-8091

Student Activities

Karen Blake, 575-8269

Veterans' Affairs

Cathy Hardy, 575-8274

Workforce Transition

Lucretia Sveda, 575-8221

Telephone Directory

Admissions

Application Processing

575-8257

Application Request

596-2121

Bookstore

575-8075

Cashiers

(*financial aid and scholarship
transactions*) 575-8125

Cashiers

(*all other transactions*) 575-8055

Child Development Center

596-8604

Danbury Center

797-9361

Financial Aid

575-8274

Information

575-8000

Library

575-8024

Lifelong Learning

(*non-credit*) 575-8029

Public Safety

575-8113, 575-8112

Records/Registration

596-2177

Services for Students

with Disabilities

(*learning*)

Terry LaTella, 575-8608

(*all other*)

Laurie Novi, 575-8035

Student Activities

575-8229

Student Government

596-2185

Testing Center

575-8215

Telephones for Hearing Impaired

<u>Building:</u>	<u>Room:</u>	<u>Department:</u>	<u>Phone:</u>
Kinney Hall	K519d	Health Services	596-2184
Core	1st Floor	Public Safety	575-8760

Consolidation of Higher Education Agencies

As of January 1, 2012, the Board of Trustees was replaced by the Board of Regents. However, all policies and procedures adopted by the Board of Trustees shall remain in effect unless and until the Board of Regents amends or eliminates those policies and/or procedures.

Introduction

A Brief History of NVCC

Naugatuck Valley Community College was established in 1992 with the merging of Waterbury State Technical College and Mattatuck Community College as a public, two-year, associate degree granting, co-educational, non-residential institution.

Waterbury State Technical Institute opened in 1964 in response to the need for engineering technicians for the area's expanding industries. In 1967, it was announced that Waterbury would open Mattatuck Community College. With the intent to increase efficiency through shared resources, it also was announced that this would be the first step in the creation of a Higher Education Center to house the new community college, the University of Connecticut (UConn) Branch, and Waterbury State Technical College (WSTC).

In 1971 and 1972, Mattatuck began offering early childhood education and nursing programs at John F. Kennedy High School before eventually moving into a temporary Post Office building and prefabricated buildings adjacent to WSTC. To start, the college enrolled 288 full-time and 224 part-time students. Construction of the new tri-college campus began in late 1973, just off I-84 on a 110 acre site in the west end of Waterbury. By 1987, the college served a student body of over 5,000 credit and non-credit students and housed 200 faculty and staff. The General Assembly's 1989 legislation to consolidate the boards of trustees governing the technical colleges and the community colleges was followed in 1992 with the merger of Waterbury State Technical College and Mattatuck Community College. The merged college was called Naugatuck Valley Community-Technical College, which was shortened in 1999 to Naugatuck Valley Community College (NVCC).

Features of the Campus

NVCC resides primarily on the campus called the Central Naugatuck Valley Region Higher Education Center on Chase Parkway in Waterbury. The CNVR includes NVCC and, by way of written inter-institutional cooperative agreements, several other educational institutions. It provides space for evening select baccalaureate degree programs in Business, Nursing and Criminal Justice of two Connecticut State Universities (Western Connecticut State University and Central Connecticut State University). Unique among community colleges in the nation, Naugatuck Valley has a resident professional symphony, the Waterbury Symphony Orchestra, that uses the college's Fine Arts Center Mainstage as its primary performing site. The campus is also the site for the SNET Observatory, Tamarack Arboretum and Glacier Ridge Hiking Trail.

For several years NVCC has offered course work at its Danbury Center at 183 Main Street, Danbury, Connecticut.

INTRODUCTION

Strategic Planning at NVCC

Introduction

Naugatuck Valley Community College operates in close collaboration with the citizens of this region, the Connecticut State Community College System, the Connecticut Department of Labor and other community development agencies, as well as secondary school districts and public and independent institutions of higher education. This is done in order to develop and sustain excellent programs which respond to the short and long range educational needs of individual citizens and the economic development needs of the state. The College uses its degree, certificate and non-credit offerings, its students and its community services to fulfill its educational purpose. Strategic planning under girds those efforts.

The College developed its previous strategic plan covering the five years from 1999 – 2004. The process of updating that plan began in 2002. Environmental scanning and trend identification involved faculty, staff, students and citizens from every constituency of the College. The plan was completed and approved in June 2004.

The current strategic plan was adopted effective September 2010 and a summary of the plan is as follows:

Executive Summary

Mission

Naugatuck Valley Community College offers quality, affordable education and training in response to evolving community needs by providing opportunities to individuals and organizations to develop their potential.

Vision

AT NVCC, the word “community” is central and our students are considered our most sacred trust and our finest asset. Collaboration within and outside the confines of our immediate surroundings defines our actions and is the base for the rich intellectual, educational, cultural and civic-minded experiences we provide our students.

Goals

1. At NVCC, students achieve their goals.
2. NVCC faculty and staff make a difference - at the college, in the community, in their fields of study and in the live of students.
3. NVCC programs meet and beat industry standards.
4. NVCC is an engine of change within Waterbury and the broader community.
5. NVCC is an effective, performance-based institution.

Initiatives

1. Create a successful College-wide advising program.
2. Improve student outcomes via learning communities.
3. Build pathways to 4-year colleges and careers.
4. Build the internal campus community.
5. Increase volunteerism, mentoring and service learning.
6. Strengthen grants management.
7. Expand workforce and economic development.
8. Develop seamless non-credit to credit programs.
9. Build partnerships and community presence.
10. Create a middle college for the Naugatuck Valley region.
11. Expand transportation for student and community access to NVCC campus.
12. Build campus infrastructure.
13. Modeling "Green."
14. Link data to decision-making.
15. Expand public reports.

Anticipated outcomes

1. FTE enrollment will increase by 30%.
2. Retention rate will increase by 20%.
3. Graduation rate will increase by 100%.
4. Certificate completion rate will increase by 100%.
5. Job placement rate for NVCC's graduating class will increase by at least 25% each year.
6. Grant funding will increase by 25%.
7. The number of employers visiting NVCC's campus will increase by 25% each year.
8. The number of community residents retrained for jobs via our programs will increase by 25%.
9. The transfer rate will increase by 15%.
10. The average annual income of associate degree earners will increase by at least 25% within a year of graduation.

NVCC Foundation

The Naugatuck Valley Community College Foundation, Inc. is a private, non-profit 501c3 organization with a community-based Board of Directors. It operates under various State of Connecticut statutes and regulations and is connected to similarly constituted foundations of the other Connecticut community colleges, through the System Office and the Community College Development Council. By statute, the NVCC President is the Secretary of the NVCC Foundation Board of Directors, and a faculty and student representative are elected members for a two -year term. The NVCC Office of Resource Development (ORD) Associate Dean is a Foundation Board member, responsible for College support of Foundation operations, and is the contact point between NVCC faculty/staff and the Foundation Board.

INTRODUCTION

The NVCC Office of Resource Development works closely with Foundation Board members to develop and implement fund-raising strategies, sustain and build Board membership, prepare for and conduct meetings, develop reports and materials, maintain records, acknowledge donors, and promote the College. In conjunction with the Foundation Board elected Treasurer, ORD administers the NVCC Foundation funds, maintains appropriate records, and prepares required government reports.

Policies

Americans with Disabilities Act Grievance Procedure for the General Public

(Excerpted from the Board of Trustees' Policy, 2.1.6.1; adopted December 21, 1992)

A grievance is an allegation that an agent of the College has discriminated against the grievant on the basis of disability in violation of the Americans with Disabilities Act, 42 U.S.C.12101 et. seq. (ADA). The following procedure shall apply only to members of the public.*

How to file a grievance. A grievance must be submitted in writing to the ADA coordinator or such other college official as the President may designate within thirty (30) days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall describe the discriminatory action and state briefly the underlying facts.

Procedure for grievance resolution. The ADA coordinator shall investigate the grievance in consultation with the College's affirmative action person and, within thirty (30) days from the time the grievance was submitted, recommend to the President a disposition of the grievance. The President may accept or reject the recommendation or direct such further investigation as he or she deems appropriate. The President shall notify the grievant of the final disposition of the grievance within fifteen (15) days of receiving the recommendation.

** **Note:** Members of the public include all those who are not employees or students of the Connecticut Community-Technical College System. Employees shall use the affirmative action grievance procedure and students shall use the student grievance procedure.*

NVCC's Grievance Procedure

The College has adopted a procedure for any employee who believes he/she has been subjected to discrimination in violation of the Equal Opportunity Policy Statement as specified in the Grievance Procedure. Copies of this Procedure will be distributed as necessary to ensure that all employees receive a copy. The Procedure also appears in this manual and has been placed on the college's web page.

Affirmative Action Policy Statement – March 2012

Naugatuck Valley Community College continues to acknowledge the purpose and need for continuing implementation of equal employment opportunity and affirmative action. In considering the need for affirmative action, it is important to distinguish between affirmative action and equal employment opportunity.

Equal Employment Opportunity is the employment of individuals without consideration of race, color, religious creed, age, sex (including pregnancy and transsexualism), marital status, national origin, ancestry, mental retardation, learning disability, sexual orientation, physical

POLICIES

disability including, but not limited to blindness, criminal record, present or past history of mental disability, workplace hazards to reproductive systems, and genetic information, unless the provisions of Sections 46a-60 (b), 46a-80 (b) or 46a-81 (b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood that these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. The College will not request nor require genetic information from job applicants or employees or otherwise discriminate against any person in employment conditions on the basis of genetic information.

Affirmative Action is positive action undertaken with conviction and effort, to overcome the present effects of past practices, or barriers to equal employment opportunity. The purpose of affirmative action is to achieve equal employment opportunity. As such, program goals will be set to overcome barriers and achieve full and fair utilization in our workforce.

Naugatuck Valley Community College believes that positive action needs to be undertaken with conviction and effort, to overcome the present effects of past practices, policies and barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks, Hispanics and any other group found to be underutilized in our workforce or otherwise adversely affected by policies or practices. Further, our College will not discriminate against any individual on the grounds of political beliefs or veteran status.

Affirmative Action in Employment

The affirmative action in employment process needs to assure that:

1. Recruitment and hiring of any group found to be underutilized in our workforce or affected by policies or practices having adverse impact reflects their availability in the job market.
2. Opportunities are to be made available to all employees for training and education, and are to be administered in an equitable manner.
3. Decisions involving transfer, reassignment, separation, and termination are based upon job related factors and criteria and that practices which have an illegal discriminatory impact have been identified and eliminated.
4. This policy extends to the physically disabled and older persons who experience special hiring challenges difficulties. Program goals will be set for action to identify and overcome areas of underutilization.

President De Filippis as the appointing authority for Naugatuck Valley Community College, is totally committed to the achievement of affirmative objectives, goals and the timetables of the plan set forth. Naugatuck Valley Community College calls on, and expects, the members of its community to make even greater efforts to reach out to the groups in our region who have been historically excluded and/or underrepresented in higher education. All members of the college community are encouraged to support this plan and assist us in achieving our goals.

Agency Affirmative Action Officer

As the appointing authority, I give responsibility for monitoring and developing the affirmative action plan to Ronald Clymer, the college Affirmative Action Officer. Mr. Clymer can be reached at Kinney Hall, Room 705A, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708. His telephone number is (203) 575-8110. He has the delegated authority

POLICIES

Affirmative Action Grievance Procedure

(Excerpted from the Board of Trustees' Policy 2.1.3; Amended March 16, 1998). Also Equal Opportunity Policy Statement rev. by NVCC 08/05.

Purpose. The purpose of the affirmative action grievance procedure is to provide an informal structure for expeditious resolution of allegations of unlawful discrimination while assuring that legal options for filing complaints with enforcement agencies are not foreclosed. Employees who utilize the grievance procedure will not be subject to retaliation.

Who may use this procedure? The Board of Trustees encourages employees to use this internal grievance procedure when an employee believes that he or she has been subjected to discrimination in violation of the Board's equal opportunity policy statement.

Equal Opportunity Policy Statement. Equal Employment Opportunity is the employment of individuals without consideration of race, color, religious creed, age, sex (including pregnancy and transsexualism), marital status, national origin, ancestry, mental retardation, learning disability, sexual orientation, physical disability including, but not limited to blindness, criminal record, present or past history of mental disability, workplace hazards to reproductive systems, and genetic information, unless the provisions of Sections 46a-60(b), 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood that these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. The College will not request nor require genetic information from job applicants or employees or otherwise discriminate against any person in employment conditions on the basis of genetic information. Further, the system will not discriminate against any individual on the grounds of political beliefs or veteran status.

How to file an informal grievance. A complaint must be made in writing to the College's Affirmative Action person within fifteen (15) calendar days of the alleged discrimination. Where the action complained of relates to an opportunity for appointment to a position for which a single vacancy exists, the complaint is to be filed with the Chancellor as soon as possible. A written complaint consists of a statement of the facts, which relate to the alleged discrimination, the date of the alleged discrimination, the basis of the grievant's complaint (e.g., sex, race, disability), and the remedy requested.

Recourse to other procedures. Utilization of this grievance procedure does not preclude the grievant from filing complaints under applicable collective bargaining agreements and state or federal law. Employees may file formal discrimination complaints with state and/or federal agencies.

Complaints may be filed with the Connecticut Commission on Human Rights and Opportunities; United States Equal Employment Opportunity Commission; United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal, or local, that enforce laws concerning discrimination in employment. The Connecticut Commission on Human Rights and Opportunities can provide assistance in filing complaints and determining the legal options which may be available. In general, complaints must be filed within 180 days of the alleged discrimination. An exception exists for complaints, which allege unlawful reliance on criminal records; Connecticut law requires that the complaint be filed within thirty (30) days.

Noncompliance with affirmative action program. If an employee believes that there has been a failure to comply with the Board's affirmative action program, a written complaint may be submitted to the President. If the response of the President is unsatisfactory or if the alleged violation is attributed to the President, a written complaint may be filed with the Chancellor. If the response of the Chancellor is unsatisfactory or if the alleged violation is attributed to the Chancellor, a complaint may be filed with the Chairperson of the Board of Trustees. Review hereunder is separate from the grievance steps below.

Notice. The College President or designee is responsible for providing a notice to all employees indicating that an affirmative action grievance procedure is available. This notice shall provide a guarantee of non-retaliation for the exercise of rights granted pursuant to the affirmative action grievance procedure and state the name and work location of the college affirmative action person.

It will further provide advisement to employees of the legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities; the United States Equal Opportunity Commission; the United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal, or local that enforces laws concerning discrimination in employment.

Training. A plan for periodic training in counseling and grievance investigations will be developed and implemented by the Affirmative Action Officer at the Chancellor's Office in cooperation with the Equal Opportunity Council and such other individuals and agencies as the Chancellor may designate. Periodic training will be made available to all appropriately designated personnel responsible to administer affirmative action grievances.

Affirmative action plan reports. In accordance with Section 46a-68-46-(c), a summary of matters alleged in grievances, the results of the grievance, and the time required to process it will be provided to the Commission on Human Rights and Opportunities. Where an informal complaint results in a formal complaint with an enforcement agency, such complaint and its status shall also be reported to the commission. All records of grievances shall be reviewed on a regular basis by the Affirmative Action Officer to detect any patterns in the nature of the grievances. All records relevant to employee grievances filed under this section shall be maintained by the College.

Grievance procedure steps.

1. The grievant must file a written complaint, as provided above. Although not mandatory, grievants are encouraged to seek informal resolution of complaints filed with the College affirmative action person.
2. Upon receipt of the complaint, the affirmative action person should meet with the grievant. The purpose of this meeting is to clarify the complaint and to elicit relevant information and documents from the grievant.
3. The affirmative action person or other designated representative of the President will investigate all grievances. Following completion of his or her investigation, the affirmative action person shall make a report to the President. The report shall summarize the claim and the factual basis asserted by the grievant, the facts which the investigation has revealed, and whether the affirmative action person recommends (a) informal resolution or (b) further review by the President. The affirmative action person is not expected to determine the merits of the complaint or to make conclusions with respect to facts in

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dispute. Where the conduct complained of relates to the President, a copy of the report shall be submitted to the Chancellor. After consultation with the President, the affirmative action person may be authorized to attempt to mediate the dispute. The purpose of this mediation is to effect prompt resolution of informal grievances.

4. The disposition of the complaint at the college level shall be determined by the President and communicated in writing to the grievant. Steps (2) through (4) should be completed within fifteen (15) working days, except where informal resolution is implemented. In this case, the President may extend this period for up to an additional fifteen (15) working days. If the process is not completed within thirty (30) working days, the grievant may move the grievance to the level of the Chancellor.
5. Within fifteen (15) calendar days of receipt, the grievant may appeal the President's response by submitting a written statement of appeal to the Chancellor.
6. The appeal shall be reviewed by a designee of the Chancellor and two campus affirmative action persons. In the case of appeals made directly to the Chancellor (claims regarding single vacancies), he or she shall make or authorize such investigation as is appropriate to the time frame. The responses of the Chancellor shall be made in writing to the grievant within thirty (30) days of the date the grievance is received at his or her level or within seventy-five (75) days of the initiation of the process whichever is later.

AIDS & Other Communicable Diseases Policy

(Excerpted from the Board of Trustees' Policy 2.10; Adopted February 21, 1989)

The Community-Technical College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community college community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.
2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.
3. Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college's AIDS education program. A committee representative of

the college community should be involved in formulating educational and information activities.

4. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.
5. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the
6. College, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.
7. All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.
8. Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories or allied health practica) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987, provided as Appendix A) or other approved guidelines.
9. Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.
10. This policy shall be published in all College catalogs and student handbooks and shall be made available to all employees.

Note: *All community college employees are further subject to the June 3, 1988, "AIDS Policy for State Personnel" and the January 1987, "AIDS Guidelines for State Personnel."*

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Animals on Campus

The main purpose of this policy is to protect the health and welfare of students, employees and visitors to NVCC and to assist people with disabilities and facilitate the work of law enforcement officers. Also of concern is the welfare of domestic and other animals. This policy provides that people may bring the following animals on campus when the conditions are met:

- (1) Guide dogs and other service animals on the exterior grounds or into interior facilities of the College campus only when the animals are:
 - Assisting people with disabilities or
 - Participating in the work of law enforcement officers.
- (2) Domestic pets or non-domesticated animals onto the College campus only when complying with the following restrictions:
 - To utilize exterior grounds, exterior walkways and hiking trails accompanied by domesticated animals, the animals must be on a leash or in an appropriate cage with the owner providing “cleanups” along the way. The Level Three Plaza is excluded from such use.
 - To utilize interior or exterior facilities employing domestic or other animals for instructional purpose, prior written approval must be sought and obtained from the Dean of Student Affairs (credit) or Dean of Community and Economic Development (non-credit) working in consultation with Public Safety.

Sometimes animals appear on campus unaccompanied by people. The on-campus presence of uncontrolled, intrusive or potentially harmful domesticated or non-domesticated animals should be reported to Public Safety who will determine if Animal Control Officers need to be contacted.

Biomedical Waste

The Department of Environmental Protection regulates the handling of biomedical waste, as part of their solid waste management program. Naugatuck Valley Community College handles biomedical waste according to the regulation found in Connecticut State Statutes (Sec. 22a-209-15).

Items that Fall Under the Definition of Medical Waste:

Waste Cultures and Stocks of Microorganisms or Etiologic Agents, Including:

- Cultures and stocks of infectious agents or microorganisms assigned to Biosafety Levels (BSL) 1 through 3 (see Appendix C in the back of this manual for definitions of BSL).
- Cultures of specimens from medical and pathological laboratories.
- Disposable containers, materials, and supplies that have been in contact with microbial stocks and cultures.
- Wastes from the production of biological cultures (including all tissue culture materials).
- Live and attenuated vaccines.

Human Pathological Wastes

Pathological waste consists of human tissues, organs, body parts, blood, dialysate, cerebrospinal, synovial, pleural, peritoneal, and pericardial fluid; and their respective containers.

Waste Human Blood and Blood Products and their Containers, Including:

- Waste human blood and blood products (e.g. blood plasma, platelets, red or white corpuscles).
- Items saturated or dripping with human blood or blood products.
- Items caked with dried human blood or blood products.
- Intravenous bags.

Sharps Waste that was in contact with infectious or biological materials, including the following:

- Hypodermic needles
- Syringes (with or without the attached needles)
- Scalpel blades
- Razor blades
- Glassware (broken or unbroken) such as: Pasteur pipettes, test tubes, blood vials, culture dishes, microscope slides, cover slips.
- Plastic labware that could potentially puncture a bag

Used Sharps Waste

This category includes unused hypodermic needles, suture needles, syringes, and scalpel blades.

Waste Animal Carcasses, Body Parts, and Bedding

Animal wastes purposely infected or known to have been exposed to BSL 1, 2 or 3 agents.

Isolation Wastes

Biological waste and discarded material contaminated with body fluids from humans or animals that are isolated because they are infected with a highly communicable disease (BSL4).

Items That Are Not Medical Waste

Look-a-Like Waste

Look-a-like waste is disposable lab items (plastic or glass), lab matting, and gloves that *have not been* in contact with infectious or biological material. These items should be disposed of with other solid waste.

Broken or Unbroken Glassware

Broken or unbroken glassware (e.g. flasks, cylinders, etc.) that *has not been* in contact with infectious materials should be placed in the broken glass boxes with a plastic liner to prevent accidental cuts.

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Personal Hygiene Items

Personal hygiene items (e.g. diapers, sanitary napkins, facial tissue) are not considered to be medical waste; therefore, these items should be placed in the regular trash.

Animal Carcasses and Body Parts

Animals and body parts that have been dissected for teaching purposes at NVCC do not meet the definition of medical waste because they have not been infected with any agent. However, the company that disposes this waste treats it as “pathological waste” and must be handled according to their specifications. Detailed handling instructions are given in Section C.6.

How to Handle Various Wastes (*see Appendices A and B in back of this manual for further explanation*)

Blood and Body Fluids

The sanitary sewer was designed for the disposal of these wastes. These items do not need to be disinfected prior to being poured down a drain. Be sure to rinse and disinfect the sink after disposal.

Microbiological Liquid Stocks

Waste liquid microbiological stocks (BSL 1-3) must be autoclaved or chemically disinfected then poured down the drain. Be sure to rinse the sink area well after disposal.

Waste Microbiological Cultures

All waste microbiological cultures (non-liquid) should be placed in the red or orange biohazard bags.

Contaminated Non-Sharp Materials and Supplies

All non-sharp materials and supplies that may have been contaminated during the handling of microbial cultures and stocks, and non-sharp waste from the production of biological cultures (including tissue culture materials) should be placed in the red or orange biohazard bags.

Prior to disposal, the bags and their contents must be autoclaved. Autoclave indicator tape must be affixed to the outside of the bag as positive proof that the bag has been processed.

Sharps

All intravascular sharps waste, ***whether contaminated or not***, such as hypodermic needles, syringes (with or without the attached needles), scalpel blades, and suture needles should be placed in a sharps container.

All non-intravascular sharps waste ***contaminated with infectious or microbiological agents*** that could puncture a biohazard bag must be placed in a sharps container. Examples of this type of waste include Pasteur pipettes, disposable plastic pipette tips, blood vials, test tubes, glass culture dishes, microscope slides and cover slips, sharp broken plastic ware, and other types of broken or unbroken glassware.

Animal Carcasses and Body Parts

Animal parts and carcasses must be drained of all liquid, and then placed in a plastic bag that is sealed in some manner. At this point they should be placed in a bag-box unit. When filling the box, pay careful attention to the weight limitation posted on the unit. Please note the following:

- A label with the words “pathological waste” must be affixed to the outside of the box.
- This waste stream should be kept separate from all other medical waste collected.

Containers and Directions for Packing Waste

These puncture resistant containers are used to collect all intravascular sharps (contaminated or not) and other non-intravascular (contaminated) sharps items that could pierce a plastic bag. When filled or ready for disposal, containers must be sealed to prevent contents from spilling during transportation.

Red or Orange Biohazard Bags

These bags are used for contaminated items that are not considered to be sharps. The bags must be sealed or tied then placed upright inside the bag-box unit.

Bag-Box Unit

Sharps containers and biohazard bags must be placed in a cardboard container with a plastic liner. The bag and box must be color coded red and marked with the biohazard symbol.

The cardboard box must be securely closed when ready for shipment. The outside of each box must bear a label showing the facility’s name and address.

Removal and Replacement of Supplies

Once sharps container or biohazard bags are filled or ready for disposal, notify Dana Elm to arrange for removal and replacement of containers.

The Academic Assistant or Chemical Hygiene Officer makes arrangements for pick up of the boxed waste by a licensed hauler. At the time of pickup, the driver replenishes our supply of box/bag units.

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Children on Campus

As a community focused institution, we acknowledge that children are an integral part of the lives of those that learn, teach and work here. It is however necessary to clearly establish Naugatuck Valley Community College's policy regarding children on campus. Safety and security is the highest priority and intent of this policy.

For the purpose of this policy, children are defined as minors under the age of 18 who are not enrolled in a Naugatuck Valley Community College course or program.

Children must be attended at all times by a responsible adult. Children may accompany their parent to class on an occasional basis and only with the permission of the class instructor. It is expected that this accommodation will be made only when there is no disruption to the teaching and learning process. Instructors are authorized to ask the student or program participant to leave should the presence of the child be disruptive.

Staff and faculty are, under special and infrequent circumstances, allowed to have their child accompany them to work. Approval should be obtained from the individual's Dean, prior to such a planned visit by a child. Emergency situations requiring the child's presence require that the appropriate Dean be notified immediately.

For safety reasons children are not permitted in any of the following areas:

- Laboratories.
- Workshops, Cleaning Lockers and Storerooms.
- Kitchens and Food Preparation Areas.
- Children's Center Playground (unless enrolled in the Naugatuck Valley Community College Childcare and Pre-school Center).
- Any computer lab or computer classroom.
- Any unsupervised spaces including offices or classrooms.

Unsupervised children should be reported to the Provost and Senior Dean of Administration during College operating hours. Evenings, the report should be made to the Office of Public Safety. Failure to locate the responsible adult may result in the notification of police authorities.

This policy is established for the safety and security of the child, and the protection of Naugatuck Valley Community College. It is in no way intended to discourage or prohibit special events, activities, and programs aimed at involving children with the College.

Code of Ethics for Community Colleges

The provisions of this document shall apply to all employees of the Community Colleges of Connecticut. All current and future employees shall be supplied with a copy of this document, and it shall be the responsibility of each employee to be familiar with these provisions and to comply with them. It is strongly suggested that employees avoid those situations which are ethically questionable or which may give the appearance of so being. When in doubt or unsure about the applicability of these provisions, an employee should contact, the President of the Board of Regents or, in the case of a college, the College President or their respective designees, to review areas of concern or question.

The Community Colleges will notify vendors and contractors doing business with the agency of these provisions through the agency Business Officers. Copies of this policy will be provided upon request.

Community Colleges of Connecticut Ethical Conduct Policy

Ethical conduct is of critical importance in our relationships with the public, students, other agencies and private contractors. Those of us who represent the state have positions of trust and responsibility that require us to observe the highest ethical standards. Standards that may be acceptable in the private business world are not necessarily acceptable for community colleges employees.

This policy on ethics is intended to supplement and not to replace the obligations of the code of ethics for state employees and the provisions of the Connecticut General Statutes concerning the procurement of goods and services. (see Appendix C chart in the back of this manual)

The following provisions are applicable to all employees of the community colleges:

1. No employee of the community colleges shall, either individually or as a member of a group directly or indirectly, accept or solicit any gift or gratuity from any person or organization which has currently, has had previously, or is expected to have a business relationship with the community-technical college system. Gift or gratuity refers to any object or payment which is not offered to the public at large, including but not limited to luncheon and/or dinner payments, golfing fees and/or fees for other social or athletic events, and bottles of liquor. Gift or gratuity does not include objects of little or no value (such as pencils, ballpoint pens, and similar items used as advertisement giveaways) which are offered to the public at large. Employees should avoid those situations which may result in a conflict of interest or which may give the appearance of a conflict of interest. When in doubt, employees should consult the Chancellor or College President or their respective designees.
2. Visits to vendor sites, both in-state and out-of-state, for educational purposes or specific technical training as part of contract procurement are permissible. Such visits must receive prior travel authorization even though there is no cost to the state. All other visits to vendor facilities by employees must be at the state's expense unless specifically approved by the college President or the President of the Board of Regents.
3. No employee of the community colleges shall use or distribute state information or use state equipment or materials for other than state business.
4. No employee shall allow personal business or obligations to take precedence over responsibility to the community colleges. Unless otherwise specified, employees are not prohibited from holding professional licenses and using them outside of state employment, so long as there is no actual or apparent conflict of interest. Employees

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should seek clarification from their immediate supervisors or the College Human Resources office when necessary.

No employee shall solicit or canvas within the College or the Board of Regents Office for the sale of any goods, services, or other personal business without the written approval of his/her supervisor. Such soliciting or canvassing, even with permission, shall not involve soliciting from subordinates, nor shall it be done on state time. No employee may post or distribute advertising material for such purpose without the express permission of his/her supervisor. No employee may use his/her business address, telephone number, title or status in any way to promote, advertise, or solicit personal business.

Sections #3 and #4 are not intended to preclude an employee from responding to a clear emergency. Such situations should be the exception rather than the norm, and supervisors should use reasonable discretion in enforcing these provisions under such circumstances. Moreover, it is understood that incidental use of the telephone for family and social purposes is permissible so long as there is no cost to the state.

5. No employee shall seek or accept employment with or compensation or other benefit from any consultant, contractor, appraiser or any other organization or individual under contract or agreement with the community colleges. Additionally, no employee shall have, directly or indirectly, a financial interest in any business, firm, or enterprise doing business with the CCs, which could cause a conflict with or influence the performance of the employee's duties. Employees are cautioned that the provisions of the state code of ethics must be strictly adhered to in this area.
6. No employee or relative of an employee may enter into a contract with the state valued at \$100.00 or more unless the contract has been awarded through a competitive bid process.
7. No employee may accept a fee or honorarium for an article, appearance, speech, or participation at an event in his/her official capacity; however, the employee may accept payment or reimbursement for necessary expenses. This payment or reimbursement must be reported to the State Ethics Commission only if it includes lodging and/or out-of state travel. Necessary expenses are limited to lodging for the nights before, of, and after the appearance, speech, or event; meals; and any related conference or seminar registration fees.

The paramount consideration is whether the activity in question is performed in an employee's official capacity. As a general rule, if a state employee is asked to participate in an event, speak, appear, or write an article and the employee's official position or authority was a significant factor in the decision to extend the invitation, then it will be deemed to be in his/her official capacity. If, however, the employee has developed an expertise in a particular field and is asked to participate in an event, speak, appear, or write an article as a result of his/her knowledge and expertise, then the employee is not prohibited from accepting a fee or honorarium. Note that these situations are very fact specific, and employees are encouraged to contact the State Ethics Commission, as necessary, for guidance.

8. While relatives of current employees are not prohibited from seeking or accepting employment with the community colleges, no employee shall use his/her position or influence to gain employment for a relative. Further, except in conformity with the requirements of the State Ethics Commission, no relative of an employee of the community colleges shall be eligible for appointment, employment, or promotion to a position over which that individual exercises jurisdiction, and no employee is permitted to supervise, either directly or indirectly within the line of supervision, a relative working in a state position. For the purposes of these provisions, the term "relative" shall mean one of the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, grandparent, grandchild, father-in-law, mother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Employees should be aware that their signing of certain documents may result in their being in violation of the State Code of Ethics if such actions result in a financial benefit to a relative as defined above. Examples include all personnel forms (including performance appraisals), vouchers, and other similar documents. When in doubt, employees should consult the College employee relations office for interpretation and appropriate direction.

No employee shall show, either through word or action, any preferential attitude or treatment to any person, group, fellow employee, or other entity in the performance of his/her official duties.

9. No employee of the community colleges shall use his or her official authority, directly or indirectly to coerce, command, or require another state employee to improperly obtain an appointment for any individual to a position within the state service or to act in violation of the state personnel rules and regulations or the community college personnel policies with respect to appointment and promotion.
10. An employee seeking or holding office as outlined in Section 5-266a of the Connecticut General Statutes [which refers to political activities of employees of the state classified service or the judicial department who seek, campaign for, or hold state or municipal elective office] must notify his or her supervisor of this fact in writing. This notification shall include the term of office of the employee. Copies of this notification will be sent to the Chancellor's Office.
11. No employee of the community colleges will engage in partisan political activities while on state time. Additionally, no employee will use state materials or equipment for the purpose of influencing a political election of any sort.
12. Some employees may be covered by the provisions of the federal Hatch Act. In general, the law covers employees whose principal employment is in connection with an activity that is financed in whole or in part by loans or grants made by the United States or a federal agency. An employee subject to the Hatch Act continues to be covered while on vacation leave, sick leave, leave without pay, and personal leave. An employee who devotes a small amount of time to federally financed activity is covered where it is a normal and foreseeable federally financed program.

An employee who is subject to the provisions of the Hatch Act may:

- express his or her opinions on political subjects and candidates,

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- take an active part in political management and political campaigns, and be a candidate for office in a political party.

An employee who is subject to the provisions of the Hatch Act may not:

- use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office,
- directly or indirectly coerce, attempt to coerce, command, or advise a state or local official or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, or
- be a candidate for public elective office in a partisan election.

It is important to point out that it is only candidacy for office that is prohibited, not holding office. Thus, if an employee holds elective office when appointed to a covered position, the employee may continue to serve but may not be a candidate for reelection in a partisan election. Likewise, an employee may accept an appointment to fill a vacancy in an elective office while concurrently serving in a covered position. As specified in provision (a), an employee holding or accepting office as provided above must notify his or her supervisor of this fact in writing. This notification shall include the term of office of the employee. Copies of this notification will be sent to the Board of Regents' Office.

13. No employee may release confidential information without authorization. Information may be deemed confidential pursuant to state and federal statutes and/or community colleges policy. Employees who are unsure as to whether certain information is confidential should seek advice from their supervisors prior to releasing such information.

Code of Ethics for Public Officials and State Employees

Please refer to the Connecticut General Statutes, Chapter 10, Part I. For interpretations of the Code, contact:

The State Ethics Commission
20 Trinity Street, Hartford, CT 06106-1660
Telephone: 860-566-4472, Fax: 860-566-3806

Also, please refer to "*A Guide to the Code of Ethics for Public Officials and State Employees -- 1998*" and "*Ethics Code Provisions Applicable to Those Leaving State or Quasi-Public Agency Service*" that were reproduced in the President's Weekly Bulletin, dated 5/13/98.

Computer Resources & Software



Community Colleges' Policy on Computer Resources

(These policies are published at <http://www.comnet.edu/it/policy/> and are included in entirety in the following sections of this manual for all employees to read and review.)

BOT Information Technology Resources Policy

(Adopted on October 21, 2002, this policy replaced that adopted on July 22, 1985)

The following policy can also be found in Section 2.8.1 in the [BOT Policy Manual](#)

IT resources include, but are not limited to, computers and peripheral hardware, software, networks, databases, electronic communications and Internet connectivity. CCC IT resources are the property of the Board of Trustees. Use of such resources is a privilege and is subject to such IT policies, standards and procedures as may be promulgated from time to time.

IT resources shall be used solely for legitimate and authorized academic and administrative

purposes, and in furtherance of CCC mission and goals. They shall not be used for personal purposes, including monetary gain. Use of IT resources may be monitored by the appropriate CCC authority to ensure proper and efficient usage, as well as to identify problems or to check for security violations.

Any unauthorized or illegitimate use of IT resources may subject the user to disciplinary action, up to and including dismissal or expulsion, as well as loss of computing privileges. Users must comply with all applicable state and federal laws and may be subject to criminal prosecution for violation thereof under state and federal laws.

The Chancellor is authorized to promulgate necessary and appropriate IT policies, standards and procedures, including but not limited to those affecting acceptable uses of IT resources, electronic communications and network security. Colleges shall ensure that users of IT resources are aware of all IT policies, standards and procedures, as appropriate.

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Acceptable Use Policy

I. Introduction

This Policy governs the acceptable use of [Connecticut Community Colleges](#) (CCC) Information Technology (IT) resources. These resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

Users of CCC IT resources are responsible for using those resources in accordance with CCC policies and the law. Use of CCC IT resources is a privilege that depends upon appropriate use of those resources. Individuals who violate CCC policy or the law regarding the use of IT resources are subject to loss of access to those resources as well as to CCC disciplinary and/or legal action.

II. General Provisions

A. Purpose

The purpose of this Policy is to:

- Ensure that CCC IT resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC IT resources;
- Ensure that the CCC community is aware that use of CCC IT resources is subject to state and federal laws and the CCC policies; and
- Ensure that IT resources are used in compliance with those laws and the CCC policies.

B. Scope

This Policy applies to:

- All IT resources owned or managed by the CCC;
- All IT resources provided by the CCC through contracts and other agreements with the CCC; and
- All users and uses of CCC IT resources.

C. Definitions

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

Appropriate CCC Authority: Chancellor, College President or designee.

Compelling Circumstances: Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on IT resources, loss of evidence of one or more violations of law or of the CCC policies or liability to the CCC or to members of the CCC community.

IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

D. Responsibilities

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of CCC IT resources are aware of all IT policies, standards and procedures as appropriate.

E. Violations of Law and Policy

The CCC considers any violation of acceptable use to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC authority.

Sanctions of Law. Both federal and state law prohibit theft or abuse of IT resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of IT resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of law may result in criminal penalties.

Disciplinary Actions. Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

F. No Expectation of Privacy

There is no expectation of privacy in the use of CCC IT resources. CCC reserves the right to inspect, monitor, and disclose all IT resources including files, data, programs and electronic communications records without the consent of the holder of such records.

III. Acceptable Use

In making acceptable use of CCC IT resources you must:

- use resources solely for legitimate and authorized administrative and academic purposes.
- protect your User ID and IT resources from unauthorized use. You are responsible for all activities on your User ID or that originate from IT resources under your control.
- access only information that is your own, that is publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.

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- use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).

In making acceptable use of CCC IT resources you must NOT:

- use CCC IT resources to violate any CCC policy or state or federal law.
- use another person's IT resource, User ID, password, files, or data.
- have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- make or use illegal copies of copyrighted materials or software, store such copies on CCC IT resources, or transmit them over CCC networks.
- harass or intimidate others or interfere with the ability of others to conduct CCC business.
- directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CCC authority is given.
- use CCC IT resources for personal purpose including but not limited to, monetary gain, commercial or political purposes.
- engage in any other activity that does not comply with the general principles presented above.

IV. Access Restrictions

Use of CCC IT resources may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as:

- when required by and consistent with law;
- when there is reason to believe that violations of law or the CCC policies have taken or may take place; or
- When there are compelling circumstances.

Restriction of use under such conditions is subject to appropriate procedures or approval of appropriate CCC authority.

V. Disclaimer

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

VI. Notice to Users

As laws change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of the CCC Acceptable Use Policy.

Password Policy

(Issued on February 9, 2004 by Chancellor Herzog)

I. Introduction

This Policy governs password creation, usage and protection within the Connecticut Community Colleges (CCC). User authentication is the means by which an Information Technology (IT) Resource authorized a user by verifying that the user provided the correct identity. The following factors can be used to authenticate a user. Any of these by themselves or in any combination can be used:

- Something you know – password, Personal Identification Number (PIN)
- Something you have – Smartcard
- Something you are – fingerprint, voice scan etc.

Passwords are the most widely used user authentication factor. They are an important aspect of computer security by providing the front line of protection for user accounts. A weak password may result in the compromise of CCC's entire network. As such, all authorized users of CCC IT Resources are required to take appropriate steps, as outlined below, to select and secure their passwords.

II. General Provisions

A. Purpose

The purpose of this Policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

B. Scope

This Policy applies to:

- All individual users (CCC students, faculty, staff, and others affiliated with CCC, including but not limited to those in program or contract relationship with CCC), who use the IT resources provided by CCC.
- All IT resources owned or managed by Connecticut Community Colleges (CCC).

C. Definitions

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, user IDs, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

Password: A string of characters which serves as authentication of a individual's identity, which may be used to grant, or deny, access to private or shared data.

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Password History File: An encrypted file that contains previous passwords used by the User ID.

Password Lifetime: The length of time a password may be used before it must be changed.

Strong Password: Strong passwords are constructed of a sequence of upper and lowercase letters, numbers, and special characters, depending on the capabilities of the operating system or application. Typically, the longer the password the stronger it is. Passwords must be unique across all IT resources and not easily tied back to the user such as: User ID, given name, social security number, telephone, employee number, phone or office numbers, address, nicknames, family or pet names, birth date, license plate number, etc.

User Account: The user account is made up of the User ID and password.

User: The individual requesting a user account in order to perform work in support of a CCC program or a project, by accessing the CCC computer network.

User ID: Also referred to as a username. A User ID identifies the user on the system and has an associated password.

D. Responsibilities

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of the CCC IT resources are aware of all IT policies, standards and procedures as appropriate.

E. Violation of Policy

The CCC considers any violation of this Policy and/or law to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this Policy should be reported to the appropriate CCC authority.

Disciplinary Actions. Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

III. Password Criteria

When composing a password, it must adhere to the following standards:

- Passwords must be a minimum of eight (8) characters.
- Passwords must be complex and difficult to guess. (strong passwords must be used)

- Password must not be reused. (verified against a password history file that is set to the maximum size that the system supports)
- Password must be changed every ninety (90) days. (maximum lifetime)

When using a user account, the following standards must be enforced:

- User accounts must be locked out for a period of time after a maximum of five (5) unsuccessful attempts to gain access to a user account.
- If any part of the logon process (User ID, Password, etc.) is incorrect, the user must not be given specific feedback indicating the source of the problem. Instead, the user must simply be informed that the entire logon process was incorrect.
- Passwords issued by a password administrator must be pre-expired, forcing the user to choose another password before the logon process is completed.

IV. Password Protection

All passwords shall be treated as sensitive, confidential CCC information and therefore must be protected as such:

- f* All vendor-supplied default passwords for software, application and devices must be changed before any IT resource is used on the CCC/s network.
- f* Passwords must not be reset by a password administrator without the user first providing definitive evidence substantiating his or her identity.
- f* Passwords issued by a password administrator must be unique and must be sent via a communications channel other than the channel used to log-in to the system.
- f* Passwords must never be shared or revealed to anyone other than the authorized person. Passwords must not be written down on any medium.
- f* Passwords must not be stored in readable form in batch files, automatic log-in scripts, software macros, terminal function keys, devices without access control, dial-up communications programs, internet browsers, cookie files or in other locations where unauthorized individuals might discover or use them.
- f* Users must refuse all offers to place a cookie on their computer so that they can automatically log on the next time they visit the site.
- f* Passwords must immediately be changed if the user suspects their user ID or password has been disclosed to an unauthorized person or if a system has been compromised or is under the suspicion of having been compromised.

V. Disclaimer

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

VI. Notice to Users

As laws, technology and standards change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of CCC policies.

POLICIES

SOFTWARE INVENTORY CONTROL POLICY AND PROCEDURES

Excerpted from the State of Connecticut Property Control Manual, October 2011, Chapter 7, available at the following website address" <http://www.osc.ct.gov/manuals/PropertyCntl/chapter07.htm>

Policy

1. Software is protected by the Copyright Act, U.S. code – Title 17. This act gives the owner of the copyright the exclusive rights to reproduce, sell, and distribute the copyrighted work. The agencies of the State of Connecticut will comply with all provisions of this law.
2. An agency that purchases/licenses a copy of software has the right to use it in accordance with the terms of the software license, including installing the software on home PCs if the software license agreement provides for it.
3. Agency heads are responsible for ensuring that the agency is abiding by the terms of all software licenses.
4. The State of Connecticut will provide legally acquired software to meet its legitimate needs in a timely fashion and in sufficient quantities to satisfy those needs. The use of this software is restricted to conducting the state's business.
5. Only state agency authorized software shall be installed or used on state-owned or leased hardware. The use of unlicensed software copies (software used in violation of the software license), personally owned software, and unauthorized bulletin board or shareware software is strictly forbidden.
6. The State of Connecticut will enforce internal controls to prevent the making or using of unauthorized software copies, including measures to verify compliance with these standards and appropriate disciplinary actions for violations of these standards.
7. Agencies are to maintain a software inventory as described in this chapter.
8. Agencies will develop and implement a plan to protect its data against infection by computer viruses.
9. Use of Internet Service providers, Browser and/or FTP software must be approved prior to utilization on state hardware.
10. Any software purchased with state or federal funds for installation on state-owned or leased hardware for use in conducting state business shall be licenses in the name of the State of Connecticut, or failing that, licensed in the name of the agency making the purchase.

Agency Responsibilities

1. The agency head, or designee, is responsible for overseeing agency compliance with Federal copyright statutes and the Software Management Policy.
2. The agency head, or designee, shall maintain positive control of software, including compliance with the State Comptroller's software inventory procedures, and shall establish accounting procedures that document purchases of all software.

A software inventory (or inventories) must be established by all agencies to track and control all of their software media, licenses or end user license agreements, certificates of authenticity (where applicable), documentation and related items. Agencies may decide in what manner they are to accomplish this – whether by agency, division, bureau, geographical area or other means that relates to their own internal organizational structure. However, there must be at least a central inventory covering all software components. This inventory will include software

acquired with State funds (including external funding sources) and installed by the agency or its funding units. This library, or libraries, must be located in a secure area or maintained in a secure manner. The library will include all copies of media and at least one copy of the manual and other documentation.

Exception – Media required for access to on-line manuals, tutorials or supplemental materials (for example, clip art or templates) may be retained by the user in his/her workplace. However, this must be done in a secure manner and with the knowledge and consent of the library administrator. This information will also be recorded in the software inventory.

3. Each agency is to designate a responsible party to establish and monitor the implementation of a software inventory.
4. Each agency is to designate one or more individuals to serve as a library administrator who will be responsible for the physical security and distribution of the software media and manuals.
5. The agency head, or designee, shall maintain records of all software installations including secondary external installations allowed by certain software license agreements and software licenses.
6. Each agency will produce a software inventory report on an annual basis. These reports will be available to the Auditors of Public Accounts.
7. A physical inventory of the software library, or libraries, will be undertaken by all agencies at the end of each fiscal year and compared to the annual software inventory report. This comparison will be retained by the agency for audit purposes.
8. An agency may choose to have an external entity maintain the software inventory for the agency as part of a purchase or lease agreement. If the agency selects this option, the inventory and its management must meet the minimal requirements established in this section.
9. The agency head shall certify in writing its compliance with this policy when requested by the Department of Information Technology, or its designee.
10. Each agency shall participate in a statewide employee software information program which:
 - a. **Explains** this Software management Policy
 - b. **Provides** the resources to effectively inform employees on their responsibilities for the use of state-owned software and the prevention of software piracy and software viruses.
 - c. **Reinforces** the agency's commitment to comply with the Copyright Act.
11. The agency head, or designee, shall incorporate, by reference, the State's Software management Policy into the bi-annual agency technology plan.
12. The agency head shall adopt the State of Connecticut Software Code of Ethics.

Software Code of Ethics

This is the State of Connecticut policy concerning software duplication. Under this code, all employees shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the Copyright Act, which is found in Title 17 of the U.S. Code. Any unauthorized duplication of copyrighted computer software not only violated federal law and is contrary to the State's standards of conduct, but also is also considered computer crime under Section 53-451(b)(e) of the Connecticut General Statutes. The following principles are to be followed to comply with software license agreements.

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1. All software will be used in accordance with their license agreements.
2. Unauthorized copies of any software may not be made or used on state agency computer hardware.
3. Illegal copying of software is not allowed under any circumstance. Making, using, or otherwise acquiring unauthorized software, while employed as a state employee, will subject you to appropriate disciplinary measures.
4. Software licensed to the State of Connecticut, its agencies, departments, commissions or subdivisions are not to be loaned or given to anyone.
5. Software licensed to the State of Connecticut, its agencies, departments, commissions or subdivisions is to be used only in the conduct of the state's business.

Termination of Computer and Network Privileges with NVCC

(Excerpted from the Weekly Bulletin Office of the President, dated 4/22/98)

Employees who are leaving employment with NVCC (resignation, retirement, dismissal, or transfer to another state agency, etc.) will lose email, BANNER, and network privileges as of the last day of employment unless they are returning as adjunct faculty or in some other part-time capacity. In addition, users with access to operational data will have their usernames and passwords revoked by the outside agencies (System Data Center, Comptroller, CORE-CT). The Information Technology Department will be notified on a timely basis so that computers and accounts can be modified to control access. The President reserves the right to terminate access on an earlier date when circumstances make it necessary.

Electronic Communications – Email and VoiceMail

(These policies are published at <http://www.commnet.edu/it/policy/policies.asp> and are included in entirety in the following section of this manual for all employees to read and review.)

Electronic Communications Policy

(Issued on December 16, 2002 by Chancellor Herzog)

I. Introduction

The Connecticut Community Colleges (CCC) encourages the use of electronic communications to share information and knowledge in support of CCC mission and goals. To this end, CCC provides and supports interactive, electronic communications resources and services.

II. General Provisions

A. Purpose

The purpose of this Policy is to:

- Ensure that CCC electronic communications resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC electronic communications resources and services;
- Ensure that the CCC community is aware that use of CCC electronic communications resources is subject to state and federal laws and the CCC policies; and
- Ensure that electronic communications resources are used in compliance with those laws and the CCC policies.

B. Scope

This Policy applies to:

- All electronic communications resources owned or managed by CCC including the content of electronic communications, electronic attachments and transactional information associated with such communications;
- All electronic communications resources provided by CCC through contracts and other agreements with CCC;
- All users and uses of CCC electronic communications resources; and
- All CCC electronic communications records in the possession of CCC employees or other users of electronic communications resources provided by CCC.

C. Definitions.

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy.

Appropriate CCC Authority: Chancellor, College President or designee.

Compelling Circumstances: Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on electronic communications resources or services, loss of evidence of one or more violations of law or of CCC policies or liability to CCC or to members of the CCC community.

Electronic Communication: Any communication that is broadcast, created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services, including, e.g., e-mail and telephone.

Electronic Communications Records: Electronic transmissions or messages created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services. This definition of electronic communications records applies equally to the contents of such records, attachments to such records, and transactional information associated with such records.

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Electronic Communications Resources: Any combination of telecommunications equipment, transmission devices, electronic video and audio equipment, encoding or decoding equipment, computers and computer time, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation that supports electronic communications services.

Electronic Communications Services: Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes.

D. Responsibilities

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of CCC electronic communications resources are aware of all Information Technology policies, standards and procedures as appropriate.

E. Violations of Law and Policy

The CCC considers any violation of this electronic communications policy and/or law to be a serious offense and reserves the right to copy and examine any files or information resident on CCC electronic communications resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC authority.

Sanctions of Law. Both federal and state law prohibit theft or abuse of electronic communications resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of electronic communications resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of the law may result in criminal penalties.

Disciplinary Actions. Violators of this Policy and/or law may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

III. Allowable Users

CCC students, faculty, staff, and others affiliated with CCC (including but not limited to those in program or contract relationships with CCC) may be authorized to use CCC electronic communications resources and services.

IV. Allowable Uses

CCC encourages the use of electronic communications resources for legitimate and authorized academic and administrative purposes and makes them widely available to the CCC community. To insure the reliable operation of these resources, their use is subject to the following:

- Contents of all electronic communications shall conform to laws and CCC policies regarding protection of intellectual property, copyright, patents and trademarks.
- Using electronic communications resources for any purpose restricted or prohibited by laws, regulations, or CCC policies is prohibited.
- Using electronic communications resources for personal purposes, including monetary gain, or for commercial purposes that are not directly related to CCC business or otherwise authorized by appropriate CCC authority is prohibited.
- Usage that directly or indirectly causes strain on the electronic communications resources is prohibited.
- Capturing, opening, intercepting or obtaining access to electronic communications, except as otherwise permitted by the appropriate CCC authority is prohibited.
- Using electronic communications to harass or intimidate others or to interfere with the ability of others to conduct CCC business is prohibited.
- Users of electronic communications resources shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of CCC unless authorized to do so.
- Directly or by implication, employing a false identity (the name or electronic identification of another), except under the following circumstances, is prohibited:

A supervisor may direct an employee to use the supervisor's identity to transact CCC business for which the supervisor is responsible. In such cases, an employee's use of the supervisor's electronic identity does not constitute a false identity.

A user of the CCC electronic communications services may not use a pseudonym (and alternative name or electronic identification for oneself) for privacy or other reasons, unless authorized by an appropriate CCC authority for business reasons.

- Forging e-mail headers or content (i.e., constructing an e-mail so it appears to be from someone else) is prohibited.
- Unauthorized access to electronic communications or breach any security measure is prohibited
- Interfering with the availability of electronic communications resources is prohibited, including but not limited to the following: (i) sending or forwarding e-mail chain letters or their equivalents in other electronic communications services; (ii) "spamming," i.e., sending electronic junk mail or junk newsgroup postings; (iii) "letter-bombing," i.e., sending an extremely large message or sending multiple messages to one or more recipients to interfere with the recipient's use of electronic communications resources; or (iv) intentionally engaging in other practices such as "denial of service attacks," i.e., flooding the network with traffic.

V. Access Restrictions

Use of CCC Electronic Communications resources or services may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as:

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- when required by and consistent with law;
- when there is reason to believe that violations of law or the CCC policies have taken or may take place; or
- when there are compelling circumstances.

Restriction of use under such conditions is subject to appropriate procedures or approval of appropriate CCC authority.

VI. No Expectation of Privacy

No Expectation of Privacy. Electronic communications are not personal or private. Therefore, users should have no expectation of privacy in the use of CCC electronic communications resources. CCC reserves the right to inspect, monitor, and disclose all electronic communications records without the consent of the holder of such records.

Authorized Inspection. During the performance of their duties, electronic communications support personnel periodically need to monitor transmissions or observe certain transactional information to ensure the proper functioning and security of CCC electronic communications resources and services. On these occasions, such personnel may see the contents of electronic communications. Except as provided in the Policy or allowed by law, electronic communications support personnel are not permitted to seek out the contents of electronic communications or of transactional information where not germane to the foregoing purposes or to disclose or otherwise use what they have seen.

VII. Administration

Electronic communications support personnel are required to follow CCC standards and procedures when implementing and managing CCC electronic communications resources or services.

A. Security

CCC attempts to provide secure and reliable electronic communications services. Managers of electronic communications resources are expected to follow sound professional practices in providing for the security of electronic communications records, data, application programs and systems under their jurisdiction based on existing policies, procedures and guidelines. However, users should be aware that electronic communications systems may not be totally secure.

B. Retention and Archiving

Electronic communications records are subject to laws, regulations and CCC records management and archiving policies in administering the retention, disposition, disclosure and storage of all records.

CCC does not maintain central or distributed electronic archives of all electronic communications sent or received. Electronic communications are normally backed up, if at all, only to assure system integrity and reliability, not to provide for future retrieval, although back-ups may at times serve the latter purpose incidentally. Managers of electronic communications services are not required by this Policy to routinely retrieve electronic communications from such back-up facilities for individuals. Employees who have obligations to retain records in accordance with retention schedules promulgated by the State should know that electronic records are subject to the same rules as paper records. See, "Electronic & Voice Mail

Management and Retention Guide for State and Municipal Government Agencies” for more information.

VIII. Disclaimer

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

IX. Notice to Users

As laws change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of the CCC Electronic Communications Policy.

Electronic Monitoring in the Workplace

Public Act 98-142, effective October 1, 1998, requires employers to notify employees if they are subject to electronic monitoring in the workplace. For purposes of this Act, “electronic monitoring” means:

The collection of information on an employer’s premises concerning employees’ activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems...

“Electronic monitoring” does not include the collection of information for security purposes in common areas and notice of electronic monitoring is not required where the employer has reasonable grounds to believe that employees are engaged in illegal conduct or conduct which creates a hostile workplace and some type of electronic monitoring may produce evidence of the misconduct.

This notice reiterates that by publication of Board Policy 2.8.1 (Conduct and Procedures for Use of Community-Technical College Computing Resources) on July 22, 1985 and republication on September 19, 1995, CTC employees are on notice that all computer accounts may be monitored by the System Computing Center or campus computing centers to insure proper and efficient system usage, identify possible software problems, or check for security violations. By using a computer account, you are deemed to have given legal consent to such monitoring.

In addition, this shall constitute notice pursuant to Public Act 98-142 that the College may monitor telephone calls made from individual employee extensions, telephone calling card use by those to whom a State calling card has been issued and the use of fax machines.

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Data Management Policy

I. Introduction

Data Management addresses the activities of capturing, storing, protecting, using, disseminating, and destroying data. Good data management requires a governance context within which to operate; and data management policies, standards and procedures provide guidance for the routine handling and protection of institutional data and media containing that data. Data management practices should improve efficiencies, reduce risks associated with handling data, and ensure institutional compliance with applicable regulations, such as state of CT record retention schedules. Good data management also minimizes misuse, misinterpretation, or unnecessary restrictions of access to institutional data.

Data Classification is the foundation for making decisions about data. Classification determines which security, storage, backup and other controls to implement. For example, public data needs less security than data that if compromised could cause identity theft or financial fraud.

II. Purpose

This policy describes the general strategy and responsibility for managing CCC data at the System Office and at the College.

III. IT Policy Common Provisions Apply

IT Policy Common Provisions, policy 1.1, apply to this specific policy, unless otherwise noted.

IV. Data Classification

Data Classification is the process of grouping data elements together by risk level. The CCC System has identified four Data Classification Levels (DCL) from 0 to 3. Appropriate security controls will be applied to each classification level. Increasingly restrictive data management and security practices are required for each level, with DCLO requiring limited protection to DCL3 (formerly – Protected Confidential Identity Data) requiring the most protection. (see Appendix E - Data Classification Levels, in the back of this manual)

V. Access Restrictions

Access to DCL3 data is restricted and can only be accessed using a secured CCC system meeting DCL3 security standard. Systems accessing DCL1 and DCL2 data need to be up to date with all required security standards.

VI. Data Management Roles

Data management is reliant on users understanding data management requirements and following appropriate data management procedures. To facilitate management of data the CCC has defined the following three data management roles and responsibilities.

- Data Steward
- Data Manager
- Data User

Data management roles are not exclusive and a single user could occupy all three roles. Responsibility for ensuring data is managed appropriately for a functional area is the responsibility of the Data Steward. The Data Steward can optionally assign daily operational functions to a Data manager or perform the activities themselves.

Data Steward

A Data Steward has planning and policy responsibilities for data within a specific functional area(s) or data domain. Data Stewards have responsibility for understand, protecting and granting access to CCC data. More specifically he/she:

- Authorizes Data Users for their data domain(s)
- Verifies CCC policies are being adhered to by the practices used in their functional area(s) for managing and protecting data

Data Manager

A Data Manager has day-to-day responsibilities for data management within a specific functional area(s) or data domain. Data Managers have responsibility for understanding, protecting and managing access to CCC data. More specifically he/she:

- Consults with data users about the meaning and interpretation of data elements
- Defines data (name, location, aliases, classification metadata)
- Produces data (capture, generate, normalize, renew, label, document)
- Assures complete, accurate, valid, and timely data collection
- Provides accessible, meaningful, and timely machine-readable institutional data for CCC use
- Mentors and trains staff
- Resolves problems associated with data
- Evaluates security, backup / recovery, and disaster recovery procedures

Data User

A Data User has operational requirements to access data and use data in performance of his/her assigned duties. More specifically he/she:

- Retrieves, assembles and distributes data to other authorized data users
- Protects data with encryption techniques
- Monitor data usage
- Correct data

VII. Data Domains

- All CCC data will be viewed as belonging to or originating from a specific functional area, also referred to as a data domain.
- Each data domain will have a Data Steward, Data Manager and Data Users.
- The originating data domain is considered the authoritative source for that data.
- The following data domains are identified:
 - Academic Records
 - Admissions
 - Bursars
 - Development (Fundraising)
 - Facilities
 - Finance
 - Financial Aid
 - Human Resources
 - Information Technology
 - Institutional Research
 - President's Office

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- Registrars
- Student Advising & Counseling

Data Management Procedures

- System-wide Data management standards and procedures will be developed for each Data Domain.

VIII. Data Access Responsibilities

Responsibilities for all users with access to CCC data:

- Protect CCC data from unauthorized disclosure, corruption, or loss.
- Use CCC data for legitimate and authorized purposes.
- Access only CCC data for which you have been given authorized access.
- Employees will need to attend a Data management course as part of a comprehensive Information Security awareness program.

IX. State Record Retention

The CCC complies with State of Connecticut record retention schedules. State Record Retention schedules are locate at <http://www.cslib.org/publicrecords/retstate.htm>

X. Revision History

No revisions.

Data Storage and Retention Policy

(Issued on June 16, 2011 by Chancellor Herzog)

I. Introduction

All institutional data will be stored, back-up, archived and disposed of in a manner consistent with its sensitivity, requirements and best practices. Data classification is a key component for making consistent and appropriate decisions related to data storage retention.

Unneeded non-authoritative data (duplicate copies, outdated records, non-business-related files, test data) accumulate in operational locations need to be removed when no longer needed. Purging not only saved IT resources, but also avoids the possibility of compromising sensitive data in these sources that may not be as well protected as the authoritative masters.

II. Purpose

The purpose of this policy is to direct the implementation of standards and procedures for storing, archiving, and disposing of institutional data.

III. IT Policy Common Provisions Apply

IT Policy Common Provisions, policy 1.1, apply to this specific policy, unless otherwise noted.

IV. Roles and Responsibilities

Records Retention Specialist

The functional Records Retention Specialists keep abreast of record retention requirements, and advise functional and technical areas about those requirements. A complete list of CCC Record Retention Specialists can be found at:

Security Assurance

Security Assurance reviews and evaluates functional areas for compliance with documented policies and procedures.

V. Specific Provisions

1. Data on Protected Storage

- Data classified as DCL2 (Restricted) and DCL# (Protected Confidential) will be stored only in approved locations and on approved equipment or storage facilities.
- CCC employees will refrain from making duplicate copies or shadow files of authoritative data resources.
- Temporary duplicate copies of electronic data created for legitimate reasons must be protected in a like manner to the authoritative data, and removed in a timely manner.
- Standards for storing electronic data containing sensitive data will be created and periodically reviewed.
- Standards for storing hardcopy containing sensitive data will be created and periodically reviewed.
- Periodic reviews will be performed by Security Assurance to ensure compliance with data management policies, standards and procedures.

2. Data Backups and Off-site Storage

- All data located on CCC-owned IT Resources will be back-up on a regular basis consistent with data classification standards applicable to the data being backed-up.
- Backups of any CCC data whose loss would impact the operation or viability of the CCC will be taken off-site or written off-site to a secure location in a timely manner.
- Any backup media containing DCL3 data taken off-site or backup data sent off-site will be encrypted.

3. Data Storage

- The need to retain data in locations will be reviewed on an ongoing basis.
- Data no longer needed for routine operations, but which must be retained, will be archived in a timely manner.
- The Information Security Program Office (ISPO) in collaboration with Data Stewards will develop criteria for deciding when data can be archived.
- ISPO in collaboration with Data Stewards will develop procedures for archiving of data.

4. Data Retention

- Data Stewards and Data Managers will be knowledgeable about standards, and procedures regarding retention of data.

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- ISPO in collaboration with Record Retention Specialists will develop procedures to ensure that required data is always accessible, especially as backup media ages, previously supported media is discontinued, supported data formats and standards change, and security controls change.

5. Data Disposal

- The need to retain operational and archived data will be reviewed on an ongoing basis.
- Data no longer needed for routine operations and which need not be retained in archive, will be destroyed in a timely manner in compliance with State record retention policies.
- Archived data which need no longer be retained will be destroyed in a timely manner in compliance with State record retention policies.
- ISPO in collaboration with functional Record Retention Specialists will develop procedures for disposing of data in compliance with State record retention schedules.

VI. Revision History

No revisions.

Security for Mobile Computing and Storage Device Policy

INTERIM (Issued and Effective on October 9, 2007 by Chancellor Herzog)

I. Introduction

This Security for Mobile Computing and Storage Device Policy within the Connecticut Community Colleges (“CCC”) is established to ensure the security of **Protected Confidential Information (–PCI” or –PCI Data”)** that may be stored on those devices. This is an interim policy that may be modified as additional operational and technical solutions are developed to address the issues. Ultimately, all CCC IT policies will be subject to the appropriate internal discussions and review before becoming permanent.

II. General Provisions

A. Scope

This policy covers all CCC employees, whether permanent or non-permanent, full or part-time, and all consultants or contracted individuals retained by any of the CCC, who have access to PCI (herein referred to as “**users**”).

This policy covers mobile computing devices and mobile storage devices (herein referred to as “**mobile devices**”). This includes both CCC owned devices as well as non-CCC owned devices

used by employees or others in the conduct of CCC business.

B. Definitions

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

CCC Authority – the Chancellor, a College President or his/her designee.

Mobile Computing Device – The term “mobile computing device” refers to a portable computing or telecommunications device that can execute programs. This definition includes,

but is not limited to, notebooks, palmtops, PDAs, iPods, BlackBerry devices, and cell phones with internet synching/browsing capability.

Mobile Storage Device – The term “mobile storage device” includes but is not limited to, mobile computing devices, diskettes, magnetic tapes, external/removable hard drives, flash cards (e.g., SD, Compact Flash), thumb drives (S+USB keys), jump drives, compact disks, digital video disks, etc.

Non-CCC Owned Device – Any mobile computing or mobile storage device that the CCC did not purchase and/or does not own.

Protected Confidential Information – Data, which if exposed to any security risk or otherwise disclosed, would violate Federal or State Law or CCC contract or policy. PCI data includes:

- PCI Identity Data, as described in the next definition,
- Non-Public Directory Information,
- Academic Data,
- Other confidential data which may be further defined as part of a comprehensive Data Classification Policy.

PCI Identity Data – PCI Identity Data is a sub-set of the broader PCI category, and includes the following data elements which, if improperly disclosed, could be used for identity theft or to cause financial harm to an individual or the CCC if used in conjunction with other available information (e.g. name, address, telephone number, etc.):

- Social Security Number
- Date of Birth
- Mother’s Maiden Name
- Student Loan Data
- Bank Account Numbers
- Credit Card Numbers

Data Classification Policy – A policy which defines high level categories of data for the purpose of managing data and information assets with regard to their level of confidentiality and criticality. PCI, as defined in this policy, is the first category to be defined as part of a comprehensive CCC data classification policy. When the CCC policy is fully developed, it will address additional categories such as information that is for internal use only and information that is available to the public.

Secure Mobile Device – a mobile device that has a sufficient level, as defined by this policy and CCC standards, of access control and protection from malware and strong encryption capabilities to ensure the protection and privacy of CCC data that may be stored on the mobile device.

C. Responsibilities

Policy. This interim Policy was issued by the Chancellor of the CCC under authority provided by the Board of Trustees.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained.

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Responsibilities. The Chancellor and each College President is responsible for ensuring that all users are advised of this policy, and for taking appropriate steps to ensure compliance with this policy.

D. Violations of Law and Policy

The CCC considers any violation of this policy to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC Authority.

Sanctions of Law. Both federal and state law prohibit theft or abuse of IT resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of IT resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of law may result in criminal penalties.

Disciplinary Actions. Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

E. No Expectation of Privacy

There is no expectation of privacy in the use of CCC IT resources. CCC reserves the right to inspect, monitor, and disclose all IT resources including files, data, programs and electronic communications records without the consent of the holder of such records.

III. Security Requirements for PCI Data

The security requirements for all PCI Data are:

- A. No PCI shall reside on any mobile device except as set forth in this policy.
- B. PCI that resides on any mobile device used for CCC business shall be:
 1. Limited to the minimum data necessary to perform the business function;
 2. Stored only for the time needed to perform the business function;
 3. Protected from unauthorized access and disclosure in accordance with this and other applicable CCC IT policies, using all reasonably available security precautions, including appropriate access control and protection from viruses and malware. Users shall not bypass or disable these security mechanisms under any circumstances;
 4. Subject to additional security standards that will be developed for protecting PCI data as outlined in Section VI. FUTURE SECURITY REQUIREMENTS

IV. Additional Security Requirements for PCI Identity Data

Additional security requirements which apply only to PCI Identity Data are:

- A. No PCI Identity Data shall reside on any mobile device used for CCC business until standards for secure mobile devices have been developed and implemented in the CCC System; except that CCC business necessity requires that certain PCI Identity Data may reside on mobile devices until such standards are implemented, provided that all other current CCC IT policies are followed and all reasonably available security precautions are taken, and limited to the following circumstances:

1. Secure backup storage of College or System data required to ensure data retention or continuity of operations in the event of data loss;
 2. Transmission of data via mobile storage device necessary to comply with Federal or State laws or regulations;
 3. Other circumstances as approved by the CCC Authority, in accordance with the requirements that follow.
- B. Users are required to consult with the appropriate CCC Authority before placing any PCI Identity Data on a mobile device used for CCC business.
- C. Each College and the System Office must obtain a signed, formal acknowledgement from users of mobile devices which contain PCI Identity Data indicating that they have understood and agreed to abide by this policy.
- D. Users must adhere to the following restrictions and requirements before placing PCI Identity Data on any mobile device:
1. The CCC Authority must assess and determine, in advance:
 - a) That the storing of CCC PCI Identity Data on the mobile device is necessary to conduct College or System Office business operations;
 - b) That reasonable alternative means to provide the user with access to that CCC PCI Identity Data for the required purpose and timeframe are not readily available;
 - c) That the business need necessitating storage of PCI Identity Data on the mobile device outweigh(s) the associated risk(s) of loss or compromise.
 2. The CCC Authority must maintain a written record of the assessment and determination.
- E. Any PCI Identity Data placed on a mobile device shall be documented and tracked by the CCC Authority. The information tracked shall include the identification of the individual authorizing storage of the data on the mobile device, the authorized user of the mobile device, the fixed asset inventory tag of the mobile device where applicable, information about the stored data, and the final disposition of that data.

V. General Security Requirements

- A. Users in the possession of mobile devices, which contain PCI during transport or use in public places, meeting rooms and other unprotected areas, must take all reasonable and appropriate precautions to protect and control these devices from unauthorized physical access, tampering, loss or theft and shall not leave such devices unattended in such areas.
- B. Each College and the System Office must maintain an inventory to identify all mobile devices which contain PCI and the types of data maintained on such devices.
- C. Colleges and the System Office, and users of mobile devices, shall follow the reporting, investigation and other guidelines outlined in the CCC major Information Security Incident Response Policy, or other applicable policies that may be adopted from time to time, for lost or stolen mobile devices which may contain PCI.
- D. In the event that a mobile device which may contain PCI is lost, stolen, or misplaced, and/or the user has determined that unauthorized access has occurred, the user must immediately

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notify his or her supervisor and the College or system Office IT Security Coordinator of the incident. The Security Coordinators designated under the CCC Major Information Security Incident Response Policy are responsible for initial coordination.

VI. Future Security Requirements

As soon as possible, in conjunction with the CCC Information Security Risk Assessment currently underway, the CCC System will develop and implement the following security requirements for PCI Data:

- A. Standards for secure mobile devices, including:
 - a. Standards for encryption tools and methods to be utilized to further enhance the security of data stored on mobile devices.
 - b. Standards for configuration of CCC owned mobile devices to allow only the minimum features, functions, and services needed to carry out agency business requirements.
 - c. Standards for configuration of all CCC owned mobile computing devices with approved and properly updated software-based security mechanisms as applicable, including anti-virus, anti-spyware, firewalls, and intrusion detection.
- B. Inventory standards for documentation and tracking of mobile devices which contain PCI.
- C. A formal, documented security awareness and training program to further ensure compliance with this and other information security policies.

VII. Notice to Users

This Policy may be revised from time to time as necessary to reflect changes in law or other requirements. It is the responsibility of users to ensure that they have reference to the most current version of the CCC Policies as posted on the CCC system website (<http://www.commnet.edu/IT/Policy>).

Remote Access Policy

(Issued on June 20, 2011 by Chancellor Herzog)

I. Introduction

Where warranted, certain Connecticut Community Colleges (CCC) internal resources may be remotely accessible for those employees who perform CCC business from a remote location, such as home or when traveling. While measures have been taken to secure this type of connection, remote access is inherently a security risk. Consequently, policy, standards and procedures are required to minimize this risk.

II. Purpose

The purpose of this policy is to define requirements for connecting to the Connecticut Community Colleges (CCC) network from external devices via remote access technology. These requirements are designed to minimize the potential exposure to the CCC from unauthorized use and/or malicious attack that could result in loss of information or damage to critical applications.

III. IT Policies Common Provisions Apply

All provisions identified in the IT Policies Common Provisions apply to this specific policy,

unless otherwise noted.

IV. Scope

This policy applies to all CCC employees, contractors and other affiliates (vendors, agents, etc.) who utilize CCC, or personally owned devices to remotely access the CCC network. This policy applies to remote access connections used to perform work-related activities on behalf of the CCC. Employment at CCC does not automatically guarantee the granting of remote access privileges.

Remote access is the ability to securely access systems, applications or data that can normally only be accessed within the internal CCC network. Examples of these applications are as follows:

- Internal Administrative/Academic Systems
- Internal websites
- Documents/Files located on internal file servers
- Local college resources
- Servers

Remote Access to the CCC resources is provided on a volunteer basis and is considered an extension to your current work environment. It is not intended to be a replacement to said environment.

V. Supported Technology

All remote access will be centrally managed by System Data Center (SDC) and will use appropriate security measures based on access requirements.

VI. Application Process

All employees requiring remote access for business purposes must go through an application process that clearly outlines why the access is required and what level of service the employee needs should his/her application be accepted. The Remote Access Agreement must be approved and signed by the employee's unit manager, supervisor, or department head before submission to the local IT department. The local IT department will submit the application to the Chief Information Officer (CIO), on behalf of the Chancellor, for final review.

VII. Access Restrictions

Remote Access to DCL3 data (formerly referred to as PCI Identity Data) is restricted and can only be accessed using a secured CCC system meeting DCL3 security standard. This type of access requires additional approval by the Appropriate CCC Authority.

VIII. Requirements

It is the responsibility of all individuals with remote access privileges to ensure that their remote access device and connection is given the same security considerations as their on-site connection and CCC device. It is imperative that any remote access device/Connecticut used to conduct CCC business be utilized appropriately, responsibly, and ethically. Therefore, the following requirements must be observed:

1. Regularly review all CCC Information Technology Policies for details of protecting information when accessing the CCC network via remote access methods, and acceptable use of the CCC network.
2. Employees will use secure remote access procedures. Employees agree to never disclose their passwords to anyone, particularly to family members if business work is

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conducted from home. Refer to the [CCC Password Policy](#) for additional requirements.

3. All remote access users using personal devices connected to the CCC network must maintain all required security standards on said devices including, but not limited to:
 - a. Valid and up to date virus protection
 - b. Malware protection
 - c. Maintaining current OS and application security patches
4. All remote access users using personal devices connected to the CCC network will notify the appropriate IT staff of possible infections while accessing services remotely.
5. The remote access user also agrees to immediately report to their manager and local IT
6. department any incident or suspected incidents of unauthorized access and/or disclosure of CCC resources.
7. All remote access connections must include a "time-out" system. In accordance with CCC security policies, remote access sessions will time out after a specified period of inactivity. The time-out will require the user to reconnect and re-authenticate in order to re-enter company networks.
8. The remote access user also agrees to and accepts that his or her access and/or Connecticut to CCC networks may be monitored to record dates, times, duration of access, etc, in order to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done in order to identify accounts/computers that may have been compromised by external parties.
9. The remote access user also understands that there may be specific rules listed in the remote access application that must also be adhered too. These rules are specific to the application you are using to connect to the CCC network.

IX. Support

Remote access to the CCC network is provided as an extension of your normal work environment. Remote access support is provided during normal business hours. If you are using remote access to provide off-hours support and you experience issues with connectivity, you may have to travel to your office to provide said support.

X. Enforcement

Failure to comply with this policy may result in the suspension of remote access privileges, disciplinary action, and possibly termination of employment.

XI. Revision History

No revisions.

Copyright Act & Photocopying Policy

The following copyright information is excerpted from a model policy from the American Library Association's The Whole Library Handbook compiled by George M. Eberhart; American Library Association: Chicago and London, 1991 pp. 412 -418. Permission was granted by the American Library Association to reproduce the excerpted material. The complete policy is available in the Learning Resource Center on Library Reserve.



The Copyright Act & Photocopying

From time to time, the faculty and staff of this Community College may use photocopied materials to supplement research and teaching. In many cases, photocopying can facilitate the Community College's mission; that is, the development and transmission of information. However, the photocopying of copyrighted materials is a right granted under the copyright law's doctrine of "fair use" which must not be abused. This report will explain the Community College's policy concerning the photocopying of copyrighted materials by faculty and library staff. Please note that this policy does not address other library photocopying that may be permitted under other sections of the copyright law, e.g., 17 U.S.C., Sec. 108.

Copyright is a constitutionally conceived property right that is designed to promote the progress of science and the useful arts by securing for an author the benefits of his or her original work of authorship for a limited time. U.S. Constitution, Art.1, Sec. 8. The Copyright statute, 17 U.S.C. Sec. 101 et seq., implements this policy by balancing the author's interest against the public interest in the dissemination of information affecting areas of universal concern, such as art, science, history, and business. The grand design of this delicate balance is to foster the creation and dissemination of intellectual works for the general public.

The Copyright Act defines the rights of a copyright holder and how they may be enforced against an infringer. Included within the Copyright Act is the "fair use" doctrine that allows, under certain conditions, the copying of copyrighted material. While the Act lists general factors under the heading of "fair use," it provides little in the way of specific directions for what constitutes fair use.

(Conclusion of excerpted material.)

The policy located on library reserve in the Library/Learning Resources Center also addresses areas concerning:

- a. Limitations on exclusive rights: Fair use
- b. Unrestricted photocopying and uncopyrighted published works
- c. Published works with expired copyrights
- d. Unpublished works (may be protected)
- e. U.S. government publications
- f. Permissible photocopying of copyrighted works
- g. Research, classroom and/or library uses
- h. Uses of photocopied material requiring permission
- i. How to obtain permission
- j. Infringement

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Source: "Model Policy Concerning College and University Photocopying for Classroom, Research, and Library Reserve Use," *College & Research Libraries News*, April 1982, pp. 127-131.

Internet Sites

The following Internet sites are listed on the library homepage at:

<http://www.ala.org/booklist/v95/rbb/jel/45copyri.html>

A guide to additional resources of copyright information and sites.

<http://www.loc.gov/copyright/>

United States Copyright Office _

<http://www.copyright.com>

Copyright Clearance Center _

<http://fairuse.stanford.edu/library/>

Examples of library policies, guidelines, links to federal copyright laws _

<http://www.copyright.com/services>

Information on Course packs or course handouts _

<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm#top>

Crash course in copyright _

<http://www.ala.org/oitp/copyright/band.html>

Digital Millennium Copyright Act Guide

<http://www.lita.org/forum99/hoonl.htm>

Another article on the DMCA

<http://www.ala.org/alcts/organization/div/nrmc/copy.html>

Copyright and Fair Use from ALA's site and more sites _

<http://www.ala.org/acrl/paperhtm/e40.html>

Delivery of Information Via the World Wide Web: A look at Copyright and Intellectual Property Issues by Vicki L. Gregory

http://www.ala.org/aasl/kqweb/28_5_loganactionsite.html

Web Copyright Infringement Action Site by Debra Kay Logan _

<http://www.nvcc.commnet.edu/resources/library.shtm>

The following books are available in the LRC:

The copyright book: a practical guide by William S. Strong, KF 2994 .S75 1999

The copyright permission and libel handbook by Lloyd J. Jassin, KF 2994 .J37

1998 Technology and copyright law by Arlene Bielefeld, KF 3030.1 .Z9 C66 1997

Note: Policies regarding electronic reserves and the Internet are still being developed. More **materials** on copyright are available in the Library/Learning Resources Center on library reserve.

Drug-Free Workplace

(Adopted by the Office of the Governor, August 15, 1989, updated OLR General Notice 1/4/2002)

The State of Connecticut is committed to winning the battle against substance abuse.

Substance abuse jeopardizes a stable family structure, increases crime, impacts worker

productivity and presents a continuing and growing drain of government funds. For our youth,

substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse, and in accordance with new federal legislation, this Drug-Free Workplace Policy has been adopted. Connecticut state employees will be protected and served by this initiative, which includes an on-going substance abuse awareness program.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace" Act. This act requires that any state agency, which receives federal funding, must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

General Policies

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the state and the public that employees be able to perform their duties safely and efficiently. The state is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

Employee Requirements

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

Controlled substances are specifically defined in federal law. They consist of two classes of "drugs": (1) those commonly thought of as "illegal" drugs, and (2) certain medications available by prescription, but not being taken under a physician's orders, which the federal government has determined to have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency's personnel administrator (or the person serving in the personnel role) within five (5) calendar days of any drug conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt, including a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any federal or state court. Within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in

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the workplace, the agency personnel officer must notify the appropriate federal granting or contracting agency in writing.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program prior to any disciplinary action. If an employee chooses not to undergo rehabilitation, the State will take disciplinary action consistent with collective bargaining agreements and State law and regulation within 30 calendar days of receiving notice of the conviction.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Agency Personnel Offices.

Drugs & Alcohol Policy in the Community Colleges

(Excerpted from the Board of Trustees' Policy 4.15; Adopted November 20, 1989)

The Board of Trustees of Community-Technical Colleges endorses the statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs -- decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society -- all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.*

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:
 - a) when a temporary permit for the sale of alcoholic beverages has been obtained

- b) and dram shop act insurance has been purchased;
 - b) when a college permit has been obtained;
 - c) when students bring their own beverages;
 - d) when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.
 4. This policy shall be published in all College catalogs, faculty and staff manuals, and other appropriate literature.
 5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the College and referral to the appropriate authorities for prosecution.

Note: * Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

Also refer to procedures for serving alcoholic beverages described in this manual.

Facilities Projects & Renovations

All proposed projects on this campus that involve structural use changes to facilities (buildings, rooms, utilities, plantings, grounds, drilling, roadway) must start out with a short written proposal to the Provost and Senior Dean of Administration explaining what, where, when, how much and who of the proposal. Do not assume that anything is exempt and that all that is necessary is a private conversation with a member of the Maintenance staff. The Provost and Senior Dean of Administration will determine if the proposal will be considered. In some cases if an approved plan has already been accepted, (e.g., Tamarack Arboretum plantings long range plan), it may be given exemptions from further review. Regarding facilities proposals and issues, all initial contacts with the Chancellor's office staff and replies will go through the office of the Provost and Senior Dean of Administration. The Provost and Senior Dean of Administration reserves the right to impose rules of standardization regarding furniture or furnishings.

Family Educational Rights and Privacy Act

What is FERPA?

Maintaining confidentiality of student records is everyone's responsibility whether you are faculty, staff or student worker.

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Annually, Naugatuck Valley Community College (NVCC) informs students of the Family Educational Rights and Privacy Act of 1974, as amended by publishing the information in the College Catalog and the Student Handbook. This Act (formerly known as the Buckley Amendment), which the institution intends to comply with fully, has been designed to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

The following is considered "Directory Information" by the Connecticut Community College System. College policy precludes releasing this information publicly except as needed under the "legitimate educational interest" in the performance of assigned duties. Students who want this information to be confidential must notify the Registrar's Office in writing within the first 2 weeks of the semester.

Forms are available in the Registrar's Office.

Directory Information: (Chancellor's Office Legal Memorandum 98-4)

- Student's names;
- Addresses;
- Dates of attendance (semesters);
- Full vs. part-time student status;
- Awards, major/program of study, honors and graduation date.

For the purpose of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

All other information is considered non-directory information and, with some exceptions, requires the written consent of the student for the release of such information to any third party.

FERPA also permits disclosure of educational records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student's request for, or receipt of, financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, and to state and local educational authorities, in connection with certain state or federally supported education programs.
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.

What is an Educational Record?

Any information provided by a student to the College for use in the educational process is considered a student educational record:

- Personal information;

- Enrollment records (application, transcripts, test scores, etc);
- Grades;
- Schedules.

Student educational records may include:

- A document/file in the Learning & Student Development Office;
- A computer printout in your office;
- A class list on your desktop;
- A computer display screen;
- Notes you have taken during an advisement session;
- Email between you and the student.

Posting of Grades by Faculty

The public posting of grades either by the student's name or social security number or Student/BANNER ID is a violation of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades for students taking distance education courses.

Instructors and others who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished by using code words or randomly assigned numbers that only the instructor and individual student should know. Our recommendation is that no grades be posted.

Notification of grades via a postcard violates a student's privacy rights. It must be in a sealed envelope with security precautions.

Notification of grades via e-mail is not recommended. There is a minimal guarantee of confidentiality on e-mail. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's educational record through any electronic transmission method.

NVCC and the System Office provide a secure WEB for Student product for students to view their academic record and a secure WEB for Faculty product for submitting grades.

Letters of Recommendation and/or Verbal Commendations

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge does not require a written release from the student.

However, if personally identifiable information obtained from a student's educational record is included in the letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which (1) specifies the records that may be disclosed, (2) states the purpose of the disclosure, and (3) identifies the party or class of parties to whom the disclosure can be made.

If this letter is kept on file by the person writing the recommendation, it would be part of the student's education record and the student has the right to read it unless he or she has waived that right to access.

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Sample letter authorizing release –

I give permission to Prof. Smith to write a letter of recommendation to:

Allstate Insurance
324 Wilkins Drive
Atlanta, GA 33011

Prof. Smith has my permission to include my GPA and grades.

I waive (or do not waive) my right to review a copy of this letter at any time in the future.

Signature/Date

The Media

Nothing in FERPA allows an institution to discuss a student's educational record publicly – even if a lawsuit has made the information a matter of public record. A school official may not assume that a student's public discussion of a matter constitutes implied consent for the school official to disclose anything other than directory information in reply. Additionally, College employees should follow College policy regarding the release of information to the media.

Legitimate Educational Interest

What is "legitimate educational interest"? In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. This includes such purposes as:

- Performing appropriate tasks that are specified in her/his position description or by a contract agreement;
- Performing a task related to a student's education;
- Performing a task related to the discipline of a student;
- Providing services for the student or the student's family, such as health care, counseling, job placement, or financial aid.

What is NOT "legitimate educational interest"? Legitimate educational interest does not convey inherent rights to any and all student information. The law discriminates between educational interest, and personal or private interest; determinations are made on a case -by-case basis. Educational interest does not constitute authority to disclose information to a third party without the student's written permission.

Special "DON'Ts" for Faculty

To avoid violations of FERPA rules:

- DO NOT at any time use the student's social security number or BANNER ID in any public posting, (including the classroom, example: do not pass around your class roster for student's to sign, initial, etc.);
- DO NOT ever link the name of a student with that student's social security number or BANNER ID in any public manner;
- DO NOT leave graded tests in a stack for students to pick up by sorting through the papers of all students; place each one in a separate envelope;
- DO NOT circulate a printed class list with student name, BANNER ID, or any other non-directory information, or grades as an attendance roster;
- DO NOT discuss the progress of any student with anyone other than the student

- (including parents) without the consent of the student;
- DO NOT provide anyone with lists of students enrolled in your classes for any commercial or other purpose;
- DO NOT provide anyone with student schedules or assist anyone other than College employees in finding a student on campus. Refer individuals to the Public Safety Department.

E-Mail Address

An e-mail address is personally identifiable student information that must not be disclosed without the signed written consent of the student.

Parental Access to Student's Educational Record

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. The college will obtain a signed consent from the student that authorizes the parent to receive non-directory information and/or to attend a meeting regarding the student's academic record. If the authorization does not exist, you must not discuss the student with their parent and advise the parent that their child must give us written authorization before you are allowed to do so.

Fitness Center Policies

The primary purpose of the Fitness Center, located in T506 of Technology Hall, is as a laboratory/classroom for academic credit and credit-free classes and as a facility to support officially approved student activities. As such credit/credit free classes and approved student activities receive first priority in scheduling the facility.

Any of the above student activities should be conducted only under the direct supervision of a college employee. A schedule accommodating the above classes and activities is developed prior to each semester and will be posted on the door.

The Fitness Center is available for employee use during posted supervised hours **only!** Usage is not available at any other time. Faculty and staff fees apply.

Any employee using the facility must:

1. Receive an initial orientation from a fitness center supervisor or the Physical Education Instructor;
2. Demonstrate that he/she is capable of using all equipment safely and is aware of inherent physical risks;
3. Sign in and out on the official Usage Log.

Employees who do not follow these procedures can be restricted from any use of the Fitness Center.

Freedom of Information Act

Pursuant to the Connecticut Freedom of Information Act (FOIA) (C.G.S. Section 1-200, et seq.) most records and files of State and local agencies, including employment records, are public

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records subject to disclosure. Routine requests to review or copy student records should be directed to the Registrar. Requests for copies of police reports should be directed to the Public Safety Department. Requests for college documents made pursuant to the FOIA should be referred to the Director of Human Resources.

Grants & Fundraising - Public & Private

Faculty and staff throughout the college are encouraged to develop relationships with prospects and donors, participate in fund raising activities, and explore opportunities and ideas for fund raising with the NVCC Office of Community Engagement (OCE). The NVCC Foundation and OCE work together to conduct fund raising events, mailings, telephone appeals, and personal visits for donor cultivation. Needs for support and gift opportunities are identified through data analysis and discussions with College faculty and staff, businesses and community representatives, Foundation Board of Directors members, and fund raising leadership of other community colleges.

Faculty and staff are also encouraged to develop grant proposals from the College for submission to government and private sources. To prevent duplication and obtain guidance throughout the process, the intent to submit a grant proposal should first be communicated to the OCE and the NVCC President. If the concept and funding source are generally approved, involvement of the division director or dean should be elicited to ensure appropriateness of the proposed program and approaches. The Dean responsible for the activities affected by the proposed project must approve the proposal in its near-final or final draft, after which the Provost and Senior Dean of Administration must approve the budget. The NVCC President has final review and approval authority.

The OCE is available for consultation including assistance with the internal review and approval process, coordination of related efforts, and as time permits, a range of advice and assistance.

Note that the "applicant organization" should be the College. The NVCC Foundation is a separate 501c3 non-profit organization which cannot handle most types of grants.

Laboratories

Unsupervised Use of Laboratories

Students shall not be allowed to use laboratory facilities without employee supervision. However, faculty may request permission from the Dean of Academic Affairs or designee. Approved exceptions may be granted for hours when the college is officially open. The Dean must determine that such usage does not conflict with mandated safety, health, or security requirements such as the provisions of the approved Chemical Hygiene Plan. The Dean will review all requests on a case-by-case basis to ensure provisions are made to preclude risk of:

- *Damage or destruction to equipment or supplies by accident or misuse, resulting in substantial loss*
- *Injury to anyone in the lab through improper or careless use of equipment or supplies*
- *Theft of equipment or supplies*

For example, a computer lab where equipment security is in place, or a lab where learning is simulated rather than using actual equipment or chemicals, would constitute a basis for a potential exception.

A Facilities Reservation form must be obtained consistent with College policy which would usually require student usage of the “buddy system;” i.e., at least two people must be present at all times.”

This policy is in effect as of November 10, 2004.

Nondiscrimination Policy of the Board of Trustees

(Excerpted from the Board of Trustees’ Policy 2.1.2; Amended March 16, 1998 and rev. by NVCC 8/2004)

Equal Employment Opportunity is the employment of individuals without consideration of race, color, religious creed, age, sex, marital status, national origin, ancestry, mental retardation, learning disability, sexual orientation, gender identity or expression, physical disability including, but not limited to blindness, or criminal record, present or past history of mental disability, unless the provisions of Sections 46a-60(b), 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood that these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. The College will not request nor require genetic information from job applicants or employees or otherwise discriminate against any person in employment conditions on the basis of genetic information.

Further, the Connecticut Community College will not discriminate against any individual on the grounds of political beliefs or veteran status.

People with Disabilities in the Community Colleges

(Excerpted from the Board of Trustees’ Policy, 2.1.6, adopted November 20, 1989)

The Board of Regents of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus.

The Board of Regents recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it

aims to: increase every student’s access to valued experiences, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

The efforts of the community colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and

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support, but do not duplicate, the regular services and programs of the College.

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The Board of Trustees will work with the Board of Governors to achieve a higher level of services and appropriate delivery methods at all Connecticut community colleges.

This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way to replace the equal opportunity policy statement.

PTL Teaching by Full Time ACL's

Recommendations for the Teaching of a Course during the Standard Work Day by Full Time ACL's

Full time Administrators, Counselors and Librarians are permitted to teach a maximum of one course per semester and are encouraged to do so in order to stay "in touch" with student learning. However, the College discourages teaching by qualified ACL's during the standard work day of 8:00 a.m. to 5:00 p.m. or during the time that their services are in peak demand.

In extreme situations a request to teach during the day may be approved by the President to meet the urgent needs of an academic program and to benefit our students. An example of an urgent need might be the need to offer a class needed by students to complete graduation requirements when that class would otherwise be cancelled for lack of a qualified instructor. Written requests must be submitted through and be recommended by the appropriate Director and Dean and must be accompanied by a modified work schedule request form and by a narrative statement describing the potential benefit to the College and/or students.

The President will review and consider the potential benefit to our students, to the College,

and to the requesting ACL. Also considered will be, among other factors, the foreseeable impact on the ACL and the work of his/her department before acting on the request.

No commitment to hire may be made without the prior written approval of the President. Questions about this topic should be directed to Human Resources.

(Weekly Bulletin – August 23, 2006)

Racism & Acts of Intolerance

(Excerpted from the Board of Trustees' Policy; 2.1.5; Adopted February 26, 1990)

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their "differentness." At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives.

Such expression, even though constitutionally protected, can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, gender identity or expression, disability, national origin, or ethnicity, and the first amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment. Therefore, the community colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth.

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of differentness and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

Sexual Harassment

*(Portions excerpted from the Board of Trustees' Policy, via Employee Relations Memorandum 98-2, rev. 12/5/97)
(updated by NVCC on February, 2012)*

What is sexual harassment?

Sexual harassment is a form of sex discrimination, which is illegal under state and federal law and is also prohibited by the Board of Regents' Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the college community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

Sexual harassment may be described as:

Any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for

employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

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Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim's employment or learning experience. Examples of conduct which may constitute sexual harassment include but are not limited to:

- . sexual flirtation, touching, advances or propositions
- . verbal abuse of a sexual nature
- . pressure to engage in sexual activity
- . graphic or suggestive comments about an individual's dress or appearance
- . use of sexually degrading words to describe an individual
- . display of sexually suggestive objects, pictures or photographs
- . sexual jokes
- . stereotypic comments based upon gender
- . threats, demands or suggestions that retention of one's employment or educational status is contingent upon toleration of or acquiescence in sexual advances

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy.

Because of the power relationship between faculty and student, and between supervisor and subordinate employee, freedom of choice may be compromised in such relationships. Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic

or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited, are strongly discouraged.

It should be noted, additionally, that retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.

What to do if you are the victim of sexual harassment.

When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.

- . Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College's Equal Employment Opportunity Officer (EEO), another College official who has been designated by the President as a recipient of such complaints, Ronald Clymer is the EEO at NVCC. Mr. Clymer may be reach at Kinney hall, Room K705A, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708. His number is (203) 575-8110.
- . Students may report incidents of sexual harassment to the Director of Student Services or the dean of the area of the college with which the individual is involved. Dr. Lillian Ortiz is the Dean of Student Services at NVCC. Her office is located at Kinney Hall, Room 509A and the telephone number is (203) 575-8034.

- Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee
- A claim that an employee of a third party contractor has engaged in sexual harassment on College premises or in connection with the performance of the third party contract should be reported immediately to the dean of the area of the college with which this individual is involved, to the Provost and Senior Dean of Administration, or to the President. The President, the Provost, and the Dean will ensure that appropriate follow-up action is taken.

Depending on the nature of the complaint and the desires of the complainant, the College official to whom the complaint has been made may attempt to resolve the complaint informally. Any informal resolution of a complaint must be approved by the College President. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Affirmative Action Grievance Procedure for employees (*see Board Policy 2.1.3*) or Student Grievance Procedure for students (*see Board Policy 5.2.2*).

- For employees, a written complaint should be filed within fifteen (15) calendar days of the alleged harassment. This time frame may be extended by up to fifteen (15) additional calendar days if efforts at informal resolution have been made.
- For students, a written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

When a formal complaint of sexual harassment is received, it will be investigated by the College. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However, complete anonymity cannot be assured, given the College's obligation under law to investigate and take appropriate action in all cases of sexual harassment.

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irremediable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including termination, if an employee, or expulsion, if a student.

In addition to invoking the available grievance procedure, an employee who believes he or she has been sexually harassed may file a complaint with the Connecticut Commission on Human Rights and Opportunities, 25 Sigourney Street, 7th Floor, Hartford CT 06106 (telephone: 860-541-3400, TDD#: 860-541-3459) and/or with the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114, within 180 days of the date when the harassment occurred. A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil

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Rights, U. S. Department of Education (Region 1), John W McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109.

Publication of sexual harassment policy.

This document shall be distributed to all members of the College community. Notice of the Board's policy against sexual harassment also shall be given to any independent contractor with whom a College has a business relationship, as a mandatory part of that contract.

Training.

Training in the implementation of the Board's policy against sexual harassment and in sexual harassment prevention shall be provided for all supervisory employees, in accordance with the provisions of state law. Attendance at such training shall be

mandatory. In addition, awareness and sensitivity training for all employees and students is strongly encouraged.

#971 Rev, 12/5/97 (Rev Apr2011 by NVCC)

SEXUAL HARASSMENT POLICY

It is the policy of Naugatuck Valley Community College to prohibit "sexual harassment." Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive employment environment.

Also prohibited is any romantic/sexual liaison between a professional or classified staff member and a student for whom that staff member has a teaching, advisory or other supervisory responsibility.

Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim's employment or learning experience. The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. It may involve individuals of the same or opposite sex. This college will not tolerate sexual harassment in any form. All employees shall be responsible and accountable for maintaining an environment free from sexual harassment. Any employee or agent found to have engaged in sexual harassment as defined above will be subject to serious disciplinary action up to and including dismissal.

Employees who feel that they have been sexually harassed have the right to file a complaint. Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College's Equal Employment Opportunity Office (EEO), or to the President of the College. Ronald Clymer is the college's EEO. His office is located in Kinney Hall, Room K705A, and he may be reached at 203-575-8110. Dr. Daisy Cocco De Filippis is the President of the College, her office is located in Kinney Hall,

Room K703B, and her telephone number is 203-575-8044. Any concerns or complaints regarding students should be directed to the Dean of Students Services, Doctor Lillian Ortiz. Her office is located at Kinney Hall, Room K509A and the telephone number is (203) 575-8034.

Any concerns or complaints regarding students should be directed to the Dean of Students, Dr. Lillian Ortiz. Her office is located at Kinney Hall, Room K509A and her telephone number is (203) 575-8034. Concerns or complaints regarding third party vendors or contractors should be directed to the Provost and Senior Dean of Administration, Dr. James Troup. His office is located in Kinney Hall, Room K706B and his telephone number is (203) 575-8220.

Smoking Policy

Section 19a-342 of the General Statutes of Connecticut prohibits smoking in any building or portion of a building owned or leased and operated by the State or any political subdivision thereof. Smoking is also prohibited in any vehicles owned or leased by the State. Any person found guilty of smoking in violation of this statute shall have committed an infraction. Violations can result in an infraction being issued by a NVCC Public Safety Department police officer and a minimum fine of \$75.00.

Smoking outside campus buildings is restricted to “Designated Smoking Areas” and parking lots marked by signs to alert students, faculty, staff and campus visitors to the policy. Those areas so designated include only the following:

Gazebo shelters on the main campus

- Near the south entrance to Kinney Hall
- Outside Ekstrom Hall parking garage along parking lot D
- Outside the west entrance to Founders Hall

Outside on the main campus

- Parking lot C
- Parking lot D
- Parking lot E
- Parking lot F
- Level 3 of the Plaza – south side of Student Center Building only as designated by signs and striping
- Outside the west entrance to the Fine Arts Center on the Plaza under the overhang
- Under the overhang of the area leading to the boiler room of the Core building on the ground level.

183 Main Street, Danbury – Outside Danbury Center

- Rear Parking lot

Violations (except in buildings) are not considered punitive according to present law and, therefore, are not subject to an infraction being issued by a NVCC Public Safety Department police officer. However, violations will be dealt with as workplace or student discipline matters. Compliance will be monitored by Public Safety, employee supervisors and student services staff.

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Faculty, staff and students are encouraged to direct smokers to the designated smoking areas and to report persistent violators to the appropriate authority.

This policy is in effect as of January 3, 2005.

Surplus Property, Disposal of

The Connecticut Community College's Fixed Asset Inventory and Accounting Policy effective July 1, 2001 provides for the delegation of authority from the Chancellor to the College President and/or his/her designee for the disposal of surplus property in accordance with these policies.

Determination – Colleges should identify property that is unused or unserviceable, or which is being replaced, through the normal inventory and purchasing processes, the identification of property which has been fully depreciated, as well as through ad hoc notification by individual property users and any other appropriate means that is subject to open disclosure.

Disposal – Property which is unused or unneeded but still serviceable should be identified and disposed of as soon as possible but not less often than semi-annually, in an appropriate manner which maximizes salvage value or other benefit to the CCC's, minimizes the staff resources required to complete the disposal, and protects against potential internal abuses resulting from internal sale or disposal of equipment to employees. Property that is damaged and unserviceable should be disposed of as soon as the determination is made.

In general, the College should attempt to transfer internally or sell for money any equipment, which is still serviceable that has a book value net of accumulated depreciation in excess of \$1,000. Non-capital equipment or equipment which is depreciated below \$1,000 may not warrant the staff time and resources to pursue an extensive disposal process, given the likely financial return.

The President or designee, at his/her discretion, may utilize any one or more of the following disposal methods:

- i. Transfer or sale within the CCC system or to any other state agency or DAS state surplus;
- ii. Transfer or sale to a local public education agency, municipality or charitable organization in the College's service region, or the College foundation;
- iii. Sale to employees of the College following appropriate notification to College staff at large, with such sale to be by sealed bid only, and provided that no capital item shall be sold to employees for less than its net book value, and further provided that no non-capital item may be offered for sale to employees unless a listing of such equipment for sale is authorized by the appropriate department head where the item is normally located, and maintained in the files of the office responsible for property control for public examination;

- iv. Sale to the general public at a fixed price, or public auction or sealed bid, following an open and publicly advertised process, and subject to the tax codes of the State of Connecticut;
- v. Discarding of obsolete or damaged equipment that is unserviceable.

Terms and conditions of the sale of any equipment must be stated in writing and provided to each purchaser, and must include that the sale is on an “as is” basis and that the College does not offer any explicit or implied warranty of the equipment being sold.

Naugatuck Valley Community College Division Directors or department supervisors wishing to surplus equipment should contact the Inventory Control Storekeeper (575-8235) who will determine the status of the equipment and the procedure for storage or disposal.

Telephones

If there is need to request a telephone to be added, moved or changed, the following procedure must be followed:

- Go to the NVCC website and click on *Administrative Services*
- Click on *Faculty/Staff Resources*
- Click on *NVCC Phone Service Req.* under Links
- Fill out the required fields and click on *Submit*
- Be certain to provide a detailed description of the work requested in the space provided
- Do not make a request using regular e-mail or by telephone

The form will be automatically sent to the College’s Lead Telephone Operator. Your direct supervisor may be asked for authorization.

The use of College telephones is for official State business only. This does not preclude use for urgent personal calls which do not engender cost to the College. Usage of the telephone system is monitored on a monthly basis for compliance with State policies. You may be requested to verify whether long distance calls were made for State business. If calls are personal, you will be asked to reimburse the College. Please understand that if a staff person or your supervisor contacts you and asks for this verification that he/she is just doing his/her job. It is suggested that personal long distance calls be made by credit card or on a collect basis, or on your own personal cell phone.

Violence Prevention & Response

(Excerpted from the Board of Trustees’ Policy, adopted 12/99 and based on Executive Order No. 16, 8/4/99)

On August 4, 1999, Governor John G. Rowland signed Executive Order No. 16 instituting a “zero tolerance” Violence in the Workplace Prevention Policy for all state agency personnel, contractors, subcontractors and vendors. In accordance with this directive and in an effort to provide a safe environment for employees, students, visitors and guests while on the premises of the Community Colleges, the Board of Trustees of Community- Technical Colleges has adopted and expanded the application of the Governor’s policy.

For purposes of this policy, “violence” is defined as an overt act or threat of harm to a person

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or property, or any act that poses a substantial threat to the safety of any person or property. "Premises" is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- f* Intimidating, harassing or threatening behaviors;
- f* Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.;
- f* Verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, etc.;

- f* Vandalism;
- f* Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized;
- f* Using such weapons; and
- f* Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm.

Reporting Threats or Violent Act

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager or to the Human Resources office. Supervisors and managers who receive such reports shall seek advice from the Human Resources office regarding investigating the incident and initiating appropriate action. **Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the campus Public Safety Department.**

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide to the Human Resources office a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Enforcement of this Policy

All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. An individual who makes a substantial threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on college premises.

Violations of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the College. Violations may also result in criminal penalties.

Threat Assessment Team

The College has established a Threat Assessment Team to oversee the implementation of this policy. The Threat Assessment Team includes representatives of management, human resources, employee unions, public safety department, and facilities management.

One goal of the team approach is to ensure that people are prepared to work together to deal with violent or potentially violent situations. Although violence cannot always be prevented, planning ahead and being prepared to act swiftly to deal with threats, intimidation and other disruptive behavior at an early stage can reduce the risk. The Assessment Team has three major functions:

- f* **Identifying the potential for violence.** This involves analyzing trends in incidents relating to particular units, jobs, and activities, time of day and so forth.
- f* **Prevention.** This includes recommending procedures to prevent violence, such as conducting violence prevention and response training for employees and students, establishing mechanisms for employees, students and others to discuss their concerns about violence, conducting inspections of College premises, evaluating working environments of employees and students to ascertain any unusual risks, conducting employee/student surveys, recommending changes in physical plant, equipment and practices to enhance campus safety.
- f* **Responding to individual acts of violence.** Incidents reported to the Human Resources office and/or the Public Safety department should be shared with the Threat Assessment Team which may advise and assist in the investigation if appropriate. The Team may also assist in the management of threats or incidents of violence by planning a response to mitigate further damage, coordinating responses with local law enforcement and the community and managing media inquiries. However, it is not contemplated that the Threat Assessment Team will be a substitute for those in the Human Resources, Student Affairs,

Publication of Policy on Violence Prevention and Response

This policy shall be distributed to all members of the college community and shall be posted prominently in areas where students, staff and guests may gather. The policy should also be included in orientation materials for new employees and students and published in college newsletters, catalogues, and handbooks as appropriate. The policy should be reissued once a year as a reminder of the importance of this issue in our community. Contractors, subcontractors, and vendors doing business with the college shall be advised that compliance with this policy is mandatory.

For further information on the subject of workplace violence, please consult the *State of Connecticut Violence in the Workplace Policy & Procedures Manual for Human Resource Professionals, September 1999* which can be found on the Office of Policy & Management website at the following address: <http://www.opm.state.ct.us/olr/wpv/wpv.htm>

Weapons on Campus

(Excerpted from the Board of Trustees' Policy, 4.23, adopted May 18, 1992)

The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes) is prohibited on college campuses at college activities except as authorized by Board or college policies. Colleges are hereby authorized to develop policies that allow for specific exemptions to the extent permitted by law.

“Deadly weapon: means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

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The definition of “deadly weapon” in this subdivision shall be deemed not to apply to section 29-38 or 53-206. Firearm “means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged.”

CSG 53-206 defines a dangerous weapon as “any BB gun, blackjack, metal or brass knuckles, or any dirk knife, or any switch knife, or any knife having an automatic spring release device by

which a blade is released from the handle, having a blade of over one and one-half inches in length, or stiletto, or any knife the edged portion of the blade of which is four inches or more in length, any police baton or nightstick, or any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument. “Martial arts weapon” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star; “

“Electronic defense weapon” means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

“Dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle” as that term is defined in this section and includes a dog that has been commanded to attack, except a dog owned by a law enforcement agency of the state or any political subdivision thereof or of the federal government when such dog is in the performance of its duties under the direct supervision, care and control of an assigned law enforcement officer.

NVCC Policy Exemptions *(Clarified by College President, July 1998)*

The NVCC Policy follows the Board of Trustees’ Policy, 4.23 with these specific exemptions that allow the following individuals to use or possess weapons under the specific conditions described:

1. On-duty police officers with jurisdiction* on campus, in uniform with proper carry device (holster).
2. On-duty police officers with jurisdiction* on campus, in civilian clothing, with proper concealment from view.
3. The use or possession of a weapon may be approved to illustrate in an educational class, lecture, demonstration, or as part of an approved ceremony or program. This third exemption must have the prior written approval of the Dean of Academic Affairs, the Provost and Senior Dean of Administration and the Director of the Public Safety Department. Forms to be used in seeking this approval are available in the Public Safety Department. The Public Safety Department will not take the responsibility of storing, caring for or handling personal weapons in any manner, except in cases of confiscation for a criminal offense or policy violation.

**Jurisdiction is to be recognized as the officer being on official business and having the statutory right of carrying out that business on NVCC properties.*

Weather Related College-Wide Closings, Late Openings & Early Release

College-wide closings, Late Openings and Early Release are distinct weather-related statuses. It is important that everyone clearly understands each and keeps them separate, because there are differing policies and regulations that apply to our employees, students and

the public for each. A new statement regarding this has been released by the System Office. It is available on-line at the Community Colleges' Website www.comnet.edu and replaces the policy last issued on November 19, 2004. All employees are advised to become familiar with the following summary of policies as they relate to them and their responsibilities under various weather statuses. The various statuses will apply to credit courses, non-credit courses, activities, special events and general College operations uniformly.

Exceptions: These are College-wide policies and they do not necessarily apply for an isolated building closing which might be announced due to a power failure or other problem. Additionally, it is possible for specific circumstances to cause a special event to be treated differently (for example a Waterbury Symphony concert or rehearsal).

Weather Statuses

Status #1 – Naugatuck Valley Community College is Open / No Cancellation or Closing Announcement has been made via email, voice mail, or the media, but the condition of the weather or roads is questionable.

All employees should report as usual unless they use one of the existing approved ways of being absent and notify their supervisor, e.g. approved use of accrued time. Students should report to scheduled classes, labs, and activities. It is recommended that the status be periodically monitored by referring to email, voicemail, the College Website during questionable conditions.

Status #2 – The College is Closed/Classes and Activities are Canceled.

This is usually announced before school in the morning. Additionally, sometimes conditions require an early release of students and employees before the end of a day. THIS IS A DEPARTURE FROM PAST PRACTICE. IN GENERAL, THE COLLEGE WILL ALSO BE CLOSED WHENEVER CLASSES AND ACTIVITIES ARE CANCELED. All classes and activities are canceled for the duration of the time announced. Students, faculty, part-time instructional EA's and non-essential employees do not have to report to work if before school or may leave the College at the announced time of the early release. Not only may people not come to the College or leave early, but they are strongly encouraged to comply to facilitate snow removal or other storm related activities.

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Status #3 – Late Opening

All students, faculty and other employees are advised to report at an announced late opening time. Essential maintenance and protective services employees must report at their normal

time unless their supervisor approves the use of accrued time. Other non-essential employees report at the announced time.

SUPERVISORS PLEASE NOTE: members of the AFSCME, Administrative Clerical (NP-3) and Administrative and Residual (P-5) Bargaining Units are allowed to report late due to inclement weather or hazardous driving conditions. Such employees should not be charged if they report within one hour of the start of a shift; and in the case of severe conditions, they may be excused for up to 2 ½ hours from the start of the shift. In assessing whether or not to excuse lateness in excess of one hour, consideration will be given to the time the employee arrives at work when compared to other similar situated employees.

Status #4 – The Governor or designee has closed all state agencies.

This is usually done by an announcement over the media when extreme weather is expected or is occurring statewide. NVCC is a state agency. Only essential maintenance and protective services employees are to report after the announcement before school or remain at work after the announcement unless their supervisors approve the use of accrued time.

Essential Maintenance and Public Safety Employees

An Employee Relations Memorandum draft issued by the System Office states that some employees may be designated as essential or critical, depending on their role in certain functions in the Maintenance and Public Safety Departments. When the College is closed essential employees are expected to report to work or remain at work unless the absence is covered in one of the ways specified in their collective bargaining agreements.

Part Time Hourly Employees

Part-time hourly employees are not paid for hours not worked due to closings or cancellations, but may be permitted to make up lost hours.

Announcements

Emergency and weather related cancellations, late openings, etc. for students and the general public will be announced using the following:

- ™ Message on the College's Web page (www.nvcc.commnet.edu). Click on "Weather/Closings" on the Home Page
- ™ myCommNet Alert (<http://my.commnet.edu>)
- ™ Voice message on College's main information phone number (203-575-8000)
- ™ TV (listed below)

Television Stations

STATION/NETWORK	CHANNEL	CITY
WFSB (CBS)	3	Hartford
WVIT (NBC)	30	Hartford
WTNH (ABC)	8	New Haven

Employees Should Not Rely on the Media

Instead, seek information from one or more of the following four sources:

- myCommNet Alert (<http://my.commmnet.edu>)
- Voice Mail – (see instructions below)
- The College phone number (203) 575-8000

- College e-mail (see instructions below)
- A department/division phone chain set up in advance. Make arrangements to have someone dependable call you or call them.
- Message on the College’s Web page (www.nvcc.commmnet.edu). Click on “Weather/Closings” on the Home Page

myCommNet

myCommNet Alert is a notification system that delivers critical information to students, faculty and staff of the Connecticut Community Colleges. The system delivers emergency messages through text messaging over cellular phones. It is one of several means by which your college will alert you in the event of an emergency.

Enrollment is strongly recommended. If you do not enroll in myCommNet Alert, you will not receive emergency messages through this system. Enrollment is easy and takes only a few minutes.

myCommNet Alert is powered through MIR3, a worldwide provider of emergency notification systems. The contact information you provide will only be used for the system. Contact information will not be shared for any commercial purposes. myCommNet alert will only be used for emergency notifications, testing and maintenance of the system. Tests are expected to be conducted once a year. You will not receive spam through the myCommNet Alert System.

VOICE MAIL

A voice mail message directed to employees will be broadcast to all College voice mailboxes.

E-MAIL

An e-mail message to employees will be sent to all campus e-mail addresses. To access your e-mail account from off campus:

- Type: <https://www.mail.commmnet.edu> in the address bar of your web browser
- You will load the Outlook Web Access (OWA) login screen
- Enter your password (same one you use to log onto your College computer)
- Click the Log On button
- You are now viewing your e-mail

NOTE: This entire policy is focused on college-wide announcements. It does not purport to

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announce an individual situation whereby a faculty member cannot get to class due to weather, but cannot reach students in advance to notify them or similar circumstances. That employee should notify an appropriate college office to affect a posting of their absence on a door at the earliest time possible.

Public Announcements

The media will be used when it is necessary to communicate with large public audiences planning to attend college or public events.

Outreach Locations

If NVCC closes or cancels for the day or evening, all classes at outreach locations are canceled. When regular classes are canceled at an outreach location, the NVCC classes at that location are also canceled even if the on-campus NVCC classes **have not** been canceled.

Saturday Classes

Faculty who teach Saturday classes should set up their own systems for class cancellations for each semester in which they are teaching. A telephone chain is most commonly used. While the process of cancellation is the same as above, it is better to insure that students do not arrive at class and do not find an instructor. Therefore, the informal process may be a means to insure that students and instructors are in communication.

Child Development Center Operation during Inclement Weather

All parents with children enrolled for either the half-day or extended-day program in the Child Development Center receive information which contains the following statement with regard to inclement weather:

“On those days we experience inclement weather, listen to the radio. If classes are canceled at Naugatuck Valley Community College, or the College is closed, the Center will be closed.

If a storm arises during the day and driving is going to be hazardous, you must call to check our closing status. There may be occasions when the Center will close before classes are actually canceled.”

When college classes are not in session, the Child Development Center follows the closing schedule of the Waterbury public schools.

Employment Information

Additional Contracts for Professional Staff

Consistent with Board of Trustees' policy, the College may authorize additional payment for services performed by full-time professional staff members provided that the nature and scope of such services, particularly with regard to instructional services, lie outside the regular duties of the staff member and are so certified by the President. In any one semester, the additional assignment may constitute no more than the estimated equivalent of teaching one additional course or one fourth of a semester workload with the exception of full-time faculty who may teach two courses during the summer semester. The following are some examples of additional contracts:

- A faculty member teaches an additional course beyond the required teaching load.
- A staff member is assigned to complete a special project.
- An administrator or counselor teaches a course. □

Note: A credit/contact hour equals three (3) hours of classroom/laboratory instruction per week. It is expected that two (2) hours of preparation are required per week for each credit/contact hour. Therefore, a 3-credit/contact hour course equals a commitment of nine (9) clock hours per week.

Several of the collective bargaining agreements address additional employment and should be consulted by professional staff members before entering into any such agreements.

At this College, when a full time or part time staff member is being considered for additional payment for services, the supervisor who is considering that person must first contact the dean of the Unit in which that person is assigned full time to explore the feasibility of such an additional assignment. If it is determined to be feasible, the person under consideration may be contacted by the initiating supervisor of the part-time assignment to make such an offer. It is then the person's responsibility who is being considered for an additional contract to secure approval in writing from his/her immediate supervisor. Requests are reviewed for approval "situationally" in the context of the staffing and other conditions in the work area from which the requestor comes. Supervisors must verify by signature that the additional employment does not interfere with the full-time job duties or work schedule of the staff member being considered. Each staff member is limited to one additional employment contract per semester or its equivalent concurrent with his/her full-time employment appointment. Contracts will not be processed by the Human Resources Department unless accompanied by the supervisor's written approval to take on the additional assignment as well as the secondary supervisor's approval for the proposed assignment. Such contracts must be processed and approved before the employee begins the additional assignment. It is the hiring supervisor's responsibility to insure that all provisions of the "Hiring Process for Part-time Lecturers (PTLs)" described below are met.

Part-time Lecturers (PTL's) are limited to teaching two (2) courses, up to 8 workload units for Congress and 7.49 for AFT, per semester within the community-technical college system. Extra care must be exercised when offering Educational Assistant and Part-time Lecturer contracts to make sure that if a person holds two (2) contracts – one as an EA and the other as a PTL – that the combination of the contracts does not exceed 17 hours per week. Contracts of 17+ hours require advance approval of the President and must follow applicable hiring guidelines as described below.

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PTL Teaching by Full Time ACLs (Weekly Bulletin-August 23, 2006)

Full time Administrators, Counselors and Librarians are permitted to teach a maximum of one course per semester and are encouraged to do so in order to stay “in touch” with student learning. However, the College discourages teaching by qualified ACL’s during the standard work day of 8 a.m. to 5 p.m. or during the time that their services are in peak demand.

In extreme situations a request to teach during the day may be approved to meet the urgent needs of an academic program and to benefit our students. An example of an urgent need might be the ability to offer a class needed by students to complete graduation requirements that would otherwise not run for lack of a qualified instructor. Written requests must be submitted through and approved by the appropriate Director and Dean and must be accompanied by a modified work schedule request form and a narrative statement describing the potential benefit to the College and/or students.

In acting on the request, the President will review and consider the potential benefit to our students, to the College, and to the requesting ACL. Also considered will be, among other factors, the foreseeable impact on the ACL and on his/her work department.

No commitment to hire may be made without the prior written approval of the President. Questions about this topic should be directed to Human Resources.

Advertising for EA’s and PTL’s

Once a year an ad is placed in local newspaper(s) indicating the College has an interest in developing an applicant pool for these types of services during the academic year. When resumes are received in the Human Resources Office, copies are sent to divisions where it is clear that the individual has a particular specialty. In addition, where a person has indicated more general skills, those resumes are kept in the Human Resources Office for use by College offices which have a need for Part-time Lecturers or Educational Assistants.

Affirmative Action Procedures for Employment Searches

The following is a list of requirements that the Affirmative Action Office needs during the course of the search process in order to comply with state and federal regulations:

1. Before the closing date of the advertised position:
 - The Dean or Division Director will discuss the make-up of the Search Advisory Committee with the Affirmative Action Officer. The recommended committee membership will be forwarded through the appropriate Dean to the President. The President approves all Search Advisory Committee memberships, which will then be announced in the Weekly Bulletin.
 - The committee chair will arrange a date and time for the Affirmative Action Officer to “Charge the Search Committee.”
2. Shortly after the closing date for applications:
 - The Chair of the Search Advisory Committee will provide a list of all the candidates who applied for the position to the Affirmative Action Office, and

- Forward Supplemental Forms to the Affirmative Action Office.
- 3. Prior to notifying candidates that they are to be selected for an interview, the chair will:
 - Provide a list of candidates selected for an interview to the Affirmative Action Office
 - Provide a list of proposed interview questions and answers to the Affirmative Action Office for approval.
- 4. Prior to the interviews occurring:
 - Provide the dates and times that the interviews will be conducted to your Dean and the Affirmative Action Office.
- 5. After the Search Advisory Committee interview process has concluded:
 - Provide the Affirmative Action Office and your immediate Dean with a copy of the three recommended candidates in alphabetical order.
 - Submit a completed Flow Chart to the Affirmative Action Office with a summary of the search process and, a written justification for eliminating each candidate during the search process.
- 6. After the recommended candidates have made campus presentations (if appropriate) and been interviewed by the President:
 - Provide the Affirmative Action Office with the completed Recommendation for Hire form for processing.

Note: Any questions regarding the above procedures should be directed to the Affirmative Action Office at 575-8110.

Attendance

(Excerpted from the Office of the President, Weekly Bulletin, November 8, 1995)

All employees are expected to report promptly to work at their scheduled starting time. In case of a planned absence, employees should make arrangements with their immediate supervisor as far in advance as possible. If unusual circumstances require an unexpected absence or tardiness, employees should speak with their immediate supervisor as soon as possible in accordance with unit and contractual guidelines.

Community College System Attendance Policy

(Adopted by the Board of Trustees October 18, 2010)

All Community College employees play a role in the accomplishment of College and System missions. Regular attendance is essential to providing the highest possible level of service to students, faculty, staff and the community that the college serves. Continuity of service and office coverage depend on staff being at work on time and prepared to perform the duties of their positions. Each employee is responsible for his/her own good attendance and for managing absences from work in collaboration with his/her supervisor.

The occasional need to be absent due to illness, medical appointments, etc., is recognized. For the large majority of employees, absences are legitimate, occur infrequently, and present few problems. The implementing guidelines that flow from this policy are intended to provide direction in recognizing and correcting those situations in which tardiness and/or absenteeism have become problems.

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Unreliable attendance, habitual tardiness, and excessive absenteeism are particularly detrimental to planning, organizational efficiency and employee morale. Poor reliability should be recorded in an employee's performance appraisal but may also be a cause for disciplinary action up to and including dismissal. Excellent attendance should also be recognized when evaluating performance.

While this policy does not supersede the terms of any collective bargaining agreement, it will be applied on as consistent a basis as possible to all employee groups – faculty, staff and managers.

Biweekly Attendance Record

Attendance records are kept for all employees of the College as required by the state auditors. At the end of each biweekly period, each employee records his/her attendance/absences on the departmental Biweekly Attendance Report. After the supervisor signs the departmental report, it is forwarded to the Payroll Office for posting immediately following the last day of the pay period, thus ensuring a current attendance record is accurately maintained for all employees. If the departmental report has to be forwarded to the Payroll Office before an employee records his/her attendance/absences, **the supervisor fills in the appropriate information**. The employee must go within ten (10) days to the Payroll Office to initial the form. Only an employee's supervisor is authorized to change entries on a departmental time sheet after it has been received in the Payroll Office.

Adjunct time reporting procedures differ. Contact your Academic Division Director for guidance.

Note to all employees: Excessive tardiness, absenteeism, or frequent unreported absences will reflect unfavorably on one's employment record and may be grounds for disciplinary action.

Work Schedules

Standard Work Week, Normal Operating Hours, Coverage and Supervision

The following is intended to clarify the standard work week, normal operating hours during which the College is open and services are available to the public:

The Standard Work Week and Normal Operating Hours are:

Monday – Friday, 8:00 a.m. to 5:00 p.m.
with appropriate and approved lunch and coffee breaks.

Coverage:

It is expected that all offices will have coverage during all Normal Operating Hours. In order to do this, it is expected that supervisors will establish overlapping work schedules where several employees are available to do so (i.e., one person starts earlier and ends earlier; another person starts later and ends later.)

Coverage is defined as follows:

1. A "live," qualified person is in the office to provide service (or)
2. A sign on the door directs staff and students to an alternate "live," qualified person who is providing service in another location and the telephone is programmed to forward calls.

Alternative two should be resorted to only when absolutely necessary, e.g., someone is out or a limited number of assignable employees are available in a location. If in doubt, seek an interpretation from the office of the appropriate dean.

Clerical NP-3, full time employees (40 hours per week) are expected to work the standard work week unless a modified work schedule is approved by the President. Administrative and Residual (P5) employees are eligible to request approval for an alternate work schedule in accordance with their collective bargaining agreement. Unclassified, non-teaching, full time employees whose collective bargaining agreement defines full time as fewer than 40 hours are responsible for working the number of hours listed specified in their respective collective bargaining agreements, and must abide by the weekly schedule established by their supervisor. That schedule is expected to fall within the Standard Work Week and to follow the basic schedule (see below) unless a modified work schedule has been approved by the President.

Employees who are Assigned to Other than Standard Work Week:

Public Safety and Boiler Room employees work 40 hours per week and Maintenance employees work 37.5 hours per week, but follow a schedule which, because of the nature of their duties, may fall outside the normal work week. They receive their schedules from their respective supervisors according to applicable contract provisions.

Variations from the Normal Operating Hours:

As indicated above, the normal operating hours for the College are Monday through Friday from 8:00 a.m. to 5:00 p.m. However, some services are open beyond those times during registration, other special events or to provide service corresponding to the academic calendar. A service such as the Library/Learning Resources Center/Library may have its own extended hours posted and employees are scheduled accordingly following contract provisions.

Supervision:

Employees are reminded that they are rarely without supervision during normal operating hours. In the event that the immediate supervisor is off campus or absent, that supervisor is expected to name an alternate in charge of the area, normally an appropriate subordinate, if available. If that is not done, the next highest ranking person in the "chain of authority" is automatically in charge of that area and its employees. This upward assumption of supervisory responsibility extends all the way to the college president, or designee, if necessary.

Basic Schedules

Effective July 1 each year, all approved modified employee schedules revert back to the College basic schedule. Previously approved schedule modifications do not carry over. College basic schedules for full time employees, excluding faculty, are:

- 35 hours per week employees work 8:30 a.m. – 4:30 p.m., w/one hour for lunch
- 40 hours per week employees work 8:00 a.m. – 5:00 p.m., w/one hour for lunch

Supervisors are reminded that it is their responsibility to ensure that their assigned staff is at work and working during their assigned hours. Absences must be accounted for through charges to personal days, to vacation time, or accrued approved compensatory time as appropriate. Exceptions are noted elsewhere in this policy.

Requests for Modified Schedules:

Employees who wish to modify their work schedules to accommodate special needs should make a request in writing to their immediate supervisor. If a review of the request reveals that the modified schedule meets the needs of the office, *the supervisor may forward a recommendation to the appropriate dean and then on to the president for final approval.*

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Employees should not begin working the modified schedule until written approval is given.
(Forms are available in the Office of Human Resources)

Dual Employment Procedures

The statutory requirements for dual employment contained in Connecticut General Statute 5-208a are as follows:

- The appointing authority of each agency or his/her designee must: 1) certify that the duties performed by an employee, who is compensated for rendering services to **more than one agency**, are outside the responsibility of the primary agency; 2) ensure that the hours worked at each agency are documented; 3) review the services performed to preclude duplicate payment; and 4) ensure that no conflicts of interest exist between the services.
- The appointing authority must also ensure that employees who hold multiple job assignments **within the same state agency** are not compensated for services rendered to such agency unless 1) the appointing authority of such agency or his/her designee certifies that the secondary duties performed are not in conflict with the employee's primary responsibility to the agency; 2) that the hours worked on each assignment are documented and reviewed to preclude duplicate payment; and 3) that there is no conflict of interest between the services performed.

All agencies should review the Fair Labor Standards Act (FLSA) implications on salaries in dual employment situations prior to initiating the dual employment process.

When a State of CT employee, including an employee of a CCC college, is retained for additional employment, a dual employment form (available from Human Resources) must be executed. Signature by the President or designee certifies that the additional responsibilities are not in conflict with the employee's primary responsibility to the agency, that the hours worked on each assignment are documented and reviewed to preclude duplicate payment and that there is no conflict of interest between the services performed. The following procedure will be used:

1. The staff member consults with the primary agency supervisor (e.g., Director at NVCC) and has the section under primary agency filled out with appropriate signatures.
2. Once approved, the form is transmitted by the employee to the secondary agency.
 - a) If the secondary agency is also Naugatuck Valley Community College (e.g., for an overload, non-credit courses, special programs), then the division sponsoring the additional activity is the secondary agency. The supervisor signs and transmits the form to the appropriate Dean with the Personnel Worksheet (PW) form. The PW form is processed. The Dean sends the Dual Employment Request form and PW to Human Resources.
 - b) If the secondary agency is not Naugatuck Valley Community College, the individual will forward the Dual Employment Request form to the supervisor of that state agency for approval/signature and return to NVCC Human Resources.

Terminations

Employees are required to submit resignations/retirements in writing. It is the responsibility of the supervisor to ensure that HR is notified of **all** voluntary terminations. Supervisors are reminded that they do not have authority to terminate employees. Any requests for involuntary termination must be processed through Human Resources and approved by the President.

Exit Processing

During the last week of employment, the supervisor of the employee who is terminating must schedule an exit interview for the employee to meet the appropriate individual in Human Resources so that the necessary separation papers can be completed and final records processed. Human Resources will obtain the employee's forwarding address. Exiting employees will be encouraged to provide Human Resources with observations and information regarding their work experience at the college and their reasons for leaving.

Keys and other College property must be returned to the supervisor. It is the supervisor's responsibility to forward College keys to the Director of Facilities and verify that all College property has been returned.

Employment Application Documentation Requirements

Effective February 7, 2007, the following policy is in effect and is part of the NVCC Policies and Procedures Manual.

Policy:

It is the policy of Naugatuck Valley Community College that applicants for each vacancy must provide original current* documentation in accordance with all application criteria as listed on the position announcement for each position applied for. This includes official transcripts, letters of reference, completed employment applications, and any other documentation, if required by the posting. As a courtesy to actively employed FULL TIME employees of NVCC, the Human Resources Department will photocopy and forward official transcripts on file, to the search committees for posted vacancies within the College upon written authorization from the applicant. Official transcripts for college work and degrees earned after initial employment must be submitted by the applicant.

This policy is regarding prospective application packages, and is not retroactive to any application packages submitted prior to the effective date of the policy.

*Current means materials must be dated on or after the posting date of the vacancy.

Background:

NVCC has had an increasing number of requests to move original application materials, dated materials, and unconfirmed information around from one file to another when individuals submit applications for more than one position, when there has been a lapse of time between applications, or when applicants have had a prior or part time employment history with the college. The practice of doing that compromises the maintenance of files and the integrity for potential future review of a file when it becomes necessary to reconstruct the role that the submitted materials played in a personnel decision. Although it is time consuming and less convenient to a job applicant, it is necessary to maintain original files intact, as well as to provide the search committees with a complete application package that includes verifiable information and the most current experience and references.

Equal Opportunity Employer

Positions are filled in accordance with affirmative action guidelines which guarantee equal opportunity in the selection process without regard to race, color, religious creed,

EMPLOYMENT INFORMATION

sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, or qualified disability.

The College continues to notify all recruiting sources of its commitment to equal opportunity and affirmative action. Recruiting sources are requested to acknowledge compliance in referring applicants on a non-discriminatory basis. All advertisements of job openings are placed in "Help Wanted" columns and include the phrase, "*Naugatuck Valley Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.*"

Hiring Process for Classified Staff

The traditional method of appointment to classified positions is from Candidate Lists (formerly called Employment Lists), which result from examinations administered by the State Department of Administrative Services/Personnel. As soon as a vacancy is announced, the HR Department runs a Candidate List. The Layoff Reemployment and SEBAC Lists must first be reviewed to determine if they contain eligible candidates. If not, the position announcement is posted for two weeks on bulletin boards, sent to all community colleges, the Community-Technical College System Office, the Affirmative Action Officer and the appropriate union, where applicable. There are also various alternatives to traditional Candidate and Layoff Reemployment Lists. These include:

- Continuous Recruitment Lists
- Transfer Lists
- Reemployment Lists
- SEBAC Lists
- Merit Promotion System
- Promotion by Reclassification
- Noncompetitive Appointments

Each of the above methods is regulated by a particular set of requirements and procedures. In rare cases of critical functions, a provisional temporary appointment may be made. Due to the variety of processes and the possible consequences of errors, **the first step in any classified recruitment, selection or appointment process will be to contact Human Resources to develop a recruitment strategy.**

***Note:** At times there are classified vacancies which may require advertising.*

Once a candidate for hire has been identified and approved by the Dean, the Search Committee Chair will complete the Recommendation for Hire Form and Affirmative Action Flow Chart and send it sequentially to their Dean, Equal Employment Opportunity Officer, Human Resources and the President for approval and signatures. Upon approval of the President, Human Resources will request approval for appointment from the Department of Administrative Services (DAS). Upon the DAS approval, Human Resources will offer the position, confirm start dates and notify the hiring manager and Dean.

Hiring Process for Unclassified Staff

Employment Process for 20 Hours+ Per Week Positions:

INITIAL STAGE

- Consideration occurs to fill a vacant, or create a new, position, upon initiation of the supervisor.
- All necessary parties and the President approve Notice of Vacancy.
- HR Dept, in consultation with the appropriate Dean, chooses to use, or modify, the job description. A new one is written if necessary. Approval of the System Office is obtained.
- Search Advisory Committee (SAC) members and chairperson are recommended to the President by the appropriate Dean. President modifies or approves the committee membership.
- SAC Chair calls first meeting of committee. Committee is charged by Affirmative Action Officer. President also attends the charging meeting if available, but AAO is responsible for the charge, and to instruct SAC members on appropriate search methods and to warn of potential pitfalls. SAC determines how to address late and incomplete applications.
- SAC Chair sends list of applicants to the AAO to ensure correct size and balanced pool.
- SAC meets and reviews minimum qualifications and identifies preferred knowledge, skills, and abilities.
- SAC (or SAC's clerical support person) identifies incomplete application files and notifies SAC of missing information.
- SAC members individually review each applicant file and rate according to rating system agreed upon by SAC.
- SAC selects candidates to be interviewed and sends spreadsheet to AAO to validate that interview pool is appropriately diverse and includes a sufficient number of goal candidates.
- Applicant flow chart must be reviewed by AAO.
- SAC agrees on interview questions and verifies them with AAO.
- Clerical support person schedules interviews.
- Search committee interviews candidates and agrees on three finalists (sometimes this could be four) for each vacancy.
- SAC Chair submits names of the three finalists in alphabetical order to the President and copies the AAO.
- At the discretion of the President, candidates for unclassified positions will be asked to make a presentation to the campus community on a topic relevant to the position applied for. At this 20 minute college-wide presentation, followed by a Q&A period, input will be collected from the audience through an established feedback sheet and passed on to the President.
- SAC Chair compiles strengths and weaknesses and sends to AAO.

THE FINAL STAGE

- President receives from the Search Committee the following on each candidate being recommended for further consideration:
 - Candidate's complete file including: letter of intent, application form, transcripts, letters of recommendation, equivalency statement (if applicable), and reference check notes, etc.
 - List of strengths and weaknesses for each candidate
 - Applicant flowchart, signed by the SAC chairperson
- President and appropriate members of the management team interview the candidates.
- President confers with the Dean and/or SAC Chair then selects the candidate to whom an offer should be made by HR.
- SAC Chair submits draft final flow chart to AAO.

EMPLOYMENT INFORMATION

AFTER CANDIDATE IS SELECTED BY PRESIDENT:

- Recommendation for Hire form is prepared by SAC Chair, signed by Dean of the appropriate unit, and submitted to the President. After approval by the President, HR contacts the candidate.
- HR makes an appropriate offer and attempts to secure acceptance by candidate. Salary and start date are finalized, in consultation with the President and/or System Office, if necessary. Bargaining unit is assigned according to established procedures.
- Letter of Offer is prepared by HR for the President's signature and mailed.
- When the offer letter is signed and returned by the candidate, the Dean is notified. The Search Committee Chairperson is then authorized by HR to send rejection letters to the other candidates notifying them that an appointment has been made.
- SAC Chair submits final flow chart to AAO.

The final preparation of forms and attached documentation for all recommended personnel actions being submitted to the Board of Trustees for action is the responsibility of the Director of Human Resources. He/she will, in turn, obtain the President's signature, and, if it is an exception appointment, forward the forms and documentation to the Community-Technical College System Office for action. The President is the appointing authority for all NVCC positions.

PART TIME EMPLOYMENT

This confirms that all part time employment arrangements must comply with Board policy, including hiring procedures, employment paperwork, rates of pay, time sheet completion, dual employment and work load limitations. This includes requests for Notices of Appointment (contracts) of part time Educational Assistants (EAs), Part time Lecturers (PTLs), Non Credit Lecturers (NCLs), and Student Assistants (SAs). It takes one to two weeks from when the completed Personnel Worksheet (PW), coded properly and signed by the Dean, is received in HR for part time employees to be set up in payroll and issued Notices of Appointments. Employees must not commence work until all employment paperwork is completed, the hiring Division/Department has submitted all required application materials and a Notice of Appointment has been issued, signed by the employee and returned to Human Resources. In order for that to occur, it is imperative that PWs be prepared, approved and received in HR in a timely fashion.

Hiring Process for Part-time Educational Assistants (EA's)

(Non-teaching Employees Working Less Than 17 Hours Per Week)

HIRING SUPERVISOR

This is a decentralized recruitment process with each Director empowered to identify and recommend persons to be hired within the guidelines provided. A Personnel Worksheet (PW), including the organizational code, is filled out by the hiring supervisor and signed by the Director and Dean when a candidate has been identified for employment. The hiring supervisor then forwards to the Human Resources Office the PW, the employment application, the employment application supplement, copies of the person's college transcript(s), at least two letters of reference, and a job description of the duties to be performed which includes a statement of the level of education required. **Note:** The employment application, employment application supplement, college transcripts and letters of reference are only necessary when the EA is initially hired, or if there is a break in service of one year or more.

HUMAN RESOURCES OFFICE

Contract is typed and mailed to employee. A position control number is assigned and employee is added to CORE CT.

(Non-teaching Employees Working 17.5 – 19.5 Hours Per Week)

HIRING SUPERVISOR

An EA Recommendation for Hire Form and a Personnel Worksheet (PW), including the organizational code, are filled out by the hiring supervisor and signed by the Director when a candidate has been identified for employment. The hiring supervisor then forwards to the Dean the EA Recommendation for Hire Form and the PW, the employment application, employment application supplement, copies of the person's college transcript(s), at least two letters of reference, and a job description of the duties to be performed which includes a statement of the level of education required. **Note:** The EA Recommendation for Hire Form, employment application, employment application supplement, college transcripts and letters of reference are only necessary when the EA is initially hired to work more than 17.5 hours per week, or if there is a break in service of one year or more, subject to the special provision regarding EA Recommendation for Hire form.

SPECIAL PROVISION REGARDING EA RECOMMENATION FOR HIRE FORM

The EA Recommendation for Hire Form must be completed for all new hires in EA positions over 17 hours per week, or for requests to increase EA hours above 17 hours per week. Please note: applicants are not to begin work until supervisor is notified of approval and start date by HR Department. The President is the appointing authority.

HUMAN RESOURCES OFFICE

Upon receipt of an approved EA Recommendation for Hire Form, the Human Resources Office makes the offer and notifies the supervisor of the start date. A contract is typed and mailed to employee. A position control number is assigned and employee is added to CORE CT.

Examples of the types of positions and services which may be hired in the category of Educational Assistants:

- Tutors in subject areas such as math, English, reading/writing, etc.
- Testing specialists and assistants
- Academic advisers
- Lab assistants
- Computer specialists
- Librarians and library assistants
- Marketing assistants and specialists to work with business and industry contractors
- Clinical instruction

The Educational Assistant classification is compensated pursuant to a schedule of minimum hourly rates based on the level of education required to perform the job duties, as indicated in the job description, i.e., Associate's degree, Bachelor's degree, Master's degree, or Master's + plus 4 years of experience in the particular field or specialty. These rates are available in the Human Resources Office.

With a few exceptions regarding the AFT bargaining unit, all part-time, non-teaching employees (educational assistants) who work nine (9) or more hours per week but less than twenty (20) hours per week at our College are included in the Congress (4C's) collective bargaining unit, subject to the recognition and definition limitations in Article I of the agreement for part-time employees.

Educational Assistants are entitled to certain benefits based on the number of hours per week worked. It is necessary for new employees to schedule an appointment with the Human Resources Office prior to the starting work date to complete relevant documents such as W-4's,

EMPLOYMENT INFORMATION

retirement forms, Form I-9 (the Employment Eligibility Verification form which require documents that establish identity and employment eligibility, e.g., driver's license, social security card.) The Human Resources Office is located in Kinney Hall, Room K-704.

Hiring Process for Part-time Lecturers (PTL's)

HUMAN RESOURCES OFFICE

This is a decentralized recruitment process with each Academic Division empowered to identify and recommend persons to be hired within the guidelines provided. When an Academic Division hires a brand new PTL, that division notifies the Dean of Academic Affairs to enter all personal information in the BANNER System, which in turn assigns a BANNER number and bargaining unit. The Dean also notifies the Human Resources (H.R.) Office in order for H.R. to create a personnel folder and mail a new employee packet for the individual to complete. Once the packet is complete, the new employee will mail it back to H.R. or make an appointment with H.R. to review the packet with them, then they are added to Core CT for payment.

DIVISION DIRECTOR'S OFFICE

The Division Offices schedule all new and returning PTL's in the BANNER System each semester using the BANNER number that was assigned by the Dean's office. The Division Offices insures that all applicable workload rules are adhered to. The Division verifies if the PTL is dually employed at another state agency or community college. **Note:** It is the secondary agency and the employee's responsibility concerning dual employment rules. (See "Dual Employment Procedures" in this manual for further information). At the time of hire, the Division office will provide an employment application, employment application supplement, a resume, 2-3 letters of reference and official transcripts for H.R. to file in the employee's personnel folder.

HUMAN RESOURCES OFFICE

One week before the contract begin date, when all new PTL's are assigned a BANNER number by the Dean's Office and once all new and returning PTL's are scheduled in BANNER by the division offices, reports are then generated by H.R. through the BANNER System, and given to the Division Directors as well as the Dean of Academic Affairs. Once the reports of all PTL's have been approved, they are sent to H.R. H.R. verifies if the PTL is a new or returning employee, verifies the union, checks to see if the person has taught +/- 18 credits. Payment is calculated and entered into the system. Once all the information has been added, contracts are computer generated via a mail merge, they are printed, sent to the President for signature and mailed to the employee for signature. The employee then returns to contract to the H.R. Office for filing. Reports are forwarded to the Payroll Office in order to process the payment.

Hiring Process for Student Assistants

HIRING SUPERVISOR

A Personnel Worksheet (PW), including the organizational code, is filled out by the hiring supervisor and signed by the Director and Dean when a candidate has been identified for employment. The pay range is minimum wage up to \$10.00 per hour. The hiring supervisor then forwards to the Human Resources Office the PW and a job description of the duties to be performed. The hiring supervisor directs the student to go to Human Resources, located in K704 to complete the necessary paperwork.

HUMAN RESOURCES OFFICE

Contract is typed and mailed. A position control number is assigned and employee is added to CORE CT.

Student Workers-Board Policy

In order to establish uniform practices in the employment of student workers, the following policy is established:

1. The student must be matriculated at the campus where employed.
2. To be eligible for summer session work the student must have been enrolled during the prior semester and must certify in writing his or her intention of attending the college during the next semester or be completing degree requirements during the summer session.
3. When classes are in session, a full-time student may work up to twenty hours per week and a part-time student up to thirty-five hours per week, summer sessions excluded.
4. During vacation periods a student may work a maximum of forty hours per week, summer sessions included.
5. The aforementioned conditions 1 through 4 shall not apply to persons employed under the federal college work study program. The employment of persons under the federal college work study program shall conform to the federal laws and regulations established for that program

PSA Personal Service Agreements

Personal Service Agreements are NOT an option for use when hiring an employee. An individual entering into a Personal Service Agreement with the State of Connecticut is contracting under a "work-for-hire" arrangement. As such, the individual is an independent contractor, and does not satisfy the characteristics of an employee under the common law for determining the employer/employee relationship [Internal Revenue Code Section 3121 (d)(2)]. Individuals performing services as independent contractors are not employees of the State of Connecticut and are responsible themselves for payment of all State and local income taxes, federal income taxes and Federal Insurance Contribution Act (FICA) taxes.

Job Placement Postings

The Human Resources Office receives job and examination posting announcements from various agencies throughout the State of Connecticut. Such announcements are posted and remain on the bulletin boards until the closing date of the announcement. Also posted is a list of current DAS examinations. A more detailed description of these postings can be obtained in Human Resources.

Announcements are posted on bulletin boards in the following locations:

- Kinney Hall 7th floor
- Founders Hall 1st floor
- Walkway near Cafeteria 5th floor

Job Specifications

The general job specifications of full-time classified and unclassified staff are located in the respective Collective Bargaining Agreements. Classified job specifications and job information can be accessed on the Department of Administrative Services Internet site:

EMPLOYMENT INFORMATION

<http://www.das.state.ct.us/mp1.aspx?page=9>. Adjunct faculty duties and conditions of employment are listed in the Notice of Appointment.

All employees and supervisors are reminded that work responsibilities are clearly outlined in each employee's job description. Further, the President expects strict adherence to the duties in the job description. Supervisors are encouraged to review the effectiveness of their operations and bring to their immediate supervisor any recommendations for change.

—Classified Service” Definition

According to Connecticut State Statute, Chapter 67, Sec. 5-196, Classified Service means every office or position in the state service, whether full-time or part-time, for which compensation is paid, except those offices and positions specified in section 5-198 or otherwise expressly provided by statute. The following represents classified service groups at NVCC:

- AFSCME Clerical (NP-3)
- Protective Services (NP-5)
- Maintenance Services (NP-2)
- Administrative & Residual (P-5)
- Confidential Classified (Non-Union)

—Unclassified Service” Definition

According to Connecticut State Statute, Chapter 67, Sec. 5-196, Unclassified Service means any office or position in the state service which is not in the classified service. The following represents unclassified service groups at NVCC:

- Congress/4C's (Faculty and ACL's)
- AFT (Faculty and Counselor and Librarians)
- AFSCME (Administrators)
- Confidential Unclassified (Non-Union)
- Management (Non-Union)

Employees who are members of a bargaining unit are encouraged to become familiar with their particular collective bargaining agreement.

Jury Duty

Any full-time employee required to attend court for jury duty or as a witness will be paid at full pay for the day(s). The full-time employee must provide a statement from the court clerk verifying the number of days on duty and the rate of pay the court pays the juror for each day. If a check is received for jury duty from the court, other than travel reimbursement, the check must be forwarded to the NVCC Payroll Office immediately. Employees called to jury duty will retain all rights and privileges as College employees while on such duty. (See respective Collective Bargaining Agreements.)

Maintenance of Employment Application Materials & Inquiries

Applications for employment and supporting documents from successful candidates are retained for the duration of employment plus 30 years

As a general rule, the Search Advisory Committee (SAC) chair maintains the search files. The following will be retained for a period specified by the Connecticut State Statutes and until authorization to discard is obtained from the State Public Records Administration Office.

- Applications for employment (not hired)
- Inquiries regarding availability for appointment
- Records of recruitment for individual vacancies
- Resumes (not hired)

Processing and Orientation of New Personnel

All required paperwork must be completed in order to enter the employee into the payroll system.

By Human Resources Office

Prior to employment, a new employee must make an appointment with the Human Resources Office, Kinney Hall, K-704, to complete the necessary employment forms. Generally, the following will be distributed, completed, and explanation given:

- I-9 Form
- Employment Application
- New Employee Packet – which includes benefits information and application, selected board and college policy statements, and orientation materials.

By Supervisor

The supervisor has the responsibility to acquaint a new employee with the following:

- College overview and history
- Work location, job responsibilities and performance expectations
- Campus facilities and resources
- Co-workers and other College personnel
- College and division policies and procedures
- Time and attendance records and pay periods
- Information technology resources
- Professional development opportunities and funding sources
- Employee Assistance Program

Publications Made Available to All Employees

- Employees' Policies & Procedures Manual
- Collective Bargaining Agreements (by union representative)/posted on the HR web page

Note: These publications are made available to all employees and posted on the HR page of the College web site. Employees are required to become familiar with these documents and comply with their contents.

EMPLOYMENT INFORMATION

OSHA Standard for Blood borne Pathogens

The OSHA standard covering blood borne pathogens requires NVCC to offer the three injection vaccination series free to all staff working in the areas listed below who are subject to exposure to blood or other potentially infectious materials as part of their job duties.

Maintenance, Public Safety, College Health Office, Biology, Athletics,
Allied Health & Nursing and Early Childhood.

In addition, training will be provided as outlined by the OSHA standard. Please contact the Human Resources Office, Kinney Hall, Room K-704 for further information.

Wage & Salary Administration

Pay Procedures

All employees are paid biweekly throughout the year, with the exception of adjunct faculty (see below). The Payroll Office publishes a schedule of paydays at the end of June for the following fiscal year beginning July 1.

Adjunct Faculty Pay Procedures

Credit Courses:

Contracts are generated from information entered into Banner by the Division. In rare situations, Divisions may request a manual contract by completion of a Personnel Worksheet (PW). Adjunct faculty are paid in the following ways:

- ***Fall and Spring Semesters***
There are eight (8) equal payments per semester.
- ***Summer Session***
There are four (4) equal payments per regular session. Special session may vary depending upon length of session.

Non-Credit Courses

The standard payment schedule for non-credit lecturers is keyed to the number of weeks the course will be taught.

- Instructors teaching courses scheduled to run less than 4 weeks are paid one payment upon completion, in accordance with the payroll schedule.
- Instructors teaching courses scheduled to run from 4 weeks to 8 weeks are paid one payment at midterm and one upon completion, in accordance with the payroll schedule.
- Instructors teaching courses scheduled to run more than 8 weeks but less than 12 weeks are paid three payments, in accordance with the payroll schedule.
- Instructors teaching courses scheduled to run 12 weeks or more are paid bi-weekly in accordance with the payroll schedule.

Designation of Check Distribution

Employees in "Standard Distribution" classifications (see below) must designate in writing the method of check distribution which they wish to follow. The designated method of distribution will be followed unless a written request to change is received by the Payroll Office at least three (3) days prior to payday.

Direct Deposit of Payroll Checks (*Electronic Transfer of Funds*)

Employees are strongly encouraged to use the state's direct deposit services. Funds are transmitted electronically to the employee's bank and are available at 9:00 am on Thursday, the last day of the pay period. The processing time required to implement direct deposit of payroll checks is approximately four (4) weeks. See the Payroll Department for the necessary forms and instructions.

WAGE & SALARY ADMINISTRATION

Note: Once the initial direct deposit has occurred, it is the employee's responsibility to notify the Payroll Department of any changes. Earning Statements will be distributed in the manner specified below for biweekly paychecks.

Distribution of Biweekly Paychecks

Standard Distribution:

- All Full-time Staff
- Full-time Faculty When Classes In Session
- Part-time Classified Staff

Biweekly paychecks will be distributed by one of the following means:

- Picked up at the Payroll Office (Kinney Hall, Room K-707) **after 3:00 pm** on final Thursday of the pay period.
- Delivered directly to a designated division/departmental office by request.
- Mailed directly to the individual, provided the individual furnishes the Payroll Office with the appropriate number of self-addressed stamped envelopes.

Once established, a mode of distribution may only be changed by providing the Payroll Department with a signed and dated written request sufficiently in advance of the distribution date.

Non-Standard Distribution:

- Part-time Lecturers (Credit and Non-credit)
- Part-time Educational Assistants
- Full-time Faculty (Summer or Semester Break)

Checks will be mailed to the employee's home address and postage for mailing checks will be paid by the College.

Early Distribution of Payroll Checks

(Excerpted from Memorandum No. 89-15, Office of the Comptroller, April 24, 1989)

Payroll checks prepared for our regular payrolls are dated on a Friday, except when that Friday is a holiday. In no case should an employee be able to present his/her paycheck (dated Friday) for cashing before 3:00 pm of the preceding Thursday. Similarly, when Friday is a holiday, checks dated on Thursday must not be available for cashing before 3:00 pm of the preceding Wednesday. The Office of the Comptroller releases payroll checks to agencies a day or so early only for the convenience of the agency. This permits comparison of such checks with agency payroll records and allows time to sort checks for distribution to employees. However, the agency must take whatever measures are necessary to ensure that distribution does not enable employees to cash or deposit such checks at a bank or credit union prior to 3:00 pm of the day preceding the date of issuance; i.e., except in cases of extreme emergency, checks are not to be distributed to employees before 3:00 pm!

Note: Therefore, in compliance with the above State Comptroller's directive, checks will not be distributed to NVCC faculty, staff, or work study students before 3:00 pm on the final Thursday of the pay period, except in cases of extreme emergency. Any request of "extreme emergency release" must be submitted in writing to the Human Resources Department, Kinney Hall, K-704, for approval prior to payday. Under no condition may checks be cashed or deposited before 3:00 pm on the final Thursday of the pay period. If a state holiday falls on the final Thursday of the pay period, checks will be available on the final Wednesday of the pay period after 3:00 pm.

Payroll Deductions

The College makes both mandatory and voluntary salary deductions from each employee's gross pay. All deductions are detailed on the biweekly earnings statement that accompanies each check. The statement shows current deductions and year-to-date information. **Note:** Changes in marital status, number of dependents, etc., will often affect payroll deductions, insurance coverage, and the status of other College benefits. The Payroll Office must be notified immediately of any such changes, including a change in address.



Employee Benefits

Child Care

A (fee-based) child care program in an accredited center, inspired by the schools of Reggio Emilia, Italy, is available for children of students, faculty and staff who are 18 months to 5 years of age. The Child Development Center is also a training site for students in the Early Childhood Education program. Interested parents are invited to visit the Child Development Center by calling (203) 596-8604 to make an appointment.

Collective Bargaining Units

Unionized college employees belong to one of seven bargaining units, each with its own collective bargaining agreement. Your job classification determines which unit classified employees are in and which union represents them. Every biweekly pay period a set amount is deducted for union dues for members or union fees for non-members. Further information on the various unions and how to join can be obtained by contacting the appropriate union representative. Unclassified bargaining units are specific to the Community College system. Classified bargaining units are statewide.

Credit Union

If you would like to join the Connecticut State Employees Credit Union, please contact the Payroll Office or check their website at www.csecreditunion.com.

Deferred Compensation Plan

Information on the Connecticut Deferred Compensation Plan is available on the Comptroller's web site at: www.CTdcp.com.

Educational Assistants' Benefits Charts

(see Appendix F, G, H in the back of this manual)

Employee & Family Assistance Program

We all experience the usual ups and downs that life brings. It is impossible to avoid the many stressors, conflicts and challenges that occur in modern life. Very often we resolve these situations on our own or with the help of family and friends. Sometimes, however, it helps to talk to someone who is an experienced counselor, understands your situation, and is impartial and non-judgmental. The program is free and confidential. It is also available to family members.

EMPLOYEE BENEFITS

EAP helps with all types of problems, such as:

- Stress and anxiety issues
- Marital and divorce counseling
- Family and parenting problems
- Alcohol and drug dependencies/abuse
- Bereavement and other losses
- Budget and debt problems
- Stress in the workplace
- Conflict management
- Dealing with difficult employees (supervisors, co-workers or subordinates)

EAP counseling is easily accessible and available at convenient times, short-term, immediate, problem-solving/solution-oriented, and non-judgmental. For more information, please contact the Human Resources Office or *Solutions EAP* directly at 1-800-526-3485 or by using their website <http://www.solutions-eap.com/>.

Family & Medical Leave

(Excerpted & distributed from the Summary of Provisions of the Federal Family and Medical Leave Act (FMLA) and State C.G.S. 5-248a (Family and medical leave from employment January 2000)

Legislation has been passed at both the State and Federal levels with the objective of providing employees with special leave benefits in certain circumstances. The provisions of the two pieces of legislation differ in many respects. In most cases, employees are eligible for the combination of benefits that is most favorable to them.

Minimum Service Requirement: To qualify for federal FMLA, employees must have at least 12 months of total service (in the aggregate) and have worked at least 1,250 hours in the 12 months immediately preceding the commencement of leave (hours worked does not include time spent on paid or unpaid leave). To qualify for State family/medical leave, employees must have permanent status with the State of Connecticut.

Qualifying Events: The circumstances covered under either the State family/medical leave or Federal FMLA or a combination of the acts are as follows:

Federal:

1. Birth and care for newborn child
2. Adoption or foster care
3. Care for Immediate "family member" (child, spouse, parent) with a "serious health condition"
4. Medical leave for employee with "serious health condition"
5. To provide care for a covered service member with a "covered serious injury or illness", who is a member of your immediate family, as defined in your collective bargaining contract or other policies
6. A "qualifying exigency" arising out of the fact that your spouse, son, daughter, or parent is a covered service member on covered active duty

State:

1. Upon the birth of a child of employee
2. Adoption
3. Upon the "serious illness" of a spouse, parent or child, including a biological, adopted or foster child, stepchild, or child of whom the employee has legal guardianship or custody
4. The "serious illness" of the employee
5. To serve as an organ or bone marrow donor

Documentation Requirements: The following documents must be submitted in support of an FMLA request:

“Employee Request” (**Form HR-1**) and Medical Certificate (**P-33A- Employee**), or Medical Certificate (**Form P-33B-Caregiver**), depending upon the circumstances and any other related documents as required by HR for family leave

Employees who request a leave under the State family/medical leave (C.G.S. 5-248a) are required to sign a statement confirming their intent to return to work immediately following the leave (**HR- 3—Intent to Return to Work**”). Although the Federal FMLA does not require such certification, employees whose leave is covered by federal law only may be required to submit this form after leave has begun or, if covered by both state and federal law, prior to beginning leave if the total period of leave exceeds their federal 12 week entitlement. Failure to return to work at the end of the leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by the agency.

Duration of Entitlement: Under Federal FMLA, eligible employees are entitled to 12 weeks of unpaid leave in a twelve-month period. The federal law allows employees to elect or the employer to require that the employee’s paid leave be substituted for this time. Under State family/medical leave, employees are entitled to a maximum of twenty-four (24) weeks of unpaid leave within a two-year period. The state entitlement is applied after the employee has exhausted any sick leave accruals that may be applicable. The State’s policy is to allow the substitution of personal leave and vacation accruals; however, this will not extend the 24-week entitlement period. Where possible, leave time granted under the State’s family/medical leave legislation will run concurrently with the Federal FMLA entitlement.

Benefits: During periods of paid and/or unpaid family/medical leave, employees continue to receive the same benefits as if they were actually working. The State of Connecticut continues to pay the same portion of employees’ individual and/or dependent insurance coverage as it did previous to the leave; however, employees on unpaid leave are billed directly by the Payroll Department for the same portion of the cost that was previously withheld from their paychecks for that purpose. Employees who have state-sponsored group life insurance will be billed directly by the Payroll Department for the same amount they contributed prior to the leave. In the case of any other deductions being made from paychecks (e.g. disability insurance, life insurance, deferred compensation, credit union loans), employees must deal directly with the appropriate vendor to discuss payment options. Upon return from the leave, service time accrued up to the beginning of the leave is restored to the employee for longevity and seniority purposes; some bargaining unit contracts even provide for service credit for the time spent on leave. Consult your union contract for further information.

If the employee does not return to work immediately following the leave for reasons other than a health condition or another good reason beyond the employee’s control, the employer may charge the employee retroactively for the employer’s portion of the cost of the health insurance during the unpaid leave.

Return to Work: At the conclusion of family/medical leave, employees are entitled with limited exceptions to return to the same position or an equivalent position with equivalent pay, benefits and working conditions. In the vast majority of cases, they will be returned to the position they occupied prior to the leave. If this is not possible, the agency will notify them of their new position prior to their return from leave. In cases involving the serious health condition of an employee, the agency will require the employee to produce a fitness-for-duty report on which the physician has certified the employee is able to return to work. This requirement protects the employee, coworkers and the public from the negative consequences that can result when an individual returns to work before being medically ready to do so. Therefore, employees who are

EMPLOYEE BENEFITS

notified of the need for a fitness-for duty certification will not be allowed to return to work without it.

Application Procedure: Eligible employees who wish to apply for family/medical leave must complete **Form HR-1**, "Employee Request for Leave of Absence under the Federal FLMA and/or State C.G.S. 5-248a," which is available from the Human Resources Department. Where the employee has advance notice of the need for the leave (e.g., an anticipated birth, adoption

or surgery), the form should be submitted several weeks in advance, using approximate dates if definite ones are not yet available. Where there is no forewarning (e.g., major illness), the form should be submitted as soon as the employee becomes aware that he/she is to be absent for an FMLA qualifying reason. The form is to be submitted to the Human Resources Department along with required documentation. Failure to provide the needed documentation may result in a disapproval of the leave or a delay in its commencement. Upon receipt, the Human Resources Department will review the request and complete **Form HR-2b**, "Agency Response: Designation Notice." That response will be mailed back to the employee, and the supervisor will be notified of the leave by Human Resources. Questions should be addressed to the appropriate Human Resources Representative.

Fitness Center

Refer to the "Policies" section of the Table of Contents.

Group Life Insurance

A booklet on the optional Group Life Insurance plan available to state employees may be requested from the Payroll Office.

Holidays

All eligible employees shall be granted time off with pay for the following holidays:

New Year's Day	Good Friday	Columbus Day
Martin Luther King Day	Memorial Day	Veteran's Day
Lincoln's Birthday	Independence Day	Thanksgiving Day
Washington's Birthday	Labor Day	Christmas Day

A listing of state holidays for the current calendar year is available in the Payroll/ Human Resources Department. Individual collective bargaining agreements are to be consulted to determine provisions concerning holiday compensation and/or compensatory time off for work performed on a holiday.

Note: Faculty follow the official college calendar as printed in the college catalog. Employees not covered by collective bargaining units shall receive holiday benefits in accordance with Section 5-254 of the General Statutes which states: "(a) Each full-time permanent employee in the state service shall be granted time off with pay for any legal holiday. If a legal holiday falls on a Saturday, employees shall be granted equivalent time off on the Friday immediately preceding such Saturday or given another day off in lieu thereof. The Commissioner of

Administrative Services may issue regulations governing the granting of holiday time to other employees in the state service. (b) Any employee in the state service compensated on an hourly or per diem basis shall be entitled to time off with pay commensurate with any time granted by order of the Governor to salaried employees with pay. (c) No state employee shall be required to work any legal holiday solely by reason of the convening of the General Assembly on such day."

Medical & Dental Insurance

Eligible college employees may select a health plan from among a variety of comprehensive plans approved by the state. The plans range from Point of Service plans to traditional HMO's and Point of Enrollment with a gatekeeper.

In addition to our medical plans, employees may be eligible to enroll in available dental plans. Information regarding coverage, participating providers, procedures, and rates is available in the Payroll Office.

Personal Leave Days

Each full-time employee who has served in state service for a minimum of six (6) months, shall be granted three (3) days personal leave of absence with pay in each calendar year. Each part-time employee who has completed six (6) months of continuous service shall receive pro rata personal leave, based on the ratio of the employee's work schedule to the 35-40 hour work week. (Refer to respective Collective Bargaining Agreements.) Personal leave of absence shall be for the purpose of conducting private affairs, including observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken in the calendar year in which they are granted, shall not be accumulated, and, therefore, are not carried over to the following calendar year. Except in an emergency situation, staff members shall give at least three (3) working days notice to the appropriate supervisor. Faculty should take personal leave of absence on days and in a manner that is least disruptive of the instructional program and the educational progress of students. All requests for personal leave days must be made in writing to the supervisor

Retirement Plans

The Connecticut State Retirement System

TIER I - Available to all employees who began employment on or before July 1, 1984.

This plan has a payroll deduction. It is not available to employees who began state employment after July 1, 1984. Anyone having questions regarding Tier I should contact the Human Resources Department.

TIER II - Available to all employees who began employment on or after July 2, 1984 through June 30, 1997.

This plan has no payroll deduction. Employees who began employment on or after July 2, 1984 who chose the CT State Retirement System were automatically placed in Tier II. Anyone having questions regarding Tier II should contact the Human Resources Department.

EMPLOYEE BENEFITS

TIER IIA - Available to all employees who began employment on or after July 1, 1997 through June 30, 2011.

Employees rehired on or after July 1, 1997 may also be members of Tier IIA depending upon the circumstances and/or unless the application of SERS service bridging provisions mandates placement in either Tier I or Tier II. The Tier IIA plan is essentially the existing Tier II plan with the following exceptions: □Employee contributions are required; specifically, two percent of salary. □Tier IIA members may receive credit for the same non-state service allowed in Tier II, provided that payment is made for such in the amounts determined under the formulas set forth in Tier I.

Alternate Retirement Program (ARP) - Available to unclassified employees.

This is a defined contribution plan qualified under section 401(a) of the Internal Revenue Code. An ARP member's benefit is based upon their contributions to the plan and investment earnings. The employee contribution to the plan is 5% of salary and is made on a pre-tax basis; the State of Connecticut contributes an amount equal to 8% of salary. Plan contributions are

invested at the direction of the member in investment funds available under the plan. ING is the State's administrator for ARP. Information on ARP is available at www.CTdcp.com.

SERS Tier III

State employees first hired on or after July 1, 2011 will become members of the new SERS Tier III retirement plan.

SERS Hybrid Plan

Employees first hired on or after July 1, 2011 in a position statutorily defined as a state teacher or a professional staff member in higher education are eligible to choose membership in the SERS Hybrid retirement plan. The Hybrid Plan is a defined benefit plan that provides members hired on or after July 1, 2011 with a life-time benefit the same as benefits provided under Tier III with the option at the time of retirement to elect to receive a lump sum payment of their contributions with a five percent employer match and four percent interest in lieu of a defined benefit.

State of Connecticut Teachers Retirement System - Available to Unclassified Employees

Certain restrictions apply. For further information, contact the Human Resources Department. All employees must choose a retirement plan. Once an employee chooses a retirement plan, they cannot change that plan during their employment with the State.

Sick Leave

All full-time employees accrue sick leave with pay for continuous service at the rate of one and one-quarter days per full calendar month. Each part-time employee shall receive pro rata sick leave, based on the ratio of the employee's work schedule to the 35-40 hour work week. (Refer to respective Collective Bargaining Agreements.) Earned sick leave is granted to an employee who is incapacitated for duty. An acceptable medical certificate (submitted to Human Resources) is required to substantiate a request for sick leave in the following situations:

- Any period of absence of more than five (5) consecutive working days;

- Absence from duty which recurs frequently or habitually, provided that the employee has been notified that a certificate will be required; and
- Leave of any duration when evidence indicates reasonable cause for requiring such a certificate.

The least amount of sick leave taken at one time may vary by bargaining unit but shall not be any less than a one (1) hour unit.

Funeral leave is contingent upon the availability of earned sick leave and charged against sick leave. (Refer to respective collective bargaining agreements.)

Upon retirement, pursuant to Chapter 66 or 167a of the CT General Statutes, a staff member shall be compensated at the rate of one-fourth of his/her daily salary for each day of sick leave standing to his/her credit as of the last day on the active payroll, up to a maximum of either 120 or 240 days, depending on bargaining unit and date of hire.

Tax-Sheltered Programs

An employee may voluntarily participate in a tax-sheltered annuity program (403b) or deferred compensation plan (457). The State does not contribute to these programs. Further information is available on the Comptroller's web site at : www.CTdcp.com.

Vacation

After six (6) months of continuous employment in state service, all full-time permanent employees accrue vacation as shown in the chart below according to union collective bargaining agreements. Part-time employees who have completed six (6) months of continuous state service shall receive pro rata vacation time based on the ratio of the employee's work schedule to the 35 - 40 hour work week. (*Refer to respective Collective Bargaining Agreements.*) Please note that faculty do not accrue vacation time. Also, unclassified management and unclassified confidential personnel accrue vacation days at the rate of 1.83 per month of service which days may be used as accrued. (*Refer to Personnel Policies for Management Employees in the CTC System, Section 7-10 Vacation, page 18.*) (*see Appendix L at end of this manual*)

Vacation day(s) request(s) should be in writing and subject to prior approval by the respective supervisor. It is expected that unclassified employees will take a minimum of three (3) weeks vacation each year (if accrual reaches that amount). Please see below for vacation carry over policy. However, vacation will not be accumulated for more than 60 or 120 days, depending on date of hire and classification.

Eligible employees leaving state service shall receive a lump sum payment for accrued unused vacation time. All administrators and non-teaching faculty who have been notified of termination of their appointment are required to use all accumulated vacation time prior to expiration of the final appointment year unless other arrangements are specifically authorized in writing by the College President. Please note that faculty does not earn vacation time. Vacation days do not accrue during any month in which an employee is on leave of absence without salary for more than five (5) days, except for specific leaves identified in the collective bargaining agreements. All staff members are reminded to review their respective collective bargaining agreements regarding the use of vacation time. The President will carefully monitor requests for vacation

EMPLOYEE BENEFITS

carry-over. (Past carry-over requests will be considered in the approval process.) If vacation days have been carried over from a previous year, the President would expect to see that some effort was made to use the time during the present period.

Vacation Carryover Policy:

In accordance with State regulations and Board of Regents policy, all employees of Naugatuck Valley Community College are required to use a minimum number of vacation days per calendar year. In accordance with various bargaining unit agreements, listed below, and System policies, an employee who does not intend to use the minimum number of hours, must submit a written request to the College President seeking approval to carry over the excess days/hours to the next calendar year. If the request is not submitted, or not approved, the employee must use the excess vacation leave by the end of the calendar year or lose those vacation days/hours. The Payroll Office will conduct an audit in October of each year and send notification to identified employees who still need to take vacation time to meet the minimum threshold for usage. However all employees are responsible for monitoring their use of vacation days to avoid forfeiture of accrued hours.

Congress, AFSCME administrators, and AFT employees who have not used at least 15 vacation days in a calendar year should request approval in advance from the President to carry excess vacation days into the next calendar year.

A& R, Protective Services, Maintenance and AFSCME clerical employees can carry over no more than 10 vacation days without requesting and receiving approval in advance by the President.

Requests for vacation carryover must be submitted for prior approval to the President's Office no later than December 1st of each year.

Naugatuck Valley Community College colleagues are expected to exercise good judgment in scheduling their absences and to work cooperatively within their units to ensure that the quality of the academic experience for our students is not compromised as a result of their absence.

Voluntary Schedule Reduction Program

(Excerpted from Employee Relations Memorandum No. 96-26, dated June 6, 1996)

(Based on CT State Regulations, Sections 5-248-c-1 through 5-248-c-3, dated May 14, 1996)

In general, this program is available to classified employees who have passed their initial working test periods and unclassified employees who have served in their unclassified positions for more than six months. An eligible employee may request individual full or partial days off on an occasional basis OR a reduction in the number of hours worked per week on a regular basis. A request will not be granted if it will result in the employee falling below the threshold for eligibility for health insurance benefits. The decision to approve a request for a voluntary schedule reduction is at the discretion of the President. The Voluntary Schedule Reduction

Program may not be granted if it results in additional salary costs to the College. Questions may be addressed to the Human Resources Department, Kinney Hall, K-704.

Waiver of Tuition and/or Fees

(see Appendix I, J in the back of this manual)

Workers' Compensation Injury Reporting Procedures

Naugatuck Valley Community College strives to provide a safe work environment for all employees (**including student assistants and work-study students**). Therefore, we are requesting that all observed safety hazards be reported to your supervisor immediately. In the event that an injury or illness does occur, we would like to remind you of the following information regarding Workers' Compensation and occupational injury and/or disease:

In the event of an occupational injury and/or disease occurring while on duty, it is the policy of the State to have an employee notify his/her supervisor within 24 hours of the injury or illness. The employee must immediately report the injury to his/her supervisor or other designated authority without delay regardless of the seriousness of the injury or its cause. Any delay in reporting the injury increases the chance that it may be disputed. After reporting the injury/illness, employees in need of medical attention are encouraged to visit Concentra Medical Center, 8 South Commons Road, Waterbury, CT (phone 203-759-1229). There is also a Participating Provider Directory, which may be obtained by contacting Human Resources. Receiving treatment outside of the State of Connecticut provider network may jeopardize your entitlement to Workers' Compensation benefits.

When a work-related injury occurs, the employee's supervisor is required to call the 1-800-828-2717 Injury Reporting Hotline. The employee or supervisor must then complete and forward a Report of Occupational Injury or Disease to an Employee, (Form WC207) to the Human Resources Department, Room K704. Forms are available by contacting Linda Pestretto Demers at Ext. 8719.

Employees who return to work may be entitled to mileage reimbursement if they must attend medical appointments. As always, employees should keep their supervisors informed of all time spent on Workers' Compensation related treatments or appointments and include proper medical documentation so that the time is recorded properly.

More information on Workers' Compensation can be found at the State of Connecticut Workers' Compensation Commission website, wcc.state.ct.us. Questions or concerns regarding Workers' Compensation should be referred to the Human Resources Department.

EMPLOYEE BENEFITS

In Summary

What to do when you are hurt on the job:

- Report the injury immediately to your supervisor
- Request that your supervisor call The Injury Reporting Hotline to report the injury. If your supervisor is not available call yourself.

If medical treatment is necessary, go to a Concentra Medical Center or contact Human Resources

Communication Systems

Announcements via E-mail, Voice Mail, Fax or Weekly Bulletin, College-wide

(Excerpted from the Weekly Bulletin, Office of the President, November 20, 2001)

All college- wide announcements via E- mail, Voice mail, Fax or Weekly Bulletin must be authorized by the president, one of the deans of this College or other designee in advance of distribution. Exceptions would be emergency information which will be sent thru the myCommNet Alert system as well (see **Policies** Section of this manual).

Rationale:

- ³/₄ The College needs to exercise conservation of its electronic resources used when sending lengthy announcements, e.g., computer bandwidth and disk space. Further, the College needs to avoid creating a situation that invites a large volume of simultaneous calls resulting in overcrowding of telephone trunk lines.
- ³/₄ College-wide announcements by individuals have the potential to be confused with official position statements or policies of the college that are usually articulated by the president or designee as spokesperson on behalf of the institution.
- ³/₄ Any communication that represents an attempt to do on-campus selling to employees or students that does not conform to existing policy needs to be reviewed for conformity approved as by the President or designee.

Bulletin Boards

Policies and Guidelines for the use of Temporary Indoor Signage

Permission to distribute or post any temporary signage or publicity materials within College buildings is reserved to the College and **shall be granted by the Office of Community Engagement (OCE)** Items submitted for posting approval must meet satisfactory standards for appearance, grammar and be in accordance with OCMPR's Guide to Advertising (nvcc.commnet.edu/ocm/guidelines)

These policies and guidelines are applicable to students, College faculty and staff with the following exceptions:

- *faculty office occupants are responsible for all materials that are displayed on office doors and are not accountable to this policy*
- *departmental chairs are responsible for postings on their respective bulletin boards; all postings should adhere to the policy stated herein*

Who may post: Only college-affiliated student, faculty or staff groups may use the College bulletin boards, rail boards, display boards or column poster boards. Community bulletin boards are only for postings from the community and must be approved by OCE.

COMMUNICATION SYSTEMS

Approval signature: Approval of all materials to be posted must be date-stamped and show OCE authorization or they will be removed and discarded.

Community advertising: Community or commercially-related advertising is subject to approval by OCE and may only be posted on designated community bulletin boards.

Designated Locations: Designated spaces are provided for “for sale,” “wanted,” “housing,” “shared transportation” and service postings.

Prohibited Locations and Placements of Materials: Publicity or display materials are limited to designated locations. Posters, flyers, notices and other like materials may not be affixed to any glass surfaces, doors, vending machines, floors, ceilings, walls or paper towel dispensers. Only masking tape or poster putter may be used to stabilize poster placements on designated locations. Thumb tacks, push pins or staples may be used to post on bulletin boards.

Time Limitations: All items must display a start and end date in the lower left corner with name and contact info for the originator. Postings may be approved for a period not to exceed two weeks unless exception is made by OCE (and for official College postings). Any postings that remain posted past the end date will be discarded.

Required Removal: Employees of the OCE and Office of Scheduling are authorized by the College to remove items that are not in compliance with this policy and should not be held personally responsible for the action. All signs shall be discarded unless otherwise requested by the originator.

Sizes and Locations: Posters should not exceed 8 1/2" x 11" (see Guide to Advertising and Printing Guidelines) unless an exception is made by OCE, such as for President's events, College-wide events or performances by the arts department. All display materials on any bulletin board must be on a vertical backing of this size. Smaller items must be attached to an acceptable poster material. **No items may be posted on the side of a wood column that has permanent informational or directional signs . Posting on hallway and classroom wall spaces, doors, windows, elevators and other non-designated areas is prohibited.**

Quantity Limits: Posters may be displayed throughout the campus but no two identical signs should be visible from any single location. A maximum of 15 posters will be approved for a single event.

Space Restricted: Materials on all boards shall be posted entirely within the framework of the display area and should not hang below or protrude above or to the sides. Notices on community bulletin boards should be limited in size to maximize space availability.

Student Government Association: Publicity guidelines and procedures for specific issues and elected office campaigns will be decided by the SGA but should comply with this policy.

Department Boards: Departmental bulletin boards in public areas are under the jurisdiction of the identified department chairs but must comply with College standards as described in the Guide to Advertising (nvcc.commnet.edu/ocm/guidelines)

Official College Notices: Exceptions to the above may be noted for official College notices. Where possible, designated bulletin boards will be positioned for official College notices.

General Information: All bulletin boards will have contact information for permission to post. This information should be visible at all times.

By posting on any College bulletin board, you agree **not** to post:

- *material that is knowingly false and/or defamatory, abusive, harassing, sexually explicit, threatening, invasive of a person's privacy, or otherwise a violation of any law or College policy*
- *copyrighted material unless you own the copyright or have documented permission to use it*
- *chain letters and/or pyramid schemes.*

Violations of the above rules will result in a loss of bulletin board access, either on a temporary or a permanent basis. If you feel that a posted message is objectionable, you are encouraged to contact OCE immediately. If we determine that removal is necessary, we will make every effort to do so as soon as possible.

It should be noted that postings express the views of the author of the message, not the views of College or any entity associated with the bulletin board. The originator remains solely responsible for the content of his or her messages and agrees to indemnify and hold harmless the College and its agents with respect to any claim based upon a posted message. The College also reserves the right to reveal the originator's identity in the event of a complaint or legal action arising from any message posted by originator.

Please use our bulletin boards in good taste to promote the College and its students.

(approved 7/29/09 by President DeFilippis)

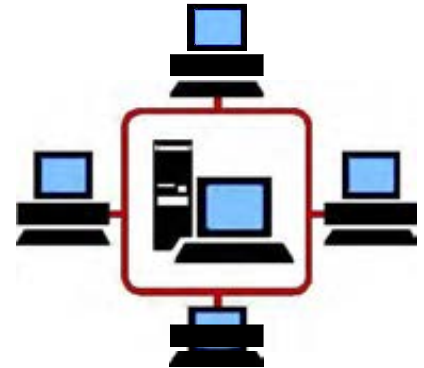
Computer Network, Campus-wide

Web Access

From NVCC's Homepage (www.nvcc.commnet.edu) links are available to the Employees' Policies & Procedures Manual, the Student Handbook, Information Technology Resources, NVCC staff directory and the State of CT Phone Directory. Additional campus publications can be easily modified for web access.

Information Technology WebSite

All campus computers can access the Information Technology website. The URL is www.nvcc.commnet.edu/IT. Here users have access to brochures, the IT Helpdesk, training schedules and signups, newsletters, BANNER documentation, etc. Please check the website regularly for changes and updates.



Electronic Mail

The campus network permits access to e-mail, file servers and printers, as well as the Internet. Staff and faculty are issued a username/password in order to be validated by the network to allow access to network services.

NVCC uses Microsoft Outlook with Exchange Server to provide e-mail services to staff. Each faculty/staff computer is configured with the appropriate settings and e-mail account information for retrieving your e-mail. The Outlook program runs on multiple platforms – PCs and Mac's. Outlook Web Access (OWA) is used to access e-mail off-campus through a web browser such as Internet Explorer.

Please check the Information Technology website for training and brochures that explain the use of Outlook, as well as other software packages in use on our campus. The IT website address is: <http://www.nvcc.commnet.edu/administrative/it.shtml>.

Personal E-Mail

The CCC Acceptable Use Policy does not permit the use of e-mail for personal reasons. These policies are available at the following website: <http://www.commnet.edu/it/policy/>.

Staff can contact the Information Technology Department, Ekstrom Hall, Room E604, (203-575-8092) for further information.

General Information

General information and guidance to offices throughout the campus is available from signage on campus or on the college website at www.nvcc.commnet.edu. Inquiries are answered when a call is placed to any telephone number listed in the Blue Pages of the Waterbury telephone book under Connecticut, State of, Naugatuck Valley Community College. Many College publications provide information as well. Finally, if one stops in any office on campus, useful information or directions will be given.

The Public Safety Department, located in the Core Building, is open 24 hours per day, seven days per week, and also serves as an information center.

President’s Weekly Bulletin

The Weekly Bulletin is an official communication from the Office of the President to the Naugatuck Valley Community College campus community. It contains informational and presidential decision-making items of a college-wide nature. It will not supersede, nor duplicate, decision-making steps provided elsewhere by the policies of Boards, contractual agreements, state procedures or state and federal laws. The Weekly Bulletin serves to signal decisions that are being considered and reports when they are finalized. Presidential decision-making via the Weekly Bulletin will usually be a three-step process, of communicating recommendation received, the notice of intent with a solicitation of comments, and publication of decision made or each action taken, one week apart, when time permits.

Employees and students are encouraged to stay in touch with presidential decision-making as it follows this process. Input can affect decision-making during the first two steps of the process. It is expected that input on any bulletin item will be provided verbally, by memo, hard copy or e-mail at that time. Written input can be sent anytime prior to the announcement of the decision. The absence of input is presumed to mean either concurrence or no opinion.

Recommendations or proposals for local policies or procedures can be introduced through the appropriate body of the current College Advisory System (CAS). The Weekly Bulletin process does not circumvent any standing committee or contract-mandated committee. Those processes remain intact.

Needless to say, circumstances for which quick action is required will be dealt with promptly and will not go through a three-step process. Emergencies will be treated as such.

Public Pay Telephones

“5th” Avenue Walkway, in the Student Center Prism area, 5th Floor

Telecommunications Device for the Deaf Telephones (TDD)

Building	Room	Department	Phone Number
Kinney	K-518	Health Services	575-8273
Core	1st floor	Public Safety Department	596-8760

Telephone Use & Directory

Telephone Use

The use of college telephones is for official State business only. Any personal long distance call charged to the college is reimbursable to the college. A long distance call to your home

COMMUNICATION SYSTEMS

is not State business and thus is reimbursable. This does not preclude use for urgent personal calling, which does not engender cost to the college.

If you must make a personal long distance call, you are requested to use your calling card, make the call collect, or use your personal cell phone. If none of these options is practical, please contact the Director of Finance and Administrative Services at extension 8100 to arrange for payment.

Telephone Directory

The NVCC Telephone Directory can be a useful desktop reference for everyone. It is available to all staff via the college website.

Signs

Posting of directional or informational signs is permitted in limited areas on campus, both indoors and outdoors. (Refer to Facilities Reservation section - "Policies on Posting Event Related Signs")

Video Bulletin Boards

Video bulletin boards are a tool to provide information to students, staff and visitors on campus. They are mounted in various locations throughout the interior buildings. Messages can be displayed in an array of fonts, formats, colors, and backgrounds. Each message is displayed for a set amount of time and will continue to run until the requested expiration date. **Activities requiring room use must have an approved Facility Reservation Form on file in the Office of Facilities Scheduling. Only announcements for approved activities will be entered and displayed. Requests to display information on the Video Bulletin board should be directed to the Office of Community Engagement Kinney Hall.**

Voice Mail System

Each full-time employee with a telephone is assigned a telephone voice mailbox with exclusive password access. Dialing 8600 can access the built -in tutorial. This will lead you through the process of setting up your mailbox. You will be able to record a personal greeting to allow callers to know when you are in or away from the office. Messages left in your voice mailbox can be accessed from anywhere that you have access to a touch-tone phone. You can also record or change your greeting from any location. You can transfer messages from your phone to another campus phone and append a message of your own.

Any questions regarding this system, the assignment of a mailbox or further descriptive information please submit a helpdesk request to IT.

Procedures & Services

Automated Teller Machine

An Automated Teller Machine (ATM) is located in the Prism Lounge area of the Student Center for the convenience of all faculty, staff and students.

Bookstore

George D. Yonan Memorial Bookstore

The college bookstore is located on the third (3) level of the Student Center, Room S304. In addition to textbooks, the bookstore offers course materials, supplies, clothing, electronics, gift items etc. Bookstore hours are Monday - Tuesday, 8:30 a.m. to 6:00 p.m., Wednesday – Thursday 8:30 a.m. to 4:30 p.m. and Friday 8:30 a.m. to 1:00 p.m. Extended bookstore hours at the beginning of each semester are posted on the web site as well as the TV monitors throughout the campus. Textbooks may also be ordered on line through our on-line ordering system which can be found on the college web site at www.nvcc.commnet.edu. Click on student services and the bookstore link.

REFUND POLICY: *Textbooks may be returned for full refund or exchange during the first week of the semester. Books must be clean, unmarked, in original packaging if purchased that way and not damaged in any way. **Cash register receipt MUST accompany ALL book returns!** Electronics are not returnable. Clothing is returnable as long as all tags are still attached to merchandise.*

Budget Allocation & Authorization

The Budget Process

Overall budgetary responsibility for the public college and university system is vested in the Board of Governors for Higher Education. The participants in the process include the following: The Legislature, the Governor, OPM (Office of Policy and Management), BOG (Board of Governors for Higher Education), BOT (Board of Trustees), and NVCC (Naugatuck Valley Community College). As an agency of the State of Connecticut, NVCC maintains its accounts and financial reporting system under procedures established by

- The Federal government
- State of Connecticut
- Procedures, policies, and fiscal memoranda promulgated by the BOT

Fiscal reports and operating statements are prepared on monthly, quarterly, and annual bases, depending on the type of report, and submitted to the BOT. In addition, the State Comptroller's Office prepares financial documents with which NVCC reconciles its accounts. The BOT requests fiscal information from the College prior to the distribution of the annual budget. Tuition collected by the College and other Connecticut Colleges is redistributed by the BOIT to individual colleges based on a formula.

On the basis of these considerations and other information, the BOT allocates a budget to the College. The internal and external components of the budget and expenditure process are

PROCEDURES & SERVICES

described in a simplified format below.

External Budget Process

BOT – September

- Submits current services General Fund budget to OPM and BOG

OPM – October through January

- Develops its own current services general fund budget for each agency
- Compares BOT budget to OPM budget
- Consults with BOT regarding discrepancies
- Submits current services General Fund budget to the Legislature, BOT and BOG

BOT – February through May

- Defends budget before various committees of the Legislature
- Requests Operating Fund revenue (non-General Fund) and expenditure projections from NVCC

Legislature and Governor – May

- Legislature passes a General Fund budget and submits it to the Governor
- Governor approves and signs the budget

BOT – June

- Distributes final General Fund and Operating Fund budgets to NVCC

Internal Budget Process

Preparation of the College budget, which is decentralized, is the responsibility of each of the Deans. While the unit procedures vary to some degree, in simplified format, the steps involved are as follows:

Directors – February

- Prepare budget requests using best practices for their divisions/departments in conjunction with their goals and objectives, the Strategic Plan, and input from faculty and staff
- Forward budget proposals to the respective deans/supervisors

Dean of Learning and Student Development, Dean of Community and Economic Development, Associate Dean of Resource Development – March

- Consider requests as related to the College's strategic goals and the need for funding new programs, courses, and other initiative
- Prepare budget requests for submittal to the Provost and Senior Dean of Administration

The Provost and Senior Dean of Administration – beginning April

- Compares budget requests to expected revenue
- Consolidates the budgets for review by the President and Cabinet
- Distributes budget allocations and authorizations to the deans based on the approved College budget for the fiscal year
- Is responsible for the accounting and operation of the budget throughout the year

Crimes Prevention Act

The Campus Sex Crimes Prevention Act consists of three major components:

1. Registered sex offenders are required to provide notice to the Connecticut Department of Public Safety, which administers the sex offender registry in Connecticut, of each institution of higher education at which the offender is employed or is a student and of

any change in such status.

2. While institutions of higher education are not required to request information concerning registered sex offenders, they are required to inform the college community where criminal record information concerning registered sex offenders may be obtained.
3. If a student is a registered sex offender, information provided to an institution concerning this status is not subject to protection from disclosure under the Family Educational Rights and Privacy Act (FERPA).
4. If you learn that a member of the college community, whether student or staff member, is included in the sex offender registry, you are advised to notify college administration who will, in turn, consult legal counsel. It is important to know that potential liability may result from at least two situations:
 5. The college knows that it has a registered sex offender in its community and fails to consider whether such person poses a risk to the community, or to take appropriate action if it is determined that the person does pose a risk;
 6. The college takes adverse action against a registered sex offender based solely on such status without examining all relevant facts and applicable laws.

The State of Connecticut has a policy to encourage employers to give favorable consideration to providing jobs to qualified individuals, including those who may have criminal conviction records. Except in those circumstances defined by statute, a person may not be disqualified from employment by a state agency solely because of a prior conviction of a crime.

Under the Campus Sex Crimes Prevention Act, it is a criminal offense to use information in the sex offender registry to “injure, harass or commit a criminal act” against any person included in the registry.

The Connecticut Department of Public Safety website address for the sex offender registry is: http://www.communitynotification.com/cap_office_disclaimer.php?office=5467

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (aka “Clery Act”):

In accordance with the Clery Act, each institution of higher education must prepare and publish, by October 1st of each year, an annual crime report which is to reflect the crime statistics on the property of the institution for the preceding three (3) calendar years. The procedure for preparing the annual disclosure of crime statistics include reporting to the college community statistics obtained from the following sources: the Naugatuck Valley Community College Public Safety Department, the Waterbury Police Department, the Danbury Police Department, and non-police officials who are mandated campus security authorities.

The offenses for which reporting is required include murder/non-negligent homicide,

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aggravated assault, negligent manslaughter, aggravated assault, forcible and non-forcible sex offenses, robbery, burglary, arson, motor vehicle theft and hate crimes. In addition, statistical data on arrests and disciplinary referrals for violations involving liquor laws, drug laws and illegal weapons possession is included as required by law.

The most current campus crime report for NVCC can be found at:

<http://www.nvcc.comnet.edu/clery>

(Legal Issues Memorandum #2003-2, issued 4-30-03)

Chemical and Non-Chemical Waste Disposal

Many types of chemical and non-chemical wastes are generated throughout NVCC. This waste must be managed in a responsible manner that protects the environment and ensures the safety of our community. This procedure provides disposal guidance for the most commonly encountered wastes.

Before discarding items, please review this procedure to be sure the waste is handled properly. Waste regulated by federal or state agencies must be managed through the Environmental Affairs and Occupational Health & Safety (EAOH&S) office. For assistance, contact the Coordinator at X2153 or (203) 596-2153.

Aerosol Containers – Aerosol cans, regardless of their contents or whether they are full or empty, are regulated when disposed. Contact the EAOH&S office for disposal.

Batteries – Rechargeable batteries such as lithium, button-type batteries, Ni-Cad, and lead acid batteries are regulated when disposed and must be managed through EAOH&S. Only non-rechargeable alkaline batteries may be discarded in trash bins.

Biomedical Waste – Infectious and biomedical waste are items such as microorganisms, blood and body fluids, any item contaminated with infectious materials, blood or body fluids, and sharps that may puncture the skin. Blood and body fluids may be poured down a drain plumbed to the sanitary sewer (be sure to disinfect the sink after). Liquid microbiological cultures must be autoclaved and disposed of via the drain. Sharps (e.g. needles, syringes, scalpels, razor blades), whether contaminated or not, must be placed in a puncture-resistant biohazard container. Contaminated waste that is not considered to be a sharp (contaminated gloves, paper towels) must be placed in a red bag labeled with a biohazard symbol. The full Biomedical Waste Policy can be found on the EAOH&S webpage.

Cardboard and Boxboard – This category includes items such as packing boxes, cracker boxes, shoe boxes, etc. Recycle by placing in “recycling” bins. Food tainted items (e.g. pizza boxes) cannot be recycled and should be placed with trash.

Chemical Products – This category includes paints, paint thinner, all oils, solvents, solvent-based adhesives, water treatment chemicals, correction fluid, duplicating fluid, and substances used in laboratories. As a general rule, no chemicals should be discarded, either in the trash or down a drain, without the prior approval of the Coordinator of EAOH&S. If waste chemical products are discovered or need to be discarded, please contact the Coordinator at X2153 or (203) 596-2153.

Computers and Other Electronic Office Equipment – Computers, ancillary computer equipment, and electronics are regulated when disposed. Electronic equipment common to offices is managed through the IT department. Call for disposal.

Fluorescent Light Tubes and HID Lamps – These items are regulated waste. Care must be taken to avoid breakage. Spent lamps are discarded via a licensed recycler.

Glass Jars and Metal Cans – The State of Connecticut requires the recycling of glass and aluminum or steel metal food containers. Clean foil can also be recycled. Only *clean* items should be placed in “recycling” bins.

Scrap Metal – Scrap metal must be recycled. Contact the Maintenance department for disposal.

Oil – Oils such as lubricants, motor, and cooking are regulated waste and must be managed through EAOH&S.

Other Sharp Items (tacks, pins, broken glass, etc.) – These items should be sealed in a puncture-resistant container (such as a small cardboard box) and labeled with “handle with caution” before being placed in trash bins.

Paints- Oil-based or flammable paints (varnish, stains) are regulated when disposed and must be managed through EAOH&S. Latex or water-based paints that are completely dried can be disposed as ordinary garbage.

Paper, Newspaper, Magazines, Junk Mail, Catalogs, Envelopes, Paper Bags – These items should be placed in the “recycling” bins. Larger cardboard boxes should be left for the custodians to break down.

Plastic containers- Plastic food containers, labeled #1-7, should be recycled. Place clean containers in “recycling” bins.

Printer Cartridges – The recycling of toner and ink cartridges from office printers is highly encouraged. Cartridges changed by IT, under their maintenance contract, are recycled by the IT department. Cartridges ordered and replaced by individual departments are the responsibility of the department. These cartridges can be placed in collection boxes in department or division offices. When the boxes become full, please call Maintenance to pickup.

Stamp Pad Ink and Stenciling Ink – Many types of inks are formulated with flammable solvents and resin, making them regulated waste that must be managed through EAOH&S. Empty ink containers or dry stamp pads may be disposed as ordinary trash.

Thermometers and thermostats – Items containing mercury must be managed through EAOH&S.

Toner Bottles and Cartridges from Copiers – Like printer cartridges, recycling of these containers is highly encouraged. If possible, departments should return empty toner bottles to the vendor. If this is not possible, there is a collection box located in the Learning Resource Center.

Emergency Procedures

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Safety is everyone's responsibility. If an employee becomes aware of a hazardous situation or finds equipment in an unsafe condition he/she should report the situation to the appropriate supervisor who will report it to the Director of Facilities (Ext. 8156) who will then, in turn, refer the matter to the Maintenance Department. All NVCC faculty and staff should be familiar with the NVCC Emergency Operations Manual (EOM). Copies of the EOM have been distributed to all Deans and Directors.

Bomb Threats

All bomb threats are handled by the Public Safety Department.

Receiving Bomb Threats via Telephone`

- Make all efforts to obtain the information requested on the NVCC BOMB THREAT form - these forms have been distributed to all Deans and should be located at each campus telephone station. (Contact Public Safety emergency – Ext. 8112 or Ext. 8113– **immediately**)
- Do not attempt to transfer the call – you may panic the caller. Do not raise an alarm to others – confusion and fear can cause injuries.(refer to the Emergency Operations Manual, Emergency Procedures, section three (3) or further information)

Chemical Spills or Release Response

Spills or releases of chemicals or hazardous materials are categorized as either incidental or emergency, and the response to each is quite different. Before working with any chemical, you must assess the hazardous properties of the material and plan how to contain or clean a release of the material. Additional information on chemical releases can be found in the NVCC document *Response to chemical Releases, Policies and Procedures*, located on the EAOH&S webpage.

Incidental Spills

In order to be categorized as an incidental spill, the following criteria must be met:

- The identity of the spilled chemical is known,
- The material is known to be a low hazard substance,
- There is little to no risk to human health or the environment,
- It does not involve injury,
- It does not present a fire hazard or potential for explosion,
- It can be controlled by those present at the time of the spill, and
- Appropriate spill clean-up materials are readily available.

Incidental spills are cleaned up immediately by those involved in the spill. Appropriate personal protective equipment must be worn. **DO NOT ADD WATER** to any spill – this adds to the volume that must be cleaned up and creates more waste to discard. The absorbent used to clean up the spill must be double bagged and labeled with the contents. At this point, arrangements for disposal must be made through the EAOH&S office. Full procedural information can be found in *Response to Chemical Releases, Policies and Procedures*.

Emergency Spills

Emergency spills are defined as *any volume or quantity* of chemical that may harm human health or the environment. If any of the criteria for incidental spills are not met (see below), then the spill or release is considered to be an emergency. This includes any spill in which you have any doubts about your ability to clean the spill without risk to yourself, to others, or the environment. They may involve chemicals with strong odors, injuries or exposures, fires, explosions, or potentially life threatening situations.

**All emergency spills must be immediately reported to
Public Safety at x8112 or (203) 575-8112.**

The Public Safety Department will then contact the Coordinator of EAOH&S and the Director of Facilities who will assess the spill and determine the course of action. If imminent danger exists, the Public Safety Department will contact the Waterbury Fire Department.

The response to major spills is to evacuate the room or area, close the door, and pull the fire alarm as you exit.

Spill clean-up should NOT be attempted by NVCC employees, but minor mitigation efforts (i.e. stopping the flow of material, diking the perimeter of the spill) can be attempted *as long as they do not put anyone at risk of exposure or injury*.

Elemental Mercury

All spills of elemental mercury must be immediately reported to Public Safety. The area or room should be evacuated until the situation is assessed by the Coordinator of EAOH&S and remediation is complete. The full procedure for handling mercury spills is given in the manual, "*Response to Chemical Releases, Policies and Procedures*".

Blood or Body Fluids

Cleaning of blood or body fluid spill is limited to those staff members who have been trained for this task. If an untrained person encounters a spill of this nature, he/she should limit access to the area and immediately call the Building Maintenance Supervisor (x8155). If the spill came from an unknown source, the Public Safety Department (x8112) must be notified prior to clean up.

Universal Precautions must be observed. Refer to the NVCC Exposure Control Plan for detailed information on cleaning up spills of this nature.

Chemical Exposure Response

Exposure to chemicals can occur through ingestion, inhalation, or contact with skin or eyes. If this should happen, follow these procedures:

Ingestion – Call the National Poison control Hotline, (800) 222-1222, for immediate procedural advice. Do not induce vomiting unless advised to do so. Seek immediate medical treatment.

Inhalation – Leave the laboratory and get fresh, outdoor air. If breathing becomes difficult or other symptoms of exposure persist, get immediate medical treatment.

Skin Contact – Wash area with copious amounts of water. Use the safety shower if the area is too large or cannot be accessed by the sink. Get medical attention if irritation persists or if skin has been damaged.

Eye Contact – Use an eyewash fountain immediately to flush the eyes for 15 minutes. Seek medical attention.

Emergency Evacuation of Campus Buildings

Fire alarm system is used for emergency evacuation. Procedures are as follows.

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- When a fire alarm is activated, several things happen:
 - A very loud siren is activated throughout the affected building.
 - A canned voice directs occupants to evacuate the building.
 - Strobe lights are activated indicating the existing alarm situation.
- ***Any activation of the fire alarm system should be treated as an emergency and evacuation of the affected building should be done in a safe and expeditious manner.***
- Employees can assist in the evacuation of the affected building by directing any “lingering” occupants to the nearest stairway for evacuation.
- When the alarm is activated in your building, please evacuate. Everyone!
- Please **do not**:
 - Call Public Safety to determine if the event is “real” or “false”. Assume every alarm situation is “real” unless otherwise notified. In cases where the alarm systems have been tested or serviced, an announcement is made in the affected building notifying occupants to disregard any alarms that may activate. In addition, when the test or service is complete, an announcement is made notifying occupants that the test/service is complete and any future alarms should be treated as active alarms.
 - Assume that it is a false alarm until told directly to evacuate. Always assume every alarm is “real”.

Fire Evacuation Plan

Fire can be one of the most serious emergencies to affect a facility. Familiarity with and practice of the fire evacuation plan are the means by which lives can be saved. The greatest danger from fire often lies in panic and smoke rather than in the blaze itself. It is important to remain calm, to reassure students, faculty and staff and not to shout, “fire!”

When you locate a fire, immediately ***R.A.C.E.***

RACE
ALARM
CONFINE
EXTINGUISH

Rescue, Evacuate, Life Safety, Priority One

As an administrator, faculty or staff member, it is expected that you will provide leadership and assist with building evacuation.

- Evacuate those faculty, staff and students who are directly affected by smoke, heat, etc. All faculty, staff and students are to clear the entrances of the buildings and are to remain at least fifty (50) feet from the building during emergency situations.
- Individuals with disabilities who require help in evacuating the buildings will be assisted to the nearest elevator, lobby or safe zone to await help from training emergency rescue personnel.

- Staff, faculty and students are encouraged to assist persons with disabilities and to remain with them until relieved by emergency personnel.

Alarm - Initiate the Alarm

- If possible, notify the campus Public Safety Department by dialing 8112 or 8113 by using the campus emergency telephones. If notification is not possible, activate alarm by pulling the nearest pull station. Notify campus Public Safety Department even if the fire has been extinguished.
- Upon notification, give the dispatcher the following information:
 - name of person calling,
 - the location of caller,
 - any injuries if they are known,
 - location of fire.
- If you are aware of any individuals with disabilities requiring assistance, notify the telecommunications dispatcher (Ext. 8113) of the pertinent information regarding this person's location.
- Activation of the fire alarm indicates emergency conditions exist within the building. The silencing of such alarms is the responsibility of the Public Safety Department only.
- When the fire alarm has been silenced, you should not assume that the emergency condition no longer exists. Notification to re-enter the building will be made by either the Fire Department, Public Safety Department, or other designated personnel.

Confine - Prevent the spread of fire, isolate the fire -- close windows & doors

- Keep the fire and smoke doors closed to confine and prevent the spread of fire.

Extinguish - ONLY attempt to extinguish the fire after all evacuation and life safety measures are met.

Emergency Care Guidelines (Accident or Sudden Illness)

Three types of action are possible:

- In all incidents contact the Public Safety Department at 8112; or 8113
- Obligatory provision of assistance, as in an accident in a laboratory or on a field trip;
- Voluntary assistance based on the best judgment of the staff member involved.

Steps to Follow on Campus

- Call the campus Public Safety Department at 8112 or 8113 and relate what kind of emergency, the degree of emergency, building location, condition of the person requiring the emergency care. Try to stay calm
- Campus Public Safety Department Officers will notify the appropriate Emergency Care Affiliate, and direct them to the scene.

DO NOT CALL 9-911 unless you cannot get a response from the Public Safety Department.

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While help is being summoned, attend to the needs of the victim:

- Assess the nature of illness or injury.
- Administer essential first-aid or rely on individuals with knowledge of first-aid for help. Those present should provide care to the best of their ability and judgment and immediately SEEK HELP.
- Do not move the victim unless it is necessary for his/her safety.
- If at all possible, do not leave victim alone.

Report all cases of college-related accidents or illness, on campus to the Public Safety Department (Core Building) as soon as possible. Any work-related accidents must also be reported to the employee's immediate supervisor for proper worker's compensation documentation.

Steps to Follow Off-Campus

Field trips, athletic events, concerts, plays, etc.:

The faculty advisor should decide the course of action to be taken according to the above guidelines and according to the situation.

Classifications of Emergencies

Life Threatening or Risk of Permanent Injury

- ™ Question of heart attack - prolonged, heavy pressure or squeezing pains in the center of the chest, behind the breastbone. Pain may spread into the shoulder, arm, neck, or jaw. Pain or discomfort is often accompanied by sweating. Nausea, vomiting, or shortness of breath may also be present. Symptoms may subside and then return.
- ™ Difficulty in breathing.
- ™ Prolonged unconsciousness or semi-consciousness.
- ™ Severe, uncontrollable bleeding.
- ™ A wound in which an area is badly crushed.
- ™ Loss of a limb, finger, tooth, etc. (Remember to bring the severed part to the hospital).
- ™ Extensive or deep burns.
- ™ Signs of a reaction following an insect sting, e.g., dizziness, weakness, anxiety, pounding headache, sensations of suffocation, itching, skin reactions.
- ™ Prolonged convulsions.
- ™ Falling accident where injury may have occurred. Symptoms of injury may not be present, e.g., back injury.
- ™ Anything else that YOU consider to be an emergency

NOTE: Contact Public Safety, 8112 or 8113 immediately in all perceived or real emergency situations.

Mental Health Emergency

A mental health emergency is one in which you feel the person may be liable to hurt himself or others, or one in which he/she is extremely disoriented. Examples are:

- Question of drug overdose.
- Question of suicidal attempt.
- Severe emotional disorder, e.g., withdrawal, violent outburst, or extreme disorientation.

- Apparent intoxication.

In such cases, observe the individual and elicit information if possible. Immediately and in all cases, call the Public Safety Department at 8112 or 8113.

Non-emergency Accident or Illness

Accident or illness which is not an emergency may require professional medical care in the immediate future:

- Call the Public Safety Department at 8112 or 8113 for assistance.
- ™ Provide for first-aid.

Occupational Safety

OSHA Standard: Bloodborne Pathogens

NVCC has a written Exposure Control Plan (ECP) that covers all employees who, as a result of their job duties, have a risk of an occupational exposure to blood or other potentially infectious body fluids. The following divisions or departments have staff members that are covered under this Plan:

Maintenance	Child Development Center	Community & Economic Development
Public Safety	Allied Health & Nursing	STEM

Annual training and the Hepatitis B vaccination series are provided to these employees according to the requirements of the OSHA Bloodborne Pathogen Standard and the ECP. Please contact the Environmental Affairs and Occupational Health & Safety Office, room E312, for further information.

OSHA Standard: Hazard communication Program

By law, employees have the “right to know” about the hazardous chemicals present in their work environment. The law ensures that workers will be informed about hazardous chemicals in their workplace and how they can protect themselves.

NVCC has a written Hazard Communication Plan that describes how the College will comply with the OSHA Standard. The plan covers all hazardous chemicals except for 1) household products used in the same fashion and quantity as a private consumer, and 2) chemicals used in science labs, which are regulated under the OSHA standard “Occupational Exposure to Hazardous Chemicals in laboratories”.

This program ensures compliance with regards to:

- employee training
- availability of material safety data sheets (MSDS)

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- appropriate labeling of chemical containers

Please contact the Environmental Affairs and Occupational Health & Safety Office, room E312, for further information.

Safe Work Practices

Everyone at NVCC plays an important role in providing a safe work and learning environment for all. Employees are expected to work safely, look out for the safety of others, and follow the general safety guidelines listed below. Doing so will help to avert many accidents and injuries.

Always report any unsafe or hazardous conditions. Situations needing immediate attention should be reported to the Public Safety Department. Less urgent situations should be reported to your supervisor. The supervisor will then report the issue to the Coordinator of Environmental Affairs and Occupational Health & Safety or to the Provost/Senior Provost and Senior Dean of Administration for corrective action.

Do not use unapproved containers (drinking cups, food or beverage containers, glass jars, etc.) to hold oil, industrial chemicals, or solvents. ALL chemical containers, including cleaning chemicals must be labeled with chemical name, closed when not in use, and stored according to the manufacturer's instructions.

Wear personal protective equipment (eye, hand, foot, body protection) as determined by a hazard assessment of the job/task and as instructed by your supervisor. All Maintenance Department employees must wear safety shoes as they routinely perform tasks that require foot protection.*

Wear clothing and footwear appropriate for the work task. Jewelry, rings, loose sleeves, fringe, ties, tags or other loose objects should not be worn when working with chemicals, machinery or heat. Open footwear shall not be worn in areas where mechanical or manual work is done or where chemicals or other materials are handled.

When assisting or observing work that is hazardous, wear safety equipment that affords the same protection as that required for the person performing the work.

Establish a safety zone using cones, caution tape, or some other recognizable means to prevent passersby from entering an area where a hazardous operation is taking place. This includes, but is not limited to, when working over head, using ladders, power tools, heavy equipment, when electrical cords or hoses extend across walking pathways, or when performing hazardous operations.

Do not disconnect alarms, warning devices, emergency equipment or other similar systems without specific permission from your supervisor and the person responsible for the work area. Do not ride in or on equipment not designated for transporting passengers. Transporting workers in the back of commercial pickup trucks, dump trucks, flatbed trucks, and cargo vans is prohibited unless there is a seat and employees can safely wear a seat belt.

Secure all loads transported in the back of trucks or other vehicles.

Do not use makeshift devices to ascend or descend between different levels.

Do not work or stand under a suspended load. Stand clear of all objects being lifted by a hoist or other lifting equipment.

Do not attempt to operate industrial vehicles, man-lifts, cranes, or hoists unless you are authorized and trained to do so.

Do not load equipment beyond the capacity for its use.

Operate machines with guards in place and never remove or alter any guard device.

Before servicing or performing maintenance on the equipment, be sure to lockout any machines and equipment that may unexpectedly start-up, become energized, or release stored energy (electrical, mechanical, hydraulic, thermal, etc.).

Use the right tool for the job.

Stop power-driven machines or tools when performing inspection of work, changing blades or accessories, discussing the work with others, or leaving the machine or tool unattended.

Never leave a piece of equipment or part in such a condition that the next employee could get hurt when he/she takes over where you left off.

Inspect all hand tools, power tools, machines, and ladders before using. Do not use defective equipment or return defective tools to storage. Defective or dangerous equipment and tools must be taken out of service until it is repaired, or discarded if beyond repair.

All tools furnished to a worker or owned by workers are subject to inspections and approval by supervisors for safe design and construction for the work performed.

Do not carry sharp objects in your pockets or clothing.

Do not use compressed air or gas for any other purpose than its intended purpose. Compressed gas or air should never be used for cleaning clothing or any part of the body.

Gas cylinders must be secured to a fixed surface. Securing mechanism should be at 2/3 the height of the cylinder. All cylinders must be capped when not in use.

Do not use solvents to clean your hands. Only use approved products for hand washing.

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Do not use extension cords for permanent wiring. Do not use worn or damaged electrical cords.

*Safety shoes are required for all employees performing tasks that put them in danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where an employee's feet are exposed to electrical hazards. Safety Shoes must comply with ANSIZ41.1-1991.

Voluntary Use of Dust Masks

The OSHA Respiratory Protection Standard allows employees to voluntarily use filtering facepiece respirators, often referred to as dust masks (e.g. N95 disposable particulate respiratory), only under certain conditions (listed below). This procedure does not apply to any other type of air filtering respirator. No medical evaluation, medical approval, or fit-testing is required for the **voluntary** use of filtering facepiece dust masks.

Conditions for Use

Employees may choose to participate in this program as long as the following conditions exist:

- The exposure is to non-toxic nuisance materials only,
- The exposure to airborne contaminants is below OSHA permissible exposure limits,
- The dust mask is not worn to reduce exposure to gases or vapors,
- There is no exposure to airborne infectious disease agents, and
- Wearing the dust mask will not in itself create a hazard.

Approval Procedure

An employee who chooses to voluntarily wear a filtering dust mask must get their supervisor's approval. The supervisor will review the intended use with the Coordinator of Environmental Affairs and Occupational Health & Safety (EAOH&S) to assure that the conditions stated above exist. If necessary, environmental monitoring will be conducted. The form titled, "Filtering Facepiece Respirator (Dust Mask) Approval Form:" will be completed and signed by the supervisor, the coordinator of EAOH&S, and the employee. This form will be kept on file in the EAOH&S office.

Upon arrival, the employee will be given and must read the short training instructions titled, "employee Information: Voluntary Dust Mask Respirator Use", which will be provided by the EAOH&S office.

Equipment, Removal from Campus

Removal of equipment from campus may occur for the following authorized purposes:

- 9 Professional self-development
- 9 Course development
- 9 Repair
- 9 Other official state business

Anyone wishing to use state equipment for one of the above purposes **must** do the following:

- Obtain an “*Authorization for Removal of Equipment*” form from Inventory Control (Core building, Room C-215, 203-575-8235) or the Provost and Senior Dean of Administration
- The “*Justification for Removal*” section must be filled out to be considered for approval to be granted
- Form must be signed by both division/department director and your dean for approval to be granted
- The form must be signed by the Provost and Senior Dean of Administration or the President
- When equipment has been returned to campus the Inventory Control Officer **must** be notified

Special Notes:

- Equipment may be removed from the campus for no more than six (6) months without reauthorization and equipment brought back to campus for inspection.
- Under no circumstances should equipment be removed from the campus before all approvals are obtained. The Public Safety Department staff is authorized to request equipment be returned until proper authorization is obtained.

Facilities Reservation



It is the mission of NVCC’s Events Planning Office (EPO) to support college and community programs in compliance with established policy guidelines.

Each year, NVCC sponsors hundreds of credit and non-credit classes, numerous music, drama, art productions and concerts, as well as conferences and community service events. All facility requests are subject to approval by the President.

The role of the EPO is to not only identify appropriate and available facilities, but also to determine compliance with State, Local, Board

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and College policies; provide logistical support for events; and to serve as the communication link to other pertinent offices on campus that are directly or indirectly involved with events.

The EPO is responsible for documenting all facility use in the SCT BANNER Events Management Module. This data is analyzed by the system office and used to determine if we

are adequately meeting our mission to the community, and to analyze whether or not we are utilizing our facilities to their potential. With this in mind, proper communication with this office is crucial to ensure the high levels of activity connected with college facilities are captured appropriately.

I. Definitions: Types of Sponsorship

A. Sponsored Activities

Any activity that is run solely by one or more college divisions and/or departments. Overtime expenses may be applicable for events that run significantly beyond normal college operating hours.

B. Co-Sponsored Collaborative Activities

Co-sponsored activities are defined as collaborations between one or more college divisions, departments or approved groups in full partnership with one or more outside organizations/agencies. Co-sponsored collaborative events must meet the following conditions:

- Direct involvement and accountability for the planning and execution of the event by the two or more agencies involved, one of which is the sponsoring group at NVCC.
- Responsible representatives from each collaborating agency being present in the facility being used and accountable for the duration of the activity and its related use, including one representing the NVCC co-sponsor.
- The activity must be directly related to the assigned responsibilities of the college representative initiating the collaborative.
- There is an identifiable, direct benefit to the college and/or students of the NVCC sponsoring group.
- Completion of a Letter of Agreement through the Events Planning Office and signed by all collaborating organizations/agencies, including the NVCC group.

There are two categories of co-sponsored activities that encompass different fee structures.

CATEGORY 1: NON-FUNDRAISING COLLABORATIVE

The outside organization will be required to pay 50% of the fees for services that incur a direct cost to the College (e.g., overtime expenses).

CATEGORY 2: FUNDRAISING COLLABORATIVE

The outside organization will be required to pay 50% of the total costs of rental and other related fees. Any in-kind contributions made to the College in relation to the event will be deducted from this amount. A full disclosure of the in-kind contribution value must be submitted in advance to the OFSEP and will be included in the Letter of Agreement. The remaining 50% of the costs is assumed by the College on behalf of the NVCC group sponsoring the event.

C. Full Rentals (Outside Organizations):

For any activity that is run solely by an external organization, a rental fee is customarily charged. Other fees may be applicable depending on specifics of the activity. Completion of a Letter of Agreement is required.

Hours of College Operation

The College is officially open* from 6:00 am to 10:30 pm Monday through Friday and from 7:00 am to 6:00 pm on Saturday and Sunday 11:00 am to 6:00 pm. The College is officially closed as follows:

- State recognized holidays.
- From 10:00 pm to 7:00 am Monday through Friday.
- After 6:00 pm on Sunday until 6:00 am on Monday.
- During declared and announced weather or other emergencies that require closing of the College.

These hours apply to both the fall and spring semesters.

Any departures will be announced well in advance via the Weekly Bulletin and would be extremely rare.

Requests by groups to use the campus facilities when the college is officially closed will be considered only when a Facilities Reservation Form is submitted to the Events Planning Office, K518. Groups of two or more may be admitted to the College during the times it is normally closed when an official Facilities Reservation Form has been executed and approved in advance. Group use of exterior College facilities during the times that the College is normally closed also requires a Facilities Reservation Form. Exceptions to this are the public roadways and Glacier Ridge Hiking Trail. Individual access to the College by faculty and other employees during closed times must be preceded by contacting Public Safety so this department is aware of your presence and the security system can be deactivated.

Categories of Facilities and Guidelines:

Use of NVCC's facilities, both indoor and outdoor, are coordinated through the Events Planning Office and the Events Planning Committee (EPC), operating under the supervision of the College Registrar and the Dean of Academic Affairs with oversight and conflict resolution by the President. An overview of policies regarding various facilities follows.

A. Classroom/Instructional Labs:

College policy sets the priority for classroom and instructional lab scheduling as follows:

- Credit courses (during the semester schedule development timeline)
- Non-Credit courses (during the semester schedule development timeline)
- Remaining rooms (if any) are available for scheduling through the EPO via the Facility Reservation form. Some classrooms are used between semesters for special programs.

Classroom and laboratory facilities, are scheduled through the divisions/departments. Scheduling of these facilities follows the priority guidelines listed above.

For usage outside of a credit or non-credit class or related lab, the Facilities Reservation Form is used to both request, and to later confirm the scheduling of a space by an inside or outside group. This is done in order to anticipate public safety

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needs such as increased parking concerns, requests for direction at the Customer Service Center, food service deliveries, and to create a coordinated effort for streamlined communications to essential offices on campus.

For all usage that fits the above profile, a Facilities Reservation Form must be completed and submitted to EPO in advance as requested by policy. These requests are reviewed for compliance with State and Local laws, Board policy, and campus guidelines, and are subject to approval prior to assignment of space and/or event planning. Special sessions, programs, and events may be planned by faculty, staff, approved campus organizations, and approved community organizations and are subject to annual review. Specific guidelines can be found in the preceding pages.

(Source: Weekly Bulletin 9-27-2000)

STUDENT ACCESS TO INSTRUCTIONAL LABORATORY FACILITIES

Students shall not be allowed to use laboratory facilities without employee supervision. However, faculty may request Dean of Academic Affairs (or designee) approved exceptions which may be granted during hours when the college is officially open. The Dean must determine that such usage does not conflict with mandated safety, health, or security requirements such as the provisions of the approved Chemical Hygiene Plan. The Dean will review all requests on a case-by-case basis to ensure provisions are made to preclude risk of:

- Damage or destruction to equipment or supplies by accident or misuse, resulting in substantial loss.
- Injury to anyone in the lab through improper or careless use of equipment or supplies.
- Theft of equipment or supplies.

For example, a computer lab where equipment security is in place, or a lab where learning is simulated rather than using actual equipment or chemicals, would constitute potential exceptions.

A Facilities Reservation form must be obtained consistent with College policy which would usually require student usage of the "buddy system;" i.e., at least two people must be present at all times.

B. Conference Rooms & Other Unique Facilities

The EPO, under the direction of the President, has delegated the scheduling of certain facilities listed below to the administrative offices to which they are adjacent. Most conference rooms can be utilized during evening hours when coordinated by the EPO through the respective divisions/departments. Other facilities that are assigned over a long-term basis (e.g., offices, reception areas and workrooms) are not subject to utilization for credit or non-credit instruction or for scheduling by the EPO.

C. Conference Rooms

Employees may schedule conference rooms by dealing (in most cases) with the appropriate division. The Events Planning Office will also have access to schedule these spaces as needed (*with the exception of K703a and K714b). The list below has been updated and replaces the information in the August 24, 2011 Weekly Bulletin. *(See chart on following page)*

Conference Room Reservations

K717	Academic Affairs Conference (Sue Dimascia x8046)
*K714b	CFT Conference Room (Sue Dimascia x8046)
L501	LRC Study Room (Events Planning Office x8226)
S502	Leadership Center Conference Room (Sue Dimascia x8046)
L304	Library Conference Room (Elaine Milnor x8147)
*K703a	President's Conference Room (Roseann Tunila x8083)
S517	Student Activities Conference Room (Diane Zutant x8012)
S518	Student Activities Conference Room (Diane Zutant x8012)
E602	Allied Health Conference Room (Rita Wagner x8057)
E422	STEM Seminar Room (Nancy Bell x8063)
T608	STEM Conference Room (Sue Cassano x8053)
T634	Business Conference Room (Louise Bacchiocchi x8068)
F122b	CONNCAP (Janis Petrillo x8104)
F205	WCSU Conference Room (Catherine Langellotti x8777)

Process for Scheduling Conference Rooms

Requests must be submitted via e-mail to the respective contact above and, at minimal, must include the following:

- Name of Event
 - Name and Net ID of contact person
 - Type of Event (performance, rehearsal, exhibit, etc.)
 - Whether the attendees are internal (College of System)
 - The sponsoring department
 - Day(s), Date(s), Times(s)
 - Estimated number of participants
- Once the usage is researched and approved, a confirmation e-mail will be sent, along with a CC to the Events Planning Office staff.
 - The Events Planning Office staff will then enter the usage into the Banner Events Management, the Colleges official records source for non-academic facility use.

D. Shared Spaces

Requests for shared spaces are negotiated through a process initiated each year (around November) for the use of these facilities during the next fiscal year. Space is requested, prioritized, negotiated and tentatively approved through this process. During this scheduling period, priority for shared spaces is given to sponsored and

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co-sponsored events only to ensure NVCC programs have adequate space to conduct college related programs. The final outcome of the process is the creation of a complete shared space calendar. Once this calendar is approved, users are expected to complete the process by following procedures outlined in this manual, under the title Facilities Reserving, Section IV. Failure to do so may result in loss of reserved space. In order to ensure the College has the facilities needed to support its programs, the facilities are not made available to the general public until July 1st of the respective fiscal year.

Facilities designated as shared spaces are:

- Mainstage Theatre (and accessory rooms)
- Ruth Ann Leever Mainstage Atrium (AL3)
- Playbox Theatre
- Cafeteria East & West
- A404 Multi-Purpose Room
- 5th Avenue Walkway
- (K, A, S, L & E)
- Art Galleries (A3, A4, A5, L5)
- Parking Facilities

Unless otherwise indicated

- Reserving the Mainstage automatically secures the Ruth Ann Leever Atrium and accessory rooms GR, Kitchenette, TB3, and DR3 (see below for descriptions).
- Reserving the Playbox for a performance automatically reserves the Playbox Control Room, and accessory room DR3 (or DR4 if there is a scheduling conflict for DR3). See complete listing of Fine Arts accessory rooms below.
- Reserving A404 Multi-Purpose room will also include accessory room DR4 if there is no production conflict.

Fine Arts Accessory rooms include:

- Greenroom (GR)
- Kitchenette
- Ticket Booth (TB3)
- Dressing Rooms Levels 3 and 4 (DR3 & DR4)

1. Other Policies Specific to Shared Spaces:

1.1. RUTH ANN LEEVER ATRIUM USE POLICY

1. Requests to schedule the Leever Atrium can be approved if the Mainstage and/or Playbox is not in use or it can be determined that it will not conflict with a scheduled Mainstage and/or Playbox event. In considering such requests they will be subject to the following conditions:
 - a. Combined set-up and breakdown for use does not exceed two hours of NVCC staff time.
 - b. Set-up is in accordance with an approved standard layout. Layout variations are available for consideration.
 - c. Equipment needs are minimal and can be accommodated by items permanently assigned to the Fine Arts/Theatre area. Long-range plans include the purchase of equipment to be permanently assigned to this area.
 - d. Atrium food and/or beverage service provided in conjunction with an activity being held in the Mainstage and/or Playbox theaters and must comply with Board policy on serving and/or selling of alcohol.

(Source: Weekly Bulletin 5-14-2003)

1.2. GENERAL GUIDELINES SPECIFIC TO THEATERS

1. **Technical & Logical Planning:** A planning meeting is required between the customer and the Technical Director at least two weeks in advance of the scheduled date to discuss specific details related to the planning, implementation, and execution of the event.
2. **Technical Systems:** Technical systems (lighting, sound, and rigging) may not be operated by any customer without a house technical present. Users of the theaters will have access to the college's current light plot. At the discretion of the Technical Director, changes may be made if time allows and with a minimum of 2 weeks advance notice. Any changes to the existing plot are the responsibility of the user, must be carried out by user's personnel, be returned to their original state by the end time indicated on the reservation form, and are only made under the direct supervision of a house technician.
3. **Equipment Needs:** Any equipment needed for an event must be discussed with the Technical Director a minimum of 2 weeks in advance of the commencement of said activity. A complete list of all equipment currently available in the theatres is available through the OFSEP. Any additional equipment needed (e.g., Marley Dance Floor, recording devices) must be supplied, installed/set-up, and operated by the customer.
4. **Banners and Signs:** Hanging of any banners or signs in the theaters must be rigged safely and under the supervision of the house technician. Pinning of signs, banners or decorations to the stage curtains is not permitted. Should the need occur that the house fly system be used to rig such banners or signs, this is to be done under the direct supervision of the Technical Director.
5. **Ticket Office and Ushers:** Users must provide their own ticket office personnel and ushers for all events.
6. **Assistive Listening System:** The customer is responsible for issuing and collecting all assistive listening system equipment. NVCC staff conducts inventories before and after each event. Loss of equipment will result in a charge to the customer that is equal to the cost of purchasing replacement equipment.
7. **Proper Use of Theaters:** The Technical Director has the final authority on all activities that occur in the theatres including, but not limited to, use of equipment, erection of scenery, safety/security issues, and proper use of facilities.

1.3. GENERAL ART EXHIBIT USE POLICY

1. **Hanging and Dismantling** of art shows is the responsibility of the exhibitor.
2. **Hardware** (e.g., hooks, wires, etc.) must be supplied by the exhibitor.
3. **Substitutions of Art:** Substitutions of art exhibits are not permitted during the scheduled exhibition time.
4. **Duration of Display:** The entire exhibit must be displayed for the full exhibition period.

Policies on Access by Outside Organizations:

When college facilities are utilized by an outside organization, the following requirements apply. The term outside organization includes any person, group or legal entity authorized to use the facilities whose authorization does not include sponsorship or co-sponsorship by the college.

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Utilization of college facilities shall be afforded without regard to the race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, including but not limited to blindness, prior conviction of a crime, political belief, veteran status, or sexual preference of the applicant unless there is a

bona fide qualification excluding persons in one of the above groups. *(BOT 4.7.5)*

- 1) Commercial endeavors, including solicitations, are discouraged. If the president determines that a commercial activity is beneficial to the educational function of the college, he or she may authorize such activity, provided that in so doing he or she ensures that the name of the college is not associated with the activity and that the college does not appear to have endorsed the endeavor. *(BOT 4.7.5)*
- 2) The name of the college shall not be associated with any group which is not a bona fide college organization, except that the president may authorize the co-sponsorship of activities which are consonant with the philosophy of the comprehensive community college. *(BOT 4.7.5)*
- 3) No organization may use the facilities of a college for the purpose of raising funds, except that the president may grant permission for such activities to bona fide charities, college foundations, and public service organizations. *(BOT 4.7.5)*

When college facilities are utilized by an outside organization, the following requirements apply. The term outside organization includes any person, group or legal entity authorized to use the facilities of a community college whose authorization does not include sponsorship or co-sponsorship by the college. Authority granted by a college to use the facility constitutes a license subject to the conditions stated below. *(BOT 4.7.5)*

1. Public use of facilities cannot conflict with priorities of the institution, Connecticut state laws, Board policy or Campus guidelines. *(BOT 4.7.5)*
2. Facilities may be used on a space available basis in accordance with any limitations or restrictions imposed by state laws, college and board policies, and may be subject to a rental and other related charges. Availability of space will not be researched until the scheduling of the credit and non-credit programs have been finalized for each given semester and summer sessions.
3. It shall be the duty of the person or organization granted a permit to ascertain and abide by any and all rules and regulations pertaining to college property. *(BOT 4.7.5)*
4. The outside organization shall meet all applicable state regulations as to legality and compliance with appropriate civil rights legislation. The civil rights compliance number or, in lieu thereof, assurance of compliance in writing shall be obtained. *(BOT 4.7.5)*
5. The outside organization must obtain all necessary state and local permits. Copies must be filed with the college at least one week prior to the event. *(BOT 4.7.5)*
6. The outside organization shall be responsible for the collection and payment of required state admission tax. *(BOT 4.7.5)*
7. Connecticut State agencies can request use of facilities for approval and will be charged reduced fees. Documentation may be required to prove state agency status.

8. Use of college facilities for activities that duplicate or compete with programs and/or services offered by the college or part of the college mission are prohibited.
9. Any outside organization using college facilities shall be responsible for any damage to college property. The organization granted license shall indemnify and hold harmless the college, the board of trustees, and the state of Connecticut against any claim. (BOT 4.7.5)
10. An outside organization is required to obtain a minimum of \$500,000 for both public liability and property damage insurance for combined single limit coverage. A certificate of public liability and property damage insurance which provides coverage and names the college as an additional insured for the total period the organization occupies the facilities must be submitted to the college at least one week prior to the commencement of the leasing period. The college reserves the right to cancel an event if the documentation of insurance has not been received or is incomplete. (BOT 4.7.5)
The content of the program to be presented must be described in detail on the Facility Reservation form. The program, if approved, must be presented as stated. Substantial deviation from the description shown on the original request is not permitted and may lead to the cancellation of an event.
11. Information regarding the location of an event at NVCC may not be published or advertised until the Facility Reservation form has been signed by the President, indicating approval of the event and all its details. The official college name is **Naugatuck Valley Community College**, and must appear as stated in all promotional materials and advertising.
12. Use of campus facilities for religious purposes (e.g., religious services) will be considered only in emergency situations and requires direct approval of the President.
13. It is the basic principal of this college to provide opportunities for open and balanced forums. Requests for use of facilities that advocate a philosophical position not consistent with the mission of the college, or that advocate the overthrow of the government, or violate the U.S. Constitution will not be allowed to use any college facility. These requests will be reviewed and status determined by the EPO and may include consultations with the President.
14. The college does not rent computer, photography, science, or other technologically based instructional labs.
15. Serving or sale of alcoholic beverages is not permitted without written application to the Provost and Senior Dean of Administration and the final approval of the President.
16. The use of candles (or other open flamed items) and/or hazardous materials is strictly prohibited.
17. A schedule of fees for the use of college facilities and equipment and the services of college personnel by an outside organization are available through EPO. Outside organizations utilizing college security and custodial personnel shall be billed directly by the college for said services. Said personnel shall be compensated at their regular rate, including overtime and benefits. Necessary security and maintenance services shall be provided by college personnel, unless supplemental personnel such as state or local police are deemed necessary.(BOT 4.7.5).

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18. A Letter of Agreement must be signed by all organizations utilizing college facilities. This letter serves as a written agreement between the college and outside organization and also acts as an official invoice if charges are incurred.
19. The primary sponsor of the event is responsible for meeting any ADA requests for services beyond college facility access; the college assumes responsibility for physical facility accommodations.
20. No vendors shall be permitted in the building or on the premises, except by special permission of the college. *(BOT 4.7.5)*
21. Flyers and advertising for co-sponsored events must be reviewed, in advance of final printing, by the EPO to verify accuracy of information.
22. The applicant agrees and warrants that no person shall be denied the benefits of, or otherwise subjected to, discrimination under any program or activity for which the applicant uses the facilities of the college because of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, including, but not limited to, blindness, or prior conviction of a crime, political beliefs, veteran status, or sexual preference, unless there is a bona fide qualification excluding persons in one of the above protected groups.
23. The College reserves the right to review and deny usage of facilities for any event considered extremely high risk and/or non-consistent with the College mission and policies.
24. The College reserves the right to revoke or change the date of any permit granted in case of emergency or conflict with college programs. *(BOT 4.7.5)*

Reserving Facilities

The space for a contemplated event needs to be properly scheduled and the event approved well in advance. All service providers of the College that are directly or indirectly engaged by that scheduling need adequate time to prepare. Good planning and advance scheduling protect not only the College, but also the organizer(s) of the event from unpleasant situations.

The first step to a successful event is to complete a Facilities Reservation Request Form and submit it to the EPO. This form assists the office in:

1. Securing necessary and appropriate facilities;
2. Anticipating potential conflicts with other events scheduled the same day, thereby allowing for contingency planning;
3. Assisting with logistical planning;
4. Ensuring details of the event are compliant with College and Board policies;
5. Providing One-stop-shopping. The EPO is the link and the communication mechanism to all other pertinent offices on campus that will be involved in preparing for and advertising your event;
6. Providing information for inquiries on activities taking place on campus.

7. The EPO will give the Facilities Reservation Request form to the Events Planning Committee (EPC) who will review the requests.

THE PROCESS

- A. All requests must be submitted on the Facilities Reservation form **a minimum of two weeks in advance of the date requested**. Telephone calls and casual conversations do not constitute an official request. The EPC will not issue availability of facilities without a completed Facilities Reservation form on file.
- B. Completion of a Facilities Reservation form **does not constitute approval** of the facilities or the activities. When an event is approved by the EPC; the originator will receive a copy of the original request that includes an approval signature.
- C. Events/activities should not be advertised until the Facilities Reservation form has been signed by the President, indicating approval of the event and all its details.
- D. In considering requests, the EPC/EPO will research availability of requested space based on the details listed on the form. The originator of the request is informed if there is a facility available or if a specific requested facility is not available. An alternate facility may be recommended. The EPO will also analyze requests for compliance with College, State, and Board of Trustees policies and procedures, overlapping events occurring simultaneously on campus, availability of parking facilities, conflicting events, availability of staff and safety compliance.
- E. Additional maintenance, security and technical staff may be required to support an activity, and charges may be incurred for co-sponsored collaboratives and rental activities. Additional staffing is based on many factors including, but not limited to: size, complexity, day, and time of event. The Office of Public Safety and Maintenance supervisors are consulted in determining the need for additional staff. Members of our Public Safety staff are sworn State Police Officers, and it is therefore not necessary to secure local police support.
- F. When a request is approved, signed forms will be distributed to all potentially affected parties (Office of Public Safety, Maintenance, and the originator of the request). Additional copies are sent to the Technical staff, IT Department, Cafeteria Manager, Office of College Marketing, and others as necessary.
- G. Only complete forms will be reviewed. The details for an event should be clear and specific. This helps the EPO determine an adequate location for your event, and ensures all the materials and personnel needed for the event will be available.
- H. Facilities Reservation forms are not binding and are not considered approved until signed by the President.
- I. Users will have access to the assigned room during the hours indicated on the approved Facilities Reservation Request. Set-up and breakdown must be done within the reserved time and must not impede use of the space by another group at a time that has not been reserved. Under no circumstances should a group utilize a facility that has not been assigned or approved in advance.
- J. Instructors needing a room change, and/or an alternate room (e.g. computer lab) for a section should contact their Division office. All usage will be documented within the CRN records and will no longer require submission of a Facilities Reservation form.
- K. Reservation forms should be submitted to the attention of the Events Planning Office, K518. Please do not address to a specific individual.
- L. Requests for support services that were included on the reservation request at the time of approval will be accommodated. Any additional requests or

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- M. changes to the initial form must be coordinated by the sponsor through the respective support department.
- N. The event sponsor will be responsible for meeting all deadlines associated with event support needs. There will be no reminders sent requesting floor plans, equipment needs, etc.
- O. When access is needed to smart technology, internal sponsors must request guest accounts through the IT Help Desk. The Events Planning Office staff will request this on behalf of external groups.
- P. Requests with incomplete information will not be considered. The Events Planning Office staff will return incomplete requests to the originator for full completion

Forms may be obtained from the Events Planning Office, Kinney Hall, K518 by calling (203) 575-8226, or on-line under Faculty/Staff Resources section. The form may be reproduced as needed.

Approved Activities: Guideline (Applicable to All Groups)

A. Food & Beverages

There are different policies for food and beverages depending on the type of facility being used. If food and/or beverages are being planned, the user must clearly indicate such usage on the Facility Reservation request. Serving or sale of alcoholic beverages is not permitted without written application to the Provost and Senior Dean of Administration and the final approval of the President. A form for such request can be obtained through the EPO.

Below is a listing of facility types and the specific guidelines if any related to food service and/or consumption:

1. **Classroom:** Food and beverages are not permitted in classrooms unless prior approval has been received through the OFSEP.
2. **Conference Rooms and other unique facilities:** Unless otherwise noted, food is permitted provided the user assumes all responsibility for clean-up and disposal of items upon vacancy.
3. **Theatres:** Food and beverages are prohibited inside the Mainstage and Playbox theatres.
4. **Ruth Ann Leever Atrium:** Food and beverage service is only permitted when provided in conjunction with an activity being held in the Mainstage and/or Playbox theatres.

B. Policies on Posting Event Related Signs

1. Posting Outdoors
 - Users are responsible for the placement of signs directing patrons to their event, and removal of the signs immediately following the activity. The OFSEP can provide information on best location of signs for traffic flow.
 - Signs to advertise events should not be generated or posted until the approved copy of the reservation form is received.
 - Directional signs for activities may be hung 24 hours prior to the event and must be removed immediately following the activity.
 - Signs may not be posted directly on any of the permanent college signs. Sandwich

boards are available that may be placed at key areas on campus. Arrangements for use of sandwich boards can be made by contacting the Maintenance Department at x-8135.

- Adhesives used must not cause damage to existing structures or remove paint on surfaces.
- Posting on glass surfaces is not permitted.
- It is recommended that signs be laminated when posted outdoors to ensure they can tolerate inclement weather conditions.
- Arrange for laminating through the Copy/Print Center.

2. Posting Indoors

- ™ Signs to advertise events should not be generated or posted until the approved copy of the reservation form is received.
- ™ Directional signs for activities may be hung 24 hours prior to the event and must be removed immediately following the activity.
- ™ Posting to inside bulletin boards is prohibited without prior written application and approval.
- ™ Use only tools that will not cause damage to existing structures or remove paint on surfaces. Scotch tape is recommended for most surfaces.
- ™ Packaging tape, electrical tape, push pins and tacks are not permitted on walls. Posting on glass surfaces is not permitted.

C. Parking

- Attendees must park in student-designated spaces unless otherwise instructed by NVCC's Office of Public Safety.
- Access to lots designated for faculty and staff parking are prohibited unless special permission has been received by the EPO in advance. Such approval must be reflected in the Letter of Agreement.
- **BUSSES:** If the event requires transportation by busses or vans, a specific drop-off location will be communicated to the customer in advance. The customer will need to provide the EPO with the following information: 1) number of busses 2) names of schools 3) cities/towns the busses will be arriving from.

D. Supervision

- f* The event's director or designee must be present whenever the reserved space is occupied. The event director is considered to be the contact person on the initial facility reservation request.
- f* A minimum supervision ratio of 1 adult to every 10 children must be maintained for all activities involving children under the age of 18.

E. Equipment and Supplies

Most classrooms come equipped with

TV / VCR
Overhead Projector
Projection Screen
Podium

The following equipment may be requested in advance. Usage is subject to availability on a first come, first served basis:

Slide Projector
Tables

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Chairs
Lapel (clip- on)

Microphone Hand Held
Microphone LCD Projector
Easel Stands
Fabric Style Room Dividers

Mainstage Equipment list is available upon request through the EPO.
Playbox Equipment list is available upon request through the EPO.

Equipment Policies:

- **LAN ACCESS:** Access to NVCC's Local Area Network from personal laptop computers is prohibited.
- **USER-OWNED EQUIPMENT:** All user-owned equipment must be removed by designated end time. Permission to bring in equipment prior to scheduled reservation must be obtained in advance through the EPO. The college is not responsible for property brought to and/or left on campus
- **COLLEGE OWNED EQUIPMENT:** College owned equipment must remain in the designated facility at all times.
- **GENERAL SUPPLIES:** Chalk, erasers, dry erase markers, easel pads, and other general items must be supplied by the customer.

F. Smoking

NVCC maintains a smoke-free environment. Smoking is prohibited inside all college facilities, and is only permitted in designated areas outdoors.

G. Emergencies

In the event of an emergency, **Do Not Call 911**. The on-campus Public Safety Department can be reached by picking up any of the emergency phones located at most elevators or by calling:

EMERGENCIES: 575-8112 or 8112 from any campus phone
NON-EMERGENCIES: 575-8113 or 8113 from any campus phone

Distribution of Materials

Naugatuck Valley Community College organizations, faculty, or staff, and off-campus organizations or individuals interested in distributing materials to the general campus community must submit their request to seek and receive approval prior to distribution. This policy does not pertain to faculty handouts in class or handouts by a member within a meeting or activity of a college group. Completed forms and sample material(s) will be received by the EPO which is located in Kinney Hall, Room K518. Materials that are approved for campus distribution are restricted to approved locations designated for this purpose for set time periods.

The following guidelines will be used in reviewing the proposed distribution to determine if it is approved or denied. Requesters must submit:

1. A written request no less than five business days in advance of the start of the distribution;
2. An exact written sample or "hardcopy" of the item to be disseminated"
3. A written explanation of what the distribution is for, who will be responsible for the

distribution, when the materials will be distributed on campus; and when remaining dated materials will be removed from campus – approval indicates responsibility for any clean-up resulting from the distribution;

4. Proof that material will not create a safety hazard or unsightly appearance;
5. Proof that the distribution will not require any clean-up by college employees;
6. Proof that the distribution will not pose any conflict or interference with classes, laboratories, other educational activities, business of the college, activities, or events;
7. Proof that material will not contain statements or illustrations inconsistent with college policies, state laws, or federal laws;
8. Proof that the distribution are not related to the sale to or solicitations of college students or employees;
9. A disclosure of any other unusual circumstance, intention, or condition associated with the distribution that could possibly compromise the security or integrity of community college campus.

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Graphic Design Services

Graphic Design Services is part of the Office of Community Engagement. The Graphic Design Coordinator provides graphics and desktop publishing services in preparation of college information, publications, and other materials including but not limited to instructional materials, promotional booklets, brochures, posters, advertisements, and signs.

Information Technology Department

Training and Support

The Office of Information Technology, located in Ekstrom Hall, Room E-604, provides support for all college academic and administrative computing. This support includes hardware and software selection, network configuration, support for administrative systems, hardware and software installation and configuration, troubleshooting/repair, and training for staff.

Naugatuck Valley Community College is completely networked and allows access to all campus-networked equipment, the System Data Center in Hartford, and the Internet. Users are asked to submit a Helpdesk request to Information Technology for assistance in network connections and configurations.

Information Technology also offers an extensive, on-going training program. Training is offered on new software, including Microsoft applications, e-mail, BANNER, and WebCT. Users may also request training on specific topics. Training sessions are announced via newsletters from IT and is available to all NVCC staff and faculty.

The System Data Center also offers training through IITT, Instructional and Informational Technology Training. IITT is a system-funded program of the CT Community Colleges whose goal is to provide faculty and staff with training and documentation. Please visit their website address for further information about classes and schedules: <http://www.commnet.edu/iitt>

Only software purchased by the college can be installed on campus computers. Staff and faculty are not permitted to install personal software on college-owned computers. Software is purchased under educational site-licensing agreements and the selection of software is determined by the division/department to which the computer lab/classroom belongs. Evidence of appropriate licensing is required before installation. The IT Department has the responsibility of maintaining software licensing records and cataloging all software media for the campus.

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Information Technology provides data-extraction, report-writing, label and/or list-generation from BANNER (Student Information System), Human Resource systems, Inventory and Cashier Systems. Please submit Helpdesk requests for these services.

Staff and faculty has access to BANNER after requesting an account and appropriate training. All BANNER users are required to abide by the federal privacy laws applying to student records.

Requests for reports, repairs, accounts, software installation, assistance and/or training should be submitted to Information Technology via Helpdesk. An icon for Helpdesk is installed on all staff and faculty computers. For immediate assistance, or to report emergency issues in computer labs, please call extension 8092 or extension 8173. Helpdesk requests are handled on a priority basis and most requests are completed within 24 – 48 hours. Please plan ahead when asking for assistance and report problems in computer labs immediately.

Note: *Information Technology abides by the Federal Software Piracy Laws and the policies of the Board of Trustees of Community-Technical Colleges. Please refer to these policies described in this manual.*

Institutional Research

The primary function of the Office of Institutional Research is to collect, analyze, interpret, and report on information to support administrative decision-making, strategic planning, and College assessment activities. Also, the Office is responsible for completing mandated federal, state, and CTC System reports. We rely on various sources of data, from reports generated by the BANNER system to information collected on an ad hoc basis for special projects.

The Office of Institutional Research is available to support faculty research and curriculum development by serving as a resource for questions related to survey design, research methodology, data collection and analysis, and interpretation of results.

Requests for data or research assistance must be submitted using the data request form located at <http://www.nvcc.commnet.edu/ir>. All requests will be prioritized in accordance with the College's Strategic Plan.

All research conducted by the Office of Institutional Research is governed by the Association for Institutional Research (AIR) Code of Ethics.

Library Hours

When classes are in session during spring and fall semesters, the library hours are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	10:00 am	10:00 am
to	to	to	to	to	to	to
8:00 pm	8:00 pm	6:00 pm	6:00 pm	4:30 pm	2:00 pm	2:00 pm

When classes are not in session, library hours are Mon – Thurs., 8:00 am – 4 pm. The hours during summer sessions will be posted.

For further information regarding Library Services, please call 575-8024.

You can also visit us on our website at

<http://www.nvcc.commnet.edu/resources/library.shtml>

Loss or Damage to Real or Personal Property

Loss or damage to real and personal property pertaining to theft, vandalism, criminal or malicious damage, lost or misplaced funds must be reported on either:

- Form CO-853, Report of Loss or Damage to Real and Personal Property
- Form CO-854, Report of Loss or Damage to State-Owned Automobile (Comprehensive)
- Send copy to Accounts Payable office, Kinney Hall, Room K705

These forms may be obtained at the following website link:

<http://www.osc.state.ct.us/agencies/forms/index.html>

- Item description
- Make (Manufacturer)
- Model number
- Serial number
- State ID tag number
- Value

Form CO-854 does not have to be filled out if the college leases the motor vehicle from the State of Connecticut Fleet Services. For *all* motor vehicle accidents where there is property damage to the state vehicle or to other property or motor vehicle, Form MVCU-1 must be filled out. Send a copy to Accounts Payable, Kinney Hall, Room K705.

The loss or damage must be reported to the immediate supervisor and the completed form forwarded to the Provost and Senior Dean of Administration.

Mail Service

The mail service for the College has an office on the first floor of the Core building in Room C126. Working hours are 8:00 am to 4:00 pm. During normal work days there is one pickup and one delivery of mail throughout the campus. If important correspondence is to be mailed after the normal pickup it should be hand delivered to the Mailroom before 4:00 pm.

There is a U.S. Postal Service mailbox located near the Public Safety Department (west of Ekstrom Hall) and daily pickup by the Postal Service is provided at 11:00 a.m.

All mail must have the return name and room number of the sender. This is required for all mail classifications. Returned mail received without a discernible individual or office at the College

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will be sent to the Accounting Office, Kinney Hall, Room K-705 for determination of correct party.

NOTE: The Mailroom is not responsible for the handling of other than official business mail. Personal mail is the responsibility of the individual.

Maintenance Work Request

All requests for Maintenance services must be in writing, utilizing the Maintenance Help Desk form. Telephone calls are not allowed except for emergencies. The Building Maintenance Supervisor will use this to schedule manpower, order material, etc.

When filling out the form, the box labeled "Location" is the originators location, not the location where the requested work is to be performed. This is so if there is a question about the work to be done, the Maintenance worker will know where to find the requestor. The room where the requested work is to be done should be stated in the "Description" space on the form.

This form may be accessed by logging on to the NVCC website as follows:

- Select „Offices & Departments“
 - Select „Administrative“
 - Select „Facilities“
 - Select „Maintenance/Facilities“
 - Select „Maintenance Work Request“.

Or....

- Select „About NVCC“
 - Select „Employee Resources Intranet“
 - Select „Help Desk & Maintenance Work Requests“
 - Select „Maintenance“ (from the dropdown menu)
 - Select „View“

The screenshot shows the Naugatuck Valley Community College website's Maintenance HelpDesk. The page header includes the college logo and navigation links like 'Apply to NVCC', 'Calendar', 'College News', 'Course Schedules', 'Library', and 'Upcoming Events'. Below the header is a search bar and a 'myCommNet' logo. A secondary navigation bar contains links for 'About NVCC', 'Admissions', 'Paying for College', 'Academics', 'Student Life', and 'Offices & Departments'. The main content area is titled 'Maintenance HelpDesk' and features a breadcrumb trail: 'You are here: Offices & Departments > College Support Services > Maintenance/Utilities > Maintenance HelpDesk'. Below the title are tabs for 'Submit', 'My Open/Assigned Requests', 'My Sent Requests', 'All New Requests', 'All Open Requests', and 'All Closed/Cancelled Requests'. The form itself is titled 'To submit a request provide the requested information below. Please submit a separate request for each problem.' and includes a legend '* Indicates required fields'. The form fields are: First Name*, Last Name*, Email Address*, Phone Number*, Department* (a dropdown menu with 'Choose Department' selected), Location*, Due Date* (with a calendar icon), and Description* (a large text area). A 'Submit' button is located at the bottom of the form.

News & Publicity

The preparation and release of all information to area newspapers, television and radio stations, and other media is coordinated by the Public Relations Associate in the Office of College Marketing, unless otherwise authorized by the President or by the Deans. The Public Relations Associate prepares and distributes press releases announcing events and news, proposes story ideas to the media, and responds to request from the media to interview faculty, staff, and students for news and feature articles.

The Office of College Marketing (OCM) serves as a clearinghouse to:

- Maintain an editorial standard that follows the Associated Press Stylebook and Libel Manual.
- Maintain a relationship of mutual respect with members of the media.
- Ensure contacts are coordinated through a central location.
- Ensure media deadlines and requirements are met to maximize publicity.
- Avoid duplication of materials released to the media.
- Coordinate the college's publicity mix to ensure even distribution of news throughout the year.
- Prepare student and faculty success stories to showcase in various publications and on the Web.

The Public Relations office is located within the OCM, Kinney Hall, Room K406, telephone 203-575-8276.

PROCEDURES & SERVICES

Office Supplies Request

Office supplies are ordered from our supplier via the on-line system on the Internet. Designated staff in each department or division has access to the system.

Certain items, such as NVCC stationery, envelopes and copy paper, etc., are ordered from the Warehouse Supervisor in the Core Building (ext. 2416).

All questions concerning the on-line ordering system should be referred to the Purchasing Office, Kinney Hall, Room K-709, or call Ext. 8111.

Parking & Traffic Regulations



The parking regulations of Naugatuck Valley Community College are published for the safety and convenience of the College community as well as all tenant organizations, visitors, vendors and all others utilizing NVCC properties. The regulations were developed pursuant to Public Act 73-151, dated 10/15/73. **Note:** *All parking violations are the responsibility of the registered owner. The College is not responsible for any vehicle or its contents while being operated or parked on state property.*

Faculty and Staff Vehicle Registration

All staff and faculty, both full-time and part-time, must obtain a parking permit. The parking permit entitles the registered vehicle to be parked in all designated faculty, staff and student parking areas and other legal parking areas that have not otherwise been restricted. Faculty and staff may not park in areas designated "visitors."

Permit Display

A valid Naugatuck Valley Community College parking permit must be displayed at all times while parked on campus. All permits shall be displayed by hanging from the rear view mirror. They shall not be placed on the dashboard of the vehicle, unless conditions of the vehicle deem this necessary. Please check with the Public Safety Department regarding these exceptions.

Permit Transfer

A parking permit is transferable and may be used on any registered vehicle.

Student Workers

All part-time and full-time student workers or work study students, while in the employment of their respective assignments, will continue to park in student lots and may not park in Faculty/Staff lots. These individuals do not attain staff and faculty privileges.

Handicapped Parking

Disabled faculty, staff, and students may obtain handicapped parking permits from the State of Connecticut, under Section 14-253a of the General Statutes. The issuance of a handicapped permit entitles the bearer to park in any parking area designated, "For Handicapped Persons

State Permit required.” The Permit must be displayed at all times while parked on his campus.

Visitors

Visitors and guests are defined as those persons who are not employed by NVCC, not registered for classes, and parking a car which does not display an NVCC parking permit. Faculty/Staff are encouraged to obtain a visitors parking permit for guest speakers, lecturers, etc. prior to their arrival. Faculty/Staff may obtain parking permits for their guests from Public Safety. This permit will allow the guest to park in a marked visitor space as well as a space designated for faculty. If a visitor does not obtain a visitors parking permit, he/she may park only in a marked visitor space.

Special Group Parking

Arrangements for group parking in conjunction with College-approved conferences, meetings, symposiums, social and athletic events must be made through the Public Safety Department not less than ten (10) days prior to the event.

Fraudulent Registration

Fraudulent registration is defined as any attempt to obtain or use any College parking permit under false pretenses. Fraudulent registration may result in the loss of all parking privileges on the college campus.

Campus Speed Limit

Vehicles shall not be operated on any campus roadway, driveway, or parking lot in excess of fifteen (15) mph.

Violation Notices and Payments

Fines are payable either in person or sent by mail to the Cashiers Office, Kinney Hall, K506. Cash and credit/debit card payments must be made in person at the Cashiers Office. Checks or money orders should be made payable to “NVCC.” All fines must be paid in order for the College to release student records or approve graduation applications.

If payment is not received within ten (10) days of penalty, the fee is doubled. If unpaid after thirty (30) days, the matter may be turned over for referral to the Human Resources Department for appropriate action.

Parking Violations Appeals

Recipients of parking violations may appeal. An appeals committee established in accordance with the Connecticut General Statutes with membership comprising of faculty, staff, and a student. The committee is independent of the Public Safety Department. The appeals form may be obtained at Public Safety. Appeals must be filed with Public Safety personally or via mail within seven (7) days of the receipt of the violation. Rejected appeals must be paid within seven (7) days of notification of denial. Notification may take several weeks after an appeal is filed.

PROCEDURES & SERVICES

Personal Service Agreements (PSA's)

It is the policy of NVCC's purchasing department not to enter into contracts over \$100 with state employees.

Limitation on Contracting with State Employees

Section 1-84(i) of the Connecticut General Statutes provides as follows:

"No public official or state employee or member of his immediate family or a business with which he is associated shall enter into any contract with the state, valued at one hundred dollars or more, other than a contract of employment, as a state employee or pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded....."

Accordingly, no state employee may be offered a PSA unless the contract has been awarded pursuant to an appropriate bidding process. It is not necessary that such process utilize State procedures. However, to protect all parties concerned, a record of the bidding process utilized shall be maintained.

Appropriate Use

(Excerpted from the Office of the State Comptroller, Memorandum No. 97-41, July 11, 1997)

Internal Revenue Service (IRS) regulations distinguish between an independent contractor and employee. If a determination is made that the individual is an independent contractor, the revised Personal Service Agreement, CO-802A form should be used. If the individual does not meet the conditions of an independent contractor, then the agency must follow established personnel and payroll guidelines for establishing the individual as an employee. Agencies must pay particular attention to these guidelines prior to contracting with an individual. Specifically, the IRS has identified 20 factors to determine whether an individual is an independent contractor or employee as described below:

IRS 20 Factors of Identification:

1. **Instructions.** An employee must comply with instructions about when, where, and how to work. Even if no instructions are given, the control factor is present if the employer has the right to control how the work results are achieved.
2. **Training.** An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods and receive no training from the purchasers of their services.
3. **Integration.** An employee's services are usually integrated into the business operations because the services are important to the success or continuation of the business. This shows that the employee is subject to direction and control.
4. **Services rendered personally.** An employee renders services personally. This shows that the employer is interested in the methods as well as the results.
5. **Hiring assistants.** An employee works for an employer who hires, supervises, and pays workers. An independent contractor can hire, supervise, and pay assistants under a contract that requires him or her to provide materials and labor and to be responsible only for the result.

6. **Continuing relationship.** An employee generally has a continuing relationship with an employer. A continuing relationship may exist even if work is performed at recurring although irregular intervals.
7. **Set hours of work.** An employee usually has set hours of work established by an employer. An independent contractor generally can set his or her own work hours.
8. **Full-time required.** An employee may be required to work or be available full-time. This indicates control by the employer. An independent contractor can work when and for whom he or she chooses.
9. **Work done on premises.** An employee usually works on the premises of an employer, or works on a route or at a location designated by an employer.
10. **Order of sequence set.** An employee may be required to perform services in the order or sequence set by an employer. This shows that the employee is subject to direction and control.
11. **Reports.** An employee may be required to submit reports to an employer. This shows that the employer maintains a degree of control.
12. **Payments.** An employee is generally paid by the hour, week, or month. An independent contractor is usually paid by the job or on a straight commission.
13. **Expenses.** An employee's business and travel expenses are generally paid by an employer. This shows that the employee is subject to regulation and control.
14. **Tools and materials.** An employee is normally furnished significant tools, materials, and other equipment by an employer.
15. **Investment.** An independent contractor has a significant investment in the facilities he or she uses in performing services for someone else.
16. **Profit or loss.** An independent contractor can make a profit or suffer a loss.
17. **Works for more than one person or firm.** An independent contractor is generally free to provide his or her services to two or more unrelated persons or firms at the same time.
18. **Offers services to general public.** An independent contractor makes his or her services available to the general public.
19. **Right to fire.** An employer can fire an employee. An independent contractor cannot be fired so long as he or she produces a result that meets the specifications of the contract.
20. **Right to quit.** An employee can quit his or her job at any time without incurring liability. An independent contractor usually agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it.

PROCEDURES & SERVICES

Process

The process begins with submitting a completed Purchase Requisition, with the appropriate signatures, to the Purchasing Office, Kinney Hall, Room K-705. When approved, a Purchase Order will be processed. For services \$100 and over or when an authorized signature is needed (e.g., hospital and medical contracts), a Personal Service Agreement must be prepared by the purchasing department. The following must be submitted to the purchasing department:

- Approved purchase requisition with all required signatures, complete vendor information, cost center, complete description of service
- W-9 Form completed and signed

Definitions & Purposes

A personal service contractor is any person, firm or corporation not employed by the State, who is hired by the agency for a fee to provide services to the agency, excluding contractual services as defined in C.G.S. 4a-50.

A personal service agreement (PSA) is a written agreement, supplementing the purchase order, and signed by both parties, which defines in detail the services or products to be delivered by the personal services contractor to the agency.

Personal Service Agreements may be utilized for the following purposes:

- To contract for services provided by an independent contractor, including routine or ongoing professional services. In general, an independent contractor relationship is established when the contractor is a corporation or partnership. If the contractor is an individual, the test is that the contractor is expected to complete the job by his/her own methods without being subject to control as to the means of doing the work. (*Refer to above 20 factors for determining status and also Employee Relations 97-8 Memorandum which is available in the Accounting Office, Kinney Hall, Room K-705.*)

Key considerations are:

- ⇒ The absence of a supervisory relationship as indicated; e.g., by a performance evaluation system or the establishment of work rules and regulations.
- ⇒ The existence of an independently established trade or business.
- ⇒ Compensation that is based on the completion of specified obligations as opposed to hourly or biweekly compensation.

For services under \$100:

- Processed from a Purchase Requisition
- Purchase Order processed by Purchasing Department
- Lump sum payment processed by Accounts Payable Department
- Payment is made after services are completed and authorization from the requisitioning department that services were performed successfully

For services over \$100:

- Processed from a Personal Services Agreement (PSA)
- Person providing service referred to as the Contractor
- PSA requires signature of Contractor and Provost and Senior Dean of Administration and President
- Encumbrance or Purchase Order Processed by Purchasing Department
- Payment processed by accounts Payable Department
- Payment is made after services are completed and authorization from the requisitioning department that services were performed successfully

For services over \$3,000:

- Processed from a Personal Services Agreement (PSA)
- Person providing service referred to as the Contractor
- **PSA requires signature of Contractor, Provost and Senior Dean of Administration, President, System Office and Office of the Attorney General**
- Encumbrance or Purchase Order Processed by Purchasing Department
- Payment processed by accounts Payable Department
- Payment is made after services are completed and authorization from the requisitioning department that services were performed successfully

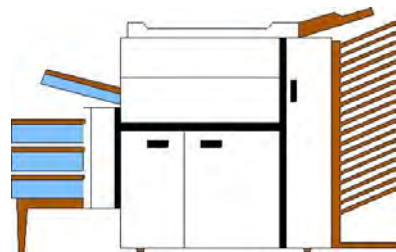
Limitation on Contracting with State Employees

Section 1-84(i) of the Connecticut General Statutes provides as follows:

“No public official or state employee or member of his immediate family or a business with which he is associated shall enter into any contract with the state, valued at one hundred dollars or more, other than a contract of employment, as a state employee or pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded.....”

Accordingly, no state employee may be offered a PSA unless the contract has been awarded pursuant to an appropriate bidding process. It is not necessary that such process utilize State procedures. However, to protect all parties concerned, a record of the bidding process utilized shall be maintained.

Print Shop and Copy Center



STAFF	HOURS	BLDG	TELEPHONE
Print/Copy Center	8:30 am – 4:30 pm M-F	S305	596-8626 596-8652

Introduction

The Print Shop and Copy Center are designed to be the primary source for all **substantial** copying and duplication needs. The Department can assist staff with any copying and print-related projects. Examples include:

- | | | |
|--------------------|-------------------------|----------------------|
| Printing of Covers | Cutting | 2 or 3-Hole Drilling |
| Binding | Digital Offset Printing | Booklet Making |
| Folding | Laminating | |

PROCEDURES & SERVICES

Requests

Printing requests are submitted to the Center using the approved *"Request for Printed Materials and/or Service"* form. Plan accordingly, as work will proceed on a first come/first serve basis, barring any unforeseen circumstances. The form asks for the number of copies and other relevant information for the proper and efficient duplication of printed materials. It can be obtained from the Print Shop/Copy Center.

A minimum of 48 hours lead time is required for standard photocopying requests.

Additional time will be required to complete requests for large projects and those that involve extra graphic processes, multiple page booklets, or special binding. In those cases where special paper and/or other supplies are necessary and for which no plans were made, it is imperative that five to six weeks lead time be allowed in order that requisitions and purchase orders be processed in a timely fashion. **It is the responsibility of the initiator to proof the final copy before any copying/ duplication can proceed.**

Printing/copying requests that require graphic design work, large format size, extreme quantity, special paper, special binding, special folding, etc. that are beyond the capability of the in-house Print/Copy Center should contact the Office of College Marketing, Kinney Hall, K-406, at 596-2192. The Print/Copy Center reserves the right to return materials to the initiator for review by the Office of College Marketing (K-406) for these purposes.

Copyrighted Materials

A copyright is a statutory right to prevent others from copying or adapting an original work of authorship that is fixed in any tangible medium or expression and which can be perceived, reproduced or otherwise communicated either directly or with the aid of a machine or device. The Copyright Permission Form must accompany all copyrighted material.

The College regards the unauthorized copying of copyrighted materials a violation of College policy. Violation may result in suspension or termination from college status as a student or employee, and/or in civil proceeding, and/or in criminal prosecution. Because liability may also extend to the publisher and/or printer, this office reserves the right to review all materials for possible violation and to recommend appropriate actions as necessary. This office's right to review materials does not relieve the ordering department/individual of responsibility to abide by the copyright statutes. **A copy of the Copyright Law for Teachers is available in the Library and in the Print/Copy Center.**

NOTICE: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order could involve violation of copyright law. It is the responsibility of the initiator to proof the final copy before any duplication/ reproduction of graphic materials can proceed.

Convenience Copiers

Convenience copiers will continue to be located throughout the College. Small copy jobs (four or five originals for up to forty or fifty copies) may be done at the convenience copiers. Larger jobs should be directed to the Print/Copy Center.

Notice: Connecticut State Statutes prohibit the use of the College's copying and duplicating equipment and supplies for purposes other than official NVCC business.

Professional Development Funds

Funding for professional development is negotiated by the various collective bargaining units and becomes available at different times for each. Notification is provided through the President's Weekly Bulletin.

Public Safety Department

The Public Safety Department at Naugatuck Valley community College is a law enforcement/public safety agency responsible for the enforcement of campus rules and regulations and local, state and federal Laws. All NVCC Police Officers are trained at the Connecticut Police Academy and derive their powers of arrest from the Commissioner of Public Safety.

Mission Statement:

The Public Safety Department at Naugatuck Valley community College provides the campus community with proactive, professional, policing services. As an integral link in the learning environment, the Department responds to the changing needs of the college by stressing prevention above response, planning above reaction and service above all.

The Public Safety Department is responsible for the police and safety functions on all properties owned by NVCC. This department will be the first responder to all you medical emergencies, motor vehicle accidents and criminal complaints on NVCC property.

In addition, the Department will conduct motor vehicle accident and criminal investigations which occur on campus and, when necessary, engage other local, state and federal agencies who will support and assist this department in order to assure complete and thorough investigative findings.

General services:

- Staff parking permits
- Escort services
- Lost and found
- Information
- Presentations to departments/divisions as part of employee/faculty orientations

PROCEDURES & SERVICES

Emergency services:

Public Safety is the first responder to all major incidents on campus, including:

- Criminal/suspicious activities
- Medical/first aid emergencies
- Fire
- Motor vehicle accidents

The Public Safety Department will:

- In the case of family emergencies, make every effort to notify individuals on campus
- Issue campus closings and cancellations
- Activate myCommNet Alert for emergency situations
- The Department can be reached by calling:
 - 8112 or 8113 from an on-campus phone
 - 203-575-8112 or 203-575-8113 from off-campus or cell phone

Report on Campus Crime

In compliance with 10a – 55a CGS concerning campus safety, the Public Safety Department produces an annual campus crime report which describes the crimes reported and investigated on all campus properties. This report is available on the website as well as in print in common areas on campus. All persons are encouraged to report any suspicious persons or acts of criminal nature while on campus. All information is kept confidential. **Weapons, alcoholic beverages and illegal drugs of any kind are not allowed on the campus of the Naugatuck Valley Community College.**

IF YOU SEE SOMETHING, SAY SOMETHING

The Public Safety Department coordinates patrols, provides escort services and maintains a lost and found area. The Department gives assistance during emergency evacuations and during medical emergencies, provides parking lot security, parking decals, first-aid, and acts as a liaison with joint investigations between the Waterbury Police Department, the Connecticut State Police and the Connecticut State Fire Marshall's Office.

The Department can be reached via the following extensions:

Routine Calls	8113
Emergency Calls	8112

Report on Campus Crime

In compliance with 10a – 55a CGS concerning campus safety, the Public Safety Department produces an annual report which describes the crimes reported and investigated on campus. This report is available in the Office of the Dean of Academic Affairs, Kinney Hall, Room K-719A, and in the Public Safety Department Office as well as throughout other common areas on campus. All persons are encouraged to report any suspicious persons or acts of criminal nature while on campus. All information is kept confidential. **Weapons, alcoholic beverages and illegal drugs of any kind are not allowed on the campus of the Naugatuck Valley Community College.**

Purchasing Procedures

Initiation of Purchase Requisition

Any purchases of goods or services must be initiated with an NVCC Purchase Requisition, signed by the appropriate Director and/or Dean (and the Associate Dean of Information Technology for computer-related goods and services) and sent to the Purchasing Department in Kinney Hall.

Requisitions should include/indicate:

- the budget account code,
- the date merchandise is required (do not state "ASAP"),
- the purpose of the expenditure (to assist in coding the transaction correctly),
- at least one (1) vendor for purchases under \$3,000 and a minimum of three (3) bids or phone quotes for orders over \$3,000,
- the vendor's full name, address (not just a P.O. Box), and phone number,
- the vendor's 9-digit FEIN (for corporation) or the social security number (for individual or sole proprietorship),
- the BANNER @ number, if it is known
- a complete description and approximate cost, (note NVCC does not pay state of CT sales tax)
- if possible, the name and date of catalog and/or individual's name and phone number from whom prices were received,
- if possible, a picture of item if over \$1,000 (fixed asset) and any unique identifiers

Do not reference any "hourly rate" payments for individuals. Hourly rates constitute an employer/employee relationship. A list of guidelines to determine employer/employee status is available in the Purchasing Department or can be found in this manual in the Personal Service Agreement section.

In most cases the Accounting Office must obtain at least three (3) written or telephone bids on all requisitioned merchandise. Also, every attempt will be made to comply with the statutory requirement to do business with companies registered with the Connecticut Department of Economic and Community Development as "*small businesses*" and "*minority and woman-owned businesses*." Such companies can be given preference in the awarding of contracts but the company must be registered.

Incomplete requisitions will be returned. When all criteria have been met, the Accounting Office will produce a purchase order and mail it to the selected vendor.

Receiving of Purchased Goods

All items for which there has been a College purchase order or encumbrance must be received and noted by the College's Receiving Department which will then deliver the item(s) to the person named on the purchase order. Employees are requested to call Ext. 8141 to notify Inventory Control of any equipment which may have been delivered without first going through the Receiving Department, e.g., a vendor personally delivering an item.

Departments will receive the receiving copy of the purchase order soon after the order is placed. If a partial delivery is made, the packing slip(s) should be signed and dated and forwarded to the Accounting Office, Kinney Hall, Room K-705. When the order has been

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completely received, the receiving copy should also be signed, dated and forwarded to the Accounting Office. **Note:** All receiving documents require a full signature (not just initials) and date that the item or service was received. All original invoices should be sent to the Accounting Office.

Accounts Payable (Payment of Goods and Services)

Accounts payable functions are processed in the Accounting Office in K705. Employees are requested to call Ext. 8621 for questions or to request a copy of the policies and procedures governing the payments of goods and services.

Serving of Alcoholic Beverages on Campus

(Updated and clarified by the College President, July 1, 1998)

The use of alcohol at any college activity on or off campus is prohibited unless the College President approves prior authorization. The President has established the following procedure regarding requests for the serving of alcoholic beverages at college functions:

1. Any request to serve alcoholic beverages must be consistent with the Board of Trustees for Community-Technical Colleges" Policy 4.15, "*Drugs & Alcohol Policy in the Community Colleges*" as contained in this manual.
2. The request must be submitted in writing to the Provost and Senior Dean of Administration at least four (4) weeks in advance of the event.
3. If the sale of alcohol is being solicited, the request must demonstrate that a temporary permit for the sale of alcoholic beverages will be obtained and dram shop act insurance will be purchased.
4. A paragraph in the request must describe how alcohol will be made available only to legal age students and/or guests. This includes students bringing in their own alcoholic beverages, or beverages being provided free when purchased by a student organization or other group.
5. The request must include a plan for a visible educational program display or presentation urging responsible drinking of alcoholic beverages during the event.
6. Once the Provost and Senior Dean of Administration has reviewed the request for all necessary compliance, the request will be forwarded to the College President for final decision.

Final approval can be granted only by the College President.

Note: Under no conditions will alcoholic beverages be purchased for consumption with monies from the General or Operating funds of this College.

Telephone Service Request

Phone work will only be performed after a Telephone Service Request Form has been properly filled out and forwarded to the Facilities Department, attention Lead Telephone Operator, Core Building, Room C-216. This form may be accessed by logging on to the NVCC website. Select *Administrative Services* and click on *Faculty/Staff Resources*. Find *Links* and click on the *Telephone Service Request Form*.

Travel

Standard State Travel Regulations

The following is a synopsis of State Travel Regulations under which this College operates:

General

1. Funds for Traveling Expenses. Employees traveling on official business are expected to exercise the same care incurring expenses that a prudent person traveling on personal business would exercise.
2. Reimbursable Expenses. Traveling expenses, which will be reimbursed, are confined to those expenses essential to transacting official business. Travel must be by the most direct route possible. Any employee traveling by an indirect route must assume any extra expense incurred.

Any additional time required will be chargeable to vacation or personal leave.

Expenditures for theater tickets, entertainment, liquor, typing or travel vouchers, and similar personal charges will not be allowed.

3. Official Duty Station. Official Duty Station is defined as the building or other fixed location at which an employee reports for duty.

Authority for Travel

1. In-State Travel. Prior approval on a Travel Authorization Request and Travel Recommendation Form is needed when registration and lodging expenses exceed \$25.
2. Out-of-state Travel. **Prior approval of the President on a Travel Authorization Request and Travel Recommendation Form is required for all out-of-state travel whether or not reimbursement will be requested. This provides protection for the employee.** The object and necessity for travel should be completely stated in the proper section of the travel request form and all anticipated costs must be itemized. Attach additional backup information necessary to justify the intended travel, e.g., agenda, program, or related correspondence.
3. Blanket Authorization. Employees may request a blanket authorization if traveling on a continuous basis as part of their regular duties. The Travel Recommendation Form should be completed with the pertinent information and the time span involved, for each employee. This authorization will remain in effect for the current fiscal year.

Transportation

1. Definition: Transportation includes all necessary official travel via rail, airline, bus, taxi, car rental, and other usual means of conveyance.
2. Limitations: The fare for air transportation must not exceed the regular air coach fare charged the general public unless coach space is not available. The fare for rail

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transportation must not exceed the regular coach fare charged the general public unless the continuous rail journey is more than four hours in duration. Advantage must be taken of round-trip rates. Transportation of any kind between an employee's home and official duty station is not reimbursable.

3. Air Travel: Employees using Bradley International Airport can request parking permits by so indicating in the "Remarks" section of the Travel Authorization Request. The Accounting Office will distribute the permits when proper approvals are in place.
4. Transportation by Personally Owned Motor Vehicle:
All employees using their personal vehicle or rental vehicles for college business (i.e., that for which you might request mileage reimbursement) are reminded that a current certificate of insurance showing minimum liability coverage of \$50,000/\$100,000 and property damage of \$5,000 must accompany Travel Authorization or Employee Reimbursement prior to trip.

No one is authorized to use his/her vehicle on college business without at least the minimum required insurance. This means that anyone using a vehicle with less than the minimum coverage will expose himself/herself to personal liability in the event of an accident or other injury resulting from such unauthorized use. You may not be reimbursed for expenses incurred without the minimum coverage.

Employees may be reimbursed at the appropriate rate for each mile traveled **in excess of their normal round-trip commute from home to their official duty station**, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement. The rate is 20 cents per mile unless otherwise provided by law and collective bargaining agreements. No mileage reimbursement will be paid for travel 10 miles or less per week, a week being Friday through Thursday.

No payment for use of personally-owned vehicles is permitted for home to office travel for any activity except official State business, or for participation in any activity in which an honorarium, stipend, monetary fee or gift of any value is given to the employee involved.

Distances published by the State Public Utilities Control Authority are listed in this manual, and will be regarded as official for mileage reimbursement purposes. Out-of-state mileage can be accessed on the web site: www.mapquest.com.

Parking charges and toll charges incurred in the use of a personally-owned vehicle are reimbursable with receipts.

Charges for road service, repairs, towage, and other similar expenses are **not** allowed.

5. Transportation by Private Car Rental:. The request for use of private car rental must be included in the travel authorization. If the request is approved, the rental may be made through the state's designated travel agent. Also, a current certificate of insurance showing a minimum liability coverage of \$50,000/\$100,000 must be on file in the Accounting Office covering the dates the travel is to occur.

Subsistence Expenses

1. General Limitations. All in-state lunches are not reimbursable unless back-up information indicates the meal is a mandatory, working lunch for which the attendee must pay. Alcohol is not reimbursable. Breakfast and dinner will only be reimbursed if they occur before 7am and after 7 pm.
2. Per Diem Meals and Miscellaneous Expenses. Itemization of expenses will **not** be required during periods of full day travel status. The travel authorization request should indicate dates of anticipated full day travel status. Gratuities shall be reimbursed to a maximum of fifteen percent (15%) of meal costs up to the maximum cost allowed. Tax will be reimbursed. Unless superseded by a collective bargaining agreement, the following rate schedule should be used for computing meal expenses incurred during periods of less than full day travel status:

Breakfast: \$10.00 Lunch: \$14.00 Dinner: \$25.00

Note: The IRS has established per diem rates which are the amounts that can be reimbursed without being considered taxable income. Any reimbursements exceeding those IRS rates, even though authorized by state travel regulations or collective bargaining agreements, are considered taxable income and must be paid through the payroll process and will be included in the employee’s W-2 for the year.

3. Time Limits on Meal Allowances in Connection with Out-of-State Travel. Official travel for which subsistence expenses are payable begins at the time the traveler leaves home, official duty station, or other official state location and ends when the traveler returns.

Please note: **Estimated departure and return time must be indicated on the travel request and reimbursement forms.**

Meals taken en route will be allowed according to the following schedule:

	Departure from Official Duty Station	Arrival at Official Duty Station
MEAL	BEFORE	AFTER
Breakfast	7:00 a.m.	9:00 a.m.
Lunch	11:00 a.m.	2:00 p.m.
Dinner	5:00 p.m.	7:00 p.m.

4. Undocumented Lump Sum. Unless superseded by a collective bargaining agreement, a lump sum of \$5.00 may be provided if authorized travel is for a period of two or more full working days and a similar amount for each additional two consecutive full days for the total period of travel. **Note: The IRS considers this lump sum payment taxable income.**

PROCEDURES & SERVICES

5. Lodging. Reimbursement for conference-designated lodging will be limited to **“the lowest rate available for the required bookings.”** A conference flyer indicating the lodging rates must accompany the travel authorization request.

Notes:

- The term lodging does not include berths or roomettes on sleeping cars. These are covered under allowances for transportation and should be listed in the Miscellaneous section of the Travel Authorization Request.
- All claims for lodging must be supported with original receipts.
- Applicable discounts, e.g., AAA, AARP, etc., must be communicated to the travel agent.

Forms to get acquainted with.....

Instructions for processing a Travel Authorization, Employee Payroll Reimbursement Voucher and Voucher Addendum, using state-of-the-art computerized forms, are explained in this manual. The Travel Authorization Request, Travel Recommendation Form and the Employee Payroll Reimbursement Form are accessed via **Outlook Folder List, Public Folders, All Public Folders, Naugatuck, All Campus Wide, Travel Form**, with the file name **Travel Form.xls** and **Travel Recommendation Form**.

Special Items to Remember:

Travel Authorization Request & Employee Payroll Reimbursement Voucher

- Employees must pay registration costs up to \$100. Over \$100, if the sponsoring organization is willing to accept a purchase order, there is sufficient time for processing, and the TA is complete and approved, the College will process a purchase order for the registration costs. **Note: Employees are responsible for registering at conferences, this is not done through Accounts Payable or Purchasing.**
- Proof of attendance at conferences, workshops, must accompany requests for reimbursement.
- Purchase requisitions are no longer necessary for travel or petty cash reimbursements. The Travel Authorization Request Form is the authority
- Times of departure and arrival must be listed on the TA and CO-17-xp if reimbursement of meals is requested.
- Indicate the Cost Center in Section 23 of the TA and reimbursement form.
- If travel is being charged to Professional Development Funds, **please** specify the bargaining unit and full-time or part-time status.
- Place the TA number (shown on the approved TA) on the reimbursement form.
- Submit only one reimbursement voucher per month that includes all purchases and regular monthly travel.
- Any reimbursement based on an approved TA must be submitted separately.
- To expedite the reimbursement process, **please** make sure all information is complete and properly signed by the supervisor and Dean.

Receipts and Vouchers

Memorandum of Expenditures

Original vouchers or receipts must be attached to the claim in order to receive reimbursement

for any expenses. **ALL** receipts for common carrier travel, whether claimed or unclaimed, must be attached to the reimbursement request. Please keep copies of all your requests.

All employee reimbursements, both reportable and non-reportable, from agency funds will be processed through the Payroll Office and received by employee on a separate check.

Guidelines for Completing Travel Forms

Travel Authorization Request

TITLE	INSTRUCTION
Date of Request	Date the request is being completed.
T.A. Number	Leave blank.
Agency Name & Address	Naugatuck Valley etc. (spell out completely)
Employee Name	Employee for whom authorization is being requested.
Employee Number	Employee's payroll identification number.
Title	Title of employee for whom authorization is being requested.
Collective Bargaining Identification	Check correct box; Type in 4C's – AFT- or AFSCME for professional staff.
Work Telephone	Type in.
Home Telephone	Type in.
Duty Station	NVCC and so forth.
Itinerary	Travel schedule (from/to); Check box if leaving from home.
Dates/Times	Time period of travel (from/to).
Miscellaneous Information	Parking permit required? Actual times of departure and return. Airline flight numbers and times.
Object and Necessity of Travel	Declare reason for travel. Attach substantiating documents.
Cost Center	Indicate cost center to be charged.
Type of Transportation	Check.
Itemized Cost	Complete.
Total Cost	Complete.
Signatures	Employee, supervisor and Dean signatures

Forward the form and documentation to the appropriate Dean for signature.

If any prepaid expenses such as airfare and registration exceed the amount reimbursed by the collective bargaining unit, you will be required to reimburse NVCC the difference. The President's and/or designee's approval of this travel request form constitutes authorization to the employee to travel on State/College business. The anticipated costs associated with the travel on the request form are merely projections. Approval of this travel authorization form does not ensure reimbursement at the full level requested. Actual reimbursement will be determined following a post-travel audit of the claimed expenses and will be in accordance with the State travel regulations, and Board and College policies and practices. Employees are responsible for knowing and following

PROCEDURES & SERVICES

those regulations, policies, and practices.

Travel Authorization Request

Note: TA will be returned unless the following are included:

- ™ Authorized signatures
 - ™ Correct employee number
 - ™ Justification materials showing dates, times, hotel & registration fees, conference agenda
 - ™ Departure and return times
 - ™ Itinerary for airfare, rail, hotel, car rental through **Sanditz** or other travel agent
 - ™ Cost center included – for Professional Development Funds, specify union and either full-time or part-time
 - ™ Union or bargaining unit information
 - ™ Union Approval (special funds)
 - ™ Mileage – In-state, duty or workstation to destination (mileage from home adjusted for normal daily commute)
 - ™ **Current Auto Insurance Certificate** (Declaration Page) must accompany the Travel Authorization
 - ™ Meal allowance (must follow union/travel regulations)
- Note: In-state lunches are not allowed. Travel Authorization is not required for in-state day trips on agency funds \$25 or less.**

Employee Payroll Reimbursement Voucher

BOX NO.	TITLE	INSTRUCTION
	Employee Number	Employee's payroll identification number.
	Payee Name and Address	Complete.
35	Date	Date of travel (month/day). Itemize costs by day.
36	Travel	From origination/To destination.
37	Time	Departure time/Arrival time.
38	Travel by Automobile	Personal vehicle – No. of miles; AMT (allowable rate) at _____ miles (union contract). State vehicle – Expenses (parking; tolls; gas).
39	Other Travel – B = Bus; R = Rail; C = Cab; O = Air / Other	Code and amount.
	Lodging	Amount of hotel/motel bill.
41	Meals – B = Breakfast; L = Lunch; D = Dinner	Code and amount.
42	Misc. Miscellaneous expenses P = Telephone; W = Wire, O = Other (explain)	Code and amount.
	Remarks	Explanation of unusual items.
	Cost Center	Indicate cost center(s) to be charged.
	Signature and Date	Payee's signature. Initialed by supervisor.
	Signature and Date	Supervisor signature. When grant funds are used, this must be approved/signed by grant administrator.
43	Agency	Naugatuck Valley Community College and so forth.
44	T. A. Number	Travel Authorization number taken from Travel Authorization Request Form, if applicable.
45	Period Covered	From MMDDYY/ To MMDDYY.

Forward the form and original receipts to the appropriate Dean for signature then to the Accounting Office.

Employee Payroll Reimbursement Voucher

Note: Reimbursement Voucher will be returned unless the following are included:

- ™ Travel Authorization Request Form
- ™ TA # in Box 44
- ™ Itinerary from **Sanditz** or other travel agent
- ™ Proof of payment for expenditure(s) including original receipts
- ™ **Original** lodging receipt marked/stamped "**PAID**"
- ™ Proof of Attendance Certificate and Grades
- ™ Ticket stubs for common carrier transportation
- ™ Time of departure/arrival, from/to home if claiming meals above
- ™ Cost center
- ™ Supervisor signature
- ™ Copy of **Current Auto Insurance Certificate** (Declaration Page) must be on file

Travel Procedures (Revised & Effective 7/1/98)

Effective July 1, 1998 the State of Connecticut's designated travel agent is:

Sanditz Business Travel Services

Telephone: 1-800-826-7602

Fax: 1-203-575-9085

They will provide travel services, including hotel reservations, car rental, rail travel, air travel information and airline ticketing.

Before travel reservations can be initiated and booked, an "Enrollment Profile" **must** be filled out by the traveler. The Profile is a "one-time" requirement and is kept on file with Sanditz. The form can be accessed and transmitted at their web site, www.sanditz.com. It can also be found in the "President's Weekly Bulletin," dated July 8, 1998, and immediately faxed to the travel agent. Please be sure to include your home phone number as it might be needed in the event of trip cancellation or delay. It is not necessary to include your social security number on the "Enrollment Profile" form. Should you hold a passport, please be sure to include that number. Personal charge card information must be listed on the "Enrollment Profile" form. It is the only way to guarantee hotel and car reservations.

The College participates in electronic airline ticketing to provide a faster and more efficient way to make travel arrangements. It is imperative to remember that when a call is made to Sanditz for estimated airline costs, that cost is only guaranteed for 24 hours. Therefore, it is suggested that travel authorizations be carefully and accurately filled out. If a travel authorization is returned to the department/division for revision for any reason, the airfare may have to be estimated again. The Accounting Office is committed to expedite travel authorizations as quickly as possible.

At the time of booking airline tickets, a confirmation number will be given by the travel agent. The traveler will present the confirmation number and a valid photo ID at the airline check-in counter to receive the boarding pass in order to be allowed to board the airplane.

Parking permits will be issued by the College's Accounting Office when the proper approvals are in place. Travelers will be asked to present the permit to the parking attendant at the time of exit from the airport parking lot.

PROCEDURES & SERVICES

Telephone Service

Telephone. Charges for telephone calls made for official business will be allowed. The travel expense vouchers must show the number of such calls, the rate per call, the total daily expenses, and contain a statement that the calls were made for official business.

Miscellaneous Expenses

Expenses not covered by the preceding paragraphs but incurred in conjunction with official business will be allowed only with proper supportive documentation and approval of the President.

Travel Mileage Chart

(see Appendix K at the end of this manual)

Travel Approval Tracking Procedures

Responsible Staff	Action To Be Taken
Employee/Department/Division Action	Prepares Travel Authorization Request, CO-112 (TA) Provide cost estimates for air, rail, lodging, car rental, etc.
Department/Division Supervisor Action	TA is approved by supervisor then sent to the appropriate Dean.
Division Dean	Provost and Senior Dean of Administration receives all TAs.
College President Action	TA is approved by College President and returned to the Accounting Office.
Accounting Office Staff Action	Assigns Travel Authorization number. Maintains the original paperwork. Copy sent to originating department/division.
Employee/Department/Division Action	Book reservations for airline, lodging, car rental, and

Any questions regarding travel can be directed to the Accounting Office, Kinney Hall, Room K-705, Ext. 8142.

Faculty & Academic Information

General Information for All Faculty

Naugatuck Valley is a student centered college. It adheres to good practices in learning and lists among these the following:

- Good practice encourages student-faculty contact
- Good practice encourages cooperation among students
- Good practice encourages active learning
- Good practice gives prompt feedback
- Good practice emphasizes time on task
- Good practice communicates high expectations
- Good practice respects diverse talents and ways of knowing

Learning is social, temporary and continually evolving as people talk with one another and reach consensus. Faculty who have demonstrated an instructional approach in the classroom which is judged to be of excellent quality also make significant contributions to the college outside of class. These activities include the development of new courses and curricula, taking an active role in college committees and task forces, advising of students, participation in student activities as advisors and community involvement. The guidelines provided in this section are intended to assist you in your important work.

Adjunct Faculty Special Information

Naugatuck Valley Community College must rely on the professional backgrounds and talents of many people in order to execute its mission. Each semester it enlists the services of adjunct faculty to fill positions as instructors in courses and associated activities. The responsibilities, evaluation and recognition of adjunct faculty are therefore outlined below. Please note that because faculty members are under various collective bargaining agreements, some adjustments need to be made to the materials in this section.

Faculty Responsibilities

Full-time Faculty

The general responsibilities of full-time faculty are located in the Collective Bargaining Agreement.

Adjunct Faculty

Specific responsibilities of adjunct faculty are listed below:

- To be well prepared for each class.
- To meet classes at the time specified and to notify the division director directly when you cannot meet the class. If you cannot meet the class, you will arrange for and pay for a substitute and notify the division director. If you cannot arrange for a substitute, you will notify the division director who will assist you in class arrangements.

FACULTY & ACADEMIC INFORMATION

- To develop a syllabus in concert with the divisional curriculum for each class taught using the Naugatuck Valley Community College's format or where appropriate, the division's format and submit two copies to the division director in the first week of classes.
- To distribute a copy of your syllabus to students in the first week of classes (See **"Instructional Information - Syllabus"** in this section.)
- To check your assigned mailbox or other communications system which has been developed by the division before each class period.
- To maintain 20 minutes of student open office hours for each credit hour taught per week. Arrange office space with the division director, or be sure to notify director as to where you are holding office hours to insure that students may be directed to the location.
- To attend orientation sessions as announced and other meetings as required by the division in which you are teaching.
- To maintain accurate grade books and **submit a photocopy of the grade book sheet** to division director that pertains to the courses taught within the semester.
- To submit grades in a manner prescribed by the Registrar.
- To be familiar with the contents of college handbooks and instructional resource guides.
- To enforce college policies and procedures including provisions which prohibit smoking and the consumption of food and beverages in the classroom areas.
- To certify work performed in support of pay received via the on –line automated process.
- To make recommendations, if any, for improving instruction or other college services to the division director.

Note: *No provision is made for leave with pay for adjunct lecturers. Any substitutes for faculty, which require any kind of payment to be initiated, will need the approval of the Dean of Academic Affairs **BEFORE** the execution of a PW or a contract.*

Faculty Job Descriptions

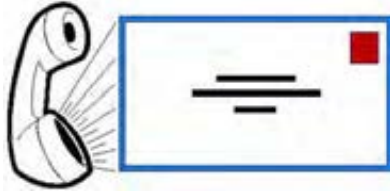
Full-time Faculty

The general job description of full-time faculty is located in the respective Collective Bargaining Agreement.

Adjunct Faculty

Duties and conditions are outlined in the PTL contract received from the college.

Faculty Communication



With Division Directors

Division Directors will communicate with faculty in a number of ways. You should become familiar with the system that will provide you with maximum information. The division director is, in most cases, your immediate supervisor.

Mailboxes

Mailboxes are located in your division offices. You should contact your Division Director for the exact location. It is important to check your mailbox on a regular basis and especially before classes, as there may be important information relative to the day's activities.

President's Weekly Bulletin

Please refer to the Communications Section in this manual.

Faculty Evaluation

Full-time Faculty

Please refer to the Collective Bargaining Agreement concerning evaluation information.

Adjunct Faculty

Generally, all faculty are evaluated in the first semester at the College. Ideally, the in-class observation followed by a evaluator/instructor conference should occur in each semester the instructor is teaching. However, division sizes vary, and some faculty do not teach in every semester. Therefore, each Director either observes classes by semester, by the year or in alternate years.



On a continuing basis, Directors may assign full-time faculty to guide two or three adjunct faculty each semester. This system provides continuity for good communication and interaction with full-time faculty, division activities and curriculum.

Each division uses the Collective Bargaining Evaluation form.

(Approved by Learning Team 11/3/00)

Note: Each faculty member, both full-time and adjunct, should check with the Division Director regarding duties, communication systems, and evaluation processes. Orientation sessions are held in each division at least once annually.

FACULTY & ACADEMIC INFORMATION

Student Evaluation of Faculty

Student evaluation is intended to improve faculty performance and the quality of instruction. Towards that end, all faculty should follow the process that is in place for this evaluation. The Student Evaluation Process will occur two times per academic year: in mid-November and in mid-April. Division Directors will receive the forms in envelopes and distribute them to all faculty via faculty mailboxes. The label on the envelop and the front of the envelop will contain all information and directions regarding the process.

It is recommended that the evaluation take place at the beginning of the class period, and faculty is reminded to leave the classroom during the process. Student, not faculty, will bring the completed forms to the LRC Library 4th floor to be deposited in a locked container. An off-site vendor will scan the forms. The summary report will be tabulated and returned to the faculty member along with the raw data during the next semester.

Copies of summary reports *for adjunct faculty only* will be kept in the Division Offices. At the point of the FDRP, full-time faculty will give their summary reports to the Division Director for review.

Faculty Emergency Absence

For detailed procedures, please refer to the Attendance section of this manual.

Class Organization Information

Class Rosters

Class rosters can be viewed online in Banner Self-Service. Please review regularly throughout the semester to check status of students. A student attending your class whose name does not appear on the roster must be sent to the Records Office.

Instructions on submitting Mid-Term and Final Grades will be provided by the Registrar's Office.

Admission of Students to Class

Please admit only those students whose names appear on your class roster or indicate registration by showing their registration schedule to you. Any student who is not on your roster, or cannot show you a registration schedule, is not registered for your class and should not be admitted. Kindly send the student(s) directly to the Registrar/Records Office.

Course Prerequisites

Instructors of courses with prerequisites should determine at the first class meeting whether or not students are qualified to attend your class. Students who lack prerequisites should be sent immediately to the Records Office.

Class Attendance

Due to the college's emphasis on academic integrity and due to the federal mandate to comply with credit hour requirements, in case of cancellations due to weather or other unforeseen circumstances, it is the responsibility and obligation of faculty to make up missed class time. Reading/make-up days should be used in addition to assigning students additional class work.

The faculty of the College believes that regular class attendance is necessary for a student to derive the maximum benefit of the learning experience and academic progress. Absence from class may jeopardize student academic performance and the overall value of classroom instruction. Programs that require special licensure may have specific attendance requirements that must be satisfied. Classes in which student discussion and participation are necessary for the achievement of the learning objectives call for responsible class attendance. Accordingly, the ultimate responsibility for class attendance, academic progress and standing rests with the individual student. For absences due to extenuating circumstances, it is the responsibility of the student to contact the instructor. Specific attendance and grading policies will be included in the syllabus for each class.

Class Announcements

Announcements in classes regarding any number of activities should be AVOIDED. In emergency situations that require class announcements, instructors are authorized to do so.

Class Meetings - (Times & Dates)

Please consult the semester calendar as to dates of class meetings. Official holidays and vacation periods are listed. Ordinarily, three-semester-hour courses meet for 150 minutes of class time per week for fifteen weeks. If you have any questions about time requirements, please consult the division director. Classes should meet for the entire period of the initial session, as well as for all other regular class sessions.

Class Cancellations & Notification Procedures

Please refer to the Policies section of this manual.

Classroom Emergencies

Please refer to Emergency Procedures in this manual.

Administrative Services & Information

Information Technology

Please refer to both the Policies section and the Procedures & Services section of this manual.

Copying & Duplicating Services

Please refer to Procedures & Services section of this manual.

Office Space and Hours

Office space is arranged with the Division Director at the time of employment. Adjunct faculty has space available in Kinney Hall, Room K-611, Ekstrom Hall, Room E-414, and Founders Hall, Room F-107. Technology Hall, Room T622 is also available to engineering adjuncts. Office hours must be included in **Course Syllabus**. Division Directors submit faculty office hours and faculty schedules **each semester**, fall, spring and summer for forwarding to the Dean of Academic Affairs. Faculty schedules are to be posted on office doors each semester.

Parking Stickers

Please refer to the Procedures & Services section of this manual.

FACULTY & ACADEMIC INFORMATION

Secretarial Support Assistance

Faculty members requiring secretarial support should contact the Division Director's office from which the course(s) emanate(s). Each division may have its own set of procedures, policies and guidelines regarding this assistance.

Food and Beverages in the Classroom

Food and beverages are not allowed in classrooms, labs, library or locations outside of the cafeteria.

Media Procedures

Location

The Media Department is located in Room L-312 of the Library/Learning Resources Center. Equipment pick-up locations are in Kinney hall, Room K-504 and in Ekstrom Hall, Room E-441. Media staff can be reached by telephone at 575-8060 or by E-mail at enolan@nvcc.commnet.edu.

Hours

The Media Department provides media services to Naugatuck Valley community College from 7:30 am to 3:30 pm Monday through Friday. After 3:30 pm, individual arrangements can be made to supply staff with equipment.

Services

Services include equipment distribution/scheduling, AV materials production, audio and video tape recording and duplication (no copyrighted materials without written permission), photography, darkroom work, off-air satellite recording and video conference support.

Projectors	Audio	Video
Overhead	Amplifiers	DVD and VCRs
Slide	CD and Cassette recorders	Video cameras
Opaque	Microphones	

Equipment

Use of Media Equipment

Individuals wishing to use equipment in the offices and/or classrooms are requested to reserve the necessary equipment at least twenty-four (24) hours in advance. Requests should be made by filling out an Equipment Request form (available via the Media Office) and forwarding the request to the Media Department, Library/Learning Resources Center, Room L-312, or by E-mail at enolan@nvcc.commnet.edu.

The department also makes overhead transparencies, slides from flat copy, and slide and video tape duplicates of non-copyrighted materials. Custom materials can also be developed. Staff may also make their own overhead transparencies by using the machines dedicated for that purpose in rooms K-617 and E-608.

Note: You must present proof of copyright holder permission before requesting the duplication of copyrighted material. Use of educational purposes does not automatically give free-license to duplicate copyrighted material.

Staff members are responsible for picking up and returning equipment to the Media Department. Equipment is assigned for a one-time reservation, unless other arrangements are made. Certain equipment items may be used off-campus at the discretion of the Media Director. For procedures describing the College policy of removal of state equipment from campus, please refer to page 141 in this manual. At the end of each semester, all media equipment must be returned, even that equipment which has been signed out for the semester. This will allow the media Department to take inventory, provide maintenance and allow others to have access to the equipment.

Picking Up and Returning Equipment

Individuals are responsible for picking up and returning equipment to the media Department.

Kinney Hall

Daytime Equipment Pick-up:

7:30 am - 3:30 pm, Room K-504 by prior arrangement

Evening Equipment Pick-up:

Media personnel will provide the storage room key for Room K-504 to staff who have equipment scheduled for use that evening. Equipment must be returned to Room K-504 immediately after use. LEAVE NOTHING IN THE CLASSROOMS OR OFFICES!!

Ekstrom Hall

Daytime Equipment Pick-up:

7:30 am – 3:30 pm, Room E-441

If class or reservation is scheduled for Ekstrom Hall between these hours, equipment can be used by contacting the Media Department to make arrangements.

Evening Equipment Pick-up:

3:30 pm, Room E-441

Equipment can be picked up after arrangements have been made with the Media Department.

Founders Hall

Equipment can be picked up after arrangements have been made with the Media Department.

Lost or Stolen Equipment

Lost or stolen equipment should be reported immediately to the Media Department. In turn, the department will notify in writing the Office of Public Safety and the Director of the Library/Learning Resources Center. All necessary information (date of loss, model, serial number, state tag number) will be included in the report.

Teaching Resources

Multimedia Center Lab

The Multimedia Center Lab is located on Level 3 of the Library/Learning Resources Center, Room L-303. This Center is intended to assist faculty in learning the use of multimedia in the development of course units, modules or entire curricula.

Faculty interested in learning and developing multimedia packages for their

FACULTY & ACADEMIC INFORMATION

courses should contact the division director or his/her representative on the Academic Computing Team.

Instructional Information

The faculty should consult the division director for information concerning instructional details such as:

The Syllabus

(Sometimes called Course Outline, Course of Study. The basic body of activities, units, primary and secondary objectives of the course.)

It is a detailed, basic document which includes all that one is expected to know as a result of having taken the course. See the division director regarding divisional syllabi multi-section courses.

See Syllabus Format on the following page.

Syllabus Format

**Naugatuck Valley Community College
Waterbury, Connecticut**

Instructor:

Office:

E-mail:

Phone:

Office Hours:

Course Description:

Number of Credits:

Prerequisites:

Required Textbook:

Course Objectives: The objective of the course is to provide the student with

Learning Outcomes: At the end of the course the student will be able to

Instructional Methodology

Grading System

For the purpose of computing numerical credit point averages, grades are evaluated as follows for each semester hour of credit. Grades on exams, papers, and quizzes, will be based on this grading system.

Numeric Grade	Acceptable Letter Grade Range to be used by the Instructor	Description
90 – 100	A- to A	Excellent
80 – 89	B-, B, B+	Above Average
70 – 79	C-, C, C+	Average
60 – 69	D-, D, D+	Below Average
Below 60	F	Failing

Evaluation Criteria: Needs to be completed by instructor

Class Attendance Policy: Needs to be completed by instructor

Class Cancellation: Needs to be completed by instructor

Make-up Policy: Needs to be completed by instructor

Academic Honesty Statement: At NVCC we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustee’s

FACULTY & ACADEMIC INFORMATION

Proscribed Conduct Policy in Section 5.2.1 of the BOT Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally. Anyone who violates the Board policy may fail the course at the discretion of the instructor.

Children on Campus: Children must be attended at all times by a responsible adult. The student must notify the instructor or supervisor prior to the beginning of the class or activity that a child is present. Instructors and/or supervisors are authorized to ask the student or program participants to leave should the presence of a child be disruptive.

Cell Phone/Pager Use Policy: "Students are hereby notified that cellular phones and beepers are allowed in class only if they are turned off or turned to a silent mode. Under no circumstances are telephones to be answered in class. Students who ignore this policy may be asked to leave class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement concerning the device."

Students with Special Needs-ADA: Students who may require accommodations on the basis of a learning disability are encouraged to contact the Coordinator of Learning Disabilities. Students who may require accommodations on the basis of all other disabilities should contact the Coordinator of Disability Services. After providing documentation and completing the disability disclosure process, students are then encouraged to meet with their instructor(s) to discuss the accommodations approved by the appropriate coordinator and to complete the Accommodation Agreement form. Accommodations are not retroactive. Students are therefore encouraged to meet with their instructor(s) at the beginning of each semester. Instructors, in conjunction with appropriate college personnel, will provide assistance and/or accommodations only to those students who have completed the disability disclosure and accommodations process.

Course Outline/Readings

Bibliography

Internet Related Sites

Tutoring Resources: The ACE center located in Ekstrom Hall has tutoring available in a variety of subjects which include, writing, math, and study skills.

***Note:** *The College needs to ensure that the required textbooks and materials student purchase are used. There should be no instance whereby students are told the required textbook(s) purchased are not being used. The concern is so grave that the Governor has authorized the Commissioner of Higher Education to convene a Textbook Summit to address this issue. (HB-7502, sec. 70)*

Academic Policies & Procedures

Grading System

The academic standing of each student is based on the student's quality point average (QPA). The QPA is obtained by multiplying academic credits for each course by the quality point value for each course grade, and dividing the sum of the quality points thus obtained by the total number of academic credits attempted. All work taken for academic credit, except those marked "AU", "I", "M", "P", "TR", and "W" is included in the QPA.

The College offers many non-credit courses that are evaluated on a Satisfactory/Unsatisfactory (S/U) basis. Number or letter grades are assigned when required by industry standards and as noted in the specific course syllabus.

Computation of Grades & Quality Point Average

For the purpose of computing numerical quality point averages, grades are evaluated as follows for each semester hour of credit:

GRADE	QUALITY POINTS	DESCRIPTION
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Average
C	2.0	Average
C-	1.7	Average
D+	1.3	Poor
D	1.0	Poor
D-	0.7	Poor, lowest passing grade
F	0.0	Fail

Administrative Transcript Notations

The College uses a number of administrative transcript notations, apart from the A – F letter grading system, to describe various situations. They are as follows:

–AU” -- Audit - No Quality Points

Used for students auditing a course. (See section on Auditing Courses in this Manual)

–I” -- Incomplete - No Quality Points

An Incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the requirements of a course within the regular semester, and who has received a written time extension from the faculty member. (Completion of this form fulfills that requirement.) The course work must be completed by the end of the tenth week of the next standard semester. The Registrar will convert the Incomplete upon receipt of a Grade Change Request Form. If no Grade Change form is received by the end of the next standard semester, the "I" will be converted to an "F".

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-M" -- Maintaing Progress

Used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given for a course only twice.

-P" -- Pass

Used for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of "F".

-TR" -- Transfer

A notation in lieu of grades for courses accepted for credit from other colleges and universities.

-W" -- Withdrawal - (Student Initiated) No Quality Points

The College recognizes the potential for a student to withdraw from a course or to withdraw from college. Students have the right to formally leave a course of the College. Additionally, they also have the right to receive counseling and assistance in order to maintain enrollment in courses. Students are advised that course withdrawal may alter progress toward program completion. Students are strongly encouraged to discuss their decision with the instructor and their counselor or advisor when contemplating a decision to withdraw.

Withdrawal from a Course:

Students who wish to withdraw from a course should contact the instructor. It is strongly recommended that the student seek the advice of the instructor and the student's counselor or advisor. A ***Student Withdrawal*** form, signed by the student, must be submitted to the Records Office. Students will be permitted to withdraw with a "W" notation no later than two weeks preceding the last Monday – Friday regularly scheduled class day. The last date for withdrawal will be listed in the Credit Course Schedule.

Withdrawal from College:

Students wishing to withdraw completely from the College should contact the Records Office and complete a ***Student Withdrawal*** form. An exit interview with a counselor or advisor is strongly recommended. Students will be permitted to withdraw from college with a "W" notation posted to each registered course. The last date for withdrawal will be listed in the Credit Course Schedule.

Mid-Term and Final Grade

Grades are available to students via the Web mid-semester approximately one week after the exam period. The Records Office will send instructions for recording grades to instructors.

Academic Alert

You are urged to alert students as to their academic progress as often as possible. Your Division Director can provide you with forms that can be sent to students at any time.

Satisfactory Academic Progress

Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard

of good standing. Students receiving Federal Title IV financial aid must complete successfully two-thirds (66.66%) of the credits (earned credits/attempted credits) attempted.

Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.

Students placed on academic probation will be required to take a reduced course load for one semester.

Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.

After a period of suspension students may be reinstated, either as regular or probationary students, upon application to the college.

A student may request a review of academic status by the Dean of Academic Affairs. Students are encouraged to seek counseling, reduced course load, or special tutoring.

Veterans who drop below the required 2.0 GPA will be placed on academic probation for one semester. If, at the end of the semester, the veteran has not raised his/her GPA to the required 2.0, veteran benefits will be terminated and the Veterans Administration will be notified. Once the veteran has returned to good academic standing, his/her benefits will be reinstated.

Auditing Courses

Students who do not wish to register for course credit may be permitted to audit under the following conditions:

1. Students must initiate the process of registering as an *audit student* by:
 - a) obtaining the approval of the course instructor or the division director/department chairperson;
 - b) completing an Audit Request form prior to the start of the semester; and
 - c) submitting the completed, signed form to the Records Office prior to the start of the semester.

Note: Confirmation of the approval to audit the course will be forwarded to the student prior to the start of the semester.

2. Students must pay the regular tuition and college fees for each course audited. The financial assistance program does not cover audited courses.
3. Students may audit courses only when there are adequate classroom and laboratory facilities available.

The privileges of an auditor in a course are specifically limited to attending and listening. Once a student files an Audit Request and is approved, the decision may not be reversed. The

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auditor assumes no obligation to do any of the work of the course and is not expected to take

any of the time of the instructor. The auditor does not submit any work and is not eligible to take any tests or examinations nor to receive grades on all or any part of the course. Audited course(s) will be shown on the student's transcript with the symbol "AU" in the grade column and will not carry any credit hours or quality points. An audited course does not meet any prerequisite requirements for more advanced courses nor does it earn any credit toward graduation.

Academic Appeals Process

Note: *If the student appeal deals with the Board of Trustees' **Discipline Policy**, the student should appeal to the Dean of Student Services, or designee, immediately and follow the prescribed process which can be found in the Student Handbook.*

Good communication between faculty and students will make disputes between them infrequent, but if disagreements occur, it is the College's policy to provide a mechanism whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at the earliest possible stage.

Any student has the right to appeal a decision of a faculty, adjunct faculty, staff, program director, clinical coordinator, or employee of the college. Definition of an academic appeal is an allegation by a student that as to him or her, an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards, or the faculty member's own stated policy relating to student's assignment of grades or other academic evaluation.

Student Academic Appeals Process

This document applies to General Academic and Clinical Academic Appeals. Forms may be obtained in division offices or by contacting the Chair of the Academic Appeals Committee or Dean of Academic Affairs.

Any student has the right to appeal a decision of a faculty, adjunct faculty, staff, program director, clinical coordinator, or employee of the college. Definition of an academic appeal is allegation by a student that, as to him or her, an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards, or the faculty member's own stated policy relating to student's assignment of grades or other academic evaluation.

Step One: The student is advised to discuss the concern or issue with the college faculty member, clinical instructor or other employee of the college directly involved within fourteen (14) business days of the incident (48 hours if it is a clinical appeal). (Appeal Form 1)

Step Two: If the student is not satisfied with the resolution or outcome of Step One, the student may bring the concern with additional supporting information (within fourteen (14) business days of the previous resolution or forty eight (48) hours if it is a clinical appeal) to the college employee who is one level above the college employee previously consulted. (Use Appeal Form 2) The clinical coordinator, course leader, department chair/coordinator, program

director or other involved college employee will review the concern with the Division Director. Division Director. The resolution or outcome will be put in writing and a copy to the student, department chair, and faculty member or other college employees involved in the concern and to the Dean of Academic Affairs within five (5) days.

Step Three: If the student is not satisfied with the resolution or outcome to Step Two, the student may request that an appeals committee review the matter. (Appeal Form 3) The appeal must be filed within fourteen (14) days of receipt of the response to Step Two. For academic matters, the Academic Appeals Committee will review the concerns, outcomes and resolutions from the previous steps. If it is a clinical decision or concern, the resolutions and outcomes will be reviewed by the Clinical Appeals Committee. The Clinical Appeals Committee will convene within forty eight (48) hours.

The Academic Appeals Committee/Clinical Appeals Committee can dismiss an appeal where:

1. No new evidence has been presented to change a consistent decision emanating from the initial appeal steps;
2. The appeal is untimely;
3. The appeal is being pursued in another college procedure or tribunal;
4. The appeal is intended to harass, embarrass, or has otherwise been filed in bad faith.

If a quorum is not available, the Dean of Academic Affairs hears the appeal. A response will be made to the student within five (5) days of receipt of the appeal (48 hours if a clinical appeal). The student may still appeal to the Dean if the appeal is dismissed by the Committee.

Step Four: If the student is not satisfied with the resolution or outcome to Step Three, the student may bring the concern to the Dean of Academic Affairs. (Appeal Form 4) The appeal must be filed within five (5) days of receipt of the response to Step Three (48 hours if clinical appeal). The student will submit the appeal in writing along with any other relevant documents and the Dean of Academic Affairs will need to respond within 5 days of the receipt of the appeal (48 hours if it is a clinical appeal).

Step Five: If the student is not satisfied with the resolution or outcome to Step Four, the student will appeal to the President directly in writing. (Appeal Form 5) The appeal must be filed within five (5) days of receipt of the response to Step Four (48 hours if a clinical appeal). The President will respond within 14 days.

College Advisory System

Introduction

The NVCC College Advisory System (CAS) is based on the premise that Curriculum and Educational Affairs, Academic Standards and Student Affairs policy formation; rules, regulations and guidelines; decision-making; and new program development at the college level are best done by starting with the faculty and professional staff and proceeding with recommendations to whatever other level of approval is necessary. Sometimes this is called "governance." To that end, a system of college committees is established operating with broadly representative membership, elected leadership, using open committee meetings and advanced agendas and employing the "open hearing" as a culminating vehicle to obtain college-wide input on proposals. Proposals are then recommended to full professional staff for action. The action of the Professional Staff is fully reported in the Weekly Bulletin.

The College Advisory System of committees is advisory to the full professional staff of the College whose action is advisory to the President (or designee depending on the content of the proposal). This system is complemented by the use of contract mandated committees, which deal with recommendations for promotion, tenure, and sabbatical leave/professional development; the Weekly Bulletin process, which receives proposals and recommendations that do not fit into the areas of responsibility listed for the CAS and contract committees; and by standing and ad hoc committees

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and task forces which are established for other specific purposes.

The College Advisory System consists of four (4) committees made up of elected, full-time members of the professional staff exclusive of management/confidential employees.

Committees

Curriculum and Educational Affairs Committee

Responsible for review and development of recommendations in the areas of curriculum, new certificate and associate degree programs, degree requirements and educational matters.

Academic Standards Committee

Responsible for the standards of the College including the review, development and monitoring of grading systems, honors, probation, suspension, etc.

Student Affairs Committee

Provides a forum for students to voice concerns and issues and faculty to assist in resolving the issues. A vehicle of communication between faculty and students. Responsible for choosing various award and scholarship recipients. Assist in identifying potential speakers for the commencement ceremony.

Agenda Committee

Responsible to oversee the processes and operations of the other three committees, determine proper committee for proposal consideration, review and determine if proposals recommended from the other three committees are read to be placed on the agenda of the full professional staff meeting for consideration, to monitor the College Advisory System and, when necessary, recommend modifications of the system structure or processes.

CAS Committee Membership Profile

Curriculum & Educational Affairs Committee

- No. Grouping**
- 1 Allied Health/Nursing/Physical Education Division Faculty
 - 1 Arts and Humanities Division Faculty
 - 1 Behavioral/Social Sciences Division Faculty
 - 1 Business Division Faculty
 - 1 STEM Division Faculty
 - 1 Academic Division Director
 - 1 Community and Economic Development
 - 1 Library/Learning Resources Center
 - 1 Student Services
 - 1 Enrollment Services Unit
 - 1 Administrative Services Unit
 - 2 Students currently enrolled, if possible
 - 13 Total (This group votes and selects one (1) of its faculty as chair.)**

Academic Standards Committee

- 1 Allied Health/Nursing/Physical Education Division Faculty
- 1 Arts and Humanities Division Faculty
- 1 Behavioral/Social Sciences Division Faculty
- 1 Business Division Faculty
- 1 STEM Division Faculty
- 1 Academic Division Director
- 1 Community and Economic Development
- 1 Library/Learning Resources Center
- 1 Enrollment Services Unit
- 2 Student Services
- 1 Administrative Services Unit
- 2 Students currently enrolled, if possible
- 14 Total (This group votes and selects one (1) of its faculty as chair.)**

Student Affairs Committee

- 1 Allied Health/Nursing/Physical Education Division Faculty
- 1 Arts and Humanities Division Faculty
- 1 Behavioral/Social Sciences Division Faculty
- 1 Business Division Faculty
- 1 Community & Economic Development
- 1 Director of Student Services
- 1to2 STEM Division Faculty
- 1 Academic Division Director
- 3 Student Services
- 1 Counseling & Advising
- 1 Student Activities Director
- 1 Library/Learning Resource Center
- 2 SGA President and VP – student representatives
- 17 Total (This group votes and selects one (1) of its members as chair who is assigned to the Student Services staff or a person whose primary functions are those of Student Services.)**

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Agenda Committee

- 4 The three chairs elected from the above committees and the College President serving ex-officio.
- 4 **Total**

Guidelines for Operation of the System

Quorum – There must be 2/3 of the committee members (exclusive of students) present in order to conduct official business.

Orientation – There will be a yearly orientation conducted for newly elected committee chairs in order to familiarize them with the processes and procedures of the CAS.

Evaluation – There will be yearly self-evaluation of each committee's effectiveness at the end of November done by committee members and, in turn, submitted to the agenda committee who will share the results with the professional staff through the Weekly Bulletin.

Elections – Will be held August/September of each odd-numbered year. Those elected will take office on October 1st and serve a two-year term.

Alternate Members – Each of the groupings will elect alternate representatives for all committees who can replace regular committee members at meetings when necessary. They will have full voting privileges. This practice is intended to maintain continuity and to move processes along.

Attendance – Committees are urged to select meeting times when most or all members can attend. Anyone can attend committee meetings, but only elected members or their alternates can vote.

When topics are to be discussed -- It is appropriate and desirable to invite as guests, college and outside persons who are knowledgeable about the area concerned, e.g., a proposal dealing with campus security should invite a representative from the campus public safety department. Recommendations for committees to deal with proposals can come from any source. If there is ambiguity regarding which is the appropriate committee to deal with a proposal, the College President, in consultation with the agenda committee, will make a referral to one or more committees.

Conducting business – It is expected that Robert's Rules will be used in conducting committee business unless waived by vote of the committee. It is expected that committees will call upon those knowledgeable about Total Quality Service techniques and processes when they might help group effectiveness. It is expected that proposals will have as the culminating committee step, an open hearing where members of the committee invite in, with at least one-week advance notice, anyone who is interested in discussing the new proposal. When a proposal is ready to be recommended to the full professional staff, a clean copy of it and a cover memo recapping the history of the recommendation should be forwarded to the Office of the President one month in advance of the professional staff meeting at which action will be considered. It will be reviewed by the Agenda Committee and, if appropriate, placed on a full professional staff meeting agenda for consideration and possible action and the agenda will be distributed at least two weeks in advance of the professional staff meeting.

Appendix A: Disposal Chart

The following chart describes the method for disposing the different types of medical waste generated at NVCC.

CONTAINER	CONTENTS
Red Sharps Containers	Needles: used or unused Syringes with or without needles: used or unused Scalpel or razor blades: used or unused Lancets: used or unused All other intravascular sharps The following <i>contaminated</i> items: Pipettes and pipette tips Glass test tubes Blood vials Microscope slides and cover slips Glassware Broken plastic ware Any contaminated item that could pierce a bag
Autoclave Biohazard Bags	Contaminated items such as: Intact plastic tissue cultures and flasks Intact plastic petri dishes Intact plastic test tubes Other soft waste in contact with biological materials (gloves, paper towels, etc.)
Biomedical Waste Box-Bag Units	Sharps containers Autoclaved biohazard bags Animal Carcasses (keep in separate box!)
	Human blood and body fluids
Sanitary Sewer	Decontaminated liquid cultures
Trash	Personal hygiene use items (ex. Diapers, facial
	tissues, sanitary napkins)
	"Look-a-Like Waste"

Appendix B: Biomedical Waste Flowchart

Red Sharps Containers

All Intravascular Sharps Including:

- Syringes
- Suture Needles
- Hypodermic Needles with or without needle attached
- Butterflies

- Pipettes and pipette tips
- Contaminated glassware
- Blood vials
- Broken plastic ware
- Non-intravascular sharps

Autoclave Bags

Contaminated Items:

- Intact plastic ware
- Gloves
- Lab matting
- Plastic centrifuge tubes
- "Soft" waste*

*Soft waste is anything that will not puncture the bag.

Biohazard Bag Lined with Plastic Bag

Place items in upright position to prevent leakage!

Please do not discard general waste items in the biomedical waste stream!

The following items are not biomedical waste if they have not been in contact with infectious materials:

- Chemical containers
- Gloves
- Packing material
- Aluminum foil

- Broken or unbroken glassware
- Plastic lab ware
- Lab matting
- Non-laboratory items

Appendix C: Explanation of Biosafety Levels 1 through 4 (BSL)

BSL	Agents	Practices	Safety Equipment (Primary Barriers)	Facilities (Secondary Barriers)
1	Not known to consistently cause disease in healthy adults	Standard Microbiological Practices	None required	Open bench top sink required
2	Associated with human disease, hazard = percutaneous injury, ingestion, mucous membrane exposure	BSL – 1 practice plus: Limited access Biohazard warning signs	Primary barriers = Class I or II BSCs or other physical containment devices used for all manipulations of agents that cause splashes or	BS: - 1 plus: Autoclave available

Appendix D: Applicable Connecticut General Statutes

Sections 1-79 through 1-101	Code of ethics for public officials.
Section 1-84	Prohibited activities.
Section 1-84a	Disclosure or use of confidential information by former official or employee.
Section 1-84b	Certain activities restricted after leaving public office or employment.
Section 1-85	Interest in conflict with discharge of duties.
Section 1-86	Procedure when discharge of duty affects official's or state employee's financial interests. Lobbyists prohibited from accepting employment with general assembly and general assembly members forbidden to be lobbyists.
Section 1-86e	Consultants and independent contractors. Prohibited activities.
Section 5-226	Corrupt practices in relation to examinations and appointments.
Section 5-266a	Political activities of classified state employees and judicial department employees. Candidacy for office. Leave of absence or resignation upon taking elective office.
Section 5-266b	Permitted activity.
Section 5-266c	Regulations.
Section 5-266d	Dismissal or suspension of employee. Appeal.
Section 5-267	Officers appointing authorities and employees to comply with law.
Section 5-268	Penalty.

Appendix E

IV. Data Classification

Data Classification is the process of grouping data elements together by risk level. The CCC System has identified four Data Classification Levels (DCL) from 0 to 3. Appropriate security controls will be applied to each classification level. Increasingly restrictive data management and security practices are required for each level, with DCL0 requiring limited protection to DCL3 (formerly – Protected Confidential Identity Data) requiring the most protection.

Data Classification Levels

Data Classification Level (DCL)	Description	Examples
<p style="text-align: center;">3</p> <p style="text-align: center;"><u>DCL3</u></p> <p style="text-align: center;"><i>(Protected Confidential)</i></p>	<p>Level 3 is protected confidential data, which comprises identity and financial data that, if improperly disclosed, could be used for identity theft or to cause financial harm to an individual or the CCC. Security at this level is very high (highest possible).</p>	<ul style="list-style-type: none"> • Social Security number and Identity Data • Bank account or debit card information • Credit card number and cardholder information • Student Loan Data
<p style="text-align: center;">2</p> <p style="text-align: center;"><u>DCL2</u></p> <p style="text-align: center;"><i>(Restricted)</i></p>	<p>Level 2 is restricted data that is available for disclosure, but only under strictly controlled circumstances. Such information must typically be restricted due to proprietary, ethical or privacy considerations. An example of such restrictions is the <u>FERPA</u> guidelines that govern publication and disclosure of student information. Security at this level is high.</p>	<ul style="list-style-type: none"> • Birth date and Identity Data • Mother's maiden name • Academic records (e.g. grades, test scores, courses taken. Etc.) • Student Records (e.g. advising records, disciplinary actions) • Employee records
<p style="text-align: center;">1</p> <p style="text-align: center;"><u>DCL1</u></p> <p style="text-align: center;"><i>(Internal)</i></p>	<p>Level 1 is internal data that has not been approved for general circulation outside the CCC where its disclosure would inconvenience the CCC, but is unlikely to result in financial loss or serious damage to credibility. Security at this level is controlled but normal.</p>	<ul style="list-style-type: none"> • Internal memos • Minutes of meetings • Internal project reports
<p style="text-align: center;">0</p> <p style="text-align: center;"><u>DCL0</u></p> <p style="text-align: center;"><i>(Public)</i></p>	<p>Level 0 is public data that has been explicitly approved for distribution to the public. Disclosure of public data requires no authorization and may be freely disseminated without potential harm to the CCC. Security at this level is minimal.</p>	<ul style="list-style-type: none"> • Advertising • Public Directory Information • Press Releases • Job Postings • Campus Maps • Network Identification (NetID)

Appendix F

Educational Assistants' Benefits Charts

Working less than 9 hours per week, not members of any Bargaining Unit

Vacation	No
Personal Leave	No
Prorated Day Off	No
Sick Leave	No
Health Insurance	No
Holidays	No
Wages	EA Rates
Tuition Reimbursement	No
Community College Tuition Waiver	No

**Working at least 9 but less than 17.5 hours per week
4C's Agreement for Part-time Employees**

Vacation	No
Personal Leave	No
Prorated Day Off	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, will be allowed two prorated days off with pay per semester (Fall & Spring only) in lieu of vacation and personal leave; if approved and used within the semester in which accrued.
Sick Leave	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, shall receive prorated sick leave in the manner provided by Article XIX of the "merged agreement."
Health Insurance	Only if employee pays full premium.
Holidays	Yes, if scheduled to work.
Wages	EA Rates
Professional Development	Yes, limited funds available
Community College Tuition Waiver	Yes, non-teaching unit members employed or more than ninety (90) scheduled working days and commencing with the third consecutive semester, shall be eligible for space available tuition waivers on the following terms: Tuition and fees will be waived for one credit course per academic semester to be taken at the college where the unit member is employed. The waiver may be used by the employee, or his/her spouse or any of his/her dependents during a semester when the unit member is actually working.

Appendix G

**Working at least 17.5 but less than 20 hours per week
4C's Agreement for Part-time Employees**

Vacation	No
Personal Leave	No
Prorated Day Off	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, will be allowed one prorated day off with pay per semester in lieu of vacation and personal leave; if approved and used within the semester in which accrued.
Sick Leave	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, shall receive prorated sick leave in the manner provided by Article XIX of the "merged agreement."
Health Insurance	Yes
Holidays	Yes, if scheduled to work.
Wages	EA Rates
Professional Development	Yes, limited funds available
Community College Tuition Waiver	Yes, non-teaching unit members employed for more than ninety (90) scheduled working days and commencing with the third consecutive semester, shall be eligible for space available tuition waivers on the following terms: Tuition and fees will be waived for one credit course per academic semester to be taken at the college where the unit member is employed. The waiver may be used by the employee, or his/her spouse or any of his/her dependents during a semester when the unit member is actually working.

Appendix H

Working at least 20 hours per week but less than full-time 4C's & AFSCME "Merged Agreement"

Vacation	Yes – Prorated
Personal Leave	1.5 days/yr. after 6 months
Prorated Day Off	No
Sick Leave	Yes – Prorated
Health Insurance	Yes
Holidays	Yes
Wages	Placed on CCP Grid
Professional Development	Yes
Community College Tuition Waiver	Yes, subject to guidelines

Note: As temporary employees, once Educational Assistants go off payroll (either at the end of their contract or between the spring and fall semesters), they may no longer continue to receive employer paid health benefits as they are not on active pay status; however, they may continue health benefits consistent with COBRA regulations and procedures.

Appendix I

CONNECTICUT COMMUNITY COLLEGE WAIVERS

EMPLOYEES	Space Available Basis ?	Tuition or Course Fee Waived ?	Other Fees Waived ?	Mandatory Usage Fees Waived ? **	Max. # of courses	Max. # of credits	Employees Only or Spouses & Dependent Children ?	Home College Only ?	Contract or Policy Reference
Congress - Principal Bargaining Unit (Full-time Faculty and ACL's working 20 or more hours per week)									
Fall & Spring Credit Courses	no	yes	yes	no	no limit	no limit	all	no	Art. XXI
Summer Credit Courses	YES	yes	yes	no	no limit	no limit	all	no	Art. XXI
Non-credit Courses	YES	yes	yes	no	no limit	no limit	all	no	Art. XXI
AFSCME Administrators - 20 hrs or more per week									
Fall & Spring Credit Courses	no	yes	yes	no	no limit	no limit	all	no	Art. XXI
Summer Credit Courses	YES	yes	yes	no	no limit	no limit	all	no	Art. XXI
Non-credit Courses	YES	yes	yes	no	no limit	no limit	all	no	Art. XXI
AFT - Principal Bargaining Unit (Full-time Faculty and ACL's working 20 or more hours per week)									
Fall & Spring Credit Courses	no	yes	yes	no	no limit	no limit	all	no	Art. XXIII
Summer Credit Courses	YES	yes	yes	no	no limit	no limit	all	no	Art. XXIII
Non-credit Courses	YES	yes	yes	no	no limit	no limit	all	no	Art. XXIII
Management - FT or working 20 or more hours per week									
Fall & Spring Credit Courses	no	yes	yes	no	no limit	no limit	all	no	BOT
Summer Credit Courses	YES	yes	yes	no	no limit	no limit	all	no	BOT
Non-credit Courses	YES	yes	yes	no	no limit	no limit	all	no	BOT

- * "Other Fees" include the Application Fee and all general fees, including the Student Activity Fee
- ** "Mandatory Usage Fees" are the Laboratory Course Fee, Studio Course Fee, and Clinical Program Fees if applicable.
- *** Administrative Clerical employees are also eligible for fee waivers as described under Classified Employees.

Appendix J

CONNECTICUT COMMUNITY COLLEGE WAIVERS

EMPLOYEES	Space Available Basis ?	Tuition or Course Fee Waived ?	Other Fees Waived ?	Mandatory Usage Fees Waived ?	Max. # of courses	Max. # of credits	Employees Only or Spouses & Dependent Children ?	Home College Only ?	Contract or Policy Reference
Congress - PT (PTL's in seniority pool; EA's (9-19.9 hours) employed for > 90 days commencing with the 3rd consecutive semester) (Must be during a semester employee is actually working)									
Fall & Spring Credit Courses	YES	yes	yes	no	1 course	no	all	YES	PT agreement
Summer Credit Courses	N/A	no	no	no					
Non-credit Courses	N/A	no	no	no					
AFT - Part-time									
Fall & Spring Credit Courses	N/A	no	no	no					
Summer Credit Courses	N/A	no	no	no					
Non-credit Courses	N/A	no	no	no					
Administrative Clericals, permanent, 20 hours per week ***									
Fall & Spring Credit Courses	YES	yes	yes	no	2 courses within the CT Comm Coll System	8 credits within the CT Comm Coll System	empl. only	no	agreement
Summer Credit Courses	N/A	no	no	no					
Non-credit Courses	N/A	no	no	no					
Classified employees, full-time, permanent									
Fall & Spring Credit Courses	no	no	yes	no	no limit	no limit	all	no	BOT 8.5.3
Summer Credit Courses	no	no	yes	no	no limit	no limit	all	no	BOT 8.5.3
Non-credit Courses	N/A	no	no	no					

- * "Other Fees" include the Application Fee and all general fees, including the Student Activity Fee
- ** "Mandatory Usage Fees" are the Laboratory Course Fee, Studio Course Fee, and Clinical Program Fees if applicable.
- *** Administrative Clerical employees are also eligible for fee waivers as described under Classified Employees.

Appendix K

Travel Mileage Chart

Official Public Utilities Commission, State of Connecticut

One way mileage: Waterbury to

Andover	52	East Haven	28	Montville	61	Simsbury	33
Ansonia	15	East Lyme	58	Morris	15	Somers	55
Ashford	64	Easton	35	Mystic	70	South Windsor	42
Avon	26	East Windsor	45			Southbury	15
		Ellington	48	Naugatuck	5	Southington	19
Barkhamsted	34	Enfield	52	New Britain	25	Sprague	65
Beacon Falls	8	Essex	46	New Canaan	48	Stafford	59
Berlin	26			New Fairfield	36	Stamford	56
Bethany	11	Fairfield	33	New Hartford	26	Sterling	81
Bethel	29	Farmington	23	New Haven	24	Stonington	76
Bethlehem	14	Franklin	61	New London	65	Storrs	61
Bloomfield	36			New Milford	29	Stratford	27
Bolton	46	Glastonbury	43	Newington	29	Suffield	46
Bozrah	58	Goshen	24	Newton	22		
Branford	30	Granby	42	Norfolk	35	Thomaston	9
Bridgeport	30	Greenwich	57	North Branford	28	Thompson	82
Bridgewater	26	Griswold	71	North Canaan	40	Tolland	51
Bristol	16	Groton	69	North Haven	22	Torrington	21
Brookfield	28	Gulford	35	North Stonington	75	Trumbull	30
Brooklyn	75			Norwalk	44		
Burlington	23	Haddam	37	Norwich	61	Union	66
		Hamden	21				
Canaan	35	Hampton	69	Old Lyme	51	Vernon	45
Canterbury	71	Hartford	32	Old Saybrook	50	Voluntown	76
Canton	31	Hartland	40	Orange	22		
Chaplin	66	Harwinton	18	Oxford	14	Wallingford	19
Cheshire	13	Hebron	47			Warren	25
Chester	41			Planfield	77	Washington	22
Clinton	43	Kent	32	Plainville	21	Waterford	63
Colchester	48	Killingly	78	Plymouth	11	Watertown	7
Colebrook	35	Killingworth	36	Pomfret	72	West Hartford	29
Columbia	53			Portland	33	West Haven	24
Cornwall	30	Lebanon	57	Preston	67	Westbrook	47
Coventry	51	Ledyard	70	Prospect	8	Weston	41
Cromwell	30	Lisbon	67	Pulnam	81	Westport	39
		Litchfield	18			Wethersfield	32
Danbury	31	Lyme	55	Redding	35	Willington	57
Danielson	78			Ridgefield	40	Wilton	44
Darien	47	Madison	34	Rocky Hill	32	Winchester	31
Deep River	44	Manchester	41	Roxbury	21	Windham	61
Derby	17	Mansfield	58			Windsor	40
Durham	26	Marlborough	43	Salem	55	Windsor Locks	45
		Meriden	21	Salisbury	44	Winsted	31
Eastford	67	Middlebury	9	Scotland	66	Wolcott	7
East Granby	42	Middlefield	26	Seymour	13	Woodbridge	17
East Haddam	44	Middletown	28	Sharon	36	Woodbury	13
East Hampton	38	Milford	27	Shelton	22	Woodstock	73
East Hartford	36	Monroe	25	Sherman	35		

Appendix L

Yearly Vacation Accrual (12 month employees)

Union	Days (1-5 Years of Service)	Days (6-20 Years of Service)	Days (20+ Years of Service)
AFSCME Clerical	12	15	20
4C's (Admin., Counselors & Librarians)	22	22	22
AFSCME Administration	22	22	22
Protective Services	12	15	20
Maintenance Services	12	15	20
Administrative & Residual	12	15	20
Confidential Classified	12	15	20
Confidential Unclassified	22	22	22
AFT Counselors/Librarians	22	22	22

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Attendance	75
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