Policies & Procedures Manual

An Equal Opportunity Educational Institution Serving the Community without regard to Race, Creed, Sex, National Origin, or Disability

Last Modified: 10/20/2020

College Policies & Procedures Manual

About the College

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries regarding the programs and services of Carteret Community College should be addressed with the College directly. For questions about the accreditation of Carteret Community College contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.

Carteret Community College is recognized by the U.S. Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

Carteret Community College's High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

Student Complaint Resolution

A grievance is a student allegation that a college decision or action is discriminatory or has a negative effect on the student's status at the college. Carteret Community College desires to resolve student grievances, complaints, and concerns in a timely, fair, and amicable manner in accordance with College policies.

Traditional or online learning students attending CCC who would like to resolve a grade-related or non-graded-related complaint should follow the Student Grievance Policy in Chapter 3.14.

Students not residing in North Carolina and enrolled at CCC may submit complaints to the North Carolina State Education Assistance Authority only after completing the complaint process established by the institution attended by the student. A student may file a complaint with the regional accreditor named above, Portal Entity, and/or state if they are not satisfied with the results of the institution's complaint process.

Affirmative Action Statement

Carteret Community College is committed to the open-door philosophy. Student access to the College is maintained without regard to race, color, religion, sex, age, national origin, or disability. Equal access to all curricula and student activities is also guaranteed. Students, however, must meet the basic requirements for each specific curriculum. Students are also guaranteed the rights of due process. This process is administered without regard to race, color, religion, sex, age, national origin, or disability, as outlined by the following legislation or policies:

- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Educational Amendments of 1972
- Section 703 of Title VII of the Civil Rights
- North Carolina Amendment Act of 1972
- Americans with Disabilities Act of 1990

Persons who perceive they have been discriminated against on the basis of any of the aforementioned criteria may contact either the College's Title IX Coordinator at (252) 222-6237 or Director of Human Resources at (252) 222-6225 or 3505 Arendell Street, Morehead City, NC 28557-2989; the Director, Office of Civil Rights, Education Department, 400 Maryland Avenue, SW, Washington, DC 20202, (202) 376-8177; or Director, Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, NC 27102, telephone 1-800-827-1000.

Individuals with disabilities who need assistance or require special accommodations to access College programs or activities must request such services in advance by contacting the counselor who coordinates disability services

Hours of Operation

Normal Operating Schedule

Monday – Thursday, 8:00 am – 5:00 pm

These are the hours for all operations (Business Office, Student Services, etc.). Student Services may operate until 6:00 or 7:00 pm each day and additional hours may be posted for peak registration periods. The respective vice president or dean determine the operating hours for each respective area. If extended hours are scheduled, Security should be notified.

Friday, 8:00 am – 3:30 pm

These are the hours for all operations with the exception of the Business Office and Student Services (McGee Building), a staffing rotation is

currently in place to cover business operations until 5:00 pm for these departments. Each respective area may extend hours of operation based on classes, registrations, and other required activities. The respective vice president or dean determine the operating hours for each respective area. In some cases (i.e., Continuing Education and Basic Skills) and as needed, may operate until 5:00 pm if classes or programs are scheduled to begin after 3:30 pm on Friday. If extended hours are scheduled, security should be notified.

Summer Operating Schedule

Monday – Thursday, 8:00 am – 5:00 pm

These are the hours for all operations. The College is closed on Fridays during summer semester unless otherwise noted by respective vice president or dean. If extended hours are scheduled, Security should be notified.

For additional information contact:
Carteret Community College
3505 Arendell Street
Morehead City, NC 28557
Phone: (252) 222-6000
Fax: (252) 222-6265

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PRESIDENT'S WELCOME

Welcome to Carteret Community College!

The pride, reputation and success the faculty and staff bring to this dynamic learning environment is evident by the ongoing student success of its graduates. The current and future facilities, reputation of the faculty and staff, and the leadership of the Board of Trustees are key qualities that create and enhance opportunities for Carteret Community College to build upon its' rich tradition and past successes. It is a pleasure to welcome you to the Carteret Community College family.

We value, respect, and care for our employees, making your work rewarding, satisfying and challenging while achieving high standards of excellence and quality. The Policy and Procedure Manual provides clarity to our purpose, mission and vision for employees as we expand the academic and collegial environment. We encourage employees to be innovative while being knowledgeable with College Policy and Procedures to understand the privileges, benefits and responsibilities as an employee of Carteret Community College as new ideas develop to move the college forward.

Since 1963, as an open-door institution, the College Policy and Procedures Manual represents State Board of Community College (SBCC) code, North Carolina Office of Human Resources (NCOHR) policy, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accrediting guidelines to aid in our work with diverse students, programs, and services. In accordance with SBCC, NCOHR, and SACSCOC, Carteret Community College will revise, rescind, or supplement these policies and procedures to ensure the college operates efficiently and effectively.

As an employee of Carteret Community College, we are excited you have joined our team as we carry forward the college's excellent reputation within the North Carolina Community College System and far beyond its borders. Maintaining and enhancing student success is our focus as we comply with our regulatory agencies. We will do this as we exhibit our work with the values of trust, integrity, ethics, and moral principles taking the dynamic educational environment of Carteret Community College to the next level.

Best Regards and Welcome,

Dr. Tracy Mancini
President

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COLLEGE MISSION

Carteret Community College offers opportunities for lifelong learning through high quality traditional and distance learning teaching, training, support, and enrichment with the intended purpose of improving the quality of life for all citizens of Carteret County and eastern North Carolina.

(Board of Trustees approved June 9, 2020)

The mission of Carteret Community College aligns with the purpose of North Carolina community colleges as stated in GS 115D – 1. That is, to offer "courses of instruction in one or more of the general areas of two-year college parallel, technical, vocational, and adult education programs…. and of basic, high school level, academic education needed in order to profit from [such] education."

Responsive to the needs of local business and industry, the College offers occupational training programs, including those designed to support tourism, marine occupations, and the legal and business professions. Unique to our service area are the College's programs in Allied Health, aquaculture, marine manufacturing and service, photography, and interior design.

At the same time, the College contributes to the personal, social, and cultural growth of local citizens, and provides interested students with courses, which transfer to senior institutions. Over 10,000 local citizens use our facilities each year for entertainment, seminars, and public meetings. Through the system-to-system articulation agreement, students can attain the first two years of college at low cost, then transfer to any of the State's universities.

The College is committed both to the open-door philosophy and to student learning success. It recognizes that some individuals need to enhance their academic skills before they can achieve their educational goals. Therefore, the College maintains a system of mandatory academic skills testing and placement, allowing students to gain effective academic skills prior to beginning their chosen programs of study.

Performance goals of the College are listed annually in the College Planning Document and are assessed through statewide performance measures and the College's Institutional Effectiveness Plan. In addition to the mission, the College operates according to the guiding principles of customer focus, continuous improvement and teamwork.

The College vision is based on the pursuit of excellence in four dimensions:

1. An Excellent Learning College.
2. An Excellent Place to Work.
3. An Excellent Resource for Workforce Development and Quality of Life.
4. An Excellent Steward of the Public Trust.

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COLLEGE POLICY AND PROCEDURE PROCESS

This resource is designed to assist the college community in the development, review, and communication processes for both existing and newly proposed policies and procedures. The template and flowchart provided establish a standard process for most college policies and procedures. Carteret Community College's Board of Trustees, which serves as our governing body, has ultimate decision-making authority over policies.

Policies and procedures resulting from state or federal mandates do not follow this process and may be placed directly into the online manual by the Policy and Procedures coordinator ("P&P coordinator). The college will be notified of mandates for informational purposes only. There is no review requirement for state or federally mandated policies and procedures.

Before you begin, give careful consideration to the issue being addressed and review the following definitions to help you select the appropriate process to follow:

- The term **"policy"** is used to represent a statement which addresses a required course or principle of action to be followed by the college's employees, students, and/or visitors. Policies require approval by the Carteret Community College Board of Trustees and are adopted at a public meeting.

- The term **"procedure"** is used to represent a detailed description of actions completed in a prescribed way or order. Procedures are developed, reviewed, approved, and officially adopted by Carteret Community College's President's Cabinet.

- Unit/department operations, steps, or guidelines do not rise to the level of policy or procedure as defined here if they do not impact other college offices; do not need to be reviewed by multiple areas of the college; are not related to federal or state regulations, laws, or other external accreditation requirements; or do not intersect or conflict with existing policies or procedures. These actions may be developed by specific individuals or offices and, as such, are not governed by the process detailed here.

Note: All policies are effective the day they are approved by the Board of Trustees or on a designated date. All procedures are effective the day they are approved by the President's Cabinet or Board of Trustees (if applicable) unless an effective date is provided as part of the revision/development.

Proposals should be submitted via email using the policy and procedure template to Jo Ann Cannon at cannonj@carteret.edu.

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POLICY PROCESS

FLOWCHART - POLICIES

PROPOSAL
A proposal may originate from any area of the college. The proposal should impact a broad group and not simply a single division or department. The senior position (or designee) within the department/committee will complete the **Carteret Community College Policy and Procedure Proposal Template** and submit it to the Vice President of their division.

DIVISION VICE PRESIDENT

Proposed policy **not recommended** for review by President's Cabinet. Send back to originator with comments.

Proposed policy **recommended** for review by President's Cabinet. Submits proposal to P&P coordinator.

Proposed policy of **urgent importance***. Expedited review process. Submit to P&P coordinator with urgency noted.

PRESIDENT'S CABINET

President's Cabinet Review Process
During the President's Cabinet review process, the P&P coordinator emails proposal to entire cabinet to solicit input.

Finalization of Proposal
P&P coordinator forwards all comments to originator. The originator makes all necessary modifications. Final proposal is resubmitted to P&P coordinator.

PRESIDENT'S CABINET
Finalized policy proposal reviewed by President's Cabinet at monthly meeting.

Proposed policy **not recommended** to Board of Trustees. P&P coordinator sends policy back to originator with comments.

Policy recommended to Board of Trustees.

Policy reviewed by President and Vice Presidents at special meeting. Policy recommended to Board of Trustees.

*Criteria for "urgent importance":

I. Potential harm to people or facility
II. Potential legal liability to Carteret Community College
III. Immediate noncompliance issue with federal, state, or local entity

POLICY APPROVAL BY BOARD OF TRUSTEES
P&P coordinator incorporates Board approved policy into Policy & Procedures Manual and submits updated manual to IT to post on College website.

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PROCEDURE PROCESS

FLOWCHART- PROCEDURES

A proposal may originate from any area of the college if it impacts a broad group; however, it is recommended that the department responsible for the procedure complete the process outlined below. The senior position (or designee) within the department/committee will complete the **Carteret Community College Policy and Procedure Proposal Template** and submit it to the Vice President of their division.

DIVISION VICE PRESIDENT

Proposed procedure **not recommended** for review by President's Cabinet. Send back to originator with comments.

Proposed procedure **recommended** for review by President's Cabinet. Submits proposal to P&P coordinator.

Proposed procedure of **urgent importance***. Expedited review process. Submit to P&P coordinator with urgency noted.

PRESIDENT'S CABINET

President's Cabinet Review Process
During the President's Cabinet review process, the P&P coordinator emails procedure proposal to entire cabinet to solicit input.

Finalization of Proposal
P&P coordinator forwards all comments to originator. The originator makes all necessary modifications. Final proposal is resubmitted to P&P coordinator.

PRESIDENT'S CABINET
Finalized procedure proposal reviewed by President's Cabinet at monthly meeting.

Proposed procedure **not recommended** to President and Vice Presidents. P&P coordinator sends policy back to originator with comments.

Procedure recommended to President and Vice Presidents for final review and determination of final approval steps.

*Criteria for "urgent importance":

I. Potential harm to people or facility
II. Potential legal liability to Carteret Community College
III. Immediate noncompliance issue with federal, state, or local entity

PROCEDURE APPROVAL BY PRESIDENT & VICE PRESIDENTS
P&P coordinator incorporates approved procedure into Policy & Procedures Manual and submits updated manual to IT to post on College website.

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SECTION 1. ORGANIZATION AND BOARD OF TRUSTEES

1.1. Governing Board

1.1.1. Governing Board Policy

Governing Board Policy	
Responsible Division: Office of the President	**Citation:** N.C. Gen. Stat. Chapter 115D CCC Board of Trustees Bylaws
Signature/ Date Approved: Board of Trustees 4/5/2018	
EFFECTIVE JULY 1, 2018	

The Carteret Community College Board of Trustees is the legal body with governing authority over the College as stated under the provisions of North Carolina General Statute Chapter 115D. The Trustees of Carteret Community College shall adopt bylaws, incorporated by reference into the College's Policies and Procedures Manual, reflective of its authority and that define board expectations including, but not limited to Ethics, Conflict of Interest, Fiscal Stability of the Institution, College Mission, Policy Adoption, and Self-Evaluation. These policies shall be adhered to and reviewed annually in conjunction with the Board's self-evaluation process, as outlined in the Bylaws.

Ethics

Members of the Carteret Community College Board of Trustees shall exercise their authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence. The rules of conduct for trustees are listed in the Carteret Community College Board of Trustees Bylaws.

Conflict of Interest

Pursuant to N.C. Gen. Stat. § 14-234, as amended, the College expects its Board of Trustees to discharge their duties in the best interest of the College and public, avoiding conflict of interest. To that end, no trustee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature that is, as determined by the College, in substantial conflict with the proper discharge of official College responsibilities. The failure to comply with this policy shall constitute grounds for removal of a Board member.

Fiscal Stability of the Institution

The powers and duties of the Board of Trustees shall include preparation and submission of an annual college budget to the State Board of Community Colleges, as required in N.C. Gen. Stat. § 115D-54 and as specified in the Bylaws of the Board of Trustees. In so doing, the Board of Trustees will ensure the ongoing fiscal stability of the College and ensure that the financial resources of the institution are adequate to provide a sound educational program. The Board is responsible for using all funds in accordance with State Board policies as well as in accordance with state and federal laws and regulations.

Mission

The powers and duties of the Board of Trustees shall include establishment and periodic revision of the mission, goals, and outcomes of the college, as specified in the Bylaws of the Board of Trustees. The mission statement shall state clearly and concisely the overarching purpose of the College and should align with the purpose of North Carolina Community Colleges as stated in N.C. Gen. Stat. § 115D-1.

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The mission statement shall be published in all official publications as appropriate. Revision of the mission statement shall involve the efforts of the College's faculty, staff, administration, and Board of Trustees. The mission statement shall be approved by the Board of Trustees and reviewed annually or more often as needed to ensure that educational opportunities and services are consistent with the needs of local business and industry and appropriate for higher education.

Policy Adoption

The powers and duties of the Board of Trustees shall include provision of oversight and adoption of policies as may be authorized by law and as may be required for the effective discharge of its responsibilities in the operation of the College, as specified in the Bylaws of the Board of Trustees. Additions to and changes in the policies upon the recommendation of the president, members of the Board of Trustees, and others occur following appropriate planning and due consideration. Additions to and changes in policies must be approved by an affirmative vote of a majority of the Board members present and voting at a regular or special Board meeting. Following approval, policies are published and delegated to the College's President or designee to oversee the development of procedures and practices that ensure adherence to Board-established policies. The Board ensures that policies are aligned with institutional purposes and support the college mission, and that they are reviewed upon recommendation of College administration.

Self-Evaluation

The Carteret Community College Board of Trustees conducts an annual evaluation of its responsibilities and expectations, as outlined in the Bylaws in order to continually assess its performance and effectiveness.

SECTION 2. PERSONNEL

2.1. EMPLOYMENT

2.1.1. Equal Employment Opportunity Policy

Equal Employment Opportunity Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.95(A) and 1C SBCCC 200.96
Signature/ Date Approved: Board of Trustees 4/5/2018	
EFFECTIVE NOVEMBER 1, 2018	

It is the policy of both Carteret Community College and the NC Community College System to maintain and promote equal employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy discrimination), age, marital status, political affiliation, genetic information or disability, except where age, sex or physical requirements constitute bona fide occupational qualifications. The College is committed to ensuring all aspects of employment, including hiring, dismissal, compensation, job assignment, classification, promotion, reduction-in-force, training, benefits, and other terms and conditions of employment are implemented in accordance with federal and state EEO laws.

It is further the policy of the College to prohibit harassment referenced above and/or retaliatory action of any kind taken by any employee of the College against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

Definition of Terms:

1. **Covered Individuals** – 1) Current employees; 2) Former employees; and 3) Applicants for employment.

2. **"Race/Color Discrimination"** – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because he or she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating an individual unfavorably because of skin color. In addition, Title VII protects covered individuals from discrimination because the individual is married to (or associated with) an individual of a certain race or color or because of an individual's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

3. **"Religious Discrimination"** – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because of his or her religious beliefs. The law protects not only the people who belong to traditional, organized religions (such as Buddhism, Christianity, Hinduism, Islam, and Judaism), but also others who have sincerely-held religious, ethical or moral beliefs. In addition, Title VII protects an individual who is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group. The College will attempt to accommodate an employee's religious beliefs or practices, unless doing so would cause unreasonable difficulty or expense for the College. This would

include making reasonable adjustments at work that will allow the employee to practice his or her religion.

4. **"National Origin Discrimination"** – Title VII of the Civil Rights Act of 1964 prohibits unfavorable treatment of covered individuals because he or she is from a particular country or part of the world, because of ethnicity or accent, or because he or she appears to be of a certain ethnic background (even if he or she is not). In addition, the law covers individuals who are married to (or associated with) an individual of a certain national origin or because of their connection with an ethnic organization or group.

5. **"Sex-Based Discrimination"** – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because of that individual's sex. In addition, the law protects an individual because of his or her connection with an organization or group that is generally associated with people of a certain sex. The Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

6. **"Pregnancy Discrimination"** – The Pregnancy Discrimination Act of 1978 prohibits unfavorable treatment of a covered individual because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

7. **"Age Discrimination"** – The Age Discrimination in Employment Act of 1967 forbids employment discrimination on the basis of age against individuals who are age 40 or older.

8. **"Genetic Information Discrimination"** – The Genetic Information Nondiscrimination Act of 2008 (GINA) is a federal law which prohibits discrimination in the terms and conditions of employment against covered individuals based on their genetic information. Genetic information is:

    - an individual's genetic tests (including genetic tests done as part of a research study);
    - genetic tests of the individual's family members (defined as dependents and up to and including 4th degree relatives);
    - genetic tests of any fetus of an individual or family member who is a pregnant woman, and genetic tests of any embryo legally held by an individual or family member utilizing assisted reproductive technology;
    - the manifestation of a disease or disorder in family members (family history);
    - and, any request for, or receipt of, genetic services or participation in clinical research that includes genetic services (genetic testing, counseling, or education) by an individual or family member.

9. **"Disability Discrimination"** – The Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) prohibits discriminatory treatment of a qualified individual who has a physical or mental impairment that substantially limits one or more major life activities, has a history (or record) of such an impairment, or is regarded as having such an impairment that is not transitory (lasting or expected to last six months or less) or minor. In addition, the law protects covered individuals from discrimination based on their known relationship (or association) with an individual with a disability (even if they themselves do not have a disability).

10. **"Bona Fide Occupational Qualification" (BFOQ)** – A BFOQ is any requirement which is job-related and necessary for the performance of the job. Age, sex or physical requirements may be considered if they constitute a BFOQ necessary for job performance in the normal operations of the agency. Such standards are reasonably necessary for the specific work to be performed and are uniformly and equally applied to all applicants for the particular job category. Whether such a requirement is a BFOQ will depend on the facts in each case. This exemption will be construed very narrowly. To establish age, sex or physical requirements as a BFOQ, it will be necessary to submit a recommendation to the Human Resources Director, setting forth all facts and justification as to why the requirement should be considered as a reasonable employment factor in each of the classifications in question. An approved BFOQ must be included on the job description document for the position to which it applies.

Procedure

An individual covered by this policy who is alleging unlawful discrimination may file a complaint following the process outlined in the employee Conflict Resolution (Grievance) Policy.

Training

As required by Article 6 of N.C. Gen. Stat. §126.16.1, the College shall provide Equal Employment Opportunity training as offered or approved by the Office of State Human Resources. All existing supervisors, managers, directors, and executives shall be trained within one year of policy approval. Thereafter, all newly hired or appointed supervisors, managers, directors, and executives shall be trained within one year of hiring or appointment.

2.1.2. Nepotism Policy

Nepotism Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.98
Signature/ Date Approved: Board of Trustees 4/5/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which would result in one family member supervising another family member or having a substantial influence over employment, salary, transfer, promotion, performance evaluation, or other related management or personnel considerations.

With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

Definition of Terms:

1. Closely related family members include wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, and step-, half-, or in-law relations of this same list. Employment restrictions might also include others living within the employee's household or otherwise so closely identified with the employee as to suggest the potential for difficulty in the employment relationship.

2. Employment shall include permanent, temporary, or contractual basis.

2.1.3. Veterans Preference Policy

Veterans Preference Policy

Responsible Division: Human Resources

Citation: N.C. Gen. Stat. § 128-15 and 1C SBCCC 200.94

Signature/ Date Approved: Board of Trustees 3/13/2018

EFFECTIVE IMMEDIATELY

In accordance with N.C. Gen. Stat. § 128-15, it shall be the policy of the College that, in appreciation for their service during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, veterans shall be granted preference in employment at the College.

The College shall develop procedures to award preference to all eligible veterans who are citizens of the State and who served the State or the United States honorably in the military forces of this State or of the United States during a period of war. This preference applies to initial employment with the College and extends to other employment events including subsequent hirings, promotions, reassignments, and horizontal transfers.

Definition of Terms:

1. "A period of war" includes World War I (April 16, 1917, through November 11, 1918), World War II (December 7, 1941 through December 31, 1946), the Korean Conflict (June 27, 1950, through January 31, 1955), the period of time between January 31, 1955, and the end of the hostilities in Vietnam (May 7, 1975), or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

2. "Veteran" means a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.

3. "Eligible veteran" means:
    a. A veteran who served during a period of war.
    b. The spouse of a disabled veteran.
    c. The surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such services.
    d. A veteran who suffered a disabling injury for service-related reasons during peacetime or his/her spouse.
    e. The surviving spouse or dependent of a person who served in the Armed Forces of the Unites States on active duty, for reason other than training, who dies for service-related reasons during peacetime.

Procedure

In evaluation of applicants for positions of employment with the College a preference shall be awarded to all eligible veterans who are citizens of the State of North Carolina and who served the state or the United States honorably in any of the armed services during a period of war. This preference applies to initial employment with the College and extends to other employment events including subsequent hiring, promotions, reassignments, and lateral transfers.

To claim veterans' preference, all eligible persons shall submit to the College a DD Form 214, Certificate of Release or Discharge from Active Duty, along with the completed College application in which the applicant checked or indicated "veterans' preference" as a qualifier for the position.

In addition to civilian education and experience, veterans shall be given credit on a year for year and month for month, basis for all military service training and experience which bears a reasonable functional relationship to the knowledge, skills, and abilities required in the applied for position.

The eligible veteran shall be hired when overall qualifications are substantially equal to those of the non-veterans or non-eligible veterans in the most qualified applicant pool. Substantially equal qualifications occur when the College cannot make a reasonable determination that the qualifications held by one or more applicants are significantly better suited for the position than the qualifications held by another applicant.

Nothing in this policy shall prevent the College from selecting the best qualified applicant or candidate for any position whether by initial hiring, promotion, reassignment or lateral transfer. In order to claim veterans' preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.

2.1.4. Recruitment/Application/Hiring Policy

Recruitment/Application/Hiring Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

Carteret Community College is an equal employment opportunity employer that does not discriminate on the basis of race, religion, color, national origin, gender, age or disability. It is the policy of Carteret Community College to identify and hire the most qualified and professional employees available to meet the institution's needs. Procedures for filling all vacant permanent positions shall be established consistent with applicable laws and in conformity with the College's Equal Employment Opportunity Policy to ensure fair and equitable treatment of applicants. As appropriate, the College will seek to afford advancement opportunities for current staff by establishing additional procedures for internal transfers and promotions.

The President shall have the authority to appoint such subordinate offices, agents, and employees as deemed necessary to carry out the purpose of the College.

The President, in conjunction with input from appropriate members of the administrative staff shall establish reasonable minimum standards as to character, qualifications, training, competence, and physical abilities necessary for satisfactory job performance. These standards will be developed in consideration of required standards such as those appropriate to Equal Employment Opportunity Policies and Laws; the Southern Association of Colleges

and Schools Commission on Colleges and other applicable agency, local, state and federal standards, regulations and laws.

Procedure

RECRUITING STEPS FOR PERMANENT FULL-TIME VACANCIES
(in accordance with Section 2 (Personnel) of Policy & Procedure manual, revised 8/23/2019)

1. Provide Position Action Form with all signatures to HR, together with a copy of the most current job description for the position to be advertised.
   a. How long do you want to post the job?
   b. Do you want job posted in "fee" based sites others than our Applicant Stack (to include third party job boards) and NC Community Colleges website?
2. Select Interview Team Members within these guidelines:
   a. The Interview Committee will be composed of three to five employees. Larger committees maybe possible when approved by the appropriate Vice President.
   b. The Committee will consist of a broad-based representation with consideration of diversity.
   c. The hiring manager will recommend the members of the Committee to be approved by the Director of Human Resources and the appropriate Vice President.
3. HR will provide list of last used interview questions for the position to the hiring manager.
4. HR, together with the hiring manager, will screen applicants and eliminate any who do not meet minimum qualifications. Committee members will then be given access to applicants for review.
5. Hiring manager will schedule appointment with interview committee & HR rep. At that time:
   a. Committee members will have reviewed applicants in advance of the meeting, and will come to the meeting prepared to offer their list of their top 5 candidates (in no particular order).
   b. Interview committee meets, discusses applicants, and selects applicants to call for an interview (as many as they feel they need to call). If **faculty** position, the hiring manager will review unofficial transcripts to confirm applicant can be credentialed, if hired.
   c. Interview committee reviews interview questions.
   d. Hiring manager will provide final list of interview questions to appropriate VP and HR for approval.
6. HR will schedule interviews, reserve room, and send calendar appointment to interview team. It is **imperative** that each interview team member keep their Outlook calendar updated for efficiency in scheduling the interviews!
7. Interviews held.
   a. Team selects up to 3 candidates to present to the president for review and possible 2nd interview.
8. Packet
   a. Hiring Manager completes reference checks and reviews recommendation memo to be forwarded to them by HR.
9. Once recommendation pacakge (folder) is ready, hiring manager will pick it up from HR and take it to the appropriate VP for coordination with the president on second interviews.
10. Job offer

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a. The president or their designee will extend job offer to applicant.
b. The president or their designee will advise HR of the job offer terms, to include salary and proposed start date.
c. HR will prepare job offer letter for the president's signature.

11. Hired

a. HR will email new hire forms to applicant
b. HR will input new hire in Colleague upon receipt of new hire forms
c. HR will request email and login credentials from IT (cc hiring manager, supervisor)
d. Hiring manager/supervisor will ready space, computer, phone for new hire
e. HR will provide Supervisor New Hire Orientation checklist to supervisor
f. HR will set appointment with New Hire to meet in HR at 8:00 on their first day to complete I9 and HR/Benefit orientation (approximately 90 minutes).
g. Supervisor conducts New Hire Orientation for their departmetn (checklist)

If faculty position, official transcript required within 30 days of hire date.

2.1.5. Employment Background Checks Policy

Employment Background Checks Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE AUGUST 1, 2018	

The Board is committed to providing a safe and welcoming environment for students, employees and all visitors to the College. Therefore, the College shall conduct background checks on all prospective new employees and current employees as set forth in this policy.

A background check shall be required of all potential College new hires once a bona fide job offer has been made and prior to their first day of work. Current employees may be subject to background checks and ongoing monitoring as required to meet business needs of the College. This may require annual re-checks.

The Human Resources Office, under direction of the Human Resources Director will be responsible for working with a third-party provider to conduct background checks. They shall secure and store the information obtained separate from the main personnel file and shall share only information pertinent for decision-making that ensures protection of College students, employees and other visitors as well as College assets. Background information will be kept on file for five years.

Previous convictions shall not automatically disqualify an individual from consideration of employment or continued employment with the College. The President, the Human Resources Director and other appropriate College staff will evaluate the following factors in determining whether to hire an applicant with a criminal history, and when necessary, in determining the continued employment of an employee with a criminal record: the nature of the crime and its relationship to the position; the time since the conviction; the number of convictions; whether hiring the applicant would pose a risk to the college, students, employees or other campus visitors; the actions and activities of the individual since the conviction; explanations or other information provided by the individual; and whether the individual has demonstrated that they have the integrity or honesty to fulfill the duties of the position.

The discovery of either a job-related conviction(s) or falsified conviction(s) information may result in denial of employment, or continued employment. If an applicant or an employee fails to reveal previous convictions deemed job-related they may be disqualified from employment at Carteret Community College for falsification of an application, regardless of when discovered. The applicant or employee will be given an opportunity to review the results of the background check and can choose to dispute the accuracy or completeness of any information contained in the report by contacting the third-party provider that conducted the background check. The College will consider information derived from such promptly initiated dispute.

The President shall have final authority in determining the employability of the applicant or when necessary the continued employment of an employee. The President shall also be responsible for determining the appropriate background checks required for each position based on specific program agreements, applicable laws or other such bona fide position or business requirements.

Definitions of Terms:

"New employees" shall mean all individuals with conditional offers on or after the effective date for any position with the College including part-time, full-time, or temporary employment; both instructional and non-instructional. This also includes former employees being rehired who have not been employed by the College in the past twelve months.

"Background checks" shall include information necessary to comply with the business needs of the College. This may include, but not be limited to any of the following: nationwide or state sex offender registries; Department of Corrections Database; residency history checks; federal records; multi-state criminal indexes; social security number verifications; credit reports; terrorist watch lists; or any other records as required.

2.1.6. Employment Categories Policy

Employment Categories Policy

Responsible Division: Human Resources

Citation: 1C SBCCC 200.94(a)(7)

Signature/ Date Approved: Board of Trustees 10/9/2018

EFFECTIVE NOVEMBER 1, 2018

The College shall employee individuals into one of the four (4) following categories of employment:

1) **Full-time Permanent:** Employees hired to work 40 hours per week for at least nine (9) months per year on an anticipated recurring basis. Employees in this category are eligible for all benefits appropriate for their position as defined in the specific leave and benefit policies of the College.

2) **Part-time Permanent:** Employees hired to work less than 40 hours per week for at least nine (9) months per year on an anticipated recurring basis. Employees in this category are eligible for all benefits appropriate for both their position and scheduled hours per week indicated in their employment agreement, as defined in the specific leave and benefit policies of the College.

3) **Full-time Temporary:** Employees hired to work 40 hours per week for less than nine (9) months on a one-time basis. Employees in this category are not eligible for benefits, except as may be required for compliance with the Affordable Care Act.

Part-time Temporary: Employees hired to work less than 40 hours per week for less than nine (9) months, usually on a one-time basis. Employees in this category are not eligible for benefits, except as may be required for compliance with the Affordable Care Act.

2.1.7. Probationary Status Policy

Probationary Status Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

Individuals receiving initial appointments to permanent full-time or part-time positions of the College must serve a twelve-month probationary period and successfully complete review requirements as outlined in procedures accompanying this policy. The probationary period is an extension of the selection process. Probationary employees receive all applicable benefits afforded to other permanent employees as they meet eligibility requirements, unless specifically excluded in a particular policy. Probationary employees are not subject to disciplinary or appeals provisions outlined in the College's Disciplinary or Conflict Resolution Policies, except in cases with compelling evidence that discrimination is a factor in adverse decisions.

With just cause, probationary periods may be extended for up to an additional three months if approved by the departmental Vice President, the College President and the Director of Human Resources.

Procedure

All probationary employees shall receive a written evaluation at six months of service, as well as at the end of their first twelve months.

The immediate supervisor shall prepare the six-month evaluation. This document will be reviewed by their supervisor before discussion with the employee. The document should contain clear indication of the employee's progress, including any measures needed to ensure successful completion of the twelve-month probationary period.

The immediate supervisor shall also prepare the twelve-month evaluation. This evaluation must include a recommendation to the President to:

- release the employee from probation;
- extend the employee's probationary period for up to three months with a detailed explanation of just cause and the reasonable expectations that required performance can be achieved in the requested extended period; or
- terminate employment, with a detailed explanation of the just cause.

Once prepared, the immediate supervisor shall review the document with their supervisor for approval. Once approved at that level, the document must also be approved by the Department Dean/Director

and Vice President before presentation to the President. Recommendations to extend probation or to terminate employment shall also be reviewed with the Human Resources Director before presentation to the President.

Once the President has approved the recommendation by signing the evaluation form, the document shall be returned to the immediate supervisor for the employee discussion and signature. The original signed document shall be returned to Human Resources for inclusion in their personnel file.

Human Resources is responsible for creating, distributing and maintaining forms appropriate for each review period. Forms are available on SharePoint under Human Resources.

2.1.8. Total Creditable State Service Policy

Total Creditable State Service Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 400.98(b) & (c)
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE NOVEMBER 1, 2018	

It is the policy of the Board to count qualified prior state service in determining eligibility for accrued vacation leave (if applicable), longevity pay and awarding of service awards. Service credited by the College is not the same as service maintained by the Teachers and State Employees Retirement System (TSERS).

Allowable service credit is the grand total of all permanent employment whether designated as probationary, trainee and time-limited time, either full-time or part-time (regularly scheduled 20 hours or more each work week), which an employee has served in State government or other recognized public sector systems as defined by North Carolina Community College State Board Code. Prior service does not have to be continuous. Breaks in service are not counted in the computation for credit. Total State Service time is credited for employment with the following:

- Any State agency (subject to or exempt from the State Human Resources Act);
- Employment with other governmental units which are now state agencies (Examples: county highway maintenance forces, War Manpower Commission, Judicial System);
- Authorized military leave if the employee was actively employed by a qualifying state unit before and after involuntary military leave or after participating in reserve or guard service and training requirements;
- Authorized workers' compensation leave from any of the governmental units for which service credit is granted;
- Employment with the county Agricultural Extension Service, Community College System, and the Public School System of North Carolina, with the provision that a school year is equivalent to one full year (credit for a partial year is given on a month-for-month basis for the actual months worked);
- Employment with a local Mental Health, Public Health, Social Services, or Emergency Management agency in North Carolina if such employment is subject to the State Human Resources Act; and
- Employment with the General Assembly (except for participants in the Legislative Intern Program and Pages). All of the time, both permanent and temporary, of the employees; and the full legislative terms of the members shall be counted.

As provided in North Carolina Community College State Board Code, allowable service does not include:

- Temporary service, except for service with the General Assembly as provided above.
- Period of out-of-state employment with other states, schools, colleges or universities.
- Periods of employment with agencies of the federal government.
- Periods of military service other than those described above.
- Periods of employment for employers other than the State of North Carolina even though credit may have been purchased in the North Carolina retirement system for such service.

Definition of Terms:

A break in service is defined as any month in which an individual does not work more than half the available working days of the month for a recognized State entity as defined by policy. This includes unpaid leaves of absence while actively employed, or periods between employment periods, except for periods between academic periods for teachers and faculty.

Procedure

1. It is the employee's responsibility to ensure that their application accurately reflects all prior service that may be creditable.

2. Human Resources will use information supplied on the employment application to verify creditable prior state service credit allowed by policy.

3. Human Resources will be responsible for updating information in Colleague, or other appropriate information system to reflect approved prior creditable service as soon as possible after the first day of employment with the College.

4. Creditable service not included on the initial application for employment and later discovered shall be credited once verified at the time discovered, not retroactively except in cases of HR administrative error.

5. Service credit granted will comply with provisions outlined in policy which may or may not be the same as that allowed by previous agencies or colleges, nor that credited with the North Carolina retirement system.
6. An employee who disputes the service credit for purposes of the Total Creditable State Service Policy should consult with Human Resources for further investigation. Additional grievance may be pursued via the College's Conflict Resolution (Grievance) Policy.

2.1.9. Personnel Records Policy

Personnel Records Policy	
Responsible Division: Human Resources	**Citation:** N.C. Gen. Stat. §115D-27 through 30
Signature/ Date Approved: Board of Trustees 4/5/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College Human Resources Office shall maintain a personnel file for all College employees. Personnel files will include all information which relates to the individual's application for employment, selection or non-selection, compensation, promotion, demotion, transfer, leave, suspension, performance evaluation, disciplinary action or termination of employment. The College shall establish procedures that comply with N.C. Gen. Stat. §115D-27 through 30 and N.C. Gen. Stat. §126 in determining information that is open to public inspection and information which is considered confidential and not subject to public inspection.

In addition to personnel files, the College Human Resources Office will maintain files on individuals who make application for employment to the College. These files shall be maintained in accordance with timeframes established by State Archives.

Individuals who object to material in their file may place a statement in their file relating to the information they consider to be inaccurate or misleading. The individual may also request the removal of objectionable information through the College's established grievance procedures.

Definition of Terms:

1. Employee is identified as any current or former employee of the College who served under a written contract or letter of appointment.
2. Applicant is identified as any individual who makes application to the College in response to a specific job advertisement as posted via the College website using the approved HR application process.

Procedure

All original employment records will be housed in the College Human Resources office.

As provided in Article 2A of N.C. Gen. Stat. §115D-28, the Human Resources Director shall allow any person making a request during normal business hours to inspect and receive copies of the following public records contained in an employee's personnel file:

1. Name
2. Age
3. Date of original employment or appointment
4. The terms of any contract by which the employee is employed, whether written or oral, past and current.
5. Current position
6. Job title
7. Current salary
8. Date and amount of each increase or decrease in salary at the College
9. Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification at the College.
10. Date and general description of the reasons for each promotion at the College

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11. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the College. If the action was a dismissal, a copy of the written notice of the final decision of the board of trustees setting forth the specific acts or omissions that are the basis of the dismissal.
12. The employee's assigned office and/or location.

All other information in an employee's personnel file is considered confidential and shall not be opened for inspection except in the following circumstances as provided N.C. Gen. Stat. §115-29:

1. The employee, applicant for employment, former employee or a properly authorized representative of the individual may request to examine their own file at all reasonable times in its entirety except for letters of reference solicited prior to employment;
2. The President and other supervisory personnel as well as members of the board of trustees and the board's attorney may request to view confidential information in a file;
3. An individual with a subpoena or proper court order may inspect the relevant confidential portion of a file;
4. Officials of an agency of the federal, state or local government or any political subdivision thereof when the College determines the records are necessary and essential to the pursuance of the requesting agency's proper function not related to assisting in a criminal prosecution or for purposes of assisting in a tax investigation; and
5. When the College President deems that the release of confidential information is essential to maintaining the integrity of the College or to maintaining the level or quality of services provided by the College. Prior to releasing confidential information deemed necessary, the President shall prepare a memorandum outlining the circumstances which the President deems to require such disclosure and the specific information to be disclosed. The memorandum shall be retained in the President's files and shall be a public record.

Employees, past or present, or applicants for employment who object to information in their file may place a written statement relating to the material considered to be inaccurate or misleading. Additionally, they may seek the removal of such material, except for performance appraisals or written disciplinary actions in accordance with the College's grievance procedures. If the College determines that the objectionable material is inaccurate or misleading it shall be removed or amended to ensure that the file is accurate.

Personnel files are maintained for 30 years post-separation of employment in compliance with State Archive standards. Applicant files are maintained for two years.

2.2. COMPENSATION

2.2.1. Salary Determination Method Policy

Salary Determination Method Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 7/19/2005	
It is the policy of the Board that salary determinations for College employees are made in a way that promotes both internal and external equity. Internal equity speaks to employees within the College who are doing comparable jobs with comparable experience. External equity speaks to the marketplace in which the College recruits its employees. The Board directs the President to develop salary determination methods that meet these objectives and address the following: • Provisions and criteria for salary determination.	

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- Requirements for annual salary review.
- Establishment of salary formulas, ranges, or schedules.

Procedure

PROVISIONS AND CRITERIA FOR SALARY DETERMINATION

For purposes of salary, employees at the College are divided into the following groups:

Staff positions include administrative, managerial, professional positions, para-technical, clerical, custodial, etc. in the following three areas:

1. "Exempt" positions from the Fair Labor Standards Act (FLSA) that do not get overtime compensation. These are administrative, managerial, professional and some para-technical positions.
2. The President of the College whose salary is determined by the Board of Trustees in line with System requirements for that particular position.
3. "Non-exempt" positions from the FLSA that do get compensation for overtime in excess of 40 hours/week. These are mostly clerical and custodial positions and some of the para-technical positions.

Faculty positions include teaching faculty in three areas, all of which are "exempt" from the FLSA and do not get overtime compensation:

1. Curriculum–permanent full-time and permanent part-time.
2. Curriculum–adjunct, or temporary part-time.
3. Corporate & Community Education–adjunct, or temporary part-time.

SALARY DETERMINATION FOR STAFF JOBS

Base Salary: Base salaries are developed through the consideration of several factors including equity with current employees in similar positions and comparisons to regional and state salaries for similar positions.

Factors: Job descriptions are evaluated by the following factors used to develop the salary charts:

1. Experience. Past work experience, or some percentage of it, will be accepted if it is relevant to the position. Determination for acceptance of past experience will rest with the Director of Human Resources. The College will accept up to ten years of relevant experience. The criteria will be changed from time to time as needed to maintain equity.
2. Salary Grade Level of the Job. A point factor process evaluates each staff job. The analysis is done by the Director of Human Resources and the President. The process defines a number of points for the job that determines the Salary Grade Level of the job. The process varies slightly from administrative jobs to clerical/technical jobs, but typically evaluates the following:
3. Salary Charts. Salary charts are periodically evaluated by the Director of Human Resources, who makes recommendations for approval by the President, to make sure the charts meet the internal and external equity standards.

SALARY DETERMINATION FOR FACULTY JOBS

Base Salary. Base salaries are developed through the consideration of several factors including equity with current employees in similar positions and comparisons to regional and state salaries for similar positions.

Factors. The factors used to develop the salary charts are:

1. Past work experience, or some percentage of it, will be accepted if it is relevant to the position. Determination for acceptance of past experience will rest with the Director of Human

Resources. The College will accept up to ten years of relevant experience. The criteria will be changed from time to time as needed to maintain equity.

2. Formal academic experience or degrees beyond the high school level. The educational degree must be awarded from a fully accredited institution, and be in a field related to the position being filled.

Salary Charts: Salary charts are periodically evaluated by the Director of Human Resources, who makes recommendations for approval by the President, to make sure the charts meet the internal and external equity standards.

ADMINISTRATION OF THE POSITION CLASSIFICATION PLAN

The Director of Human Resources with the approval of the President, shall be responsible for the administration and maintenance of the position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Each position job description will be reviewed on an annual basis during the performance evaluation process by supervisors and the employee. Division heads shall be responsible for bringing to the attention of their respective Vice Presidents and they to the Director of Human Resources (1) the need for new positions, and (2) material changes in the nature of duties, responsibilities, or working conditions affecting the classification of a position. All requests for new positions and reclassifications will be evaluated by the Director of Human Resources who will evaluate the job description and make recommendations for the classification of the position to the President. Revision to a class specification, reallocation of a position to another class within the classification plan, or amendment of the position classification plan to establish a new class does not constitute the creation of a position vacancy within the meaning of the College's Equal Opportunity/Diversity Plan.

MAINTENANCE OF THE PAY PLAN

The President shall be responsible for the administration and maintenance of the pay plan. The pay plan is intended to provide equitable compensation for all positions when considered in relation to each other, to general rates of pay for similar employment in the private and public sector in the area, to changes in the cost of living, to financial conditions of the Carteret Community College service area, and other factors. The salary charts will be updated as needed.

ADMINISTRATION OF THE PAY PLAN

The pay plan shall be administered in a fair and systematic manner in accordance with the policies and procedures of the College. The pay structure shall be externally competitive, shall maintain proper internal relationships among all positions based on relative duties and responsibilities. When the state and local government mandates across-the-board raises or a specific percent or dollar amount, these raises will be applied uniformly to the salaries of current employees. Each year the Director of Human Resources shall evaluate the salaries of employees against their proper position in the salary charts and make recommendations to the President and Vice Presidents for adjustments for increased experience up to the maximum experience level of the salary charts. When funds beyond the mandated raises are available, they may be used to maintain equity of the salary schedule.

HIRING RATE/STARTING SALARY

Employees will be hired at salaries based on the experience/grade level/education requirements of the individual salary charts. Recommendations for starting salaries shall be made by Director of Human Resources and reviewed with the appropriate Vice President and presented to the President for approval. The President may make appointments above the initial salary when deemed necessary to the best interests of the College, based on such factors as a shortage of qualified applicants available at the initial salary rate, and labor market conditions that make some positions hard to fill such as computer related and allied health related jobs.

2.2.2. Compensatory Leave Policy

Compensatory Leave Policy	
Responsible Division: Human Resources	**Citation:**
Signature/ Date Approved: Board of Trustees 10/8/2019	
EFFECTIVE 1/1/2020	

All non-exempt employees of the College will receive compensatory leave in lieu of overtime pay for all hours actually worked over 40 in a workweek. Compensatory leave will be earned at a rate of one and a half (1.5) times the number of hours or partial hours worked over 40 in the workweek.

The College President may identify specific situations when the payment of overtime in lieu of compensatory time better addresses College needs.

Earned compensatory leave must be used within 90 days of accrual or be paid out. Therefore, compensatory time must be used before any other form of accrued paid leave, except when using sick leave in compliance with the Sick Leave Policy.

Employees may accrue up to 40 hours of compensatory leave, at which point any qualified work must be paid as overtime.

Unused accrued compensatory leave must be paid out upon separation of employment, regardless of reason. The rate of the payout will be at the higher of the current rate of pay or the rate in force at the time of the accrual.

Exempt employees are not eligible for the accumulation of compensatory time or overtime pay. Nothing in this policy would prohibit a supervisor from granting permission for an exempt employee to flex the work schedule occasionally to accommodate College and personal scheduling needs, provided such consideration does not reduce service delivery or otherwise impeded business function.

Definition of Terms:

Non-exempt employees are those whose positions are subject to the overtime provision of the Fair Labor Standards Act as defined by the Act. Exempt employees are those who are exempt from overtime provisions of the Fair Labor Standards Act.

Actual hours worked are only those hours within a defined seven-day workweek in which an employee is physically present for work. It does not include hours paid as non-work time to include but not be limited to compensatory time, educational leave, emergency closure, jury duty, vacation, sick or paid holiday.

The College's defined seven-day workweek is mid-night Sunday through 11:59 pm on Saturday.

2.2.3. Longevity Pay Policy

Longevity Pay Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 400.98
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

Longevity pay is used to recognize the service of long-term employees of Carteret Community College with ten or more years of service. All full- and part-time permanent employees of the College shall be eligible for Longevity payments upon completion of ten (10) years of service as defined by the College's Total Creditable State Service Policy.

The President or designee shall develop procedures to ensure eligibility requirements and payments comply with State Board Code requirements.

Procedure

Payroll shall automatically process longevity payments upon eligibility as defined below.

ELIGIBILITY REQUIREMENTS

All full- and part-time permanent employees of the College shall be eligible for Longevity payments upon completion of ten (10) years of service as defined by the College's Total Creditable State Service Policy. Periods of leave without pay in excess of one-half the workdays in a month, except for military and worker's compensation leave, will alter the employee's longevity eligibility or payment due date on a month for month basis.

AMOUNT OF LONGEVITY PAY

Payments are determined by multiplying the employee's base rate of pay by the appropriate percentage from the following table:

Years of Total Service	Longevity Pay Rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

Salary increases effective on the longevity date will be processed prior to calculating the longevity payment.

Timing and Method of Payment

- Payment will be made in a lump sum at the end of the month following the date of eligibility. This includes employees on worker's compensation leave of absence.
- If an employee is eligible for longevity payment at termination of employment, the employee will receive a prorated longevity payment.
- If an employee dies, a prorated longevity payment will be made to the employee's estate.
- If an employee is placed on short-term disability, longevity will be prorated in the monthly payment.

Note: Longevity pay is not a part of annual base pay, though it is reported as total annual earnings for the purposes of the State Retirement System and W-2 earnings. Longevity is paid from the same funds as an employee's base salary, in the same percentages if applicable.
The following payroll deductions are applied to longevity pay:

- Federal Income Withholding Tax
- State Income Withholding Tax
- Social Security Tax
- Employee's Retirement Contribution

2.2.4. Debt of Employees to Other State Agencies

Debt of Employees to Other State Agencies Policy	
Responsible Division: Human Resources	**Citation:** N.C. Gen. Stat. § 143-553
Signature/ Date Approved: Board of Trustees 4/5/2018	
EFFECTIVE NOVEMBER 1, 2018	
As provided in N.C. Gen. Stat. §143-553, any individuals employed by a board of trustees of a community college who "owe money to the State and whose salaries are paid in whole or in part by State funds must make full restitution of the amount owed as a condition of continuing employment," except for money owed to the University of North Carolina Health Care System or to East Carolina University's Division of Health Sciences for health care services, as permitted by law.	

Procedure

1. The agency owed the money will write to the Human Resources Director indicating the individual who has a past due account. The information will also include the amount of money owed and for what general reason.
2. A written notice will be sent to the employee stating that full restitution of the amount owed is a condition of continued employment.
3. The employee must obtain and provide written evidence within a reasonable time from the Agency owed that a satisfactory arrangement for payment has been agreed upon, which may also include an arrangement to garnish the employee's wages. A "reasonable time" shall be determined based on the specific situation and timing of notification of debt.
4. Steps to terminate employment shall be taken if the employee does not provide evidence of payment or provision for payment, or evidence that the employee is pursuing administrative or judicial remedies pursuant to a dispute of the debt or amount owed.

2.2.5. Rates of Pay Policy

Rates of Pay Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.94
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The salary plan/rates of pay for state- and county-funded permanent full- and part-time employees shall be approved by the Board of Trustees and administered by the President of the college.

Salary increases shall not be granted except on July 1 of the fiscal year unless a position change necessitates such action or unless the state authorizes such action. Basic increments will be provided to all full-time employees annually based on guidelines established by the State Board of Community Colleges and the North Carolina General Assembly.

Employees paid from institutional funds as well as part-time personnel salary rates, are determined locally by the President of the College and will not necessarily match or follow those provided for full-time personnel.

As set forth by the State Board of Community Colleges, the portion of the President's salary from State funds must be approved by the President of the North Carolina Community College System in accordance with the State salary schedule. The Board of Trustees has the responsibility of setting and adjusting the county portion of the President's salary.

2.2.6. Substitute Faculty and Pay for Curriculum Policy

Substitute Faculty and Pay for Curriculum Policy	
Responsible Division: Human Resources	**Citation:**
Signature/ Date Approved: Board of Trustees 6/16/2003	**SACSCOC:**

NOTIFICATION OF NEED FOR SUBSTITUTE

Any instructor needing to be absent from a teaching assignment during the officially scheduled times, or needing to reschedule the time or place of class meetings, must notify the Program Chairperson as soon as he/she becomes aware of the needed change (Program Chairpersons not meeting their own classes must notify their Division Deans). When appropriate, and if schedules allow, permanent faculty may be asked to cover for absent faculty. However, when it is necessary to pay a substitute, the Program Chairpersons or Division Deans must choose a substitute instructor who has credentials appropriate to the course and write a contract for the hours that person teaches. This contract follows the regular adjunct contract process.

SALARY RATE FOR SUBSTITUTES

The rate of pay is determined by the part-time pay scale. (The one exception is that a less qualified individual may be hired to proctor an exam for one class period at a rate of $10 per hour.)

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COMPENSATING FOR PAYING A SUBSTITUTE

If the faculty member being covered by the substitute is an adjunct, then his/her pay must be docked for the missed time via a "contract change notice" processed through the Human Resources Office.

If the faculty member being covered by the substitute is a permanent employee and is using leave (see Leave Policies and Procedures), or is away on College business, then the divisional budget pays for the substitute.

If the faculty member being covered by the substitute is a permanent employee and wants to be away for personal business that is not covered by our leave policies, then the pay for the sub should be deducted from the faculty member's salary. Notification must be sent to the Director of Human Resources to process such a deduction.

In no circumstances should the employee pay a substitute directly.

ADDITIONAL NOTIFICATIONS

In addition to processing the contract for pay and the change form for the original adjunct's contract, the Program Chairperson should advise the Office of the Vice President for Instruction and Student Support about day substitutes and evening substitutes.

2.3. LEAVE AND BENEFITS

2.3.1. Holiday Leave Policy

Holiday Leave Policy

Responsible Division: Human Resources **Citation:** 1C SBCCC 200.94

Signature/ Date Approved: Board of Trustees 8/14/2018

EFFECTIVE NOVEMBER 1, 2018

Carteret Community College shall observe holidays, with pay in accordance with applicable State Law and OSHR policy as set forth by the State Board Community College Code.

As such, the following 12 days shall be considered as paid holidays for all permanent full-time and part-time employees:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday
- Christmas Holiday (4 days)

As established in accordance with the academic calendar, the College will be closed to the public for approximately two weeks at the end of the Fall term. Employees may choose to use applicable accrued leave or leave without pay for the days not compensated as paid holidays.

Those employees who do not have available leave are encouraged to apply for advanced vacation leave according to established procedures set forth in the College's Vacation Leave Policy.

Generally, the paid holiday will be observed on the actual calendar date. If a holiday falls on Saturday, the previous Friday will be observed; if it falls on Sunday, the following Monday will be observed.

Definition of Terms:

"Applicable accrued leave" is defined as any paid leave an employee has accrued other than sick leave. Sick leave may only be used as defined in the College's Sick Leave Policy.

Procedure

Annually, the Vice President for Instruction and Student Support, in collaboration with the Vice President for Corporate and Community Education and the College Calendar Committee will present to the President a proposed calendar for approval.

Once the President has approved the annual calendar, HR will publish an annual list of approved paid holidays. The list will be distributed via email and be available through SharePoint. The list of available holidays will be available by December 15th for the upcoming calendar year.

2.3.2. Vacation Leave Policy

Vacation Leave Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 3/12/2019	
EFFECTIVE IMMEDIATELY	

The Board believes it is important to encourage every employee to renew physical and mental capabilities to remain a fully productive employee. Eligible employees are encouraged to use vacation leave during each year in order to achieve this purpose. All eligible employees will follow the leave accrual schedule as approved by the North Carolina Office of State Human Resources (NCOSHR). The President or designee shall develop procedures necessary to implement this policy. The President will ensure that granted vacation leave and approved procedures are equitable in comparison to other state and local governmental entities. In lieu of vacation days, instructional employees are not required to be on campus on non-instruction days. Those days shall be defined by the Vice President of Instruction and Student Support each year after the College calendar has been approved. The expectation is that faculty will arrange such leave during these defined non-instruction days.

Definition of Terms:

Eligible Employees are academic deans and non-instructional full-time and part-time permanent employees working at least 30 hours per week for at least nine months of the year.

Procedure

Vacation Leave Authorization
Vacation leave shall be taken only upon authorization of the immediate supervisor. Employee preferences should be considered and schedules confirmed based on individual and College needs; however, if there is a conflict between individual and College needs, the needs of the College prevail.

Vacation Leave Advance
An employee may be advanced the amount of leave needed on an individual basis but not to exceed the amount that can be credited during the remainder of the fiscal year. This is done upon approval of the immediate supervisor and the appropriate Vice President's or President's signatures on any Monthly Leave Report showing a negative balance.

Cut-Off Dates
Employees who work (or who are on paid leave) at least one-half of the scheduled workdays of the month will earn leave for the month. Employees who are on paid leave or who work less than one-half of the scheduled workdays will not earn leave for the month. When exhausting leave, an employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays, and is eligible for salary increases during that period.

Accumulation/Conversion of Vacation Leave
On June 30, an employee's accumulated vacation leave in excess of 240 hours will be converted automatically to sick leave.

Leave Charges
For each leave period requested, leave shall be charged in units of no less than one-half hour and in tenths of an hour increments thereafter. Only scheduled work hours shall be charged in calculating the amount of leave taken.

Leave Without Pay Options
If an employee has accumulated vacation leave, all leave must be exhausted before going on leave without pay for vacation purposes.

Separation Payment of Vacation Leave
Lump sum payment for vacation leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated vacation leave not to exceed a maximum of 240 hours when separated from state service. Only employees going into retirement on January 1 will have vacation leave hours in excess of 240 hours rolled into their sick leave account for use in retirement calculations. Employees retiring on disability retirement may exhaust vacation leave rather than be paid in a lump sum

If an employee's leave account is overdrawn upon separation, no less than one-half hour and in tenths of an hour afterward for any part of an hour overdrawn, will be deducted from the final check.

Record Keeping
It is the responsibility of the College to maintain records for each employee. The College shall credit and balance each employee's leave record monthly. The employee will be notified of leave balances monthly. This notice is on the employee's monthly paycheck stub and is one month behind the date of the paycheck.

The College must retain vacation leave records for all separated employees for a period of at least four years from the date of separation. Each full-time, or permanent part-time employee must turn in to the Finance Office the form, Carteret Community College Monthly Report of Leave Taken, prior to the receipt of the monthly payroll check. This form must have all the

required signatures, and be fully executed before the issuance of the check. Fully executed balances for all types of leave taken for the month must be shown, together with final balances, and the mathematics necessary to acquire such balances.

Exhausting Leave
While exhausting paid leave, the employee:

1. Continues to accumulate leave.
2. Is eligible to take sick leave.
3. Is entitled to holidays.
4. Is eligible for salary increases during that period.
5. Any accumulated unused vacation or sick leave shall be retained. Eligibility to accumulate leave ceases on the date leave without pay begins.

2.3.3. Sick Leave Policy

Sick Leave Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

Paid sick leave is available to employees of the College consistent with the provisions of the State Retirement System. Development of procedures and administration of the sick leave program within the scope of established policy are the responsibility of the College President. It shall be the responsibility of the College administration to maintain accurate records of employee sick leave accounts.

USES OF SICK LEAVE

Sick leave shall be used for illness or injury which prevents an employee from performing assigned duties, or in the case of contagion, puts other employees at risk. Sick leave may be used only as follows:

1. Medical appointments for an employee or member(s) of the employee's immediate family.
2. Illness or injury of an employee or member(s) of the employee's immediate family.
3. Death of a member of the employee's immediate family.
4. Disabilities resulting from pregnancy shall, for sick leave purposes, be treated the same as any other temporary disability suffered by an employee. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the employee's period of actual disability.
5. With the approval of the employee's supervisor, an employee may use up to 24 hours of accrued sick leave per year for urgent matters that cannot reasonably be scheduled outside the employee's assigned work schedule.
6. Voluntary shared leave donations within established State Board Code limits to a Carteret Community College employee, or employee's immediate family member who is an approved voluntary shared leave recipient.
7. Up to 30 days of sick leave may be used for activities directly related to adopting a child within 60 days prior to or immediately following adoption.

WHO IS ELIGIBLE AND AMOUNT EARNED

Full-time employees of the College shall earn sick leave credits at the rate of eight hours per month while employed at the College. Permanent part-time employees shall earn sick leave prorated based on the proportion of their contracted work hours to a 40-hour workweek.

The employee must be working or on paid status for at least one-half of the potential workdays in a month in order to earn sick leave for that month, and in that circumstance, they earn credit as if they had worked the entire month. Employees hired on or before the 15th of the month will earn leave for the month. Employees hired on or after the 16th of the month will not earn leave for the month.

DEFINITION OF "IMMEDIATE FAMILY" FOR SICK LEAVE

For the purpose of the sick leave portion of this policy, immediate family is defined as spouse, parent, child, sibling, grandparent, grandchild (including step, half, and in-law relationships). Also included are others living in the employee's household where the employee is the primary caregiver. Employees exercising this provision may be required to submit proof of residency.

Procedure

Applying for Sick Leave and Notification to Supervisor

For unplanned short-term sick leave events (for example, you woke up with the flu), the employee is to call his/her direct supervisor every day at the beginning of the employee's normal workday.

For planned sick leave events, (for example, a scheduled doctor's appointment), the employee must receive approval by the immediate supervisor.

For long-term sick leave events, generally more than five days, which can be covered with paid sick leave, it is the employee's responsibility to apply in writing to his/her supervisor indicating the anticipated length of time needed and an approximate date of return. All such requests must be forwarded to the Human Resources Office so that FMLA record keeping can be done. The employee is obligated to return to duty within or at the end of the time determined appropriate. If the employee is unable to return to work, he/she will notify his/her College supervisor immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation

Employee should also read carefully the sections in this manual regarding Family Medical Leave Act (FMLA), leave without pay, or shared leave, as there are differing requirements and procedures in them, and some may apply concurrently. When absences are to be on a non-pay status, it is particularly important that the employee follow the procedures of these sections.

Verification of Sick Leave

The employee's supervisor may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, family illness, or death in the family.

Advancement of Sick Leave

Upon recommendation from the employee's supervisor, the appropriate Vice President or the President of the College may advance sick leave not to exceed the amount an employee can accumulate during the balance of the current fiscal year. Monthly leave forms turned in with

negative total sick leave amounts must have the signature of the appropriate Vice President or President as well as those of the supervisor and the employee.

Sick Leave Records

It is the responsibility of the College to maintain annual records for sick leave for each employee. The College shall credit and balance each employee's leave record monthly. The employee will be notified of leave balances monthly on his or her paycheck stub. Supervisors are responsible to see that properly executed and approved Monthly Leave forms are turned into Payroll on the last workday of each month for each of their employees who are eligible to earn paid sick leave.

The College must retain sick leave records for all separated employees for a period of at least five years from the date of separation.

Acceptance/Reinstatement of Sick Leave

An employee who has served within the previous five years as an employee subject to the State Personnel Act or with a public school, community college, or technical college and is employed by Carteret Community College shall be credited with any sick leave which he/she had at the termination of employment with those institutions.

Separation and Sick Leave

Sick leave is not allowable in terminal leave payments when an employee separates from state service. It may be exhausted prior to disability retirement. If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final salary check. It will be deducted in tenth-of-an-hour units.

Leave Charges

The minimum amount of sick leave which may be taken is one-half hour, and in tenth-of-an-hour units thereafter. Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays and/or Sundays are charged if they are scheduled workdays. Paid sick leave for absences during scheduled working hours will be charged to the appropriate leave account of the employee.

Retirement Credit

Unused sick leave is rolled over into credit for retirement. One month of credit is allowed for each 20 days, and any remaining portion of at least one hour of sick leave to an employee's credit upon retirement. For more information, employees should consult the *N.C. Teachers and State Employees Retirement System Handbook*.

2.3.4. Personal Leave Time Policy

Personal Leave Time Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.94
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

Permanent employees working 30 or more hours per week are eligible for up to 12 hours of paid personal leave time per fiscal year. The amount of leave granted will be determined by the number of hours regularly scheduled per week in conjunction with the number of months worked per year, as set forth in accompanying procedures. Personal leave time will be granted in a lump amount at the beginning of the fiscal year; or prorated at the beginning of employment for an individual hired during the fiscal year. Personal leave in non-accruing from one fiscal year to the next and must be used in the year granted.

It shall be the responsibility of the College administration to maintain accurate records of employee personal leave accounts.

Definition of Terms:

Permanent employees are those employed for at least nine (9) months per year. New employees hired into a position normally scheduled as indicated above will generally be deemed eligible for personal leave on a prorated basis unless the hiring agreement states otherwise.

Procedure

Faculty

- All permanent full and part-time faculty scheduled to work at least 30 hours per week under an annual contract for at least nine months per year are eligible for personal leave. This shall also generally include faculty hired mid-year into a position normally contracted as described, unless the hiring agreement states otherwise.

- At the beginning of each fiscal year, or at time of hire, faculty will receive the equivalent of one hour for every month of their teaching contract. Therefore, nine (9) hours for nine-month contracts, ten (10) hours for ten-month contracts and twelve (12) hours for twelve-month contracts; or prorated for mid-year new hires.

- Leave time will be prorated for faculty who are scheduled for less than 40 hours per week.

Staff

- All permanent full and part-time staff scheduled to work at least 30 hours per week for at least nine months per year are eligible for personal leave. This shall also generally include staff hired mid-year into a position normally scheduled as described, unless the hiring agreement states otherwise.

- At the beginning of each fiscal year, or at time of hire, staff will receive the equivalent of one hour for every month of the fiscal year; or prorated for mid-year new hires.

Staff employed on a permanent and recurring basis for less than twelve months will have their annual personal leave amount pro-rated based on the number of months normally scheduled.

- Leave time will be prorated for staff who are scheduled for less than 40 hours per week.

General Provision

- Personal leave may be used for any reason with prior Supervisor approval.
- Supervisors are responsible for establishing with their teams the lead-time required for approval and the method of prior approval required – either written or verbal.
- Approved Personal Leave must be reported to Payroll on the employees' monthly Leave Form by the established deadline for the month in which used. Generally, this is the 5th of the month following use, though Payroll reserves the right to request earlier submission based on the following months payroll schedule as defined by the System Office.
- Personal Leave cannot be used on days scheduled for Professional Development, Convocation, or Graduation.
- Personal Leave does not roll over from one year to the next and is not transferrable to other employees.
  Leave time will be established on July 1st each fiscal year.

2.3.5. Bereavement Policy

Bereavement Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.94
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE NOVEMBER 1, 2018	
In recognition of the difficulties associated with the death of immediate family members, Carteret Community College will make paid bereavement leave available for employees. Permanent employees will be allowed up to a maximum of three consecutive, non-accruing workdays with pay. Employees may elect to use sick, annual, personal or accrued comp time leave for bereavement needs exceeding three consecutive workdays. Appropriate documentation shall be provided by the employee for personnel records. **Definition of Terms:** Immediate family members are defined as spouse, children/stepchildren, grandchildren, father, mother, foster parent, legal guardian, sister, brother, grandparents, as well as the same in-law relationships.	

2.3.6. Civil Leave Policy

Civil Leave Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.94(a)(4)
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE NOVEMBER 1, 2018	

The Board is committed to ensuring that full-time and permanent part-time employees are able to fulfill civic duties and shall provide leave that encourages such participation.

It is the employee's responsibility to notify their supervisor in a timely manner of the need for such leave and the expected duration of such duty or time. Official written documentation to support such leave shall be collected and submitted to Human Resources for personnel and payroll records.

It is the President's responsibility to ensure effective procedures are established to facilitate use of such leave while continuing to meet the operational mission of the College.

Definition of Terms:

Civic Duties: 1) Serving on a jury (local, state or federal as summoned); 2) when subpoenaed as a witness; or 3) when involved in litigation as a plaintiff or defendant on behalf of another agency or organization when service with the agency or organization can be considered an extension of College work for community or public service purposes.

Procedure

Employees shall notify their supervisor as soon as practical after receiving notice of either a summons or subpoena necessitating the need for civil leave. Notification must be prior to the leave occurrence. Paid leave will not be granted if advanced notice was not provided, unless there is sufficient documentation of circumstances to indicate that advanced notice was not reasonably possible. Notification must be official documentation (paper or electronic) and should include the estimated time required away from work.

Benefits are as follows:

Jury Duty

An employee summoned for jury duty during their regular work hours is entitled to leave with pay at their regular rate of compensation plus fees received for jury duty. The employee will report back to work as soon as possible after jury duty is completed with official notification of attendance from the court. If jury duty occurs on a scheduled day off, the employee is not entitled to additional pay or time off. If the employee works a night schedule, the employee shall not be required to work the day the jury service occurs. Time paid for jury duty service is not considered work time and does not count for the purposes of calculating hours worked for the week.

Court Attendances

1. When an employee attends court in connection with official duties, or when such attendance is with an agency or organization considered an extension of College

work for community or public service purposes, no leave is required. Fees received as a witness while serving in these circumstances shall be turned in to the College. (If court is on a day that would normally be a day off-of work, the time is to be considered as working time and included in total hours worked for the week).

2. When an employee is subpoenaed or directed by proper authority to appear as a witness unrelated to College business, civil leave with pay shall be granted. Any fees received up to the prorated amount of the employee's salary for the time out shall be turned in to the College. The employee may use vacation leave rather than take civil leave with pay, in which case any fees received may be retained. (When using vacation, it is not considered work time for the purposes of calculating hours worked for the week.)

3. When a night employee is required to appear in court as set out above, they will not be required to work on the day that duty occurs.

4. An employee who is a party (plaintiff or defendant) in a court procedure not covered in item "1" above, is not eligible for civil leave and must use vacation, or leave without pay, for purpose of attending court. In the case of faculty employees who do not accrue vacation leave, when the period of absence occurs outside of faculty breaks, then the employee must take leave without pay and make arrangements through the Vice President of Instruction and Student Support to insure that the employee's classes are covered.

2.3.7. Educational Leave Policy

Educational Leave Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 400.6
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College encourages employees to seek professional growth appropriate to their strengths and the needs of the College. The College recognizes that employees may desire to enter a full-time academic program that would not allow the employee to perform their regular duties at the College for a period during their studies. Therefore, procedures for granting paid and/or unpaid educational leave shall be established. Established procedures will be consistent with provisions outlined in State Board Code, and administered in a manner consistent with the College's EEO Policy.

Additionally, procedures must incorporate the following provisions:

- Paid educational leave may be granted if the appropriate funding source has available funds and does not prohibit the use of such funds for paid leave or for educational paid leave. (Note: It is permissible to use State Funds for paid educational leave if funds are available.)
- Educational leave will be granted only when the best interests of the College are served. The studies engaged in during the educational leave must be directly related to improving the competence of the employee to perform services that assist the College in implementing institutional mission and goals.
- Provided funds are available, educational leave with pay is only available to employees in good standing who have been employed full-time nine or more months

each year for at least three (3) years with the College or the NC Community College System.

- Educational leave without pay is only available to employees in good standing who have been employed full-time nine or more months each year for at least two (2) years with the College or the NC Community College System.
- Educational leave with pay shall not exceed one semester per calendar year.
- Educational leave with pay may not be granted to an employee more often than every third year unless the Board approves the leave.
- The granting of educational leave requires approval of the President and a contract with the employee seeking the leave. If the leave granted is with pay, the contract must include provisions that the employee repay the amount expended if they do not honor the contract or fail to return to work at the end of the approved leave.

Definition of Terms:

Educational leave means a release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to further their education

Procedure

Requests for Educational Leave

1. The employee must submit a written request to their immediate supervisor at least six months before the leave is to begin.
2. The request should include the proposed beginning and ending dates of the leave and a narrative describing how the request will serve the interests of the College.
3. The supervisor may request additional information to assist in verifying the extent to which it is directly related to the employee's current position or reasonable future possible positions with the College.

Evaluation of the Request

1. The supervisor bears responsibility for initial evaluation of the request to determine operational feasibility of the requested leave. The supervisor may consult with Human Resources or other personnel who can assist in evaluating the employee's performance record to determine appropriateness for such leave, whether paid or unpaid.
2. The supervisor shall make a recommendation to their next level supervisor. The appropriate Vice President shall make the recommendation to the President for final approval or denial.
3. The President in conjunction with the Human Resources Director will ensure that approved leave is approved in writing along with a contract letter outlining the terms of the agreement – paid/unpaid; provisions for benefit continuation; provisions for breach of contract, etc.

Employee's Responsibility

1. An employee granted educational leave will be required to honor the terms of a signed contract letter in order to remain employee once the contract period has ended.
2. If on approved paid educational leave and the employee fails to honor the contract, including return to work provisions, the employee will be required to repay the amount extended for the leave. Repayment may be prorated at the discretion of the College if a portion of the contract terms were fulfilled.

2.3.8. Military Leave Policy

Military Leave Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 400.97 and N.C. Gen. Stat. § 127A-116
Signature/ Date Approved: Board of Trustees 10/9/218	
EFFECTIVE NOVEMBER 1, 2018	

It is the policy of Carteret Community College to provide leave to employees for eligible periods of service in the uniformed services or national guard. Further, the College shall comply with all requirements of the Uniformed Services Employment and Re-employment Rights Act (USERRA), in granting leave and reinstating eligible employees upon completion of applicable service.

Definition of Terms:

1. Employees shall include permanent full- and part-time employees.
2. Eligible periods of service shall be the performance of duties on a voluntary or involuntary basis in a uniformed service under competent authority and includes: active duty (extended active duty, mobilization or call up of reserve components), active duty for training of reserve components (annual training – usually 2 weeks or special schools), inactive duty for training (initial enlistment in reserve or National Guard, drills – usually on weekends), full-time National Guard (usually a 3-year contract, a period for which a person is absent to determine fitness to perform such duty, and service in or training for the National Disaster Medical System.
3. Uniformed Services includes Armed Forces & Reserve Components (Army, Air Force, Coast Guard, Marine Corps, Navy, Army and Air National Guard), Commissioned Corps of the Public Health Services, National Disaster Medical System intermittent disaster response appointees, and other category of persons designated by the President in time of war or national emergency. Also included are the Civil Air Patrol and State Defense Militia when providing services specifically authorized by the Governor or authorized representative.
4. National Guard is a reserve of the U.S. Armed Forces. The N.C. Army and Air Force National Guard respond to the Governor as Commander in Chief and serve as the military arm of State government and respond to the President of the U.S in time of war.

Procedure

Generally, employees requesting leave with or without pay under provisions of this policy shall notify their Supervisor at least 30 days in advance of the need for leave, or as soon as notified if given less than 30 days' notice. Any verbal request for leave shall be followed-up with appropriate documentation to support the official request for such leave under this policy. Failure to provide official documentation in support of such leave shall result in forfeiture of benefits or repayment of granted benefits if benefits were provided pending receipt of requested documentation.
The procedures that follow are presented in six different sections to differentiate between the benefits applicable to the different types of leave. The sixth section covers reinstatement provisions.

1. Active Duty Training and Inactive Duty Training

Leave with pay, up to a maximum of 120 hours each Federal fiscal year (Oct.-Sept.) [pro-rated for part-time employees] shall be granted to members of the uniformed services for:

- active duty for training (annual training or special schools, including an authorized training program for the National Disaster Medical System)
- inactive duty training (drills - usually on weekends)

Additional military leave needed for training shall be charged to vacation/ bonus leave or leave without pay at the discretion of the employee.

When a military obligation is less than 31 days an employee is authorized eight (8) hours recoup time before and after performance of military duties or military training. This time may also be charged to the 120 hours leave with pay, leave without pay or vacation/bonus leave. Example: An employee may be scheduled on a Friday, to take a convoy to a specific site. If significant travel is required, the employee may need to be released early on the day before training in order to accommodate the request for travel and reasonable rest. The employee is to return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an 8-hour rest period.

2. Physical Examination

Leave with pay shall be granted for a required physical examination relating to membership in the uniformed services.

3. Reserve Active Duty

When ordered to State or Federal active duty, or as an intermittent disaster-response appointee upon activation of the National Disaster Medical System, the following shall apply for each period of involuntary service:

a. Members shall receive up to thirty (30) days of pay based on the employee's current salary, including any across-the-board pay increases effective during a period of such pay.
b. After the thirty-day period, members shall receive differential pay for any period of involuntary service. This pay shall be the difference between military basic pay and the employee's annual College salary, if military pay is the lessor. The employee shall provide the College with written notice of applicable service as well as appropriate earnings statements to document the eligibility for differential pay. (Effective, July 1, 2009, differential pay meets the statutory definition of "compensation" for retirement purposes. Thus, retirement contributions must be reported to the Retirement System on differential pay.)
c. National Guard members shall receive up to one day of pay, when attending specials Guard activities as authorized by the Governor or authorized representative.
d. During the period of reserve active duty, regardless of pay status, the employee shall receive total creditable state service credit as if continuously employed.
e. If eligible, the employee shall continue to be paid longevity payments during the period of reserve active duty.
f. The employee shall continue to accumulate sick and vacation leave. If the employee does not return to College employment, vacation leave earned while or reserves active duty, as well as previous balance not used or paid out shall be paid out according to provisions of the College's Vacation Leave Policy. Sick leave shall be retained per provisions of the Sick Leave Policy.

g. The employee shall receive retirement service credit for periods of service authorized in the Retirement System statute. (See Retirement System Handbook for further details.)
h. When on State duty, the College continues to pay for health insurance coverage for members of the National Guard under the same terms as if continuously employed. When on Federal active duty, the College will pay for coverage under the same conditions as if continuously employed in the State Health Plan for at least 30 days from the date of active service pursuant to the orders, or to the end of the following month if the 30-day period occurs in the middle of a month.

4. Extended Active Duty and Other Military Leave without Pay

Military leave without pay shall be granted for all uniformed service duty that is not covered by military leave with pay defined in Sections 1-3. Among the reasons are:

a. Initial active duty for training (voluntary initial enlistment);
b. Extended active duty (voluntary) for a period not to exceed five years plus any additional service imposed by law; (see Advisory Note on next page)
c. Full time National Guard duty (usually a voluntary 3 year contract);
d. While awaiting entry into active duty, such period as may be reasonable to enable the employee to address personal matters prior to such extended active duty.
e. The period immediately following eligible period(s), as defined under the "Reinstatement" section of this policy, while reinstatement with the College is pending, provided the employee applies for such reinstatement within the time limits defined.
f. Employees hospitalized for, or convalescing from, an injury or illness incurred in, or aggravated during the performance of extended active duty, except that such period shall not exceed two years beyond their release from extended active duty under honorable conditions. Also, the employee shall be entitled to leave without pay for the period from the time of release by the physician until actually reinstated to College employment, provided the employee applies for such reinstatement within the time limits defined.
g. Duties resulting from disciplinary action imposed by military authorities;
h. Inactive duty training (drills) performed for the convenience of the member, such as equivalent training, split unit assemblies, make-up drills, etc.
i. The College shall not be required to grant leave for volunteer activities such as those to work at the military facility in a non-duty status, unofficial military activities, etc.
j. Prior to going on LWOP, the employee may choose to have accumulated vacation or bonus leave paid in a lump sum (maximum of 240 hours of vacation leave), exhausted, or retained until returning to work. Sick leave shall be retained.
k. During periods of military leave without pay, the employee shall continue to earn total state creditable service if reinstated within the limits outlined in the Reinstatement section.
l. If eligible, a prorated longevity payment will be made at the time LWOP starts. The balance will be paid when the employee returns and completes a full year of service. The next full installment of longevity will be paid on the date established prior to military leave without pay, as if the employee had never been absent.
m. The employee will not accumulate vacation or sick leave while on military leave without pay.
n. The employee will receive retirement service credit as authorized in the Retirement System statute. (See the Retirement System Handbook for further details.)
o. The College will pay for coverage under the same conditions as if continuously employed in the State Health Plan for at least 30 days from the date of active service pursuant to the orders, or while the employee exhausts leave benefits, or to the end of the following month if the 30-day period occurs in the middle of a month.

5. Civil Air Patrol and State Defense Militia

Civil Air Patrol: While the Civil Air Patrol is not a reserve component, it is an auxiliary to the Air Force. Its members are not subject to obligatory service. When performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary, Department of Crime Control and Public Safety, its members are entitled to military leave with pay not to exceed 120 hours (prorated for part-time employees) in any calendar year. Exceptions may be granted by the Governor. Such service may be verified by the Secretary of the Department of CCPS upon request by the College. Regularly scheduled unit training assemblies, usually occurring on weekends are not acceptable for military leave, however, Supervisors are encouraged to arrange work schedules to allow employees to attend this training.

State Defense Militia: The State Defense Militia is considered a reserve to the National Guard, but it is not a reserve component of the U. S. Armed Forces. Its members are not subject to obligatory service unless they are assigned to a unit that is ordered or called out by the Governor. Only under the following conditions are State employees entitled to military leave with pay:

- Infrequent special activities in the interest of the State, usually not exceeding one day, when so ordered by the Governor or his authorized representative
- State duty for missions related to disasters, search and rescue, etc., again, only when ordered by the Governor or his authorized representative.

Under these conditions, an employee may be granted military leave not to exceed 120 hours (prorated for part-time employees) during any calendar year.

Employees who are members of the State Defense Militia are not entitled to military leave with pay when volunteering for support of functions or events sponsored by civic or social organizations even though such support has been “authorized.”

Regularly scheduled unit training assemblies, usually occurring on weekends, are not acceptable for military leave; however, supervisors are encouraged to arrange work schedules to allow the employee to attend this training.

Duty status may be verified with the Office of the Adjutant General, North Carolina National Guard, ATTN: Vice Chief of Staff - State Operations (VCSOP).

6. Reinstatement

The College as required by Federal law shall provide the same treatment that would have been afforded had the employee not left to perform uniformed service. (This includes temporary and intermittent employees.)

Reinstatement shall be made if the employee reports to work or applies for reinstatement within the established time limits, unless the service was terminated by the occurrence of either of the following:

a. A separation with a dishonorable or bad conduct discharge.
b. A separation under other than honorable conditions, as characterized pursuant to regulations prescribed by the Secretary of the applicable military branch.

Employees who resign to enter military service without knowledge of their eligibility for leave without pay and reinstatement benefits, but who are otherwise eligible, shall be reinstated as if they had applied for this benefit.

7. Time Limits

The employee shall be responsible for returning, or making application for reinstatement, within the time limits defined below.

The time limit for submitting an application for reemployment or reporting back to work depends upon the length of uniformed service. If reporting back or submitting an application for reemployment within the specified periods is impossible or unreasonable through no fault of the employee, the employee must report back or submit the application as soon as possible thereafter. The service duration and periods for returning or applying for reemployment are as follows:

- less than 31 days, must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an 8-hour rest period;
- more than 30 days but less than 181 days, must submit a written or verbal application for reemployment with the agency not later than 14 days after the completion of the period of service; or,
- more than 180 days, by submitting an application with the agency not later than 90 days after the completion of the period of service.

8. Reinstatement Position

Reinstatement shall be to the position they would have likely achieved had they remained continuously employed (escalator position); or, if the period of uniformed service was in excess of 90 days, their escalator position, or one of like seniority, status and pay. In the case of reemployment, such reemployment is to be promptly effective.

If, during military service, the employee suffers a disability incurred in, or aggravated during, uniformed service, to the extent that the duties of the escalator position cannot be performed, the employee shall be reinstated to a position most nearly comparable to the escalator position, with duties compatible with the disability and without loss of seniority.

9. Reinstatement Salary

The employee's salary upon reinstatement shall be based on the salary rate applicable to the proper escalator position, or rate appropriate for their position and service had they not been gone. In no case will the reinstated employee's salary be less than when placed in a military leave status.

2.3.9. Leave Without Pay Policy

Leave Without Pay Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	
Leave without pay may be granted for illness, education purposes, vacation, or for any other reasons deemed justified by supervision and approved by the President. Any unpaid leave in excess of 12 months will require the approval of the Board of Trustees.	

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Special provisions for leave without pay for military, family and medical, and workers' compensation are covered in these respective policies.

Eligible employees are those with permanent full-time or part-time (half-time or more) appointments. Employees with temporary, intermittent, or part-time (less than half-time) appointments are not eligible.

Procedure

Maximum Amount

Except for extended illness, extended leave without pay normally shall not exceed six months. The decision to grant leave without pay and the amount of time granted, except for leave required by the FMLA Policy or the Military Leave Policy, is an administrative one for which the President must assume full responsibility. Board of Trustee approval is also required when an unpaid leave is to exceed 12 months.

Employee Responsibility

The employee shall:

- Make application for leave three weeks prior to date leave is to begin, or as soon as is practical based on the circumstances.
- Apply in writing to the supervisor for leave without pay, and for any extension of such leave in process.
- Give written notice of intention to return to work at least 30 days prior to the end of the leave.
- Return to duty within or at the end of the time granted.
- Notify the supervisor immediately when there is a decision not to return.

If the employee does not give notice of the intention to return, the College is not required to provide reinstatement but may do so if feasible. Failure to report at the expiration of a leave, unless an extension has been requested and approved, may be considered as a resignation.

College Responsibility

The employee's request will be hand-carried through the chain-of-command by each level of supervision to the President. Factors to consider in determining whether to grant leave without pay and the amount of time to approve are:

1. Needs of the employee requesting leave
2. Workload and need for filling employee's job.
3. Chances of employee returning to duty.
4. The obligation of the College to reinstate the employee to a position of like status and pay.

The President, or designee in Human Resources, will provide a written response to the employee's request with copies to the appropriate parties and his/her personnel file. It is the responsibility of the President to administer leave without pay in a manner that is equitable to all of the College employees.

Leave Without Pay for Extended Illness May Be:

Granted for:	For a period	Sick Leave	Vacation Leave
Employee illness (not covered by short-term disability or FMLA)	up to one year. Any extension shall be approved by the Board of Trustees.	shall be exhausted during the time that would cover the waiting period required by DIP (see exception note below)	must be exhausted before going into a period of unpaid leave. (see exception note below)
Disability Income Plan (Short-term disability)	up to one year. Any extension must be approved by the Retirement System Medical Board.	must be exhausted before going into a period of unpaid leave during the 60-day waiting period. (see exception note below) Once disability becomes payable on the 61st day, the employee may choose to use leave or receive disability payments in lieu of using leave.	must be exhausted before going into a period of unpaid leave during the 60-day waiting period. (see exception note below) Once disability becomes payable on the 61st day, the employee may choose to use leave or receive disability payments in lieu of using leave.
Family and Medical Leave	up to 12 workweeks (See FMLA Policy).	must be exhausted before going into a period of unpaid leave. (see exception note below)	must be exhausted before going into a period of unpaid leave. (see exception note below)
Exception: If unpaid leave is approved for medical reasons, an employee may choose to enter a period of unpaid leave for the duration of the approved leave while retaining no more than 40 hours of combined paid sick or vacation leave.			

Advisory Notes

Eligible employees who become temporarily or permanently disabled and are unable to perform their regular work duties may receive partial replacement income through the Disability Income Plan of North Carolina (DIPNC). The DIPNC is explained in the handbook, *Your Retirement Benefits*, published by the Department of State Treasurer, Retirement Systems Division. Exhaustion of sick or vacation leave during the short-term disability period is in lieu of short-term disability benefits that may otherwise be payable.

Use of Vacation Leave

An employee must exhaust all accumulated vacation leave before going on leave without pay, except as indicated for medical reasons above or unless specified in policies related to the particular leave reasons, such as military leave.

Use of Personal Leave

An employee must exhaust all available personal leave before going on leave without pay.

Use of Compensatory Leave

Employees eligible to accrue compensatory leave must exhaust all available accrue time before going on leave without pay.

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Health Insurance

While on leave without pay the employee may continue coverage under the State's Health Insurance Program by paying the full premium cost (no contribution by the state). This provision is only necessary when the employee is on leave without pay in excess of one-half of the workdays in the month.

Retirement Status

All accumulated retirement credits shall be retained. If the leave without pay is granted for purposes which will tend to make the person a more valuable employee, permission may be received from the Board of Trustees of the Teachers' and State Employees' Retirement System to make personal contributions to the retirement account during this period and receive service credit. The request must be made in advance by the President and the employing College must agree to pay its share of the cost. The employee should contact the Retirement System for information regarding all specific requirements. See also policy on Total State Service.

Reinstatement

Reinstatement to the same position or one of like seniority, status and pay must be made upon the employee's return to work unless other arrangements are agreed to in writing.

Separation While on Leave Without Pay

If the employee does not return to work following leave without pay, the employee shall be paid for any unused vacation leave at time of separation.

Filling A Position Vacant by Leave Without Pay

If it is necessary to fill a position vacant by leave without pay, the position may be filled by a temporary or time-limited permanent appointment, whichever is appropriate.

Special Provision for Parental Leave

Employees who are not eligible for leave under the FMLA Policy shall be granted leave during the period of the biological mother's disability

The President shall grant leave with or without pay to the biological mother for all of the time of personal disability. The biological mother must use accumulated sick, vacation leave before going into a period of leave without pay.

A doctor's certificate or other acceptable proof shall be required verifying the employee's period of temporary disability. Additionally, if the approved leave is for the employee's own medical condition, medical documentation that provides a release to work with limitations or accommodations as appropriate will be required before an employee is allowed to return to work.

2.3.10. Family Medical Leave Act Policy

Family Medical Leave Act Policy	
Responsible Division: Human Resources	**Citation:** 29 U.S.C. Chapter 28
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The Family and Medical Leave Act (1993 as amended 2009) was established to help balance the demands of the workplace with the needs of the family. This Act provides leave, paid or unpaid, and job protection for eligible employees who utilize such leave under the following provisions:

- For the birth of a child and to care for the newborn child: for the placement of a child with the employee for adoption or foster care: for the care of a child, spouse or parent who has a serious health condition: for the employee's own serious health condition; or
- Families of covered service members for qualifying exigencies; or
- Next-of-kin to care for covered service members

Depending on the circumstances surrounding the need for leave, up to 12 or 26 weeks of leave, paid or unpaid is available in a rolling 12-month period looking backwards. Time-off provided under the Act may run concurrent with the use of other types of approved leave such as disability or worker's compensation leave, whether paid or unpaid.

Covered Employees and Eligibility

An employee is eligible for Family Medical Leave if:

Full-time Permanent, Probationary, or Part-time (half-time or more) Permanent or Probationary	who has 12 months cumulative service with the College, including temporary service; and has been in pay status at least 1250 hours during the previous 12-months.
Temporary, Intermittent, or Part-time (less than half-time) Note: This leave shall be without pay.	who has 12 months cumulative service; and has been in pay status at least 1250 hours during the previous 12 months.

Note: Employment periods prior to a break in service of seven years or more need not be counted in determining whether the employee has been employed with the College for at least 12 months. Time spent away in the National Guard or reserves counts as time worked to determine eligibility for FMLA.

Note: Time is based on workdays not calendar days.

A full listing of related definitions is available in the *FMLA Manual* found in the HR Office and on the HR SharePoint Site.

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Procedure

The employee shall give notice to the supervisor of the intention to take leave under this policy unless the leave is a medical emergency. The notice must follow the department's usual and customary call-in procedures for reporting an absence. The employee must explain the reasons for the needed leave in order to allow Human Resources to determine that the leave qualifies under the Act.

If the reason for leave is foreseeable and is:	**the employee shall:**
For Birth/Adoption/Foster Care	give Human Resources not less than a 30-day notice, in writing. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable, which means within one or two business days of when the need for leave becomes known to the employee.
For Planned Medical Treatment	(1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations and (2) give not less than a 30-day notice. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.
Due to Covered Active Duty of Family Member	provide such notice as is reasonable and practicable, whether because the spouse, or a son, daughter, or parent, of the employee is on covered active duty, or because of notification of an impending call or order to covered duty.

Leave may be taken as continuous absence, or depending on the related circumstances on an intermittent basis.

Certification
The employee shall provide certification of conditions precipitating the need for leave. If the employee does not provide medical certification, any leave taken is not protected by FMLA. Failure to provide the required certification or recertification may result in disciplinary action up to and including dismissal.

The employee shall provide a copy of the health care provider's certification within at least 15 calendar days unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

Intent to Return to Work
The College may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. The College's policy regarding such reports may not be discriminatory and must take into account all of the relevant facts and circumstances related to the individual employee's leave situation.

If an employee gives unequivocal notice of intent not to return to work, the College's obligations under FMLA to maintain health benefits (subject to COBRA requirements) and to restore the employee cease. However, these obligations continue if an employee indicates he or she may be unable to return to work but expresses a continuing desire to do so.
It may be necessary for an employee to take more leave than originally anticipated. On the other hand, an employee may discover after beginning leave that the circumstances have changed and the amount of leave originally anticipated is no longer necessary. An employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated

the need for leave. In both of these situations, management may require that the employee provide the agency reasonable notice (i.e., within two business days) of the changed circumstances where foreseeable. The College may also obtain information on such changed circumstances through requested status reports.

Reinstatement
The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment. The College may require the employee to report at reasonable intervals their status and intention to return to work. The College may require that the employee provide certification that the employee is able to return to work.

The employee shall be reinstated without loss of benefits accrued when the leave began. All applicable leave benefits accrue during any period of paid leave: however, no leave benefits will be accrued during any period of leave without pay.

Interference with Rights
Actions Prohibited
It is unlawful to interfere with, restrain, or deny any right provided by this policy or related procedures or to discharge or in any other manner discriminate against an employee for opposing any practice made unlawful by this policy.

Protected Activity
It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:

- files any civil action, or institutes or causes to be instituted any civil proceeding under or related to this policy;
- gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this policy; or
- testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this policy.

Violations
Denial of leave requested pursuant to the Family and Medical Leave Act is an appealable issue and employees, except for ones in exempt positions (policymaking, exempt managerial, confidential assistants, confidential secretaries and chief deputy or chief administrative assistant), may appeal to the Ports Vice President of Administration.

Violations can result in any of the following or a combination of any of the following and are enforced by the U. S. Secretary of Labor:

- U. S. Department of Labor investigation,
- Civil liability with the imposition of court cost and attorney's fees, or
- Administrative action by the U. S. Department of Labor.

Posting
All employers are required to post and keep posted, in a conspicuous place, a notice explaining the FMLA provisions and providing information concerning the procedures for filing complaints of violations of the Act with the U. S. Department of Labor, Wage and Hour Division.

Note: Copies of the required notice may be obtained from Human Resources

For the full College FMLA procedures please review the *FMLA Manual* found in the HR Office or on the HR SharePoint Site.

2.3.11. Voluntary Shared Leave Policy

Voluntary Shared Leave Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.94(29)(c)
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE NOVEMBER 1, 2018	

The Board recognizes that at times employees, or their immediate family members, may encounter medical situations requiring prolonged time away from work which may exceed the employee's available accrued paid leave. The College shall implement a Voluntary Shared Leave Policy for use in such situations. The Voluntary Shared Leave Policy shall allow employees to share accrued, paid sick, vacation or bonus leave within established limits to employees who have been approved to receive such leave, either at the College or employed by another Community College or State Agency that has agreed to accept such leave. The College's Voluntary Shared Leave Policy does not allow a shared leave bank for use by unnamed employees. Leave can only be shared with named individuals who have been approved by the College or appropriate employing entity.

The President or designee shall develop procedures to ensure that this policy is implemented in accordance with rules established in 1C SBCCC 200.94(29)(c).

Definition of Terms:

Immediate family member means spouse; parent who is biological, adoptive, step, in-law, or an individual who stood in loco parentis to the employee when the employee was a child; child includes a son or daughter who is biological, adopted, foster, step, legal ward, in-law, or a child for whom the employee is standing in loco parentis; brother or sister who is biological, adoptive, step, half, in-law; grandparents, great grandparents, grandchildren, great grandchildren, including step relationships; or other dependents living in the home.

Procedure

Application Procedure

The employee is to use one of the following forms available on the College intranet page:

- Voluntary Shared Leave Request form for Leave Participation Inside Carteret Community College.
- Voluntary Shared Leave Request form for Leave to go Interagency Outside of Carteret Community College.

Confidentiality

The Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.

The decision relative to shared leave shall be made by the President.

Recipient Guidelines

a. A prospective recipient may make application for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.
b. Participation in the program is limited to 1,040 hours, prorated for part-time employees, either continuously or, if for the same condition, on a recurring basis. However, the President may grant employee continuation in the program, month-by-month for a maximum of 2,080 hours, if the President would have otherwise granted leave without pay.
c. Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.
d. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient. Otherwise, all leave donated is considered sick leave to be placed in the recipient's sick leave account.
e. An employee may begin using voluntary shared leave after all available sick and vacation/bonus leave has been exhausted. While using voluntary shared leave, the employee continues to earn leave. The employee is required to use his/her earned leave first.
f. At the expiration of the medical condition, as determined by reports from a physician to the College President, any unused leave in the recipient's donated leave account shall be returned to the donor(s) on a pro rata basis.
g. If a recipient separates from the college, participation in the program ends. Donated leave shall be returned to donor(s) on a pro rata basis.
h. An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

Donor Guidelines

An employee of any agency, public school system, or community college may donate vacation/bonus or sick leave to another immediate family member in any agency, public school or community college. This includes family members on leave without pay status. See definition of immediate family member.

1. The minimum amount to be donated is four hours.
2. An employee may donate up to a maximum of 1,040 hours, but may not reduce his/her own sick leave account or vacation leave account below one-half of the annual leave accrual amount for each account.
3. Returned leave shall be credited to the donor's same account from which it originally came.

An employee may donate the following leave to a non-family member:

- An employee may donate vacation or bonus leave to another employee in any State agency.
- An employee may donate vacation/bonus leave to a coworker's immediate family who is an employee in a public school or a community college. The employee and coworker must be in the must be in the same agency. This includes non-family members on leave without pay.
- An employee may donate sick leave to a non-family member of a State agency under the following provisions effective January 1, 2011:

- The donor shall not donate more than five days of sick leave per year to a nonfamily member
- The combined total of sick leave donated to a recipient from a nonfamily member donors shall not exceed 20 days per year;
- Donated sick leave shall not be sued for retirement purposes, and
- Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. Advisory Note: At retirement a member of the TSERS with an earned sick leave balance receives an additional month of service credit for each 20 days or portion thereof. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

GENERAL GUIDELINES
Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.

2.3.12. Workers' Compensation Leave Policy

Workers' Compensation Leave Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

PURPOSE

The purpose of this policy is to insure that employees injured on the job are provided compensation in accordance with the Workers' Compensation Act and to provide consistent application of these rules and regulations. Further, the purpose of this policy is to provide swift and certain remedy to an injured employee, while ensuring a limited and determinate liability for the College.

COVERAGE

All College employees are covered under the North Carolina Workers' Compensation Act. Any employee who suffers an accidental injury or contracts an occupational disease as defined by the Workers' Compensation Act is entitled to benefits provided by the Act. The employee is entitled to medical benefits and compensation for time lost from work and any disability which results from the injury. The College has a "self-insured" program and expenditures are paid from current operating budgets.

ADMINISTRATION

The College is responsible for accepting employer liability for all timely reported clams, either directly or through use of third-party administrators (TPA) or insurer. To assure the employee of the benefits provided by the Workers' Compensation Act and to effectively control the cost related to on-the-job injuries, the College shall designate a Workers' Compensation Administrator (WCA) to be responsible for the effectiveness of processing and monitoring the workers' compensation claims. The WCA will coordinate medical treatment and claims payment between the injured work and the designated TPA or insurer.

The College, or designated TPA or insurer shall submit all reportable claims and valid medical and compensation payments to the Industrial Commission for approval. The Industrial

Commission is responsible for insuring that the College administers the provisions of the Workers' Compensation Act.

Procedure

Responsibilities of the Injured Employee

If an employee is injured by accident or contracts a covered occupational illness in the course of their employment, they must notify their supervisor as soon as possible. Except in cases of life-threatening medical emergency, the supervisor and injured employee should contract Human Resources (HR) prior to seeking medical attention. If the situation requires emergent medical treatment, the supervisor should contract HR as soon as practical to initiate establishing the claim.

In accordance with G.S. 97-22, notice of an accident must be given to the College by the employee or his/her representative as soon as possible. No compensation shall be payable unless such written notice is given within 30 days after occurrence of the accident or death, unless a reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the College has not been prejudiced thereby.

Responsibility for claiming compensation is on the injured employee. A claim must be filed by the employee through the College with the North Carolina Industrial Commission within two years from the date of injury or knowledge thereof. Otherwise, the claim is barred by law.

Employees involved in a work-related injury, regardless of severity, that requires professional medical treatment, may be subject to a drug test. Employees involved in an accident or safety-related incident while in a company vehicle; while on company time; or, on company property may be subject to a drug test. The College may require an employee who contributed to an accident to be tested, if there is reasonable cause to believe that the accident may have resulted from the use of drugs. Refusal to cooperate in the collection procedure or refusal to take the test may require discipline up to and including termination.

Only those persons authorized to receive results from the laboratory will be allowed to discuss these results with the supervisor or the employee. No test results shall appear in a personnel folder. Information of this nature will be included in a medical file. Drug test results will be released to a decision maker in a lawsuit, grievance or other proceeding (such as for a Workers' Compensation or Unemployment Insurance Claim) initiated by or on behalf of the donor.

Responsibilities of the College

The College is required by law to report the injury to the North Carolina Industrial Commission using the I.C. Form 19 within five days from knowledge thereof any claim that results in more than one day absent from work or if medical expenses exceed $800.

Use of Leave

If the injury allows the employee to continue working either full or limited duty, but requires periodic medical treatments or doctor's visits scheduled during normal working hours, the employee shall be paid for reasonable time for treatment and travel without the use of personal leave benefits. The time allotted with pay shall be limited to that time which is reasonable to travel to and receive the treatment within a single business day. If the treatment requires more than one day then the subsequent time will revert to compensation provisions as described below.

The Workers' Compensation law provides medical benefits and a weekly compensation benefit equal to 66 2/3 percent of the employee's average weekly earnings up to a maximum established by the Industrial Commission each year. When an employee sustains an injury the prevents

working, they must go on workers' compensation leave and receive the workers' compensation weekly benefit after the required waiting period provided by G.S. 97-28. One of the following irrevocable options may be chosen:

Option 1: Elect to take sick or vacation leave during the required waiting period and then go on workers' compensation leave and begin drawing workers' compensation weekly benefits.

Option 2: Elect to go on workers' compensation leave with no pay for the required waiting period and then begin drawing workers' compensation benefits.

If the injury results in disability of more than a specified number of days, as indicated in G.S. 97-28, the workers' compensation weekly benefit shall be allowed from the date of disability. If this occurs in the case of an employee who elected to use leave during the waiting period, no adjustment shall be made in the leave used for these workdays.

In either case, after the employee has gone on workers' compensation leave, the weekly benefit may be supplemented by the use of partial earned sick or vacation leave in accordance with a schedule published by the Office of State Personnel each year. Since the employee must receive the weekly benefit, this will provide an income approximately equal to the past practice of using 100 percent of sick or vacation leave. Unused leave ~~may~~ will be retained for future use.

If the employee has earned leave and chooses to use it while drawing the weekly benefit, it would be paid on a temporary payroll at the employee's rate of pay. It is subject to State and Federal withholding taxes and Social Security, but not subject to retirement, just the same as other temporary pay.

Continuation of Benefits

While on workers' compensation leave an employee is eligible for continuation of the following benefits:

1. **Performance Increase:** Upon reinstatement, an employee's salary will be computed based on the last salary plus any legislative increase to which he/she is entitled. Any performance increase which would have been given had the employee been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.

2. **Vacation and Sick Leave:** While on workers' compensation leave, the employee will continue to accumulate vacation and sick leave to be credited to his/her account for use upon return. If the employee does not return, vacation accumulated during the first twelve months of leave will be paid in a lump sum along with other unused vacation.

Since the employee is on workers' compensation leave and is not able to schedule vacation time off, the accumulation may in some cases exceed the 240 hours and shall be handled as follows:

   a. The 240-hour maximum to be carried forward to the next calendar year may be exceeded by the amount of vacation accumulated during workers' compensation leave. The excess may be used after returning to work or carried on the leave account until the end of the calendar year following a full year after the employee's return to work.
   b. If the employee separates during the period that excess vacation is allowed, the excess leave to be paid in a lump sum may not exceed the amount accumulated during the first twelve months of workers' compensation leave.

3. **Hospitalization Insurance:** While on workers' compensation leave, an employee is in pay status and will continue coverage under the State's Health Insurance Program. Monthly premiums for the employee will be paid by the state. Premiums for any dependent coverage must be paid directly by the employee.

4. **Retirement Service Credit:** While on workers' compensation leave an employee does not receive retirement credit. As a member of the Retirement System, the employee may purchase credits for the period of time on an approved leave of absence. Upon request by the employee, the Retirement System will provide a statement of the cost and a date by which purchase must be made. If purchase is not made by that date, the cost will have to be recomputed.

5. **Total State Service Credit:** While on worker's compensation leave the employee shall continue to receive total state service credit.

6. **Longevity Pay:** While on worker's compensation leave the employee shall continue to be eligible for longevity credit. Employees who are eligible for longevity pay while on worker's compensation designated leave shall receive their payment as scheduled.

Return to Work Provision

When an employee, who has been injured on the job and placed on workers' compensation leave, has been released to return to work by the treating physician, there are three possible returns to work situations.

i. When an employee has reached maximum medical improvement and has been released to return to work by the treating physician the College shall make every reasonable effort to return the employee to the original position he/she held prior to workers' compensation leave. If the previous position is unavailable due to bona fide business circumstances the College shall make every reasonable effort to find a suitable position elsewhere within the College.

ii. When an employee has not reached maximum medical improvement and is ready to return to limited work duty with approval of the treating physician, but retains some disability which prevents successful performance in the original position, the College shall make every reasonable effort to provide work reassignment suitable to the employee's capacity which is both meaningful and productive, and advantageous to the employee and the College. This work reassignment shall be a temporary assignment and shall not exceed 90 days without approval from the College President.

iii. When an employee has reached maximum medical improvement and has been released to return to work by the treating physician, but has received a disability which prohibits employment in the previous position, the College shall make every reasonable effort to place the employee in another position suitable to the employee's capacity which is both meaningful and productive, and advantageous to the employee and the College.

If a suitable vacancy cannot be found within the College, the employee will be assisted to find employment elsewhere.

Vocational Rehabilitation Assistance

In some cases, the extent of disability may be such that vocational rehabilitation will be necessary. If so, the College or the designated TPA will be responsible for making the necessary arrangements with the North Carolina Division of Vocational Rehabilitation for such training which may be necessary to assist the employee to obtain suitable employment consistent with performance capabilities.

Refusal of Suitable Employment

The Workers' Compensation Act prevents employers from firing or demoting employees in retaliation for pursuing remedies under the Act, but does not speak to re-employment after an employee has been released by the treating physician to return to work. If an employee, who has reached maximum medical improvement and been released to return to work by the treating physician, refuses suitable employment in keeping with his/her capacity, the College has the right to implement dismissal procedures.

When it has been determined that the employee has not fully cooperated with the intent and spirit of the Workers' Compensation Policy, management may terminate the employee. Workers' compensation benefits may be continued or discontinued in accordance with the provisions of the Workers' Compensation Act.

2.3.13. Temporary Emergency Leave Policy

Temporary Emergency Leave Policy	
Responsible Division: Human Resources	**Citation:**
Signature/ Date Approved: Board of Trustees 5/12/2020	
EFFECTIVE APRIL 1, 2020	

The Board recognizes that the health and safety of all College employees is a primary concern. During declared State or Federal emergencies, the Board remains committed to ensuring that actions taken to address the current crisis are guided by four key goals: safeguarding the health and safety of students, faculty and staff; ensuring students complete classes; maintaining the College's operations; and joining in the statewide and national efforts to reduce calamity, ensure public order or reduce the spread of infectious disease. To this end, the College intends to keep employees working where it is safe and practical to do so, while allowing employees the flexibility to balance their own needs and the needs of their families. Additionally, the Board is committed to protecting the pay checks for active employees where feasible to do so.

All opportunities to continue working will be considered to ensure an appropriate workforce during and after the declared emergency. This may include telework options for regular duties or other duties for which the employee has skills or expertise; staggered or flexible work schedules; or other options as may be determined by College Leadership. When it is not practical to continue working due to the circumstances of the specific emergency, the Board authorizes the College to investigate all forms of paid leave available and in compliance with statutory leave provisions. The College is also authorized to incorporate leave provisions authorized by North Carolina's Office of State Human Resources as may be issued during a declared emergency.

The College President or designee shall develop detailed procedures specific to a declared emergency, consistent with the tenets of the Emergency Leave Policy, and compliant with laws, regulations, or guidance that may be issued by federal, state, or local authorities.

Definition of terms:

An active employee is an individual who is in a paid status at the time of the need for leave provisions of this policy.

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Procedures

COVID-19 (valid April 1, 2020 through December 31, 2020)

During the State and Federal declared COVID-19 emergency, the College remains committed to ensuring that actions taken to address the current crisis are guided by four key goals: safeguarding the health of students, faculty and staff; ensuring students complete classes; maintaining the College's operations; and joining in the statewide and national effort to slow the spread of COVID-19. To this end, the College intends to keep employees working where it is safe and practical to do so, while allowing employees the ability to balance their own health needs and the health needs of their families.

All opportunities to continue working will be considered. This may include telework options for regular duties or other duties for which the employee has skills or expertise; staggered or flexible work schedules; or other options as may be mutually agreed upon by the employee and College Leadership.

The Board of Trustees has approved implementation of the Temporary Emergency Leave Policy to cover potential gaps in available work for reasons such as those resulting from the COVID-19 Pandemic. This policy will incorporate provisions of the Emergency Paid Sick Leave and Emergency Family Medical Leave Expansion, as allowed by the Families First Coronavirus Response Act (FFCRA) and other leave provisions as may be necessary to ensure an appropriate workforce during and after the COVID-19 Pandemic. Employee eligibility will vary for each available leave type as described below and will be based on "active" status. An active employee is someone who is in a paid status at the time of the request for this leave.

Emergency Paid Sick Leave (EPSL)
The provision of FFCRA/EPSL shall apply to all active employees of the College, whether full-time, part-time, or temporary.

An active employee may take Emergency Paid Sick Leave when the employee is unable to work or telework because he or she is:

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to COVID-19 concerns;
3. Experiencing COVID-19 symptoms and seeking medical diagnosis;
4. Caring for an individual subject to a federal, state, or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. Caring for their own child if the child's school or place of care is closed or the child's care provider is unavailable because of COVID-19 reasons; or
6. If the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury & Labor.
   As provided in the FFCRA, full-time employees are eligible for up to 80 hours of Emergency Paid Sick Leave paid at 100% of their regular daily rate to a maximum of $511 daily for reasons 1, 2, and 3 indicated above; and 2/3 of their regular daily rate to a maximum of $200 daily for reasons 4, 5, and 6. The 80 hours is prorated for part-time employees to reflect the number of hours worked in an average two-week period. Per FFCRA, employees are entitled to a maximum of 80 hours, or the equivalent of an employee's two-week work scheduled, whichever is lesser, regardless of the number of qualifying events.

ESL is available for above stated reasons that occur on or after the FFCRA effective date of April 1, 2020, and shall be available through December 31, 2020, or as may be statutorily

extended. Employees for whom work was ended prior to the effective date are not eligible for this leave.

This leave is in addition to leave provided by other leave policies of the College and at the employee's choice can be used before other applicable accrued paid leave. This leave does not have a payout value if unused or when an individual is no longer employed by the College. This leave cannot be carried over for retirement service credit.

Emergency Family Medical Leave Expansion (EFMLE)
Related specifically to COVID-19, the FFCRA provides limited and specific expansion of the Family Medical Leave Act of 1993 as amended. All active employees of the College, whether full-time, part-time, or temporary, who are in a paid status and who have been employed for at least 30 days as of the day of request for leave are entitled to EFMLE when they are unable to work or telework due to the need to care for their son or daughter under 18 years of age if the child's school or place of care has been closed, or the child care provider of the child is unavailable due to a public health emergency. EFMLA shall be approved for up to a maximum of 12 weeks of job protected leave as may be necessary for only the reason indicated above related to a declared public health emergency. The leave will be unpaid during the first 10 business days, except that an employee may choose to use available accrued leave, including Emergency Sick Leave, as provided in this policy. Starting with the 11th business day, employees approved for EFMLE shall be paid up to two-thirds of their regular pay or $200/day, whichever is less.

Nothing in this policy changes the qualifications for the Family Medical Leave Act of 1993 as amended, or the College's FMLA Policy (2.39). Leave taken under EFMLA will count towards the employee's entitlement under regular FMLA (Policy 2.39). Additionally, for eligible employees, leave taken under regular FMLA in the rolling 12-month period looking backwards shall reduce the amount of EFLME available.

Emergency Family Medical Leave Expansion is available for the above stated reason on or after the FFCRA effective date of April 1, 2020, and shall be available through December 31, 2020, or as may be statutorily extended. Employees for whom work was ended prior to the effective date are not eligible for this leave.

Other Paid Leave Options
Permanent part-time and full-time employees of the College (excludes temporary employees) who are not able to work for reasons related to COVID-19 and who have exhausted the ESL benefits if applicable will be offered additional paid leave benefits not to exceed their regularly scheduled hours per week without having to first use other accrued leave. Paid leave benefits under this provision will not exceed benefits allowed by the State's Emergency Leave Provisions, cumulative. In coordination with State permissible leave, this provision is effective March 17, 2020, and shall expire in accordance with current and future State of Emergency Leave provisions issued by the Office of State Human Resources.

Permanent employees of the College who are not able to work for reasons unrelated to COVID-19 must use other accrued paid leave as applicable in accordance with regular leave policies of the College. Employees who refuse offered work or telework options, and do not meet the ESL or EFMLE provisions shall be temporarily laid-off until such time as it is safe to resume normal work operations.

Temporary employees of the College, including adjunct instructors either Continuing Education or Curriculum, who work under time-specific contracts are not eligible for this additional paid leave. Where possible, contracts will be altered to reflect best temporary working terms and

duties if applicable. If it is not possible to continue assigning work, then those temporary contracts will be canceled.

Employees Paid by Other Than State or County Funds

Pay and alternative work arrangements for employees who are paid via grants or through funds other than State or County shall be governed by the terms of the funding source. If the funding source does not permit alternate work assignments, or does not permit funds to be used for paid leave beyond federal requirements then the "other paid leave provisions" of this policy cannot apply, regardless of employment status. Efforts will be made to the extent possible to reassign employees to work via other funding sources before temporarily laying off the employees.

The College President or designee shall develop detailed procedures to ensure compliance with the provisions of the Temporary Emergency Leave Policy.

Definition:

An active employee is an individual who is in a paid status at the time of the need for leave provisions of this policy.

2.3.14. Tuition Exemption Policy

Tuition Exemption Policy	
Responsible Division: Human Resources	**Citation:** N.C. Gen. Stat. §115D-5b(b1)
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

As of May 2014, per State law, community colleges are prohibited from waiving tuition and registration fees for community college faculty or staff members. Depending on availability, colleges are permitted to use State or local funds to pay for tuition and registration fees for up to one community college course per semester for full-time permanent community college faculty or staff members. It is also permissible for community colleges to use State or local funds to pay tuition and registration fees for professional development courses or other courses consistent with authorized academic assistance programs.

The College is committed to the continued development of its employees and shall attempt to establish funds to assist employees with costs associated with professional development activities. Annually, the College will determine the availability of State or local funds for professional development and shall solicit applications for the use of such funds. Procedures will be established as appropriate for the funding source and shall be communicated at the time of solicitation.

Nothing in this policy shall guarantee annual availability of funds for professional development activities.

2.3.15. Other Employee Benefits Policy

Other Employee Benefits Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 900.94(a)(20)
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College values its employees and is committed to providing a total compensation package balanced with base earnings and competitive benefits as allowed by funding organizations.

Benefits in addition to pay provided by the College are health insurance, various forms of paid time off, a pension plan, short and long term disability options, as well as various supplemental and optional benefit programs and retirement savings options. The College is committed to providing benefits of value as economically as possible and that comply with State guidelines.

The Human Resources Office will keep an updated list of available employee benefits and will bear responsibility for communicating the details of benefit plans as changes occur or during initial orientation and required annual enrollment periods.

2.4. CONDITIONS OF EMPLOYMENT

2.4.1. Employee Ethics Policy

Employee Ethics Policy	
Responsible Division: Human Resources	**Citation:** N.C. Gen. Stat. § 138A
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE NOVEMBER 1, 2018	

College employees must act at all times in a manner which is consistent with the highest standards of ethics and professionalism. Such standards include concern for the needs of students, respect for the dignity of fellow employees, commitment to the service of our community, and adherence to the NC State Government Ethics Act (N.C. Gen. Stat. § 138A).

The purpose of the Act is to raise ethical awareness, clarify ethical guidelines, ensure that systems/programs/policies are in place, and to heighten accountability within the employing entity when making decisions to promote the public good. As public servants, employees are prohibited from use of a public position in a manner that will result in financial benefit to the employee, a member of the employee's family, or a business with which the employee is associated.

Procedure

College employees are subject to the North Carolina State Ethics Act (the "Act"). As public servants, employees are prohibited from accepting gifts from persons doing or seeking to do

business with their employing entity, persons engaging in activities that are regulated or controlled by the employing entity, or persons having a financial interest that may be substantially affected by the public servant's official actions. Furthermore, the North Carolina State Ethics Act includes the following provisions:

1. No employee shall accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities or that could reasonably be construed as being offered with the intent to influence the employee's official conduct; or that has a value in excess of $50.
2. No employee charged with preparing plans, specifications or estimates for contracts, awarding or administering contracts, or inspecting or supervising construction shall solicit or accept any gift, favor, service or benefit, regardless of its value, from any contractor, subcontractor, or supplier who has a contract with the College, who has performed under a contract with the College during the past year, or who anticipates bidding on such a contract in the future. The preceding sentence is not intended to prevent the acceptance of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets.
3. Sections 1 and 2 above shall not prohibit the acceptance of customary gifts or favors from friends and relatives where it is clear that it is the relationship rather than the business of the donor or the position of the employee which is the motivating factor for the gift or favor. However, all gifts are required to be reported to the President or designee by the employee if such gifts are made by a contractor, subcontractor, or supplier doing business directly or indirectly with the College.
4. No employee shall accept employment or compensation or engage in any business or professional activity that could or does impair the employee's independence of judgment in the performance of assigned duties and responsibilities or that could require the disclosure of confidential information acquired by reason of the employee's College position.
5. No employee shall make an investment or maintain a financial, business, or professional interest that creates a conflict with the proper discharge of assigned duties and responsibilities or otherwise creates a conflict with the best interest of the College. The preceding sentence shall not prohibit the ownership by an employee of five percent or less of the securities of any publicly traded company.
6. An employee who believes that they may have a conflict of interest shall disclose the interest to the employee's Vice President or to the President.

2.4.1. Secondary Employment Policy

Secondary Employment Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 100.94
Signature/ Date Approved: Board of Trustees 18/14/2018	
EFFECTIVE NOVEMBER 1, 2018	
Individuals employed by the College work in positions of public trust utilizing tax dollars from either the local, state or federal level. The College has a responsibility to ensure that employment with the College is not used or misused in a manner that creates a conflict of interest, for the College or the individual(s) involved. Therefore, employment responsibilities to the College are primary for all employees working full-time; any other employment external to the College, including self-employment is secondary. Employees may engage in secondary employment that does not:	

1. Create either directly or indirectly a conflict of interest with the primary employment.
2. Impair in any way the employee's ability to perform all expected duties, including availability on campus.
3. Restrict the employee's ability to make decisions and carry out the responsibilities of the employee's position consistent with the goals and objectives of the College.
4. Have the reasonable appearance of being in conflict with College goals, objectives, and institutional resources in the community or that could in any way harm the College's reputation.

Employees may not use their position at the College for personal gain through secondary employment; nor shall the name of the College be used to acquire secondary employment.

Employees must receive approval from the President, through their chain of command utilizing the established procedures prior to beginning secondary employment. Employees are required to provide annual requests for approval of recurring secondary employment via the same procedures. Failure to notify and receive initial and annual approval for secondary employment will be considered a contract violation. Working unapproved secondary employment will be subject to disciplinary action up to and including termination of employment, regardless of when discovered.

Secondary employment by the President shall be approved by the Board of Trustees. The President has the authority to adopt procedures for secondary employment

Definition of Terms:

1. Secondary employment is any services or work performed for compensation with any entity other than Carteret Community College, including self-employment or work with another community college. It does not include bona fide volunteer work for which no goods or services are received in exchange for the service provided.
2. Compensation is any goods or services including money exchanged or promised for providing services. It does not include food and drink or use of facilities provided during periods of bona fide volunteer service.
3. Chain of command starts with an employee's immediate supervisor and proceeds up the reporting path to the College president. This may include the following levels: supervisor, managers, department chairs, directors, deans, vice-presidents or any derivative thereof (i.e. executive director, senior vice-president, etc.).

Procedure

1. It is the employee's responsibility to ensure compliance with this policy for any employment other than their primary full-time employment with Carteret Community College.

2. New employees already engaged in secondary employment must submit the *Request for Approval of Secondary Employment,* Self-Employment form to their immediate supervisor no later than the end of their first day of employment with the College. Together with their supervisor, the individual must ensure that the form has been approved/signed by all members of the chain of command through the President and filed with Human Resources by the end of their first 30 days of employment.

3. Each Carteret Community College full-time employee must obtain prior approval for any new secondary employment they wish to engage in while working for the College. This request must be made utilizing the *Request for Approval of Secondary Employment,* Self-Employment form found on the College HR SharePoint sites and starting with the immediate supervisor, through their chain of command to the President.

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4. All full-time employees are required to obtain re-approval annually for ongoing secondary employment. This approval must be obtained in the first month of each new fiscal year (July for 12-month employees) or academic year (August for 9 & 10-month employees). It is the employee's sole responsibility to initiate the annual re-approval process and ensure the completed form is on file in the Human Resources Office.

5. It is the employee's responsibility to keep their supervisor updated on any changes to their approved secondary employment arrangement. Substantial changes may require new approval for the secondary employment. This might include such things as changes in ownership of the employing entity, variety or scope of services offered by the employing entity or offered/to be performed by the employee. Once notified, the supervisor must consult through their chain of command to determine if the change in terms are sufficient to warrant new approval or changes to the existing approval.

Other Considerations:

1. Secondary employment is not to be scheduled during an employee's regular workday. Carteret Community College will not modify an employee's work schedule with the College in order to accommodate a secondary employment schedule.

2. No College equipment, supplies or funds shall be used for any activities related to the secondary employment. This includes, but is not limited to items such as printing supplies, copiers, vehicles, email, office supplies, etc. The College is in no way responsible for any travel or other expenses associated with the secondary employment.

3. If approved secondary employment interferes with the normal pursuit of duties and responsibilities of the employee or the College, it will be handled as a job performance issue and corrective measures will be taken including internal discipline which may include revocation of secondary employment approval.
4. Employees found to be working unapproved secondary employment will be subject to disciplinary action up to and including termination of employment, regardless of when discovered and whether or not such secondary employment is impacting primary job performance or presents a conflict of interest.
5. Secondary employment may be challenged, denied or revoked by the College on the following grounds:

    a. When such outside employment is likely to interfere with the employee's performance of their institutional duties by causing the employee to be late reporting to work, to leave early, or to be unavailable for required work beyond regular work hours, including meetings and ceremonies outside of school or business hours.
    b. When an employee's documented poor performance, including attendance, can be causally connected to the secondary employment.
    c. When such outside employment would be conducted during regular working hours or on College property.
    d. When the conduct of such outside employment would adversely affect the employee's credibility as a College employee or the College's reputation and standing in the community.
    e. When such outside employment could reasonably be considered a conflict of interest.
    f. When such outside employment adversely affects the employee's level of job performance.
    g. When the employee becomes, in effect, a private contractor in competition with the College.

2.4.2. Political Activities of Employees Policy

Political Activities of Employees Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.99
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE NOVEMBER 1, 2018	

Each employee of Carteret Community College retains all rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the United States of America. Therefore, the Board of Trustees encourages employees of the College to exercise their rights and obligations of citizenship.

Employees who seek public office or choose to actively participate in a political campaign are subject to the following provisions:

- Employees shall not actively campaign for political office or engage in political activity while on duty or within any period of time during which they are expected to perform services for which compensation from the College is rendered.
- Employees shall not utilize College funds, supplies, or vehicles to secure support for or opposition to any candidate in any election, or to affect the outcome of party nominations.
- Employees shall not use any promise or personal preferential treatment or threat of loss to encourage or coerce any employee, student, community partner, or guest of the College to support or contribute to any political issue, candidate, or party.

Employees who decide to run for public office shall notify the Board of Trustees through the President of their intentions to run and certify that they will comply with College policy as outlined above for the duration of their campaign. Employees elected to or appointed to a part-time public office shall notify the Board of Trustees through the President and certify that their service will not interfere with the employee's regular duties and that no College resources will be used to secure or perform the duties of the elected or appointed ~~this~~ position.
Employees who are elected or appointed to a full-time public office shall be required to take leave of absence without pay upon assuming that office. The length of the leave shall be determined by the Board of Trustees.

In the event the President chooses to run for or accept appointment to any public office, these rules also apply. Additionally, the Board of Trustees shall inform the State Board of Community Colleges.

Definition of Terms:

1. Public Office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute or ordinance.

2. Membership in the General Assembly is a full-time public office under this policy.

2.4.3. Promotion/Transfer Policy

Promotion/Transfer Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 900.94(a)(20)
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College is committed to hiring the most qualified employees available to meet stated purposes. Promotions and transfers provide employees opportunity for growth while providing the College with a method of filling positions with experienced personnel. It is the policy of the College to give consideration to internal candidates as promotional or transfer opportunities when desired and appropriate to business needs.

Nothing in this policy supersedes the College's Equal Opportunity Policy or the Application/Hiring Policy. The College remains committed to ensure that available positions are filled based on experience and qualifications necessary to perform the available work.

Procedure

The College administration is responsible for providing opportunities for career advancement for full-time employees while also ensuring that Carteret Community College hires the best people. Therefore, promotions and transfers are administrative decisions and can be accomplished in one of the following ways:

REORGANIZATION

A Cabinet level administrator, with permission of the President, and in consultation with the Director of Human Resources, may reorganize reporting lines, reassign duties and tasks and change position titles in order to create greater effectiveness or efficiency.

TRANSFER

A Cabinet level administrator, in consultation with the Director of Human Resources and with permission of the President, may transfer an employee from one position to another to protect a person's employment, to better utilize a person's abilities or skills, or to achieve greater effectiveness or efficiency.

PROMOTION FOR STAFF, NON-FACULTY POSITIONS

Before the College recruits from outside the College to fill the vacancy of a full-time permanent staff position, the Director of Human Resources will announce the vacancy at a Carteret Community College Employee Meeting and/or issue an email to all faculty and staff. Applications to fill the position with an internal candidate will be entertained before the vacancy is announced to the general public. Anyone who is on the College payroll at the time of the staff opening can apply including adjuncts and temporaries. The College is under no obligation to fill the position from internal applications. Selection of an internal applicant will depend solely upon the judgment of the supervisor responsible for filling the vacant position and the Director of Human Resources. (This procedure was recommended by the General Staff Team in January 2002)

Application for a position opening shall be made in a written statement to the Director of Human Resources. The Director of Human Resources will be responsible for assuring that an internal applicant meets the basic requirements of the position or will be responsible for specifying those requirements upon which a conditional promotion may be made. If a conditional promotion is made, a contract must be executed between the College and the full-time employee specifying the conditions the employee must meet in order to retain the position and the time frames within which the conditions must be met.

FOR FACULTY POSITIONS AND FOR RECRUITING OUTSIDE
Full-time permanent faculty positions are advertised internally and externally.

2.4.4. Disciplinary Action, Suspension and Dismissal Policy

Disciplinary Action, Suspension and Dismissal Policy

Responsible Division: Human Resources **Citation:** NA

Signature/ Date Approved: Board of Trustees 12/4/2018

EFFECTIVE NOVEMBER 1, 2018

An employee, regardless of occupation, position, profession, or work performed, may be coached, admonished, warned, reprimanded, placed on a time-limited probationary agreement, suspended, or dismissed based on documented actions or behaviors.

Written coaching or a written summary of an in-person coaching meeting may take place and be documented in writing by any supervisor at the College. Such documentation should be retained by the supervisor as a record, but does not need to be submitted to Human Resources for the employee's personnel file.

Admonishments, warnings, or reprimands should be documented in writing at the dean or vice president level, with supporting documentation from the employee's direct supervisor(s).

All admonishments, warnings, or reprimands should have the appropriate vice president's approval and signature, and they should be submitted to the Director of Human Resources for review prior to delivery to the employee. Human Resources will file a copy of this documentation in the employee's file immediately following delivery of the notice to the employee.

Time-limited probationary agreements, suspensions, or dismissals may only be authorized and communicated by the President of the College, or the President's designee. These documents will be prepared by the President in coordination with the Director of Human Resources and will become part of the employee's file immediately following delivery of the notice to the employee.

Causes for disciplinary action, suspension and/or dismissal shall include, but not limited to:

1. Inefficiency or incompetence in the performance of duties.
2. Negligence in the performance of duties.
3. Careless, negligent, or improper use of College property or equipment.
4. Failure to maintain satisfactory and harmonious working relationships with the public and/or employees.
5. Habitual improper use of sick leave privileges.
6. Habitual pattern of failure to report for duty at the assigned time and place.

7. Failure to obtain or maintain a current license or certificate required by law as a condition for performing the job.
8. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).
9. Guilty of gross, infamous, notoriously disgraceful conduct, or other conduct prejudicial to the College.
10. Conviction of a felony, a crime involving moral turpitude, or a misdemeanor which carries a penalty of 60 days or more confinement (an employee shall be suspended if charged with a felony or a crime involving moral turpitude). If an employee is charged with a felony or misdemeanor other than a traffic infraction, he or she shall notify the College President within 48 hours of the time he/she is charged with the offense. Failure to do so may result in the employee's immediate dismissal.
11. Misuse of College funds.
12. Falsified job information to secure position with the College.
13. Participation in any action that would in any way seriously disrupt or disturb the normal operation of the institution.
14. Trespassing on the home of any trustee or employee for the purpose of harassing or forcing dialogue or discussion from the occupants.
15. Willful damage or destruction of property.
16. Willful acts that would endanger the lives and property of others.
17. Possession of unauthorized firearms or lethal weapons on the job.
18. Brutality in the performance of duties.
19. Reporting to work under the influence of alcohol or drugs, or partaking of such substances on the job.
20. Acceptance of gifts in exchange for "favors" or "influences."
21. Disclosure of confidential information from official records.
22. Sexual harassment.
23. Making false, misleading or ambiguous statements, deliberately or willfully, whether verbal or written, in connection with any official College business or records.
24. Advocating the overthrow of the Government of the United States or the State of North Carolina by force, violence, or other unlawful means.
25. Failure to comply with such reasonable requirements as the Board may prescribe.

Violation of the terms or conditions of probation or other disciplinary action The President shall develop procedures for disciplinary action, suspension and dismissals.

Administration reserves the right to enter disciplinary action at any stage from First Notice to suspension, demotion or dismissal after careful consideration of all related circumstances. Factors to be considered relate to all available facts specific to the current situation, the employee's role at the College, as well as the impacts on the College's ability to safely and faithfully carry out its mission.

The President shall develop procedures for disciplinary action, suspension and dismissals.

Definition of Terms:

Admonish is to caution against specific faults meaning to warn or to reprove mildly. For the purposes of this policy, reprimand is defined as a severe or formal rebuke.

Procedure

PROCEDURES FOR DISCIPLINARY ACTION

Good management practices dictate that an employee with unsatisfactory performance should receive reasonable, on-going feedback on ways to improve performance, and that warnings, whether oral or written, occur within a reasonable time frame.

Except for emergency situations, employees who are dismissed for unsatisfactory performance of duties and personal conduct, should receive at least two warnings. First, an oral warning. Second, a formal written warning which will serve notice upon the employee that a continuation of the deficiencies in performance may result in disciplinary action and loss of pay or dismissal.

First Notice/Warning:

1. Review with the employee exactly what is expected of him/her and why.
2. Explain to the employee how he/she has not met the requirements and why his/her performance has been unacceptable.
3. Allow the employee to give the reasons for his/her actions or failures.
4. Make suggestions for corrections (remind the employee that the services of the Employee Assistance Program (EAP) are available, if appropriate).
5. Establish a reasonable period of time for the employee to correct the problem.
6. Prepare and keep a memorandum of record.

Second Warning: Before issuing the second warning, the superior/supervisor must review the contents of the letter with the Director of Human Resources and then have the permission of the President. All formal written warnings will include a notice to the employee that a continuation of the practice may result in dismissal. They should also include:

1. How and why the employee's actions and/or performance has been unacceptable.
2. Make suggestions for corrections (remind the employee that the services of the Employee Assistance Program (EAP) are available).
3. Establish a reasonable period of time for the employee to correct the problem.
4. A statement that the employee may respond in writing to the supervisor with a copy sent to his or her personnel file, including any comments or rebuttals to the written warning.
5. Allow the employee to sign indicating receipt of a written warning. The employee's signature does not indicate agreement with the reason for the warning.

PROCEDURES FOR SUSPENSION

1. Suspension is for use at the President's discretion to discipline. Such disciplinary suspension may not exceed 30 working days with or without pay. It may also be used in the President's discretion to provide time to investigate, establish facts, and reach a decision concerning an employee's actions in those cases where it is determined the employee should not continue to work pending a decision.
2. When immediate suspension is made, the supervisor accompanied by Campus Security will inform the employee to leave the College property at once after retrieving his/her personal property.
3. When immediate suspension is made, all facts leading to the suspension must be clearly understood by the President or his designee. A written statement must be prepared giving the circumstances and facts which led to the decision for suspension and a copy furnished to the employee within a reasonable time.
4. Failure of the employee to report back to work when requested, or at the suspension expiration date, will be considered a termination of his/her employment, and any subsequent reinstatement or re-employment shall be on the basis of new employment.
5. Any suspension must be fully documented, stating:

h. Beginning date.
i. Reasons for action.
j. Brief description of plans and procedures for solving problem.
k. Signature of appropriate levels of authority.

At the conclusion of the suspension, dates and details of the action taken shall be placed in the appropriate personnel file.

If the employee is suspended and later reinstated, he/she is to be reinstated to his/her same classification and rate of pay. The President may recommend that the suspension be without pay for the time period from date of suspension to the date of reinstatement, or any portion thereof. Such a determination will be based upon consideration of the degree to which the employee was responsible or contributed to the reasons for the suspension.

PROCEDURES FOR DISMISSAL

Before an employee is dismissed because of unsatisfactory performance of duties, the following should occur:

1. A written summary of the case, including steps taken to improve performance and/or to inform the employee that performance is unsatisfactory, will be prepared by the supervisor and reviewed with the President.
2. The Chairman of the Board of Trustees will be notified of each proposed dismissal.
3. If an employee is dismissed, the employee will receive written notice, and a copy of the notice will be placed in the employee's personnel file located in the Human Resources Office.

Administration reserves the right to enter disciplinary action at any stage from Frist Notice to suspension, demotion or dismissal after careful consideration of all related circumstances. Factors to be considered relate to all available facts specific to the current situation, the employees' role at the College, as well as the impacts on the College's ability to safely and faithfully carry out its mission.

2.4.5. Unlawful Harassment Policy

Unlawful Harassment Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/21018	
EFFECTIVE NOVEMBER 1, 2018	
Carteret Community College is committed to providing a learning and working environment free of unlawful harassment including sexual harassment, and retaliation. The College strongly disapproves of, and will not tolerate, unlawful harassment and retaliation. This policy prohibits unlawful workplace harassment and retaliation in accordance with the definitions set forth below. Unlawful harassment is a form of discrimination that violates Title VII and IX of the Civil Rights Act of 1964. This policy applies to unwelcomed or unsolicited speech or conduct occurring in the workplace and/or in other settings where College employees may be in connection with their work, to include but not limited to, school trips and related social events. All persons are expected to refrain from engaging in conduct that may be construed as retaliation and unlawful harassment. Likewise, each person is expected to take the necessary steps to prevent and eliminate its occurrence.	

The College's Human Resources Director shall serve as the Title IX Officer as well as the authorized party to receive and process all complaints under this policy, with the exception of discrimination of students not related to sexual misconduct, which are handled per guidelines in the College Catalog & Student Handbook. If there is reason to believe the Director of Human Resources is implicated in or a party to the alleged harassing behavior, then the Vice President of Finance and Administration should be consulted.

In determining whether conduct constitutes unlawful harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with the *College Policy & Procedures Manual*. Any student found to be in violation of this policy will be disciplined in accordance with student conduct disciplinary action in the *College Catalog* & *Student Handbook*.

DEFINITIONS OF HARASSMENT AND EXAMPLES OF INAPPROPRIATE BEHAVIOR COVERED BY THIS POLICY

1. Unlawful harassment is unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by N.C. Gen. Stat. § 168A-3 that creates a hostile work or learning environment or circumstances involving quid pro quo.
2. Hostile work or learning environment is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile environment is determined by looking at all of the circumstances, including the frequency of the harassing conduct, its severity, whether it is humiliating or physically threatening, and whether it unreasonably interferes with an employee's work performance, or with a student's academic performance and/or full benefit from College programs or services.
3. Quid pro quo harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:
    a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or other terms or conditions of employment.
    b. Submission to or rejection of such conduct by an individual is used as the basis for employment or other decisions affecting such an individual.
4. Examples of sexual harassment may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display (including on or via computers) of pornographic or suggestive calendars, posters, or signs.
5. Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by participants. However, the College strongly discourages romantic and sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice. If a charge is made by a party in a consensual relationship, the College will treat the charge the same as any other charge.
6. Retaliation is adverse treatment which occurs because of opposition to unlawful harassment. Retaliation by any employee of the college against a student or an employee for using the policy and its procedures in good faith is grounds for appropriate disciplinary action.

Procedure

UNLAWFUL HARASSMENT PROCEDURES

Initial Report and Preliminary Investigation: Any faculty, staff member, or job applicant who believes that he/she has been subjected to unlawful workplace harassment by another faculty or staff member or by a student is to report the incident to the Director of Human Resources. If the person reports the incident to any other administrator of the College, that administrator has the responsibility to inform the grievant that a grievance must be filed with the Director of Human Resources. The administrator is encouraged to support the grievant in this process.

The initial complaint may be verbal but the Director of Human Resources must insist that any such report be expressed immediately in writing. If the initial contact with the grievant was not person-to-person, within five workdays of the date of the receipt of the written complaint, the Director of Human Resources must confer personally with the complainant. The Director of Human Resources will expeditiously gather information concerning the alleged incident. At any time during the preliminary investigation, but no later than ten workdays after the date of the initial written complaint, the Director of Human Resources shall attempt to meet with the accused party to hear their response concerning the grievance. Thereafter, the Director of Human Resources shall conduct such further investigation as deemed necessary and proceed with the Informal Resolution process. If a complaint alleges facts of a serious nature that, if proven true, could result in dismissal, suspension, or demotion of an employee, the Director of Human Resources shall forego any attempt to settle the incident informally and proceed to the Formal Resolution process. Additionally, if the allegations have the potential to be considered a violation of Title IX, then the Human Resources Director will lead a formal Title IX Investigatory Term to conduct formal, structured interviews with the complainant, accused and all appropriate witnesses.

Informal Resolution: The Director of Human Resources is encouraged to attempt informal resolution through consultation and conciliation with the parties where a complaint of unlawful workplace harassment alleges relatively minor misconduct. Examples of informal resolution follow, none of which are to be construed as a “disciplinary action.”

1. Counseling and/or mediation with the parties to discuss the perceived problem and potential solutions.
2. Instructions to the accused party, coordinated with the accused party’s supervisor, to refrain from specified conduct.
3. Consent agreement by the accused party, with or without an admission of violation of the policy, to refrain from a particular course of conduct.
4. Agreement of the accused party to seek professional help.

The Director of Human Resources shall still notify the grievant and the accused party of the terms of resolution by hand delivery or by Certified Mail, Return Receipt, Restricted Delivery within this ten work-days of reaching an agreement.

If the Director of Human Resources is unable to resolve the grievance through informal conciliation and consultation, notice of such must be sent to both parties by hand delivery or by Certified Mail, Return Receipt, Restricted Delivery within ten workdays from the date the Director of Human Resources meets with the accused party.

At this juncture, the grievant has the opportunity to appeal the matter to the President. The grievant must make the appeal in written form to the President within ten workdays from the date of the receipt of the notice of failure to reach informal resolution. Failure to give written notice of the appeal within the allotted time period shall constitute acceptance of the proposed informal resolution by the grievant with no further right of appeal.

Formal Resolution: A formal complaint alleging serious workplace harassment must be in writing and signed by the person making the charge and the President must be immediately informed At any time after being notified of an allegation of unlawful workplace harassment, the President has the authority to suspend the person charged. This suspension shall be with pay in compliance with the discipline portions of this manual**.**

Within five workdays of the date of the receipt of the written complaint, the Director of Human Resources must confer with the grievant. The Director of Human Resources will expeditiously gather information concerning the alleged incidents or incidents. At any time during the preliminary investigation, but no later than ten workdays after the date of the initial written complaint, the Director of Human Resources shall attempt to meet with the accused party to hear their response concerning the grievance. Thereafter, the Director of Human Resources shall conduct such further investigation as deemed necessary.

Within 20 workdays from the date of the complaint the Director of Human Resources must report the findings in writing and in detail to the President, together with recommendations for further action. Within 5 workdays from the date of the receipt of this report, the President must notify the grievant and accused party by Certified Mail, Return Receipt, Restricted Delivery, of his acceptance or rejection of the proposed resolution. The failure of the President to give the notice within 5 workdays shall constitute the President's acceptance of the proposed resolution of grievance. Within 10 workdays of the receipt of the proposed resolution; or 5 workdays from the date of the receipt of the President's acceptance or rejection of the resolution of the grievance, the employee may appeal the matter to the President. Notice of the appeal must be in writing, and failure to give written notice of the appeal within the allotted time period and in the proper form shall constitute an acceptance of the proposed resolution by the accused, with no further right of appeal.

Within five workdays from the date of the receipt of the letter of appeal, the President shall issue his decision. The decision may include a finding that the allegations are unsubstantiated, or a finding that the allegations are substantiated. If unsubstantiated, the President will dismiss the charges and so notify the parties. If the allegations are substantiated, the President can order such action as is necessary to eliminate the unlawful workplace harassment and can impose any discipline he deems necessary, up to and including dismissal. The notice sent by the President must be in writing and sent by Certified Mail, Return Receipt, Restricted Delivery.

The final appeal shall be determined by the President unless the President himself shall have been the subject of the allegations, in which case the appeal shall be to the Chairman of the Board of Trustees. An appeal to the Chairman shall be determined by the Chairman of the Board, or by the Personnel Committee of the Board if he so desires.

Disciplinary actions resulting from the Formal Resolution process will be placed in the personnel file of the accused party. For any disciplinary action taken, the accused shall have the right to appeal as per the rights outlined in Conflict Resolution Policy.

2.4.6. Conflict Resolution Policy (Grievance)

Conflict Resolution Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 4/8/2014	
EFFECTIVE IMMEDIATELY	

The College recognizes that in any work environment there are times when employees need to express concerns and work-related problems in an informal and/or formal manner. Employees may present to the College their concerns and other work-related problems, and receive prompt and considerate review of stated issues. Employees must exhaust all alternative conflict resolution options listed in informal procedures prior to utilizing the formal grievance procedure.

This policy shall apply to concerns by employees against the College charging discrimination or harassment with regard to the terms and conditions of employment. Further, this Policy shall apply to concerns by employees alleging that a work-related problem or condition is unfair, inequitable or a hindrance to the effective performance of the employee's job.

This policy shall not apply to concerns arising out of a termination as a result of a reduction in force, involuntary leave without pay, dismissal, demotion, non-renewal of a contract, or period of probation. Complaints by a student are resolved through the Student Appeal Policy.

The Administration shall establish clear procedures providing a process for grievance and identifying the President's Office as the final decision maker.

Definition of Terms:

Conflict resolution is a process whereby employees may resolve workplace concerns and/or work-related problems.

A grievance is a formal process whereby an employee alleges a violation, inequitable application, or misinterpretation of a specific College rule, regulation, policy, or procedure pertaining to the employment relationship between the Complainant and the College that cannot be resolved through the conflict resolution avenues.

Procedure

i. **Informal Resolution Procedure**

Step One: Employees will bring to the attention of their supervisor(s) any work-related problems or conflicts.

Step Two: If attempts to resolve the conflict/s with their supervisor are unsuccessful, the employee may request assistance by contacting the Human Resources office no later than ten (10) calendar days following the date of the conflict. The Human Resources Director shall contact supervisors and/or other persons involved in the conflict, taking whatever reasonable action that he or she may deem advisable, to try to informally resolve the issue.

Step Three (Mediation): If the conflict is not successfully resolved in Step Two, the employee must, at a minimum, discuss and consider informal mediation. The employee must contact the Director of Human Resources to discuss their concern/s no later than five (5) working days following the completion of Step Two without resolution of the problem or conflict. All parties, the employee, the supervisor and other involved parties, must agree to mediation before the process can begin. Mediation shall occur within ten (10) days of written consent by the parties and the Human Resources Director shall serve as the mediator for all such matters. The mediator shall request written position statements from all parties involved and shall hold a one (1) hour hearing where all parties may be heard. The mediator shall have authority to limit the time and method for each party's presentation, assuring equal treatment of all parties to the extent reasonably possible. After the mediation, the mediator will issue a written "settlement agreement" indicating the agreed upon solution reached by the parties or a written notice of impasse indicating that a settlement was not reached and providing the reasons why. If either party rejects mediation or if mediation does not resolve the conflict, the employee retains the option of filing a formal grievance/appeal as detailed in Section II. Director of Human Resources will notify the employee when the informal grievance process is completed.

ii. Formal Resolution Procedure (Grievance / Appeal):

Application:

a. This grievance/appeal procedure shall apply to any conflicts that are not resolved by the informal grievance procedure and for complaints by employees:
   i. Against the College or other College employees charging discrimination with regard to the terms and conditions of employment.
   ii. Alleging and providing a foundation supporting that a work-related problem or condition is unfair, inequitable, or a hindrance to effective performance of the employee's job.
   iii. Alleging and providing a foundation supporting that there has been a violation of the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article 1 of the North Carolina Constitution.
   iv. Alleging and providing a foundation supporting that there has been discrimination against the employee based upon the employee's race, religion, color, creed, national origin, sex, age, political affiliation, or handicapped condition.
   v. Alleging an unwarranted termination of an employee's contract with the College prior to its expiration.

b. This grievance/appeal procedure shall not apply to grievances/appeals arising out of dismissal or demotion of non-contract employees nor to non-renewal of expired employee contracts, or to any other matter not specifically indicated herein as being covered by this procedure. This grievance/appeal procedure does not apply to complaints or grievances of students. Student complaints are covered by the Student Appeals Policy. This grievance/appeal procedure shall not apply to any grievance that is also the subject of a pending court action or administrative proceeding that was instituted prior to the time of filing the grievance, nor shall this grievance procedure apply to complaints of sexual or other unlawful harassment, which are covered by the Unlawful Harassment Policy.

c. **Grievance/Appeal Procedure/Complaint**

A grievance/appeal complaint must be submitted by the employee (Complainant) within ten (10) working days following notification from the Director of Human Resources that consideration and/or utilization of the informal resolution process has

been completed, (as outlined in Section II). The time may be extended by written agreement of both parties or by extenuating circumstances as decided by the Director of Human Resources. If the Complainant does not meet the stated or extended time limitations, the grievance/appeal will not be accepted or considered and it cannot be resubmitted.

Processing timelines for each level of the grievance/appeal process are detailed below. If processing time limitations are not met by the designated reviewer(s) at any level, the Complainant may request that the grievance/appeal be elevated to the next level.

Step One: The Complainant must present a grievance/appeal memorandum as described below to the Director of Human Resources or designee. The grievance/appeal memorandum will be reviewed by the Director of Human Resources and appropriate Vice President within **two** (2) working days to determine if it meets the definition of a grievance /appeal per this policy, and notification will be provided to the Complainant in writing as to the status of the grievance/appeal (either accepted or denied with reasons for such denial). Such notification will describe the next procedural steps for the grievance/appeal.

Grievance/Appeal Memorandum (Exhibit 1) must include:

1. A statement concerning the basis of the grievance or appeal that identifies the specific:

    a. College rule, regulation, policy, or procedure that has allegedly been violated, inequitably applied, or misinterpreted.
    b. What work-related problem or condition is unfair, inequitable or a hindrance to effective performance of the Complainant's job.
    c. Foundation supporting how there has been a violation of the Complainant's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article 1 of the North Carolina Constitution.
    d. Foundation supporting how there has been discrimination against the Complainant based upon the Complainant's race, religion, color, creed, national origin, sex, age, political affiliation, or handicapped condition.
    e. Basis for a claim that the College is acting unlawfully or is unjustified in termination of a Complainant's employment contract prior to its expiration.

2. The attempts made by the Complainant to solve the grievance/appeal through immediate supervisors, Employee Relations Assistance, and/or informal mediation.
3. The results of those attempts.
4. The remedy or corrective action sought by the Complainant.
5. The signature of the Complainant on the dated memorandum.

Step Two: The Complainant shall, within **ten** (10) business days after notification of failure of resolution through the Informal Complaint Process, meet with the next level in their reporting structure to discuss the matters included in the Grievance/Appeal Memorandum The supervisor will investigate the grievance/appeal, make a decision, and inform the Complainant of the finding, in writing, within **ten** (10) business days after the meeting. The written statement will identify the basis of the decision. If the supervisor does not have the authority to resolve the grievance/appeal or if the grievance/appeal directly involves actions by this

supervisor, the Complainant may request permission from the Director of Human Resources to bypass this step and to proceed directly with Step Three.

Step Three: If the grievance/appeal is not resolved at Step Two, the Complainant may request a meeting with the next level of management in the chain of command within **five** (5) business days after receipt of the supervisor's written decision. The Complainant shall be notified of the date of the meeting within **five** (5) business days of receipt of the request for a meeting. The Complainant shall provide the Grievance/Appeal Memorandum and any relevant supplements information to the next level of management at least **two** (2) business days prior to the meeting. The Complainant shall be notified in writing of the decision regarding the grievance within **ten** (10) business days after the meeting.

If the employee's grievance/appeal directly involves actions by this next level of management, then the employee may bypass this step and proceed to the next elevated level of management within the chain of command. If the employee's grievance/appeal directly involves actions by a Vice President, the complainant may request a non-involved Vice President to review the Grievance/Appeal Memorandum and any relevant supplemental information and to meet with the Complainant. The employee must advance through all non-involved levels of management within his/her chain of command before proceeding to Step Four.

Step Four (Hearing): If the grievance is not resolved at Step Three, the Complainant may request a hearing before a Grievance Committee by submitting a written request with the Grievance/Appeal Memorandum and any relevant supplemental information to the College's Director of Human Resources. The request for a hearing must be made within **five** (5) business days of receipt of the decision of a Vice President.

Upon receipt of a timely written request for a hearing, the Director of Human Resources shall notify the President of the request for hearing. Under the direction of the President a Grievance Committee shall be formed to review the matter. The Grievance Committee shall consist of up to five full-time employees appointed by the President distributed among the following categories: (a) vice presidents; (b) supervisors; (c) support staff; and (d) faculty. The Faculty Executive Committee (FEC) officers will make faculty Committee member recommendations for consideration of the President and the General Staff Team (GST) officers will make support staff Committee member recommendations for consideration of the President. The Complainant will select one full-time College employee to serve on the Grievance Committee.

Employees shall be notified of their service on the Grievance Committee within **five** (5) business days after receipt of the Grievance/Appeal Memorandum with any relevant supplemental information and a written request for a hearing date. Employees who are unable to serve on the Grievance Committee may request to be excused from service. All requests to be excused from service shall be directed to the President's Office within **two** (2) business days after notification of selection. The President shall decide whether the individual shall be excused from service.

The Director of Human Resources shall convene the Grievance Committee no later than **fifteen** (15) business days after receipt of the Complainant's request for a hearing at a date, time and place determined by the Director of Human Resources.

The Complainant shall have the opportunity to appear before the Committee and shall have the right to present evidence via documents and testimony of witnesses. College employees against whom the complaint is directed shall have the right to attend the hearing and present documentary evidence and witnesses. The hearing

will be conducted in accordance with the hearing rules provided herein. The Director of Human Resources will provide a copy of the Hearing Rules to the Complainant and all other necessary parties at least **two** (2) business days prior to the hearing.

The Complainant or the defendant employee may not have legal counsel or anyone outside the college accompany them in the hearing. Each party may be accompanied at the hearing by an institutional peer who will act as an observer. The observer will not participate in the hearing but can be consulted by the party whom they are accompanying. Each party shall notify the Human Resources Director of the name, position with the College, and address of the observer at least **two** (2) business days prior to the date of the hearing.

Within **five** (5) business days after adjournment of the hearing, the Committee shall provide a written report and recommendation regarding its findings and shall forward copies to the President's Office and the Director of Human Resources.

Step Five: After receipt of the written recommendation from the Committee, the President shall review the Committee's report, recommendations, and other materials and shall, within **ten** (10) business days after receipt, either adopt the recommendation of the Grievance Committee, make his/her own determination, or remand the matter back to the committee for further findings. The President shall notify the Complainant and the Director of Human Resources of this determination in writing.

The President may request further testimony from the Complainant and/or others involved in the grievance/appeal before making a decision. The decision of the President shall be final and shall not be subject to further review by College personnel.

Hearing Rules

These rules give guidance and direction to the grievance/appeal hearings conducted pursuant to Step Four of the College's Grievance Procedure.

1. Rules of Conduct

   The hearing shall be conducted by the Chairperson of the Grievance Committee (the "Committee"). The Chairperson shall be selected by the College's President prior to convening the hearing. The Chairperson's duties and powers are set forth herein. Where this procedure and the Grievance/Appeal Procedure are silent, the Chairperson shall have discretionary authority to act after consultation with the members of the Committee.

   The Chairperson shall:

   1. Call the hearing to order and
   2. Record the date, time and place of the hearing
   3. Note the presence of the members of the Committee, the Assistant, the Complainant, the College employee against whom the grievance is directed (the "College employee"), and their observers
   4. Instruct those persons present about the confidential nature of the proceedings. Such instruction will be repeated to each witness prior to the witnesses' testimony.
   5. Ensure that all parties sign the required confidentiality statement. After the receipt of the signed statements,

6. Briefly state the matter(s) at issue and receive into the record any materials provided by the Complainant prior to the hearing.

The President will appoint one employee (the "Assistant") to assist in the operation of the hearing. The Assistant will sign a Confidentiality Statement. The Assistant will not be a member of the Grievance Committee, nor will the Assistant participate in the deliberations and decision making of the Committee. The Assistant shall be responsible for taking notes of the proceedings and providing such assistance as may be required by the Chairman and the Committee. The Assistant's notes along with any documentary evidence will be made part of the hearing record; the record shall remain confidential.

The Complainant will present his/her concerns and/or work-related problems first through the testimony of witnesses or the production of documentary evidence. After the Complainant has finished his/her presentation, the College employee shall have the opportunity to present evidence. At the close of all evidence, the Complainant and the College employee shall have the opportunity to present a brief summation and/or rebuttal. The Chairperson shall have the right to set a time limit on the summation/rebuttal.

The Chairperson will attempt to ensure that both the Complainant and the College employee have a full and equal opportunity to present evidence. However, the Chairperson shall have the right to determine the relevance and materiality of any evidence presented. The Chairperson may exclude irrelevant testimony and may direct the parties to the proceedings to focus their presentations on the issue(s) before the Grievance Committee. The parties should avoid presenting repetitive and cumulative evidence.

No cross-examination of witnesses or parties will be allowed. However, members of the Committee may ask questions of the Complainant, the College employee, and any witnesses. The party presenting a witness may question the witness or the witness may make a statement to the Committee.

The Chairperson shall have the power to adjourn the hearing and reconvene it at a later date if necessary. After the close of all evidence, the Committee shall meet and reach a decision with regard to the issue(s) presented by the Complainant. The Committee's report and decision shall be presented in writing to the Director of Human Resources and the President within five (5) business days after adjournment of the hearing.

2. The Role of the Observer

Both the Complainant and the College employee have the right to be accompanied by an institutional peer who will act as an observer. The observer's role shall be to give advice and counsel to the party represented. The observer shall not give or direct any testimony or other evidence, question witnesses, or make any statements to the Grievance Committee during the course of the hearing.

3. Witnesses

Both the Complainant and the College employee have the right to present the testimony of witnesses. Witnesses eligible to give testimony include only current and former employees of the College who can present testimony or documentary evidence that is relevant and material to the issue(s) before the Committee. Witnesses who are not current or former employees of the College may be allowed to testify at the discretion of the Chairperson. The Chairperson shall have the right to determine the relevance and materiality of any evidence presented by any witness. The Chairperson may exclude

irrelevant testimony and may direct the witnesses to focus their presentations on the issue(s) before the Grievance Committee.
All witnesses, other than the Complainant and the College employee, shall be excluded from the hearing room during the testimony of other witnesses; a waiting room will be provided. Witnesses will be summoned to the hearing by the Assistant when called by the Complainant or the College employee.

4. Confidentiality

   The very nature of these proceedings demands confidentiality. Consequently, all members of the Grievance Committee, the Assistant, the Complainant, the College employee, witnesses and observers shall sign a confidentiality agreement prior to participating in the hearing. Those persons who refuse to sign such a statement will be excluded from the hearing by the Chairperson. In addition, those persons who are not parties, observers or witnesses shall be excluded from the hearing by the Chairperson.

Definitions:

1. For the purposes of these procedures, "business days" shall mean Monday through Friday, excluding legal holidays when the College is not open.
2. Any written notice required by the policy shall be transmitted by certified mail, return receipt requested, email, fax, or hand delivered.

2.4.7. Resignation Policy

Resignation Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	
Carteret Community College requests any employee desiring to resign from employment submit a written notice to the President at least 30 calendar days prior to the planned last day of actual work. Faculty are expected to finish their academic or training course work before resigning. The President reserves the right to negotiate employment end date dependent upon the needs of the College. The College expects resigning employees to complete the College's exit process prior to last day of work.	

Procedure

1. An employee wishing to resign employment at the College shall notify their immediate supervisor prior to sending the written letter to the President of the College.

2. The supervisor shall remind the employee to provide a minimum of 30 days written notice to the President. The letter should include a clear intention to resign, including the last day they plan to be on campus working, provisions for completing required work, and any request to use available leave, if appropriate and consistent with applicable policies. Copies of the letter are to be sent to the immediate supervisor and the Director of Human Resources.

3. The resigning employee is responsible for completing the "Employee Check-Out Form" within their last week of work on campus. The form can be found in the "Employee Forms" folder on the Human Resources SharePoint Site.

4. Upon receipt of the written resignation and notice of the President's acceptance, the Director of Human Resources will notify all signatories on the "Employee Check-out Form" via email of the resignation and to expect the employee to close out.

2.4.8. Furlough Policy

Furlough Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	
In the event of circumstances resulting in inadequate funding of the College's budget, the President shall have the sole discretion to implement a furlough program. The President shall consult with College vice-presidents and human resources to determine the most appropriate means and duration necessary to ensure operations within emergent budget provisions and compliance with all applicable employment laws and non-discriminatory policies of the College. Affected employees will be provided as much notice as is practical prior to implementation of a furlough program. **Definition of Terms:** Furlough is a reduction in force avoidance measure that allows for, but is not limited to, a reduction in work hours/days, unpaid leave, and/or reduction in compensation.	

2.4.9. Non-reappointment Policy (Employment At-Will Statement)

Non-reappointment Policy (Employment At-Will Statement)	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/218	
EFFECTIVE NOVEMBER 1, 2018	
The College strives to provide a satisfying and stable place to work. However, the College recognize that at times, an employee may decide to leave employment or the College may decide to dismiss an employee. Employees not employed under an employment contract may resign their position at any time for any reason. Likewise, the College recognizes the employment at-will doctrine authorized in North Carolina. Employment at-will simply means that an employer may end employment at any time with or without notice or cause so long as there is not an employment contract or law that protects the employee. Nothing in College policies or other documents shall be interpreted to be in conflict with or to eliminate or modify in any way the employment at-will	

status of College employees. The only exception to this policy is a written employment contract approved at the discretion of the President or the Board of Directors.

Definition of Terms:

For purposes of this policy, a contract is a document denoted as a "contract" and is signed by both the employee and the President or Chairman of the Board of Directors as appropriate. The document shall specify terms of the employment arrangement such as the specific time period involved, duties, rate of pay and applicable opt-out provisions.

2.4.10. Reduction in Force Policy

Reduction in Force Policy	
Responsible Division: Human Resources	**Citation: NA**
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

Financial exigency, decline in student enrollment, or the reduction, consolidation or elimination of programs or services may necessitate reduction in the number of personnel employed by the College. The President shall monitor the availability of financial resources, enrollments, program needs, and staff requirements, both present and future. When appropriate and upon review with the Board, the President shall initiate separation through reduction-in-force.

The decision to implement a reduction-in-force shall be based first upon College needs. Secondary considerations may include employee performance and skills to perform available work, in addition to seniority factors. All decisions to include employees in the pool of reduced workers must be in keeping with the College's equal opportunity policies, as well as other applicable policies and laws.

Employees identified for reduction-in-force should be notified as soon as practical and in compliance with applicable federal law.

2.4.11. Employee Performance Evaluation Policy

Employee Performance Evaluation Policy	
Responsible Division: Human Resources	**Citation:** 1C SBCCC 200.94
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE NOVEMBER 1, 2018	

Performance assessments shall be conducted for all permanent faculty and staff by the end of each fiscal year. Assessment instruments and procedures are to be approved by the President of the College.

Procedure

Forms for both faculty and staff evaluations, as well as procedures as described below are located on the Human Resources SharePoint site. Supervisors are advised to visit the site each year to ensure use of the most current version of all related documents.

Faculty Evaluation Procedures

Overview
All permanent full and part time faculty of the College shall receive a performance evaluation annually by June 30th. The faculty's direct supervisor shall initiate and complete the review using the four-part evaluation process outlined below.

Four-Part Evaluation Process

1. Instructional Observation
2. Faculty Self-Assessment
3. Faculty Performance Evaluation
4. Student Course Evaluations

2. Instructional Observation

Every faculty member's instructional delivery will be observed, which may include classroom, clinical, and online instruction. Formal observation will occur annually, or more frequently as performance necessitates. Prior to the scheduled observation, the supervisor (or the supervisor designee) will provide a description of materials necessary for the visit. These materials may include (but not be limited to): the course syllabus, an informal lesson plan, and class handouts.

3. Faculty Self-Assessment

Prior to writing a faculty's annual evaluation the direct supervisor must ask the faculty member to complete a self-assessment. While the timing is flexible, this will need to be requested with ample time (at least two weeks) for the faculty member to write their assessment, and still give time to complete the process outlined below by the June 30th deadline. It is recommended that the self-assessment be requested no later than May 1st each year. In making the request, the faculty member can be directed to SharePoint for the *Faculty Self-Assessment Form*.

(Note: Having a faculty member assess their own performance provides critical information for the direct supervisor as the evaluator. The faculty member's self-assessment should help guide the work, though it should never replace the supervisor's own observations. Understanding what the faculty member believes about their work will assist in managing their expectations as the document is written and as the supervisor prepares for the evaluation conversation with the faculty member.)

4. Faculty Performance Evaluation

While the faculty member is working on a self-assessment, the direct supervisor can begin working on their own evaluation. This evaluation should be a culmination of the entire year's work, not overly focused on the last few months. Once the self-assessment is received, the supervisor should review the faculty member's feedback against their own evaluation of the faculty member.

Once the direct supervisor has completed the written assessment, and prior to the evaluation conversation, the document, along with the faculty member self-assessment

must be reviewed with the next level up supervisor for approval and signature. Additionally, if the next level up supervisor is not a vice president, the document must be reviewed by the appropriate vice president.

5. Evaluation Conversation

Once the next level supervisor has approved and signed the written assessment, the direct supervisor may review the document with the faculty member. This should be an in-person conversation in which the supervisor and the faculty member engage in dialogue about the contents of the evaluation, rationale for ratings and comments, and objectives for the upcoming year. Time should be permitted to discuss items with which the faculty member has questions or concerns. If their concerns rise to the level of necessary changes to the approved document, these changes must be worked back up through the chain of command for agreement before changes are made to the document and before the faculty member signs it.

Once the evaluation conversation is completed, the employee should be given the opportunity to add additional comments in the section provided on the form, if desired. Both the supervisor and the faculty member should sign the evaluation form once all applicable sections have been reviewed and completed.

The original signed documents, which include both the Evaluation and the Self-Assessment are to be sent to the HR Office by June 30th each year.

6. Student Course Evaluations

Included in the four-part evaluation process will be the compiled results of all student evaluations completed during the calendar year.

Staff Evaluation Process

Overview
Each permanent staff person, full and part time at the College shall receive a performance evaluation annually by June 30th. The employee's direct supervisor shall initiate and complete the review using the four-part evaluation process outlined below.

Four-Part Evaluation Process

1. Job Description Review
2. Employee Self-Assessment
3. Staff Performance Appraisal
4. Evaluation Conversation

1. Job Description Review

Before beginning the appraisal process, the direct supervisor will review the employee's job description to ensure it accurately reflects current duties and proper classification. Update the duties as necessary and forward the revised document to the HR Director for inclusion on SharePoint. If the classification (exempt or non-exempt) needs to be reviewed or updated based on description changes, contact the HR Director, who is responsible for making this determination.

2. Employee Self-Appraisal

Prior to writing an employee's annual evaluation the direct supervisor must ask the employee to complete a self-assessment. While the timing is flexible, this will need to be requested with ample time (at least two weeks) for the employee to write their

assessment, and still give time to complete the process outlined below by the June 30th deadline. It is recommended that the self-assessment be requested no later than June 1st each year. In making the request, ask the employee to use the Self-Assessment form appropriate for their position classification (exempt or non-exempt), which can be found on SharePoint.

(Note: Having an employee assess their own performance provides critical information for direct supervisor as the evaluator. The employee's self-assessment should help guide the work, though it should never replace the supervisor's own observations. Understanding what the employee believes about their work will assist in managing their expectations as the document is written and as the supervisor prepares for the evaluation conversation with the employee.)

3. Staff Performance Appraisal

While the employee is working on a self-assessment, the direct supervisor can begin working on their own evaluation. This evaluation should be a culmination of the entire year's work, not overly focused on the last few months. Once the self-assessment is received, the supervisor should review the employee's feedback against their own evaluation of the employee.

Once the direct supervisor has completed the written assessment, and prior to the evaluation conversation, the document, along with the employee self-assessment must be reviewed with the next level up supervisor for approval and signature. Additionally, if the next level up supervisor is not a vice president, the document must be reviewed by the appropriate vice president.

4. Evaluation Conversation

Once the next level supervisor, and the appropriate vice president have approved and signed the written assessment, the direct supervisor may review the document with the employee. This should be an in-person conversation in which the supervisor and the employee engage in dialogue about the contents of the evaluation, rationale for ratings and comments, and objectives for the upcoming year. Time should be permitted to discuss items with which the employee has questions or concerns. If their concerns raise to the level of a necessary changes to the approved document, these changes must be worked back up through the chain of command for agreement before a change is made to the document and before the employee signs it. If the job description has been revised, this should also be reviewed with the employee, providing them an updated copy of the document.

Once the evaluation conversation is completed, the employee should be given the opportunity to add additional comments in the section provided on the form, if desired. Both the supervisor and the employee should sign the evaluation form once all applicable sections have been reviewed and completed.

The original signed documents, which include both the Evaluation and the Self-Assessment are to be sent to the HR Office by June 30th each year.

2.4.12. Professional Development Policy

Professional Development Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 7/19/2005	
Carteret Community College recognizes that educational quality is dependent upon the availability of qualified professional faculty, staff, and administrators. The essential responsibility for professional growth and development rests with each individual employee; however, the College encourages the involvement of all employees in appropriate professional growth activities. The College President will develop procedures to facilitate professional development of the College employees.	

Procedure

To promote personal and professional growth, the College provides opportunities for faculty, staff, and administrators to coordinate individual goals with supervisors and develop their own plan for professional development. The College makes available several programs designed to help employees meet their goals.

1. As part of the performance review each year, each employee discuss professional development with their supervisor. Annually, senior administrators review and approve proposals for funding of professional development activities.
2. The professional development program may include:
    a. On-campus programs designed to help meet common goals of several individuals.
    b. Participation in relevant conferences, workshops, seminars, and teleconferences.
    c. Study toward advanced college degree.
3. Each employee maintains a record of his/her professional development accomplishments and reviews them annually with the supervisor. Supervisors submit monthly reports of employee professional development to Human Resources for institutional tracking. Review of the year's activities is incorporated in the evaluation, planning, and budgeting for the next year.

2.4.13. Educational Plan of Work Policy

Educational Plan of Work Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018 **EFFECTIVE NOVEMBER 1, 2018**	
Carteret Community College believes in the value of life-long learning, for our employees as well as for our students. Therefore, the College shall have a compensation plan to provide	

financial incentives for full-time permanent employees to attain additional degrees during their employment at the College.

The President shall establish criteria by which to reward additional degrees and shall establish monetary increments to be used. Any plans developed shall be subject to the availability of funds.

Procedure

In order for full-time employees to be eligible for additional compensation resulting from the attainment of additional degrees, certain requirements must be met.

1. The degree sought must exceed the degree required for the position currently held or meet the educational requirements for future desired position at the College. The College may approve a second degree at the same level if it is determined to be a need of the College.

2. The degree must be related to the employee's current or possible future work with the College.

3. The institution attended in pursuit of the degree must be accredited by a regional accrediting agency.

4. In order for compensation to be granted upon completion, an educational plan of work must be approved in writing by the person's immediate supervisor and others in the chain of command up to and including the College President. Approved educational plans shall be retained in the employee's Personnel file in the HR Office.

5. Approval of the plan of work in no way implies monetary support from the College in pursuit of the education.

6. For payment to occur, the Human Resources Office must receive an official transcript from the degree granting institution. The transcript must indicate the degree as well as the month and year the degree was conferred.

7. Compensation for the degree obtained shall follow the following incremental pay increase but shall not be awarded retroactively, and **is dependent upon availability of funds**:

    a. Associate's degree--$50 per month
    b. Bachelor's degree--$75 per month
    c. Master's degree--$100 per month
    d. Doctorate degree--$150 per month

Payment as outlined above, subject to funds availability will generally take effect the beginning of the next available fiscal year, July 1st.

2.4.14. Faculty Workload Policy

Faculty Workload Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

FACULTY WORKLOAD

Faculty workload includes teaching, advising, curriculum development, professional development, recruitment, and college and community service. Preparation time, class contact hours, advising, curriculum development, professional development, and service average 40 hours per week.

Faculty are expected to be on campus 32 hours per week, including five (5) designated office hours. The remaining eight (8) hours may be used for off-campus activities. Faculty schedules must be posted outside of office doors each semester and copies submitted to division deans for distribution to the College receptionist and Vice President of Instruction and Student Support.

For faculty that teach online, on campus hours will be reduced by one hour for each online course taught. The purpose of this reduction to acknowledge that online instruction is often outside of traditional work hours.

Instructional personnel who have full-time instructional contracts with Carteret Community College shall not contract with the College for any other instructional activity of any nature, whether Curriculum, Corporate and Community Education, Small Business Center, etc., without the permission of the Vice President of Instruction and Student Support.

TEACHING LOADS

The division dean is responsible for the fair and equitable assignment of teaching loads as well as ensuring teaching loads fall within the parameters of College policy and accreditation standards. The dean will submit a Faculty Workload Report each semester to the Vice President of Instruction and Student Support, using to the extent possible the division workload guidelines that are set and reviewed as needed.

A full-time faculty teaching load for Arts and Sciences instructors is 18 to 21 contact hours and Health and Applied Sciences is 18 to 25 contact hours per week per semester and should take into consideration the number of course preparations (normally no more than 4), committee appointments, student club or society leadership, and other assigned responsibilities. For disciplines with high contact hour courses the range may be higher than 21 or 25 contact hours and shall be examined on a case-by-case basis.

A full-time teaching load for chairs is 12 to 15 contact hours per week in the fall and spring semesters and 6 to 9 contact hours per week in the summer. Chair teaching loads should reflect the breadth of the program, number of full-time and adjunct faculty under supervision, outside accreditation standards, and facilities management responsibilities.

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A full-time teaching load for deans is three (3) to six (6) contact hours per week in the fall and spring semesters and zero (0) to three (3) contact hours per week in the summer. Dean teaching loads should reflect the breadth of their divisions, number of programs under supervision, and other assigned responsibilities.

Designation	Fall/ Spring Teaching Load (contact hours per week per semester)	Summer Teaching Load (contact hours per week per semester)
Full-time Faculty/Lead Instructors	18 – 21 (Arts and Sciences) 18 – 25 (Health and Applied Sciences)	9-12 (12 month full time faculty)
Chair	12-15	6-9
Dean	3-6	0-3

Teaching load may be averaged over their full-time contract period. That is, an instructor who exceeds the maximum load one semester may be assigned a reduced load the following semester. Conversely, an instructor with less than a full load in one semester may be assigned additional hours in the subsequent semester without additional compensation.

A full-time teaching load may include day, night, and weekend teaching responsibilities and may include distance-learning formats.

Full-time faculty with less than a full-time load may, with the approval of the Vice President of Instruction and Student Support, generate a full instructional load by teaching a course(s) outside their curriculum area, division, or in continuing education.

Because full-time faculty are expected to participate in committees, student advising, special events such as graduation and awards night, recruitment, student club/activity leadership, on-campus professional development opportunities (see Professional Development Policy), the College discourages the teaching of overload courses. ~~-~~However, full-time faculty may be asked to teach an overload assignment for extenuating circumstances. Faculty will be paid for overload assignments at their regular~~ly~~ hourly rate or the applicable part-time faculty rate (whichever is higher) for the number of overload contact hours taught. Overload contracts must be pre-approved by the Vice President of Instruction and Student Support.

2.5. HEALTH AND WELLNESS

2.5.1. Exercise Policy

Exercise Policy

Responsible Division: Human Resources **Citation:** NA

Signature/ Date Approved: Board of Trustees 3/10/2009

EFFECTIVE IMMEDIATELY

Carteret Community College is committed to the physical well-being of its employees and encourages each employee to maintain a healthy lifestyle. Believing that moderate exercise increases energy and productivity, the College allows all employees, with permission of the direct supervisor, to take up to 30 minutes during the regular work day for the purpose of exercise.

The President shall establish procedures for the implementation of this policy, consistent with North Carolina law and the Administrative Code.

Procedure

- This policy conveys a privilege not an entitlement.
- With permission of the employee's supervisor, employees may take up to 30 minutes per day away from their desks for the purpose of exercising.
- This policy is voluntary for the intended purpose and does not confer an equal privilege to any other employees for any other purpose.
- The 30 minutes is non-cumulative and can be taken in any combination as long as the total time does not exceed 30 minutes in one day.
- The time an employee takes away from his or her desk should begin and end on campus (i.e. cannot be used to leave early or arrive late.)
- The intent of the policy is to encourage exercise; therefore, the expectation is that the time would be used for such activities as walking, jogging, or using the Basic Law Enforcement Training gym.
- This policy is not intended to limit the schedules or work flexibility of salaried employees or employees exempt from the Fair Labor Standards Act.

2.5.2. Reserved for Future Use

SECTION 3. STUDENTS

3.1. POLICY

3.1.1. Academic Integrity Policy

Academic Integrity Policy	
Responsible Division: Instruction and Student Support	**Citation:** N/A
Signature/ Date Approved: Board of Trustees 5/21/19	**SACSCOC:** N/A
EFFECTIVE IMMEDIATELY	

Two key values at Carteret Community College are honesty and integrity. These values are critical within our learning environment. Students are expected to exhibit academic honesty and integrity in all college endeavors. This specifically means that all students will avoid the following: plagiarism, cheating, fabrication and academic misconduct.

Faculty and academic administration will develop procedural guidelines to address violations of academic integrity.

Definition of Terms:

Plagiarism: to represent the words, ideas, or materials of another person without acknowledgement. Not citing properly, cutting and pasting from the Internet, and representing another's words or ideas constitutes plagiarism. College-level work should be the thoughtful reflection and assessment of the published materials learners have gathered for study while being written and cited properly. Reflection and summary represent critical thinking skills. Students who are in doubt as to whether they are providing proper attribution should consult with their instructor or a tutor in Academic Support for guidance.

Cheating: is using unauthorized materials or receiving unauthorized assistance before, during or after a quiz, test, examination or other academic assignment. Permission from an instructor should always be granted before collaboration with any other individual or outside resource on an assignment.

Fabrication: is the use of invented information or the falsification of research or other findings in completing any course related activity.

Academic Misconduct: includes academically dishonest acts such as tampering with grades or taking part in stealing, buying or obtaining an exam or assignment.

Procedure

When an instructor identifies a potential academic integrity violation, the course instructor shall request a meeting with the student via college email to discuss the incident. A face to face meeting is preferable; however, if it is not possible, a meeting to discuss the allegations via email or other technology is acceptable. The student will have an opportunity to respond to the allegations. If the alleged incident of academic dishonesty occurs while using academic support and/or testing services, the college employee witnessing or involved in the incident will report the suspicions to the course instructor within twenty-four hours. The course instructor will then follow the procedure outlined above.

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Within five business days of the initial contact with the student, if the instructor decides to impose a consequence (see academic integrity consequences below), the instructor will initiate an Academic Integrity Violation form, documenting the details of the incident, student notification and the imposed consequence. The instructor will obtain signatures from the student, instructor, program chair and division dean. If an instructor is not able to contact the student, or obtain the student's signature, this will not stop the process of reporting the violation.

The instructor then submits a completed form to the Dean of Student Services. Reports of Academic Integrity violations are kept on file in the office of the Dean of Student Services. The Dean of Student Services will notify the instructor, copying the chair, academic dean and Vice President of Instruction and Student Services, about any prior violations of academic integrity for that student, which may result in further consequences. Violations of the Academic Integrity Policy do not expire.

Students who wish to appeal should see Appeal of Academic Action in Section 7.6 of the College Catalog and Student Handbook.

Academic Integrity Consequences

Deliberate violation of the academic integrity policy will result in the following consequences:

First offense – A grade of zero on the assignment/test, which may or may not lead to failure in the course.

Second offense – Failure of the course, regardless of whether the second offense occurred in the same course/semester or in a different or subsequent course/semester. Students who are removed from a class for violating the academic integrity policy will receive a grade of "F" for the course and cannot receive a grade of "WD".

Third offense – Recommended student suspension or expulsion.

Specific Programs (e.g. health science programs, BLET): Certain programs of study may employ different procedures or consequences as required by their outside accrediting bodies or agencies.

Example Violations of Academic Integrity

Violations of academic integrity include but are not limited to the following examples:

- Copying or collaborating on assignments without permission.
- Quoting, paraphrasing or summarizing someone else's work without giving proper citations.
- Submitting an assignment purchased and/or copied from an online or commercial entity.
- Using unauthorized materials (e.g., textbook, notes, technological devices) during an examination.
- Sharing information about the contents of an assignment (including examination) that a student has not taken.
- Interfering electronically with the property of another individual via college computer or other means.
- Sharing a student CCC username/password or other course login information.
- Using unauthorized translation software and assistance from native speakers or advanced-level students in foreign language classes.

3.1.2. Access Fee Policy

Access Fee Policy	
Responsible Division: Finance and Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 8/13/19	
EFFECTIVE FALL 2019	
Carteret Community College strives to provide safety and security for all students, faculty, staff and visitors. The President shall publish regulations and procedures accordingly. A campus access fee of $7.00 will be charged fall and spring semesters and summer term to all enrolled curriculum students. **Definition of Terms:** NONE	

Procedure

General Parking and Traffic Regulations

Carteret Community College strives to provide safety and security for all students, faculty, staff and visitors.

Therefore, the following parking and traffic regulations should be followed:

1. Valid parking hangtags/stickers are required to be properly displayed on all vehicles parked on campus between the hours of 7:00 am through 5:00 pm, Monday – Friday.
2. No fee is to be charged to employees but they must register with campus security to receive their permanent parking hangtag.
3. Curriculum students must register with the campus security office located at 115 Banks Street at the beginning of each academic year in order to park a vehicle on campus. Each registered student will receive a sticker that must be displayed on the back window of the vehicle. Stickers are valid for the academic year as noted. A college access fee of $7.00 is charged to each student per term at the time of registration so no additional fees are required. For a replacement sticker, the charge is $10.00.
4. Continuing education registered students can obtain a temporary parking hangtag from administration in the Continuing Education office at no charge. These tags are only valid for the duration of the particular course. The Continuing Education office is responsible for maintaining a log of all temporary hangtags issued.
5. Parking for students and employees is on a first-come, first-served basis except for certain designated areas. Designated parking spaces include those marked reserved for:
   a. Handicapped parking
   b. Staff parking
   c. Visitor parking
   d. Government parking
   e. Vehicles shall be parked within the lines of designated parking spaces.
   f. Motorcycles must be parked in designated parking areas.

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g. All motor vehicle laws apply to the operation of vehicles on campus.

h. A valid handicapped placard/license tag must also be displayed in order to park in a handicapped parking space. Individuals violating handicapped parking regulations will be charged under North Carolina General Statute 20-37.6, punishable by fine up to $250.

6. Visitors must register at the College's reception desk to receive a visitor's parking hangtag. Visitors may park in the visitor parking areas or any general parking area except those that are reserved for handicapped, staff, or government parking. Visitor parking is limited to visitors only. No students or employees are allowed to park in visitor parking spaces. The college receptionist will maintain a log of all visitor hangtags issued.
7. Students, faculty, and staff are responsible for being aware of all traffic and parking regulations. Lack of knowledge of these regulations will not justify forgiveness of penalties for violations.
8. The campus-wide speed limit is 10 mph. Any person who is observed habitually exceeding a safe speed on campus will be directed to the vice president of finance and administrative services for consultation.
9. All traffic and parking related accidents or incidents must be reported to a campus security officer or vice president of finance and administrative services and/or reported to Morehead City police department.
10. Carteret Community College is not responsible for damage to any vehicle parked or being operated on the campus or for any contents within such vehicles at any time.
11. The President's Cabinet reviews parking availability, including handicapped areas and parking regulations, annually.

Penalties and Enforcement

Students and college employees are responsible for tickets placed on their vehicles for non-moving violations regardless of who was operating the vehicle at the time of the violation. **All fines must be paid within ten days of the infraction at the Business Office located in the McGee Building, Room 144.**

The following violations shall result in the assessment of a $5.00 fine:

- Failure to display a current parking hangtag/sticker.
- Double-parking or blocking another vehicle.
- Unauthorized parking in visitor parking areas, loading zones, institutional vehicle spaces, other restricted spaces, unmarked areas not specifically designated for parking, blocking driveway or access.
- Failure to park within the lines of designated parking spaces.
- Failure to stop for signs on campus.
- Parking or waiting for passengers while stopped in driveways, fire lanes, and other areas not specifically designated for parking.

The rules and regulations of this policy may be enforced by the College in the following manner:

- The College may issue warning tickets for any reasonable period deemed necessary to properly orient students, faculty and staff regarding parking regulations.
- The College may levy fines as described in the previous section.

- The College may withhold transcripts, degrees/diplomas, library services, registration privileges, and other college services due to failure to pay parking fines as specified herein.
- The College may have vehicles towed in accordance with the provisions of Article 7A, Chapter 20, of the General Statutes of the State of North Carolina.
- Vehicles not plainly displaying authorization to park in restricted areas including disabled/handicapped parking, visitor parking, reserved parking spaces for institutional vehicles, loading zones, and vehicles that park in any area not specifically marked for parking by signage and/or painted parking spaces in paved parking lots are subject to being towed on the first violation.
- Unregistered vehicles parked on the campus in excess of 24 hours and vehicles parked on campus by persons who have had their parking privileges revoked are also subject to being towed.
- The order to tow a vehicle must be given by the president, president's designee, or the next highest-ranking administrator in charge at the time the need for towing services arises. The College will maintain written records on orders to tow.
- Carteret Community College is not responsible for any alleged damage, expense, or inconvenience created by the necessity of having a vehicle towed. The vehicle operator and/or owner of towed vehicle is responsible for the payment of towing fees and for storage charges assessed by the towing company. Towing service fees are payable directly to the towing company. Information related to the location of a towed vehicle may be obtained from a college security officer or the vice president of finance and administrative services.

Any person who is observed habitually in violation of the Carteret Community College Traffic and Parking Regulations shall be directed to the vice president of finance and administrative services for consultation and consideration. Repeated violations of this policy may result in a revocation of campus parking privileges.

Appeal Procedure

Parking fines, revocation of campus parking privileges, and orders to tow may be appealed; however, the filing of an appeal does not suspend the appellants' obligation to pay fines in the period prescribed herein.

The following procedure should be used to appeal a parking fine, revocation of privileges, or an order to tow:

1. The appellant must submit a written appeal to the vice president of finance and administrative services within five (5) business days of the violation date.
2. The vice president of finance and administrative services will render a decision within five (5) business days of the appeal.
3. If the appellant fails to abide by the period specified in this appeal procedure, the matter is considered resolved in favor of the College and violations or revocation of privileges will stand.
4. If the College fails to abide by the specified period, the matter is considered resolved in favor of the appellant. Any imposed fines will be refunded and revocations of privileges will be lifted.
5. The period can be extended upon the mutual agreement of both parties provided such mutual agreement is put into writing.

6. If an appeal results in a decision favoring the appellant, any fine paid to the College for the alleged offense shall be refunded in full. A finding in favor of the appellant in a towing incident will result in a reimbursement of the towing fee to the appellant by the College. Unsuccessful appellants in towing incidents have the right to appeal their case to district court.

   Any questions or concerns about the Parking and Traffic Regulations Procedure or enforcement thereof should be directed to the director of Security and Emergency Preparedness or the vice president of Finance and Administrative Services.

3.1.3. Admissions Policy

Admissions Policy	
Responsible Division: Administrative Services	**Citation:** 1D SBCCC 400.2
Signature/ Date Approved: Board of Trustees 5/10/2016	
EFFECTIVE IMMEDIATELY	
Carteret Community College (CCC) is a coeducational institution with admission open to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18, years of age in accordance with North Carolina State Board of Community Colleges Code 1D SBCCC 400.2. Admission is open to active high school and home-schooled students who are eligible for Career and College Promise pathways. Exceptions: CCC may refuse admission to any applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals in accordance with Rule (e) of the North Carolina State Board of Community Colleges Code 1D SBCCC 400.2. In addition, CCC will refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a US State or US Territory where the college is not authorized to provide distance education in that State or Territory in accordance with Rule (g) of the North Carolina State Board of Community Colleges Code 1D SBCCC 400.2.	

3.1.4. Attendance Policy

Attendance Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 4/12/2011	
EFFECTIVE SUMMER 2011	
Class attendance plays an important role in student success, and Carteret Community College requires consistent attendance of all students. Absences are counted from the first class meeting regardless of when a student registers for, or enters, the class. Students must attend a minimum of 80 percent of a course including class hours, laboratory periods, and	

shop sessions. For specific programs or courses, more stringent minimum attendance requirements apply as indicated on the student's syllabus.

Procedure

To ensure a positive and successful learning environment, students are expected to arrive on time for class and to stay for the entire scheduled period.

Attendance in online (Internet) courses is recorded much the same way as in a traditional class; the initial log-in and subsequent completion and submission of a syllabus quiz constitutes enrollment in the course, and attendance is determined by submission of completed coursework by assigned dates. Students failing to complete required coursework as assigned may be dropped by the instructor. Distance Learning students must log in and complete the syllabus quiz prior to the census date of the class or they will be dropped by the instructor as "never attended." Students enrolled in hybrid and web-supported courses MUST meet on the published meeting dates and times indicated by the instructor, unless otherwise indicated by a Change of Curriculum Class form.

When a student has exceeded the number of allowed absences the course instructor may submit a drop form withdrawing the student from the course. Students withdrawn from a course due to a violation of the attendance policy will earn a grade of "UW," which is considered a grade of "F" in calculating the grade point average.

It is the student's responsibility to notify each instructor of the reason for an absence. If a faculty member determines that circumstances warrant leniency on the attendance policy, the faculty member must assign additional work to compensate for the missed class time. A note explaining such accommodations must be attached to the final attendance roster or submitted to the Registrar's office at the end of the semester.

Information regarding the number of hours a student must attend in a variety of courses is listed below. Students should consult with their instructor about the actual hours of required attendance for each class.

Total Contact Hours	Hours Attendance	
Required of Course	(80% Policy)	(90% Policy)
16	12.8	14.4
32	25.6	28.8
48	38.4	43.2
64	51.2	57.6
80	64	72

If class meeting times are missed due to inclement weather, or other unexpected events which disrupt schedules college-wide, the missed coursework must be completed through a make-up plan, as designated by the instructor and submitted to the Registrar for audit purposes.

3.1.5. College Catalog & Student Handbook Policy

College Catalog & Student Handbook Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 4/5/2018	
EFFECTIVE JULY 1, 2018	

Carteret Community College publishes an annual *College Catalog & Student Handbook* (catalog) that establishes the policies, procedures, and standards in place for a particular academic year. Students enrolled in any given academic year are subject to and protected by the catalog in effect for each academic year in which they are enrolled. The *College Catalog & Student Handbook* shall not be revised during an academic year unless mandated by local, state, or federal law, in which case the change shall be clearly distinguished as an "addendum" to the catalog. The College may decide to publish the catalog online, but it must keep an archive of annual catalogs to be referenced by students in the event they have questions or disputes over the execution of policies, procedures, or standards in any particular year of enrollment. The catalog is updated annually by the Dean of Student Services and reviewed by all relevant faculty, staff, and administrators for relevancy and accuracy.

3.1.6. Credit by Examination Policy

Credit by Examination Policy	
Responsible Division: Instruction and Student Support	**Citation:** N.C. Gen. Stat. § 115D-58.8
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE JULY 1, 2018	

Students who believe that they have mastered the competencies for a course through previous experience may be allowed to earn course credit through credit by examination. Students must provide evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, or written statements from employers regarding training or directly related work experience. A student must have completed any course prerequisites before taking a credit by examination. Students may not attempt more than ten percent (10%) of the required credit hours in their curriculum program by means of credit by examination. Students must complete a minimum of twenty-five percent (25%) of the required credit hours in their curriculum program at Carteret Community College and credit by examination credits do not apply toward the twenty-five percent.

Credit by examinations are not available for every course. Students may obtain the current list of available credit by examination options in the Student Services Office. Credit by examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific credit by examination will not be permitted a second opportunity. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be permitted to take a credit by examination for the course in question.

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Procedure

1. Students will be required to show documentation of evidence of previous coursework or experience that qualify them as proficient in the subject matter of the course. The appropriate Division Dean will review the documentation for approval of administering the examination.
2. After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the Curriculum Area Coordinator to schedule the examination.
3. All credit by examination must be taken by before 1st day of classes. Students are encouraged to take the credit by examination as early as possible to avoid financial obligations.
4. Upon successful completion of the examination with a passing score, students will have the option to drop the course and add another course, or simply drop the course and receive a tuition refund.
5. All examinations will be graded on a Pass\Fail basis. A passing score will be considered 80 percent or higher. Students who pass a credit by examination will receive credit hours for the course, but no quality points.

3.1.7. Credit Hour Policy

Credit Hour Policy

Responsible Division: Instruction and Student Support **Citation:** 1G SBCCC 100.1(1)

Signature/ Date Approved: Board of Trustees 5/8/2018

EFFECTIVE JULY 1, 2018

Carteret Community College operates on the semester system. The fall and spring semesters are sixteen (16) weeks each in length; summer term may be eight (8) or nine (9) weeks in length (total hours are equivalent to a sixteen-week semester). The College is in session six (6) days per week during the fall and spring semesters and four (4) days per week during the summer term.

Courses are defined by the use of credit hours. A credit hour is a unit of measure representing an hour (50 minutes) of instruction over a 16-week period in a semester. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, or certificate.

In compliance with the State Board of Community Colleges Code 1G SBCCC 100.1(1), the formula for computation of credit hour equivalency is as follows:

16 class hours	=	1 credit hour
32 experiential lab hours	=	1 credit hour
48 hours of faculty-directed lab work	=	1 credit hour
48 hours of clinical practice	=	1 credit hour
160 hours of work experience	=	1 credit hour
320 hours of work experience	=	2 credit hours

These regulations apply regardless of course level or method of delivery. Method of delivery includes traditional, web-supported, hybrid, Internet, and modular instruction.

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Definition of Terms:

Class hour means lecture and other classroom instruction under the supervision of an instructor.

Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.

Faculty-directed lab work involves structured and coordinated demonstration by an instructor with immediate student application.

Clinical practice is a structured, faculty–directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.

Work experience includes cooperative education, practicums and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with the educational program. Student activity in work experience is planned and coordinated by a College representative, and the employer is responsible for the control and supervision of the student on the job.

3.1.8. Family Educational Rights and Privacy Act (FERPA) Policy

Family Educational Rights and Privacy Act (FERPA) Policy

Responsible Division: Instruction & Student Support **Citation:** NA

Signature/ Date Approved: Board of Trustees 6/12/2018

EFFECTIVE JULY 1, 2018

Family Educational Rights and Privacy Act (FERPA) Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as The Buckley Amendment), Carteret Community College is committed to protecting privacy for all students, including distance-learning students. This protection includes the information collected, how it is used, how we protect it, when it can be released, and access to personal information. This applies to websites and email administered by the College. The College may develop more specific privacy practices, procedures, and security statements related to the functionality of each web site. By using any College web site (Carteret Community College website, Moodle site, Web Advisor, etc.) users are giving consent to the privacy and data practices described by our Privacy Procedures for that particular site.

Any student who believes that any right pursuant to the Family Educational Rights and Privacy Act has been violated or that college policy is not in compliance with the Act, may file a complaint directly:

Family Educational Rights and Privacy Act Office (FERPA)
Department of Health, Education and Welfare (HEW)
330 Independence Avenue S.W.
Washington, D.C. 20201

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Definition of terms:

"STUDENT" - any person who attends, or has attended, the College.

"FERPA" - Family Educational Rights and Privacy Act of 1974. Students will be notified of their FERPA rights upon admission, via annual email notification and through this publication, available on the College website.

"EDUCATION RECORDS" - Carteret Community College, in accordance with the North Carolina Community College System's Records Retention & Disposition Schedule, defines a student's education record as the student's transcript and follows the records retention schedule established by the State for the disposal of other documents. The term "education record," under the provisions of the law, does not include the following:

1. Records of institutional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the above-named personnel;
2. Records and documents of security officers of the institution which are kept apart from such education records;
3. Records on students which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professional or paraprofessional acting in an official capacity and which are made, maintained, or used only in connection with a provision for treatment for the student and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of a given student's choice;
4. Financial records of the parents of the students or other information therein contained;
5. Records connected with an application to attend the College, or a component unit of the College, if that application was denied;
6. Confidential recommendations if a given student has signed a waiver of the student's rights of access, provided such a waiver may not be required of the student; and
7. Confidential letters or statements of recommendation which were placed in educational records prior to January 1, 1975, if such records or statements are not used for purposes other than those for which they were specifically intended.

"DIRECTORY INFORMATION"- although the college does not produce or provide a directory of student information for public use, the following information is considered by the college as available without individual student consent:

1. Student's name and hometown;
2. Major field of study or program; and
3. Dates of attendance, degrees, diplomas, or awards earned.

Procedure

Carteret Community College, in the fulfillment of its responsibilities to students, must maintain accurate and confidential student records. College staff recognizes the rights of students to have access to their academic and personal records in accordance with existing college policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Students' records are their own property; therefore, this information is released only when a student signs an Academic Information Request Form. Students may have copies of their transcripts sent to any institutions or individuals they choose or may order copies for their own use. The college charges a nominal amount for copies of transcripts.

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The rules and regulations on access to and release of student information are available to students, faculty, and staff in the *College Catalog & Student Handbook*. They specify the procedures for release of student information, student access to records, a description of all student records being maintained by the college, and the procedure for students to initiate a hearing to challenge accuracy of educational records.

Procedure to Inspect Education Records

A. Control Provisions on Student Records and Student Information.

1. Transcripts and other information are released only with written permission of the student. When information other than the transcript is released from the student's official record (Office of Student Records), the student will receive a copy of the release.
2. Students have the right to inspect their own records whether recorded in hard copy form or digitally archived. Upon inspection of their records, students are entitled to an explanation of any information contained in their records.
3. A student's Education Record shall not be sent outside official enrollment areas (e.g., Counseling, Records, Admissions, Veterans Affairs) except in circumstances specifically authorized by the appropriate Dean. The authorization for such special circumstances must be in writing.

B. Release of a Student's Education Records to Educational Institutions, State, and Federal Agencies.

1. Such requests for confidential information shall not be honored without proper written consent by the student for the release of such records except under conditions indicated in paragraphs 2 and 5 below.
   i. The written consent must specify the records or the specific data to be released, to whom they are to be released, and the reasons for release.
   ii. Each request for consent must be specific, and each request must be handled separately.

2. Requests for confidential information will be honored without prior consent of the student in connection with an emergency if, in the view of a reasonable person, the knowledge of such information by appropriate persons is necessary to protect the health or safety of the student or other persons. However, such a release shall have the approval of the Dean of Student Services unless it can be shown that under the circumstances either time would not permit or no authorized administrator was available.

3. The following "Directory Information" may be made available to the public by the college unless students notify the Registrar in writing by the third week of the term that such information is not to be made available:
   i. Student's name and hometown;
   ii. Major field of study or program; and
   iii. Dates of attendance and degrees, diplomas, or awards earned.

4. Information Other than "Directory Information"

   Any release of student information for public use or use by the media except that designated above (Part B. 3.) must have prior written approval by the students involved.

5. Disclosure to Government Agencies.

Properly identified and authorized representatives of or bona fide written requests from the Comptroller General of the United States; an administrative head of a federal health, education, or human services agency; or state educational authorities may have access to student or other records which may be necessary in connection with the audit and evaluation of federal or state-supported educational programs or in connection with the enforcement of the federal or legal requirements which relate to such programs. Routine requests for student data from such agencies as OEO, research agencies, and state reporting agencies may be honored without prior approval of the student only in formats where students are not identified.

6. Faculty and administrative officers of the college who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.

7. Confidential information requested by other than federal or state agencies as specified in Part B. 5. above will be released only under the following conditions:
   i. An official order of a court of competent jurisdiction; or
   ii. Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)

8. Record of Who Has Access

   A record of access to a student's education record will be maintained within the file itself. This record will show the name, address, date, and purpose of the person who has been granted access. All persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

C. Student Access to Records

1. Students may inspect and review their education records upon request to the Registrar.

2. Students should submit to the Registrar, or an appropriate College staff person, a written request which identifies, as precisely as possible, the record or records the student wishes to inspect.

3. When a record contains information about more than one student, the student may inspect and review only the records which relate to the individual student.

4. The Registrar, or an appropriate College staff person, will make the needed arrangements for access as promptly as possible and notify the student of the time and place that the records may be inspected. Access must be given in 15 days or less from the date of receipt of the request.

Refusal to Provide Copies

The College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

A. The student has an unpaid financial obligation to the College.
B. There is an unresolved disciplinary action against the student.
C. The education record requested is an exam or set of standardized test questions. (An exam or standardized test, which is not directly related to a student, is not an education record subject to FERPA's access provisions.)

Records Retention:

Student academic records are retained through an electronic archival system and reviewed at the time of program completion or termination of enrollment by the registrar's office for accuracy. In accordance with the Records Retention & Disposition Schedule set forth by the North Carolina Community College System, the current student education record includes:

- Applications for admission
- Academic transcripts
- Medical records
- Aptitude and achievement test results
- Delinquent account records
- Grades
- Degree audits with list of courses taken
- Number of credits earned
- Clearance notes
- Correspondence
- Other related records

Fees for Copies of Records

A college or university may not charge for search and retrieval of the records. Upon electronically signed approval, the College will authorize the release of an official transcript to the student, another college, university, designated institution or through the Parchment Exchange company, if there is no indebtedness to the College. The fee for an official transcript is $3.50 if sent electronically, or $5.50 if sent by mail; unofficial transcripts are provided free of charge.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

A. A student must request, in writing, to the appropriate official of the College, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of their privacy rights.
B. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise the student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
C. Upon request in writing, the College will arrange for a hearing and notify the student, reasonably in advance of the date, place, and time of the hearing.
D. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
E. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
F. If the College decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
G. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to

place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

H. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.

I. Students have the right to review their official records maintained by the college. Furthermore, students may question any inaccurate or misleading information and request correction or deletion of such data from their files.

J. All such requests will be sent to the Registrar and will become part of that student's file.

K. All requests for correction of a student file will be acted upon within 15 work days of receipt of the request. If the custodian can verify that such data are, in fact, in error, appropriate corrections will be made, and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an ad hoc hearing committee appointed by the Vice President of Instruction and Student Support.

L. After a student has had the opportunity to present the case to the hearing committee, the committee will render a decision in writing, stating the reasons for its decision. If the decision is in agreement with the student's request, the student will be permitted to review the file to verify that the change has been made correctly. If the student's request is denied, the student will be permitted to add a statement to the record in question, showing the basis for the disagreement with the denial. Such additions will become a permanent part of the record.

3.1.9. Placement Test Policy

Placement Test Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE JULY 1, 2018	
Carteret Community College administers placement testing to determine academic readiness. Associate degree, diploma, or certificate applicants to Carteret Community College must provide evidence of academic readiness in reading, writing, and math to be placed into college-level courses. Academic readiness may be established through prior academic performance or testing, or through completion of a placement test. Placement test results indicate the appropriate level of study for an applicant. Special credit, non-degree seeking applicants may be required to test or provide transcripts in order to satisfy prerequisite requirements for courses in which they wish to enroll. For students testing for another college or university, there is a $5.00 fee.	

Procedure

A. Recent High School Graduates

The following information applies to placement of individuals who have an official transcript grade point average (GPA) from a high school that is legally authorized to operate in North Carolina or from a regionally accredited out-of-state high school program and who graduated from that high school within five years of college enrollment.

For students who apply for admission before they graduate from high school, the College will consider the student's cumulative GPA and the completion of a fourth math higher than Math III at the end of the first semester of 12th grade or ACT/SAT test scores in determining placement.

Multiple Measures for Placement (Recent High School Graduates)

1. **Unweighted GPA = or > 2.6**

   and

   Successful completion of 4 credits of Mathematics (Algebra I, Geometry, Algebra II (or the standard Course of Study equivalents) and one additional mathematics course.
   - For current and prior years, eligible High School 4th Math Courses:
     - Advanced Functions & Modeling (2025)
     - AP Statistics (2066);
     - AP Calculus;
     - Discrete Mathematics (2050);
     - Essentials for College Math (SREB-Math Ready) Integrated Mathematics IV (2054);
     - IB Mathematics;
     - IB Computer Science;
     - Mindset;
     - Pre-Calculus (2070);
     - Prior to and including 2014-2015: Probability & Statistics;
     - Prior to and Including 2013-2014; Analytical Geometry, Calculus and Trigonometry.

   - Eligible Community College 4th Math Courses (taken in Career and College Promise Pathways):
     - MAT 143; MAT 151 (Statistics I);
     - MAT 152 (Statistical Methods I);
     - MAT 155 (Statistical Analysis);
     - MAT 161 (College Algebra);
     - MAT 162 (College Trigonometry);
     - MAT 165 (Finite Mathematics);
     - MAT 167 (Discrete Mathematics);
     - MAT 171 (Pre-Calculus Algebra);
     - MAT 172 (Pre-Calculus Trigonometry);
     - MAT 175 (Pre-Calculus);
     - MAT 200 or above.

   Placement:

   Student is college ready for any gateway math course and any course that has a DMA prerequisite.

   Student is college ready for any English course up to and including English 111 and any course that has a DRE prerequisite.

   Student is college ready for Computer Literacy.

2. **Unweighted GPA < 2.6**

   Placement:

   College will evaluate subject-area ACT or SAT scores to determine if student is college-ready in math and English using the following scores (based on national and state validation studies):

   English: ACT Reading 22 or ACT English 18
   SAT Writing & Critical Reading 480
   ACT Math 22
   SAT Math 530

   Student will take subject-area State Board-approved assessment(s) to determine placement.

3. **Students without a recent transcript GPA or ACT or SAT scores.**

   Placement:

   Student will take the subject-area State Board approved assessment(s) to determine placement.

Direct Placement into MAT 172, Precalculus Trigonometry

A student may place directly into MAT 172, Precalculus Trigonometry if the student has scored 70 or higher on the ACCUPLACER College-Level Math (CLM) test.

Direct Placement into MAT 271, Calculus I

A student may place directly into MAT 271, Calculus I if the student has met at least one (1) of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB Exam;
- A grade of C or higher in an AP Calculus course and an unweighted high school GPA of 3.0 or higher;
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test;
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test;
- A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state;
- A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state;
- A score of 27 or higher on the ACT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state; or
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

Spanish Placement Testing

The purpose of Spanish placement testing at Carteret Community College is to determine the level at which a student is currently performing and to place that student in the course that matches the student's performance. The goal is to maximize learning and success.

Students wishing to complete the Spanish placement test will schedule an appointment through Academic Support Services where the placement test will be administered. Non-course (NC) credit will be awarded to determine appropriate placement based on student performance.

Guidelines for Spanish placement:

Any student may begin in SPA 111: Elementary Spanish I, if desired.

Students who have taken two (2) consecutive units of high school Spanish in the last two years and have earned a grade of C or better may automatically start in SPA 112: Elementary Spanish II. Students wanting to confirm they are prepared to take SPA 112: Elementary Spanish II may take the Spanish placement test.

Any student desiring to enroll in SPA 211: Intermediate Spanish I or SPA 212: Intermediate Spanish II without meeting the prerequisite courses must take the Spanish placement test to confirm readiness.

Heritage speakers must take the placement test for proper placement.

B. Other Applicants

Applicants without a recent (within five years of application) transcript GPA or ACT/ SAT scores must take the placement test to determine placement.

Placement Testing

CCC utilizes the NC Diagnostic and Placement test to determine placement in math and English and a computer literacy test. The tests are timed, computerized tests. Placement testing is offered in scheduled group settings, and **a photo ID is required.**

Placement test scores are valid for five years from the date of the test. After five years, applicants will be asked to retake the math and/or English placement test(s).

Applicants/students can re-take a placement test only twice in twelve consecutive months. Prior to taking a placement test the second time, students must visit the Academic Support (tutoring) Center for individual instruction. Re-taking the placement test must be approved by the student's subject instructor or advisor. Students currently enrolled in developmental courses may test through the schedule adjustment period or after the "Drop without Academic Penalty" period.

There is no testing fee for students who have never tested, or whose scores are more than five years old at the time of application. Nor is there a testing fee when an instructor requests a retest. However, for student-initiated retest requests within the five-year period when scores are considered to be valid and for students testing for another college or university there is a $5.00 per subject retest fee.

To have placement test scores sent to another college, a written request must be made through the registrar's office. Students with special needs or concerns related to placement testing should contact Counseling Services.

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Placement Test Exemption

Placement testing may be waived for some students with documented proof of successful completion of prior college education in pre-algebra, algebra, reading, writing, and computer literacy. A grade of C or better in a college-level English, math, or computer literacy course, or a grade of DP in the sequential completion of developmental coursework is required. Placement testing may also be waived for students upon receipt of official transcript(s) if they have earned a bachelor's or higher degree.

Some test scores, including ACCUPLACER, COMPASS, AND ASSET scores, may be transferred from another institution via an official transcript or notification from the institution. Transferred scores are subject to the same five-year time limit.

Carteret Community College will accept Scholastic Aptitude Test (SAT) and American College Testing (ACT) scores in lieu of placement test scores with the same time restrictions as the equivalent placement test.

If you have special needs or concerns related to placement testing, contact the Disability Services Counselor at (252) 222-6148.

3.1.10. Repeat for Curriculum Course Work Policy

Repeat for Curriculum Course Work Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE JULY 1, 2018	

The Board of Trustees authorizes the following policy with regard to repeating a course at Carteret Community College.

Cooperative education and internship courses may be repeated for a grade up to two times if a passing grade was not achieved the first time and only with written permission of the Program Chair. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade earned for the cooperative education or internship course will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation, and cooperative education and internship courses may not be audited.

Any other curriculum course may be completed a total of three times, including audits. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation. If, after three attempts a student has not made a passing grade in a course, the student must have the written approval of their advisor, the appropriate Division Dean, and the Director of Enrollment and Registration Services to enroll in the same course a fourth time. If a student wishes to take a previously passed course more than three times for personal benefit, it can be taken as an audit, and that student must pay the actual cost of the course (based on the current rate for self-supporting courses) rather than the tax-subsidized cost and must have the written permission of the Program Chair, the Division Dean, and the Director of Enrollment and Registration Services.

Required approvals will be in the form of a memorandum initiated by the Program Chair, approved by signatures as outlined above, and placed in the student's permanent file.

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Veterans and financial aid students should be aware that they cannot receive benefits for courses previously passed. Furthermore, transfer students should be advised that receiving institutions do not have consistent policies regarding GPA computation. Admissions personnel will review the transcripts of transfer applicants and may recompute GPA to include original grades.

The Program Chair, the Division Dean, Director of Enrollment and Registration Services, and the Vice President of Instruction and Student Support must approve any exceptions to this policy.

3.1.11. State Residency Policy

State Residency Policy	
Responsible Division: Instruction and Student Support	**Citation:** N.C. Gen. Stat. § 116-143.1; Session Law 2015-241; and SACSCOC (old) 3.2.2.1
Signature/ Date Approved: Board of Trustees 3/13/2018	
EFFECTIVE IMMEDIATELY	

N.C. Gen. Stat. § 116-143.1 sets forth specific standards for determining residency for the purpose of charging in-state or out-of-state tuition. Session Law 2015-241 authorized the State Education Assistance Authority to perform all functions necessary to implement a coordinated and centralized process to apply the criteria in N.C. Gen. Stat. § 116-143.1 and directed the North Carolina Community College System to comply with an orderly transition from campus-based residency determination to the coordinated, centralized process.

To abide by the residency laws of the State of North Carolina, Carteret Community College directs all students to the North Carolina Residency Determination Service (RDS) and charges students based on RDS findings. Students who wish to appeal the RDS finding must do so through the State Education Assistance Authority process.

Procedure

A. As defined under this section:

1. A “legal resident” or “resident” is a person who qualifies as a domiciliary of North Carolina; a “nonresident” is a person who does not qualify as a domiciliary of North Carolina.

2. A “resident for tuition purposes” is a person who qualifies for the in-state tuition rate; a “nonresident for tuition purposes” is a person who does not qualify for the in-state rate.
3. An “institution of higher education” means any of the constituent institutions of the University of North Carolina and the community and technical colleges.

B. To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to the classification as a resident for tuition purposes. Every

applicant for admission shall be required to make a statement as to length of residence in the State.

C. To be eligible for classification as a resident for tuition purposes, a person must establish that their presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

D. An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-state tuition rate, until they have provided such evidence related to legal residence and its duration as required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.

E. When an individual presents evidence that the individual has living parent(s) or a court-appointed guardian, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.

F. In making domiciliary determinations related to the classification of persons as residents or nonresidents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:

1. No person shall be precluded solely by reason of marriage to a person domiciled outside North Carolina from establishing or maintaining legal residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes;

2. No person shall be deemed solely by reason of marriage to a person domiciled in North Carolina to have qualified or continued to qualify as a resident for tuition purposes;
3. In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of the spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

G. Any nonresident person, irrespective of sex, who marries a legal resident of this State or marries one later becoming a legal resident of this state, accedes to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month duration requirement of this section.

H. No person shall lose the resident status for tuition purposes solely by reasons of serving in the armed forces outside their State.

1. Any member of a North Carolina National Guard unit who is a nonresident shall be eligible to be charged the in-state tuition rate and shall pay the full amount of the in-state tuition rate and applicable mandatory fees. This subsection applies to members in a reserve or active duty status.

I. A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, when enrolled in a State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-state tuition rates for a statutory grace period which shall be measured from the date on which the

culminating circumstances arose that caused loss of legal residence and shall continue for 12 months, provided that a resident's marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12-month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term.

J. Notwithstanding the prima facie evidence of legal residence of an individual derived pursuant to subsection (e), notwithstanding the presumptions of the legal residence of a minor established by common law, and notwithstanding the authority of a judicially determined custody award of a minor, for purposes of this section, the legal residence of a minor whose parents are divorced, separated, or otherwise living apart shall be deemed to be North Carolina for the time period relative to which either parent is entitled to claim and does in fact claim the minor as a dependent for North Carolina individual income tax purposes. The provisions of this subsection shall pertain only to a minor who is claimed as a dependent by a North Carolina legal resident.

   Any person who immediately prior to their eighteenth birthday would have been deemed under this subsection a North Carolina legal resident but who achieves majority before enrolling at an institution of higher education shall not lose the benefit of this subsection if that person:

   1. Upon achieving majority, acts, to the extent that the person's degree of actual emancipation permits, in a manner consistent with bona fide legal residence in North Carolina; and

   2. Begins enrollment at an institution of higher education not later than the fall academic term next following completion of education prerequisite to admission at such institution.

K. Notwithstanding other provisions of this section, a minor who satisfies the following conditions immediately prior to commencement of an enrolled term at an institution of higher education, shall be accorded resident tuition status for that term:

   1. The minor has lived for five or more consecutive years continuing to such term in North Carolina in the home of an adult relative other than a parent, domiciled in this State; and

   2. The adult relative has functioned during those years as a de facto guardian of the minor and exercised day-to-day care, supervision, and control of the minor.

   A person who immediately prior to their eighteenth birthday qualified for or was accorded resident status for tuition purposes pursuant to this subsection shall be deemed upon achieving majority to be a legal resident of North Carolina of at least 12 months' duration; provided, that the legal residence of such an adult person shall be deemed to continue in North Carolina only so long as the person does not abandon legal residence in this State.

L. Any person who ceases to be enrolled at or graduates from an institution of higher education while classified as a resident for tuition purposes and subsequently abandons North Carolina domicile shall be permitted to reenroll at an institution of higher education as a resident for tuition purposes without necessity of meeting the 12-month durational requirement of this section if the person reestablishes North Carolina domicile within 12 months of abandonment of North Carolina domicile and continuously maintains the reestablished North Carolina domicile at least through the beginning of the academic term(s) for which in-State tuition

status is sought. The benefit of this subsection shall be accorded not more than once to any one person.

M. Notwithstanding subsection (b) of this section, a person who is a full-time employee of The University of North Carolina, or is the spouse or dependent child of a full-time employee of The University of North Carolina, and who is a legal resident of North Carolina, qualifies as a resident for tuition purposes without having maintained that legal residence for at least 12 months immediately prior to their classification as a resident for tuition purposes. (1971, c. 845, ss. 7-9; 1973, cc. 710, 1364, 1377; 1975, c. 436; 1979, cc. 435, 836; 1981, cc. 471, 905; 1987, c. 564, s. 19; 1989, c. 728, s. 1.3; 1991 (Reg. Sess., 1992), c. 1030, s. 32; 2004-130, s. 2; 2005-276, s. 9.25(a); 2011-183, s. 83.)

Responsibility of Students

Any student or prospective student in doubt concerning their residence status must bear the responsibility for securing a ruling by stating their case in writing to the Admissions Officer. The student, who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Office of Admissions of this circumstance in writing. Failure to give complete and current information regarding residence constitutes grounds for disciplinary action.

Appeals of Residency Classification

A student appeal of residency classification decision must be made within ten (10) working days of the date the student is informed of the initial decision. Such appeal must be made in writing to the Dean for Student Services who will immediately transmit the appeal to the Appeals Committee. The Admissions Officer shall not vote on the disposition of such appeal. The student shall be notified of the date set for consideration of the appeal and, on request of the student, the student shall be afforded an opportunity to appear and be heard by the Committee. Any student desiring to appeal a decision of the Appeals Committee shall give notice in writing of the fact within ten (10) days of receipt by the student of the decision of the Appeals Committee, and the basis for such appeal, to Dean for Student Services. The Dean shall promptly transmit the appeal to the State Residence Committee.

North Carolina State Residence Classification Manual

Please refer to the North Carolina State Residence Classification Manual for more detailed information on residency classification.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in The Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of the manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available for review in the Carteret Community College Office of Admissions and the Carteret Community College Library.

Please note: All North Carolina post-secondary institutions will transition to a centralized Residency Determination Service (RDS) during the 2017-2018 Academic Year. Students entering the College in Spring 2018 may be subject to the new RDS process. The College will notify all current and prospective students of these changes as soon as our transition date is determined.

3.1.12. Transfer of Academic Credit/Advanced Standing Policy

Transfer of Academic Credit/Advanced Standing Policy	
Responsible Division: Instruction and Student Support	**Citation:** 1D SBCCC 300.5
Signature/ Date Approved: Board of Trustees 6/12/2018	**SACSCOC:** Standard 10.7 and 10.8
EFFECTIVE JULY 1, 2018	

Carteret Community College recognizes its responsibility to provide advanced standing status to those students with valid and credible learning experiences in and beyond the campus classroom. Degree-seeking students shall be awarded appropriate college credit when their previous studies or training have already provided the knowledge, competencies, and skills associated with a course.

The College evaluates transfer credit for equivalent courses with a grade of "C" or better from member institutions of the North Carolina Community College System, members of the UNC System, and other post-secondary institutions accredited by a regional accrediting association.

The College's commitment to this philosophy of advanced standing is coupled with its mandate to ensure standards of academic quality comparable to traditional instruction. Thus, the College publishes procedures for receiving advanced standing credit.

3.1.13. School Absence for Religious Observances Policy

School Absence for Religious Observances Policy	
Responsible Division: Instruction and Student Support	**Citation:**
Signature/ Date Approved: Board of Trustees 10/12/2010	**SACSCOC:**
EFFECTIVE SPRING 2011	

Students are permitted two days of excused absences each academic year for religious observances required by the faith of a student. The student must provide written notice of the request for an excused absence in a reasonable time period. The student shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

Procedure

Carteret Community College authorizes two absences from classes each academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by instructors in course syllabi.

Students requesting absence from class for religious observance must complete the form below and obtain approval **at least two weeks prior** to the date of the absence. Students who miss

class for religious observance will be granted the opportunity to make up work missed due to the absence.

3.1.14. Student Code of Conduct Policy

Student Code of Conduct Policy	
Responsible Division: Instruction and Student Support	**Citation:** SACSCOC (old) CS 3.9.1 & *College Catalog & Student Handbook*
Signature/ Date Approved: Board of Trustees 3/13/2018	
EFFECTIVE IMMEDIATELY	
Carteret Community College wishes to create and maintain an environment where mutual respect and civility guide the interactions of all members of the College community and where students feel safe to ask questions, learn, and interact. All members of the College community are expected to display the qualities of courtesy, respect, and integrity that characterize mature individuals. To these ends, the College establishes a Student Code of Conduct and a process for enforcing those rules. The Student Code of Conduct applies to any College activity, function, or event on or off campus or in a college-owned vehicle.	

3.1.15. Student Grievance Policy

Student Grievance Policy	
Responsible Division: Instruction and Student Support	**Citation: NA**
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE JULY 1, 2018	
Any students at Carteret Community College who believe that they have been harmed by an act or omission of the College or its employees, have the right to lodge a complaint. The College encourages the informal resolution of grievances, but provides and follows a procedure for formal resolution.	

Procedure

Stage 1- Informal Resolution

4. Depending on the circumstances or area of concern, the student must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such conference should be held quickly with the full cooperation of the student and college employees.
5. If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled. If the matter cannot be resolved to the satisfaction of the student, the student must meet with a Student Advocate who will help the student prepare and present a complaint.

6. The student and the Advocate must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such conference should be held quickly with the full cooperation of the student and college employees.
7. If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled informally.

If the complaint involves unlawful harassment or a hostile learning or work environment, students are not required to confront the faculty or staff member involved with the situation. Complaints involving unlawful harassment or a hostile learning or work environment should be reported to the Senior Director of Student Services, the designated grievance officer.

Stage 2- Formal Resolution

If the staff or faculty member cannot resolve the complaint, the student (with the assistance of an advocate) shall, within ten (10) calendar days of the conference:

1. Put the complaint in writing, containing a concise statement of the complaint, and a short, plain statement of the supporting facts (including the date of the required conferences referenced above),
2. Send the written complaint by certified mail, return receipt requested, restricted delivery or hand-deliver to the supervisor of the college employee whose act or omission is the subject matter of the complaint or Senior Director of Student Services depending on the nature of the complaint.
3. The supervisor so served shall make a final decision and shall notify, in writing, the student, student advocate, and college employee within five (5) business days of the receipt of the complaint.
4. The student may appeal the final decision using the Procedures for Student Appeal set out below.

Procedures for Student Appeal

Students may be affected by two separate and distinct types of action at the College.

a. Academic action - any action that is taken by a faculty member or other employee of the college that directly relates to final grades or participation in classes, programs, or other academic activities.
b. Disciplinary action - an action taken by a faculty member or any other employee of the College against a student for a violation of the Rules of Student Conduct.

Before beginning either appeal process, the student should contact the Student Advocate for assistance with the preparation and presentation of the appeal and to answer questions during the appeal process.

All student appeals of Academic Action or Disciplinary Action shall follow the procedures outlined below.
Appeal of Academic Action

Grounds for Appeal

A student may appeal an Academic Action for the following reasons:

1. College policy or grade issued was arbitrary, capricious, or contrary to written instructions;
2. Appellant was not fully informed of the College's dissatisfaction with his or her academic or clinical progress; or

3. Academic Action poses a threat to impending graduation, continued enrollment, or withdrawal of financial aid.

Timing and Form of Appeal

The appeal of an instructor's academic action involving the award of a final grade shall be made in writing, within ten (10) calendar days of the date that the final course grade is posted to Web Advisor.

The appeal of a removal from a course for reasons other than academic dishonesty shall be made in writing, within five (5) business days of notification of being dropped, be it a written or verbal notification.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information;
2. Be sent certified mail, return receipt requested, restricted delivery or hand-delivered; and
3. Be directed to the appropriate Division Dean for the instructional area in which the grade was given. If the Division Dean issued the grade, the appeal shall be directed to the Vice President for Instruction and Student Support.
   a. The college official receiving the appeal shall note the date of receipt on the face of the appeal.
   b. If the letter of appeal is hand-delivered, a copy of the letter, signed and dated by a college official, shall be proof of delivery.
   c. The Director or Vice President to whom the appeal is directed will also be responsible for notifying, in writing, the instructor and all line supervisors concerning the appeal.

The Division Dean or the Vice President to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

Dismissal from Course, Activity, or Program Pending Appeal

If a student appeals an academic action leading to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity or program, if applicable, until the appeal process is complete unless:

1. In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;
2. The student's continued participation in the activity would pose a threat to the student, the College, or others with whom he/she might come into contact; or
3. College Policy would be violated.

Erroneous Academic Action

If, at any point in the appeals process, based on the evidence, it is determined that an erroneous academic action has been taken, the Division Dean or the Vice President to whom the appeal is directed, the instructor, and the student shall meet within five (5) business days from the date of such determination to agree on corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the Director or the Vice President may extend this meeting date to a date agreeable to both parties, but in no event shall the extension be more than thirty (30) calendar days.
Notification of Decision

The Division Dean or the Vice President to whom the appeal is directed shall:

1. notify the student of a decision in writing, either by hand-delivery, or by certified mail, return receipt requested, restricted delivery within ten (10) business days from the date of receipt of the notice of appeal; and
2. send copies of the decision to the instructor and all line supervisors of the instructor. A copy of the decision must also be sent to the parents if the appellant is under the age of 18 and is not an emancipated minor subject to FERPA.

Appeal from Decision of a Division Dean to a Vice President

If a student's appeal is denied by a Division Dean, the student may appeal this decision to the appropriate Vice President be it the Vice President for Instruction and Student Support or the Vice President for Corporate & Community Education.

The appeal shall be made in writing, within five (5) business days of the date of the receipt of the denial.
The letter of appeal shall:

1. clearly state the student's grounds for appeal and any supporting information and
2. be sent certified mail, return receipt requested, restricted delivery or hand-delivered

The decision of the Vice President will be made within 10 (ten) business days of the receipt of the letter of appeal.

Notification of Decision of Vice President

The student shall be notified in writing of the decision through certified mail, return receipt requested, restricted delivery or hand-delivery.

A decision on an appeal of an academic action made by the Vice President is final.

If the final appeal is resolved against the student, the academic action shall be permanently recorded. In the event that a student is dismissed from the College, tuition refunds will be made according to state guidelines.

Appeal of Disciplinary Action

Grounds for Appeal

A student may appeal a disciplinary action for the following reasons only:

1. The action taken was arbitrary, capricious, and contrary to published college policy, or
2. Insufficient evidence exists to sustain the disciplinary action.

Timing and Form of Appeal

The appeal of a formal written Disciplinary Action shall be made in writing to the Senior Director of Student Services.

The appeal must be submitted within ten (10) calendar days of the receipt of written notification of the disciplinary action.

The letter of appeal shall:

1. Clearly state the student's grounds for appealing and any supporting information; and
2. Be sent certified mail, return receipt requested, restricted delivery or hand-delivered.

Duties of the Senior Director of Student Services

The Director shall be responsible for notifying, in writing, the instructor, the staff member, and all in line supervisors concerning the appeal.

The Director shall then investigate the facts and determine whether the disciplinary action should be upheld or reversed.

The Director shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery within ten (10) business days of receipt of the letter of appeal.

A copy of the decision shall be sent to the instructor or staff person and all line supervisors. A copy shall also be sent to the student's parents if the student is under the age of 18 and not an emancipated minor.

If the disciplinary action is upheld, the notice of decision will include the nature of the charges, general findings which substantiate the charges, proposed disciplinary action to be taken, and the further due process available to the student.

Erroneous Disciplinary Action

If, at any point in the appeals process, it is determined that an erroneous disciplinary action has been taken, the Senior Director of Student Services, the instructor or staff member and the student shall meet within five (5) business days to agree on a corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Senior Director of Student Services may extend the meeting date to an agreeable time for both parties. In no event shall this meeting take place more than thirty (30) calendar days after the determination of erroneous disciplinary action.

Dismissal from a Course, Activity, or Program Pending Appeal
If a student appeals a disciplinary action which would lead to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity or program, if applicable, until the appeal process is complete unless:

1. In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;
2. The student's continued participation in the activity would pose a threat to the student, the College, or others with whom he/she might come into contact; or
3. College Policy would be violated.

Appeal to the Student Appeals Committee

A student may appeal the decision of the Senior Director of Student Services to the Student Appeals Committee. A notice of appeal and request for hearing before the Student Appeals Committee must be:

1. In writing and addressed to the appropriate Vice President within ten (10) calendar days of the student's receipt of the decision from the Senior Director of Student Services;
2. Clearly set forth the grounds for the appeal and any supporting information; and
3. Be sent to the appropriate Vice President by certified mail, return receipt requested, restricted delivery or hand-delivered.

Duties of the Vice President

The Vice President or his/her designee shall note on the face of the written request for a hearing the date on which it was received.

The Vice President shall be responsible for notifying, in writing, all parties who received copies of the original notice of action, that an appeal to the Student Appeals Committee has been filed. Within five (5) business days of the receipt of such written notice of appeal and request for hearing, the Vice President shall schedule a hearing by the Student Appeals Committee to be held with all due speed, but in no event longer than thirty (30) calendar days from the date of receipt of the written notice of appeal and request for a hearing.

The Vice President shall serve written notice to the student, to the student's parents, if applicable, to all members of the Student Appeals Committee, and to the Director as to the time and place of the hearing. Notice to the student about the hearing shall be by certified mail, return receipt requested, restricted delivery, or by acknowledged hand-delivery.

Membership of the Student Appeals Committee

The Student Appeals Committee shall consist of two (2) members of the staff and faculty (For all Health Sciences students, one faculty member will be from the Health Sciences Division) appointed by the Vice President and three (3) students appointed by the president of the Student Government Association or in his/her absence, the Student Activities Coordinator. The Student Appeals Committee shall hear the appeal.

The Vice President shall appoint an individual from among the College employee appointees to the Student Appeals Committee to serve as chairperson who shall conduct the hearing.
If for any reason the student component of the Student Appeals Committee shall not be fully constituted, the president of the Student Government Association or in his/her absence, the Student Activities Coordinator, shall randomly select students having no connection to the incident or parties to serve on the Committee.

Hearing Procedures

It shall be the responsibility of the Senior Director of Student Services to:

1. notify the members of the Student Appeals Committee of a pending appeal, supply them with such documentation as shall be necessary to hear the case,
2. schedule a meeting of the committee prior to the hearing if necessary, and
3. appoint a Student Advocate if one is not already working with the student.

A hearing before the committee shall be structured, but informal, giving the student and the College a full opportunity to present the appeal. The order of the presentations shall be as follows:

1. The student has the first opportunity to be heard,
2. The College is heard from next.
3. The student is then allowed to rebut the College's case.

The student shall have the right to:

a. Present witnesses and evidence in his/her behalf and
b. question adverse witnesses.

The student may bring his/her parents, one friend, or a lawyer to act in the capacity of advisor. The College will provide a Student Advocate assigned to advise the student, however, the student must be prepared to advocate for him/herself as neither the advisor, nor the advocate may speak or participate in the hearing. The advisor/advocate may only confer with the student.

The College shall have the right to:

a. present evidence and witnesses and
b. question adverse witnesses.

It shall be the responsibility of the Senior Director of Student Services to present the College's case to the Student Appeals Committee.

Notice of Decision of Student Appeals Committee

The decision of the Student Appeals Committee is determined by majority vote and requires a two-thirds (2/3) majority.

1. The Student Appeals Committee shall render its written decision to the Vice President.
2. The Vice President shall notify the student appellant and all parties who received copies of the original notice of disciplinary action on the next business day following the hearing.
3. This notice shall be sent to the student certified mail, returned receipt requested, restricted delivery or hand-delivered with copies sent by regular or campus.

Compliance with the Decision of the Student Appeals Committee

If the decision is in favor of the student, the student shall be immediately reinstated and appropriate corrective action taken. The Senior Director of Student Services, the Vice President, other relevant personnel, and the student shall meet within five (5) business days from the date of the receipt of the decision by the student to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Senior Director of Student Services may extend the meeting date to a date agreeable to all parties, but in no event shall such date extend beyond thirty (30) calendar days from the date of the decision of the Student Appeals Committee. Recommended corrective measures will be conveyed to the College President. A memorandum of these corrective measures shall be placed in the student's record along with a copy of the Student Appeals Committee's decision.

If the decision is rendered against the student, the Student Appeals Committee may uphold the disciplinary action or suggest an alternate action as appropriate to the misconduct. A copy of the notice of decision of the Student Appeals Committee shall be placed in the student's records.

Continuance of Hearing

In the event that unusual circumstances prevent an appeal to the Student Appeals Committee from being heard as scheduled, the proceeding may be continued for a maximum of thirty (30) calendar days.

2. A request for a continuance should be directed to the Chairperson of the Student Appeals Committee and the adverse party.
3. A request for a continuance must be
   a. in writing, stating compelling grounds for the continuance, and
   b. sent certified mail return receipt requested, restricted delivery or hand-delivered no later than five (5) business days before the scheduled proceeding.

   The party receiving the request for a continuance shall have three (3) business days from the date of receipt to respond.

   The decision on continuance shall be:

   a. in writing addressed to the student appellant and the college respondent,
   b. contain the date, time and location of the newly scheduled proceeding, and
   c. copied to all College faculty and staff involved in the proceeding.

Appeal of Student Appeals Committee Decision to the College President

The student may appeal the decision of the Student Appeals Committee by requesting a hearing before the College President.
This request shall be:

1. in writing and delivered by certified mail, return receipt requested, restricted delivery or hand-delivered to the President of the college
2. made within (10) calendar days of receipt of the Student Appeals Committee's decision.

Within five (5) business days of the receipt of the request, the President shall schedule a meeting with the student. The President shall have the sole discretion to investigate the matter as he/she deems reasonable and may have available at this meeting such college employees as he/she deems necessary. The decision of the President shall be final.

On the business day following the hearing, the President shall send notice of his/her decision to the student:

1. in writing,
2. certified mail, return receipt requested, restricted delivery, or hand-delivered,
3. with copies to all parties who received correspondence concerning the appeal at any step in the appeals process.

Compliance with the President's Decision

If the President finds in favor of the student, the student shall be immediately reinstated and appropriate corrective action undertaken. The Director, the Vice President, other relevant personnel, and the student shall meet within five (5) business days from the date of the receipt of the notice by the President to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the President may extend this meeting date to a date agreeable to all parties, but in no event shall this meeting take place more than ten (10) business days from the date of student's receipt of the notice of decision of the President.

Students Rights and Responsibilities

Each student is guaranteed the exercise of his or her rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to Constitutional rights as a citizen, each individual enrolled at the College is guaranteed additional student rights, which are listed below:

1. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.
2. Free inquiry, expression, and peaceful, nonthreatening assembly are guaranteed to all students.
3. No disciplinary sanctions other than admonition, warning, and reprimand may be imposed upon any student without due process.
4. Evaluation of student academic performance shall not be prejudicial. The student is entitled to an explanation of the basis for grades. The College, however, has the right to set reasonable academic standards which students must meet.
5. The College and members of the College community have the right to expect personal safety, protection of property, and the continuity of the educational process.

Students are expected to acquaint themselves with and observe College regulations and policies contained in the *College Catalog & Student Handbook* and all announcements made through the administration.

Furthermore, it is the responsibility of each student to know and meet the graduation requirements of the College in his or her particular program of study and to maintain the minimum required grade point average. Counselors and academic advisors will work with students, but the final responsibility is that of the individual student.

DEFINITIONS

Business Days

Any day that the college administrative offices are open for the regular transaction of college business, excluding Saturdays, Sundays, legal state holidays observed according to the academic calendar, and Fridays from the third Friday in May through the second Friday in August.

Proof of Receipt

1. Address to which correspondence to a student is sent shall be the last place of residence as recorded on official college records.
2. The return receipt of the U.S. Postal Service shall constitute proof of receipt of all mailed correspondence and documents
3. A copy of the hand delivered document, signed and dated by the recipient, shall constitute proof of receipt of all hand delivered correspondence and documents.

Student Conduct

Disciplinary Action and Academic Action

Students may be affected by two separate and distinct types of action at the College.

1. Academic action - any action that is taken by a faculty member or other employee of the college that directly relates to final grades or participation in classes, programs, or other academic activities.
2. Disciplinary action - an action taken by a faculty member or any other employee of the College against a student for a violation of the Rules of Student Conduct.

The information set out below gives the student and all college employees a step by step guide to understanding and completing an appeal from an adverse decision.

Disciplinary Action Procedures

Any faculty, staff member or administrator who takes disciplinary action against a student beyond a verbal warning shall:

1. Notify the student in writing, delivered by certified mail, return receipt requested, restricted delivery or hand delivered.
2. Send a copy of the notice to the:
    a. Senior Director of Student Services,
    b. drafter's immediate supervisor,
    c. appropriate Vice President, and
    d. appropriate Division Dean supervising the student's program of study.

The notice shall set out the:
1. charges against the student;
2. evidence substantiating the charges;
3. proposed disciplinary action to be taken; and
4. specific appeal procedures available to the student.

Summary Suspension

A summary suspension is an immediate suspension without a hearing which is used rarely and in only cases of perceived imminent danger to or disruption of the students and employees of the College.

In case of summary suspension, a written notice of the disciplinary action shall be sent to the:

1. student immediately following the summary suspension,
2. Senior Director of Student Services,
3. drafter's immediate supervisor,
4. appropriate Vice President, and
5. appropriate Division Dean supervising the student's program of study.

The Senior Director of Student Services shall be responsible for placing a copy of the notice of disciplinary action in the student's file, which may be noted on the student's transcript.

Academic Action Procedures

College faculty has the freedom to develop course requirements, to decide on teaching methods and to determine how final grades are awarded. The College recognizes that this process cannot be totally objective, so it is reasonable that a student might disagree with his or her final course grade.

The College has a published attendance policy requiring students to attend at least 80% of a course's contact hours (some programs may adhere to a more stringent attendance policy as stipulated on the appropriate course syllabi). A course instructor is responsible for tracking student attendance and enforcing the attendance policy. In general, the attendance policy allows an instructor to drop a student from a course when the policy is violated (students are informed of instructor drops via email from the Registrar). While there are no "excused absences," if a student is not in class the College assumes that he or she has a valid reason. There are situations beyond a student's control that may merit special consideration in the opinion of the instructor.

The Health Sciences faculty of Carteret Community College has both a legal and ethical responsibility to protect the public and health care community from unsafe practices. As a result of this obligation, students may be disciplined and/or dismissed from a program of study for practices, which are deemed threats to individual safety. Safety threats are those which threaten or have the potential to threaten the safety of a client, the client's family, another student, a faculty member or another health care provider.

The faculty member who determines that a student cannot function at a safe level in clinical practice will notify the student to leave the area immediately. The faculty member will then notify the curriculum area coordinator, who in turn will notify the Division Dean of Health Sciences and the Senior Director of Student Services, hereinafter referred to as the Director, within 24 hours of the incident. The faculty member, the curriculum area coordinator, the Division Dean of Health Sciences, and the Senior Director of Student Services, or his/her designee, will meet to discuss the situation and to determine the appropriate action. The involved student is afforded the opportunity to meet with these individuals to state his/her position. During the period of investigation, the student will not participate in any clinical experience, but may be allowed to attend classroom sessions. The student has the right to appeal the decision involving action according to the Procedures for Student Appeal.

3.1.16. Sex Discrimination and Harassment Policy (Title IX)

Sex Discrimination and Harassment Policy (Title IX)	
Responsible Division: Office of the President	**Citation:** Title 20 U.S.C. Sections 1681-1688
Signature/ Date Approved: Board of Trustees 10/13/2020	
EFFECTIVE IMMEDIATELY	

Notice of Nondiscrimination

Carteret Community College ("Carteret CC"), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are opposing to the values and standards of Carteret CC; are incompatible with the safe, healthy environment that our College community expects and deserves and will not be tolerated. Carteret CC is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. The College is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

Inquiries concerning discrimination or harassment on the basis of sex may be referred to CCC's Title IX Coordinator. Appendices A to this document provides Title IX Coordinator's contact information.

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex may be referred to Dean of Student Services (for students) or the Director of Human Resources (for employees). Appendices A also provides their contact information.

Individuals may also make inquiries regarding discrimination or harassment to the U.S. Department of Education's Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: OCR@ed.gov.

Prohibition on Sex Discrimination and Harassment, Retaliation, and Providing False Information or Interfering with a Grievance Process

This Policy prohibits discrimination and harassment on the basis of sex. Carteret CC strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment.

Sexual Harassment, as defined by Title IX and herein, is a specific type of sex discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking and that Carteret CC addresses using its Title IX Sexual Harassment Grievance Procedures, as required by Title IX.

This Policy also prohibits Retaliation, as defined by Title IX and herein. Complaints alleging Retaliation may be filed with the Title IX Coordinator and, at the discretion of the Title IX

Coordinator, may be addressed under the College's Title IX Sexual Harassment Grievance Procedures or other grievance procedures adopted by CCC.

Additionally, any individual who knowingly files a false Formal Complaint or who interferes with a Carteret CC grievance process may be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to Carteret CC officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

Reporting and Period of Limitations

Any person (whether or not alleged to be the victim) may report sex discrimination or harassment, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed in Appendices A, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours). The College strongly encourages all employees and other members of Carteret CC to promptly report concerns regarding suspected or known discrimination/harassment on the basis of sex to the Title IX Coordinator.

In addition to the Title IX Coordinator, Carteret CC has designated the following employees as individuals with the authority to institute corrective measures on behalf of the College: President, Vice Presidents, Deans, Program Chairs, Directors, Department Heads, and Human Resources Personnel. Accordingly, these employees are required to report discrimination and harassment on the basis of sex to the Title IX Coordinator.

Additionally, the College has designated licensed professional counselors, licensed clinical social workers, and licensed psychologists, who are providing personal counseling services to students, as a confidential resource.

Information about sex discrimination or harassment shared with these confidential resources typically will not be reported to other Carteret CC personnel (including the Title IX Coordinator), to the Respondent, or to others, unless the disclosing individual gives their consent to the disclosure or the law requires it (as may be the case with abuse involving a minor or under conditions involving imminent physical harm, for example). (Confidential resources may report non-identifying statistical information to the Title IX Coordinator for recordkeeping and compliance purposes.)

Carteret CC will address allegations of sex discrimination and harassment appropriately no matter the length of time that has passed since the alleged conduct. However, Carteret CC strongly encourages prompt reporting to preserve evidence for a potential legal or disciplinary proceeding. Delay may compromise the ability to investigate, particularly if the individuals involved in the alleged conduct are no longer students or employees at the College.

Applicability of Policy and Grievance Procedures

This Policy applies to any allegation of sex discrimination or harassment made by or against a student or an employee of Carteret CC or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of Sexual Harassment in a Carteret CC Education Program or Activity (as defined herein).

The College will address allegations of other types of sexual harassment (i.e., that do not meet the definition of Title IX Sexual Harassment) by: (1) using other student and employee

conduct disciplinary procedures deemed appropriate by the Title IX Coordinator in consultation with other Carteret CC administrators; and/or (2) with Supportive Measures, which are defined and discussed in more detail herein.

Rights of Parents

When a student Complainant or Respondent is a minor or has a guardian appointed and their parent or guardian has the legal right to act on the student's behalf, then the parent or guardian may file a Formal Complaint on behalf of the student, although the student would be the "Complainant." In such a situation, the parent or guardian may exercise the rights granted to the student under this Policy, including requesting Supportive Measures and participating in a grievance process. Similarly, the parent or guardian may accompany the student to meetings, interviews, and hearings during a grievance process to exercise rights on behalf of the student, while the student's Advisor of choice may be a different person from the parent or guardian. Whether or not a parent or guardian has the legal right to act on behalf of an individual would be determined by state law, court orders, child custody arrangements, or other sources granting legal rights to parents or guardians.

Additionally, FERPA and its implementing regulations address the circumstances under which a parent or guardian is permitted to inspect and review a student's education records. However, in circumstances in which FERPA would not grant a party the opportunity to inspect and review evidence in connection with a grievance process, pursuant to Title IX and its implementing regulations, the student has an opportunity to do so, and a parent or guardian who has a legal right to act on behalf of the student has the same opportunity.

Definitions Applicable to Policy and Grievance Procedures

Capitalized terms used herein are defined as follows.

"Actual Knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to CCC's Title IX Coordinator, President, Vice Presidents, Dean, Directors, Program Chairs, Human Resources Personnel or Department Heads. "Notice" as used in this paragraph includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator.

"Clery Act" refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. § 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, irrespective of whether a Formal Complaint has been filed.

"Consent" is informed, freely and actively given, mutually understandable words or actions that indicate a willingness and readiness to participate in mutually agreed upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a clear and unambiguous agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from: silence, passivity, or lack of resistance alone; a current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else); attire; the buying of dinner or the spending of money on a date; or Consent previously given (i.e., Consenting to one sexual act does not imply Consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, deception, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used any of these means to obtain Consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by the following individuals: minors, even if the other participant did not know the minor's age; mentally disabled persons, if their disability was reasonably knowable to a person who is not mentally disabled; or persons who are Incapacitated. The use of alcohol or drugs does not diminish one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Harassment.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of Consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness and readiness to continue and capacity to Consent. Neither party should make assumptions about the other's willingness and readiness to continue.

"Day" means a business day, unless otherwise specified.

"Education Program or Activity" means all of Carteret CC's operations and includes (1) locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred; and (2) any building owned or controlled by a student organization that is officially recognized by Carteret CC.

"Education Record" has the meaning assigned to it under FERPA.

"**FERPA"** is the Family Educational Rights and Privacy Act, a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 C.F.R. § 99. FERPA protects the privacy of student Education Records. FERPA grants to eligible students the right to access, inspect, and review Education Records, the right to challenge the content of Education Records, and the right to consent to the disclosure of Education Records.

"Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that CCC investigate the allegation of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in CCC's Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information listed for the Title IX Coordinator in Appendix A. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

"Incapacitated" means lacking the physical and/or mental ability to make informed, rational judgments. A person may be Incapacitated for a variety of reasons, including but not limited to being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

"Respondent" means an individual who has been reported to be the perpetrator of conduct alleged to constitute Sexual Harassment.

"Retaliation" means (1) any adverse action (including direct and indirect intimidation, threats, coercion, discrimination, or harassment (including charges for conduct violations that do not involve sex discrimination or harassment or Sexual Harassment but that arise out of the same facts or circumstances as a report or complaint of sex discrimination or harassment or a report

or Formal Complaint of Sexual Harassment) that is (2) threatened or taken against a person (a) for the purpose of interfering with any right or privilege secured by Title IX; or (b) because the person has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Title IX.

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

(1) an employee of Carteret CC conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct. (commonly referred to quid pro quo harassment);

(2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Carteret CC's Education Program or Activity; or

(3) **"Sexual Assault,"** as defined in 20 U.S.C. § 1092(f)(6)(A)(v): an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

"Dating Violence," as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship;

"Domestic Violence," as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Stalking," as defined in 34 U.S.C. § 12291(a) (30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

"Supportive Measures" are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Carteret CC's Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security, and monitoring of certain areas of the campus. Carteret CC will maintain as confidential any Supportive Measures provided to a Complainant or a Respondent, to the extent that maintaining such confidentiality would not impair CCC's ability to provide the

Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

3.1.17. Tuition and Fee Policy

Fee Policy

Responsible Division: Instruction & Student Support **Citation:** NA

Signature/ Date Approved: Board of Trustees 8/14/2018

EFFECTIVE JULY 1, 2018

The Board of Trustees is committed to providing a high-quality educational experience at the lowest reasonable cost to students.

Tuition for curriculum courses is set by the North Carolina General Assembly and is subject to change.

The Board of Trustees approves fees presented via the recommendation of the Program Committee of the Board of Trustees as brought forward to them by the President or designee.

The President is responsible for developing procedures for collecting fees and for communicating costs to students.

The following fees have been approved by the Board of Trustees:

CURRICULUM EDUCATION

- Activity Fee (Curriculum students only, excluding public school students).
- Technology Fee (Curriculum students only).
- Accident Insurance (Curriculum students and some non-curriculum).
- Course Fees (Curriculum students only, as deemed appropriate to offset costs).
- Other Fees: specific fees such as liability insurance, may be required by certain programs. Additional fees may be charged for select services, such as graduation. However, it is the intent of the Board that such fees reflect actual costs.

CORPORATE AND COMMUNITY EDUCATION

Corporate and Community Education courses may assess a specific fee based on costs of supplies and materials for the course in addition to normal supplies and materials the College provides for students. The fees collected will be used for the purpose for which they were charged and collected, including consumables expended in the instructional process.

Registration fees for CCED occupational extension courses are set by the North Carolina General Assembly and are subject to change.

Definition of Terms:

"Curriculum Courses" – those courses that are designated as part of a program of study that leads to a degree, diploma, or certificate

"CCED Courses" – includes comprehensive adult education and literacy programs, such as Adult High School and High School Equivalency programs

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Procedure

The current tuition rate approved by the General Assembly is $76 per credit hour for curriculum courses. Tuition must be paid by the published deadline before the start of classes each semester.

Fees are collected at the time the student pays tuition, which is prior to enrollment.

Fees for services are collected at the time the student requests the service.

When the College uses a non-college facility or service for which a fee is assessed, the College will collect the fees and reimburse the third-party facility for service.

Information about fees is available in the *College Catalog & Student Handbook.* Any change in fees while a catalog is in effect will be communicated to students through the offices of Public Information and Enrollment & Registration Services.

The last fee rates approved are as follows:

Activity Fee: (Curriculum students only, excluding public school students)

Full-Time	$14 per semester (Fall/Spring)
Part-Time	$10 per semester (Fall/Spring)
Summer Semester	$4

Technology Fee: (Curriculum students only)

Full-Time	$16 per semester
Part-Time	$ 8 per semester

Course Fees: (Curriculum students only)

A complete list of current course fees is published on the College website.

Accident Insurance: (Curriculum students and some non-curriculum.)

$1.20 per semester
$0.55 per hour CCED

Liability Insurance: (select programs)

$22.00 per year ($11.00 per semester)

Registration fees: (Continuing Education Occupational Extension Courses)

0 – 24 hours	$70
25 – 50 hours	$125
51 + hours	$180

3.1.18. Withdrawal Grade Policy

Withdrawal Grade Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE JULY 1, 2018	

If a student officially withdraws before the 10 percent date of the semester, registration in the course will not appear on the transcript and no grade will be assigned.

A student officially withdrawing from a Carteret Community College course or program after the 10 percent date of the semester, but prior to the 65 percent point of the semester will be issued a grade of "WD" (Official Withdrawal). The “WD” grade is non-punitive and does not affect the grade point average.

Students dropped by their instructors due to exceeding the provisions of their course attendance policy will be issued a grade of “UW” (Unofficial Withdrawal). The “UW” grade is punitive and is factored into the grade point average as a grade of “F.”

A student officially withdrawing from a Carteret Community College course or program after the Last Day to Drop Without Academic Penalty will be issued the grade earned reduced by the work missed in the remainder of the class, which in most cases will be an "F."

Procedure

Students desiring to withdraw from a course during the semester must withdraw officially through the Student Services Office. Official withdrawal procedures are as follows:

1. The student will secure and complete a Drop/Add/Withdrawal form. If the form is initiated before the 10 percent date of the semester, the student is eligible for tuition credit. Forms are available from advisors, the Student Services Office, or online under the forms section of the “Office of the Registrar” website.
2. The student will complete the form including personal information and identifying course information.
3. For any course with a seated component, the student will have the instructor provide the last date of attendance.
4. The student will return the form to the Student Services Office for processing.
5. The Registrar will notify students and instructors when the withdrawal is complete.

If a student violates a course's attendance requirements and does not submit an official withdrawal, the instructor may initiate the withdrawal, indicating the grade as a "UW," which is calculated as an "F" grade in determining the grade point average.

3.1.19. Waiving Requisite Requirements Policy

Waiving Requisite Requirements Policy	
Responsible Division: Instruction and Student Support	**Citation:** 1D SBCCC 400.8
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE JULY 1, 2018	

Carteret Community College has established for some courses minimum prerequisite/co-requisite requirements which are in line with the statewide prerequisites and co-requisites of the North Carolina Community College System. Students are expected to complete prerequisite and co-requisite courses as required before moving into successive courses.

Course prerequisites and co-requisites are listed for each course with the course description information on WebAdvisor and the Course Catalog.

In accordance with 1D SBCCC 400.8, "a college may establish a local policy for waiving requisite requirements for individual students. The waiver of a prerequisite or co-requisite course may be offered with the approval of the Vice President of Instruction and Student Support for either of the following reasons:

1. The student has extensive, documented work experience in the field.
2. The student is not seeking a degree and offers a compelling justification for the waiver.

This policy is in line with elements of Combined Course Library Curriculum Courses defined in 1D SBCCC 400.8 and NC Community College System Memo CC10-048.

Definition of Terms:

Prerequisite Courses: A prerequisite course is one that must be completed prior to registration for another course. For example, SPA 111 (Introductory Spanish I) may be a prerequisite course to SPA 112 (Introductory Spanish II).

Co-requisite Courses: A corequisite course is one that must be taken prior to, or in conjunction with, another course within the same semester. For example, students may take COS 111 and COS 112 concurrently.

3.1.20. Excused Absence for Military Service Policy

Excused Absence for Military Service Policy	
Responsible Division: Instruction and Student Support	**Citation:** 1B SBCCC 500.1
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE JULY 1, 2018	

As directed by 1B SBCCC 500.1, Carteret Community College allows an excused absence to "any student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and to any student who is a

National Guard service member placed onto State active duty status during an academic term for the period of time the student is on active duty."

Students who submit documentation of the above-referenced service have the following options, to the extent they are feasible and appropriate:

- Make up work or tests missed during the excused absence;
- Continue the class through online participation;
- Receive a temporary grade of "incomplete" as long as the student can complete course requirements by the Grades Due date of the subsequent semester to avoid a final grade of F;
- Withdraw from the course without financial penalty, in accordance with 1E SBCCC 900.

3.1.21. Family Relocation Tuition Policy

Family Relocation Tuition Policy	
Responsible Division: Instruction and Student Support	**Citation:** N.C. Gen. Stat. §115D-39(a) and 1E SBCCC 300.02
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE JULY 1, 2018	

As provided in N.C. Gen. Stat. §115D-39(a) and 1E SBCCC 300.02, Carteret Community College charges in-state tuition rates to nonresident students who are members of families that were transferred to North Carolina by businesses, industries, or civilian families transferred by the military, for employment based on criteria provided in the College's Family Relocation Tuition Procedure and on a first-come, first-served basis for up to one percent of the average number of nonresident students at Carteret Community College who were enrolled at the College in the previous academic year.

Procedure

As stated in 1E SBCCC 300.02, prior to enrollment at the resident tuition rate, the nonresident student who wishes to receive Family Relocation Tuition status shall fulfill the following conditions:

1. Demonstrate that the student's family moved to this state within the 12 months preceding enrollment;
2. Present a letter to the College from the employer on corporate letterhead stating that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment;
3. Present proof of student's familial relationship with the employee, unless the student is the employee;
4. Present proof that the student lives in the same house with the employee, unless the student is the employee;
5. Present proof that the student is financially dependent on the employee through which the student claims this benefit, unless the student is the employee; and
6. Comply with the requirements of the Selective Service System, if applicable.

3.1.22. Incomplete "I" Grade Policy

Incomplete "I" Grade Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 3/12/19	
EFFECTIVE IMMEDIATELY	

The "I"/Incomplete grade may be assigned if a student has completed at least 80 percent of the coursework and has a "C" or better at the time of the request. The "I" grade is reserved for extenuating circumstances such as accident, illness, or comparable unavoidable developments and is not appropriate for students who otherwise fail to appear for the final examination or fail to turn in final assignments by the last regular day of the course. Grading options for students who have completed less than 80 percent of the coursework but have maintained a "C" or better average at the time of the request are at the discretion of the division dean.

In no case may the work be completed later than the conclusion of the following semester. If the incomplete course is an essential prerequisite for a subsequent course, the student may be required to remove the "I" grade within a significantly shorter period of time. Otherwise, the subsequent course must be dropped. An "I" grade received during the semester before the semester of graduation must be removed by the midterm of the semester in which the student intends to graduate.

NOTE: STUDENTS' FINANCIAL AID ELIGIBILITY MAY BE IMPACTED BY "I" GRADES. STUDENTS SHOULD CONSULT WITH A FINANCIAL AID ADVISOR TO DISCUSS THIS IMPACT.

Procedure

The procedure for assignment of an "I" grade follows:

1. The student must confer with the instructor and request the "I" grade on or before the last class day of the semester. The student must provide the instructor with documentation of particular circumstances necessitating the "I" grade.
2. If the circumstances are considered legitimate, the instructor completes a request for an "I" grade, including written instructions specifying the work to be completed and the completion deadline, and submits the request to the appropriate academic dean via the program chair. Only the academic dean can approve an "I" grade request.
3. If the dean approves the request, the chair, instructor, and student are notified.
4. The dean will notify Enrollment and Registration Services of the approved I grade request. Only the Registrar can record an "I" grade.
5. Once the student completes the work according to the instructor's requirements, a grade for that work is assigned and computed in the final course grade. The instructor then submits a Change of Grade form to the dean via the chair. If the course work is not completed during the subsequent semester, the "I" grade is changed to an "F".

SECTION 4. INSTRUCTIONAL PROGRAMS & SERVICES

4.1. INSTRUCTIONAL PROGRAMS

4.1.1. Curriculum Program Requirements and Completion Policy

Curriculum Program Requirements and Completion Policy	
Responsible Division: Instruction and Student Support	**Citation:** SACSCOC Standard 3.1.b
Signature/ Date Approved: Board of Trustees 6/12/2018	
EFFECTIVE JULY 1, 2018	
Carteret Community College designs curriculum instructional programs in accordance with the North Carolina Community College System curriculum standards and education catalog. The College provides educational opportunities for students to acquire relevant credentials, to successfully transfer to other institutions of higher education, and/or to secure meaningful employment. Students earn associate degrees, diplomas, and certificates upon satisfactory completion of all program specific requirements.	

Procedure

Associate Degree Requirements – The college awards six associate degrees: the Associate in Arts, the Associate in Science, the Associate in Fine Arts in Visual Arts, the Associate in Engineering, the Associate in Applied Science, and the Associate in General Education-Nursing. The requirements for degrees are as follows:

- **Associate in Arts (AA) Degree and Associate in Science (AS) Degree** (two-year degrees designed for transfer to baccalaureate degree programs)
    - Completion of the required program check sheets, totaling a minimum of sixty (60) credit hours.
    - Completion of a minimum of fifteen (15) credit hours within the degree program (25 percent of the total) earned in residence at Carteret Community College.
    - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
    - A program Grade Point Average (GPA) of 2.0 or higher.

NOTE: The Comprehensive Articulation Agreement (2014 CAA) between the governing boards of the North Carolina Community College System (NCCCS) and the University of North Carolina (UNC System) enables graduates who are admitted to constituent transfer institutions to transfer with junior status. To be eligible for the transfer with junior status under the 2014 CAA, the student must graduate from the community college with an AA or AS degree and have a program GPA of at least 2.0 on a 4.0 scale and a grade of "C" or better in all courses that satisfy the degree. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis. See the Comprehensive Articulation Agreement section of *The College Catalog and Student Handbook* for more detailed information about the guarantees and rights afforded by the 2014 CAA.

- **Associate in Fine Arts in Visual Arts (AFA) Degree**

    - Completion of the required program courses totaling a minimum of sixty (60) semester hours of credit.
    - Completion of a minimum of fifteen (15) semester hours of credit within the degree program (25 percent of the total) earned in residence at Carteret Community College.
    - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
    - A program GPA of 2.0 or higher.

NOTE: The Uniform Articulation Agreement (2017 AFAVA to BFA AA) between University of North Carolina Baccalaureate of Fine Arts Programs and the North Carolina Community College System enables graduates who are admitted to constituent any of seven BFA-granting institutions within the UNC System to transfer seamlessly with junior status. To be eligible for the transfer with junior status under the 2017 AFAVA to BFA AA), the student must graduate from the community college with an AA or AS degree and have a program GPA of at least 2.0 on a 4.0 scale and a grade of "C" or better in all courses that satisfy the degree. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

- **Associate in Engineering (AE) Degree**

    - Completion of the required program courses totaling a minimum of sixty (60) semester hours of credit
    - Completion of a minimum of fifteen (15) semester hours of credit within the degree program (25 percent of the total) earned in residence at Carteret Community College.
    - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
    - A program GPA of 2.5 or higher.

NOTE: The 2015 Uniform Articulation Agreement (Associate in Engineering) between the NCCCS and the five UNC System schools that offer the Bachelor of Science in Engineering (BSE) guarantees that students who follow the AE Plan of Study will meet the entrance requirements at all North Carolina public BSE programs; however, admission to those programs is competitive and not guaranteed. To be eligible for transfer of credits from the AE program to a BSE program, students must earn a “C” or better in each course and a program GPA of 2.5 or higher on a 4.0 scale.

- **Associate in General Education-Nursing (AGE-Nursing) Degree**

    - Completion of a minimum of sixty (60) credit hours, as approved by the program director and academic advisors, including any required general education courses, with at least 25 percent of the total earned in residence at Carteret Community College.
    - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
    - An overall GPA of 2.0 or higher and a grade of C or better in all courses.

NOTE: The 2015 Uniform Articulation Agreement (2015 RN to BSN) Associate in Nursing) between the UNC System RN to BSN programs and the North Carolina Community College System promotes educational advancement opportunities for registered nurses moving between NC Community Colleges and constituent institutions of The University of North Carolina in order to complete Bachelor of Science in Nursing degrees. The AGE-Nursing is designed for students who wish to begin their study toward the Associate in

Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the 2015 RN to BSN agreement.

- **Associate in Applied Science (AAS) Degree**
    - Completion of a minimum of sixty-four (64) semester hours of credit (or a greater number if specified by the program of study), including the required general education courses.
    - Completion of a minimum of sixteen (16) semester hours of credit within the degree program (at least 25 percent of the total) earned in residence at Carteret Community College.
    - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
    - A program GPA of 2.0 or higher. Specified programs may require a grade of no less than “B” or “C” in some courses as designated in the appropriate program manual.

Diploma Requirements

The college awards diplomas upon completion of a minimum of thirty-six (36) credit hours and a maximum of forty-eight (48) credit hours in the student's program of study, including general education requirements. The requirements for diplomas are as follows:

- Completion of the required courses in the student's program of study, including any required general education courses.
- Completion of a minimum of 25 percent of the total credit hours earned in residence at Carteret Community College.
- A program GPA of 2.0 or higher.
- Specified programs may require a grade of no less than “B” or “C” in some courses as designated in the appropriate program manual.

Certificate Requirements

Certificates are awarded for programs of study requiring a minimum of twelve (12) semester hours of credit to a maximum of eighteen (18) semester hours of credit. The requirements for certificates are as follows:

- Completion of the required courses in the student's program of study.
- Completion of a minimum of at least 25 percent of the total credit hours earned in residence at Carteret Community College.
- Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
- A program GPA of 2.0 or higher.
- Specified programs may require a grade of no less than “B” or “C” in some courses as designated in the appropriate program handbook.

Changes in Program Completion Requirements

The College reserves the right to change the requirements for completing a degree, diploma, or certificate program when it is in the best interest of the enrolled students or the academic program, or when mandated by the NC Community College System Office. When such changes occur, the college will work with students to ensure a smooth transition and satisfactory route to completion of the new requirements.

Graduation

The graduation statement will be entered on the transcript of all students who have fulfilled admission requirements and program requirements. The Registrar's Office sends eligible students instructions for graduation approximately one month before graduation each semester. Students must complete an application for completion and a graduate survey to graduate, and the completion must be approved by a program chair in the area of study.

All financial obligations to the College must be cleared before a degree, diploma, or certificate will be released to the student.

Administrative Graduation

After graduation audit requests are processed at the end of each semester, the Registrar's Office will identify any additional students who have satisfied any program completion requirements. Any student who has completed program requirements may then be administratively graduated, and the earned credential will be noted on the student's transcript. The student will also receive communications from Registrar's Office with details on how to obtain a printed diploma and how to participate in the annual commencement ceremony.

4.1.1. Co-Curricular and Extracurricular Programs Policy

Co-Curricular and Extracurricular Programs Policy	
Responsible Division: Office of the President	**Citation: NA**
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE JULY 1, 2018	

The Board of Trustees of Carteret Community College recognizes that learning often takes place outside the place and time constraints of coursework and class time. For that reason, the Board authorizes the College to develop, identify, sponsor, or advertise co-curricular and extracurricular opportunities that may enhance students' learning experiences. These activities do not result in college credit, and they may or may not have an additional fee associated with them that may be the responsibility of the student. Extracurricular activities may qualify for funding by Student Activity Fees (see College Policy 3.17) as defined in 1E SBCCC 700.2.

CO-CURRICULAR PROGRAMS

From time to time, instructors or other College personnel may make students aware of co-curricular activities that would enhance their academic experiences. Unless specified as a course requirement on a course syllabus, these activities should be considered optional and should in no way benefit or detract from a student's grade or success in a course or program. Such programs may require students to make personal investments of time or money. Students participating in co-curricular program opportunities are subject to the Code of Conduct for students at Carteret Community College.

EXTRACURRICULAR ACTIVITIES

Students determine whether to participate in College-sponsored extracurricular activities. Extracurricular activities are optional and should in no way benefit or detract from a student's grade or success in a course or program. Such programs may require students to make personal investments of time or money; appropriate programs may be partially or

fully subsidized by Student Activity Fees. Extracurricular activities which are sponsored by a student activity fee should be fostered by the administration and faculty of the College. The President has the authority and responsibility to provide a sound activity program for students of the College. Students participating in extracurricular programs are subject to the Code of Conduct for students at Carteret Community College.

Definition of Terms:

Co-curricular vs. Extracurricular Activities: According to the Glossary of Education Reform,

"Generally speaking, *co-curricular* activities are an extension of the formal learning experience in a course or academic program, while *extracurricular* activities may be offered or coordinated by a school, but may not be explicitly connected to academic learning. This distinction is extremely fuzzy in practice, however, and the terms are often used interchangeably. Athletics, for example, are typically considered to be extracurricular activities, while science fair would more likely be considered a co-curricular activity, given that students are learning science, participation may be required by the school, students may be graded on their entries, or a science teacher may coordinate the fair. Still, in some schools certain athletic activities might be considered 'co-curricular,' while in other schools a science fair may be labeled 'extracurricular.'"

4.1.2. Dual- or Concurrent-Enrollment Programs Policy

Dual- or Concurrent-Enrollment Programs Policy

Responsible Division: Instruction and Student Support & Corporate and Community Education

Citation: 1D SBCCC 400.11

Signature/ Date Approved: Board of Trustees 6/12/2018

EFFECTIVE JULY 1, 2018

Carteret Community College supports and provides concurrent enrollment opportunities established by the state for high school students. The College welcomes interested high school students who meet enrollment criteria to take college-level courses.

Credit Courses

High school students interested in credit courses have the following options:

- Career and College Promise (CCP) offers qualified high-school-age students in North Carolina the opportunity to pursue degree, diploma, and certificate options, tuition-free, while they are in high school, allowing them to get a jumpstart on workplace and college preparation. The College follows statewide CCP criteria for enrollment and course placement.

- Marine Science and Technology (MaST) Early College High School at Carteret Community College is a Carteret County Public Schools high school for students interested in pursuing the Associate in Arts, Associate in Science, Associate in Applied Science in Aquaculture, Diploma in Boat Manufacturing & Service, or Certificate in Marine Propulsion at Carteret Community College while completing their high school graduation requirements. Students apply for admission to MaST through

Carteret County Public Schools and, once accepted, take both community college courses (tuition-free) and high school courses.

Non-credit Courses

To be eligible for dual enrollment in a non-credit college course, students must be:

- At least 16 years old by the start date of the Carteret Community College course for which they will enroll;
- Making satisfactory progress toward high school graduation; and
- Enrolled in high school for at least the equivalent of half a full-time schedule. Students attending high school on a block schedule must be enrolled in at least two high school classes.

Career and College Promise (CCP) offers qualified junior and senior high school students the opportunity to pursue workforce training that leads to a State or industry-recognized credential aligned with a high school Career Cluster. The college follows statewide CCP guidelines for enrollment and course approval.

Tuition and fees are not exempt for non-credit or self-support courses.

High school students are responsible for book costs, fees, and supplies for all credit and noncredit courses.

4.1.3. Reserved for future use.
4.1.4. Reserved for future use.
4.1.5. Reserved for future use.

4.2. OTHER INSTRUCTIONAL AND STUDENT SUPPORT POLICIES

4.2.1. Academic Freedom Policy

Academic Freedom Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 11/12/2002	
EFFECTIVE JULY 1, 2018	

The Board of Trustees shall guarantee and protect academic freedom at the College. Academic freedom is defined as the right to teach, to investigate, and to publish freely. As the faculty have the primary responsibility and obligation for all student learning, the Board requires that teaching, both in content and methodology, be intended to promote student mastery of learning outcomes.

In addition, the Board respects the First Amendment rights of all employees, on and off campus. However, the Board expects all employees to refrain from using their positions at the College to sway others to one particular religious or political belief. The Board further expects employees to make a reasonable effort to disassociate the College from personal opinions that are contrary to the mission and values of the College.

4.2.2. Academic Success Course Policy

Academic Success Course Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: President 6/12/2018	
EFFECTIVE JULY 1, 2018	

Carteret Community College recognizes that the transition to college-level coursework and college processes can be challenging for students. Therefore, the College requires all students to take academic preparedness courses as part of their new-student experience. These courses are intended to engage students in their first semester of enrollment, to support them through that term, and to prepare them to progress and successfully complete their programs.

Successful completion of ACA 122—College Transfer Success is a graduation requirement for all college transfer degrees at Carteret Community College, including the Associate in Arts, Associate in Engineering, Associate in Fine Arts: Visual Arts, Associate in Science, and Associate in General Education – Nursing degrees. Students in these programs must enroll in ACA 122 at Carteret Community College in their first or second semester unless they have transfer credit for ACA 122 from another North Carolina community college. Students must earn a grade of "C" or better to satisfy this requirement.

Successful completion of ACA 115—Success & Study Skills is required in most Associate in Applied Sciences degrees. Students whose programs of study require ACA 115 must take the course in their first semester at the College.

4.2.3. Accreditation Decisions of Other Agencies Policy

Accreditation Decisions of Other Agencies Policy	
Responsible Division: Office of the President	**Citation:** SACSCOC Standard 14.4-Representation to other agencies
Signature/ Date Approved: President 8/14/2018	
EFFECTIVE JULY 1, 2018	

Carteret Community College is subject to review by multiple accrediting organizations, including the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and multiple discipline-specific accrediting and approval agencies. In accordance with SACSCOC Standard 14.4, the College represents itself accurately to all of its associated accrediting and approval agencies and informs those agencies of any change of accreditation status, including the imposition of public sanctions. The College's Office of Institutional Effectiveness and Research maintains and publishes a list of current accreditations, the College's accreditation status with each agency, the date of its most recent review, and the date for next review.

4.2.4. Distance Learning Policy

Distance Learning Policy	
Responsible Division: Instruction and Student Support and Corporate & Community Education **Signature/ Date Approved:** Board of Trustees 9/10/19 **EFFECTIVE IMMEDIATELY**	**Citation:** NA
Carteret Community College offers distance learning options to accommodate students whose schedules do not allow them to attend traditional (seated) classes. Distance learning options may be fully online or partially online (hybrid or web-enhanced). The College establishes procedures and guidelines that ensure the rigor and accessibility of distance learning options and takes steps to ensure that student privacy protections, student learning outcomes, and support services for distance learning options are commensurate with those in seated learning options.	

Procedure

FACULTY

Faculty Qualifications – All full-time, part-time, and adjunct faculty teaching distance education courses must meet the same criteria for academic and professional preparation as those teaching courses delivered in traditional modes according to the Principles of Accreditation (Southern Association of Colleges and Schools Commission on Colleges). Faculty are given the opportunity and encouraged to develop courses for electronic delivery with the approval and guidance of their chairs and deans.

Office Hours – Full-time faculty who teach distance learning courses are governed by the College's Faculty Workload Policy and are expected to be available on campus a minimum of five (5) hours per week for office hours.

CCC distance learning faculty are encouraged to be creative in using a variety of communications technologies such as Collaborate, Skype, texting, and instant messaging as part of their office hour duties.

Workload/Teaching Load – Distance learning faculty are governed by the same workload policies as those teaching courses delivered in traditional modes. Distance learning teaching loads are determined by the chair and dean and must be consistent with College guidelines.

COURSES

Quality Assurance Process – All instructors offering classes online at CCC must successfully complete the Online course Review Checklist. If a particular course does not meet the minimum standard, that faculty member meets with the director of Instructional Support and Distance Learning for assistance with upgrading the course to satisfy the Online Course Review Checklist.

Online Class Assessment / Evaluation / Audit – Distance learning courses are subject to the same assessment, evaluation, and auditing as those courses delivered in traditional modes.

ADA Compliance – As with any course at Carteret Community College, distance learning courses must provide appropriate accommodations to provide equal access to students with disabilities.

Students follow the same procedures as they would for a traditional course. The policy and procedures are outlined in the Students with Disabilities Section (6.11) of the College Catalog & Student Handbook. Faculty are also required to design courses that meet basic ADA course design principles as outlined by the ADA portion of the Online Course Review Checklist.

Distance Learning First Date of Attendance Verification – The first date of attendance for online courses is calculated by student submission of the first graded assignment. For hybrid and web-enhanced courses, the first date of attendance is calculated by either the first date of attending a traditional class session or by student submission of the first graded assignment, whichever occurs first.

Grading and Transcripts – Policies for academic grading and transcripts are the same for distance learning courses as for traditional courses. There will not be any notation on the transcript that identifies a course as delivered via online technology.

Authentication – Student authentication is established by each student having a unique user-id and password. A unique user-ID and a password, which is required to be reset regularly and may be reset by the student at any time using the College's password reset portal, establishes secure single sign-on authentication for the learning management system, WebAdvisor, and email access.

Enrollment Caps – Each division dean, in consultation with program chairs, sets enrollment caps for all classes, including distance learning or online classes.
Syllabi – Distance learning courses use the same course syllabus template as courses delivered by traditional modes.

Intellectual Property & Copyright – The College's Intellectual Property and Copyright policies apply to distance learning courses and faculty.

Proctoring Exams for Online Students – Respondus Lockdown Browser and Monitor are available for use in proctoring distance learning exams.

STUDENTS

Student Preparation for distance learning courses- All students must attend a seated or online New Student Orientation.

Distance Learning Course Load – The maximum distance learning course load is the same for all students. Students who wish to exceed the maximum course load must obtain the permission of their advisor, the appropriate chair, or the appropriate dean.

Student Services – Distance learning students have access to student support services equivalent to those provided to the on-campus student population.

Standards of Practice/Code of Ethics – Carteret Community College staff and faculty adhere to federal privacy regulations (FERPA, Buckley Amendment), and existing standards of ethics.

Confidentiality: The College takes the confidentiality of student information seriously. The director of Instructional Support and Distance Learning sets permissions for accessing courses that contain student information to instructors, chairs, and academic deans with direct academic interest in student success. Privacy statements and VPATs from third-party vendors, such as Blackboard Open LMS/Moodle (the College's LMS host), Aviso early alert software, Intelliboard, Pearson, Cengage, and other publishers with LTI interaction (learning tools interoperability) are reviewed and maintained by the director of Instructional Support and Distance Learning.

4.2.5. Live Client Projects Policy

Live Client Projects Policy	
Responsible Division: Instruction and Student Support	**Citation:** 1H SBCCC 300.1
Signature/ Date Approved: President 5/8/2018	
EFFECTIVE JULY 1, 2018	

Live client projects are deemed necessary in order to provide realistic experiences in specific program areas in which there are currently limited training opportunities available. The utilization of live client projects for a curriculum program shall be based on:

- Projects which are appropriate to the current subject material being taught.
- Projects which facilitate meeting current course objectives.
- Projects which can reasonably be accomplished given the time constraints of the current subject matter.

Definition of Terms:

According to 1H SBCCC 300.1, "Live Client Projects" are defined "as (1) educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel noncollege owned personal property or real property; or (2) educational programs that construct structures that are sold, produce goods that are sold, or provide services for a fee, such goods or services being the normal and necessary product of learning activities of students."

Procedure

Internal Requests for Live Client Projects

The clientele served in providing experiences for students by carrying on live client projects shall normally be limited to Carteret Community College Board of Trustee members, Carteret Community College Foundation Board members, employees of the College, and currently enrolled students (either full-time or part-time) in the curriculum where the live client project is being done. Board members, currently enrolled students, and employees of the College will normally have priority in the approval of live projects.

- College Trustees, Foundation Board members, employees, or students who want a class to do a live client project (other than in cosmetology, esthetics, or therapeutic massage, which have separate procedures) must submit the completed Live Client Project Request form to the appropriate Program Chair or Corporate and Community Education Coordinator. Projects will be taken on a first-come/first-serve basis according to the section above.
- College personnel who want live client projects done for College equipment or buildings must discuss with and get approval of the Vice President of Plant Operations and the appropriate Division Dean and Vice President. Division Dean or the Vice President will only approve such projects after discussion with the Chair, and the instructor ensures that students will be able to conduct the live client project to the necessary level and within the necessary time frame. The Live Client Project Request form found on the College intranet page should be completed and filed with Chair.
-

External Requests for Live Client Projects

Non-Profit Organization: Requests for live client projects will also be considered from public nonprofit agencies. Agents of public nonprofit institutions must contact the President of the College or one of the Vice Presidents. The Vice President will discuss the proposed project with the appropriate Chair or Coordinator. If the project is deemed feasible, the Chair or Coordinator will help the client complete a Live Client Project Request form. Approval will depend on the criteria listed in the Live Client Projects Policy and on the discretion of the President, Vice President, and Chair/Coordinator.

Profit-Making Organization: Requests from for-profit groups will only be considered when projects from internal or nonprofit clients are inadequate for student learning. These requests will be taken only for those programs soliciting projects from for-profit organizations, and such requests will be processed as those in the section above.

Payment for Live Client Projects

Categories: Live client projects involve completing services for two categories of projects.

- The first category involves services the end result of which either increases the utility of an item the client already owns or generates an end product that, by contract, becomes the property of the client. (Examples: drawing blueprints, fixing an engine, doing a survey, or growing plants for a third party.)
- The second category involves services that neither generate a tangible product nor improve upon a tangible product. (Examples: mowing grass or catering a meal.)

Expenses: Clients requesting a category one or two project shall pay for all materials, supplies, and attendant travel involved in completing the project. The College shall not charge for services rendered, but only for the cost of the materials utilized. The ownership of the interim product shall be solely that of the client. If the producer (student) opts to save a duplicate product (such as a copy of a blueprint), the student will pay for the duplicate.

General Expenses: As a part of the paperwork that must be completed before a project starts, the Live Client Project Request form also includes a section on expenses necessary to complete the project. Normally, all expenses must be paid to the College before the project is started if those costs are known. If those costs are not completely known, the instructor will determine complete costs at the end of the project. All costs must be paid to the Business Office before the project is released. Curriculum supplies used solely as a teaching aid will not be subject to billing provided they remain the property of the College or are expendable. The Business Office will issue a validated receipt after payment, which can be presented to the appropriate instructor as a basis for starting and/or releasing the project. If there are no such expenses, the individual returns the Live Client Project Request Form directly to the instructor in charge of the curriculum prior to the initiation of the work on the individual's project. For Board members, employees, and students, the instructor may, at the instructor’s sole discretion, order necessary supplies directly from the supplier as long as those costs involved are repaid prior to the release of the project. Personal checks from students shall not be accepted in payment for material ordered by the College directly from suppliers.

Travel Expense: Projects requiring travel to and from an off-campus location in a private vehicle by an employee will require payment by the project owner to the Business Office for the mileage involved at the current state rate for private vehicles. Instructors will file the standard Reimbursement for Expense Form through the Business Office the day the project is completed. If students need to travel to an off-campus location to work on a project, in most circumstances, the instructor will use a College vehicle to transport students.

Emergency Live Client Projects

Live client projects, which are determined to be emergencies, revolve around incidents in which functions or components of a home or vehicle become inoperable or nonfunctional and commercial help is not available for such a time period as to create a severe hardship on the party affected. Emergency Live Client Project Requests will be channeled through the appropriate Vice President.

Data and Reports

A summary of live client projects done should go into the Program Review completed by each Chair.

4.2.6. Self-Supporting Class Policy

Self-Supporting Class Policy	
Responsible Division: Instruction and Student Support & CCED	**Citation:** 1D SBCCC 200.3(2)(c) and 1E SBCCC 600
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE JULY 1, 2018	

The Board of Trustees is committed to providing a high-quality educational experience at the lowest reasonable cost to students. Some courses requested by the community or which serve a special need are not supported by state revenues. Furthermore, the College is sometimes asked to provide education and training even when funds are not available.

Therefore, in accordance with 1D SBCCC 200.3(2)(c) and 1E SBCCC 600, the College may offer self-supporting classes that charge fees to cover a pro rata share of direct costs as well as indirect costs. If self-supporting receipts exceed expenditures, the surplus should be expended to benefit students. This policy shall apply to courses offered for credit through curriculum, or non-credit through the Corporate and Community Education Division.

The pro rata self-supported class registration fee is not waived for any individual or group under G.S. 115D-5(b). All students registering for a self-supported class must pay the same registration fee.

Direct costs for self-supported instruction may include but are not limited to the following:

- Instructor salary including FICA, travel, course development, etc.
- Instructional supplies and material.
- Rental for facilities and other assignable costs.
- Advertising, including printing and design for brochures, postage, etc.
- Refreshments, as allowed by other regulations.
- Other costs necessary, directly assignable to the class, such as administrative and clerical costs.

Indirect costs may include but are not limited to the following:

- Utilities, custodial, security, etc.
- Coordination and administration.
- Clerical salary and fringes.

In accordance with the State Board of Community Colleges rules, this policy shall be reviewed by the Board of Trustees every three years.

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Procedure

Self-supporting classes will be scheduled based on community demand. The registration fee will be based on the above policy that allows direct cost and a pro rata share of indirect cost.

Curriculum and Continuing Education occupational related self-supporting classes will normally be scheduled when state funds are unavailable to support these classes.

Community Services self-supporting classes consist of single courses that focus on an individual's personal or leisure needs rather than professional or occupational employment. Courses are developed and scheduled by the appropriate coordinators and approved by their immediate supervisor or Vice President.

4.2.7. Substantive Change Policy

Substantive Change Policy	
Responsible Division: Instruction and Student Support	**Citation:** SACSCOC Substantive Change
Signature/ Date Approved: Board of Trustees 3/13/2018	
EFFECTIVE IMMEDIATELY	
As a constituent member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and to maintain eligibility to participate in federal Title IV programs for which SACSCOC accreditation is required, Carteret Community College provides written notification to SACSCOC of substantive changes at the College in accordance with Commission policies, procedures, and timelines. The College establishes an internal procedure for bringing substantive changes to the College's Board of Trustees, which must approve all substantive changes before SACSCOC is notified.	

Procedure

To ensure that Carteret Community College is in compliance with Comprehensive Standard 14.2 and that all interested and affected units of the College are informed of substantive changes, the following procedure has been implemented.

Substantive Changes

At the end of the annual planning process in spring semester, the SACSCOC Liaison will request notification of any potential substantive changes from the President's Cabinet. The Vice President of Instruction and Student Support, who also serves as the SACSCOC Liaison, will initiate the appropriate notification and/or approval procedure for SACSCOC. The SACSCOC Liaison will monitor the approval process and will notify the President of all communication from SACSCOC. These duties have been added to the job description for this position.

The following procedures will be used for approval of new programs and termination of existing programs.

New program

There are three separate tracks dependent upon the type of new program: Track One is used for adding diplomas or certificates under existing programs and for adding pre-majors. Track Two is

used for adding new programs related to existing programs. Track Three is used for adding significantly different programs (Substantive Change).

In all cases, faculty initiate the development and approval of new programs, and will keep appropriate offices informed of their actions.

Track One: *Adding diplomas and certificates under existing programs; adding pre-majors.*

Step 1. Dean notifies Vice President of Instruction and Student Support (SACSCOC Liaison) and the Director of Institutional Effectiveness of initiation of the approval process using the Carteret Community College Program Notification Form and Curriculum Committee Proposal Form.

Step 2. Dean submits proposal and notification form to Carteret Community College's Curriculum Committee.

Step 3. After approval of the Curriculum Committee, the Secretary of the Curriculum Committee will notify the SACSCOC Liaison. The SACSCOC Liaison will prepare the notification letter for SACSCOC.

Step 4. The SACSCOC Liaison will submit a Summary of Changes to the Board of Trustees. Upon review by the Board of Trustees, the notification letter and notification form will be submitted to SACSCOC.

Track Two: *Adding programs related to existing programs.*

Step 1. Dean notifies Vice President of Instruction and Student Support (SACSCOC Liaison) and the Director of Institution Effectiveness of initiation of the approval process using the Carteret Community College Program Notification Form and Curriculum Committee Proposal Form.

Step 2. Dean submits proposal and notification form to Carteret Community College's Curriculum Committee.

Step 3. After approval of the Curriculum Committee, the Secretary of the Curriculum Committee will notify the SACSCOC Liaison. The SACSCOC Liaison will prepare the notification letter for SACSCOC.

Step 4. The SACSCOC Liaison will submit a Summary of Changes to the Board of Trustees. Upon review by the Board of Trustees, the notification letter and notification form will be submitted to SACSCOC.

Track Three: *Programs that are significantly different than existing programs (Substantive Change).*

Step 1. Dean notifies Vice President of Instruction and Student Support (SACSCOC Liaison) and the Director of Institutional Effectiveness of initiation of the approval process using the Carteret Community College Program Notification Form, the Curriculum Committee Proposal Form, and the North Carolina Community College System (NCCCS) Application Form.

Step 2. Dean submits proposal and notification form to Carteret Community College's Curriculum Committee and to the SACSCOC Liaison.

Step 3. After approval of the Curriculum Committee, the Secretary of the Curriculum Committee will notify SACSCOC Liaison. The SACSCOC Liaison will prepare the notification letter for SACSCOC.

Step 4. After approval by the Curriculum Committee, the Program Application and notification form will be presented to the Board of Trustees. Upon approval of the Board of Trustees, the SACSCOC Liaison will submit the Program Application to the North Carolina Community College System.

Step 5. After approval by North Carolina Community College System, the SACSCOC Liaison will submit the notification letter and a prospectus to SACSCOC.

Program Terminations

Procedure:

Step 1. Dean will notify the Vice President of Instruction and Student Support (SACSCOC Liaison) and the Director of Institutional Effectiveness.

Step 2. The SACSCOC Liaison will notify Student Enrollment Resources and faculty of planned termination.

Step 3. Chairperson and program faculty will prepare a “teach out” plan, proposal form, and Program Notification Form to be presented to the College’s Curriculum Committee.

Step 4. Upon approval of the Curriculum Committee, SACSCOC Liaison will present a Termination Form and Program Notification Form to the Board of Trustees Curriculum Committee for approval. The Chairperson of the Board of Trustees Curriculum Committee will present the termination request to the Board of Trustees.

Step 5. After approval, the SACSCOC Liaison will submit the Termination Form to the North Carolina Community College System, submit notification form to SACSCOC, and notify college faculty and staff.

NOTE: TEACH-OUT

When the decision is made to terminate a program due to low/no enrollment, Carteret Community College Student Enrollment Resources staff and teaching faculty are notified. Student Services no longer admits students into the program. Counselors and/or faculty advisors meet with current students to develop a completion plan. Students are allowed to complete the required courses within a reasonable time (usually one academic year). If a full-time faculty position or staff position is impacted by the termination, all efforts are made to assist with the transition.

Off-site Location

Procedure:

When the College would like to offer more than 50 percent of any credential (degree, diploma, certificate, or CCP pathway certificate) at an off-campus location, the College must request the approval of SACSCOC via a prospectus (Substantive Change). Note: Courses toward credentials may be offered at off-campus locations as long as they do not exceed the 50 percent mark for credential completion.
Procedure:

Step 1. Dean will notify the Vice President of Instruction and Student Support (SACSCOC Liaison) and the Director of Institutional Effectiveness.

Step 2. SACSCOC Liaison will inform the Curriculum Review Committee at the College and the Board of Trustees. The Board of Trustees approves program starts and terminations. Program locations, however, do not require Board approval.

Step 3. SACSCOC Liaison will work with the dean, chair of programs that will be offered off-site, director of the off-site location, and the director of Institutional Effectiveness to prepare a prospectus for "Initiating off-campus sites where 50% or more credits toward a program" will be offered.

Step 4. Upon approval from SACSCOC, the College may begin offering and marketing credential completion at the off-site location.

4.2.8. Textbook and Supply Adoption Policy

Textbook and Supply Adoption Policy	
Responsible Division: Instruction and Student Support & CCED	**Citation:** NA
Signature/ Date Approved: 5/8/2018	
EFFECTIVE JULY 1, 2018	
In an effort to make learning and the attainment of postsecondary credentials accessible to all students, Carteret Community College carefully considers the textbooks, supplies, and course materials it requires students to purchase for College classes. It is the responsibility of faculty, with the supervision and guidance of their chairs, deans, and directors to select the instructional materials that will adequately support the learning outcomes of their courses and to weigh the costs and benefits of materials required for course participation. Faculty are encouraged to use Open Educational Resources or other low-cost options when the quality and rigor of those resources is acceptable. The primary text shall be consistent for all seated, web-assisted, and hybrid sections of a curriculum course. Distance learning titles may vary. A minimum three-year adoption period is highly encouraged except in technical texts which must contain the most current advances in the field of study.	

Procedure

1. Course instructors submit their textbook requests to the appropriate program chair/director. Texts will be designated either "required" or "supplemental."
2. Program chair/director will submit textbook order requests via the intranet database managed by the CCC Bookstore within deadlines set by the Bookstore
3. The Bookstore will notify the requesting chair/director immediately of any change in or to the textbook requested, e.g. new edition or ISBN number. Any change to the requested text must be approved by the chair/director before an order is placed.
4. The Bookstore orders the number of requested textbooks based on several factors which include, but are not necessarily limited to:
    a. The number of books sold during the last semester the course was offered.
    b. Number of students registered for the course according to available registration data.
    c. Pertinent information furnished by the chair/director/instructor, i.e. limited enrollment, availability of used textbooks within a cohort of students, etc.

5. The Bookstore shall attempt to locate and order used textbooks from at least four used book companies.
6. All requested textbooks shall be available for student purchase at least two weeks prior to the first day of class, absent unforeseen circumstances such as unavailability from the publisher or alternative agreement with the requesting chair.
7. The Bookstore shall post the following information on the College website at least two weeks prior to the first day of class.
    a. Course title and number as found in the Combined Course Library
    b. Title, edition, and author of textbook
    c. Publisher of textbook
    d. ISBN of textbook
    e. Cost of textbook

8. Instructors shall obtain desk copies of adopted textbooks through their division's administrative assistant prior to the first day of the instructor's class. If a complimentary desk copy cannot be obtained, a requisition must be prepared, submitted, and approved to complete the purchase of a desk copy. The purchase of the desk copy shall be charged to the appropriate line item of the program's or division's other cost budget.

SECTION 5. GENERAL OPERATIONS

5.1. POLICY

5.1.1. Accessibility Policy

Accessibility Policy	
Responsible Division: Instruction and Student Support	**Citation:** Section 504 and 508 of the Rehabilitation Act of 1973; ADA (1990); and ADA Amendments Act (2008)
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE JULY 1, 2018	
Carteret Community College is committed to creating and maintaining information and communication technology and eLearning environments that are accessible to all faculty, staff, students, and the public. These environments include the College's computer and network access and services, electronically delivered or enhanced instruction, electronic library information resources and web applications, campus web sites and computer-delivered or -assisted student and administrative services. For web content accessibility, the College has adopted WCAG 2.0 AA standards. To fulfill this commitment, the College will procure, develop, and deploy information and communication technology and eLearning resources and systems that are welcoming to, accessible to, and useable by everyone, including people with disabilities.	

5.1.2. Alcohol and Drug Policy

Alcohol and Drug Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 4/5/2018	
Carteret Community College is committed to a drug-free environment. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, paraphernalia, or alcohol are prohibited on College property and at any College-sponsored activities. Lawful consumption and possession of alcohol is prohibited with the exception of College-sanctioned activities approved in writing by the President where alcohol is manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing education, social, or other purposes consistent with the College's procedures and applicable legal requirements. Any individual found in violation of the College policy or convicted of violating any criminal drug or alcoholic beverage control statute while on College property or at any College-sponsored activity, will be subject to disciplinary action up to and including expulsion or termination of employment. Additionally, any individual found in violation of this policy may be subject to punishment under applicable local, state and federal law. It is further noted that the use of illegal substances poses a serious health risk including but not limited to severe reactions and death.	

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Students needing assistance for any reason related to the use of drugs, including alcohol, should contact a member of the CCC Student Services staff or refer to the college website. Employees may seek counseling through the College's Employee Assistance Program.

A copy of the Alcohol and Drug Prevention Program will be distributed annually to all employees and students of the College.

Procedure

Student/Employee Conduct:

Students

Students are expected to adhere to the Student Code of Conduct. The Student Code of Conduct applies to any College activity, function, or event on or off campus or in a college-owned vehicle. Violation of College policy and/or the Student Code of Conduct is considered a serious matter and may result in disciplinary measures. In accordance with Rule 5 of the Student Code of Conduct, students are prohibited from the following:

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on College premises, at any other College locations, or at College sponsored events or activities.

   A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.

2. A student shall not knowingly possess an instrument of drug paraphernalia for the purpose of ingesting a controlled substance.

3. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on College premises or as part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.

4. Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, the instructor has the authority to contact campus security to remove the student from the classroom. Instructors must notify the Vice President of Instruction and Student Support or designee of this alleged violation of the Student Code of Conduct as soon as possible.

Employees

Employees of the College are expected to adhere to the Alcohol and Drug Policy as a condition of employment at the College. Employees found in violation of this policy will be subject to disciplinary sanctions, up to and including expulsion or termination, for engaging in any of the following prohibited conduct:

1. Engaging in the unlawful or unauthorized manufacture, distribution, dispensing, possession, sale, purchase, or use of any illicit drug or alcohol while on the College campus, while at work or during working hours, at a College-sponsored event, while engaging in College business, while representing the College away from the College campus, or while participating in College activities.

2. Being under the influence of any illicit drug or alcohol while on the College campus during work activities, in a College vehicle, while using College equipment, at a College-sponsored event, while engaged in College business, while representing the College away from the campus, or while participating in College activities.

   The reasonable use of alcohol may be permitted in a business/social setting, provided the individual is of legal age. Employees are expected to use good judgement with regard to the amount of alcohol consumed.

3. Manufacturing, distributing, dispensing, possessing, selling, purchasing, or using an illicit drug away from the College campus in a manner that adversely affects the employee's performance, personal safety or the safety of others at work, or the College's regard or reputation in the community.

4. Storing any illicit drug or alcohol in a desk or other property owned by the College or located on the College campus without prior authorization from appropriate College officials.

5. Failing to report to the College a conviction for violation of any criminal drug or alcoholic beverage offense (whether entered into upon a verdict or a plea, including a plea of no contest) within five calendar days after the conviction.

Disciplinary Sanctions:

Students

Students who engage in the unlawful manufacture, possession, selling, use, or distribution of alcohol or illicit drugs, or who abuse alcohol or other drugs will be subject to disciplinary sanctions by Carteret Community College. The disciplinary sanctions may include warnings, disciplinary probation, or in severe cases, expulsion from Carteret Community College and referral to the local authorities for prosecution. Students should be aware that their actions are also subject to all local, state, and federal laws relating to drug and alcohol abuse. The College will bring unlawful acts to the attention of proper law enforcement authorities.

Employees

Commission of any of the above violations will result in disciplinary sanctions by the College against the offending employee that are consistent with federal, state, and local law. Sanctions may include a written warning, suspension from employment without pay for up to one semester or its equivalent, or termination from employment. Any illicit drugs or alcohol found in or on College property will be turned over to the appropriate authorities, and the College will assist in any resulting criminal prosecution. The College reserves the right to refer violators of this Policy to appropriate authorities for prosecution.

Likewise, at its sole discretion and in lieu of or in addition to taking disciplinary action, the College may refer the offending employee to a substance abuse professional approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency, for evaluation and possible assistance. The employee will be expected to comply with any assistance or rehabilitation program prescribed by the substance abuse professional

as a condition of continued employment, as applicable. Participation in any assistance or rehabilitation program will be at the employee's own expense. Additionally, participation in such programs will be subject to appropriate professional confidentiality associated with therapeutic treatment and personnel records.

Initial reports of suspected violations under this Policy shall be reported to the individual's immediate supervisor, the appropriate Vice President, or the Human Resources Director. The individual receiving the report shall immediately involve the Human Resources Director who will lead the investigation of the allegations. While every effort shall be made to protect confidentiality of both the reporter and the affected employee, proper notice shall be shared in the appropriate college chain of command as well as with other individuals deemed vital to proper and through investigation and resolution.

Employees convicted of violations under any criminal drug or alcoholic beverage offense are required to self-report such conviction to the Human Resources Director. Such notice must be provided in writing within five (5) days of the conviction. Failure to do so will be subject to disciplinary action, up to and including termination of employment. To the extent required by law, the College will provide written notice, including an employee's position title, to the federal Department of Education or any other federal granting or contracting agency within ten days after receiving notice of the employee's conviction for violation of any criminal drug statute occurring in the workplace. Appropriate disciplinary sanctions will be taken against the employee within 30 days after receiving the notice of conviction.

Policy Enforcement:

1. Distribution: The College is committed to enforcing this Policy and to making sure that students and employees understand its contents and requirements. For this reason, the Policy will be made available to all students and employees along with other policies and procedures of the College. Additionally, new employees will be required to sign written receipt of the Policy as a part of orientation.

2. Review: The College will review its Alcohol and Drug Policy and Prevention Program biennially or as otherwise required by the acts to determine their effectiveness and implement any changes as needed, and to help ensure that the disciplinary sanctions described in this Policy are enforced consistently.

3. Other Applicable Laws: All applicable laws pertaining to alcohol consumption, including laws relating to the sale to, purchase by, or use by underage persons of alcohol, will be enforced on the College campus. Similarly, all applicable federal, state, and local drug laws will be enforced on the College campus.

Counseling, Treatment, Rehabilitation, and Re-entry Programs:

Those faculty, staff, or students who seek assistance with a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through community organizations. Those who voluntarily avail themselves of counseling services offered through Carteret Community College shall be assured that applicable professional standards of confidentiality will be observed.

The Student Services Office maintains a list of public and private treatment agencies, many of which are listed in the Alcohol and Drug Policy Prevention Program brochure. Individuals may contact College counselors or the Human Resources department for more information on these services.

Requirements for College and Third Party Events when Alcohol is Sold or Served:

Approval in writing is required by the President for all College-sanctioned activities where the lawful consumption and possession of alcohol is manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing education, social, or other purposes consistent with the College's policies, procedures and applicable legal requirements. For more information on obtaining approval, please refer to the Facilities Rental Manual or by contacting the Facilities Rental Coordinator.

5.1.3. Adverse Weather Policy

Adverse Weather Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 5/13/2014	**SACSCOC:** NA
EFFECTIVE IMMEDIATELY	
In the case of inclement weather and emergencies, the final decision to close the College will rest with the President. In the event of a weather or emergency related schedule interruption, instruction will either be rescheduled or delivered by using the college's Learning Management System (LMS) or an alternative method.	

Procedure

Employees and students can contact the College's main telephone number at 252-222-6000 for the latest information 24 hours a day. In the event of closing, a recorded message will be prepared giving as much information as possible. Closing information will also be posted to the College Web page at www.carteret.edu.

An approaching storm system can cause a great deal of confusion and emotional stress for coastal residents as they try to balance work obligations and prepare for the safety of their families and personal possessions. In the event the approaching storm system requires Carteret Community College to cease operations temporarily, every effort will be made to close the college in a timely manner allowing employees and students time to make personal preparations.

The decision to close the College will rest with the President, and will take into account many factors, in particular, the safety of students and employees.

If the college is closed due to adverse weather or other emergency, instruction will continue using the college's learning management system (LMS). Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting. Instructors will also immediately send alternative assignments as posted in the LMS to the Registrar or designee of the Vice President of Instruction and Student Support for audit purposes.

Exceptions to this procedure include the following:

1. Basic law enforcement training and cosmetology classroom and lab instruction will be re-scheduled.
2. Health Science clinical hours will be re-scheduled.

If employees have personal situations that require them to depart work prior to the College's official closing, then staff are encouraged to do so by contacting their supervisors and taking vacation or bonus leave as may be required. Faculty may use sick or bonus leave. While we have an obligation to our students, this liberal leave policy is an attempt to accommodate the needs of our employees. Likewise, students also may be anxious about the approaching storm, and should be encouraged to take care of personal business if necessary with the understanding we will work with them to make-up assignments.

In the event the College must cancel classes due to weather related circumstances, but remains open for other College business, employees have the option of reporting to work, taking personal leave, or making up the time missed. While we have an obligation to our students, this liberal leave policy is an attempt to accommodate the needs of our employees. All missed class time must be addressed with the delivery time and method documented.

Working as a team, we can cover what is necessary and still help our fellow employees and students. Information regarding closing or cancellation of classes will be passed to employees through their respective departments and divisions where possible. Employees can then pass along information directly to students if feasible. Employees and students can also contact the College's main telephone number (252-222-6000) and/or the College Web page (www.carteret.edu), for the latest information 24 hours a day. Closing information will also be passed to employees and students via area news media organizations. The following news media organizations will be contacted if the College must close:

Television			**Radio**		
WCTI-TV	Channel 12	(ABC-New Bern)	WTEB-FM	89.3/91.5	(New Bern)
WITN-TV	Channel 7	(NBC-Washington)	WERO-FM	93.3	(Washington)
WNCT-TV	Channel 9	(CBS-Greenville)	WRNS-FM	95.1	(Kinston)
			WIKS-FM	101.9	(New Bern)
			WSFL-FM	106.5	(New Bern)
			WTKF-FM	107.3	(Morehead City)

The conditions surrounding a decision as to whether Carteret Community College will operate are not the same conditions surrounding a decision concerning operation of the public school system.

5.1.4. Americans with Disabilities Policy

Americans with Disabilities Policy	
Responsible Division: Instruction and Student Support	**Citation:** NA
Signature/ Date Approved: Board of Trustees 11/8/2011	**SACSCOC:** NA
EFFECTIVE IMMEDIATELY	
The rights of students with disabilities are protected under the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). It is the Carteret Community College's policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any college program or activity.	

5.1.5. Animals on Campus Policy

Animals on Campus Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

Carteret Community College recognizes that owners of Domestic Animals may desire to bring those animals to the campus; users of Service Animals or Service Animals in Training may find it necessary to bring those animals on campus; and Feral or Wild Animals may select the campus landscape as their habitat. In consideration of the personal safety and well-being of the Carteret Community College campus community, and in accordance with applicable state and federal laws, this Policy establishes requirements for accessibility, behavior, and treatment of animals on campus.

No person may bring an animal onto the College campus, except for:

a. Service Animals, Service Animals in Training;
b. Emotional support, comfort, and therapy animals
c. Domestic Animals only as defined below and as provided in the requirements;
d. Animals that are brought on campus for a purpose specifically approved and under conditions established by the President.

This Policy does not apply to animals on campus solely for the purpose of instructional use.
Requirements

The care and supervision of a Service Animal, Service Animal in Training, and Support Animal is the responsibility of the person using the animal's services (hereinafter "owner"). The owner must ensure that the animal is in good health and has been vaccinated against diseases common to that type of animal and that those vaccinations are kept up-to-date as recommended by the American Veterinary Medical Association. For example, dogs should have routine maintenance for flea and tick prevention, de-worming, and have annual examinations. Dogs must wear a rabies tag.

Service Animals, Service Animals in Training, and Support Animals must be under full control at all times with devices as set forth below, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. A Service Animal in Training and a Support Animal must be on a lead and under control at all times.

Use of a Service Animal or Service Animal in Training may be prohibited if the use of the animal poses a direct threat to the health or safety of other persons.

Use of a Service Animal in Training and Support Animal may be prohibited if the presence of the Service Animal in Training and Support Animal will result in a fundamental alteration of the educational program or activity involved. Questions about the impact of the Service Animal or Support Animal on an educational program or activity should be addressed with the Disabilities Coordinator in consultation with the vice president who oversees the program, course, or space in question.

When it is not obvious what service an animal provides, College officials may ask only two questions: (1) Is the animal a Service Animal required because of a disability? and (2) What

work or task has the animal been trained to perform? College officials cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

College officials may ask an individual to remove a Service Animal, Service Animal in Training or Support Animal from College facilities or the College campus if:

a. The animal poses a direct threat to the health and safety of others;
b. The animal is out of control or disruptive and the animal's handler does not take effective action to control it; or
c. The animal is not housebroken.

The owner is responsible for the cost to repair any damage done by the Service Animal, Service Animal in Training or Support Animal to college property.

Feral or Wild Animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, and that do not require human intervention, may inhabit the campus grounds.

Feral or Wild Animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential threat to the health or safety of humans will be regulated, controlled, and humanely relocated in accordance with all applicable laws and regulations.

Except as otherwise set forth below, the following requirements apply to all Service Animals, Service Animals in Training, Support Animals, and Domestic Animals on campus:

1. All animals must be under control while on campus grounds, and restrained by a leash or other appropriate device that does not exceed six feet in length and that is under control by a responsible person. At no time is an animal permitted to wander off leash or be let out of control by the handler. Exceptions may apply to service animals when the task(s) performed requires the service animal to be off leash or unrestrained.

2. Fecal matter deposited by any animal brought onto campus must be removed immediately and disposed of properly by the owner or handler. The burden is on the animal handler to arrange for removal of fecal matter if he or she is personally unable to perform the task.

3. Domestic Animals may for a "visitation" enter any:
    1. Campus building;
    2. Enclosed or delineated outdoor athletic or recreational facility; or
    3. Officially reserved or scheduled outdoor event on campus.

4. Domestic Animals are not allowed to "visit" during classroom instruction, clinical activities, or other indoor assemblies, events, or presentations.

5. Animals found tethered, unattended, or abandoned may be humanely impounded in accordance with all applicable laws and regulations.

6. Animals may be confined in vehicles parked on campus for a reasonable period of time as long as the animal is not endangered and does not endanger others or create a public nuisance. In the event of endangerment to the animal or others, or public nuisance, the animal may be humanely impounded.

7. Animals must have appropriate behavior while on campus. If there is anything about the condition, health, or behavior of any animal on campus that is deemed by College officials to be a direct threat to the health or safety of any member of the campus community or to any other animal, if the owner cannot control the animal, if the animal is disruptive, or if the animal is not housebroken, then that animal may be removed from campus in any manner deemed necessary by College officials. Such action may be taken regardless of whether the animal posing a threat would otherwise be permitted on campus under this Policy.

Responsibilities

The President will be responsible for providing the final determination on the risk, potential hazard, potential for property damage, or potential for public nuisance of any animal on campus grounds. Nothing in this Policy is intended to limit the freedom of the Security or other College officials in the assessment or handling of any situation involving an animal in College facilities or on the College campus.

The Disabilities Coordinator is responsible for maintaining any documentation regarding Service Animals, Service Animals in Training and Support Animals.

Violations of this Policy

All members of the campus community share the responsibility of implementing all aspects of this Policy. Failure to comply with implementation of this Policy will result in the following consequences:

- Any person who brings an animal onto campus in violation of this Policy will be required to remove the animal from campus immediately.
- Any person who allows his or her animal to stray or be unattended may have such animal impounded and turned over to the local Animal Control Shelter.

Definition of Terms:

Service Animals: The College defines “Service Animal” in accordance with Title II and Title III of the Americans with Disabilities Act (ADA). A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing animal protection or rescue work, pulling a wheelchair, or fetching dropped items. If an animal meets this definition, it is considered a service animal for purposes of this regulation even if it has not been licensed or certified by a state or local government, or by a private agency. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the Americans with Disabilities Act. Under Title II and III of the ADA, service animals are limited to dogs. However, the use of miniature horses is accepted under the ADA, if the miniature horse has been individually trained to do work or perform tasks for individuals with disabilities.

Service Animals in Training: A Service Animal in Training is an animal in training to become a Service Animal when the animal is accompanied by a person who is training the Service Animal and the animal is wearing a collar and leash, harness, or cape that identifies the animal as a Service Animal in Training.

Emotional Support, Comfort, and Therapy Animals: Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual’s disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor’s letter does not turn an animal into a service animal. These animals are identified as an animal

providing emotional or other support to alleviate one or more identified symptoms or effects of a disability. Support Animals are not required to be trained to perform work or tasks.

Emotional Support, Comfort, and Therapy Animals are not automatically allowed to accompany persons with disabilities in any College area. Before a Support Animal can accompany a person with a disability, a request must be submitted to the Disabilities Coordinator for approval by the appropriate vice president. Appropriate documentation from a licensed physician, mental health provider, a qualified psychiatrist, social worker, or other qualified professional, is required in order to provide sufficient information for College to determine:

- the individual qualifies as a person with a disability, and has a physical or mental impairment that substantially limits one or more major life activities; and
- the Support Animal is necessary to provide emotional support or other assistance to improve one or more symptoms or effects of the disability.

Domestic Animals: Domestic Animals are those species of animals that normally and customarily share human habitat and are normally dependent on humans for food and shelter, including dogs, cats, and other common domestic animals, but not including Feral or Wild Animals. Service Animals, Service Animals in Training, and Support Animals are not considered Domestic Animals for the purpose of this Policy.

Feral or Wild Animals: Feral or Wild Animals are animals that are not socialized or domesticated.

Visitation: Visitation is defined as a short period of time on an occasional basis.

5.1.6. College Smoking Policy

College Smoking Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 2/7/2014	**SACSCOC:** NA
EFFECTIVE IMMEDIATELY	

The College is responsible for providing a safe, healthy environment in which to learn. Tobacco and nicotine use has been proven to have harmful effects on both smokers and non-smokers. Therefore, those who choose to smoke including electronic cigarettes on the Carteret Community College campus are required to do so only in designated smoking areas.

There shall be no smoking within any building owned or operated by the College, regardless of whether the building is leased to another entity or agency. Smoking outside of buildings will be allowed only in areas specifically designated as a smoking area. Designated smoking areas shall be clearly identified, so non-smokers can avoid these areas if they choose. Any area not specifically designated as a smoking area is a non-smoking area, and anyone smoking in these areas shall be in violation of this policy. Smokers may smoke within their own vehicles while on college property, but not in parking lots outside of their vehicles. No tobacco or electronic cigarette waste is to be deposited anywhere on college property except in receptacles designed for that purpose. Smoking while walking to or from smoking areas or other locations is a violation of policy.

Designated smoking areas shall have adequate receptacles for waste, and patrons are expected to use them judiciously. The College shall have the right to change or eliminate designated smoking areas without notice.

Procedure

Adherence to the rules of the College Smoking Policy is expected of all students and employees. The *College Catalog & Student Handbook* will include this policy. Intentional or repeated violation of this policy, by employees or students, may result in disciplinary action.

Requests to expand, eliminate or change designated smoking areas will be made to the Vice President of Finance & Administrative Services. The Vice President will determine feasibility, including cost, and make a recommendation to the President.

5.1.7. Communicable Disease Policy

Communicable Disease Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	

Carteret Community College is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. The College recognizes the serious implications that the spread of communicable disease has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment.

1. Carteret Community College assumes responsibility for conducting an ongoing educational campaign designed to reach all campus constituents (students, staff, and general public), to provide basic information about prevalent communicable diseases. The campaign will be designed to reach all members (including high-risk groups) of the College community on a continuing basis and through a variety of methods.
2. Persons who are infected with a reportable communicable disease will not be excluded from enrollment or employment, or restricted in their access to Carteret Community College's services or facilities, unless an individualized, medically-based evaluation determines a direct, significant risk to the health or safety of the College community that cannot be eliminated by reasonable accommodation.
3. Persons who know, or have reasonable basis for believing that they are infected with a reportable communicable disease are expected to seek expert advice about their health circumstances and are obliged, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of other members of the community.
4. All medical information related to the communicable diseases of Carteret Community College employees and students shall be kept confidential unless specific written consent is provided, or the reporting of such information is required by state and/or federal law.
5. The assessment of an employee or employees of a contractor or contracted service with a suspected communicable disease and the final determination of that employee's ability to remain on the job shall be made by the President of Carteret Community College, after consultation with the Director of Human Resources, and based on recommendations from the local health authorities. If an employee or employee of a contractor or contracted service is found to have a communicable disease, the

President may prohibit attendance or participating in work at the College until a letter or certificate is obtained from one or more licensed physicians and/or public health officials stating that the attendance of the employee or employee of a contractor or contracted service no longer constitutes a health risk to other employees and students at the College.

6. The assessment of a student with a suspected communicable disease and the final determination of that student's ability to remain in college shall be made by the Dean of Student Services, after consultation with the Vice President for Instruction and Student Support, and based upon recommendations from local health authorities. If a student is found to have a communicable disease, the Dean of Student Services may prohibit attendance at the College until a letter or certificate is obtained from one or more licensed physicians and/or public health officials stating that the attendance of the student no longer constitutes a health risk to employees and other students at the College.
7. Carteret Community College will widely publicize and carefully observe the OSHA Bloodborne Pathogen Standard established by the North Carolina Department of Labor.
8. This policy will be widely publicized on the Carteret Community College campus.
9. This policy will be implemented under the direction of the Carteret Community College President and will be reviewed, at least annually, for possible revision due to medical and legal updates.
10. The Carteret Community College Director of Marketing and Public Affairs is designated as the primary spokesperson for the institution to respond to questions about the College's communicable disease policy and practices.

Definition of Terms:

A communicable disease is any condition which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate host or vector or through the inanimate environment. Communicable diseases are spread via airborne pathogens or contact with human blood or bodily fluids. Often the terms infectious and contagious are used to describe communicable disease.

Communicable diseases include, but are not limited to, the following:

- Chicken Pox (Varicella)
- Diphtheria
- Gonorrhea
- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Human Immunodeficiency Virus (HIV)
- Influenza (Flu)
- Impetigo
- Meningitis
- MRSA
- Measles (Rubeola)
- Mumps
- Rubella
- Syphilis
- Tuberculosis (TB)

A reportable communicable disease is a communicable disease of unusual significance, incidence, or occurrence which may merit an epidemiological evaluation and is of most importance from a public health perspective.

5.1.8. Copyright Policy

Copyright Policy	
Responsible Division: Administrative Services	**Citation:** Title 17, U.S. Code
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

Federal copyright law protects authors from unauthorized use of their creations. Items covered under the copyright law include but are not limited to computer software, movies, graphics, music, and text including books and web articles. Adherence to copyright guidelines is expected of all faculty, staff and students. Those who do not comply with copyright requirements are subject to disciplinary action up to and including dismissal from the College. In order to assist employees in complying with the copyright law, the College maintains guidelines and procedures on the copyright law and its application.

Definition of Terms:

Copyright is the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

5.1.9. Electronic Signature Policy

Electronic Signature Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

Carteret Community College (CCC) recognizes an electronic signature as a valid signature from employees and students subject to the Campus Network Username and Password Condition below:

Campus Network Username and Password Condition:

- Institution provides student or employee with a unique username and password
- Student or employee is required to change their own password
- Student or employee logs into the campus network and secure sites using both the username and the password

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Employees use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

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It is the responsibility and obligation of each individual to keep their passwords private so others cannot use their credentials.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. CCC will take steps to ensure the passwords are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

Students who engage in behaviors that disregard this policy including, but not limited to, identity theft, theft of electronic property, providing false information on College documents, or altering College documents are considered in violation of the College policy.

5.1.10. Free Speech and Public Assembly Policy

Free Speech and Public Assembly Policy

Responsible Division: Office of the President **Citation:** First Amendment

Signature/ Date Approved: Board of Trustees 10/13/2020

EFFECTIVE IMMEDIATELY

Carteret Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Carteret Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college.

Student's Free Speech Rights

The college will protect the rights of freedom of speech, petition, and peaceful assembly and students may exercise those rights within the bounds of this policy. Students are authorized to exercise this right freely as long as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others. Students engaging in such disruptive activity may be subject to disciplinary action and/or criminal prosecution. Those who exercise free speech as a part of this policy must not:

- Violate the CCC Code of Conduct.
- Threaten passers-by.
- Substantially and materially interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Substantially or materially interfere with or disrupt any other lawful activity.
- Create an imminent safety or health hazard.
- Incite violence or imminent lawlessness.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc. or any other

college equipment except in areas designated by the dean of student services.

- Carry signs or placards that exceed three feet by three feet. Signs or placards must not contain obscene language or words that tend to incite violence.
- Utilize any electronic means of amplifying sound.
- Parade or publicly assemble for the purpose of teaching or advocating the confiscation of private property without just compensation, the violent overthrow of the government of the United States of America, the State of North Carolina or any political subdivisions of North Carolina, or the depriving of any person of his liberty or property without due process of law.
- Violate any State or Federal laws.
- Allow any vicious animal to accompany the parade or public assembly or to proceed along the parade route or be allowed to remain at any place of public assembly.

Definition of Terms: NONE

5.1.11. Human Subjects in Research Policy

Human Subjects in Research Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 1/9/2018	
EFFECTIVE IMMEDIATELY	

Carteret Community College establishes and follows a procedure for approving requests from internal and/or external researchers seeking Carteret Community College students and/or employees to participate in data collection and analysis. Any human research will be allowed on a voluntary basis only. Requestors will be responsible for ensuring the rights and welfare of human subjects in the research and providing prospective participants with a legally effective process for informed consent.

Procedure

Purpose:
Carteret Community College encourages and supports the scholarly endeavors of its students, faculty, and staff, as well as other educational institutions and organizations. The College acknowledges pursuit of scholarly research will often involve the use of human subjects for data collection and analysis. In conducting such research, it is necessary to ensure that the rights and welfare of human subjects are protected, the risks have been considered and minimized, and the potential for benefit must be identified and maximized. For such research, all human subject participation is voluntary and only after provided with a legally effective process for informed consent. Lastly, all research must be conducted in an ethical manner and in compliance with established standards.

Conducting Research for Personal Educational Purposes

Note: Persons under the age of 18 are unable to give informed consent and cannot participate in human subjects research without consent from their parent or legal guardian.

This policy applies to all research activities involving human subjects. All individuals who propose to conduct human subjects research will need to prepare and submit an Application for Research to the Research Review Committee for consideration.

Although not a true IRB, Carteret Community College's Research Review Committee (RRC), consists of five members to include the Director of Institutional Effectiveness, a Research Technician, a representative from Student Services, a faculty member with expertise in scientific research, and a faculty member with expertise in social sciences. The Director of Institutional Effectiveness serves as the chair.

The RRC is responsible for the following:

1. Reviewing those proposals which need to be discussed by the whole committee (exempt or expedited proposals need only be approved or denied by the RRC Chair);
2. Insuring that vulnerable populations, risks to individuals, and risks to the College are properly protected before granting approval for the research to begin;
3. Reviewing copies of informed consent to be given to research participants where applicable;
4. Ensuring that prior approved research projects continue to be updated for review; and
5. Terminating and/or suspending projects when misconduct in research is reported and/or confirmed.

For Researchers Affiliated with the College

The College supports researchers who have an affiliation with the College and who may be pursuing advanced degrees or seeking to conduct research using Carteret Community College students or employees for publication purposes or other purposes not funded by or sponsored by the College as official College research.

Researchers should submit the Application for Research, which includes the following items, to the Director of Institutional Effectiveness:

1. A brief description of the study, including its purpose and description of the methods used to recruit study subjects;
2. Affirmation from the supervising institution demonstrating approval to conduct the research;
3. A document containing the information that will be sent/read to participants stating the purpose of the research, how the researcher will obtain the informed consent of the research participants, how the welfare of the research subjects will be protected, and whom the participants need to contact with questions regarding the research or with other concerns; and,
4. Projected beginning and ending dates of the research.

In the event the research under consideration is to be conducted by Institutional Effectiveness staff and meets the definition of human subjects research, the research application will be reviewed by the RRC, absent the Director of Institutional Effectiveness to assure appropriate checks and balances.

The following are additional expectations and requirements associated with research requests that propose using Carteret Community College students, faculty, and/or staff as subjects:

1. Subjects' legal rights will be respected and their rights to privacy, dignity, and comfort will be considered in approving proposed research;
2. Risks to subjects, if any, must be reasonable in relation to anticipated benefits and the importance of the knowledge that may result from the proposed research;
3. Adequate provision(s) must be made for all facilities, procedures, and professional attention necessary for the protection of the individual as a research subject;

4. Adequate provisions are to be made for recruiting a subject population that is representative of the population base at the College in terms of demographic representation unless scientifically justified;
5. Research involving human subjects must be conducted by qualified persons and any research specifically involving medical and/or clinical assessments must be conducted by persons specifically qualified for that type of research;
6. Participation by a human subject in research must be voluntary and the right to withdraw at any time must be provided;
7. Information provided to gain human subject consent must be adequate, appropriate, and presented in lay language appropriate to the subject population;
8. All research that involves human subjects must receive approval through a formally constituted review prior to initiating the research or prior to initiating any changes to the research protocol; and
9. Continuing research programs are subject to periodic review by the Research Review Committee. Such review shall be carried out at least once a year.

For Researchers Not Affiliated with the College

Individuals or groups not affiliated with Carteret Community College who wish to conduct research using Carteret Community College students and/or employees as subjects must submit a request to the Director of Institutional Effectiveness. The Director of Institutional Effectiveness will review the request and, where appropriate, consult with the Research Review Committee to either accept or reject the request. Researchers should submit the following items to the Director of Institutional Effectiveness:

1. A brief description of the study, including its purpose and description of the methods used to recruit study subjects;
2. Affirmation from the supervising institution demonstrating Institutional Review Board (IRB) approval to conduct the research;
3. A document containing the information that will be sent/read to participants stating the purpose of the research, how the researcher will obtain the informed consent of the research participants, how the welfare of the research subjects will be protected, and whom the participants need to contact with questions regarding the research or with other concerns; and,
4. Projected beginning and ending dates of the research.

The Director of Institutional Effectiveness or, when appropriate, the whole RRC will determine the means of notifying potential participants (i.e., email, LSM posting, electronic bulletin board) once a research request has been approved.

The following are additional expectations and requirements associated with research requests that propose using Carteret Community College students, faculty, and/or staff as subjects:

1. Participation of Carteret Community College students, faculty, and/or staff in research using human subjects is strictly voluntary and only after legally effective informed consent is provided. Participants have the right to withdraw at any time;
2. Allowing students, faculty, and/or staff to participate in research studies does not imply a review and/or endorsement of the study by any college employee;
3. The College is not included in any contractual arrangement agreed to between the research sponsor and any Carteret Community College student and/or employee; and
4. The research sponsor must assume all responsibility for the welfare of research participants.

Definitions:
Source: U.S. Department of Health & Human Services, Office for Human Research Protections, Code of Federal Regulations (2009) Retrieved from https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html#46.102

Human Subject: Carteret Community College defines a human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual; or (2) identifiable private information."

Research: "a systematic investigation, testing and evaluating, designed to develop or contribute to generalizable knowledge." Activities, which meet this definition, constitute research for purposes of this policy, whether or not they are conducted or supported under a program, which is considered research for other purposes.

Intervention: "physical procedures by which data are gathered including manipulations of the subject or the subject's environment that are performed for research purposes."

Private Information: "information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public." Private information must be individually identifiable, that is the identity of the subject is or may readily be ascertained or associated in order to constitute research involving human subjects. Examples of identifiers would include but are not limited to name, social security number, and medical record numbers.

Exempt from Review – Research exempt from review includes research conducted in established or commonly accepted educational settings such as the classroom. In classes, students may be assigned to conduct interviews, distribute questionnaires, or engage in participant observations. If the purpose of these activities is solely pedagogical and is not designed to contribute to a body of knowledge, the activities do not meet the definition of research with human subjects. However, classroom research must be supervised by a faculty member, may not include research subjects under the age of 18, and should not involve sensitive, personal, or incriminating topics. Classroom research is viewed as being outside of the federal definition for human subjects research. As such, these projects do not have formal IRB approval and thus may not be presented at local, state, national, or international conferences, published, or used for thesis/dissertation projects. If students believe they may wish to present or publish their work at a future point, they, with the assistance of a faculty member, should seek approval from a properly constituted IRB that meets federal regulations and should follow the steps for approval for researchers affiliated with the college.

Expedited Review Procedures: researchers may use an expedited review procedure for research involving no more than minimal risk to participants and for minor changes in research already approved by the Research Review Committee.

Minimal Risk: the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life.

5.1.12. Intellectual Property Policy

Intellectual Property Policy	
Responsible Division: Human Resources	**Citation:** NA
Signature/ Date Approved: Board of Trustees 6/10/2008	
EFFECTIVE IMMEDIATELY	

OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS

Subpart A: Basic Ownership Rights of the Various Types of Creative Works:

The ownership rights to a creation shall be determined generally by the provisions in Subpart A below, but ownership may be modified by an agreement, sponsorship agreement, or other condition described in Subpart B below.

Definitions:

1. **"College"** means Carteret Community College.
2. **"Consultant"** means an individual or entity hired by the College to provide services or other work thereto.
3. **"Encoded Works"** are creations that are software and other technologies for the electronic capture, storage, retrieval, transformation, display, or transmission of information.
4. **"Faculty"** means all permanent full-time, permanent part-time and adjunct faculty of the College, including, but not limited to any professional staff teaching during their regular employment hours or under an instructional or non-instructional contract.
5. **"Faculty Member"** means a member of the Faculty or professional staff, staff member or other employee of the College other than a student employee.
6. **"Institutional Works"** means course outlines, syllabi and reading schedules.
7. **"Intellectual Property"** means institutional works, scholarly works, encoded works, patents and patent applications (as defined under 35 U.S.C, *et seq*. and copyrights (as defined under 17 U.S.C. *et seq*. or common law, as the case may be).
8. **"Scholarly Works"** are creations that reflect research, creativity, and/or academic effort. Scholarly works are those that are conceived and reduced to practice in part or in whole and include, for example: course instructional materials (such as textbooks and course materials), distance learning works, journal articles, inventions, research bulletins, lectures, monographs, plays, poems, literary works, works of art (whether pictorial, graphic, sculptural, or other artistic creation), computer software/programs, electronic works, sound recordings, musical compositions, or similar creations.
9. **"Student Employee"** means a student who is hired or works for the College and is required to carry out specific tasks.

GENERAL OWNERSHIP

All right, title and interest to all intellectual property conceived, created and/or reduced to practice or copyrightable by a student to meet course requirements using College resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public, is the property of the student.

All right, title and interest to all intellectual property conceived, created and/or reduced to practice or copyrightable (copyrightable works under this paragraph shall be considered

"Works Made For Hire") by at least one faculty member, consultant or student employee in carrying out his/her respective duties as a member of the faculty, a consultant or a student employee (whether the creation of such intellectual property occurred on College property or otherwise) shall belong to the College except as otherwise set forth below:

- To the extent a third party (other than a faculty member, consultant or student employee) is a co-creator of intellectual property, the College would share ownership with such third party/parties or the entity to which such third party/parties had an obligation to assign, if any.
- To the extent a faculty member or student employee created intellectual property outside of carrying out his/her duties as a member of the faculty or student employee, respectively, but used College resources in any way whatsoever (including, without limitation, offices, laboratories, the College grounds, equipment, computers, any College provided work material, institutional works and the like), such faculty member or student employee shall own the respective intellectual property (in concert with any third party at the sole discretion of the creator of such Intellectual property) but the College shall have a non-exclusive, royalty-free right to make, sell, have made, import or otherwise use such intellectual property in perpetuity and in the College's own discretion.
- To the extent a faculty member or student created intellectual property outside of carrying out his/her duties as a member of the faculty or as a student employee, respectively, without the use of ANY College resources whatsoever (see above for examples), the College shall have no claim to such intellectual property.
- As otherwise established pursuant to an agreement as set forth in Subpart B below.

Subpart B: Modification of Basic Ownership Rights:

The general provisions for ownership of intellectual property rights set forth in Subpart A shall be modified by the following provisions if any of these provisions is applicable to the situation.

Sponsorship Agreement: The ownership of intellectual property rights in a work created under a sponsorship agreement shall be determined by the terms of the sponsorship agreement. If the sponsorship agreement is silent on the issue of ownership of intellectual property rights, ownership will be deemed to be in the College.

1. Collaborations/Partnerships. Carteret Community College may participate in projects with persons/organizations to meet identified student, citizen, community and industry needs. Ownership rights pursuant to any collaboration or partnership shall be determined by a written agreement. In the absence of a written agreement the College shall be deemed the owner of said project property.
2. Equity Distributions. In any instance in which the College executes an agreement with an individual, corporation or other entity for economic gain using intellectual property owned by the College, the written agreement shall control the distributive share of the proceeds between or among the parties to the agreement. In the absence of such an agreement, the College shall be deemed the sole owner of all such intellectual property used for economic gain by any other individual, corporation, or other entity.
3. Special Commissions. Intellectual property rights to a work specially ordered or commissioned by the College from a faculty member, consultant or student employee, and identified by the College as a specially commissioned work at the time the work was commissioned, shall be a "Work Made For Hire" and belong to the College. The College and faculty member, consultant or student employee shall enter into a written agreement for creation of the specially commissioned work.
4. Contract Responsibility. It shall be the responsibility of the prospective parties to any of the above set out agreements or contracts to negotiate the terms of said agreements within a reasonable time prior to the commencement of work on any of the above enumerated projects. In the event that the faculty member or student

employee chooses to utilize the services of his or her own counsel either in drafting or reviewing said agreements or contracts then the accompanying legal fees shall be the sole responsibility of the person or entity seeking such legal counsel. All legal fees incurred by the College shall be the sole responsibility of the College. Attorneys representing the College shall not provide legal counsel or advice to any party except to the College and represent the interests of the College solely.

5. Failure to Negotiate a Contract or Agreement. The failure of the parties to negotiate and enter into a contract as hereinabove set forth prior to the commencement of work on any of the above enumerated projects shall act as a waiver of the ownership rights of the creator in that portion of the work created prior to the signing of a contract or agreement unless otherwise stated in the written contract or agreement so that the College will be deemed to be the owner.
6. Written Request for Contract or Agreement. Any party desiring to enter into a contract or agreement with the College as hereinabove set out shall make such request in writing outlining the project in sufficient detail so as to enable the College to make an informed decision as to the efficacy and desirability of entering into an agreement or contract for the ownership of the intellectual property anticipated to be created during the subject project. This detail shall include, but is not limited to, a full description of the project, a full description as to the benefits of the project to the College, its students and the community at large, a detailed projected budget for the project and an estimate as to the time of completion and implementation of the project. Said written notice must either be hand-delivered or sent certified mail return receipt requested to the Office of the President of Carteret Community College, 3505 Arendell Street, Morehead City, NC 28557.
7. College Responsibility. Once the College has been put on notice in writing that a faculty member or student employee wishes to enter into an agreement or contract as hereinabove set out it shall begin negotiations in good faith and with all due speed and diligence to finalize an agreement or contract with the requesting party or parties or notify said party or parties that it will not enter into such agreement or contract. All such agreements or contracts shall be finalized or decisions not to enter into such contract or agreement shall be made within ninety (90) days of receipt of written notice as evidenced by date stamp or notation on a copy of said notice retained by the party or parties making the request or by date of delivery as it appears on the certified mail return receipt.

Procedure

Challenges to the Intellectual Property Policy would be addressed through the College's grievance procedures.

5.1.13. Public Information Policy

Public Information Policy

Responsible Division: Office of the President **Citation:** N.C. Gen. Stat. §132-1 and FERPA

Signature/ Date Approved: Board of Trustees 8/14/2018

EFFECTIVE JULY 1, 2018

The President of Carteret Community College shall establish procedures for all information and events which are to be presented to the news media and general public, and shall designate a person or persons to be responsible for the preparation and dissemination of such

materials. The College publishes its procedure for access to public information on its website and in its *College Catalog & Student Handbook*.

Procedure

A. All information concerning Carteret Community College to be released to the news media or the general public should be cleared through the Office of the President or the Director of Marketing & Public Information prior to release of the information.

B. The Director of Marketing & Public Information is responsible for the preparation and release of news articles to the news media. College personnel desiring the release of information concerning College-related activities or who desire to have feature stories written should submit a request to the Director of Marketing & Public Information.

C. Requests for Release of Public Information about Employees of Carteret Community College: The following information regarding Carteret Community College employees may be released to the public without the consent of the employee:

1. Name
2. Age
3. Date of original employment or appointment
4. Current position title
5. Terms of any contract
6. Date and amount of each increase/decrease in salary
7. Date and type of each promotion/demotion/transfer/suspension/ separation or other change in position
8. Date and description of the reasons for each promotion
9. Date of type of dismissal, suspension, or demotion for disciplinary reasons by the College. A copy of the written final decision of the Board (if the Board has been required to take action due to an appeal) setting forth specific acts or omissions that are the basis of the dismissal.

D. All public records requests must be made in writing and specifically list the public records to be inspected. Requests should be specific as to exactly what documents are being requested. All personnel records requests should be forwarded to the Human Resources Director. The Human Resources Director may ask the requestor for more specificity if necessary, but may not use requests for more specificity as an impediment to the individual's request for public records.

Furthermore, the records should be provided to the requestor as promptly as possible. The Human Resources Director is not required to produce public records in any form other than one in which they were originally created.

E. A person requesting to view public records may do so under reasonable supervision. No inspection fee may be charged and no files may be removed from the custody of the Human Resources Director except by the following persons:

1. The President either for his/her review or on behalf of the Board of Trustees in conjunction with formal personnel actions
2. A party by authority of court of proper jurisdiction
3. Members of the General Assembly by authority of N.C. Gen. Stat. §120-19

F. A requestor has a right to a copy of the public records in a personnel file charged at the current external rate. If a request is extraordinary and voluminous and calls for extensive use

or time and equipment, the College may charge the requestor for the equipment use and employee's time.

G. For information regarding the release of student records or student "directory information," refer to the *College Catalog & Student Handbook:* Confidentiality of Student Records.

5.1.14. Social Media Policy

Social Media Policy

Responsible Division: Office of the President **Citation:** NA

Signature/ Date Approved: Board of Trustees 10/9/2018

EFFECTIVE NOVEMBER 1, 2018

Social Media sites can be effective tools for communications, marketing, and building relationships for college initiatives. The College publishes procedures to help Carteret Community College employees and students understand how ~~CCC~~ College policies apply to communications technologies such as blogs and social networking sites, and to guide employees and students in using social media platforms. The procedures apply to Internet communications about the College, information that the College publishes on hosted websites, and communications delivered via College social media sites such as Facebook, Twitter, YouTube, LinkedIn, Google+ and others.

If College employees or students choose to have a social media presence, then they must do so in ways that are both professional and technically secure. This is best accomplished by following the College's policies and procedures, and by understanding and following the Technology Usage Policy. Social media users who work with college related sites must be aware that these types of communications are considered part of the state's Open Records law, which requires that public records be kept for a certain length of time and that they can be made available to the public and news media organizations. The goal is to protect employees and students, and to ensure consistency across departments when incorporating social media into their initiatives.

College units and departments are responsible for ensuring that content posted by or on behalf of any unit or department adhere to the College policies and to appropriate federal and state laws. To that end, units and departments must periodically review and comply with the College's Social Media Policy and procedures.

Procedure

If you post on behalf of any official Carteret Community College (CCC) entity (i.e., department, unit, class, group, etc.), the following guidelines must be adhered to in addition to all policies and best practices listed:

1. **Register your site:** Departments or College programs that have a social media presence or would like to start one must contact the Marketing Director to register the site and ensure it meets requirements. The College's Marketing Director will ensure all college social media sites are appropriate and coordinated with other CCC sites and their content. The College's Marketing Director reserves the right to decline a request for a unique page/site. In those cases, the department or program will have the opportunity to post information on the College's main information site(s).

2. **Have a plan:** Departments must consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up-to-date. The College's Marketing Director can assist and advise with social media planning.
3. **Set up site administrators:** All institutional pages must identify an existing full-time employee who is appointed to be responsible for content. In addition, all sites must have the College's Marketing Director identified as an administrator, with full access to the site wherever possible. The Marketing Director will not use this access unless something inappropriate needs to be removed, and is not a substitute for regular unit/department review and oversight.
4. **Brand your site appropriately:** Institutional social media sites must include the College logo and other appropriate branding, such as the College's name displayed in Century Gothic font.
5. **Link to other college sites:** Institutional social media sites must link to other institutional sites wherever possible, including the college website and other social media outlets (i.e., Facebook, Instagram, Twitter, LinkedIn, YouTube, Google+, etc.).
6. **Keep the site current:** All institutional sites must be monitored daily and updated at least weekly. Any site that remains dormant for more than four weeks will be rendered inoperable.
7. **Acknowledge who you are:** If you are representing CCC when posting on a social media platform, acknowledge this.
8. **Inform your supervisor:** If you are not the designated site administrator and intend to post comments regularly as a contributor, you must inform your supervisor so that he/she understands and approves of your goals and tactics for use on behalf of CCC.
9. **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Carteret Community College, students, employees, or alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPAA. Adhere to all applicable College privacy and confidentiality policies. Employees that share confidential information do so at the risk of disciplinary action or termination.
10. **Respect copyright and fair use:** When posting, follow copyright and intellectual property rights of others and of the College.
11. **Do not use Carteret Community College logos for endorsements:** Do not use the Carteret Community College logo or any other College images or iconography on personal social media sites. Do not use Carteret Community College's name to promote a product, cause, political party or candidate.
12. **Respect College time and property:** College computers and time on the job are reserved for college related business as approved by supervisors.
13. **Terms of Service:** Obey the Terms of Service of any social media platform employed.
14. **Protect the institutional voice:** Posts on social media sites must protect the College's institutional voice by remaining professional in tone and in good taste. No departments will post for the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post – names, profile images, and posts must all be clearly linked to the particular department or unit rather than to the institution as a whole.

BEST PRACTICES:

1. **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect on both the author and the College. If you would not say it at a conference or to a member of the news media, then reconsider whether you should post it online.
2. **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors.
3. **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered

carefully in light of how they would reflect on the author and/or the College and its institutional voice.

4. **Remember your audience:** Be aware that social media presence can be made available to the public at large. This includes prospective students, current students, current employees and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or negatively affect any of these groups.
5. **On personal sites:** Identify your view as your own. If you identify yourself as a Carteret Community College faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
6. **Photography:** Photographs posted on social media sites can be appropriated easily by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolutions to protect your intellectual property. Images of that size are sufficient for viewing on the web, but not suitable for printing.

DEFINITIONS:

Copyrighted material – includes material that may be protected by Copyright Law. If information or material is copyrighted, it cannot be publicly circulated without prior authorization from the copyright holder. This includes photographs, music, videos, written material, and other items.

Post – comment made to a user's social networking page or site. For example, Facebook users can post to another user's "wall."
Social networking – the use of a variety of websites that allow users to share content, interact, and develop communities around similar interests.

Social engineering – an attack that involves gathering and using personal information about a target in a deceitful manner to convince the target to provide the attacker permissions to obtain or access restricted information.

Phishing – an attack targeting a specific user or group of users, attempting to deceive the user(s) into performing a routine action, such as opening a document or clicking a link, which the phisher has booby-trapped to launch an attack.

Terms of Service (TOS) – rules by which one must agree to abide in order to use a service. It is generally assumed such terms are legally binding.

URL Spoofing – an attack in which a legitimate web page is reproduced on a server under the control of the attacker and then a target is directed to this site, thinking that they are on the legitimate site.

5.1.15. Solicitation Policy

Solicitation Policy	
Responsible Division: Office of the President	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVELY NOVEMBER 1, 2018	
Use of College property, including email, copiers, or computers for personal solicitation on the campus of Carteret Community College is strictly prohibited. Solicitation for student clubs approved by the Student Government Association, Carteret Community College Foundation, Inc., academic program-related fundraisers, and College-related professional associations	

activities are exempted but must have an approved Solicitation Request Form on file at the President's Office.

Examples of activities which are not permissible are as follows:

- Solicitation on behalf of non-employees who are in financial need.
- Solicitation of donations for outside non-profit groups, unless specifically approved by the President, or the President's designee via the College Solicitation Request Form (e.g. United Way, Relay for Life.)
- Any form of solicitation that involves the sale of goods or services for profit.
- Solicitation of support, whether monetary or not, for or against any political candidate, or for any party platform that could reasonably be construed as support for or against a particular candidate.

The College has a commitment to public service as part of its mission to "improv[e] the quality of life for all citizens of Carteret County and Eastern North Carolina." Therefore, this policy is not intended to prohibit employees from using email to communicate informational items about products or services that are of a clearly public-service nature. For example, an employee who is on the Arts Council Board may communicate the date and time of "Art from the Heart." An employee who teaches or volunteers at the Station Club may inform others that clients of the Station Club will be making and selling candy bouquets the week of Valentine's Day.

Solicitations from groups not affiliated with an employee actively engaged in a community service role with that group are prohibited. Employees who are unsure whether a communication meets the test of "a clearly public-service nature" should refrain from using College email.

Use of consumable resources, such as copiers, printers, office supplies, for non-college related activities is prohibited.

Definition of Terms:

Solicitation: the act of asking for or trying to obtain something from someone.

5.1.16. Technology Acceptable Use Policy

Technology Acceptable Use Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

The purpose of Carteret Community College's (CCC) technological resources is to enhance and support the educational mission of the college. All students, faculty, staff and public patrons are responsible for using CCC's technological resources in an effective, ethical and lawful manner. These resources include but are not limited to computers, computer networks and telecommunications, multimedia and hyper media, camcorders and media players, instructional television and video microscopes, telephones and voice mail.

ACCEPTABLE USE

- Use related to administrative and other support activities considered consistent with the mission of Carteret Community College.
- Use for purposes of, or in support of, education and research.
- Use consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Information Network (NCREN), the North Carolina Integrated Information Network (NCIN), and the National Science Foundation Network (NSFN). Copies of the AUPs for these organizations are available on each organization's web site.

UNACCEPTABLE USE

- Use of CCC technological resources that violates federal, state or local laws or statutes, or College policy.
- Use of CCC technological resources which provides or assists in gaining unauthorized or inappropriate access to systems, software or data at CCC and or other sites.
- Use for activities that interfere with the ability of others to use CCC's technological resources effectively.
- Use for activities that result in the loss of another person's work or unauthorized access to another person's work.
- Use for distribution of obscene, abusive or threatening messages via electronic mail or other means.
- Use for distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion on the network.
- Use of CCC technological resources for commercial use or for profit-making enterprises except as specifically approved by the President.
- Use inconsistent with the Acceptable Use Policies of NCREN, NCIN and NSFN.

CONDITIONS

Violations of this policy could result in a reduction of access to CCC's technological resources or with complete denial of access to CCC's technological resources. Violators may be brought to the attention of CCC officials who may take legal action. Action taken by CCC does not preclude the possibility of legal action taken by others.

5.1.17. Use of Facilities Policy

Use of Facilities Policy

Responsible Division: Plant Operations **Citation: NA**

Signature/ Date Approved: Board of Trustees 8/14/2018

EFFECTIVE JULY 1, 2018

The Board of Trustees of Carteret Community College grants authority to the President to permit the use of college facilities by external organizations for certain community, cultural, economic development, or educational purposes. The property shall not be used for purposes inconsistent with the legal and necessary functions of the College or for purposes opposed to policies of the College. College facilities may not be used by external organizations for political fundraising or religious services.

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Procedure

Individuals and/or Organizations must submit an Application for Use of College Facilities as outlined in the Facilities Rental Manual.

The President has final authority to approve the request, but may delegate this authority to the appropriate administrative officers.

The College will retain the right to cancel approval of any request in the event college personnel discover the request is not made in good faith or in the event the facilities requested are needed for college activities or functions. In addition, the College will retain the right to deny a request which could, in the view of the President, negatively impact the College or the College's reputation.

5.1.18. Signage Policy

Signage Policy	
Responsible Division: Administrative Services	**Citation: NA**
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The buildings and green spaces taking shape across campus demonstrate Carteret Community College's commitment to providing students with an attractive and well-manicured collegiate environment, and maintaining this environment is a priority. One way this carefully cultivated beauty is disrupted is through signage placed around campus.

Without prior approval by the college President, no person shall erect or maintain upon any building or green space owned by the College any sign, marker, signal or light or imitation of any official sign, marker, signal or light, except in cases of emergency. Also, no person shall erect or maintain upon any building or green space any commercial or political advertising.

Signage displaying the following will either be not approved or immediately removed:

- Commercial advertising via yard signs, fliers, or posters
- Signs, clings, and/or posters attached to buildings, other structures, or landscape elements such as fences or trees
- Signs not pre-approved by the President

Temporary signs, such as "welcome" banners and free-standing event notices, are allowed to be posted for College events, as long as they are professional and appropriate in appearance. They are not to be used as a substitute for other Policy governed signage. Temporary signs and notices shall be either free-standing or attached to posts erected for that purpose, and shall not be attached to walls, light posts, other signs, etc.

All signage issues not specifically addressed by this or other College policies should be referred to the Marketing Department.

SECTION 6. ACCOUNTABILITY

6.1. CORPORATE AND COMMUNITY EDUCATION

6.1.1. Accountability and Integrity Plan

Accountability and Integrity Plan	
Responsible Division: Corporate and Community Education	**Citation: 1D SBCCC 300.4(a); 1B SBCCC 400.98(a)**
Signature/ Date Approved: Board of Trustees 11/14/2017	
EFFECTIVE IMMEDIATELY	

The Accountability and Integrity Plan for Corporate and Community Education at Carteret Community College is a reference document that addresses existing internal control processes and emerging best business practices within the division, which demonstrate compliance to state reporting and adherence to the College's mission of providing quality education.

The Accountability and Integrity Plan is a living document guided by ongoing internal and external compliance measures, impacted by the programs within the NCCCS framework.

This plan has been adopted by Carteret Community College's Board of Trustees. It will be monitored and reviewed at least twice per year and as needed by a continuing education internal team, as well as reviewed for approval every three years by the Carteret Community College Board of Trustees. This plan replaces the Continuing Education Internal Audit Plan. Each area goal and the accompanying objectives support the mission of the NCCCS (Align4NCWorks) and Carteret Community College's mission to foster student success.

The accountability and integrity planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Forces

This plan solidifies the college's ongoing effort to:

1. Review programs for relevancy, rigor, and quality
2. Develop goals for growth and sustainability
3. Ensure state budget compliance
4. Respond to demands that align programs with a broad collection of governing requirements and industry needs

Legal Citation: NC State Board of Community College Code: 1D SBCCC 300.4(a) Program Accountability and 1B SBCCC 400.98(a) Program Review

Primary Goals and Objectives

Governance Priorities

Goal 1: Demonstrate accountability and credibility of operational functions. *The responsibility of ensuring division operations are efficient in terms of resources and effective in terms of meeting requirements.*

Objective 1: Expand course offerings available for Instant Enrollment and e-commerce in Colleague to expand student's ability to register and pay online.

Objective 2: Develop a review process that assesses internal support structures between Continuing Education, Career and College Promise coordinators and college registrars.

Goal 2: Demonstrate operational accountability for data reported to the state for funding. *The responsibility of meeting NC General Statues and NC State Board of Community College Code relevant to hours reported for state budget resources.*

Objective 1: Respond effectively to issues, both material and non-material, identified in biennial compliance review of records.

Objective 2: Conduct class visits for continuing education courses as outlined in the *Class Visitation Procedure.*

Goal 3: Demonstrate accountability to performance aligned with state and federal agencies. *The responsibility of meeting performance benchmarks as defined by state or federal agencies.*

Objective 1: Pass all external credentialing agency audits and program assessments (including but not limited to: DHHS, NC OEMS, NCDOJ, NC OSFM).

Academic Interests

Goal 1: Students will meet specific course criteria to attain relevant licenses/credentials or demonstrate course completion requirements. *Responsibility to align and demonstrate student learning outcomes as defined in college documents to actual student learning culminating in demonstration of competency and/or attainment of licensure or credential.*

Objective 1: Students will successfully demonstrate skills required within the course syllabus.

Objective 2: Students will successfully attain industry credentials/licensure.

Goal 2: Instructional programs will demonstrate relevance, rigor, viability, and student success. *Responsibility to provide quality training that is relevant to student learning and workforce needs.*

Objective 1: Utilize program reviews to demonstrate program relevancy, rigor and student success.

Goal 3: Faculty qualifications will support program relevancy and student success. *Responsibility to ensure that faculty are appropriately qualified (experience, credentials, licensure, etc.) to deliver relevant, quality training.*

Objective 1: Faculty will hold appropriate qualifications for credential and certification programs.

Market Forces

Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths. *Responsibility to ensure that education/workforce partners collaborate to identify strategic solutions for current and future workforce needs.*

Objective 1: Workforce Board members, Economic Development groups and industry partners' participation on college advisory groups and ad hoc panels.

Objective 2: Collaborate with Workforce Boards and Economic Development groups in planning and development of training programs supporting industry sectors identified in labor market data and industry growth.

Goal 2: Demonstrate proactive and reactive response to industry training needs. *Responsibility to develop workforce training programs based on industry standards and documented business needs.*

Objective 1: Develop training programs in response to specific businesses or industry sector needs learned from collection of annual surveys, group discussions, and industry visits.

Objective 2: Partner with business and industry sectors to support internal HR training needs.

Goal 3: Demonstrate development of a quality NC workforce prepared to succeed in employment. *Responsibility to develop workforce employability programs to support development of NC talent pool.*

Objective 1: Develop training programs improving employability of the workforce.

Objective 2: Collaborate with industry partners to define employability requirements.

Objective 3: Collaborate with NCWorks Career Center to leverage resources impacting student access to quality jobs.

6.1.2. Class Visitation Policy

Class Visitation Policy	
Responsible Division: Corporate and Community Education	**Citation: 1D SBCCC 300.4(a); 1B SBCCC 400.98(a)**
Signature/ Date Approved: Board of Trustees 11/14/2017	**SACSCOC:** NA
EFFECTIVE IMMEDIATELY	
As part of the division's accountability planning, class visitations are conducted to ensure continuing education classes at Carteret Community College are running as scheduled and that instructional time is meeting the college's standards of quality and excellence. Class	

visitations also help to ensure that class detail is accurately reported to the state based on student enrollment and facility usage.

The program director/coordinator is responsible for making periodic visits to classes to ensure the following:

1. The class is being conducted as scheduled and planned.
2. Instructor and students are engaged in a lesson.
3. Instructor appears well organized and prepared.
4. Instructor has current class syllabus.
5. Instructor has class roster and is taking daily attendance as required.

Carteret Community College is mandated through the North Carolina State Board of Community College Code to conduct CE class visits to ensure that academic integrity is maintained and that quality training is provided by qualified instructors, is relevant to the workforce, is responsive to training needs of the service area, and follows defined meeting schedules. The Vice President, CCED, will report to the Board of Trustees the findings of the Class Visitation Plan annually.

Class Visitation

a. The instructor's supervisor, or a designated representative as approved in writing by the Vice President, CCED, will visit on an annual basis:
   i. Classes taught by a new adjunct employed less than 12 months.
   ii. Classes taught by an adjunct receiving poor class evaluations.
   iii. Twenty-five percent (25%) of all classes occurring off-campus.
   iv. At least twenty-five percent (25%) of all Internet classes with 24 or more contact hours. Visitation will be conducted electronically, using a system that allows the instructor's supervisor and the Vice President, CCED, to log-on and monitor activity in the class.
   v. At least twenty-five percent (25%) of all hybrid classes. Visitation will be conducted either face-to-face or electronically using a system that allows the instructor's supervisor and the Vice President, CCED, to log-on and monitor activity in the class.
   vi. Self-supporting, life enrichment classes, and classes less than 24 hours are excluded.

b. The Vice President, CCED, will make selected unannounced visits to a minimum of ten percent (10%) of off-campus classes annually. The Vice President, CCED, may delegate this visitation requirement.

c. Written documentation concerning all class visits will be kept on file, and copies will be forwarded to the Vice President, CCED, for review and for purposes of establishing compliance documentation. Each Continuing Education Director will maintain the official class visitation report for their department.

Legal Citation: NC State Board of Community College Code: 1D SBCCC 300.4(a) Program Accountability and 1B SBCCC 400.98 (a) Program Review.

6.2. INSTRUCTION AND STUDENT SUPPORT

6.2.1. Instruction and Student Support Accountability Policy

Instruction and Student Support Accountability Policy	
Responsible Division: Instruction & Student Support	**Citation:** SACSCOC Standard 8
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE JULY 1, 2018	

In accordance with Section 8: Student Achievement of the 2017 SACSCOC *Principles of Accreditation*, Carteret Community College "identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered." Member colleges must demonstrate compliance with this standard to maintain SACSCOC accreditation every ten years to be in good standing and to be eligible for Federal Title IV funding.

The Instruction and Student Services (ISS) Unit at Carteret Community College is responsible for the general education requirements for all curriculum programs, as well as the academic and student services that support student success. Further defined, the ISS Unit facilitates and supports learning and the completion of associate degrees, diplomas, and certificates that provide graduates with the skills and knowledge needed to succeed in their academic and career pursuits. The ISS Unit establishes General Education Learning Outcomes (GELOs) to measure and assess the achievement of the College's graduates.

Currently, graduates demonstrate satisfactory achievement of the following GELOs:

- Information Literacy- Students will demonstrate proficiency in researching, analyzing, evaluating, and presenting information.
- Critical Thinking- Students will demonstrate proficiency in developing informed ideas by using reason and logic.
- Communication Skills- Students will demonstrate proficiency in written and oral communication skills.
- Mathematical Literacy- Students will demonstrate proficiency in applying basic mathematical methods to solve problems.

Every curriculum program at the college shall establish Program Learning Outcomes and measure achievement toward those outcomes annually through the College's assessment process. Student Services programs shall publish regular reports to document measures including the number of students served, the number and types of services provided, student persistence, and student completion.

The College shall publish Student Achievement Data on the Institutional Effectiveness pages of its website, accessible to the public.

The NC Community College System's comparative Performance Measures for Student Success report reviews the following ISS Unit accountability measures at all 58 member colleges:

- Student Success Rate in College-Level English Courses

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- Student Success Rate in College-Level Math Courses
- First-year Progression
- Curriculum Student Completion
- Licensure and Certification Passing Rate (also includes some Corporate and Community Education Programs)
- College Transfer Performance

Results of the System's annual Performance Measures report are published on the Institutional Effectiveness pages of the College's website and are available to the public.

6.3. BUSINESS SERVICES

6.3.1. Reserved for future use.

6.4. DEVELOPMENT

6.4.1. Foundation Accountability & Investment Policy

CCC Foundation Accountability & Investment Policy

Responsible Division: Foundation **Citation:** N.C. Gen. Stat. §115D-20.9

Signature/ Date Approved: Board of Trustees 8/14/2018

EFFECTIVE NOVEMBER 1, 2018

Carteret Community College Foundation, Inc., funds are invested with professional investment companies, reviewed and selected by the Finance Committee of the Carteret Community College Foundation, Inc., Board of Directors. The Finance Committee sets forth an Endowment Investment & Spending Policy that is adopted by the Carteret Community College Foundation, Inc., Board of Directors.

Foundation funds and their performance are reviewed annually, or as necessary, by the Finance Committee of the CCC Foundation, Inc., Board of Directors. This committee manages the funds and determines the manner in which and to what extent the Foundation funds are to be invested, from time-to-time making and altering the investments. No funds are invested without the approval of the Finance Committee. All actions by the Finance Committee are reported and approved by the Board of Directors.

Foundation investment records are maintained in the Foundation Office and are reviewed by the Board of Directors at each regular and annual meeting. Statements from the investment agencies are also reconciled each month by the Foundation Office.

Carteret Community College Foundation, Inc., generates adequate resources, manages resources effectively, conducts an annual audit, remains transparent, supports and recognizes volunteers, and appropriately compensates staff.

6.5. ENVIRONMENTAL

6.5.1. Sustainable Workplace Policy

Sustainable Workplace Policy	
Responsible Division: Plant Operations	**Citation:** NA
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE NOVEMBER 1, 2018	
Carteret Community College is committed to providing a sustainable workplace by reducing, reusing, and recycling resources, and adopting sound institutional energy and water conservation practices to enhance the long-term well-being of the College. The President shall establish procedures to implement this policy.	

Procedure

Carteret Community College is committed to maintaining a sustainable workplace. Faculty, staff and students are encouraged to play a role in promoting a sustainable workplace. It is the responsibility of the Vice President of Plant Operations or designee to see that the following procedures are followed:

Energy and Water Conservation

1. **Room temperatures** − during operating hours, thermostats will be set and maintained to provide for cooling energy to lower room temperatures to 72-75 degrees Fahrenheit. When heating is used, thermostats shall be set and maintained to raise the room temperature to 68-71 degrees Fahrenheit.
2. **Portable heaters** − the use of portable heaters is prohibited except when room temperatures are below 65 degrees. This will be determined by Vice President of Plant Operations.
3. **Water heaters** − temperature will be set at an efficient operating temperature of 120 degrees Fahrenheit.
4. **Lighting** − reduce lighting loads by turning off lights in all rooms not in use or when no classes are in session.

Sustainable Campus Landscape Planting

Plantings shall be:

1. Ecologically appropriate and reflect our desire to be thoughtful stewards of the natural resource under our protection
2. Regionally adapted and suitable for landscape microclimates, pest pressures, and soils of the campus
3. Composed of native plants grouped in biodiverse natural associations when possible
4. Educational, communicating a sense of place that helps students, staff, administrators, and guests understand the rich biodiversity and the limiting resources of our region.

Purchase of Paper, Paper Products, and Other Paper Consumables

Paper, paper products, and other related paper consumable purchase for use on campus should have the following attributes, which are listed in order of importance:

1. Paper should come from a manufacturer that documents source materials that come from a certified sustainably managed forest.
2. Paper should have the highest level of recycled/recovered fiber content possible for intended use.
3. Paper should come from vendors that have documented sustainable business practices and commitments.

Recycling

Multi-bin recycling receptacles are located throughout the Campus. Items to be recycled include:

- Plastics
- Aluminum
- Glass
- Cardboard
- Office paper

Other items to be collected for off-site recycling include:

- Batteries
- Cardboard
- Light bulbs
- Grease
- Used chemicals

SECTION 7. BUSINESS SERVICES

7.1. FINANCIAL

7.1.1. Investment Management Policy

Investment Management Policy

Responsible Division: Administrative Services **Citation:** N.C. Gen. Stat. §115D-58.6 and 58.7; and N.C. Gen. Stat. §159-31(b)

Signature/ Date Approved: Board of Trustees 10/9/2018

EFFECTIVE IMMEDIATELY

The College will invest all appropriate funds legally available to the College for investment in those investment instruments approved by the NC State Treasurer's and the NC State Auditor's Office. Investment returns will accrue to the fund group from where the original investment principal originated. The goal of this policy is to furnish maximum investment return with a minimum risk.

The College shall be responsible for the management and investment of funds available according to guidelines approved by the Board of Trustees and consistent with provisions of the laws of the state of North Carolina.

Procedure

The College's investment objective is to realize the highest earnings possible on invested cash. The investment program shall be so managed that investments and deposits can be converted to cash when needed. All investments shall be secured as provided in N.C. Gen. Stat. § 159-31(b). With respect to investments, the Board shall discharge their duties with respect to management and investment of College funds as follows:

a. Investment decisions shall be solely in the interest of the College and the students, faculty and staff.
b. Investments shall be for the exclusive purpose of providing an adequate return to the College.
c. Investments shall be made with the care, skill and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.
d. Investment decisions shall be made impartially, taking into account the College's best interest, with special attention to conflict of interest or potential conflicts of interest.
e. Investments shall incur only costs that are appropriate and reasonable.

All of the College's current investments are held in the North Carolina Capital Management Trust – Cash Portfolio which is measured at the Net Asset Value (NAV) per share (or its equivalent).

7.1.2. Financial Management Policy

Financial Management Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The governing Board of Carteret Community College (through General Statutes of North Carolina, State Board policies, and self-assumed responsibilities) is acutely aware of the community's expectation and demand for fiscal responsibility--that this fiscal responsibility is achieved by providing, controlling, and administering College funds in such a manner that the College's established goals are attained and a high level of professionalism is exemplified.

The financial resources of the College are one of the major determinants of quality educational programs. Not only must the total income of the College be sufficient to provide programs of optimum quality, but also the income must also be managed effectively. Sound business management is a legal and professional obligation, and the wise use of financial resources through careful budget preparation and proper management controls for all physical and fiscal assets of the College is required.

The President is authorized to direct the financial management of the College in accordance with all appropriate federal, state and local laws, regulations, and guidelines for the effective and efficient management and operation of the College.

The President or a designee shall also distribute the monies received to operate the College in a way that will allow the College to function in the most effective and efficient manner.

Procedure

The General Statutes of North Carolina, Chapter 115-D-31 and 115-D-32, provides the legal basis for community college fiscal obligations. In effect, the general welfare of the State and of Carteret County is the fiscal reservoir that determines the financial stability of Carteret Community College.

The financial functions are centralized under the Division of Finance and Administrative Services and the Chief Financial Officer is the Vice President for Finance and Administrative Services. The Vice President reports to the college President. The business and financial functions are centralized under a single business officer responsible to the President. Budget preparation and control, the accounting and reporting system and all other related areas are under the direct supervision of the Vice President for Finance and Administrative Services at Carteret Community College. The vice president is held responsible for all areas related to finances by the President, the County Manager, the Board of Trustees, the President of the Community College System, and the State Auditor.

7.1.3. Financial Audits Policy

Financial Audits Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. § 115D-58.16
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College's book of accounts shall be audited a minimum of once every two years or as required by the State Board. The College may use state funds to contract with the North Carolina State Auditor or with a certified public accountant to perform the audit. The College shall submit the results of the audit to the State Board. The audit provides assurances that departments are complying with internal and external policies, procedures and regulations as well as verifying that financial statements and required reporting is completed in a timely and accurate manner. The objective of a financial statement audit is to determine whether an agency's financial statements are fairly presented. The audit does not determine with absolute certainty that the financial statements are totally correct. Rather, the audit provides reasonable assurance that the financial statements are not wrong by an amount so large that it would mislead someone using them to make an important decision about the organization's financial situation.

Additionally, all state fund reports are submitted monthly to the North Carolina Community College System's finance office. These reports are reviewed and reconciled prior to the release of state funds for the subsequent months.

Nothing herein would prohibit the President from requesting a special audit of the College's accounting records by an outside agency. The President is also authorized to develop procedures regarding internal controls to ensure that there are adequate controls in place to promote efficiency and protect the College's assets.

7.1.4. Internal Control Policy

Internal Control Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. § 143D
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE NOVEMBER 1, 2018	

The management of the College bears full responsibility for establishing and maintaining a proper system of internal control within the College. The President and Chief Financial Officer shall annually certify that the College has in place a proper system of internal control.

The College shall maintain documentation, as prescribed by the State Controller, of the system of internal control within the College. All internal control documentation shall be available upon request for examination by the State Controller and State Auditor.

The College is committed to the E.A.G.L.E. (Enhancing Accountability in Government through Leadership and Education) Program established by the Office of the State Controller. The College performs an annual assessment of internal control over financial reporting and

compliance to identify risks and compensating controls that reduce the possibility of material misstatements, misappropriation of assets and noncompliance with governmental rules and regulations. The E.A.G.L.E. Program also assists in recognizing opportunities to increase efficiency and effectiveness in business processes and operations.

Definition of Terms:

Internal control is a process, effected by an entity's governing body, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Reliability of financial reporting
- Compliance with applicable laws and regulations
- Effectiveness and efficiency of operations

7.1.5. Signing Authority Policy

Signing Authority Policy

Responsible Division: Administrative Services **Citation:** N.C. Gen. Stat. § 115D-58.8

Signature/ Date Approved: Board of Trustees 5/8/2018

EFFECTIVE NOVEMBER 1, 2018

Carteret Community College establishes the following signatory authorities:

1. The Chairman of the Board and the President shall have the authority to sign contracts and other documents necessary for the operation of the College.
2. The President, the Chief Financial Officer, and/or Board members of the College who have been designated by the Board of Trustees shall have the authority to sign checks, bank drafts, and other financial documents and reports for the financial operation of the College.
3. A signature stamp, digitally produced facsimile signature, or similar devices may be used in signing checks and bank drafts in accordance with N.C. Gen. Stat. § 115D-58.8. The Board charges the President with the custody of the necessary machines, stamps, plates, or other devices, and holds the President liable for any illegal, improper, or unauthorized use of them.
4. The Chief Financial Officer is authorized to sign Travel Authorizations for the President including excess lodging and registration fees.
5. The President may execute, or cause to be executed, instruments of payment, official orders, proclamations, resolutions, contracts, and other official documents with a facsimile signature in lieu of a manual signature. When utilized, a facsimile signature has the same legal effect as a manual signature
6. The President may designate other administrative personnel to sign contracts for short-term or part-time employment and official College documents on the President's behalf.

7.1.6. Fiscal Year and Budgeting Policy

Fiscal Year and Budgeting Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

In accordance with the North Carolina State Board of Community Colleges, the College's fiscal year will be July 1 through June 30.

The Vice President of Finance and Administrative Services shall be responsible for the preparation of the College's annual budget in collaboration with the President and other appropriate College administrators and stakeholders. The President shall submit the proposed budget to the Board of Trustees who shall approve the proposed budget.
The Vice President of Finance and Administrative Services shall submit the proposed budget to the State Board on such date as determined by the State Board. The Vice President of Finance and Administrative Services and the College President shall also submit to the Carteret County Commissioners for their approval that portion of the budget within the Commissioners' authority.

Upon final approval by the State Board and Commissioners, the Board of Trustees shall adopt its budget. In the event that the budget has not been adopted by the new fiscal year beginning on July 1, the Board hereby authorizes the President to pay salaries and the College's other ordinary operating expenses for the interval between the beginning of the new fiscal year and the adoption of the budget.

The Vice President of Finance and Administrative Services shall prepare and submit expenditure reports and financial statements to the Board of Trustees and state and county agencies as required.

Procedure

Budgets of all institutions within the North Carolina Community College System have basic elements of composition and are subject to statutory guidelines which place the freedom of budgetary management on a rather precise scale of operation. Within the guidelines alluded to, the management of the budget is as follows:

State Budget
Generation of State Budget Revenues - Funds are provided by the state for current operating expenditures which fund administrative and instructional salaries, and related other expenses such as travel, supplies, dues, repairs to equipment, subscriptions and other expenses incurred by administrative or instructional programs. Capital funds are also provided for by the State for equipment and books. Funds for both current operating and capital, are determined by formula and based upon the previous year's average of fall, and spring curriculum enrollments and the previous year's average of fall, spring, and summer continuing education (Division of Corporate and Community Education) enrollment. If enrollment has not remained the same or increased, then a rolling 2-year average is used from the prior 2 years. Special allotments are provided for and funded through the State but appropriated more specifically, such as Small Business Center funds and Tech Prep funds. These funds are referred to as Categoricals and are restricted to be used for these specific purposes

Budget Funding Restrictions - The State has certain requirements that must be considered when distributing these budgets to CCC's various programs. The distribution of State current operating funds are based upon whether or not they are "Instructional Support" (i.e., non-instructional) or "Instructional" funds. Instructional Support funds are provided for the following departments: President's Office, Vice Presidents, Finance Office, Student Enrollment Resources, Learning Resource Center, Academic Support Services, Corporate and Community Education Support Staff, and other General Institution support functions. The second category of current operating funds is "Instructional" funds. This includes both curriculum and non-curriculum funds. Some funds are restricted to specific functions such as Basic Skills Programs. The state also distributes current expense funds by salary and other cost criteria.

Budgeting State Funds by Carteret Community College - On February 1 of each year the Vice President of Finance and Administrative Services initiates the budget planning process. A slightly different planning process is applied for each of the State Budget's components which are Personnel, Other Expenses, and Equipment.

Human Resources

The Executive Assistant to the Vice President of Finance and Administrative Services maintains a master employee list of all permanent, part-time and full-time, positions. The Director of Human Resources is responsible for maintaining records, employment agreements and contracts related to all employees of the college. Each June, the Director of Human Resources reviews and verifies the permanent employee listing and identifies changes for the upcoming fiscal year. Decisions on new permanent personnel are made by the College's Executive Leadership Team after the appropriate budgets are received. For example, decisions on new positions that are paid from local funds are made following the receipt of the County budget for the upcoming fiscal year. The County budget is generally received in June while the State budget is generally received in the Fall. New positions may be recruited as "subject to availability of funding" but new positions are not finalized until the college receives the actual budget.

Requests for new positions are reviewed and approved by the Executive Leadership Team, which consists of the President and the Vice Presidents. A job description must be developed by the hiring manager and ranked to determine the salary range by the Director of Human Resources. The leadership team reviews the job description, the projected cost of the position, and the justification of need for the position in June. The position may be approved contingent on funding, but the position is not filled until the college is certain that budget funds are available. The leadership team also reviews requests for position changes and salary upgrades in June and approves upgrades contingent upon funding. Generally upgraded salaries are paid retroactive to July 1, but not finalized until budget funds are available.

Other Costs

Other costs are those items that are not personnel or equipment. Major other cost line-items include: travel, supplies and materials, repairs to equipment, subscriptions, audio-visual materials, advertising, and dues.

The college uses the administrative Colleague Computer Information System to prepare other costs budget requests. The Executive Assistant to the Vice President of Finance and Administrative Services sets up the Budget Management module in Colleague in early Spring each year so that budget managers can input their other cost budget requests, for the upcoming fiscal year, by late Spring. Final other cost budget allocations are made by the Executive Leadership Team once the State budget is received. Generally, the State budget is not received until early Fall and in the interim, the budget managers are given an interim budget for other costs. The budget management system allows budget managers to input justifications for their other cost budget requests and the Executive Leadership Team uses the justifications to allocate other cost budgets.

Equipment – [HOLD]

County Funds/Budget
Definition and Budget Formulation - The county budget (sometimes referred to as "Local") provides for physical plant upkeep and care, physical plant operating costs and local administrative expenditures. Some other current costs such as trustee financial support are also appropriate activities supported by the county current expense budget. The items that utilize the majority of these funds are salaries and utility costs.

County capital support primarily involves physical plant additions, renovations or related costs. Local equipment purchases such as vehicles, tractors, energy management equipment and other related costs are appropriate charges to the capital support portion of the county budget.

The Vice President of Finance and Administrative Services coordinates the annual budget preparation with appropriate personnel and seeks input from the various components of the College in generating the county budget in late winter and early spring. Upon concurrence by the President of the College, the county budget is presented to the College's Board of Trustees in early spring. The Board of Trustees approves the county budget request for submission to the Carteret County Board of Commissioners by the Commissioner's requested deadline (generally late March/early April). Once the Board receives the approved funding level from the Commissioners, the Trustees then approve the county budget as a part of the College's annual budget resolution.

Institutional Funds
Institutional Funds are all other funds except State and County. Some funds included within this fund group include most grants (College Work-Study, PELL, WIOA, etc.), proprietary funds (Bookstore, Food Service, Vending, etc.), loan funds and construction fund grants. Once the Board receives the approved funding level for funds within this group as compiled by the Vice President for Finance and Administrative Services, the Board of Trustees then approves the institutional budget as a part of the College's annual budget resolution.

Management and Control of Budgets
The President and the Vice President of Finance and Administrative Services exercise administrative authority of the distribution and use of County and Institutional funds. The Executive Leadership Team exercises administrative authority of the distribution and use of State funds. Once the annual budget resolution has been approved by the Board of Trustees, the Executive Leadership Team allocates budget other costs and part-time salary monies to departments. Each department has a budget manager who is responsible for managing other cost budget expenditures after the Executive Leadership Team approves budget allocations. The budget manager is generally a Dean, a Chair or an administrative or support department head and they have authority to manage budget transfers within their department's other cost line items. Budget transfers within functions (at the general ledger purpose code level) are approved by the appropriate Vice President with final approval by the Vice President of Finance and Administrative Services. Throughout a budget year, conditions might change for a variety of reasons and adjustments might have to be made to accommodate changes (for example, the State of NC may evaluate receipts during the year and determine that a required reversion of budget funds is necessary). If changes need to be made to budget allocations, the Executive Leadership Team is responsible for recommending changes.

Reporting
Budget Managers and Vice Presidents access budget reports via WebAdvisor. The Executive Assistant to the Vice President of Finance and Administrative Services, sets up appropriate access for each manager to view their budget, trains Budget Managers on how to view their reports, and sends customized financial reports to them as needed.

Annually, by September 30, the Finance Office prepares comprehensive financial statements in accordance with guidelines set out by the N.C. Department of State Auditors and the N.C. State Controller's Office. These statements include all funds that the College controls through its Board of Trustees. Copies of these statements are sent to the Office of the State Controller and the State Auditor. The Carteret Community College Foundation has financial statements prepared annually by a private CPA firm. The Foundation falls under the direct supervision of the College President and the Executive Director of the Foundation.

Auditing
An annual audit concerning the State, County, and Institutional funds received and expended by the College is performed by the staff of the State Auditor. A copy of the report goes to the President of the College, the Chairman of the Board of Trustees, the Chairman of the County Commissioners, and the President of the Community College system. Other independent audits may be ordered by specific agencies, boards, or individuals as stipulated by North Carolina Statutes.

7.1.7. Accounting & Chart of Accounts Policy

Accounting & Charts of Accounts Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE NOVEMBER 1, 2018	
For all accounting procedures including the creation and maintenance of the financial chart of accounts, the College follows the North Carolina Community College System *Accounting Procedures Manual and Reference Guide* (the "Manual"). The Manual is used to ensure that college financial records are kept in compliance with generally accepted accounting principles and practices approved by the State Board of Community Colleges.	

7.1.8. Official Depositories Policy

Official Depositories Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. § 115D-58.6 and 58.7; and N.C. Gen. Stat. § 159-31(b)
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	
The Board shall designate one or more Official Depositories for the College's use. The College may deposit at interest all or part of the College's Cash Balance of any fund in an Official Depository. Monies may be deposited at interest in any Official Depository in the form of such deposit accounts as may be approved for county governments. In addition, monies may be deposited in the form of such deposit accounts as provided for a local government or public authority. Public moneys may also be deposited in Official Depositories in Negotiable Order of Withdrawal accounts where permitted by applicable federal or state regulations. The amount of funds on deposit in an Official Depository or deposited at interest shall be secured by deposit insurance, surety bonds, letters of credit issued by a Federal Home Loan Bank, or investment securities of such nature, in a sufficient amount to protect the College on	

account of deposit of funds made therein, and in such manner, as may be prescribed by rule or regulation of the Local Government Commission. When deposits are secured, no public officer or employee may be held liable for any losses sustained by the College because of the default or insolvency of the depository. No security is required for the protection of funds remitted to and received by a bank, savings and loan association, or trust company acting as fiscal agent for the payment of principal and interest on bonds or notes, when the funds are remitted no more than sixty (60) days prior to the maturity date.

Definition of Terms:

Cash Balance – amount equal to all moneys received into institutional funds minus all expenses and withdrawals from those accounts in an Official Depository of the College as approved by the Board.

Official Depository – one or more banks, savings and loan associations or trust companies in North Carolina as approved by the Board.

7.1.9. Investment Management Policy

Investment Management Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. §115D-58.6 and 58.7; and N.C. Gen. Stat. §159-31(b)
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College will invest all appropriate funds legally available to the College for investment in those investment instruments approved by the NC State Treasurer's and the NC State Auditor's Office. Investment returns will accrue to the fund group from where the original investment principal originated. The goal of this policy is to furnish maximum investment return with a minimum risk.

The College shall be responsible for the management and investment of funds available according to guidelines approved by the Board of Trustees and consistent with provisions of the laws of the state of North Carolina.

Procedure

The College's investment objective is to realize the highest earnings possible on invested cash. The investment program shall be so managed that investments and deposits can be converted to cash when needed. All investments shall be secured as provided in N.C. Gen. Stat. § 159-31(b). With respect to investments, the Board shall discharge their duties with respect to management and investment of College funds as follows:

f. Investment decisions shall be solely in the interest of the College and the students, faculty and staff.
g. Investments shall be for the exclusive purpose of providing an adequate return to the College.
h. Investments shall be made with the care, skill and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.

i. Investment decisions shall be made impartially, taking into account the College's best interest, with special attention to conflict of interest or potential conflicts of interest.
j. Investments shall incur only costs that are appropriate and reasonable.

All of the College's current investments are held in the North Carolina Capital Management Trust – Cash Portfolio which is measured at the Net Asset Value (NAV) per share (or its equivalent).

7.1.10. Surety Bonds and Bonding of College Employees Policy

Surety Bonds and Bonding of College Employees Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. §115D-58.10
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE NOVEMBER 1, 2018	

The State of North Carolina has its own blanket bond for employees handling state funds at no cost to the College.

The following categories of employees shall be bonded or insured by a surety or insurance company authorized to do business in North Carolina at an amount, to be determined by the President, which sufficiently protects the College's property and funds:

1. All employees authorized to draw or approve checks or vouchers drawn on local funds;
2. All employees authorized or permitted to receive College funds from whatever source; and
3. All employees responsible for or authorized to handle College property.

The College shall provide the funds necessary for the payment of the premiums of such bonds.

7.1.11. Insurances Policy

Insurances Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. §115D-58.11 and N.C. Gen. Stat. §115D-58.12
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE NOVEMBER 1, 2018	

It is the responsibility of the Chief Financial Officer to annually review, renew or authorize the issuance of new insurance policies as directed by the Board of Trustees or the President.
Fire and Casualty Insurance – College Buildings

1. For all College buildings and equipment and other contents therein that is State property, the College shall secure and maintain fire and casualty insurance as prescribed in N.C. Gen. Stat. §115D-58.11(a).
2. The County shall provide to the College the funds necessary to purchase such fire and casualty insurance.

3. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina.

Liability Insurance

1. The Trustees may purchase liability insurance to adequately insure the Trustees against any and all liability for any damages by reasons of death or injury to person or property proximately caused by the negligence or torts of the College's agents and employees when acting within the scope of their authority or the course of their employment.
2. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina or from other qualified companies to sell insurance as determined by the N.C. Department of Insurance.
3. The Trustees are authorized to pay as a necessary expense the lawful premiums of the retained liability insurance.

Group Insurance

The Board of Trustees has granted to the President, upon information supplied by the Chief Financial Officer, the authority to designate the insurance company(s) that will present plans to the College employees concerning group employee benefits such as hospitalization, dental and vision plans, sheltered annuities, etc.

Procedure

The college's insurance (risk management) program is managed by the Executive Assistant to the Vice President of Finance and Administrative Services and is the responsibility of the Vice President of Finance and Administrative Services to annually review and approve policy renewals and authorize the issuance of new policies throughout the fiscal year, as directed. The review process of current policies begins in early Spring.

The following policies are maintained each fiscal year for the institution:

- Boiler & Machinery
- Commercial Automobile
- Commercial Flood Policies
- Cyber Liability
- Drone Liability
- Excess Liability
- General Liability
- Professional Liability
- Property Insurance (with Content Coverage)
- Vessel Coverage (Aquaculture Boat)

Student Professional Malpractice Liability is maintained and paid by the students that enroll in programs participating in clinicals in the Allied Health programs or Patron Services and Work-Based Learning experiences in the Services programs as part of their educational requirements.

7.1.12. Expenditure of State Funds Policy

Expenditure of State Funds Policy

Responsible Division: Administrative Services **Citation:** N.C. Gen. Stat. §115D-32; -58.3 and 1H SBCCC 200.3 through 200.11

Signature/ Date Approved: Board of Trustees 12/4/2018

EFFECTIVE NOVEMBER 1, 2018

State funds shall be expended consistent with the purposes for which the State Board allocated the funds. In the event that the College expends State funds for an unauthorized purpose, the College shall reimburse the State for the amount from non-State funds.

Special Allowed Expenditures

1. Accreditation Expenses and Dues
   a. Accreditation expenses relative to Southern Association of Colleges and Schools Commission on Colleges may be paid from State funds within the College's current allotment. These expenses shall be limited to payment of travel, subsistence, lodging, and honorarium incurred by members of visiting committees, other bona fide representatives, and members of the staff of accrediting organizations.
   b. The College may pay from State funds the required annual dues of the Southern Association of Colleges and Schools Commission on Colleges, and such institutional association membership dues as the Board deems to benefit the College.
   c. The College may also pay from State funds the fees for accrediting individual programs offered by the College if the College's President determines that the accreditation provides value to graduates of the program.

2. Campus Security
   The College may use up to a specific amount of State funds designated by the State Board for campus security. Under this authority, the College may:
   a. Hire security or campus police personnel;
   b. Contract for professional security services and other security-related services; and
   c. Purchase surveillance cameras, call boxes, alert systems, and other equipment-related expenditures, excluding vehicles.

3. Employee Recognition
   The College may use State funds for purchases related to the recognition of employees for meritorious service through programs such as the one authorized by the State for State employees.

   In addition, State funds may be expended, not to exceed Fifty Dollars ($50), for the purchase of a plaque or for the printing and framing of a certificate to recognize employee service or performance. The expenditure of State funds for these purposes is subject to the availability of funds within the College.

Prohibited Expenditures

1. Athletics
   The College shall not use State funds to create, support, maintain, or operate an intercollegiate, club, or intramural athletics program. Athletic programs may only be

supported by student activity fees or other non-State funding sources that are authorized for that purpose.

2. Promotional Giveaways
   The College shall not use State funds to purchase promotional giveaway items or other gifts for any reason, including promotional giveaway items purchased for College marketing and advertising. “Promotional giveaway items” are items given to an individual or entity for less than fair market value that do not serve an instructional or institutional purpose. Items that serve “an instructional or institutional purpose” are those used for classroom instruction and daily, routine operations of the College not associated with marketing, advertising, recruiting, or fundraising.

3. County Funded Items
   Unless otherwise authorized by law, the College may not use State funds for those budget items that are the County’s responsibility to fund.

7.1.13. Methods of Payment Policy

Methods of Payment Policy

Responsible Division: Administrative Services **Citation:** NA

Signature/ Date Approved: Board of Trustees 10/9/2018

EFFECTIVE NOVEMBER 1, 2018

For all monies due the College, payments will be accepted:

1. In Person - Cash, check, money order, MasterCard, Visa, Discover, or American Express at the Business Office cashier window.

2. Online - Secure online payments can be made using MasterCard, Visa, Discover, or American Express.

3. By Mail - Payments by check or money order can be mailed to:

   Carteret Community College Business Office
   Attn: Cashier
   3505 Arendell Street
   Morehead City, NC 28557

   When paying by check or money order by mail, include student’s name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

4. By Phone - To protect student’s financial security, the College will not accept credit card payments by phone or mail.

The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks). Please make checks payable to Carteret Community College. Checks must be written for the amount due. Checks shall not be postdated.

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7.1.14. Debit Collection Policy

Debt Collection Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. State. §§ 105A-1; 115D-5; -39
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

Student Debt Collection

Tuition and fees for all College students are due and payable prior to the beginning of each term. A student's registration will be subject to cancellation when prior term, past due charges have not been resolved before the current term. Students not paying or deferring current term charges by the due date may be subject to cancellation. Any unpaid balance on a student's account may prevent registration. In addition, transcripts and diplomas may be withheld until outstanding balances are paid.

Students who leave the College with unpaid balances are subject to collection actions. These actions will begin with a letter reminding the student of the unpaid debt and encouraging immediate payment, payment arrangements or other action to resolve the debt and avoid additional actions. If the student fails to respond satisfactorily, a final letter will be sent. Next steps include referral to actions pursuant to the NC State Offset Debt Collection Act ("SODCA") and the NC State Employee Debt Collection Act ("SEDCA"), when applicable.

Uncollected student debts will NOT be written off and expensed as bad debt except in the case of death of the student.

The President is hereby authorized to develop procedures consistent with this Policy.

Non-Student Debt Collection

Accounts receivable or uncollected billings that may be submitted for collection include, but are not limited to: salary overpayments, contract work completed by the College for which the College has not received payment, fees owed to the College, deposited checks returned unpaid for insufficient funds, and nonpayment for goods or services purchased from the College.

The President is hereby authorized to develop procedures consistent with this Policy.

Procedure

Student Debt Collection
The following Procedures shall be used for student debt collection:

1. As charges become past due, the student will be informed regarding holds impacting future registrations, transcripts, and diplomas. Such holds remain in place until the past due amount is resolved.
2. Standard First Letter: A standard first letter is sent to each party notifying them of their indebtedness to the College. They are informed of how the indebtedness occurred (i.e.

returned check, etc.) and instructed how and when to settle the balance due. They are given a due date by which to respond.

3. Standard Second Letter: A standard second letter is sent, two weeks after the first letter, in a final attempt to reach a resolution with the indebted party. They are given a due date by which to respond. If no response is received, further collection efforts are followed, as described in #4 below.
4. A file is submitted to the NC Department of Revenue Set-Off Debt Unit for debts $50.00 and above. This is in accordance with G.S. Chapter 105A of the North Carolina General Statutes, Set-Off Debt Collection Act.

Non-Student Debt Collection

This Procedure shall be used for all College non-student accounts receivable. Accounts receivable or uncollected billings that may be submitted for collection include, but are not limited to: salary overpayments, contract work completed by the College for which the College has not received payment, fees owed to the College, deposited checks returned unpaid for insufficient funds, and nonpayment for goods or services purchased from the College.

1. **Age of Accounts and Collections of Past Due Billings**

   Current: An account that is invoiced but not due. For example, an account is invoiced April 1 but not due until April 30. The period from April 1 through April 30 is considered current.

   1-30 days past due: In the above example, this period is from May 1 to May 30. The account is considered 30 days past due after May 30. The College will mail the first past-due letter (demand letter) to the debtor; make phone contact; and receive a promise to pay.

   31-60 days past due: In the above example, this period is from May 31 to June 29. The account is considered 60 days past due after June 29. The College will mail the second and final demand letter to the debtor and send a confirmation letter for repayment.

2. **Assessment of Late Fees**

   A. If after thirty (30) days, there is no satisfactory response to the letter, the College may apply a one-time late payment penalty fee of ten percent (10%) of the balance due (rounded to the nearest whole dollar).
   B. Once the College is notified of a returned check, a $25.00 fee (N.C.G.S. § 25-3-506) is applied to the account.

3. **Collection Techniques.**

   A. Returned Checks
      1) As charges become past due, a standard first letter is sent to each party notifying them of their indebtedness to the College. They are informed of how the indebtedness occurred (i.e. returned check, etc.) and instructed how and when to settle the balance due. They are given a due date by which to respond.
      2) A standard second letter is sent, two weeks after the first letter, in a final attempt to reach a resolution with the indebted party. They are given a due date by which to respond. If no response is received, further collection efforts are followed, as described in #3 and #4 below.
      3) A file is submitted to the NC Department of Revenue Set-Off Debt Unit for debts $50.00 and above.
      4) Refer the matter to the State Employees Debt Collection Act if necessary.

B. If, after sixty (60) days, there is no satisfactory response to the second letter, the College may refer the matter to the North Carolina Department of Revenue pursuant to the Set-off Collection Act and the State Employees Debt Collection Act.
C. The College reserves the right to take all appropriate legal action to collect the debt.

4. **Use of Late Fees**
Any funds the College accrues as a result of late fees shall be used as follows:

A. Applied towards any fees incurred by the College for the collection effort;
B. Student aid; and/or
C. Other expenditures of direct benefit to students.

7.1.15. Disbursement of Funds Policy

Disbursement of Funds Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. § 115D-58.3 and -58.4
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

Disbursement of State Money

The deposit of money in the State treasury to credit the College shall be made in monthly installments, and additionally as necessary, at such time and in such manner as may be convenient for the operation of the community college system. Before an installment is credited, the College shall certify to the Community Colleges System Office the expenditures to be made by the College from the State Current Fund during the month.

The Community Colleges System Office shall determine whether the moneys requisitioned are due the College and, upon determining the amount due, shall cause the requisite amount to be credited to the College. Upon receiving notice from the Community Colleges System Office that the amount has been placed to the credit of the College, the College may issue State warrants up to the amount so certified. Money in the State Current Fund and other moneys made available by the State Board of Community Colleges shall be released only on warrants drawn on the State Treasurer, signed by the College President and the Vice President of Finance & Administrative Services.

Disbursement of Local Money

All local public funds received by or credited to the College shall be disbursed on checks signed by the College President and the Vice President of Finance & Administrative Services. The officials so designated shall countersign a check only if the funds required by such check are within the amount of funds remaining to the credit of the College and are within the unencumbered balance of the appropriation for the item of expenditure according to the College's approved budget. Each check shall be accompanied by an invoice, statement, voucher or other basic document which indicates, to the satisfaction of the signing officials, that the issuance of such check is proper.

Procedure

Payroll checks shall be distributed on the last day of each month or the nearest work day thereto. The only exception to the above stated procedure concerns the checks for employees at

Christmas. In this case, the regular payroll checks for the month of December will be distributed on the last work day prior to the Christmas holidays. All other checks such as travel or payments to vendors are processed only after proper documentation is secured and guidelines for the release of such payments are met. These checks are prepared and distributed on a weekly or bi-weekly basis.

7.1.16. Travel and Allowances Policy

Travel and Allowances Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. §138-6
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

Pursuant to N.C. Gen. Stat. § 138-6, College employees may be granted permission to travel for college-related purposes and be reimbursed for incurred cost of transportation, food, and lodging expense, subject to State of North Carolina regulations and limitations and the following guidelines:

- The College operates under the travel guidelines published in Section II of the Accounting Procedures Manual of the North Carolina Community College System for all travel regardless of the source of funding.
- State regulations require that all travel be reimbursed within 30 days of completion of the travel or June 30, whichever comes first. Failure to submit a timely request may result in non-reimbursement.
- Standard reimbursements for expenses shall be based on the rates as then set by N.C. Gen. Stat. §138-6.
- All travel must be approved in advance by completing a Travel Authorization Form and obtaining the required signatures.
- Travel for students participating in student organization activities must be paid from non-state funds. Students may only be paid from state funds if traveling on official college business.
- Travel forms are found on the College's SharePoint intranet. Current mileage rates and subsistence rates are contained within the Request for Travel Reimbursement form.
- Mileage reimbursement will only be issued to employees for the use of their personal vehicle for travel if there was no college vehicle available for their use or the use of a personal vehicle was for the convenience of the college, not the employee. Exceptions to this policy would include such situations as employee driving limitations without specially equipped personal vehicles, travel which involves an extended period of time, etc.

Blanket Authorization for all others, excluding college President

A blanket authorization form may be completed and approval secured annually. The blanket travel authorization form must be approved prior to departure for all routine local travel.

Travel Authorization

A travel authorization form must be completed and approved for all travel not covered under a Blanket Authorization. The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, whichever is closest to the

destination, to request reimbursement for lodging. The travel authorization form must secure approval by the College President or one of his designees (currently the Vice President of the employee's division or Director of the Foundation for Foundation employees) for all trips prior to departure, regardless if traveling in a college owned or privately-owned vehicle.

Travel Advances for Occasional Travel

At the discretion of the College President or his/her designee, an advance of funds which does not exceed the estimated travel expenses indicated on the approved travel authorization form may be issued (posted to the general ledger) to an employee no more than five working days prior to the date of departure. All advances must be deducted from the employee's next travel reimbursement (not to exceed 30 days after the travel period has ended, as reflected on the approved travel authorization) or no later than June 30, whichever comes first. Reconciliation of all advances with actual expenses must be completed by June 30, by submitting a separate Request for Travel Reimbursement Form listing advances and actual expenses for each trip and attaching all required receipts.

Definition of Terms:

Blanket Authorization for all others, excluding college President – A travel approval form necessary to conduct College business on a local routine basis (i.e. clinicals, travel to local sites, etc.)

Travel Authorization - A travel approval form necessary to conduct college business that is not on a routine basis and/or outside of the local area.

Employee Responsibility - An employee traveling on official college business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official college business are prohibited.

Procedure

The College encourages professional development for all full-time employees. Travel incurred on direct behalf of the College is supported based on the travel policies of the State of North Carolina.

Travel is classified into three categories:

- Local – in and around county
- In-State
- Out-of-State

Local travel involves all travel within Carteret County. Mileage of this type is kept on a daily local travel log for purposes of reimbursement. Reimbursement for local travel is normally not made unless the individual is responsible for activities which are off campus on a regular basis and a college vehicle was not available for their use.

In-state travel is that travel incurred within the confines of the State of North Carolina. Before one is authorized to travel and incur overnight lodging expenses within the State, a Travel Authorization Form must be completed. Travel expenses are submitted on a Request for Travel Reimbursement form.

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Out-of-state travel is that travel incurred outside the borders of North Carolina. Prior approval by the President or his designee is required before the actual out-of-state travel is incurred. The special out-of-state approval is recorded on a Travel Authorization Form. Out-of-state travel expenses are reported on the same form as in-state travel.

Travel Advance Requests

Requests for the college to pay vendors directly, for travel expenses associated with lodging, registration, airfare, rental car, etc. in advance of an employee's trip, should be submitted at least 30 days prior to the date of departure to ensure that the Business Office is able to fulfill the request in a timely manner.

Approval for Travel

Prior proper approval of travel is required whether or not an employee intends to be reimbursed for expenses. Actual processing for advance or reimbursement purposes will not occur without a travel approval. The appropriate supervisor must sign the travel reimbursement form submitted to the Business Office.

Travel excess for lodging will not be approved unless:

- Lodging is incurred at the actual meeting site and the site is selected by other than college officials; and
- Alternative lodging is not available within the immediate area which is the current State rates for lodging

When excess lodging is requested, documentation must be provided to satisfy the requirements listed above. When registration is requested, registration materials must be attached to the travel request.

Travel and Subsistence

The State mandated rules and regulations regarding travel, subsistence, and registration, change yearly. The regulations will be updated each year.

College Vehicles

College employees are expected to use college vehicles for automobile travel whenever one is available. Mileage will not be reimbursed for employees who choose to use personal vehicles when a college vehicle is available. The exceptions to this rule are (1) the employee has a specially adapted vehicle and is physically unable to use a college vehicle, and (2) when use of a personal vehicle is in the best interest of the college (e.g. the duration of the trip is such that taking a college vehicle out of circulation for that period of time would be a hardship on other departments), in which case the employee must have prior approval from the Vice President of Finance and Administrative Services. Employees using college vehicles must adhere to the following:

- When college vehicles are used, they should be returned to the parking spaces that are located on the south end of the Rhue Maintenance building by Shipping and Receiving.
- The laminated instruction sheet located in all of the college's vehicles SHOULD NOT be removed. If it is necessary to move the sheet to fill out the Travel log, it should be replaced on top of that sheet, and not placed inside the clipboard. These instructions are for everyone's reference, and it needs to be visible. Please check this before you exit the vehicle.
- Employees are asked to turn off the radio when turning in the vehicle after use. Please check this before exiting the vehicle.

- Gas receipts must be turned in to the Plant Operations Coordinator upon returning the vehicle.

Travel Requests

It is the responsibility of each employee to correctly complete his/her own request for travel reimbursement. Such requests should be forwarded to the Executive Assistant to the Vice President of Finance and Administrative Services by the 10th of the month following the month in which the travel took place. (Example: Forward by September 10 reimbursement requests for travel which took place between August 1 and August 31, inclusive). Late travel requests will be processed the following month. It should be noted that filing for travel reimbursement for travel that took place in excess of two months prior to the filing day may result in non-payment.

Requests for travel reimbursement will only be processed when the following requirements have been met:

- The computerized Request for Travel Reimbursement forms have been properly completed.
- Such forms have been signed by the traveling employee and appropriate approval secured.
- Computations have been checked and found accurate.
- Required receipts have been stapled to each "Request for Travel Reimbursement" form.
- Travel Authorization form has been attached.
- Departure and arrival times have been noted on the request for Travel Reimbursement form.

7.1.17. Mail Service Policy

Mail Service Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

The purpose of the campus mail services is to provide efficient distribution of the US Postal Service and inter-departmental mail for college departments. Mail for personal or private purposes is not eligible for postage-free distribution.

The Vice President of Finance & Administrative Services will establish procedures for distribution of incoming mail, parcels and packages and the delivery of outgoing mail, parcels or packages to the Post Office or private carrier.

Mail delivered to the College is subject to be opened if the College's name is part of the address.

As a service to college employees, personal mail with the proper postage affixed will be delivered to USPS along with the college mail. However, employees should not routinely use the College business address as their address of record for personal mail. The college cannot assume responsibility for lost, misplaced, or delayed personal mail. Personal packages will be held in the Shipping and Receiving area for notification and pick-up.

Procedure

Postal services are located in McGee Room 143. Mail delivery and distribution to the various departments within the College occurs once daily around 1:30 p.m. Outgoing mail is delivered to the Post Office once daily around 4:30 p.m.

Mail Preparation:

- Include your name or department name in the return address area of the envelope. This will ensure it is returned to the proper area in the event your mail is returned from the USPS.
- Stamped or postage paid envelopes are to be placed in the bin labeled, “Mail not needing postage”
- Unsealed mail needing postage should be placed in the bin labeled, “Unsealed mail needing postage”. If you are submitting a lot of mail, please make certain that the envelopes are all facing the same direction and the flap on each envelope is folded down. Avoid putting sealed mail in the unsealed bin. Sealed envelopes will be damaged when going through the sealer on the postage machine.
- Sealed mail needing postage should be placed in the bin labeled, “Sealed mail needing postage”. If you are submitting a lot of mail, please make certain that the envelopes are all facing the same direction.
- The bin labeled, “Foundation” is for the Foundation mail that is metered separately from the college.
- Mail received by 3:30 pm will be mailed the same day. Mail received after that time will go out the following day.
- Contact the Shipping & Receiving/Fixed Assets Coordinator for assistance with large mailings or mail needing to be sent certified, return receipt requested, overnighted or other special requests.

Incoming USPS mail or packages may be opened by Shipping & Receiving for the following reasons:

- Improperly addressed mail is returned by USPS showing Carteret Community College as the only return address and no visible department or individual name specified.
- Mail is sent to Carteret Community College without a department or individual name specified in the address. Delivery can only be made by opening the mail piece and trying to identify to whom it was sent.

7.1.18. Purchasing Policy

Purchasing Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

Carteret Community College, through the North Carolina Community College System and the North Carolina Division of Purchase and Contract, is charged with jurisdiction and control over the specifications to purchase or contract for equipment, materials, supplies, and services. The North Carolina General Statutes, the North Carolina Administrative Code and the State Board of Community Colleges Code (SBCC Code) govern purchasing policies and procedures for community colleges.

Purchasing is located in the Business Office and is part of the Finance and Administrative Services Division and pursuant to the delegation by the President and/or his designee, has the sole authority and responsibility for the purchase and selection of qualified vendors for the procurement of supplies, materials, printing, software, furniture, equipment and services required by the college.

Procedure

For policy's procedure, please see the *Carteret Community College Purchasing Procedure and Guidelines* manual located on the College's intranet.

7.1.19. Physical Property Inventory Policy

Physical Property Inventory Policy	
Responsible Division: Administrative Services	**Citation:** NCCCS Purchasing and Equipment Procedures Manual
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

The Physical Property Inventory Policy establishes a process for the recording, identification, and accountability of all College-owned furnishings and movable equipment items. The Business Operations Department, which is part of the Finance and Administrative Services Division shall be responsible for establishing and maintaining procedures for the property inventory.

The College shall utilize the guidelines set forth from the North Carolina Community College Purchasing and Equipment Procedures Manual for recording all College owned furnishings and movable equipment items into the central inventory file. Both capital and high-risk non-capitalized assets will be tagged with a North Carolina Community College System barcode and inventoried annually by the Equipment Coordinator.

The College shall conduct an annual physical inventory in every department on campus to verify that assets recorded are physically located. At the conclusion of each department's annual inventory, it is the responsibility of each department to maintain the locations of their

property through the remainder of the year. To facilitate this, department chairs and/or supervisors are instructed to annually appoint a staff or faculty member within their department to communicate with the Equipment Coordinator any changes to their inventory with regard to item location changes, theft, loss, items on loan, and surplus equipment. All employees shall ensure that property and/or equipment assigned to them is properly protected at all times.

Definition of Terms:

Capital Assets: College equipment having a value of $5,000 or more and a useful life of two or more years is considered capital assets.

High-risk Non-capitalized Assets: Tangible property that is theft-prone, with a unit value less than $5,000 and an expected useful life of two or more years, is considered high-risk non-capitalized assets. High-risk non-capitalized assets includes various types of portable computer devises, audio visual equipment, digital cameras, medical equipment, microscopes, etc., due to their sensitive, portable, and theft-prone nature.

7.1.20. Technology Services Policy

Technology Services Policy	
Responsible Division: Administrative Services	**Citation:** NA
Signature/ Date Approved: Board of Trustees 10/9/2018	
EFFECTIVE NOVEMBER 1, 2018	

The College shall develop and implement procedures to govern the use of information technology and related equipment. Such procedures will adhere to the security standards specified in the IIPS Information Security Manual, Family Educational Rights and Privacy Act, Health Insurance Portability and Accountability Act, Payment Card Industry Data Security Standards, and adhere to federal, state, and local laws.

Procedure

Carteret Community College is responsible for the proper use of its computers, technology, and computer information systems. These systems are used by administrators, staff, students, and faculty to facilitate the performance of their duties. These duties include, but are not limited to: data entry and retrieval of student, administrative, and operational records; records maintenance; report preparation; and administrative planning. It is necessary to establish policies and procedures to insure that the systems are used in the most efficient, effective, and productive ways possible while providing protection for the integrity of the data, software and hardware.

The Vice President for Finance and Administrative Services and the Director of Information Technology are responsible for maintaining the technology system software and hardware and for monitoring the proper use of the computer information systems and technology resources. All college employees are also responsible for using the computing systems and technological resources of the College properly and for maintaining the security of these systems.
The College's technology systems include technology hardware, electronic mail and other forms of electronic communications, Internet access and use of computing devices. As the owner of property and services, the College has the right to monitor activities and to access information on the College's technology systems stored, sent, created or received by faculty, staff and students.

Any individual using the College's technology systems should not expect individual privacy in their use of the technology systems including, but not limited to, the use of the College's electronic mail system.

When using the College's technology systems, all users shall adhere to the College's information technology policies and procedures.

PUBLIC AND CONFIDENTIAL RECORDS

Unless otherwise confidential by law, records generated using the College's technology systems are considered public records and must be maintained as public records pursuant to the College's policies and procedures. Student education records and certain personnel information are protected by law and are confidential.

EMPLOYEE USE OF TECHNOLOGY SERVICES

Employees using Carteret Community College's technology hardware, software, or systems should adhere to the following guidelines:

1. Employees shall adhere to the Technology Acceptable Use Policy.
2. All computing devices, including portable computing devices such as laptops or tablets, shall:

    A. Use encryption or other measures to protect confidential information, including personal information, from unauthorized disclosure;
    B. Be labeled identifying the device as the College's property; and
    C. Be used in compliance with all applicable security requirements for the College's computers.

3. The College's mobile technology equipment, such as laptops and tablets, may be assigned, loaned and/or used at home by College personnel provided:

    A. Use of the equipment at home will not interfere with the College's operational needs;
    B. Supervisor approval; and
    C. Personnel return items to campus upon request for system maintenance, upgrades, inventory, and verification.

4. The College's Information Technology Department ("IT") maintains all of the College's technology equipment. Under no circumstances shall anyone not so authorized attempt to repair any College-owned equipment or install or remove software on computers assigned for employee use. Faculty may make temporary adjustments to software on classroom computers as needed for instruction. IT does not support the use and setup of the College's technology equipment on Internet, network and computing resources that are not owned and maintained by the College.

5. The College recognizes that employees may occasionally receive personal email on College computers, use College equipment to complete an online course and for other personal reasons. Personal use of College computers and equipment is acceptable provided that employees adhere to the following:

    A. Personal use may not interfere with the College's operational needs.
    B. Equipment may not be checked out solely for the purpose of personal use.
    C. Users understand that data stored on College equipment or sent using College email or other communication methods is not private.

D. Users will adhere to all state and federal laws and the College's policies and procedures.
E. Equipment or information resources are not used for illegal, malicious or obscene purposes.
F. Equipment or information resources are not used to seek or exchange electronic information or software unrelated to one's job duties and responsibilities.
G. The College's data and information are not shared with unauthorized individuals.
H. All software copyright and licensing laws are followed.
I. Not use College passwords for non-college sites (e.g., social networking sites).
J. Not share sensitive College information or student details on social networking sites.
K. Equipment is not used for any political purposes, including nonprofit activities of a political nature.
L. Equipment is not used for private or personal for-profit activities. This includes personal use for marketing or business transactions, advertising of products or services, or any other activity intended to foster personal gain. Employees may not use College equipment or information resources in pursuit of private businesses operated by the employee or in pursuit of work for other agencies, colleges or businesses.

Abuse, damage, and theft

Any employee or student who willfully abuses, damages, steals, or otherwise renders inoperable any Carteret Community College computer, multimedia or related equipment, network or software, or uses such items for illegal purposes, will be disciplined under the appropriate policies and procedure.

Software Installation

Only software owned and licensed by Carteret Community College or software which carries a public license, may be installed on College computers. Only IT staff may install such software. Demonstration software downloaded from the Internet will be allowed only on employee or classroom presentation computers and must be removed by IT staff after the demonstration is complete.

Bandwidth Capacity

Bandwidth capacity is the ability to transmit data from one computer to another within a network, to the Internet, or from the Internet. Users should understand that abuse of the network may compromise the system's resources. Using the Internet for receiving radio broadcasts or streaming media, downloading files or sending large files may be detrimental to network performance; therefore, such activities should be limited to institutional purposes. IT staff can temporarily restrict Internet access of devices which appear to be abusing network bandwidth. Users should consult the IT Helpdesk for guidance in these areas and what constitutes an inordinate use of bandwidth.

Technology Selection and Purchasing

Carteret Community College IT Department will assist faculty and staff in selecting the appropriate computer hardware, software, or telecommunications equipment. The Director of Information Technology is responsible for final approval of the technical standards and compatibility of all new equipment, hardware, and software, and must approve all applicable purchase requisitions before approval by the respective Vice President or President.

Vendors and Contractors

The purpose of this subsection is to define procedures for allowing vendors and contractors (herein referred to as vendors) access to Carteret Community College Information Technology (IT) resources, network systems, or computer systems. As a general principle, such access will only be granted as required, will be extremely restrictive, and will be carefully monitored.

This section applies to all persons or companies with whom the College has contracted to provide a service involving IT resources including hardware, software, and operating system vendors. Such service includes all of the IT tools and protocols used for network and server management (e.g., computers, servers, routers, hubs, firewalls, switches, and interconnecting cables).

Vendors must comply with all applicable Carteret Community College policies and procedures including established safety procedures. The Director of Information Technology will be responsible for coordinating all work performed by vendors on any of the above referenced systems and for providing the vendor with a Carteret Community College IT staff member who will be primary point of contact for the vendor.

Vendors shall not divulge, copy, release, loan, sell, review, alter, or destroy any college owned data, equipment, or software except as properly authorized by the College. Vendors may be asked to sign a confidentiality statement prior to doing work for the College.

To accomplish a given task, the vendor will be given the lowest security privilege required. Generally, a vendor will not be given system administrator privileges or their equivalent and such access will be granted for a defined and short duration, usually the length of time required to address a specific support incident. If vendor is given access to an account that is shared among IT staff, the password for the account will be changed after the vendor completes the work. On completion of the task, access will be disabled.

Prior to granting vendor access for software installations or upgrades, the process will be reviewed by the appropriate IT system administrator. After a vendor has installed or upgraded a product or system, the responsible IT system administrator will review the system to ensure that it is functioning properly. To the extent possible, the activities of a vendor will be monitored by Carteret Community College IT personnel.

Violations of any provisions of this policy will be dealt with in the same manner as with other external vendors.

7.1.21. Reserved for Future Use

7.2. AUXILIARY SERVICES

7.2.1. Bookstore Operations Policy

Bookstore Operations Policy	
Responsible Division: Administrative Services	**Citation:** 1H SBCCC 300.3
Signature/ Date Approved: Board of Trustees 5/8/2018	
EFFECTIVE NOVEMBER 1, 2018	
The bookstore shall be leased to and operated by a reputable third-party vendor that has experience and expertise in operating college and university bookstores. The operations of the bookstore shall be handled through the provisions of Institutional Funds. All financial	

transactions pertaining to the bookstore shall be kept separate from all other activities of the College. Bookstore Receipts shall be in accordance with 1H SBCCC 300.3.

7.2.2. Vending and Concessions Policy

Vending and Concessions Policy
Responsible Division: Administrative Services **Citation:** 1H SBCCC 300.4 **Signature/ Date Approved:** Board of Trustees 5/8/2018 **EFFECTIVE NOVEMBER 1, 2018**
All financial transactions pertaining to vending and concessions shall be kept separate from all other activities of the College. Vending and concession receipts shall be used in accordance with 1H SBCCC 300.4.

7.3. DEVELOPMENT

7.3.1. CCC Foundation Policy

CCC Foundation Policy
Responsible Division: Foundation **Citation: N.C. Gen. Stat. §115D-20.9** **Signature/ Date Approved:** Board of Trustees 8/14/2018 **EFFECTIVE NOVEMBER 1, 2018**
In accordance with N.C. Gen. Stat. §115D-20.9, the Board of Trustees shall recognize the legal authority of the Carteret Community College Foundation, Incorporated, as a nonprofit 501 (c)(3) corporation organized and operated exclusively for the educational purposes of the College and with Articles of Incorporation under the laws of North Carolina (Non Non-Profit Corporation Act). As such, the Foundation has a governing Board of Directors and may promote, establish, conduct, and maintain activities on its own behalf and solicit and receive funds and other real property; it may invest, reinvest, hold, manage, administer, expand and apply such funds and property so long as such procedures and/or actions do not violate or otherwise infringe upon the Carteret Community College Board of Trustees. The College President shall have oversight responsibility for the Carteret Community College Foundation, Inc., and serve on the Board of Directors as the Secretary.

Procedure

The CCC Foundation, Inc., Board of Directors is governed by the latest edition of the organizational CCC Foundation *Bylaws.*

The Foundation is governed by a Board of Directors made up of one representative of the College's Board of Trustees and at-large representatives. Nominations of new board members are reviewed and approved annually by the Governance Committee of the Carteret Community

College Foundation Inc., Board of Directors. Final approval of new board members is the responsibility of the CCC Foundation Board of Directors.

7.3.2. Fund-Raising and Donations Policy

Fund-Raising and Donations Policy	
Responsible Division: Foundation	**Citation:** N.C. Gen. Stat. §115D-20.9
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE NOVEMBER 1, 218	

Special events, which relate to fundraising will be planned and executed by the Carteret Community College Foundation Office (CCC Foundation Office).

Fundraising receipts, including tangible gifts, must be submitted to the CCC Foundation Office to ensure that proper acknowledgement is made to the donor and that appropriate records are maintained.

It is the policy of Carteret Community College and its Foundation to secure private gifts—whether in cash, securities, tangible or planned/estate gifts—that relate directly to the purpose of the College and assist the College in fulfilling its mission. Gifts that do not relate directly to this purpose will not be accepted. Gifts of tangible items must be approved by the CCC Foundation Office prior to acceptance to ensure that the gift does not require special IRS filings and/or donor communications. Donors are ultimately responsible for ensuring that any proposed gift furthers their charitable, financial, and estate planning goals, and are urged to seek the advice of their advisors. The CCC Foundation Office and College staff do not offer legal, accounting, tax, or financial advice to donors or prospective donors.

Institutional fundraising will be the function of the CCC Foundation Office. Any fundraising activities which departments or divisions wish to undertake must follow the policies and procedures of the CCC Foundation and must be approved by the CCC Foundation Office or the President (or the president's designee) to ensure that such activities relate directly to the purpose of the College and do not conflict with other fundraising activities or plans. Fund raising by student organizations is subject to the policies and procedures of the Student Government Association.

Special events which relate to fundraising will be planned and executed by the CCC Foundation Office. Any conjunctional activity between the College and the Foundation, such as an event held on campus, is considered to be an event of the College and is covered under the General Liability insurance of the College. Acts or omissions of the governing board of the Foundation are covered by the same liability insurance policies held by the College for the Board of Trustees. As such, in all of its actions the Foundation agrees that all laws of North Carolina and all policies of Carteret Community College will be complied with fully.

Procedure

College employees working with external individuals or agencies on fund-raising events should secure authorization from the appropriate Vice President by providing details concerning the nature and dates of the event, the target donors or participants, and the intended use of the funds, if restricted.

Requests should be submitted to the appropriate Vice President through proper channels.

The Vice President will ensure that the fund-raising activity is appropriate for the College program, activity or service identified as beneficiary, that any involvement of students, faculty or other employees is in keeping with the College mission and the Administrative Code, and that the fund-raising event or activity does not negatively impact any other fund-raising activities, whether current or planned, by the College or the CCC Foundation.

The CCC Foundation will adopt other procedures as needed to ensure that this policy is followed and encourage ongoing collaborations with external entities whom have an interest in the College.

7.3.3. Naming and Recognition for Significant Contributions Policy

Naming and Recognition for Significant Contributions Policy

Responsible Division: Office of the President **Citation:** NA

Signature/ Date Approved: Board of Trustees 12/4/2018

EFFECTIVE NOVEMBER 1, 2018

The authority for naming buildings or other facilities as well as providing significant, permanent recognition through plaques, physical memorials, or other means rests solely with the Board of Trustees. This policy includes donations made to the College Foundation for the purpose of establishing endowments for faculty positions, buildings/facilities, or ongoing, permanent program support. This policy does not include endowments made to the Foundation for student scholarships or for direct student support.

Buildings may be named to recognize individuals or organizations that have made a significant contribution to the College or its mission. This contribution may be in the form of donations of significant financial or capital resources or through outstanding service to the College or dedication and commitment to its goals. The Board shall also consider the impact on the image and reputation of the College by its association with the person or organization selected for this recognition.

At its discretion, the Board may also consider assigning names of individuals whose local, state, or national leadership is of such stature to warrant this honor. Until the Board determines the name of a building, its function, location, or other generally recognized feature will be used. It will require a positive vote of 75 percent of the Board members present at the final reading to name a building.

Carteret Community College and the Carteret Community College Foundation, Inc., reserve the right to terminate the naming rights of a building, property, or major academic units should it be determined that the continued use of this name compromises the public's trust or image of the college in the event the organization or donor's name is tarnished due to criminal acts or unethical behavior, or if the organization or donor does not perform obligations specified in the gift agreement.

Definitions of terms:

Major Academic Units: departments, classrooms, labs, gardens, or any other area determined by the President.

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Property: Any campus structure, street, landmark, or subpart thereof, or any other physical improvement owned or operated by the college or foundation.

Procedure

1. Potential nominations for naming buildings, parts of buildings, or memorials will be made to the College president or Chair of the Board of Trustees. Such potential nominations should be accompanied by a brief explanation of why this person or organization should receive this recognition. All potential nominations are to be held in strictest confidence.

2. If the Chair determines that there is sufficient interest of the members of the Board to consider this person or organization, the Chair shall charge the Building and Grounds Committee to use whatever means it deems appropriate to determine whether this proposed action is in the best long-term interest of the College and whether the contribution of the individual or organization is of such significance to warrant this action. As a guide, the Committee should consider the following:

    a. Significant donation of financial or capital resources. The College Foundation will prepare and periodically update a recommended guide to determine the level of significance of a financial or capital donation. A prepared “naming opportunities” list may be used to give donors an idea of available items.
    b. Commitment to the mission of the College and dedication to its purpose and goals. The committee will seek supporting documentation or testimony from any individual or group necessary to determine the significance of this person or organization’s contribution.
    c. The character of the person or the mission and image of the organization.
    d. Because of the nature of these discussions, all deliberations of the Committee will be “Closed Sessions.” Also, all documentation and testimony will be kept in strictest confidence.

3. Because the decision to name a building or provide other permanent recognition involves discussion of finances, the character of individuals, and the work, mission, and image of corporations, the Committee will make its recommendation to the Board at a regular meeting in Closed Session.

4. If the Board determines that there is not sufficient evidence to support this action, no further action will be taken. The Board minutes will reflect that the Board came out of Closed Session and no recommendation or action was taken.

5. If the Board determines that there is sufficient evidence and support to consider this action, the Board will come out of Closed Session and vote to consider this person or organization for this specific naming or recognition.

6. The Board will vote whether to officially assign this name to this facility at its next regular meeting. The Board will not vote to name a building or facility at the same meeting in which the Board votes to consider it.

7. The Buildings and Grounds Committee of the Board will make arrangements for a commemorative plaque and dedication ceremony as appropriate.

7.3.4. Grants Procurement and Funding Policy

Grants Procurement and Funding Policy	
Responsible Division: College Advancement	**Citation:** N.C. Gen. Stat. §115D-58.1
Signature/ Date Approved: Board of Trustees 8/14/2018	
EFFECTIVE NOVEMBER 1, 2018	
Individuals seeking external funds in the forms of grants should begin by contacting the Grants Coordinator by completing the Grant Proposal Efficacy Assessment and Grant Application Approval Form (see CCC Intranet) with the required signatures of the appropriate Vice President before beginning an application or reapplication for such funds.	

Procedure

1. It will be the responsibility of the appropriate Vice President:
   a. to ensure that the purpose of the grant does not conflict with any aspect of the College's stated purpose;
   b. to ensure that the College can safeguard its right to control its own activities based on the regulations imposed by the funding agency;
   c. to ensure that general institutional activities are not endangered by the acquisition of the grant; and
   d. to ensure that the institution does not become dependent on grant funds to support its regular operating budget.

2. College faculty and staff who wish to apply for external support for a program, activity, or project to be carried out under the guidance of the College should obtain approval for this grant application prior to submitting proposals. The individual should complete the Grant Proposal Efficacy Assessment and Grant Application Approval Form and forward a copy to the Grants Coordinator for review.

3. Any applications for grants which contain salary requests—either for existing personnel, for employment beyond the contract period such as summer employment, or the hiring of new personnel—must be approved by the appropriate Vice President prior to submission to the funding agency.

4. The administration will assist any employee seeking external funding following approval of the grant concept by the appropriate Vice President.

5. Prior to submitting a proposal to the funding agency, a Grant Proposal Efficacy Assessment and Grant Proposal Approval Form (see CCC Intranet) should be completed and filed along with a final copy of the proposal with the Grants Coordinator.

6. All fiscal accounting for the grant must be handled by the College's existing accounting office using standard accounting practice and audited annually by the state of North Carolina. The College's existing purchasing regulations must be followed for all supplies and equipment bought with grant funds.

7. The grant recipient is responsible for any evaluation, follow-up, or continuation applications required by the funding agency. Any changes that occur in the plan of operation after the grant is funded should be made known to and approved by the appropriate Vice President and the CCC Foundation copied

7.4. INFORMATION TECHNOLOGY

7.4.1. Electronic Records Retention Policy – [HOLD]

7.4.2. Identity Theft Prevention Policy

Identity Theft Prevention Policy	
Responsible Division: Administrative Services	**Citation:** N.C. Gen. Stat. § 75-65
Signature/ Date Approved: Board of Trustees 12/4/2018	
EFFECTIVE NOVEMBER 1, 2018	

This Policy is intended to meet the requirements of the Federal Trade Commission "Red Flag Rule." Identity theft is a fraud committed or attempted using the identifying information of another person without that person's authority. The College shall undertake reasonable measures to detect, prevent, and mitigate identity theft in connection with the opening of a "covered account" or any existing "covered account," and to establish a system for reporting a security incident.

Identification of Red Flags - Broad categories of "Red Flags" include the following:

A. Alerts – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies.
B. Suspicious Documents – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied.
C. Suspicious Personal Identifying Information – such as discrepancies in address, Social Security Number or other information on file; an address that is a mail-drop, a prison, or is invalid; personal information of others already on file; and/or failure to provide all required information.
D. Unusual Use or Suspicious Account Activity – such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.
E. Notice from Others Indicating Possible Identify Theft – such as the College receiving notice from a victim of identity theft, law enforcement or another account holder reports that a fraudulent account was opened.

Detection of Red Flags

College employees shall undertake reasonable diligence to identify Red Flags in connection with the opening of covered accounts as well as existing covered accounts through such methods as:

A. Obtaining and verifying identity;
B. Authenticating customers; and
C. Monitoring transactions.

A data security incident that results in unauthorized access to a customer's account record or a notice that a customer has provided information related to a covered account to someone fraudulently claiming to represent the College or to a fraudulent web site may heighten the risk of identity theft and should be considered Red Flags.

Security incident Reporting

College employees who believe that a security incident has occurred shall immediately notify the appropriate supervisor and the Vice President and Vice President of Finance & Administrative Services. Upon review of the incident, the Vice President and Vice President of

Finance & Administrative Services shall determine what steps may be required to mitigate any issues that arise in the review. In addition, referral to law enforcement may be required.

If there is a security breach, the College shall comply with all notice requirements contained in N.C. Gen. Stat. § 75-65.

Training
All College employees who process any information related to a covered account shall receive annual training and this Policy shall be reviewed annually.

Definition of Terms:

1. ***Covered Account*** – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made by a borrower periodically over time such as a tuition or fee installment payment plan.
2. ***Creditor*** – A creditor is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit. Examples of activities that indicate a college or college is a "creditor" are:
    a. Participation in the Federal Perkins Loan program;
    b. Participation as a school lender in the Federal Family Education Loan Program;
    c. Offering loans to students, faculty or staff;
    d. Offering a plan for payment of tuition or fees throughout the semester rather than requiring full payment at the beginning of the semester.
3. ***Identifying Information*** – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, routing code or financial account number such as credit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.
4. ***Red Flag*** – A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.
5. ***Security Incident*** – A collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

7.4.1. Reserved for Future Use