

# ***BALTIMORE CITY COMMUNITY COLLEGE EMPLOYEE HANDBOOK***



Maryland is an “employment-at-will” state. Therefore, an employer may generally terminate an employment relationship at any time and for any reason unless a collective bargaining agreement, employment contract, existing law, or recognized public policy provides otherwise. Where applicable, the College will abide by its existing MOU agreements for bargaining unit Exempt, Non-exempt and Sworn Police Officers. Nothing in this handbook creates an employment agreement, express or implied, or any other agreement between any Employee and the Employer.

The College reserves the right to alter, amend, or change any handbook content at any time and for any reason.

# Welcome

Dear New Employee,

First of all, welcome to Baltimore City Community College (BCCC)! We are delighted that you have decided to make BCCC a part of your career journey. Your role is critical in fulfilling the mission of the College and your department.

The enclosed information is designed to serve as an introduction to the College and to help you make a smooth transition into your new role. Additionally, the Office of Human Resources is available to answer questions pertaining to the contents of this handbook as well as any other human resources issues.

We hope that your fresh ideas and enthusiasm will play a constructive part in moving the College forward. The community is looking forward to meeting and working collaboratively with you. We believe that you will be a great fit for the institution.

Sincerely,

Office of Human Resources

## Follow BCCC

<https://www.facebook.com/bmoreccc>

<https://twitter.com/bmoreccc>

<https://www.linkedin.com/company/baltimore-city-community-college>

## Follow BCCC Talent Acquisition

[https://twitter.com/BCCC\\_Careers](https://twitter.com/BCCC_Careers)

<https://www.linkedin.com/in/bcccjobs>

<https://www.facebook.com/RecruitBCCC>

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# **The College's Mission, Vision and Core Values**

## ***Mission***

Baltimore City Community College provides quality, affordable and accessible educational opportunities with comprehensive programs that meet the professional and personal goals of students while improving communities in the greater Baltimore area.

## ***Vision***

Baltimore City Community College is an innovator in providing quality education for a diverse population of students to meet the challenges in an ever-changing competitive workforce and environment.

## ***Core Values***

**Integrity** – unwavering adherence to a strict moral and ethical standard

**Respect** – showing genuine concern and regard for the dignity of others while practicing civility, accepting, appreciating and supporting individual differences

**Diversity** – recognizing, accepting, appreciating and supporting individual differences and lifestyles

**Teaching** – impacting knowledge, skills and values that are essential to the success of the individual and growth of the community

**Learning** – gaining knowledge, skills and understanding that are useful to the individual and college community by promoting intellectual curiosity

**Excellence** – providing excellent teaching, student services, customer services and community engagement

**Leadership** – empowering, nurturing and inspiring individuals to be leaders in their own sphere

**Professionalism** – adhering to the highest standard of customer service

## ***OVERVIEW***

The Baltimore City Community College Employee Handbook has been developed to provide general guidelines about BCCC policies and procedures for both non-bargaining unit employees and employees subject to one of three (3) Memorandum of Understandings between the College and AFSCME Council 92/AFSCME Local 1870. Contents contained herein do not cancel or supersede any approved policies. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment. The policies and guidelines in the handbook are not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. The enclosed guidelines are subject to modification, amendment or revocation by BCCC at any time, without advance notice.

The Board of Trustees approves BCCC policies. Employees are encouraged to consult the Office of Human Resources (OHR) for additional information regarding the policies, procedures and privileges described in this handbook.

Questions about personnel matters may also be reviewed with the executive director of human resources. BCCC will provide each individual with a copy of this handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all BCCC employees.

Further, BCCC expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of BCCC's Board of Trustees, faculty, staff, students, parents and the general public.

BCCC is pleased to have you join its educational community. Joining a new employer requires some adjustment. You meet new people, work in different surroundings, and are confronted with new policies, rules and employee benefits. In order to more readily acquaint you with BCCC, we have prepared this employee handbook, which creates a basis for agreement between you and BCCC. BCCC strives to provide excellent benefits and working conditions, and you, as an employee, agree to make important contributions and provide excellent service.

While this handbook will answer many of your questions and remain a continuing source of reference during your career with BCCC, it is not an employment contract. BCCC reserves the rights to modify, revoke, suspend, terminate or change any or all of the policies and procedures, in whole or in part, at any time, with or without notice. Either you or BCCC may terminate employment at any time with or without cause. BCCC will make every attempt to ensure that the policies are consistent and fair. Your supervisor or a member of the OHR will be glad to help you by answering any questions you may have at any time during your employment at BCCC.

Serving primarily the residents and the business community of Baltimore, BCCC is a state-sponsored, urban, comprehensive, degree-granting community college with one main campus and satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition and extensive outreach, BCCC offers educational opportunities at all levels to the citizens of Baltimore City, surrounding counties and the State of Maryland. By

attending BCCC, students receive the quality education and training necessary to obtain good jobs, transfer to four-year institutions, upgrade skills, or acquire new ones to be competitive in the global marketplace.

BCCC is committed to providing equal employment opportunity to its faculty, staff and job applicants through non-discrimination in its employment practices, including, but not necessarily limited to, recruitment, hiring, training, promotional opportunities, compensation, discipline and termination.

## **Equal Employment Opportunity and Affirmative Action**

### ***BCCC Statement on Equal Employment Opportunity***

Baltimore City Community College is an equal opportunity employer and does not discriminate on the grounds of race, color, gender, religion, age, sex, sexual orientation, national or ethnic origin, physical or mental disability, marital status, veteran status or any protected class prohibited by law. Baltimore City Community College is committed to diversity and inclusion and seeks to foster positive human relations among all individuals and groups within the community.

Baltimore City Community College does not tolerate discrimination, including workplace harassment, based on race, color, religion, national origin, sex (including gender identity, transgender status, sexual orientation and pregnancy), age, disability, genetic information, marital/parental status, political affiliation, or retaliation for opposing discriminatory practices or participating in the discrimination-complaint process. This applies to all terms and conditions of employment, including recruitment, hiring, promotions, transfers, reassignments, training, career development, benefits and separation.

Baltimore City Community College is committed to providing equal employment opportunity (EEO) to its faculty, staff and job applicants through non-discrimination in its employment practices, including, but not necessarily limited to, recruitment, hiring, training, promotional opportunities, compensation, discipline and termination.

It is the policy of Baltimore City Community College to prohibit discrimination against any person on the basis of race, ethnicity, creed, religion, sex, color, ancestry or national origin, age, political opinion, sexual orientation, marital status, veteran status, genetic information, occupation, source of income, gender identity or expression, physical appearance, familial status, or physical or mental disability of otherwise qualified individuals.

To deter overt discrimination, Human Resources will help faculty and staff to become aware of and to recognize more covert and subtle forms of discrimination through educational programs and will remove institutional barriers to equality.

All members of the college community are expected to abide by Non-Discrimination Policy #2017 and city, state and federal requirements. Persons charged with a violation of this policy, if substantiated, may be subject to disciplinary action, including discharge, in addition to the

penalties imposed under state and federal law. If you have any further questions or need more information, please contact the OHR at 410-209-6007.

### ***Request for Reasonable Accommodations***

Job applicants and employees who wish to request a reasonable accommodation in compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act should contact the human resources compliance officer at 410-209-6055 or 410-209-6007.

### ***Internal EEO Complaint Process***

Individuals who wish to file a complaint of discrimination or harassment in violation of their EEO rights should contact the human resources compliance officer at 410-209-6055 or 410-209-6007.

### ***BCCC Title IX Coordination***

BCCC complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment, sexual misconduct and sexual violence) based on sex in BCCC's educational programs and activities. Title IX also prohibits retaliation for asserting such claims of discrimination.

For more information or to file a complaint regarding Title IX compliance and complaint procedures, contact BCCC's Title IX coordinator at 410-462-8340.

### ***How to Request Human Resource Compliance Training***

Individuals who wish to attend Human Resources compliance training on topics such as sexual harassment prevention, equal employment opportunity training, civility training, etc. should contact human resources at 410-209-6055 or 410-209-6007.

## **Professional Workplace Standards**

All College policies and benefits may be subject to change at any time. College employees will be notified of changes to College policies, and such changes will be posted on the College website. All members of College management will communicate their professional workplace standards to their employees so that they are informed of workplace expectations.

### ***Attendance and Punctuality***

In order to provide the highest possible degree of service, employees are expected to be punctual and to maintain a good attendance record. On the occasion of absence or lateness due to illness or emergency, it is the employee's responsibility to notify the supervisor as soon as possible, to explain the reason, and to state the expected report to work time and/or date. The use of any form of leave must be requested in accordance with College procedures and receive the appropriate

approval. It is also the employee's responsibility, in the event of prolonged periods of absence due to illness, to notify the supervisor at regular and reasonable intervals. This will enable the supervisor to properly schedule the workforce and ensure that duties are covered during the period of absence.

### ***Workplace Violence on College Premises***

BCCC's policy prohibiting acts of workplace violence and extremism is applicable to all BCCC faculty, students, staff, volunteers, contractors and/or visitors. With this policy in place, the College places its community on notice that acts of violence and extremism within the College workplace and within College educational programs will not be condoned and will not be allowed to interfere with the mission of BCCC. Persons found to be in violation of this policy will be subject to disciplinary action and/or other appropriate sanctions.

### ***Domestic Violence in the Workplace***

Domestic violence is not a private family matter. It follows victims to their places of employment, and deprives victims and their co-workers of a safe and productive workplace. College employees have a basic right to be safe and free from intimidation, threats and injury, both at home and in the workplace.

Domestic violence is abusive behavior whereby a person intends to establish and maintain power and control over a person with whom an individual has, or has had, a considerable personal relationship. Power and control are exerted through physical, sexual, psychological and/or economic intimidation.

Many victims of domestic violence are embarrassed or afraid to report their abuse; however, it is very important to seek help. College employees who feel they or someone they know is the victim of domestic violence should contact OHR immediately at 410-209-6007 to speak with the human resources compliance officer, who also serves as the College's Employee Assistance Program coordinator.

### ***Substance Abuse, Drug Testing***

BCCC is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession or use of controlled substances on its premises. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by BCCC. The use of alcohol on College premises, except as specifically authorized by the College administration, is also prohibited. This prohibition includes, but is not limited to, driving vehicles while under the influence of alcohol or any other consumption of alcohol on College property.

Compliance with the provisions of this policy shall be a condition of employment. Disciplinary action up to and including termination of employment and/or satisfactory participation in a drug/alcohol rehabilitation program may be required of any employee who is found to be in



violation of this policy.

In compliance with the Drug-Free Workplace Act of 1988, an employee must notify the executive director of human resources within five calendar days of a conviction of any criminal drug statute violation that has occurred in or on the workplace premises.

Additionally, in compliance with BCCC's drug-testing policy, all College employees may be subject to drug testing for reasonable cause. Further, applicants hired into "sensitive" positions will be subject to drug testing. BCCC's drug-testing policy is available for review in OHR. BCCC's efforts to establish and maintain a drug-free workplace include dissemination of drug awareness information, as well as implementation and strict enforcement of this policy. OHR can provide appropriate referrals for assistance through the Employee Assistance Program coordinator, who can be reached at 410-209-6007.

### ***Whistleblower – Reporting Fiscal Irregularities, Illegal Activity, and Violations of Policy***

BCCC encourages its employees, students, and the public to report serious issues of suspected or known fiscal irregularities, illegal activity and violations of policy by BCCC and by its administrative and academic officers, faculty, employees, fellows, students and volunteers (collectively, "BCCC personnel"). A BCCC hotline has been established to provide a means for such reports to be made. It can be accessed by telephone or the Internet. Reports may remain anonymous. Whistleblowers may request that their identity not be disclosed, or may identify themselves.

### ***Pets and Other Animals***

Due to health and safety concerns, pets and other animals are not permitted in any College building. This policy applies to all students and all (administrative, faculty and staff) employees of BCCC.

Students and employees should exercise common and professional courtesy in bringing pets to campus to visit. "Visiting pets" are not allowed inside College buildings. Owners are responsible for cleaning up any mess their pets leave on the BCCC campus. Students and employees should make their visitors aware of the policy to prevent misunderstandings for visitors who may wish to bring their pets to campus.

Service animals as defined by the Americans with Disabilities Act (ADA) are permitted on campus. Persons bringing service animals onto the BCCC campus should contact BCCC's ADA coordinator for assistance and further guidance. The ADA coordinator can be reached at 410-209-6055 or 410-209-6007. The ADA coordinator is located in OHR, Liberty Campus.

### ***Dress Code***

In order to maintain an appropriate public image for BCCC, employees are expected to be groomed and attired in clothing appropriate to their positions. When uniforms are required, they

must be worn in accordance with departmental policies.

## **BCCC and the State System of Higher Education**

On July 1, 1990, the Maryland General Assembly created a new institution, New Community College of Baltimore, funded by the State of Maryland. The College was granted permanent state status in 1992 and renamed Baltimore City Community College. Although state sponsored, BCCC operates as an independent personnel system and has its own Board of Trustees. As part of the Maryland system of higher education, BCCC operates under the provisions of state law, including the applicable policies and regulations of the Maryland Higher Education Commission and other state agencies. Within this framework, the authority to govern BCCC is vested in the BCCC Board of Trustees.

## **The Board of Trustees of BCCC**

The BCCC Board of Trustees consists of nine members appointed by the governor with the advice and consent of the Senate. Of the members:

- Each shall be a resident of the State of Maryland;
- A majority shall be residents of Baltimore City; and
- One shall be a regularly enrolled student in good standing at the College.

Except for the student member, each Board member serves for a term of six years from July 1 of the year of the appointment until a successor is appointed and qualifies.

The student member serves for a term of one year, beginning July 1 and ending June 30.

The Board of Trustees shall determine the time and place of its meetings and may adopt rules for the conduct of its meetings and for the transaction of business.

In addition to the other powers granted and duties imposed by state laws and regulations, and subject to the authority of the Maryland Higher Education Commission, the Board of Trustees has the powers and duties set forth in §16-505 of the Education Article, Annotated Code of Maryland, as amended. The responsibility of the Board of Trustees is overall supervision of the College president with the intent to ensure that individual is properly and adequately performing the duties and responsibilities of chief executive officer of the College. Additionally, the Board of Trustees shall exercise general control over the College and establish broad policy and long-range planning to ensure the meeting of strategic objectives to effect the efficient operation of the College, keep separate records and minutes, and adopt reasonable rules, regulations, and bylaws to carry out the provisions of Title 16 and Sections 204 and 210 of Title 10 of the Education Article of the Annotated Code of Maryland. The Board of Trustees may not participate in the day-to-day operations of the College.

Feel free to view the Board of Trustees Bylaws for more information at

[http://www.bccc.edu/cms/lib05/MD11000285/Centricity/Domain/62/BOTBylaws%20Final%20\(2009\).pdf](http://www.bccc.edu/cms/lib05/MD11000285/Centricity/Domain/62/BOTBylaws%20Final%20(2009).pdf).

## **Collective Bargaining**

On June 28, 2013, a Memorandum of Understanding (MOU) was ratified by the BCCC Board of Trustees and the American Federation of State, County, and Municipal Employees (AFSCME) Council 92 that represents employees who hold positions that are eligible for collective bargaining. AFSCME Local 1870 represents all union employees of BCCC. A copy of the MOU can be obtained from the BCCC website and appropriate union representative.

## **Employment Statement**

Eligibility for employment at BCCC is based on meeting the minimum qualifications for a specific position and the ability to perform the assigned job duties efficiently and effectively. Continuation of employment depends on the satisfactory performance of the assigned job responsibilities.

BCCC does not discriminate or condone discrimination on the basis of race, gender/gender identity and expression, color, religion, age, disability, national or ethnic origin, sexual orientation, or marital status in appointments, assignments, promotions and conditions of employment. BCCC is an equal opportunity employer and complies with all state and federal regulations governing employment.

BCCC employees are entitled, at any time, to make an appointment with the staff of OHR in reference to employment-related matters during their employment with BCCC. Employees covered by the MOU should contact one of the shop stewards for work-related issues.

The BCCC nepotism policy prohibits family members or individuals who have an economic relationship to supervise one another or to work in positions which have an audit or control function over the relative/individual. Employees and job applicants for BCCC positions are expected to disclose these relationships whenever they come into existence. Failure to notify OHR may lead to disciplinary action. Economic relationships include roommates, landlord/tenant, creditor/debtor, etc. Family relationships include marriage, intimate personal relationships, parents, siblings, in-laws, aunts, uncles and step-relatives. Normally, if these relationships come into existence after employment, an attempt will be made to transfer employees to comparable positions or another supervisor. This policy is designed to prevent favoritism, conflicts of interest, violations of security and unlawful discrimination.

## **Background Checks**

In order to protect the campus community, students, staff and guests, as well as to secure the integrity of the institution, BCCC needs to ensure that all job applicants offered employment have no history of criminal behavior in the past seven years that could in any way jeopardize the safety, health, welfare, or fiscal security of the BCCC community. As of July 1, 2014, new applicants who receive contingent offers of employment with BCCC are subject to background checks. Within the policy, all employees who hold sensitive positions include: all faculty and staff hired into permanent positions, all faculty and staff hired into contractual positions, and certain student employees hired into programs with criminal background check requirements.

Criminal background checks are not required for current employees unless: a) BCCC is required by law to conduct a background investigation, or b) an existing faculty or staff member changes job responsibilities or is promoted to the extent that the sensitivity of the new position is significantly different than the sensitivity of the existing position. (Faculty promotions to associate professor and professor are not considered significantly different and are not subject to criminal background checks.) Applicants hired or promoted will need to complete an authorization form giving BCCC permission to conduct a background investigation. Job offers made are contingent upon this investigation. BCCC will conduct and utilize these background investigations as they relate to the fitness of duty for a particular position, in accordance with the law.

Pending charges and reported criminal offense convictions will not necessarily disqualify an applicant/employee from employment with the College. Before a final decision is reached, Human Resources and college counsel will evaluate the time frame, nature, gravity and relevancy of the conviction or charge offense as it relates to the job duties and in keeping with BCCC policy.

## **Appointments**

### ***Exempt***

The BCCC president may make exempt appointments, exercising authority delegated to the position by the Board. The president may, of course, recommend candidates to be appointed by the Board, but will be required to report to the Board at each regular meeting any exempt appointments they have made on delegated authority since the last Board meeting.

All new exempt appointees normally receive a probationary appointment of at least six months. Such probationary appointments may be renewed no more than once; it shall be for a specific period of time, but not longer than nine months. A probationary appointee's employment shall terminate automatically at the end of the appointment period unless the probationary appointment is renewed or unless the appointee is transferred to a non-probationary status, which takes effect upon accepting a new job opportunity. Appointees in a probationary status may be terminated by BCCC with notice at any time, with or without cause.

Exempt employees of BCCC are expected to fulfill all employment obligations detailed in their job descriptions.

All exempt appointees not in a probationary status shall serve at the pleasure of the Board of Trustees. This means that such appointments will normally continue but may be terminated by the Board at any time with or without cause.

### ***Non-exempt***

Employees holding non-exempt positions that are identified as confidential, managerial or supervisory and ineligible for the bargaining unit are covered under the handbook and not the

Non-exempt, Exempt or Sworn Police Officers Memoranda of Understanding (MOUs).

## **Essential Employees**

An employee categorized as “essential” is designated by BCCC as one whose duties are of such a nature as to require the employee’s continued presence at the work site when others have been sent home, or an employee who must report to work to continue College operations during an emergency. The Office of Public Safety is an “essential” 24/7 operation.

Employees who are deemed “essential” to ensure operational capability during an emergency may be required to report to work or remain at work during an emergency closing. The appropriate supervisors may either excuse personnel from duty or require their presence as circumstances and conditions warrant. Employees categorized as “essential” shall be notified in accordance with the Memorandum of Understanding.

Essential, non-exempt skilled service employees who report in accordance with their departmental plan will be credited for two hours for each hour worked. If at the end of the pay period in which an emergency closing occurred, the employee had worked more than 40 hours, the employee will be paid at time and one-half for each hour over 40 or receive compensatory leave, whichever the employee chooses.

Essential, exempt employees who report in accordance with their departmental plan will be credited with compensatory leave of one hour for each hour worked.

If an “essential” employee fails to report for duty or remain on duty during an emergency situation, disciplinary action may be taken, depending on the circumstances.

## **General Hours of Operation for the College**

The normal business hours of BCCC are 8 a.m. to 5 p.m., Monday through Friday. All full-time and part-time permanent employees shall receive a duty-free unpaid lunch period of one hour or 30 minutes if approved by the supervisor. The lunch period should be scheduled around the midpoint of the employee’s regular work shift with no restrictions. With the approval of the supervisor, an employee may schedule lunch at another time. Adjustments to the typical workweek may be made by supervisors to meet the needs of BCCC and/or department. Accordingly, exempt employees may need to work additional hours beyond those in a normal workweek in order to carry out their assigned duties.

BCCC expects employees to be at work during their regularly scheduled hours unless BCCC is closed and an employee is not identified to be “essential.” Non-exempt employees who fail to report to work at the designated time or who leave before the end of their shift must charge hours missed against accumulated leave or have those hours deducted from their pay. Exempt employees who fail to report to work at the designated time or who leave before the end of their shift should consult with their immediate supervisor for guidance.

Employees performing strenuous duties may be granted up to two 15-minute breaks per day that shall be considered time worked. Working breaks must take place on campus, and if two breaks are permitted, the supervisor must ensure that one break occurs during mid-morning and one in mid- afternoon.

## **Tardiness and Absenteeism**

BCCC reserves the right to terminate employment for repeated lateness, absence or insufficient leave balance. Terminations for this reason must be approved by the President's Staff member in the employee's division, and vetted through the Office of Human Resources. An employee who is continuously absent because of illness, or who is suspected of abusing sick leave, may be referred for a physical examination by a licensed physician/medical provider chosen by BCCC or the state medical director. The results of the examination, in the form of a written statement from the provider to BCCC, shall include a prognosis regarding the employee's ability to return to work and will be used to determine whether or not the employee is capable of performing the essential duties of the position.

## **Institutional Advancement, Marketing & Research (IAMR)**

*The Institutional Advancement, Marketing and Research (IAMR) Division of BCCC protects and enhances the College's reputation by providing leadership in the generation and management of communication; collection, analysis and dissemination of institutional data; development of grant and donor funding; and positive positioning of the College within the marketplace, the media and the community-at-large.*

### ***Staying Informed***

As a BCCC employee, you will want to keep up to date on College policies, procedures and programs; news from the administration and other divisions or departments, and notable achievements of co-workers, students and alumni. All of that information is available in the *Daily News*, your online faculty/staff newsletter, which you receive through your BCCC email address. Read the *Daily News* regularly to stay informed.

The newsletter includes a calendar of upcoming events as well as links to the *BCCC Fact Sheet*; institutional data and outcomes; request forms for office keys and subscriptions/memberships and contact information for ordering business cards.

Also, remember to use the *Daily News* to share timely and appropriate information from your area of employment. Forward your item to [dailynews@bcc.edu](mailto:dailynews@bcc.edu).

### ***Engaging the Media***

From time to time, members of the news media will reach out to faculty or staff to comment on a College-related issue. In order to ensure that communication from and about BCCC is clear, consistent and accurate, College policy dictates that only the president, a spokesperson from the

Institutional Advancement, Marketing and Research Division (IAMR), or other official designee shall represent the College to reporters, editors, bloggers, producers or others seeking information on behalf of print, broadcast or online media outlets.

Please adhere to the following **Guidelines for Media Engagement**:

- Refer all media inquiries immediately to the **director of media and community relations in IAMR (410-209-6035)** and call to alert that office to the media inquiry you received.
- If you have College-related news that you feel warrants media attention, do **not** contact media directly. Allow the director of media and community relations to pursue coverage on your behalf.

### ***Monitoring the Website***

Every division contributes material to the College website ([www.bccc.edu](http://www.bccc.edu)), which is intended to be the comprehensive source of accurate information for both internal and external audiences. A section editor representing each division, department, unit or program within the College is responsible for maintaining and updating information that appears in the corresponding portion of the website. If you discover website material that needs to be updated or corrected, or determine that new information from your area should be posted, please contact the appropriate section editor. To identify that individual, contact the administrative assistant to the vice president of your division or the College **webmaster in IAMR (410-209-6031)**.

### ***Supporting Students***

Whether you're a member of the faculty or staff, your most important customer is the student! An effective and much-appreciated extension of your customer service is to support the BCCC Foundation, which raises money for scholarships, cultural enrichment programs, athletic and other extracurricular activities. There are many ways to give, including an annual gift through payroll deduction. For more information, contact the **BCCC Foundation (410-209-6059)**.

### ***Extending Outreach***

Building partnerships is a key goal of the College's Strategic Plan. Please bear that in mind as you network and participate in after-hours activities with community or faith-based organizations. Is there an opportunity for BCCC to partner on a project to benefit Baltimore City residents and potentially extend the reach of the College? You are invited to share any ideas you have with the **director of alumni and external relations in IAMR (410-209-6036)**.

## **Information Technology Services (ITS)**

*The Information Technology Services (ITS) Division of BCCC supports the enterprise level systems as well as discipline-based applications, administrative servers and networks through a*

*dedicated, talented and skilled workforce.*

### ***Information Technology Services Help Desk***

**Contact: 410-462-7420 or [ITServicesDesk@bccc.edu](mailto:ITServicesDesk@bccc.edu)**

### ***Faculty and Staff Computer Use and Internet Access***

The following guidelines have been established for using computers, smartphones, tablets and the Internet in an effort to be compliant with federal and state standards and BCCC's policies to enforce ethical and lawful practices:

- All computer and network users have the responsibility to use these resources in an ethical and lawful manner.
- Faculty and staff are warned to safeguard their passwords when logging on to any of BCCC's computers and networks. Under no circumstances should passwords be shared with colleagues, family and friends.
- Faculty and staff are required to log off/lock their computers when leaving the computing device unattended.
- Faculty and staff must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property.
- Faculty and staff must not install software on any College-owned device. All software installations must be performed by an authorized technician in IT Services.
- In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from the computer or network resources must be used in conformance with applicable copyright and other laws.
- Faculty and staff must not attempt to modify or remove BCCC computer equipment, software or peripherals without proper authorization.
- The use of electronic communication resources to send fraudulent, harassing, obscene or threatening messages that are in violation of applicable federal, state or other laws, including BCCC's policy, is prohibited. Users receiving such material should immediately report the incident to their supervisor.
- No pornographic/obscene materials should be displayed or linked.
- Confidentiality of student information, including grades, schedule and other personal data must be maintained.

BCCC reserves the right to monitor all electronic devices and Internet activities, and to revoke the said privileges at any time for abuse of resources or failure to comply with any college



policy. Attempts to disregard these guidelines may result in disciplinary actions leading up to termination. A comprehensive list of BCCC's IT policies can be found on the College's Intranet.

### ***Telecommunication Use***

The following guidelines have been established for desk phones, fax machines, smartphones, voice mail and electronic voice/data lines used for transmitting and receiving information in an effort to promote appropriate and effective use of BCCC's telecommunication resources:

- Employees are expected to use resources in an ethical and responsible manner.
- The use of BCCC telephone systems shall be limited to conducting official business.
- The use of BCCC telephone systems for personal or emergency calls may be authorized if it does not adversely affect the performance of duties by the employee and if:
  - It is of reasonable duration and frequency; and
  - It could not have been made at another time.
- Authorized personal long distance calls (regardless of calling area) that must be made or received during working hours may be permitted if they are charged to the employee's home phone number or other non-College third party number as follows:
  - Made to a toll-free number such as "1-800," "1-887," "1-888," etc.;
  - Charged to the called party as a collect call; or
  - Charged to a personal telephone credit card.
- Use of the following services, equipment or facilities for unofficial business is prohibited and may result in administrative action, including but not limited to, suspension or dismissal:
  - The College's digital backbone network (restricted network closet with various data and voice cables).
  - The public network leased by the College for the provision of long-distance service; and
  - A commercial network where the College pays for the call.
  - Listening in or recording of telephone conversations, except as specified by appropriate legal authority.
  - Charging the cost of any call to the College as a "Third Party Call," i.e., calls from one location to another location and billed to a third number. Individuals who must make this type of call should acquire a calling card.
  - Calls to numbers that provide entertainment or other services on a "pay for call" basis.

Attempts to disregard these guidelines may result in disciplinary actions leading up to termination. A comprehensive list of BCCC's IT policies can be found on the College's Pulse Intranet.

## ***Software Use for Faculty and Staff Policy***

The following guidelines have been established for faculty and staff to use software applications purchased by BCCC and installed on college-owned equipment:

- Faculty and staff are not allowed to install software applications on college-owned equipment without the assistance of a technician from IT Services.
- Faculty and staff are required to comply with each application's terms of use.
- The software applications are licensed through the College; therefore, employees have the responsibility to use these resources in an ethical and lawful manner.
- Faculty and staff are not permitted to remove software from College-owned computers, laptops, iPads or any other equipment.
- Faculty and staff may purchase software for personal use and get a discount through the College by using:
  - MEEC "Work at Home" Licensing Agreement – this option allows an employee to install the software application once on a personal computer.
  - MEEC "Student Select" Licensing Agreement – individuals do not have to work at the college to participate in the "Student Select" Licensing Agreement. E-Academy, an online distributor, for both of the above-mentioned agreements. The College shall not be held liable for damages to computers or laptops due to the installation of software purchased for personal use. The e-Academy website is located at:  
[http://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi\\_mnuMain=94aa1bb7-bb38-dd11-abb7-0030485a6b08&ws=22a07123-9be4-dc11-8873-0030485a6b08](http://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_mnuMain=94aa1bb7-bb38-dd11-abb7-0030485a6b08&ws=22a07123-9be4-dc11-8873-0030485a6b08)
  - IT Services is not responsible for installing software on personal computers, laptops, iPads, etc.
  - IT Services is not responsible for repairing personal computers, laptops, iPads, etc.

Attempts to disregard these guidelines may result in disciplinary actions leading up to termination. A comprehensive list of BCCC's IT policies can be found on the College's Pulse Intranet.

## ***Social Networking Policy***

The following guidelines have been established for using social networking sites on the College's networks in an effort to obtain and share information in an ethical and professional manner, free from harassment, exploitation and intimidation. Commentaries and opinions from internal and external publics are welcome; however, they are strictly those of the authors and do

not represent an endorsement or approval by the College. The College reserves the right to remove any comments or postings from official College-sponsored pages that are considered inappropriate, inflammatory, or damaging to internal and external publics. [Social networking sites include, but are not limited to, Facebook, Flickr, Twitter, LinkedIn, blogs, etc.]

BCCC's faculty and staff are encouraged to use social media to:

- Enhance instruction.
- Inform the community about College activities, accomplishments, developments and rewards.
- Build online communities of interests.
- Share thoughts, ideas and experiences through discussions, postings, photos and videos.
- Market the College's programs to expand its student base.

BCCC's faculty and staff are prohibited from using inappropriate types of content on social networking sites, including, but not limited to:

- Derogatory language or threats to an individual or third party.
- Vulgar, racist, sexist or violent comments.
- Inappropriate or incriminating images such as hazing, illegal drug use, sexual harassment, pornography, stalking, vandalism or any other inappropriate behaviors.
- Content that violates state or federal laws such as copyright infringement, identity theft, child pornography or delivery of harmful materials to minors.
- Online gambling.
- Partisan political activity.
- Personal relationships unrelated to college business.
- Private information published without consent.
- Commercials soliciting for personal gain, or spam.

Attempts to disregard these guidelines may result in disciplinary actions leading up to termination. A comprehensive list of BCCC's IT policies can be found on the College's Pulse Intranet.

## ***Email Signature Standard***

The following guidelines have been established for faculty and staff to be in compliance with BCCC's uniform standard for email signatures that must be used by all employees sending electronic communications and using the College's resources:

- The sans serif font Arial, 10-point regular black should be used for the text.
- The email signature should include:
  - Name
  - Position
  - "Baltimore City Community College"
  - College's full address
  - Office telephone number
  - College's full Web address – <http://www.bccc.edu>
- Room number, cellular telephone number, fax number and email address are optional.
- Slogans should be italicized, neutral and can be 1-2 points larger (11 or 12-point) than the rest of the signature.
- Animations/figures (smiley faces, etc.) should not be added to email signatures or email stationery.
- Email stationery should be plain white backgrounds, as colors, figures and animations may cause problems for email systems outside of BCCC.
- The standard delimiter, which is two dashes followed by a white-space character should be on a line by itself, followed by your text – see examples below:

### **Example 1.**

--

John Doe  
Chief Information Officer  
Baltimore City Community College  
2901 Liberty Heights Avenue  
Baltimore, Maryland 21215  
Office: 410-462-0000  
Fax: 410-986-0000  
<http://www.bccc.edu>

### **Example 2.**

--

Jane Doe  
Director of Campus Resources

Baltimore City Community College  
2901 Liberty Heights Avenue  
Baltimore, Maryland 21215  
Office: 410-462-0000  
JDoe@bccc.edu  
<http://www.bccc.edu>  
“Quality Matters”

## ***Password Standard***

The following guidelines have been established for faculty and staff to be in compliance with the State of Maryland’s Information Technology Security Policy and Standards for creating and changing passwords in an effort to gain access to the College’s computer network(s):

- All faculty and staff are required to have appropriate login credentials to access the College’s computer networks. This includes a user ID and a password.
- Faculty and staff must not share or give their computer password(s) to any other faculty or staff, friend or family member.

Faculty and staff must change their password every 90 days. The password is considered “expired” after 76 days and the user is given a grace period of 14 days in which to change the password. This grace period begins with the first login after the password expires (76 days). Once the password is expired and the grace period (14 days) is exhausted, the user is forced to change the password.

### Password Requirements:

- Must have a minimum length of ten characters.
- Must contain a mixture of uppercase and lowercase letters.
- Must have at least one numeric character or one non-alphanumeric character.
- Must not contain any form of the user’s name or user identification.
- Must not match any of the last five passwords used for the account.

### Steps for Changing the Password:

- Go to the Windows desktop and close or minimize any programs that are running.
- Press [Ctrl] + [Alt] + [Delete].
- Click “Change Password.”
- In the “*Old Password*” field, type your **current password**.
- In the “*New Password*” field, type your **new password**.
- In the “*Confirm Password*” field, type your **new password** again.
- Click “OK.” A message will pop up stating, “Your password has been changed.”

## **Facilities Planning and Operations Department**

*The Facilities Planning and Operations Department of BCCC oversee all internal and outsourced professional services for planning, construction and renovation of the College's learning environment. The department is responsible for all architectural and engineering services; hazard communication and safety trainings; buildings, grounds and HVAC maintenance; capital improvement programs; the capital budget; housekeeping services; and property administration. The department is comprised of four major units: Physical Plant Operations, which includes Grounds, Engineering and Maintenance; Property Administration; Planning and Construction; and Environmental Services.*

### ***Operations & Maintenance Help Desk***

#### **Operations Pavilion**

**Contact: 410-462-8530 or [Facilitieshelpdesk@bcc.edu](mailto:Facilitieshelpdesk@bcc.edu)**

#### Hours of Operation

Monday through Friday.....8 a.m. - 4:30 p.m.

After hours emergency requests are received by the Office of Public Safety at 410-462-7700.

A Web-based system is available to report a maintenance request. To report a non-emergency request, access the School Dude application via your desktop and follow the prompts. A School Dude receipt number will be emailed to the requestor. For all emergency requests during normal business hours, call the help desk line.

The Facilities Planning and Operations Department oversees the following crafts:

- Space planning
- General maintenance
- Grounds
- Heating, ventilation & air conditioning
- Plumbing
- Electric
- Construction
- Environmental services
- Property control
- Moves & setups
- Shipping & receiving
- Mail & duplication services
- Key request

### ***Conference/Presentation Facility Usage/Internal Requests for Classroom Space***

The administrative assistant to the director of facilities management is the point of contact for all external facility usage requests. The contact information is as follows: 410-462-8536  
All requests should be submitted in writing at least 30 days prior to the event date.

***Emergency /Early Dismissal***

When, in the opinion of the president and the director of facilities planning and operations, inclement weather or other emergency situations create a hazard for faculty and students, the president, along with the director of facilities planning and operations, shall notify designated administrators that the College will be closed.

***Mail/Duplication Center***

**Harper Hall-102**

**Duplication Contact: (410) 462-8429 Mail Contact: (410) 462-8427**

Hours of Operation

Monday through Friday.....8:30 a.m. - 5 p.m.

To meet the duplication needs of the faculty, staff and administration, the College operates the Duplication Center under the supervision of the Office of Facilities Operations & Planning. The Duplication Center is located in Harper Hall, Room 102. The Duplication Center is organized and operated to provide quality service using the most efficient means at the least possible cost.

1. Only materials which support instructional or administrative needs at BCCC will be duplicated or reproduced.
2. When dropping off print jobs at the counter (Harper Hall, Room 102) please put the department or staff name on the folder or envelope.
3. Print jobs must indicate a department and instructions (number of copies, stapled, color, back and front, etc.). Unless specifically requested in writing, copies will be printed front and back in order to save paper.
4. When sending work via email, please send a detailed request along with any attachment(s). You will receive a reply email when your duplication is complete. Please call if you have questions or do not receive a reply email.
5. Inform the staff when the print job involves exams or confidential information. The user must provide a clear, dark master copy. These items should not be left on the counter.
6. To have materials duplicated on time, users must submit materials to the Duplication Center in advance. The center will operate on a first come, first serve basis. The following schedule is observed:
  - “While you wait” service may be available on already prepared copy of short runs.
  - Twenty-four hours or longer for long runs.
  - During examination periods (mid-terms, finals), the above schedule

may be adjusted to a longer time period.

7. The Duplication Center will collate sort and staple duplication jobs of various quantities.
8. Equipment will be operated by the Duplication Center staff only. No exceptions.
9. Copyright regulations relative to the copying of materials must be followed. If copyrighted permission is required, the person requesting copying must obtain the necessary copyright permission and furnish proof of this permission to the Duplication Center in writing.
10. Pick up print jobs at the counter (Harper Hall, Room 102). Make sure the person picking up the work knows what identification system you are using, especially if you are sending student workers. To prevent possible loss of materials, do not pick up duplication jobs intended for other departments or look through other completed jobs or folders on the counter. Do not send students to pick up exams or confidential information.
11. To save money on duplication expenses, use the duplication center for all copy runs of more than 20 pages. Be conservative and curtail extensive handouts. Consider other ways of distributing materials to students. Lengthy handouts can be duplicated and sold through the campus bookstore. Instructional material can be uploaded to departmental web pages or placed on reserve in the library.

If your departmental copier requires service please call BCCC IT help desk at 410-462-7420.

### ***Equipment***

Equipment purchased by the College is owned by the State of Maryland and is subject to all state procedures. Equipment is to be used only for official College purposes. All College employees are under a duty to preserve and use wisely College equipment even though the equipment is under the supervision of a particular budget manager.

Equipment is defined as property which costs more than \$100. It is the responsibility of the budget manager to whom equipment is assigned to:

1. Safeguard all equipment.
2. Track the location of equipment (including items with a value of less than \$5,000) with an Asset Sign-Out Form.
3. Conduct an annual physical inventory of all equipment valued at \$100 or more, or as required by grant agencies.
4. Return a signed, accurate inventory listing to be used during the annual audit.
5. Contact Public Safety to report lost or stolen equipment in a timely manner by completing a Report of Missing Equipment Form, available online under the link at Faculty & Staff, Financial



Services, and then Equipment.

6. Prior to relocating inventoried equipment, complete an Equipment/Furniture Transfer Form (PCAR) and send to the property control supervisor, who is located in the Facilities Building, Room 124 and can be contacted at 410-462-8436.

7. Contact the property control supervisor regarding any equipment to be surplus or junked.

8. For donated equipment, complete the Donated Equipment Form and forward to the property control supervisor, who is located in the Facilities Building, Room 124 and can be contacted at 410-462-8436.

***No employee is to dispose of any College property on his or her own or by giving it away, regardless of value.***

## **Public Safety**

*The Department of Public Safety operates within the Business and Finance Division of BCCC consistent with the Master Plan of the Business and Finance Division and BCCC's Strategic Plan. The department is responsible for maintaining a safe and secure environment for the College community. The Public Safety offices at both the Liberty and Harbor Campuses are staffed 24 hours a day, seven days a week.*

### ***Campus Emergencies***

In the event of an emergency, such as an active shooter, crime of violence, fire or medical emergency, staff is directed to call 9-1-1 immediately. For any other emergencies such as other crimes in progress, fire alarms or other public safety issues or concerns, call Public Safety at 410-462-7700.

### ***Campus Parking***

The Department of Public Safety issues college IDs and parking hangtags for students, faculty and staff of the College community. Every BCCC student must have a valid College ID and present the ID to any College official upon request. ID services are available at the Public Safety Office at the Liberty Campus on Mondays, Tuesdays, Thursdays and Fridays, from 8:30 a.m. to 5 p.m., and on Wednesdays from 10:30 a.m. to 7 p.m. A copy of the student's current schedule and personal identification is required for a new ID or the validation of a returning student's ID. Faculty and staff must present an ID Request Form obtained from the Office of Human Resources.

A parking permit is required to park on the Liberty and Harbor Campuses. Faculty, students and staff who park on campus must obtain a parking hangtag by registering with the Public Safety Office. A current college ID and valid vehicle registration are required to purchase a hangtag.

The parking fees for faculty, staff and students are announced and posted each year.

Emergency telephones are placed in strategic locations around the Liberty and Harbor Campuses. All emergency phones connect directly to the Department of Public Safety. Grey emergency phones are located in the lobbies of buildings at the Liberty and Harbor Campuses. Additional emergency phones are located near parking and the outside of several buildings on the Liberty Campus.

In addition, the Department of Public Safety maintains an escort service upon request. Personal property found on campus is turned over to Public Safety, where it can be claimed with proper identification.

## **Office of Human Resources**

*The Office of Human Resources (OHR) is dedicated to providing strategic partnerships with College leaders to attract, develop and retain a qualified and diverse workforce that fosters an environment to support our students, mission and vision. Services are provided in the areas of recruitment/talent acquisition, benefits, classification and compensation, professional development and training, and labor relations.*

## **Talent Acquisition**

In general, all vacancies, including senior and executive level positions, will be posted on the [www.bccc.edu](http://www.bccc.edu) website. All recruitment activities will be consistent with BCCC's commitment to the principle of equal employment opportunity.

To maintain this commitment, BCCC applicants interested in full-time, part-time and contractual positions must meet all stated minimum qualifications to be considered for a position. Eligibility will be determined based on years of experience performing the essential functions of the job and educational and/or professional experience.

### ***Applying for Openings***

To apply for a position with BCCC, applicants must provide the following materials for consideration:

- Resume/CV
- BCCC application
- BCCC demographic survey
- Unofficial transcripts (if required)

*Incomplete applications will not be considered.*

## ***Hiring***

BCCC is an equal opportunity employer. All candidates will be reviewed to determine if the minimum qualifications are met based upon the vacancy's requirement. If the candidate meets the minimum qualifications, the individual will be recommended for review by a diverse search committee comprised of BCCC faculty and staff. The search committee will select candidates from the pool to be interviewed.

## ***Finalist***

Once a candidate completes the interview process, the hiring manager and vice president's office will select a finalist for the position. All finalists will undergo a background check and professional reference verification. Some positions will have position-specific background checks that will be stated on the vacancy announcement.

## ***Offer***

Once the background investigation is complete and the candidate gains presidential approval for hire, a formal written offer is extended to the candidate for appointment into the position.

## **Types of Positions**

Employees at BCCC are hired into positions that are either permanent or contractual. Determination of the position type will be made when the position is created.

Hiring consideration will be given to contractual employees to fill a vacant position in the same or similar classification in which the contractual employee is employed.

## **Contractual & Temporary Hires**

All recruitment is conducted through the Office of Human Resources and never through a department's own efforts. Departments that wish to fill vacancies must contact the contractual processing coordinator at 410-209-6010 or 410-209-6007. Please contact OHR for more details on recruiting for positions.

All departments must send new hires through OHR before their first day of work. New contractual workers will not start their first day of work without a signed contract. It takes approximately three business days to complete all paperwork for a new hire. The contract period coincides with the fiscal year and runs January 1 through June 30 and July 1 through December 31. ***No contract*** should overlap fiscal years, and this includes grants. Signed contracts are sent to the Payroll Office and ***not*** OHR.

If a department needs to hire temporary staff, please contact OHR at 410-209-6010 or 410-209-6007 to request paperwork.

## **Secondary Employment**

An employee, with the written consent of their division's President's Staff member and immediate supervisor, may engage in limited self-employment or employment for remuneration outside BCCC during the regular academic year provided that such activities on the part of the employee do not interfere with the employee's duties at BCCC. Secondary employment must be reported to OHR on the Secondary Employment Form for each condition of employment. A copy of the form will be kept on file and must be updated when a new employment term begins.

## **Performance Evaluations**

Evaluations are performance management tools that should be used objectively to assess an employee's actual performance in accordance with their job description and defined performance goals. Performance reviews are conducted at least once every 12 months. Evaluation ratings for the past year and discussions of expectations for the coming year are completed by June 30th of each fiscal year. The end-of-year evaluation shall be based on performance factors/goals established at the expectations meeting and shall include the following:

- The overall performance rating
- The employee's job description
- Recommendations for training/development, if applicable

## **Compensation**

### ***BCCC Compensation Philosophy***

The intention of BCCC management and the Board of Trustees is to provide compensation and benefit programs that attract, retain, and appropriately reward high-quality faculty and staff throughout the College at a cost that is fiscally responsible with respect to the College's financial condition and funding sources.

The BCCC compensation philosophy is based on the following principles:

- Compensation levels should be targeted at grade levels that reflect current market conditions and levels of experience, and performance, as documented by regular performance reviews.
- Targeted compensation levels relative to the market should be equivalent at all levels of the organization, with the same compensation strategy applying to entry-level staff that applies to senior faculty and senior management.
- Employee benefits (health care, retirement, etc.) will be commensurate with State of Maryland government employee levels.

- Salary ranges and steps are reviewed annually, with adjustments (if any) based on the steps as defined in the grade structure, employee performance, and the College's financial condition.
- Movement to a higher salary grade will require an increase in an individual's responsibilities or capabilities sufficient to justify the promotion unless a job evaluation indicates otherwise.
- Salaries for entry-level positions will not be less than the living wage as defined by the State of Maryland for the Baltimore area.

The BCCC compensation philosophy has been developed to increase transparency of the institution's compensation programs and to clarify the rationale for pay practices. BCCC reserves the right to modify this policy at any time in the future, as conditions change.

BCCC strives to provide competitive compensation for all employees. BCCC will continuously monitor and compare its staff compensation plan to that of the local market area and other state agencies and, on the basis of available financial resources, make every effort to provide competitive salaries for work of a similar nature.

The initial compensation level for an employee is based on the entry-level salary for the particular position. A new employee is normally hired at the base salary level of a job classification. Compensation above entry level must be approved by the Office of Human Resources. A supervisor may request in writing to OHR that a new employee with exceptional work experience be hired at a salary above base, not to exceed the maximum entry-level salary.

The Office of Human Resources is responsible for maintaining the Staff Compensation Plan. The employee or supervisor may initiate job reclassification requests. Such requests must be submitted on the *Reclassification Request Form* (see Appendix A or the Human Resources website) and are to be based on a significant change in the responsibilities of the position. Decisions regarding reclassification will be made and the employee notified of such decision within 45 days of submission.

An employee transferring from one position to another at the same or lower level will not be given a salary increase. If an employee accepts a lower-level position, a decrease in salary may be appropriate.

Under normal circumstances, non-exempt salaries should not exceed the established maximum of the salary range. In cases of longevity of service and consistently exceptional performance, salary levels may exceed the established maximum salary range. Senior administration, working with the Office of Human Resources, must approve salary levels that exceed the maximum salary range.

## ***Current Compensation Structure***

BCCC uses skilled service scales, administrative/professional, faculty and non-negotiated pay structures.

- Compensation is based on the market value of the job, its value to the institution, and its relationship to other jobs requiring similar knowledge, skills and abilities.
- To ensure objectivity and consistency, jobs are evaluated in relation to one another.
- Any revision to the pay structure will reflect the current State of Maryland Living Wage.

## ***Classifications Types***

The Fair Labor Standards Act (FLSA) requires that employers classify employees as either non-exempt or exempt.

## **Overtime**

All compensable overtime work must be authorized by the employee's immediate supervisor in advance. Non-exempt employees who work hours in excess of 40 per week will be paid at one and one-half times their regular hourly rates.

A minimum of three hours of overtime will be paid to any non-exempt employee called back into work after the normal workday has ended.

## **Compensatory time**

With the prior authorization of their supervisor or in emergencies, exempt employees may receive compensatory time on an hour for hour basis for work that exceeds the 40 hours per week. The 40 hours is defined as 40 hours actually worked per week and time on paid leave.

During an emergency closing of the College and when Administrative Leave is granted, Compensatory Time shall be authorized to essential personnel. Compensatory Time shall be granted for each hour worked that the College is closed. If an employee is required to work on a holiday, the employee shall be granted compensatory time at the rate of an hour for an hour basis. Compensatory time must be used within twelve months of the date it is earned and can be accumulated to a maximum of 40 hours per calendar year. Unused Compensatory Time may not be carried over and will not be paid.

## **Professional Development**

The professional development (PD) coordinator is dedicated to supporting and enhancing the skills of all faculty and staff at BCCC. The PD coordinator exists to support OHR objectives of

serving staff in order to serve students at BCCC. According to the College's Professional Development Program Policy/Procedure Number 2021, "The Board of Trustees and College administration are committed to building on the College's history of commitment to excellence in all areas of work. Therefore, to be successful, the college encourages faculty and staff to continuously engage in educational and training opportunities that maintain and improve effectiveness; stimulate personal and professional growth; help employees advance to higher level positions; and enhance morale and job satisfaction. To accomplish this goal, a minimum of 40 contact hours per year of professional development shall be required of all full-time PIN employees. The 40 hours of professional development shall be accomplished within the fiscal year. Registration requests should be emailed to the PD coordinator or designee. To indicate management approval, all requests must be copied to the registrant's immediate supervisor. Upon receipt of an approved request, an email confirmation will be forwarded to the employee." Additionally, the College has designated a PD Council that meets twice a month and is comprised of faculty and staff across the various campus divisions to vote on PD requests that are over \$500 in cost. Failing to meet the required hours and/or the training plan recommended by the supervisor will be reflected in the employee's performance evaluation.

The PD coordinator offers a variety of training and development, emphasizing individual employee skills and knowledge development, as well as competency-based training in areas such as leadership and management, supervisory skills, communication and interpersonal skills. In addition, the team organizes information sessions and workshops on diversity and multicultural issues, human resources policies and financial/budget administration. Courses are offered on campus during normal work hours, in addition to an e-learning program, *Skill Port*, which allows employees to complete courses at their leisure. When deemed appropriate by the supervisor and depending on the availability of funds, employees may also request funding for the purpose of professional development travel to conferences, workshops and seminars off campus (out-of-state travel included).

## **Recognition Programs**

### ***Service Award Program***

The Service Award Program recognizes and expresses the College's appreciation for the long-time service of all employees. The College recognizes service at five-year intervals beginning with five years of regular service. Employees who have achieved these milestones are presented with a certificate and a lapel pin during an awards ceremony held in their honor.

### ***College Excellence Award Program***

Eight recipients from four employee groups are eligible to receive the Excellence Award from these categories.

- Two administrative professionals
- Two career service professionals (skilled service) (full or part-time)

- Two full-time faculty
- Two adjunct faculty

**An employee is eligible subject to the following criteria:**

- Career service professionals must work at least 30 hours or more per week and have completed two years of service at BCCC.
- Administrative professionals must have completed two years of service at BCCC.
- Full-time faculty must have completed three years of full-time employment.
- Adjunct faculty must have completed teaching six courses within a three-year period.
- Employee has not won any prior College Excellence Award within the past five years.
- Faculty member has received an “Excellent” performance evaluation rating.
- Staff employee has received either an “Exceeds Standards” or “Outstanding” performance rating over the past two evaluation cycles.

Recognition of award recipients will take place each May at the Board of Trustees meeting.

Recipients of the Excellence Awards will receive \$500, a plaque, campus publicity, an award letter for their personnel file, and registration and travel to the National Institute for Staff and Organizational Development (NISOD) Conference or other professional development (job-related) conference at a maximum expense of \$2,000.

## **Leave Benefits**

Paid leave is offered to non-faculty employees occupying permanent positions. To be eligible for benefits, an employee must work at least 50 percent of a permanent position. In most cases, unless specifically identified to the contrary, paid leave benefits will be offered on a prorated basis to employees who occupy a permanent position on a part-time basis. The prorated amount of benefit is based on the percentage they are employed. With certain exceptions as outlined in the following paragraphs, leave must be approved in advance by the supervisor. Supervisors *do not* have the authority to grant unpaid leave.

### ***BCCC MD Time Leave Codes (See Appendix A)***

#### ***Annual Leave***

Annual leave is provided to non-faculty employees occupying permanent positions. The purpose of annual leave is to provide the employee with vacation days or miscellaneous time off.



Except in emergency situations, an employee shall make a written request for use of annual leave from their supervisor at least one week in advance of the desired date(s). Supervisors shall grant or deny the request in writing within one week. If the supervisor is on leave, the person taking the place of the supervisor shall approve or deny the leave within one week of the request. Employees shall not use annual leave in excess of the hours they have accumulated.

College employees are permitted to carry over no more than 75 days (600 hours) of accumulated annual leave from one calendar year to the next. Annual leave exceeding the 75-day (600 hours) maximum carryover at the end of the calendar year will be forfeited.

From the beginning of the first year of service through the completion of the 20th year of employment, an employee who is paid for 40 hours per week shall be credited with annual leave at a rate of 6.77 hours per pay period/22 days per year. An employee may not earn more than 176 hours of annual leave or carry over more than 600 hours of annual leave per year. From the beginning of the 21st year of service and continuing thereafter, an employee who works 40 hours per week shall be credited with annual leave at a rate of 7.69 hours per pay period/25 days for the year.

### ***Sick Leave***

To the extent earned, sick leave is available to College employees occupying permanent positions for use in the event of an illness or temporary disability sufficiently severe to keep the employee from work. In addition, sick leave may be used to care for a member of the employee's immediate family. Except in cases of extreme incapacity, an employee using sick leave must inform their supervisor within 15 minutes of the scheduled start of the workday.

All full-time employees occupying PIN positions earn 4.62 hours per pay period, up to a maximum of 15 days (not to exceed 120 hours) of sick leave per year. Part-time employees occupying PIN positions will earn sick leave on a prorated basis depending on their percentage employed. Sick leave may not be earned for hours worked in excess of the employee's normal workweek.

### ***Advance Sick Leave***

The president may, upon referral from the executive director of human resources, advance up to 60 days of sick leave to an employee in any calendar year for a serious disability or illness if the employee has used all leave with pay which has been credited to the employee and also exhausted leave available under the state leave bank program. However, the total number of days that can be owed to the state may not exceed 60 days in any consecutive 12-month period.

An employee or someone on the behalf of the employee shall submit to the executive director of human resources a request for advance sick leave before the first day of leave requested, although late requests may be accepted due to extenuating circumstances. Each request shall be reviewed and forwarded to the president to make a determination. The executive director of human resources shall send a written notice of approval or disapproval of the request to the employee.

## ***Family Medical Leave (FML)***

An employee with a serious health condition or an employee whose spouse, child or parent has a serious health condition may receive family and medical leave in accordance with the Family and Medical Leave Act (FMLA). An employee is eligible for 12 weeks of family and medical leave during a rolling 12-month period. An employee must exhaust all available forms of paid leave, including sick, annual, personal and compensatory time, before taking unpaid leave. Available paid leave shall run concurrently with FMLA leave. In instances of childbirth or serious illness of the employee or a family member, FMLA provides for a maximum of 12 workweeks of leave in a 12-month period. Specific guidance relating to the use of family/medical leave will be provided by the Office of Human Resources.

Although advance approval for the use of sick leave is not required, employees aware of potential sick leave use should notify their supervisors as early as possible. An employee may use sick leave for the following purposes:

- Disability or illness of the employee
- Medical appointment for the employee with one of the following medical providers:
  - Physician
  - Clinical psychologist
  - Dentist/oral surgeon
  - Optometrist/ophthalmologist
  - Certified nurse practitioner/nurse-midwife
  - Licensed certified social worker—clinical
  - Physical therapist
  - Chiropractor
  - Podiatrist(Please Note: This is not an all-inclusive list of certified medical providers)
- A medical appointment for a member of the employee's immediate family. Immediate family as used in this section shall include a spouse, biological, adopted, step or foster child, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, or dependent of the employee who permanently resides in the employee's household for whom the employee has an obligation to provide care. BCCC may require an employee to provide certification by a medical provider to authenticate the need for the employee to care for the ill family member.

If a College employee is absent from work for five or more consecutive days and uses sick leave, an original sick certificate that authenticates the period of illness must be provided to the Office of Human Resources upon the employee's return to work. A certificate should also be submitted in advance of an expected illness, such as previously scheduled surgery. If an illness of one day or more occurs during a period of annual or personal leave, BCCC shall grant sick leave provided that a certificate is provided that authenticates the period of illness, is signed by an authorized medical provider and submitted to BCCC.

Employees using five or more consecutive sick leave days to care for a family member shall be required to provide documentation authenticating the period of illness for the employee's immediate family member.

In order to prevent the abuse of leave, to assure that the employee is obtaining adequate medical attention, is fit for duty, or for any other reason BCCC determines necessary, BCCC may require that an employee provide documentation which authenticates a period of illness of the employee of less than five days. This document shall be signed by an authorized medical provider.

To ensure safety, prevent abuse, or to ascertain whether an employee is physically capable of performing their duties, BCCC may, at its discretion, request the medical director or a physician mutually agreed upon by employer and employee to conduct an investigation, which may include a physical or mental examination of an employee who uses excessive time from employment because of illness. An investigation may also be used to determine if the employee has a disability that prevents proper performance of duties, or to substantiate sick leave that is considered questionable. BCCC makes every attempt to offer employees with disabilities reasonable accommodations.

Employees may donate sick leave held in excess of 30 days or 240 hours to a designated College or State of Maryland employee who has a serious injury or illness that requires the employee to be absent and who has exhausted all of their own accrued leave. The donation must be arranged through OHR, and medical documentation is required before the transfer of leave can be approved. Additionally, the total amount of leave received cannot exceed the amount actually used. Donations may not be made by employees who have tendered their resignation or whose employment has been discontinued.

BCCC employees are eligible to use the State of Maryland leave bank if they are active members.

Upon retirement, employees in the State Retirement Agency will be credited with one month of state service for every 22 days of unused sick leave. For more information in reference to this benefit please contact OHR.

### ***Holiday Leave***

Paid holidays are offered to employees who occupy regular PIN positions. In accordance with the State of Maryland, BCCC offers 11 paid holidays during the calendar year except in the years a national or statewide election is scheduled. In national and statewide election years, 12 holidays will be scheduled.

The holiday schedule will be posted annually by OHR. BCCC's policy is to earn holidays on the same days BCCC is closed, with the exception of one floating holiday earned on Martin Luther King's birthday. Once earned, the floating holiday may be used on or after this date with supervisory approval. Prior approval *is not* required for the remainder of the holidays, provided they are taken in accordance with BCCC's schedule of observances. Employees *will*

*not* be paid for accumulated unused holiday leave at time of separation from employment. Holidays *may not* be carried over from one fiscal year to the next. Unused holidays remaining at the end of the fiscal year are forfeited.

### ***Personal Leave***

All full-time employees shall be granted three days of personal leave at the beginning of the first full pay period of the calendar year. Unused leave days may not be carried over beyond the first full pay period in the next calendar year. A leave slip is required and must be submitted within one day of return to active duty for use of personal leave. The use of personal leave requires that the employee call or notify the supervisor of the employee's intent to utilize personal leave. As much notice as possible should be provided. A supervisor may not deny an employee the right to use personal leave unless the supervisor is not notified prior to the start of the leave.

### ***Miscellaneous Paid Leave***

BCCC provides paid administrative leave or release time to all employees occupying permanent positions who are absent from work due to extreme weather conditions (in accordance with BCCC's emergency closing policy), jury duty, legal actions requiring the employee's participation (provided the employee is not a plaintiff to the legal action), certain military obligations, approved out-service training, participation as a member in an employee organization and professional conferences/seminars. Part-time permanent employees will be granted paid leave only for those days on which they are scheduled to work. With the exception of emergency release time, the use of miscellaneous paid leave or release time must be substantiated with supporting documentation.

The following are brief descriptions of types of miscellaneous leave available:

- Emergency release time will be granted on an as-needed basis to safeguard non-essential employees against harmful or unsafe conditions. Emergency release time does not apply if an employee is on prior approved paid leave at the time emergency release time is authorized.
- Employees may be granted paid administrative leave if they are:
  - Called to jury duty for the period of time that they are needed by the court.
  - Summoned to appear in a court action, before a grand jury, before an administrative hearing board, or to give deposition, provided the employee is neither a paid witness nor a party to the action, if the appearance is required during the employee's regularly scheduled business hours. The length of time granted depends on the specific action.
  - Meeting certain military obligations. The amount available is 15 days annually. Monthly weekend drills are excluded.
  - On pre-scheduled leave during certain situations where administrative leave is granted.
- At the discretion of the supervisor and the approval of the appropriate senior administrator, employees may be granted release time to attend:

- Out-service training programs that are directly related to or enhance the performance of the employee's current responsibilities.
  - Meetings/events for employee organizations of which they are members. Requests for such leave must be made in writing to the supervisor.
  - Professional conferences/seminars that are requested in advance and approved by the employee's immediate supervisor.
- Paid leave granted to employees for events that involve union activities will be addressed through agreements set between BCCC and the respective bargaining units.

### ***Leave for Employee-Related Injuries***

Accident leave is leave for which employees receive two-thirds of their regular pay. If an employee is injured while performing duties and responsibilities while at work and is unable to return to work as a result of the accident, the employee may be eligible to receive up to 10 days of accident leave. When an on-the-job injury occurs, whether or not the employee requires medical treatment, the supervisor must file an Employer's First Report of Injury within one working day after being notified of the accident. Employees must immediately report all injuries to their supervisor. The Office of Human Resources will then file the Employer's First Report of Injury with the Injured Workers' Insurance Fund.

In order for an employee to obtain workers' compensation benefits, the injury or illness must be deemed compensable by the Injured Workers' Insurance Fund/Workers' Compensation Commission. If the injury or illness is deemed non-compensable, the employee must use his or her own sick leave. Appropriate documentation from an authorized medical provider, certifying the need for release from work, is required for all time missed as a result of the injury/illness. Additionally, the employee may not return to work until an authorized medical provider certifies, in writing, that the employee is able to return to work and perform all essential job duties. BCCC will offer "light duty work" depending on the nature of work that contributes to the designated business operations. An employee returning to work with a note from the attending physician that makes physical restriction recommendations will be given reasonable accommodations.

If the Injured Workers' Insurance Fund/Workers' Compensation Commission deems an employee's injury/illness compensable for time missed, the employee must choose to use accident leave, their own accrued leave, or file for temporary total disability. If an employee chooses temporary total disability payments, the benefit is calculated at 60 percent of normal pay. While on temporary total disability benefits, the injured employee becomes responsible for directly paying all deductions normally taken from their bi-weekly check. Written notification of an employee's choice of whether to use accrued leave or temporary total disability is due to OHR upon notification of compensability. An injured employee cannot collect temporary total disability benefits simultaneously with accrued leave.

### ***Bereavement Leave***

A maximum of three bereavement leave days may be granted in the event of the death of any

member of the employee's immediate family. An additional two days of sick leave may be used in the event of the death of any member of the employee's immediate family. Immediate family shall be defined as spouse, children, parents, stepparents, foster parents, legal guardians or others who took the place of parents of the employee or the employee's spouse, grandparents or grandchildren or brothers and sisters of the employee or the employee's spouse, or any relative living in the employee's household.

A maximum of one working day may be charged to sick leave in the event of the death of aunts and uncles of the employee or the employee's spouse, nephews and nieces of the employee or employee's spouse, brothers-in-law or sisters-in-law of the employee or the employee's spouse, and sons-in-law and daughters-in-law.

## **Employee Benefits**

- **State of Maryland Health Plans:** PPO, EPO and/or HMO medical plans, vision and dental plans (PPO or DHMO) and prescription.
- **Retirement Plans:** Include the State Employees' Pension, Teachers Pension Systems, Optional Retirement Programs (ORP) and the Law Enforcement Officer Pension System.
- **Supplemental Retirement Plans:** Pre-Tax 401(k), 403(b) and 457 and After-Tax 457 (b) Roth and 401 (k) Roth.
- **Leave:** 22 days of annual leave, 15 days of sick leave, three personal leave days, Leave Bank membership opportunities, 11 holidays, and a winter holiday break (three days) observed between the Christmas and New Year's Day holidays
- **Tuition Waiver/Remission** to BCCC or institutions within the University System of Maryland (USM).
- **Professional Development** opportunities to enhance your skills.
- **MTA Pass** (free access to Light Rail, Metro and Metro Bus Lines)
- **News and Upcoming Events for State of Maryland Employees:** Visit <http://dbm.maryland.gov/employees/Pages/newsdisplay.aspx?BID=9>

### ***Medical Insurance***

As state employees, BCCC employees occupying permanent positions are eligible to select one of several health care plans, dental, prescription drug coverage and health/dependent care spending accounts to cover their needs and those of their families.

Eligible employees who wish to enroll in a medical insurance plan must do so within the first 60 days of employment. Coverage may begin the first day of employment. If a new employee fails to enroll within the first 60 days of employment, they will be required to wait until the next scheduled open enrollment period, held once a year, usually during the fall.

As a general rule, eligible dependents include the employee's spouse and dependent children. On an annual basis, OHR will provide employees with an information packet that describes the

benefits, costs, exclusions, limitations and policies of each plan offered to eligible employees.

When an employee is separated from BCCC employment, whether voluntarily or involuntarily, health benefits coverage continues in effect through the time period covered by the date of the employee's last deduction regardless of the termination date. Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) enacted by the federal government, employees and their dependents must be offered health coverage when they lose health insurance coverage because of a qualifying event, such as termination, resignation, layoff, divorce or legal separation, dependent ineligibility due to age, marriage, loss of student status, or spousal ineligibility due to death of employee. The State of Maryland Employee Benefits Division will notify employees or dependents of their right to COBRA when informed of a qualifying event.

### ***Domestic Partner/Spouse***

Consistent with proposed changes to regulations governing the State Employee and Retiree Health and Welfare Benefits Program, effective January 1, 2015, same sex domestic partners or the children of same sex domestic partners will no longer be eligible dependents covered under the program. In addition, beginning on July 1, 2013, the program ceased enrolling any new domestic partners or the children of domestic partners as eligible dependents unless it is due to the birth or adoption of a child and the employee/retiree's name appears on the birth certificate. Same sex domestic partners and/or their children enrolled prior to July 1, 2013 may continue coverage in the program.

Legally married spouses, regardless of gender, and their dependents will continue to be eligible for coverage under the program.

A summary of the eligibility requirements for domestic partners/same sex spouses and their dependent children can be located at [www.dbm.maryland.gov/benefits](http://www.dbm.maryland.gov/benefits).

### ***Retirement***

All non-exempt employees occupying permanent positions, whether full-time or part-time, must participate in the Maryland State Retirement and Pension System. Enrollment must take place within 30 days of an employee's initial appointment/hire date.

All exempt employees occupying permanent positions, whether full-time or part-time, must participate in either the Maryland State Retirement/Pension System or an optional retirement plan. Enrollment must take place within 30 days of an employee's initial appointment/hire date.

Complete details on retirement will be provided by OHR during new employee orientation.

Employees who retire directly from BCCC in good standing with at least 30 years of state service and at least 20 of those years with BCCC, or who have been granted emeritus status by the Board, may be issued a College identification card designating them as a College retiree and allowing them the use of some College facilities. The list of facilities

available to College retirees may be amended from time to time. Any College retiree requesting an identification card must be approved by the Board of Trustees prior to receipt.

### ***Disability Insurance***

Employees who participate in the Maryland State Retirement and Pension System receive disability insurance at no cost. Accidental disability retirement (disability as a result of an on-the-job accident) is available immediately.

### ***Tuition Benefits – Educational Opportunities***

BCCC encourages and supports faculty, staff, and retirees (PIN only) to make use of the opportunity to enroll in academic courses both on campus and within the University System of Maryland (USM). Benefits are also extended to the spouse and dependents of regular status and retired faculty and staff members. BCCC currently offers tuition reimbursement, tuition remission and tuition waiver. Below is a brief description of each for your reference.

#### ***Tuition Reimbursement***

All PIN employees are eligible for tuition reimbursement. The reimbursement rate is set up by the State of Maryland. Employee's admission has to be at an accredited institution and the courses must be work related.

#### ***Tuition Remission***

All PIN employees and their eligible dependents have the opportunity to enroll in academic courses at any institution under the University System of Maryland (USM).

#### ***Tuition Waiver***

All PIN employees, their spouses and dependent children are eligible to enroll for classes at BCCC.

To learn more about tuition benefits, contact the benefits specialist in OHR at 410-209-6002 or OHR at 410-209-6007.

## **Payroll Information**

*The Payroll office is a part of the Business and Finance Division at BCCC. Payroll is responsible for paying over 2,000 employees, including all work-study students, faculty, administrators and staff. The office is dedicated to ensuring that all employees are paid in a timely and accurate manner, while meeting all compliance requirements. The Payroll staff is committed to providing excellent service to their community, while focusing on future processes and service improvements.*



## ***Payroll***

In order to be placed on payroll, a newly hired employee must complete certain forms and questionnaires, including but not limited to, an Employee Withholding Allowance Certificate (W-4) form for federal and state income tax and an Employment Eligibility Verification (I-9) form to prove identity and eligibility to work in the United States. Additionally, the new employee must provide OHR with his or her Social Security number, as well as read and acknowledge receipt of BCCC's substance abuse, drug testing, prohibited behavior, and software code of ethics, computer usage and sexual harassment policies.

## ***Paydays, Paychecks***

Paydays occur every two weeks, on Wednesday. As of January 1, 2001, the State of Maryland has made direct deposit of net pay a condition of employment.

## ***Time Sheets, Leave Reports***

All electronic time sheets and leave reports are due to OHR by their respective due dates. The following guidelines have been established for submitting timesheets:

- There are four types of payroll: PIN, contractual, faculty and work study.
- The pay period is different for each type:
  - PIN – Wednesday through Tuesday
  - Contractual – Sunday through Saturday
  - Faculty – Wednesday through Tuesday
  - Work Study – Wednesday through Tuesday
- Each type has a specific due date. See link for current schedules:  
<http://www.bccc.edu/payroll>
- PIN employees have electronic timesheets. Instructions and login are given on hire date with OHR.
- Contractual employees have paper timesheets distributed at the time of an executed employment contract.
- Work-study employees do not have contracts, but require work authorization forms completed and submitted to OHR.
- Work-study employees obtain their timesheets from the Financial Aid office.
- Approved timesheets are due on their due date by 9 a.m. (electronic submission and paper)

- All overtime or emergency release must be approved in advance and the appropriate documentation submitted to Payroll by the due date for the pay period in which it occurred.
- Paycheck stubs can be found on the State of Maryland's Central Payroll Bureau Payroll Online Service Center (POSC) website. A login and password are required.
- All personnel changes (addresses, direct deposit, tax withholdings, etc.) are handled by OHR.

For inquiries on MD Time (eTimesheet) access, earned leave balances, Leave Bank information, employee-to-employee leave donations and employment verifications, please contact the HR leave coordinator in OHR at 410-209-6009 or the Human Resources front desk at 410-209-6007.

## **On Call**

“On call” time will be paid at the employee’s regular rate of pay or at the employee’s overtime rate if the employee qualifies for overtime. “On call” pay begins when employees leave their residence. Any “on call” employee who is required to report to work will be paid for at least a minimum of two hours at overtime. Employees will be considered “on call” if required to remain on College premises or so close that they are unable to use time effectively for their own purposes.

## **Shift Differential**

Non-exempt employees shall be eligible to receive shift differential for working all or part of a qualifying shift on an occasional or rotating basis. A qualifying shift is defined as one that starts at or after 2 p.m. and at or before 1 a.m.

An employee who works any part of a qualifying shift shall be paid a shift differential on a prorated basis. An employee who works overtime from a qualifying shift into another qualifying shift shall be paid a separate shift differential, in addition to any overtime payment or compensatory time to which the employee may be entitled. An employee who works overtime from a non-qualifying shift into a qualifying shift shall be paid a separate shift differential, in addition to any overtime payment or compensatory time to which the employee may be entitled, if the employee works at least half of the qualifying shift. The rate of shift differential pay is explained further in the appropriate MOU (i.e. non-exempt, exempt or SPO).

Shift differential will not be offered to employees on paid leave.

## **Acting Capacity**

Any College employee shall be paid additional compensation after continuously performing five working days, the duties of a position that has a rate of pay higher than their current rate.

The supervisor and Office of Human Resources will determine if the employee is, in fact, performing such duties, and if so, will formally appoint the employee to the acting position. The compensation/classification coordinator within OHR will determine the rate of compensation for acting capacity based on the current compensation plan, but it shall not exceed the amount which the employee would be paid if promoted to the higher paying position.

## **Travel Expenses**

BCCC pays all reasonable out-of-pocket expenses of employees who travel on College-approved business. Authorization to incur such expenses, however, must be approved in advance by an appropriate officer of BCCC, and is subject to the State of Maryland procurement/travel guidelines administered by the Business and Finance Division. Personal vehicles used on campus for college business are not entitled to mileage.

## **Discipline and Grievance**

### ***Discipline Procedures***

It is the policy of BCCC to apply corrective discipline in a progressive manner, with increasingly severe penalties each time the employee is disciplined. With the exception of serious offenses, employees are rarely terminated for a first offense. The primary objective is to counsel employees at an early stage in the disciplinary process, concentrating on helping the employee figure out ways to prevent a problem from recurring.

Depending on the particular circumstances, supervisors are encouraged to follow a disciplinary sequence that includes (in order): counseling/oral reprimand, written reprimand/warning, suspension and discharge/termination.

Decisions to accelerate the disciplinary process will be based on the severity of the case and must be approved by the President's Staff member of the designated division, and vetted through OHR.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their abilities and to the standards as set forth in their job descriptions or as otherwise established. BCCC supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy was designed to be consistent with our organizational values, HR best practices and employment laws.

BCCC reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching,

counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

BCCC reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

### ***Grievances***

It is the policy of BCCC to provide full-time PIN employees a process by which they can file grievances. Employees may file a grievance for any action or inaction they believe to be unfair or when they perceive a violation, misapplication or misinterpretation of a College policy, rule, regulation or procedure. The College has separate procedures to cover different employee groups. To follow the appropriate grievance procedure, refer to the following section of the procedure or the documents mentioned:

- Grievance policy for employees (non-bargaining unit eligible)
- Bargaining unit employees or Memorandum of Understanding (MOU)
- Faculty Handbook

## **Separation from Employment**

Any employee who does not report to work and does not notify his or her supervisor may, after two consecutive days missed, be terminated for job abandonment. This termination must be approved by OHR.

### ***Voluntary Separation***

Employees terminating their service with BCCC are expected to give reasonable notice of at least two weeks (preferably one month). In cases of retirement, the decision is usually made well in advance of the actual date and, as such, BCCC expects a longer notice. Employees retiring should contact OHR for an appointment for retirement counseling at least three months prior to retirement.

Employees resigning should notify their supervisors in writing of their intention to leave and provide a specific date for the last day they expect to be paid on payroll. Copies of this letter of resignation should be provided to the senior administrator and OHR by the employee's supervisor.

### ***Involuntary Separation***

For serious reasons, the college may file for removal of an employee. Dismissal may occur as the final step in progressive discipline or, where warranted, as an initial disciplinary action as a result of a serious offense.

### ***Exit interviews***

Employees separating from employment are suggested to complete an exit clearance process prior to the last day of employment. Your department is responsible for notifying OHR of your separation. Upon receipt of this notification, OHR will schedule you an exit interview. The exit interview is an important part of the separation process. It will provide you information about important benefits and policy information such as continuation of insurance benefits (COBRA) and final pay information. In addition, all accounts and obligations to the College must be settled prior to your leaving. College property, keys, identification and credit cards must be returned to the appropriate offices and OHR must be informed of the correct forwarding information. Exit interviews and counseling on reinstatement and continuation of benefits are provided as requested.

### ***Re-employment/Re-instatement***

Former employees who leave in good standing and return after a break of less than three years in service from BCCC or state employment are considered reinstated employees. Former employees who return within three years of separation shall be governed by the Policy on Reinstatement. (See appendix or the Human Resources website.). A former regular exempt or non-exempt employee who returns to BCCC service after a break in service of three or more years shall be considered a new employee.

## **Glossary of Terms**

**Classification** - encompasses the job title, duties and responsibilities of a job, and based upon those, the pay range in which the job is placed.

**Compensation** - refers to the monetary value of a job: the wages and benefits.

**Contractual Positions** - employees who occupy these positions are categorized as contingent, usually are performing duties for a specific period of time (term appointment) or are working on an irregular basis, with a work schedule based on departmental needs. Contingent positions are ineligible for College benefits, other than those mandated by law, i.e., FICA, unemployment insurance and workers' compensation.

**Contractual Staff** – an employee who works under contract for the College. A contract employee is hired for a specific job at a specific rate of pay.

**Exempt positions** - an exempt position is not eligible for overtime as defined by the Fair Labor Standards Act. Employees holding exempt positions are covered under the MOU unless the position has been identified as managerial, confidential or supervisory.

**Employee Handbook** - rules and regulations compiled in the form of a handbook that is applicable to an organization's employees.

**Essential Employees** - employees who are designated as required to work when an office closing is authorized, usually in operations that must provide services around the clock. The designation of essential can depend upon the employees' duties, as well as the circumstances for the closing.

**Faculty** – a person employed full-time or part-time to teach at BCCC.

**New Hire** – a person newly hired to work in a PIN position at BCCC.

**Non-exempt Positions** - a non-exempt position is eligible for overtime as defined by the Fair Labor Standards Act. Employees holding non-exempt positions are covered under the MOU unless the position has been identified as confidential, managerial or supervisory as defined by the Board of Trustees and AFSCME.

**Permanent Positions** - an employee who works on a regular basis, either full-time or part-time, 12-month or academic year, and performs responsibilities deemed as ongoing and continuing from year to year based on the needs of BCCC. Employees in permanent positions must work at least half-time (20 hours per week).

**PIN** – a position identification number used to track various job roles throughout the State of Maryland system.

**President's Staff Member** – an employee hired full-time or part-time at BCCC who reports

directly to the College president.

**Shop steward** – a person elected by workers, for example, in a union environment, to represent them in dealings with management.

**Temporary Staff** – a person hired through a third party (temporary) agency to perform job tasks for BCCC for a short-term project that is less than six months.

**Union employees** – all employees who hold a position that has been identified as one covered by collective bargaining. These employees should contact one of the shop stewards in reference to employment-related problems, issues and concerns during their employment at BCCC.

**Work Study** – a college program that enables students to work part-time while attending school.

## **APPENDIX A (BCCC Leave Codes)**



**BCCC LEAVE CODES USED**

	<b>LEAVE CODES</b>	<b>CODE DESCRIPTION</b>
1000	STANDARD WORK CODE	THIS CODE IS USED WHEN EMPLOYEES HAVE NOT USED ANY LEAVE FOR THE DAY.
100	ANNUAL USED REGULAR	THIS CODE IS USED TO SHOW AN EMPLOYEE TAKING ANNUAL LEAVE WITHIN THE POLICIES THAT GOVERN THE USE OF ANNUAL LEAVE.
110	ANNUAL SICK DOCUMENTED	THIS CODE IS USED TO SHOW ANNUAL LEAVE USED FOR A DOCUMENTED SICK OCCURRENCE.
130	ANNUAL FMLA	THIS CODE IS USED TO SHOW ANNUAL LEAVE USED IN ACCORDANCE WITH THE FAMILY MEDICAL LEAVE ACT.
200	SICK USED DOCUMENTED	SICK LEAVE USED FOR A DOCUMENTED SICKNESS.
210	SICK USED UNDOCUMENTED	SICK LEAVE USED FOR AN UNDOCUMENTED SICKNESS.
230	SICK DEATH IN FAMILY	THIS CODE IS USED WHEN AN EMPLOYEE USES SICK LEAVE AS A RESULT OF THE DEATH OF A RELATIVE.
250	BEREAVEMENT LEAVE	THIS CODE IS USED IN LIEU OF SICK LEAVE FOR A DEATH IN EMPLOYEE'S IMMEDIATE FAMILY ONLY. MAXIMUM TWO DAYS. COMAR 17.04.11.06
290	LEAVE BANK USED	THIS CODE IS USED FOR AN EMPLOYEE GRANTED LEAVE FROM THE LEAVE BANK MAINTAINED BY DBM.
330	SICK FMLA	SICK LEAVE TAKEN IN ACCORDANCE WITH FAMILY AND MEDICAL LEAVE ACT. MEDICAL DOCUMENTATION REQUIRED.
380	DONATED LEAVE USED	THIS CODE IS USED WHEN AN EMPLOYEE RECEIVES DONATED LEAVE FROM ANOTHER EMPLOYEE. USER DOES NOT EARN ANNUAL OR SICK LEAVE OR LEAVE BANK.
390	ACCIDENT LEAVE	LEAVE WITH PAY TO AN EMPLOYEE WHO SUSTAINS AN ACCIDENTAL INJURY WHILE IN THE ACTUAL PERFORMANCE OF DUTIES.
410	COMP USED	THIS CODE IS USED WHEN AN EMPLOYEE IS AUTHORIZED THE USE OF EARNED COMPENSATORY TIME.
490	COMP USED COE	THIS CODE IS COMP TIME WHICH HAS BEEN EARNED BY A CASH OVERTIME ELIGIBLE EMPLOYEE.
500	PERSONAL REGULAR	USED TO RECORD PERSONAL LEAVE USED.
510	PERSONAL SICK DOCUMENTED	THIS CODE IS USED WHEN PERSONAL LEAVE IS USED FOR A DOCUMENTED SICK OCCURRENCE.
530	PERSONAL FMLA	PERSONAL LEAVE TAKEN IN ACCORDANCE WITH FAMILY AND MEDICAL LEAVE ACT. MEDICAL DOCUMENTATION REQUIRED.
600	LWOP PERSONAL	THIS CODE IS WHEN AN EMPLOYEE IS AUTHORIZED TIME OFF FROM WORK AND IS NOT PAID FOR THE TIME. NO DEDUCTION IS MADE FROM ANY LEAVE BALANCE NOR IS ANY TIME ACCRUED FOR THE PERIOD.
610	LWOP SICK DOCUMENTED	THIS CODE IS USED WHEN AN EMPLOYEE TAKES OFF FROM WORK BECAUSE OF A DOCUMENTED SICKNESS AND IS NOT PAID FOR THE TIME.
620	LWOP MILITARY	THIS CODE IS USED FOR AN EMPLOYEE WHO ENTERS THE ARMED FORCES AND WHO WISHES TO TAKE A LEAVE OF ABSENCE WITHOUT PAY.
630	LWOP FMLA	UNPAID LEAVE TAKEN IN ACCORDANCE WITH FAMILY AND MEDICAL LEAVE ACT. MEDICAL DOCUMENTATION REQUIRED.
650	LWOP UNAUTHORIZED	THIS CODE IS USED WHEN NO APPROVED LEAVE OR LEAVE WITHOUT PAY IS AUTHORIZED.

660	LWOP DISP. SUSP	THIS CODE IS USED FOR LEAVE WITHOUT PAY FOR DISCIPLINARY SUSPENSIONS.
698	NEW HIRE/TERMINATION	THIS CODE IS USED WHEN A NEW HIRE STARTS OR WHEN EMPLOYMENT HAS ENDED WITH THE COLLEGE.
700	MILITARY	THIS CODE IS USED FOR AN EMPLOYEE WHO IS A MEMBER OF THE ORGANIZED MILITIA OR MILITARY RESERVES WHO IS ABSENT FOR MILITARY TRAINING.
720	EMERGENCY RELEASE	THIS CODE IS USED WHEN AN EMPLOYEE IS RELEASED FROM WORK WITHOUT CHARGE TO ANY LEAVE UNDER EMERGENCY CONDITIONS. THIS IS PAID LEAVE.
730	JURY	THIS CODE IS USED FOR AN EMPLOYEE WHO DOCUMENTS SERVING AS A MEMBER OF ANY JURY. THIS IS PAID LEAVE AND IS NOT CHARGED TO ANY OTHER PAID LEAVE.
740	LEGAL ACTION	THIS CODE IS USED FOR AN EMPLOYEE WHO DOCUMENTS A SUMMONS TO APPEAR IN ANY COURT ACTION, BEFORE A GRAND JURY OR AN ADMIN. AGENCY, ETC. AND IS NOT A PARTY OR PAID WITNESS.
750	GRIEVANCE	THIS CODE IS USED FOR AN EMPLOYEE WHO DOCUMENTS THEY ARE A PARTY TO OR IS CALLED AS A WITNESS IN A GRIEVANCE AND THE TIME IS DIRECTLY RELATED TO THE GRIEVANCE. THIS IS PAID LEAVE.
780	ADMINISTRATIVE LEAVE	THIS CODE IS TIME OFF WITH PAY AWARDED BY AN APPOINTING AUTHORITY.
980	HOLIDAY 24 HR EMPL (FLOATING HOLIDAY AND PERSONAL LEAVE)	USED FOR PRE-LOADED HOLIDAYS AT 24-HOUR INSTITUTIONS THAT DOES NOT FOLLOW THE STATE HOLIDAY CALENDAR.
990	HOLIDAY	THIS CODE IS USED WHEN EMPLOYEES ARE ABSENT ON LEGAL HOLIDAYS.

**BALTIMORE CITY COMMUNITY COLLEGE  
EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT**

The Employee Handbook contains important information about Baltimore City Community College (BCCC), and I understand that I should consult the Office of Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with BCCC voluntarily, and understand that there is no specified length of employment. Accordingly, either BCCC or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice unless specified otherwise in the College's MOU.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Baltimore City Community College has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Office of Human Resources any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with BCCC following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Company's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Office of Human Resources Administrative within 14 days of receipt. I understand that this form will be retained in my personnel file.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**