

The Community College of Baltimore County

Employee Handbook

Issued July 1, 2009

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ABOUT THIS HANDBOOK

This Employee Handbook provides employees with an overview of current personnel policies and procedures at the Community College of Baltimore County (CCBC). The handbook is designed to assist you, as a member of the CCBC, in the performance of your daily duties. It is available in hard copy and online on Human Resource's Web site: www.ccbcmd.edu/hr

This handbook has been created to consolidate administrative policies, procedures and benefits at CCBC applicable to all personnel. Noted within the policies will be different applications pertinent to specific employee groups. While this handbook contains overviews of college policies, rules, procedures and guidelines, its contents are not intended to constitute an expressed or implied contract for employment or benefits with CCBC. All policies contained are applicable to all benefit-eligible employees unless otherwise specified.

This handbook does not supersede any term or condition of employment currently covered under collective bargaining agreements between CCBC and either the American Federation of State, County and Municipal Employees (AFSCME) or the Communications Workers of America (CWA).

Please be advised that some of these policies, rules, regulations and procedures may be changed from time to time, pending the approval of the College Senate, the Senior Leadership team and the CCBC Board of Trustees.

Questions or comments can be forwarded to:

Human Resources Department
Attn: Senior Director, Human Resources
AF-100
800 South Rolling Road
Baltimore, MD 21228-5317

Approved:

College Senate

Date

President

Date

Board of Trustees

Date

EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT

This is to acknowledge receipt of the Community College of Baltimore County (CCBC) Employee Handbook dated _____.

I am aware that the Employee Handbook contains guidelines and policies which pertain to my employment with CCBC. I understand that I am responsible for reading the information contained within, and I accept responsibility for contacting the Human Resources Department for clarification if I have any questions. I understand the Employee Handbook is not an employment contract but rather an overview of CCBC's employment policies and procedures established and approved by the Board of Trustees by which all CCBC employees are guided.

I understand the Employee Handbook is subject to change without notice and that any such changes will automatically supersede any inconsistent policies, procedures or benefits contained in this document. I understand further that I can expect to be informed of any changes promptly.

I understand and agree that my failure upon separation from CCBC to return any CCBC property assigned or issued to me as an employee may result in the withholding and/or forfeiture of final wages or monetary reimbursements to which I may have otherwise been entitled.

Employee Signature

Date

Employee Printed Name

Date

Witness Signature

Date

Please retain a copy of this Acknowledgment for your records.

PRESIDENT'S LETTER

I am pleased to extend a warm welcome to each of you. As you will soon discover, CCBC is an exciting place to work and a wonderful place to grow. Our campuses are diverse, vibrant and alive with activity. We welcome you to our CCBC family and commit all of the resources of our college community to supporting you in your efforts to inform and enrich our students' lives.

At CCBC, our employees are our most valuable asset. It is the work that you do that will have the greatest impact on student success. Whether you are providing classroom instruction, answering phones, advising students or maintaining the landscape, each of you plays a vital role in making each student's CCBC experience a safe, inviting and enriching one.

CCBC's mission is clear—"To provide an accessible, affordable, high-quality education that prepares students for transfer and career success, strengthens the regional work force and enriches our community." Implementing that mission requires the dedicated work of all of our employees. Our mission drives everything that we do. Hence CCBC is committed to hiring good people who work hard every day to teach, to serve and to support our students.

We are a community that values learning, responsibility, integrity, inclusiveness and excellence. We welcome your many talents, embrace your creativity and celebrate your ingenuity. Your knowledge, skills and personality will help to continue to make CCBC the wonderful place it is to work and learn. I have no doubt that you, too, will feel the same sense of pride that one of our graduates, Arenas Harrison, captured when he said, "You'll be amazed by CCBC. You'll be amazed."

Best regards,

Sandra L. Kurtinitis, Ph.D.
President

ABOUT CCBC

GENERAL INFORMATION

Two-year coeducational community colleges were established in Baltimore County in the late 1950's as a result of recommendations by the Governor's Commission to Study the Needs of Higher Education in Maryland. The Commission recommended that the establishment of community colleges constitutes the first step in the program for meeting the demands of higher education, which could not be met by expanding institutions already in existence. It further recommended that these community colleges come under the jurisdiction of local boards of education.

CCBC exists to meet varied demands for education beyond high school at a cost that is affordable to the student. Through general education; transfer; career education; and vocational, developmental, technical and continuing education, CCBC enhances quality of life, promotes economic development and facilitates individual self-improvement.

In Baltimore County, the Catonsville and Essex Community Colleges were established in 1957, with Dundalk Community College being founded in 1971. The colleges operated as separate institutions reporting to a single board. On October 1, 1998, the Community College of Baltimore County (the "College" or CCBC), with campuses in Catonsville, Dundalk, and Essex, became established by law.

The Community College of Baltimore County is now a single-college, multi-campus institution with extension centers in Owings Mills and Hunt Valley. The college offers over 100 associate degrees and certificate programs, and is the largest provider of higher education and work force development training in the Baltimore metropolitan area. CCBC offers A.A., A.A.T., A.F.A., A.S., and A.A.S. degrees as well as licensure in more than 100 programs.

Students, Faculty and Staff FY2007

CCBC's total student enrollment for FY 2007, which consists of all CCBC students regardless of course location or the number of courses in which the student enrolled during a term, was 65,266. CCBC employed 401 full-time faculty, 287 full-time professionals, and 554 non-teaching full-time staff, for a total of 1,242 full-time employees in FY 2007.

Campus Locations

Main Campuses

Catonsville

800 South Rolling Road
Baltimore, MD 21228
(443) 840-4099

Dundalk

7200 Sollers Point Road
Baltimore, MD 21222
(443) 840-3700

Essex

7201 Rossville Boulevard
Baltimore, MD 21237
(443) 840-2999

Extension Centers

Owings Mills

110 Painters Mill Road
Baltimore, MD 21117
(410) 363-4111

Hunt Valley

11101 McCormick Road
Baltimore, MD 21031
(410) 771-6835

Directions and maps to all main campuses and extension centers are available on the home page of the college's Web site: www.ccbcmd.edu.

CCBC—MISSION, VISION AND VALUES

Mission

The Community College of Baltimore County provides an accessible, affordable, and high-quality teaching and learning environment that prepares students for transfer and career success, strengthens work force development and enriches our community.

Vision

The Community College of Baltimore County will be the institution of choice for students, where together we make teaching purposeful, learning powerful, and community paramount.

Values

Learning: We celebrate learning and are committed to ensuring that our students grow as learners, develop a passion for life-long learning, and use what they have learned to benefit our community.

Responsibility: We encourage open and honest communications, fairness, mutual respect, collegiality, and civility in all college-related matters. The Community College of Baltimore County will continue to have high expectations for the work of its employees, the academic rigor of its offerings, the scholarship of its students, and the involvement of the community and the workplace in the college's future.

Integrity: We inspire public trust by maintaining ethical, honest and trustworthy relationships with our faculty, our students, our staff and our community.

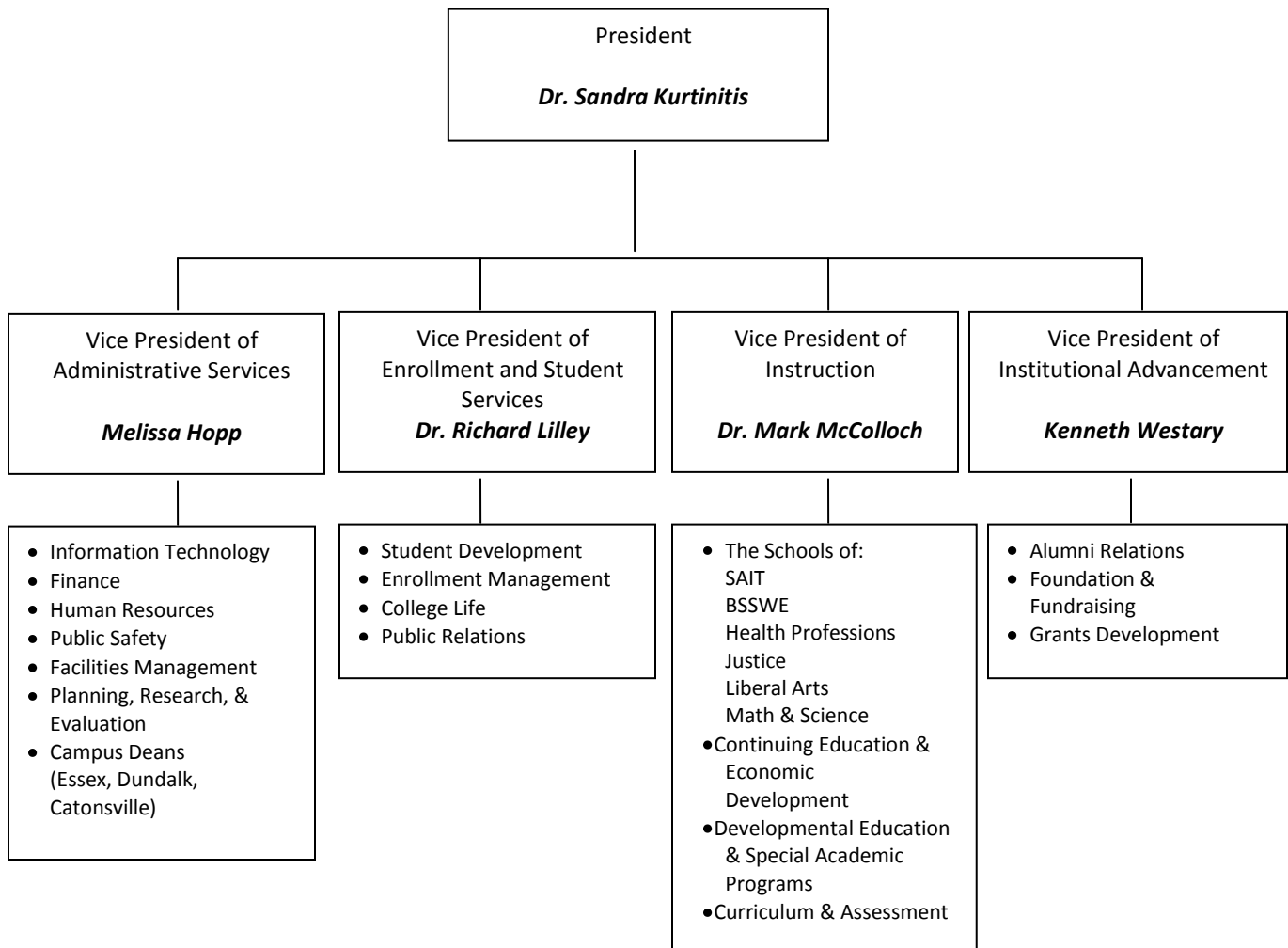
Inclusiveness: We welcome, respect and embrace the differences and similarities of our employees, our students and the communities we proudly serve. The Community College of Baltimore County acknowledges the richness of diversity and the dignity of all persons.

Excellence: We strive for personal and organizational improvement, the wise and prudent management of our resources, and the use of information to continuously improve teaching and learning experiences that meet or exceed the needs of the workplace and the highest expectations of our community.

BOARD OF DIRECTORS

The Honorable Barbara Kerr Howe, Chairwoman
 Charles K. Kountz, Jr., Esquire, Vice Chairman
 Regina E. Carson
 Sheldon K. Caplis
 Dorothy E. Foos
 Dr. H. Scott Gehring
 Linda C. Goldberg
 Dr. Warren C. Hayman
 Robert E. Latshaw, Jr.
 Richard W. McJilton
 Cecile V. Myrick
 Gloria E. Nelson
 Terri L. Whitley

CCBC CHART OF ORGANIZATION—SENIOR LEADERSHIP TEAM



CALENDARS

The college operates on an operating calendar approved annually by the Board of Trustees.

Operating Calendar

Listed below are the major holidays and recess periods generally used as a basis for the operating calendar. Employees are encouraged to view the annually approved calendar listing the specific dates on the CCBC Web site: www.cbcmd.edu.

Independence Dayall offices closed – July 4

Labor Dayall offices closed – first Monday in September

Thanksgiving.....all offices closed – fourth Thursday and fourth Friday in November

Winter Recessall offices closed – Christmas Eve through January 1

Birthday of
Martin Luther Kingall offices closed – third Monday in January

Spring Recessall offices closed

Memorial Day.....all offices closed – fourth Monday in May

Academic Calendar

The college offers academic programs during the fall, winter, spring and summer. Employees are encouraged to view the annually approved academic calendar dates for specific semesters on the CCBC Web site at www.cbcmd.edu/registration/academic_calendars.html.

COLLEGE CLOSINGS AND INCLEMENT WEATHER

Inclement Weather/Emergency Situations

The college will declare an emergency situation if severe weather conditions or emergency situations arise that would put the employees' and students' safety in jeopardy by attempting to report to work or classes. These situations include weather events such as severe snow storms, hurricanes, floods, tornadoes, and other severe conditions such as power outages, disruption of transportation, or a declaration of a State Emergency.

In some situations, classes may be canceled but employees will still be required to report to work. Employees should make every attempt to come to work in these situations. Other times, CCBC will decide that it is in the best interest of everyone to cancel classes and not require employees to come to work. Facilities closing will normally be announced prior to the beginning of the first shift and, unless specifically announced to the contrary, will continue through all shifts scheduled to begin prior to midnight on the date on which the announcement was made.

Inclement Weather Closing/Delays

- College/campus closings or delays will be recorded on the campuses' weather line: **(443) 840-1711.**
- Campus deans will extend a broadcast message via voice mail informing faculty and staff of the status of college/campus closings or delays. Employees may choose to access voice mail messages remotely.
- Weather-related closing information for the three campuses will be made on these radio and television stations:

WBAL-TV	Channel 11
WJZ-TV	Channel 13
WMAR-TV.....	Channel 2
WBAL-AM.....	1090
WERQ-FM/AM	1010
WLIF-FM	101.9
WPOC-FM.....	93.1
WQSR-FM.....	105.7
WMMX-FM.....	106.5
WXYV-FM	102.7

CAMPUS ALERT

The college encourages faculty and staff to sign on to "Campus Alert," the emergency notification system by which closing or college alerts can be received both on home and personal cell phones. Campus Alert is a free messaging service for the CCBC community. Employees who register for the service may choose five contact methods among any combination of the following:

- Text message to a mobile phone
- Voice call to any phone
- E-mail (home/office)

The college's Campus Alert system will notify employees using the contact method selected in the event of any emergency situation affecting the campus locations of interest to the employee. Emergencies include closings or delays for inclement weather, power outages, class interruptions, criminal activity, and evacuation and/or shelter-in-place orders regarding weather or public safety events.

Employees may register for the Campus Alert service at www.ccbcmd.edu/campusalert.

BASICS

ACCEPTABLE USE OF INFORMATION TECHNOLOGY

CCBC provides various technological resources to be used by employees to conduct CCBC business, including computing systems and software, internal and external data, and voice/video networks. Although incidental personal use is permitted, resources should be used primarily for college educational and administrative purposes. By using college information technology resources, users agree to abide by all college acceptable use and related policies and procedures, as well as applicable federal, state and local laws. Violations will be investigated and may result in disciplinary action including suspension, dismissal and legal proceedings. The college can monitor any or all transmissions on campus computers or systems. All electronic, print or other media are the sole property of CCBC. No rights or privacy should be inferred or expected.

Serious and/or repeated violation of this policy will result in disciplinary action up to and including, termination of employment.

In order for use and administration to be acceptable, it must demonstrate respect for the following:

- The rights of others to privacy
- Intellectual property rights (e.g., as reflected in licenses and copyrights)
- Ownership of data
- System mechanisms designed to limit access
- Individuals' rights to be free from intimidation, harassment and unwarranted annoyance

Guidelines

Related college policies and guidelines that must be respected by such individuals include the following acceptable uses of resources:

- Use only your CCBC authorized user ID and password.
- Use resources only for authorized purposes.
- Protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID and all activities that originate from your user ID.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time.

The following are **not** acceptable:

- Using another person's user ID and password or permitting another to use your user ID and password under any circumstances. Office of Information Technology will disable any user ID account detected as being shared.

- Using another person's system files or data without permission.
- Using computer programs to decode passwords or access control information.
- Attempting to circumvent or subvert system or network security measures.
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to college data.
- Using college systems for downloading and storing large amounts of personal video, music and pictures.
- Using college systems for commercial or partisan political purposes such as using electronic mail to circulate advertising for products or for political candidates.
- Making or using illegal copies of copyrighted materials or software, storing such copies on college systems, or transmitting them over college networks.
- Downloading, storing, creating and/or displaying threatening, obscene (including material as defined in Title 11, Section 203 of the Criminal Law of the Maryland Annotated Code*), pornographic, racist, sexist, or harassing material including broadcasting unsolicited messages or repeatedly sending unwanted mail, unless legal and for the purposes of specifically meeting course learning objectives.
- Using the college's systems or networks for personal gain; e.g., by selling access to your user ID or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
- Engaging in any other activity that does not comply with the Guidelines presented above.

*11-203. "Obscene" means:

- (i) That the average adult applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
- (ii) That the work depicts sexual conduct specified in subsection (b) of this section in a way that is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material;
- (iii) That the work, taken as a whole, lacks serious artistic, educational, literary, political, or scientific value.

TELEPHONE COMPUTER PROBLEMS

Employees who experience telephone or computer problems are to contact the Information Technology Services Department for assistance. The Help Line number is **(443) 840-4357 (HELP)**.

EMPLOYEE IDENTIFICATION CARDS

All new employees are to secure employee picture identification cards which contain an employee identification number as soon after hire as possible. Identification cards are issued by the Office of Records and Registration on each of the three main campuses. The employee identification card will be required for certain college services, events and activities, and the employee ID number in lieu of the employee's social security number will be required on various college forms and documents. Employee ID cards are to be in the employee's possession at all times while on campus or while attending an off-campus event or activity. Records and Registration is to be contacted in the event of lost or stolen ID cards. ID cards must be turned in upon separation of service from the college.

DRESS CODE

CCBC does not mandate adherence to a formal dress code; however each employee is expected to dress appropriately for his/her position and in a manner that is consistent with a professional, academic public service environment.

MEDIA RELATIONS

All contact with the news or radio media must be referred to the Public Relations Department. Employees are not permitted to discuss confidential or sensitive information with any media persons without prior approval from the Public Relations Department.

EMERGENCY MEDICAL INFORMATION

Each employee is required to complete an emergency contact form that will provide CCBC with information on whom to contact in case of an emergency. This information will be kept confidential and will be used only when necessary. Employees are responsible for notifying the Human Resources Department if there is a change in their emergency contact information.

If an emergency arises, either the employee's supervisor or the Human Resources Department will be responsible for calling the employee's emergency contact.

SMOKING

CCBC promotes a healthy work environment for its employees. As such, the college will be designated as a smoke-free environment. Employees, students, and visitors are restricted from using any tobacco product, including smoking or chewing, anywhere on the campuses except in designated smoking areas.

Employees who use tobacco products are permitted to do so only in the designated areas before and after their shifts, during breaks, or during lunch.

EMERGENCY DRILLS

In the event of a fire or an evacuation drill, employees are expected to follow the evacuation procedures posted in each building. As soon as alarms are sounded, employees must proceed to the exit door according to the evacuation plan. Employees should also know an alternative route to leave the facility in case the assigned exit route is blocked. All employees should gather with their department outside of the building in a previously designated area so supervisors can confirm that all employees and department visitors are safe and accounted for. Employees should stand far enough away from the building to allow emergency service vehicles, personnel and their equipment to have easy access to the property or building.

Once the property or building is determined to be safe, employees will be allowed to return to their work area.

LOST AND FOUND

The Public Safety Department is responsible for tracking lost and found articles. Employees who have either lost or found an item should report it to the Public Safety Department.

RECORDS AND DISCLOSURE

When a request is received for information contained in an employee's personnel record. The Senior Director of Human Resources or his/her appointed representative shall verify only that a) the individual concerned is employed by the college and, b) the capacity in which the individual serves.

No further information concerning the individual shall be released unless the person making the inquiry supplies written authorization from the employee concerned or there is a court subpoena.

Employees can request review of their own personnel records. Personnel records can be reviewed by prior appointment in the Human Resources Department. Records cannot be removed from the department.

SERVICE AWARDS

Each year employees are recognized for their dedicated service to the college. Employees are able to choose from a variety of awards based on their years of service starting with five years of service and increasing in increments of five years. The campus dean for each campus will send information to service awardees on how to select their gift.

BULLETIN BOARDS

Bulletin boards are available throughout CCBC to post important information such as legally required postings and notices, CCBC's standards and rules of conduct, safety rules and related information, management memos and announcements, job postings and special event announcements.

Information posted on the bulletin board must be approved by the appropriate campus dean for each campus.

Employees are responsible for reviewing new information on the bulletin boards and abiding by the rules and regulations posted.

CCBC SHAREPOINT—THE DAILY POST

The college has developed an intranet system (known as the CCBC SharePoint) to provide information to employees in a timely manner. Announcements, policies and procedures, and other important documents are available to employees through the intranet system. The Daily Post, an electronic newsletter for CCBC employees, is published each weekday morning at 5:00 a.m. and will appear automatically when an employee logs on to his/her computer. Any employee with a CCBC e-mail address can submit articles for publication to Public Relations.

MAIL

CCBC sends and receives large quantities of mail on a daily basis. Employees are permitted to use the mail system for college business only. The college prefers that employees do not receive personal mail at work.

The U.S. Mail should be used to send most letters and packages. Employees may use overnight delivery service when absolutely necessary. Interoffice mail is available to send information to employees throughout CCBC.

U.S. Postal boxes are available on each campus.

EQUAL OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION AND DIVERSITY

CCBC recognizes the value of a diverse work force that is reflective of the students and of the community we serve, and as such, the college is committed to welcoming, respecting and embracing the differences and similarities of our employees and our students. We acknowledge the richness of multiculturalism and diversity. We hold each member of the college community responsible and accountable for fostering a climate of acceptance, inclusion, respect and dignity of all persons.

Non-Discrimination In Hiring and Employment Practices

CCBC is committed to ensuring equal opportunity and non-discrimination in all of its hiring and employment practices. All applicants for employment, promotion and/or transfer will be assessed based on their education, training, experience and qualifications. Applicants and employees will not be discriminated against based on race, color, religion, gender, age, national origin, ancestry, veteran status, disability, sexual orientation, or any other basis protected by law. This applies to all terms, conditions and privileges of employment including, but not limited to, hiring, placement, promotion, demotion, layoff, recall, transfer, leave of absence, compensation, training, and referrals for employment.

Work Environment Free From Discrimination and Harassment

CCBC is committed to providing a work environment free from discrimination and/or harassment of any nature including, but not limited to, racial, religious, sexual orientation, age, gender, national origin, ancestral, veteran status, disability or any other type of harassment. Harassment is unwanted verbal, physical, or visual conduct relating to an individual's race, religion, gender, sexual orientation, age, national origin, ancestry, veteran status, or disability. This behavior will not be condoned or tolerated by CCBC.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances or visual, verbal, or physical conduct of a sexual nature which creates an offensive, intimidating or hostile work environment. Sexual harassment includes requests for sexual favors, sexual comments, suggestions, jokes, and the display of sexually suggestive pictures, calendars or other objects.

Compliance with Americans with Disabilities Act (ADA)

CCBC is committed to complying with the Americans with Disabilities Act (ADA), and all other applicable federal and state regulations, to ensure equal access to employment opportunities for qualified applicants and employees with disabilities. A qualified individual with a disability is anyone who has the skills, experience, and education required for the position and who can perform the job's essential functions, with or without reasonable accommodation. CCBC is committed to making reasonable accommodations (reasonable changes in the work environment or in the manner in which duties are performed) for qualified individuals with a disability, unless doing so would present an undue hardship to the college. Undue hardships include accommodations that are unduly costly and/or those which fundamentally alter the nature or operation of the college.

How to Report Violations of Discrimination or Harassment

Any employee who feels that he or she has been discriminated against is encouraged to bring it to the attention of the Senior Director of Human Resources immediately. Likewise, any supervisor who observes conduct that is discriminatory, or who becomes aware that an employee is in need of a disability-related accommodation, is required to report it immediately to the Senior Director of Human Resources. The Senior Director will conduct a thorough investigation and recommend the appropriate measures based on the outcome of the investigation. Supervisors are responsible for implementing any resulting recommendations and for maintaining the confidentiality of the employee.

The victim, supervisory personnel, or any other person having knowledge of suspected harassment, including sexual harassment, may report the incident either verbally or in writing. Any employee who feels he or she has been a victim of harassment is to report the information to his or her supervisor immediately. If an employee feels uncomfortable speaking with the supervisor or if the supervisor is the source of harassment, the employee is advised to report the matter to the Senior Director of Human Resources within 30 calendar days of the event giving rise to the complaint. Upon receipt of the information, the Senior Director will conduct a prompt and thorough investigation.

The college encourages individuals to use the internal complaint procedures for resolution of harassment complaints. Individuals also have the right to file complaints externally with the Maryland Human Relations Commission or the Equal Employment Opportunity Commission.

Confidentiality

The Senior Director of Human Resources and/or the supervisor will make every effort to maintain the confidentiality of the parties involved during the processing of complaints. Records will be maintained in a confidential manner to the extent permitted by law, and insofar as they do not interfere with the college's legal obligation to investigate and resolve issues of harassment.

Retaliation

Retaliation or attempted retaliation is a violation of this policy and no penalty may be imposed on an employee as punishment for:

- Filing or responding to a bona fide complaint of harassment;
- Serving or appearing as a witness in the investigation of a complaint; or
- Serving as an investigator.

Retaliation against any employee who has filed a complaint or against any witness questioned during an investigation is strictly prohibited, as is any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action, up to and including dismissal. Any employee who feels he or she has been subjected to such adverse actions should report it to his or her supervisor or directly to Human Resources.

Likewise, any employee who knowingly provides false information pursuant to an investigation of harassment, or is found to have knowingly made a false accusation of sexual harassment or retaliation, will be subject to appropriate disciplinary action, up to and including dismissal.

Education and Training

The Community College of Baltimore County is committed to providing ongoing educational training programs to inform all employees of methods and procedures to prevent, identify and handle all types of prohibited discrimination and harassment, including sexual harassment. These programs may be training seminars provided by Human Resources.

EMPLOYMENT

EMPLOYEE STATUS

Benefit-Eligible Full-Time

Full-time benefit-eligible employees are regularly scheduled to work either 37.5 or 40 hours per week. These positions are eligible to receive full benefits and are identified by a position control number. Full-time assignments may be for a continuous 12-month or a 10-month academic term.

Benefit-Eligible Part-Time (Closed Classification)

Part-time benefit-eligible employees work less than 37.5 hours per week and are identified by a position control number. Positions held on a part-time basis are entitled to prorated vacation and sick leave accruals, holiday pay, and participation in the Maryland State Pension Plan or the Optional Retirement Plan. Incumbents in these positions are grandfathered, and when they become vacant, they revert to full-time positions.

Continuous Part-Time Without Benefits

Continuous part-time employees work an average of 1,014 hours per fiscal year (19.5 hours per week) and are identified by a “pooled” position number. Incumbents are ineligible for benefits, with the exception of participation in 403(b) Supplemental Retirement Plans.

Temporary Full-Time or Part-Time Without Benefits

Temporary full-time or part-time employees are hired to perform a specific assignment for a short duration, usually not to exceed 6 months or 1,014 hours. These employees have no entitlement to benefits, with the exception of participation in 403(b) Supplemental Retirement Plans.

Adjunct Faculty

Part-time faculty are hired contractually on a per-semester basis to teach specific credit and/or non-credit courses. They're ineligible for benefits, with the exception of participation in 403(b) Supplemental Retirement Plans.

EMPLOYEE CLASSIFICATIONS

In addition to being assigned an employment status, employees will also be assigned to one of three types of position classifications available at the college. The position classifications are as follows: Faculty, Classified and Administrative.

Faculty

Faculty are characterized by the following ranks: Instructor, Assistant Professor, Associate Professor, and Professor. Progression through the ranks is based on the demonstrated mastery of the criteria outlined for each rank and effectiveness in their major area of responsibility.

Classified

Classified positions are those with duties considered non-exempt under the provisions of the Fair Labor Standards Act (FLSA). Classified employees may hold 10-month or 12-month positions and except as stated below, work 37.5 hours per week. The various categories of classified positions are as follows:

- Unit 1—Plant operations employees covered under the American Federation of State, County and Municipal Employees' (AFSCME) union contract; Unit 1 employees work 40 hours per week.
- Unit 2—Employees covered under the Communication Workers of America (CWA) union contract.
- Unit 3—Employees not covered under a union contract due to the supervisory nature of their position.
- Unit 4—Employees not covered under a union contract due to the confidentiality of the work they perform.

Professional

Professional positions are exempt from the provisions of the FLSA and require a degree of specialization or expertise in a particular field (e.g., accountants, systems developers, etc.). These positions are Level II, III or IV on the administrative salary scale.

Administrative

Administrative positions are exempt from the provisions of the FLSA. These are positions with significant administrative or managerial responsibilities and are Level V, VI or VII on the administrative salary scale.

EMPLOYMENT CONTRACTS

Administrative and Professional Contracts

All professional, administrative and faculty employees of the college receive an employment contract upon being hired. Written contracts will be signed by the employee, approved by the appropriate vice president, signed by the president, and filed in CCBC's records. A copy of the contract will be furnished to the employee upon request. In some situations, employees may have dual function positions. Persons in dual function positions for which academic workload is required will be offered a faculty contract with a special addendum specifying their duties and responsibilities.

Faculty Contracts

Terms of employment for faculty at CCBC are contained within one of three types of contracts: one, three or five year contracts. The college has grandfathered terms of tenure for faculty who attained tenure status prior to 1997.

- **Contract Year Defined**
For 10-month faculty, the contract year begins on August 15 and ends on June 30 of each calendar year. For 12-month faculty and administrators, the contract year begins on July 1 and ends on June 30.
- **Contract Terms (10-month faculty)**
One-year contracts are issued upon initial hire and for no less than three consecutive full academic years. Upon hire, all new faculty will be issued a one-year contract. One-year contracts will be issued consecutively for three years, each starting August 15, before a three year contract may be issued. Following the successful completion of a three-year contract, rolling five-year contracts will be issued. The latter will renew automatically, except for cause, and shall contain the following language: "... Further appointments are presumed unless the college demonstrates cause for discontinuance in a formal hearing before the Faculty Grievance Committee."

Adjunct Faculty Contracts

Adjunct employees may be hired on a part-time basis, as needed per semester, to teach specific credit and non-credit courses.

Temporary Contracts—Faculty, Professional and Administrative Positions

Temporary employees may be hired on a full-time basis to meet short-term needs or to handle a special project, and will receive a temporary employee contract with the college. The written contracts will be prepared by the college and signed by the employee and appropriate senior staff member(s).

A copy of the contract will be furnished to the employee upon request. A temporary employee's contract may be extended for a period of time not to exceed three years. The temporary employee may apply for a full-time contract along with other applicants when a position becomes available.

STANDARDS OF CONDUCT AND ETHICAL BEHAVIOR

Acceptable Conduct

CCBC is committed to and holds all employees to the highest standards of moral, legal and ethical conduct in the workplace. This includes adherence to all applicable federal, state, and local laws and regulations as well as all CCBC policies and procedures. Employees who encounter situations that may be considered unethical or illegal are expected to consult with their immediate supervisor for guidance and direction.

Unacceptable Conduct

The list below is intended to be representative of the types of unacceptable behavior and conduct that may result in disciplinary action up to and including termination of employment.

- Unauthorized use or possession of college property including equipment, materials or supplies.
- Unauthorized possession of weapons, fireworks, explosives, dangerous chemicals, or any object or instrument which has been designed or altered to appear to be a weapon, or which can reasonably be construed to be a weapon.
- Falsifying college documents to include the employment application, timecard and exception reports, personnel records or other college documents; engaging in any acts of dishonesty, fraud, theft or sabotage.
- Insubordination—the willful disregard of reasonable directions of an immediate supervisor or other person of authority acting on behalf of the college.
- Illegal use, possession or distribution of controlled substances on college premises, or being impaired on college premises as the result of such substances.
- Behavior that threatens or endangers the health or safety of any person on college premises; actual physical violence; inciting or creating a disturbance.
- Fraud, embezzlement or other dishonest conduct affecting the college.
- Negligent behavior that results in personal injury to anyone in the college or damage to any college property.
- Unauthorized disclosure of identifiable information from the education records of a student or the personnel records of an employee.
- Discriminatory behavior against any person on the basis of race, color, religion, gender, age, national origin, ancestry, veteran status, disability, sexual orientation or any other basis protected by law.
- Falsely alleging that another employee has committed an infraction.
- Job abandonment—failure to call-in or report for work for three consecutive workdays.
- Violations of the acceptable use of Information Technology Policy.

CONFLICT OF INTEREST

In order to preserve the reputation of the college, employees are expected to devote their best efforts to the interests of CCBC and the conduct of its affairs by maintaining high standards of honesty, integrity, impartiality and conduct. To that end, any activities or business associations that

represent, or appear to represent, a conflict of interest between the interests of the college and the employee are unacceptable.

A conflict of interest arises when an employee engages in activities that may compromise his or her employment relationship. The guidelines listed below have been extracted and summarized from the state and county laws and are provided for employees to use as a guide to consider and to determine if a conflict of interest exists.

- An employee or official may not participate in a matter in which he or she, certain relatives (spouse or dependent child), or certain entities with which he or she is involved, have an interest. Non-participation includes any discussion, advising or deciding of the matter and requires disclosure of the conflict.
- An official or employee may not participate in a matter involving as a party a business entity with which he or she, or certain relatives, have an employment, contractual or creditor relationship. Non-participation includes any discussion, advising or deciding of the matter and requires disclosure of the conflict.
- An official or employee may not participate in a matter in which he or she is negotiating employment with a party to the matter.
- An official or employee whose duties include matters substantially relating to the subject matter of any contract with the college may not become, while he or she is an official or employee of the college, an employee of the party contracting with the college.
- An official or employee may not assist or represent a party for contingent compensation in any matter involving the college unless it is a judicial or quasi-judicial proceeding, or the amount of compensation is established by law.
- A former official or employee may not assist or represent anyone other than the college for compensation in a case, contract or other specific matter involving the county or state, if that matter is one in which he or she significantly participated as an official employee.
- An official or employee may not solicit any gift for him or herself or for others. Subject to certain exceptions, an official or employee may not knowingly accept any gift directly or indirectly from any person whom the official or employee knows or has reason to know:
 - Is doing or seeking to do business of any kind with the college
 - Is engaged in activities that are regulated or controlled by the college
 - Has financial interests that may be substantially affected in a specific way by the official or employee member
 - Is a lobbyist with respect to the matters within the employee's functional jurisdiction
- An official or employee may not disclose or use for personal economic benefit, or that of another, confidential information acquired by reason of his or her college position.

Employees are not to engage in outside work that will interfere with their primary job with the college or participate in activities that are hostile or adverse to CCBC. Full-time employees must disclose all employment activities (within and outside of the college) to their immediate supervisor and their senior staff supervisor. Approval must be secured on an annual basis prior to accepting and beginning any new employee assignment, or continuing an existing one.

Employees must not conduct outside work during regular work hours or use CCBC's facilities, equipment, labor or supplies to conduct the outside activity. Inappropriate use of CCBC's property and resources will be grounds for disciplinary action up to and including termination.

Individuals employed by the college in part-time positions with or without benefits may not accept other part-time paid employment with the college that would, if combined, constitute a full-time (37.5) workweek.

CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

Definitions

For the purpose of this policy, CCBC uses the following definitions:

- Faculty—refers to any person holding a faculty contract.
- Administrator and Professional—refer to any person holding an administrative contract.
- Classified Employees—refers to any person filling a college position considered to be non-exempt under FLSA.
- Student—refers to any person registered to attend classes at a CCBC campus or extension center.
- Consensual Relationship—any romantically intimate relationship entered into and voluntarily continued by both parties (*Note*: Non-consensual relationships are covered under policies regarding sexual harassment).

Guidance

The primary focus of this policy regards consensual relationships between college faculty/administrators/classified employees (now referred to as "CCBC employees") and students.

- CCBC employees should not enter into any sort of consensual relationship with any student whom they currently supervise in or out of the classroom.
- If a relationship currently exists or existed prior to the entrance of the student into the college setting, CCBC employees must make every effort to rearrange their responsibilities to make certain they are not in a position of power over the student.
- If such a shift is not possible, the employee and student must submit a written letter of disclosure to the CCBC employee's supervisor prior to the beginning of their working/academic relationship at the college. The CCBC employee's supervisor will make a decision regarding the course of action (e.g. reassignment of duties or classes).
- If the student and CCBC employee terminate a relationship while the employee maintains a supervisory position with said student, the college will attempt to provide that student with

appropriate consideration (e.g. class section switch, independent study, reassignment of a supervisor). The CCBC employee's supervisor will only enact this consideration upon written notice of the termination of the employee-student relationship.

CONSENSUAL RELATIONSHIPS AMONG EMPLOYEES

Definitions

For the purpose of this policy, CCBC uses the following definitions:

- Supervisor—any person that directly or indirectly controls or affects the employment status of the employee.
- Employee—any classified personnel, faculty, or administrator.
- Consensual relationship—any romantically intimate relationship entered into and voluntarily continued by both parties (Note: Non-consensual relationships are covered under policies regarding sexual harassment).

Supervisors should avoid any romantic pursuit of any employee under their supervision (e.g., provide disciplinary reports; affect promotion or retention; **oversight of activities**). Employees should also avoid any romantic pursuit/relationship with their supervisors.

If a relationship does develop, it is the responsibility of both parties, either separately or together, to disclose the nature of the relationship to the person to whom the supervisor reports, both in written and oral format. Any reassignment of duties may occur at the discretion of the CCBC President.

SOLICITATION AND DISTRIBUTION

Employees may not solicit another employee during either employee's regularly scheduled work hours. Distribution of literature or circulating petitions during work time or in work areas by college or non-college personnel is also prohibited. It is inappropriate for staff with supervisory responsibility to solicit contributions or sale of products to subordinates.

Unauthorized activities include, but are not limited to: seeking contributions or memberships; selling merchandise, subscriptions, tickets or similar items; or distributing any literature or materials of any nature. Authorization to engage in this practice is to be approved and documented by the employee's immediate supervisor. Details of the authorized conduct (dates, location, restrictions to the permit, etc.) are to be addressed in the authorization.

GIFTS AND HONORARIUM

Other than gifts of diminutive value, employees may not accept gifts or favors from customers or vendors. Consult the Human Resources Department if the value of the gift or favor is in question. Employees are not to solicit or knowingly accept gifts, directly or indirectly, from any person who is doing business with the college or is engaged in activities regulated or controlled by the college; or who is a lobbyist or who has financial interests which may be substantially affected by the employee. If an employee is uncertain whether a particular matter creates a conflict of interest with CCBC, he or

she should address the concerns with his or her immediate supervisor or the Human Resources Department.

POLITICAL ACTIVITY

CCBC recognizes that employees have rights and responsibilities in terms of voting, campaigning for or against political issues, holding a public office, and acting as an election judge—and may request a leave of absence without pay in order to pursue their civic duties. Employees must not impose their thoughts and beliefs on other coworkers or students. A CCBC employee may be granted a leave of absence without pay to campaign for or to hold elective office.

A CCBC employee's position shall at no time be in jeopardy due to his or her political beliefs, pursuits or activities as long as the foregoing policies are adhered to. Failure to desist from engaging in conduct found to be contrary to this policy would constitute grounds for disciplinary action. No CCBC employee shall use his or her authority to impose personal political views on other CCBC employees or students. Nor can any employee coerce another employee to perform a political act.

CONFIDENTIALITY

Information regarding CCBC's finances, operations, documents, computer systems, educational materials, students or personnel is considered confidential and proprietary information for the exclusive use of authorized personnel for matters related to CCBC's operations only.

Employees are not to disclose or use information relating to the college, students, or employees for personal gain or for the profit of another. The confidentiality of employee and student information is to be strictly maintained. Employees are to remain cognizant at all times regarding the discussion of confidential information regarding students and fellow employees. A casual conversation by employees that may be overheard by others, or carelessly leaving confidential materials in public places is strictly prohibited.

Employees are required to sign a Confidentiality Agreement (Appendix) due to their access to proprietary information through the regular course of their employment. Employees must take responsibility in protecting CCBC by abiding by this agreement and keeping any known information private. Employees who are uncertain as to whether information is confidential should consult their supervisors for clarification. Violations of confidentiality may result in disciplinary action, up to and including termination of employment.

DRUG-FREE WORKPLACE

In compliance with the provisions of the ***Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989***, the Community College of Baltimore County is committed to maintaining a drug-free learning and work environment.

The term "drug" includes alcohol, illegal substances, over-the-counter medications, and controlled substances that may adversely alter an employee's behavior or judgment.

Reporting to work under the influence of illegal drugs or alcohol is strictly prohibited by CCBC and will result in immediate corrective action up to and including termination. The college has the responsibility to protect its employees and students from the serious risks of substance abuse that could occur not only to themselves but also to others.

The use of drugs or alcohol affects job performance and can create an unsafe environment for employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace or in conjunction with any CCBC event or activity is prohibited. Violations of this prohibition will result in discharge or other appropriate action consistent with the college's disciplinary processes and procedures.

It is an employee's responsibility to disclose whether he or she is taking a prescribed or over-the-counter medication that may alter behavior or judgment. The employee is encouraged to report the treatment information to his/her immediate supervisor or to the Human Resources Department to avoid being suspected of violating the substance abuse policy.

Employees, as a condition of employment, must report any criminal drug conviction occurring on or off the college campus to the Senior Director of Human Resources within five (5) days of the conviction.

Employees are encouraged to seek voluntary treatment for an alcohol and/or substance abuse problem before it reaches the corrective action stage. Employees and family members may take advantage of the self-referral option under the CCBC-sponsored Employee Assistance Program (EAP) by directly contacting our EAP vendor ComPsych for confidential assistance. This service is available by telephone: **866-797-1622**, 24 hours a day, seven days a week.

WORKPLACE VIOLENCE

The Community College of Baltimore County will not condone or tolerate violent threats or actions from employees, students, or any person or entity with which the college conducts business. Hate based or violent activities related to an individual's race, color, religion, gender, age, national origin, ancestry, veteran status, disability, sexual orientation or any other personal attribute will be subject to disciplinary action up to and including termination of employment with the college.

Activities by any group or individual which involve violence, threats of violence, intimidation, malicious destruction of property, assault, or molestation are to be reported to the Public Safety Department on each CCBC campus, or to the Baltimore County Police Department. Witnesses or victims of hate or violent offenses are encouraged to call or visit the respective Public Safety Department:

<u>CAMPUS</u>	<u>PHONE NUMBER</u>	<u>LOCATION</u>
CCBC Catonsville	(443) 840-4455	W225
CCBC Dundalk	(443) 840-3700	L101
CCBC Essex	(443) 840-2300	A110

Employees located at the Owings Mills and Hunt Valley Centers are to contact the Catonsville campus Public Safety office.

For the Baltimore County Police Department, dial “9” (campus number for outside) plus 911.

THREATENING OR POTENTIALLY VIOLENT STUDENT BEHAVIOR

Inappropriate classroom behavior, including potentially violent or threatening behavior by students, is to be reported to Public Safety.

FITNESS FOR DUTY

CCBC reserves the right to require employees to submit to a “*Fitness for Duty*” examination by a certified physician and/or psychiatrist, which may include substance abuse and/or alcohol testing, when the employee is exhibiting inappropriate behavior which is determined to be disruptive and non-conducive to a productive learning and working environment; or when an employee is exhibiting physical or medical related symptoms which have the potential of causing harm to him/herself, other employees, or students. Inappropriate or unexplained behavior may be characterized by one or more of the following observable behaviors:

- Slurred speech
- Loss of balance, staggering
- Threatening and/or violent behavior or language
- Disoriented, confused behavior
- Nodding, seeming inability to remain alert
- Loss of senses, i.e., hearing, speech, vision
- Inability to perform the essential functions of his/her position

Transportation will be provided by the college in instances where it is deemed the employee is incapacitated and/or unable to safely operate a motor vehicle. The employee will not be allowed to return to the workplace until the results of the “*Fitness for Duty*” assessments have been received and reviewed by Human Resources. Depending upon the circumstances, the employee’s refusal to submit to such assessments may result in a temporary suspension or reassignment from regular duties; or, in disciplinary action, up to and including termination of employment.

DISCIPLINARY PROCEDURES

EMPLOYEE CORRECTIVE ACTION

Each college employee is expected to perform in a manner compatible with his or her position and with the college's function as a premier public institution of higher learning. College management is responsible for properly investigating and documenting unacceptable performance and/or behavior to determine the appropriate action(s) to be taken. Generally, all CCBC employees are expected to:

- Competently perform the duties and responsibilities of their positions.
- Adhere to scheduled working hours as applicable.
- Secure approvals as appropriate for all absences, and submit time and attendance reports accurately reflecting leave taken.
- Attend and participate in job or college-related activities as directed (training, commencements, meetings, workshops, orientation, seminars and lectures).
- Refrain from engaging in conduct detrimental to the college and its mission.
- Comply with college policies, rules, regulations and procedures.

Failure to comply with above general guidelines and/or other college policies and regulations may require the college to initiate progressive disciplinary actions, which may include verbal warnings, written warnings, suspensions and/or discharge.

PROGRESSIVE DISCIPLINARY PROCEDURE

CCBC recognizes that successful employee performance is the dual responsibility of both management and staff. It is expected that supervisors will ensure that directly reporting employees are aware of performance expectations, including attendance and behavior, as well as college and departmental policies, procedures and regulations.

In the event of misconduct, supervisors are responsible for initiating progressive disciplinary action. Progressive discipline consists of graduated disciplinary actions, which increase from milder to more severe actions with repeated violations, up to and including termination of employment. Progressive discipline is expected to be used in all but the most serious cases where immediate termination is warranted. Progressive discipline consists of the following steps:

Step I: Verbal Warning

When misconduct is a minor infraction, the supervisor is to conduct verbal counseling or issue a verbal warning to the employee. The supervisor is to discuss the appropriate behavior or performance standards, and communicate the required actions to be taken by the employee to correct the performance deficiency or unacceptable behavior. Verbal warnings are primarily advisory in nature and do not require formal written documentation; however, the date, time and context of the verbal warning should be noted and kept on file. In some instances, the verbal warning will be sufficient to correct the performance deficiency or unacceptable behavior. If improvement does not occur within a reasonable time, the supervisor may proceed to the next level of corrective action.

For all disciplinary actions beyond the verbal warning, both the supervisor and the Human Resources Department must approve all corrective action measures *before* action is taken.

Step II: Written Warning

When the verbal warning fails to result in improved performance or acceptable behavior or the misconduct is more serious or severe in nature, a written warning is appropriate. Employees covered by a collective bargaining agreement are to be given the option of having a union representative present at a disciplinary meeting that the supervisor has reason to believe will result in a written warning. The written warning must include the performance/behavioral expectations as well as the timeframe for improvement. Prior to issuing the written warning, the supervisor should discuss the misconduct with the employee, review the contents of the written warning with the employee, allow the employee to comment verbally, or in writing and have the employee sign the warning. The supervisor and the employee are to meet again at the designated timeframe to assess the employee's behavior. If the employee's behavior has remained unchanged, the supervisor may issue another written and final warning or proceed to the next level of corrective action.

Step III: Disciplinary Suspension

An employee may be suspended, without pay, for a period generally not to exceed five days. This disciplinary measure is considered severe in nature and is only to be utilized by supervisors for continuously unacceptable behavioral or attendance issues, misconduct, gross misconduct, negligence, or any serious violation or offense which might otherwise warrant termination of employment. This is the final step in the progressive disciplinary process prior to recommending the employee's dismissal. A disciplinary suspension is a corrective action and as such is different from an investigatory suspension as defined below:

Investigatory Suspension—an employee may be suspended while an investigation of the facts takes place when it is in the best interest of the college. This is especially appropriate in instances of alleged discrimination or harassment. Such an investigation will normally not take more than five working days. The appropriate senior staff member must approve any extension to the five-day period. Should allegations not be proven, the employee is to be paid for the period of suspension. If the allegations are proven, and discharge results, the termination date shall be consistent with the last day worked.

Discharge

When the misconduct is severe or serious in nature, or the employee's behavior has remained unchanged or worsened throughout the corrective action process, the final step is discharge. See Code of Conduct policy for examples of conduct that may result in immediate dismissal.

Appeal of Discharge

Discharged employees may appeal the termination decision in accordance with the appropriate Grievance Procedure, employment agreement or contract, and/or appropriate labor union agreement.

GRIEVANCE PROCEDURE

Faculty, Administrators, Non-Represented Classified Employees

Faculty, administrators, and non-represented classified employees may use the grievance procedure approved by the Board of Trustees. This procedure 2.08 is found on the Human Resources Web site and the aggrieved employee should contact the Senior Director of Human Resources.

Communication Workers of America (CWA) Unit 2

Refer to Article 3, Grievance Procedure, of the collective bargaining agreement.

American Federation of State, County and Municipal Employees (AFSCME) Unit 1

Refer to Article 5, Grievance Procedure, of the collective bargaining agreement.

RECRUITMENT

SELECTION AND HIRING

The college president has the authority to hire all employees of the faculty. This hiring authority may be delegated, at the president's discretion, to other members of the senior leadership team.

The college president also has authority to establish the procedures, standards and other criteria necessary to facilitate the Board of Trustees' commitment to recruit and retain a highly qualified, diverse and professional work force.

The Community College of Baltimore County is committed to recruitment and selection procedures that are fair, consistent and in compliance with applicable federal and state employment laws and regulations. All college recruitment and selection procedures are intended to ensure equity and nondiscriminatory hiring practices, with the goals of hiring or promoting the best qualified applicants.

The Request for Recruitment requires approval by the appropriate senior staff members and the college budget director before the recruitment process can be initiated. Upon receipt of the prerequisite approvals, Human Resources, in consultation with the hiring manager, will post the position internally for a minimum of two weeks, and/or advertise the position externally utilizing appropriate print and electronic media resources. Positions are posted electronically internally via SharePoint. Vacancy announcements are also posted on the bulletin board on the lower level of the Administrative/Faculty Bldg (AF) on the CCBC Catonsville campus, directly outside the Human Resources Department. An electronic vacancy announcement, available to the public, is posted on the college Web site: www.ccbcmdjobs.com. Promotional opportunities for CCBC employees-only are posted on SharePoint (The Daily Post) under Human Resources.

Applicants for all CCBC positions—classified, professional, administrative, full-time faculty, adjunct faculty, part-time, and temporary—are required to complete an online electronic application. Separate applications must be completed and submitted for each position of interest prior to the posted deadline.

Search committees are required for all full-time faculty, professional and administrative positions, and all grade K and above classified positions. The search committee, in collaboration with the Office of Institutional Equity, is responsible for reviewing the pool of qualified applicants and selecting the most qualified to invite for interviews.

The search committee is responsible for recommending the finalist(s) to the hiring manager who is responsible for making the final selection recommendation. The hiring manager's hiring recommendation must be reviewed and approved by the appropriate vice president prior to submitting it to Human Resources. Depending upon the category of the position, references from previous employers will be checked by either the search committee chair or the Human Resources Department. All hiring recommendations, including supportive documentation, must be submitted for review by Human Resources before an employment offer can be extended to the selected candidate.

All official offers of employment for the college are made by the Senior Director of Human Resources, after the review and approval of the college president.

Employment offers are contingent upon receipt of the credentials required for the position by the Human Resources Department. Offers of employment with the college will only be extended to candidates with eligibility to work for any employer in the United States.

SCREENING/SEARCH COMMITTEES

The minimum representation expected on each search committees is as follows:

Faculty Search Committee

Division Faculty (2)
Faculty At-Large
Non-Teaching Professional
Search Specialist/Affirmative Action Representative¹

Administrative and Professional

Faculty Member
Administrative Staff
Classified Staff
Search Specialist/Affirmative Action Representative¹

Classified Positions below Grade K And Unit One Positions

Search Committee not required. After closing date, applications from interested parties will be forwarded by Human Resources to the appropriate supervisor.

Rehires

If an employee is rehired within one year, he or she will be reinstated to his or her original date of hire and will continue accruing benefits at the same rate prior to the separation of employment. Employees rehired after July 1, 2007, will be subject to the retirement subsidy guidelines which became effective on July 1, 2007.

An employee who is rehired after one year from his or her separation will receive a new date of hire and must satisfy any waiting periods for benefits.

¹ These are trained professionals designated as such by the Director of Institutional Equity and Organizational Development.

EMPLOYMENT OF RELATIVES

Relatives of employees may be considered along with other applicants as long as the relative is not hired into a department where the employee directly or indirectly reports to or is supervised by another relative, or where a reporting relationship of any kind exists.

A reporting relationship is one in which one of the employees has the ability to make recommendations or decisions specifically affecting the appointment, retention, work assignments, promotion, demotion or salary of the relative.

This policy pertains to all hires for full-time, part-time, or temporary positions at the college including adjunct faculty and student employees.

Employment of Minors

Generally, CCBC does not hire employees who are under 18 years of age. In some instances, minors may be hired during school breaks, during peak work periods or to meet internship requirements. Maryland law requires work permits for minors 14 to 17 years of age. Work permits must be on file in the Human Resources Department before a minor begins employment. Minors must be paid at least the minimum wage and, depending on age, may be restricted in the time periods and number of hours allowed to work.

RELOCATION

The college does not provide reimbursement for costs associated with relocation upon acceptance of a new position with CCBC.

RECRUITMENT EXPENSES

An applicant who must travel more than 100 miles to participate in the interview process for positions below grade 5 will be reimbursed for 50% of the expenses incurred including meals, travel, and lodging. Applicants for positions grade 5 and above will receive full reimbursement up to the maximum annual allowance determined by the Finance department. This maximum is applicable to the candidate for the entirety of the hiring process.

Prior to reimbursement of travel the Senior Human Resources Director will approve reimbursement of travel for faculty or administrative positions up to 100% depending on the position. It is the hiring manager's responsibility to verify the maximum amount available for reimbursement and notify Human Resources in advance to verify budgetary feasibility before communicating with the applicant. Original receipts are to be submitted to the Human Resources Department for reimbursement.

Part-Time and Temporary Recruitment

Part-time, non-benefit-eligible positions are to average no more than 19.5 hours per week. Temporary, non-contracted positions are to extend for no longer than six months. Temporary and part-time positions should be advertised and staffed through the normal employment process.

The rate of pay for part-time and temporary hourly positions is determined by the current temporary hourly pay scale. Part-time positions are not eligible for shift differentials.

NEW HIRE ORIENTATION

To acquaint newly hired employees with the college, CCBC requires all-full-time employees to participate in an orientation session as soon after beginning employment as possible. New hire orientation sessions are scheduled monthly and are conducted by members of the Human Resources Department. New employees will receive an informative overview of the college's policies and procedures, general information about CCBC, a review of the benefits package and assistance with enrollment in the various benefits plans.

Hiring managers are expected to provide the new employee with orientation to the department or division's specific operational procedures and performance expectations.

JOB EXPECTATIONS

Employees can request a job description upon hire to fully understand the job expectations and requirements of their position. The job descriptions contain the tasks, duties and responsibilities of each position as well as the education, experience and other job-specific requirements.

Job descriptions and specifications are descriptive of the scope and complexity of work required for a position, but not necessarily inclusive of all duties to be performed. Special aspects of the position should be identified in the description.

The immediate supervisor and the employee should review job descriptions each year at the time of the performance evaluation; this review then becomes the basis for goals for the coming year. Changes are to be submitted to Human Resources. Should the revisions lead to significant changes in the scope of work, a request for review of classification should be filed during scheduled reviews.

Goals and objectives are to be developed by the employee and his or her immediate supervisor that outline the specific expectations for the evaluation period. The goals are designed to guide the employee's performance and give the supervisor a threshold for evaluation of performance.

INTRODUCTORY PERIOD

New and Rehired—Classified

All new hires and rehired classified employees are considered probationary for the first 90 calendar days of employment or reemployment. This introductory period may only be extended with the approval of the Senior Director of Human Resources for up to 90 additional calendar days. In no instances will this introductory period extend beyond a total of six months from the employee's date of hire. During this period the employee or the supervisor may elect to terminate the employment relationship. The supervisor is encouraged to consult with the Senior Director of Human Resources prior to officially terminating employment. Probationary employees are not subject to the

progressive disciplinary process and do not have the right to appeal or the right to utilize the grievance process.

During the initial probationary period, new hires and rehired employees are not eligible for union membership and are not eligible for merit salary increases.

Promoted or Transferred Employees

Classified employees who receive a lateral transfer, promotion, or demotion into another job classification will serve a 90 calendar day probationary period from the effective date of the personnel action. In the case of union employees, seniority will not be affected by this probationary status. An employee who is unable to satisfactorily complete the probationary period in the new position may be returned to his or her prior position if it has not been filled. In the event the position is not available, the employee will be placed in an inactive, non-paid status and will receive vacancy notices and consideration for positions as a current employee for six months.

TEMPORARY HOURLY EMPLOYMENT: PRIMARY AND SECONDARY JOBS

CCBC may provide employment opportunities for full-time employees currently on staff to support operational needs on a temporary basis. Temporary hourly positions can be filled by employees under the terms described below:

Procedures for Secondary Job

Organizational managers who will hire temporary staff to fill a classified position should submit a *Temporary Hourly Authorization Form* indicating position number and pay grade for the temporary position.

Classified Employees

The pay rate for the secondary temporary hourly position must be reflective of the position filled and not the rate of pay of the full-time position held by the employee.

Administrative Employees

CCBC employees whose primary position is classified as administrative may be hired on a secondary basis as temporary hourly. The pay rate for the secondary temporary hourly position must be reflective of the position filled and not the rate of pay of the full-time position held by the employee.

Submission of Hiring Documentation

Hiring documentation for all temporary hourly positions must be submitted to the appropriate Finance staff for approval before being forwarded to the Human Resources Office.

Upon verification of available funding the Temporary Hourly Authorization Forms will be forwarded to Human Resources for rate verification and processing.

TERMINATION OF EMPLOYMENT

Employee Resignation

All employees are expected to provide a minimum two week written notice of resignation to their immediate supervisor. Employees are expected to be on the job for the entire notice period to complete work assignments or transition their workload to another person.

If the contract for an administrative or professional employee provides for more than a two week notice and the employee wishes to terminate employment prior to the expiration of the contract, the employee must make a request for a waiver of the terms of the contract to the appropriate vice president.

Employees who fail to meet the specified notice period, except for in extenuating circumstances, will be considered to have separated "Not in good standing" and may not be considered for rehire.

Voluntary Termination

A voluntary termination occurs when an employee fails to return to work after a leave of absence, or is absent from work for three consecutive days without notifying his or her immediate supervisor as to the reason for the absence.

Death during Active Employment

Death benefits may be available to the beneficiaries of employees who have a) elected beneficiaries through the CCBC Optional Life Insurance program or, b) participated in the Baltimore County Employees' Retirement System or the Maryland State Retirement and Pension System. Full vacation balance will be issued to the beneficiary or the estate of employees who pass away during active employment at the college. The Human Resources Department should be contacted to ensure that all benefits are properly processed.

EMPLOYMENT REFERENCES

When an employee leaves the college and seeks new employment, the Human Resources Department will verify only the employee's name, date of hire, employment status, and job title for a prospective employer or their agent performing a reference check.

Under no circumstances will confidential information be released regarding a former employee without the former employee's written consent.

RETIREMENT

Retirement is a voluntary separation that may include a pension benefit and may also include subsidy for medical benefits from CCBC. Employees who wish to retire must complete an application and a letter of intent to retire. Employees planning to retire are strongly encouraged to notify their supervisor and the Human Resources office in writing at least 90 days before the first of the month in which retirement is to become effective.

REEMPLOYMENT AFTER RETIREMENT

CCBC retirees who are rehired into all position categories including full- or part-time, temp hourly, or adjunct are subject to certain restrictions depending upon the guidelines of the retirement system.

Employees covered by the Baltimore County Employees' Retirement System are subject to the following reemployment restrictions:

- Retirees are not permitted to return to work at CCBC in positions that are eligible for participation in the Baltimore County Employees' Retirement System.
- Retirees are only eligible for rehire in a temporary position for a period not to exceed six months. The six-month period begins on the first day worked and ends six months later.
- Retirees who violate the reemployment restrictions are subject to termination of Baltimore County Retirement benefits.
- Baltimore County Employees' Retirement System requires CCBC to report any employees found in violation of the reemployment restrictions.

Employees who retire from the State Retirement and Pension System of Maryland, including the Optional Retirement Plan (ORP), are subject to the following reemployment restrictions:

- In accordance with Maryland State law, retirees must have a 45-day break in service between the date of retirement and the date of rehire. This ORP restriction cannot be circumvented by rehiring retirees as an "independent contractor."
- Internal Revenue Service (IRS) rules governing pension distributions require that the employer (CCBC) and the employee must have intended that a bona fide separation from service occur and intended the separation to be permanent.
- Reemployment with a reduction in the number of hours, a change in benefit status, or a transfer to a different location is not sufficient to substantiate that a bona fide separation has taken place.
- The employer (CCBC) cannot discuss or agree to rehire the employee prior to the employee's retirement, nor should the employee's retirement be conditioned upon offers of reemployment.
- Generally, any reemployment of a retiree on a regular part-time and/or long-term basis by the same employer may be considered a violation with a potentially detrimental impact on the employee, the employer and the retirement system.

INVOLUNTARY SEPARATION

Termination during Probation

A recommendation to terminate during the probationary period will be issued when an employee fails to meet the defined performance standards or fails to demonstrate a capacity to progress in an acceptable manner. The immediate supervisor must initiate the recommendation with concurrence of the division dean/vice president or president. Employees terminated during the probationary period shall not have a right to appeal.

Termination—Medical

An employee who has a permanent or chronic physical or mental ailment that prevents performance of the essential functions of his or her position, with or without reasonable accommodation, and/or whose physical or mental condition represents a hazard to the employee and/or coworkers may be subject to separation. The college will take appropriate actions to separate the employee after all options for disability retirement, normal retirement, and long-term disability have been exhausted and the employee has been unable to work for one calendar year.

Performance-Based Terminations

An employee who has completed the probationary period but has failed to maintain acceptable performance shall be subject to termination in accordance with the Disciplinary Procedures.

OUTPLACEMENT ASSISTANCE

There may be times when the college is forced to reduce staff levels or eliminate positions due to financial reasons or other unforeseen circumstances. When this happens, CCBC to the extent possible will provide outplacement assistance to those employees affected by the permanent reduction-in-force. Outplacement services are to assist employees with resume preparation, counseling, interviewing techniques and job sourcing.

EXIT INTERVIEW

Once an employee notifies his or her supervisor of their resignation, the supervisor should schedule an exit interview with the Senior Director of Human Resources. An HR representative will review employee benefits, when the final paycheck will be issued, when benefits will terminate, how to continue benefits through COBRA provisions, and discuss the employee's overall experience as an employee of the college.

Employees will be given an opportunity to provide feedback regarding the reasons why they are leaving CCBC, and to give constructive feedback on situations they feel that need improvement.

TERMINATION OF BENEFITS (COBRA)

Medical, dental and vision coverage will terminate at the end of the month that the employee last worked in a benefit-eligible position. All other benefits terminate on the last day of employment. Employees may be eligible to continue health care coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA will be extended to all employees enrolled in medical, dental and vision coverage should the employee terminate or should the employee's dependents no longer be eligible for coverage.

POST-RETIREMENT MEDICAL AND INSURANCE BENEFITS

Employees who retire from service with the college are eligible to continue to participate in CCBC's group medical insurance plans. The college will subsidize the premium costs for this benefit in accordance with the following schedule:

Years of Service	Employees Hired before 07/01/07	Employees Hired or Rehired on or after 07/01/07
Less than 10 years	no subsidy	no subsidy
10-14 years	50% subsidy	35% subsidy
15-19 years	75% subsidy	50% subsidy
20-24 years	85% subsidy	60% subsidy
25-29 years	85% subsidy	70% subsidy
30-34 years	85% subsidy	80% subsidy
35+ years	85% subsidy	85% subsidy

VACATION PAY-OUT

Upon separation from the college, employees are eligible to receive payment for unused vacation days. Employees will be paid the balance of accrued days up to a maximum of two years' accrual.

RETURN OF CCBC PROPERTY

Upon termination of employment, the supervisor shall meet with the employee and collect all college-owned property provided the employee including, but not limited to, office keys and ID Card. Electronic equipment including laptop computers shall be collected by the supervisor and returned to the CCBC Information Technology Department. The supervisor shall give the employee a receipt noting the items returned. Issuance of final payroll check and releasing vacation payout balances will be contingent upon recovery of all college property.

PERSONNEL RECORDS

RECORDS DISCLOSURE

Personnel records and medical records are the property of the college and will remain confidential. Only those employees who are so authorized will have access to these records on a “need to know” basis. All inquiries regarding current or former employees from an internal or external source must be channeled through the Human Resources Department. Supervisors are strictly prohibited from releasing any information—personal, medical or employment related—regarding current or former employees of CCBC.

Employees may request to examine their files by calling or submitting a written request to Human Resources. A mutually convenient time will be established between the employee and the Human Resources Department. A representative of the Human Resources Department must be present during the employee’s examination of their personnel record.

PERSONAL INFORMATION

Each employee’s personnel record will be secured in the Human Resources Department. The personnel record will contain personal information, an application for employment along with related hiring documents, performance documents, tax information, employment history and other documents related to employment.

MEDICAL INFORMATION

Medical records and documents related to the college’s benefits program will be maintained in a separate file from the employment information. These files are kept in the Human Resources Department. Only authorized personnel have access to these files.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The HIPAA is federal legislation that mandates employer standards for ensuring the security and integrity of “protected health information” (PHI). The HIPAA Privacy Rule requires employers to establish safeguards for protecting employees’ PHI, which includes any individually identifiable health information in any format—electronic, paper copy or verbal—that relates to a physical or mental health condition of an individual, the provision of health care and/or the payment for the provision of health care.

The regulations require the identification of an individual to serve as the “security official” who is responsible for the security of electronic and hard copy PHI. The designated security official for CCBC is the Senior Director of Human Resources. The regulations also require creating and implementing policies and procedures that address access to PHI; security awareness training; identifying, reporting, and investigating security incidents; and destruction of data.

HIPAA violations include, but are not limited to, voluntary or inappropriate involuntary disclosures of PHI, failure to reasonably safeguard employee PHI, and failure to report violations. Employees who

become aware of or suspect violations of HIPAA regulations are to immediately notify CCBC's designated security official, the Senior Director of Human Resources: **443-840-5426**.

Retaliation against employees who report violations or who participate in the investigation of complaints is prohibited and will result in disciplinary action, up to and including termination of employment

CHANGE OF PERSONAL STATUS INFORMATION

In the event that an employee experiences a personal change in status, it is his or her responsibility to notify the Human Resources Department of any changes. A personal change in status can include a name change, address change, change in marital status, addition of a dependent, or loss of a dependent. The new information must be reported to the Human Resources Department in order to update personnel records, emergency contact information, and benefits information.

Significant impacts to benefits result from some changes in personal status. It is in the best interest of the employee to contact Human Resources immediately to ensure all pertinent documentation is administered appropriately.

Changes in status need to be reported no later than 30 days after the event to maintain eligibility for most insurance coverage. Employees need to report changes at least one full workweek before the period expires to ensure the appropriate providers are notified within this 30-day period.

PAY PRACTICES

STANDARD WORKWEEK

CCBC's workweek consists of seven consecutive days beginning with the first shift on Saturday and ending with the third shift on Friday of the following week. A normal workweek consists of five workdays within the workweek. A workday consists of a 24-hour period that begins with the start of an employee's shift.

Full-time employees other than Physical Plant and Public Safety are normally scheduled to work 37.5 hours per week. Normal office hours are 8:30 a.m. to 4:30 p.m. Employees working 37.5 weekly hours normally receive an unpaid 30-minute lunch period and two paid 15-minute breaks. Breaks may be combined with the lunch period to extend the lunch period up to a maximum of one hour. Breaks may not be taken at the start or end of a workday.

Full-time work hours are 7.5 hours/day except for Physical Plant and Public Safety employees, who work 8 hours/day for a 40-hour workweek.

Employees are encouraged to use their breaks and lunch periods. This time, if not taken, may not be used to accumulate compensatory time or to arrive early or leave late.

TIMEKEEPING AND REPORTING

Unit I employees are responsible for accurately reporting all hours worked on a daily basis.

Faculty, professional and classified staff must report all leave taken through an Attendance Exception Report. Leaves related to vacation, sickness, bereavement, illness in the family, on-the-job injury, religious holidays, legal summons, etc. must be reported at the end of the appropriate pay period. Absences must be recorded and submitted to the Payroll Department through an Attendance Exception Report (see Appendix).

The appropriate cost center administrator is responsible for forwarding to Payroll all exception reports during an employee's absence. Copies should be kept for the employee to validate upon return to work, all leave reported. Any discrepancies should be addressed with the appropriate cost center administrator.

PAYROLL DEDUCTIONS

The college is required to deduct the following from all paychecks each pay:

- Federal, state, and local withholding taxes
- FICA and Medicare

These deduction amounts are sent to the appropriate government agency and are credited to each employee for income tax purposes. At the end of each year, employees will receive a W-2 statement that reports the employee's total earnings and taxes for that year.

Changes to levels of deduction for federal and state withholdings must be initiated by the employee through the use of the appropriate form available from the Payroll Department. Upon authorization from an employee, the college may also deduct the employee's portion of benefit premiums from each paycheck for the following deductions:

- Health Insurance
- Vision
- Dental
- Life Insurance
- Long-Term Disability
- Flexible Spending Accounts
- 403(b) Supplemental Retirement Accounts
- 457(b)
- Retirement/Pension Contributions

PAYDAY

CCBC's pay cycle is biweekly. Employees receive 26 paychecks per year with all checks having the appropriate deductions. Paychecks will be distributed internally via direct deposit, if so authorized by the employee, or mailed each payday. The college maintains two different pay cycles; one for administrators, faculty, and classified staff (B1); another for custodial, hourly, and student employees (B2).

Pay cycles are posted by the Payroll Department on the college webpage at the beginning of each fiscal year.

DIRECT DEPOSIT

Employees have the option of requesting their net pay be directly deposited into up to eight personal bank accounts via the Automated Clearing House (ACH) electronic payment delivery system. CCBC allows employees to designate any commercial bank, savings and loan institution, and/or credit union which is a member of the National Automated Clearing House Association (NACHA). Employees who select direct deposit receive a statement of earnings each pay period. Employees wishing to request direct deposit should complete a Direct Deposit Authorization Form.

NON-EXEMPT COMPENSATION

Overtime

In accordance with the Fair Labor Standards Act, non-exempt employees who work more than 40 hours in a workweek will receive overtime compensation. Non-exempt employees will be paid 1.5 times their hourly rate for each hour worked in excess of 40 hours in a week. Except as otherwise provided by a collective bargaining agreement, vacation, sick leave, paid leave, any recess leave, holidays and workers' compensation time shall not be treated as hours worked and shall not be counted in the calculation for overtime.

Overtime compensation must be approved in advance by the supervisor. It is the responsibility of the supervisor to determine and approve all hours worked on an overtime basis.

Compensatory Time

A classified employee may receive compensatory time off in lieu of overtime for hours over 40 in a workweek. Straight time between 37.5 and 40 hours will be paid and is not eligible for compensatory time. Compensatory time off will be paid at the rate of 1.5 times the hours worked in excess of 40 in a workweek. Compensatory time off may not be accrued beyond 75 hours for any employee. Once an employee reaches the 75-hour maximum compensatory time accrual, all hours worked in excess of 40 in a workweek must be paid at 1.5 times the employee's regular rate of pay. An employee who requests the use of compensatory time off is to be granted the time so long as the supervisor or manager determines that use of the time will not unduly disrupt operation. An employee may request pay for accrued compensatory time off, which may be granted at the sole discretion of the college. Upon termination of employment, an employee will receive pay for all unused, accrued compensatory time.

SHIFT DIFFERENTIAL—CLASSIFIED ONLY

To provide an environment that is efficient and safe for all members of the college, it is necessary to have some employees working during non-standard work hours. Shift times and differentials are provided in the collective bargaining agreements between AFSCME and the College for Unit 1 employees; and CWA and the college for Unit 2 employees. Entitlement to shift differential is due classified employees who are asked to work during the hours identified below and where the majority of the hours worked fall within the hours identified:

Units 3 & 4
Shift 1 = daytime
Shift 2 = after 1 p.m. and before 11 p.m.
Shift 3 = after 11 p.m. and before 5 a.m.
Shift 4 = shift 1 plus weekends
Shift 5 = shift 2 plus weekends
Shift 6 = shift 3 plus weekends

These shift differential payments are above the employee's normal rate of pay and are provided only for time worked during the off-hour shift.

WORK/EMERGENCY SITUATIONS

If both classes are cancelled and offices are closed, no employees except specifically designated personnel are to report to work or continue working. The hours paid shall be considered hours worked in the computation of overtime for non-exempt employees.

Unless otherwise stated within the terms of an applicable collective bargaining agreement, specifically designated non-exempt employees who report as directed shall be paid at regular rates for all the time worked and also for their normal working hours during which the facility is closed

until their accumulated hours worked reach 40 hours. Hours worked beyond 40 hours in the same workweek shall be compensated at 1.5 times the regular rate.

TRAVEL PAY/TIME

From time to time, employees will be asked to travel while working. Travel can include commuting between campuses, day trips within the Baltimore area, or overnight travel outside of the area. The time spent in the actual act of traveling during the employee's normal workday (e.g., driving, air travel) is considered time worked for non-exempt (classified) employees. Travel to and from home to the college is not reimbursable per IRS guidelines. Employees are to use the Standard Round Trip Mileage Chart for travel between CCBC campuses.

Keep receipts for tolls and submit along with the Travel Expense Report. Travel Expense Report Forms and mileage chart are available in the Purchasing Handbook located on CCBC SharePoint: <https://ccbcsharepoint/pages/default.aspx> (or see Appendix).

Reimbursement is available for mileage at the prevailing IRS rate. All requests for reimbursement must be submitted on the Travel Expense Report.

Classified Staff (Non-Exempt)

Classified employees will receive their regular rate of pay for travel time. This time also counts toward the employee's total hours worked during the week for purposes of calculating overtime payments. Time spent on the employee's normal commute into work is not considered travel time and is not counted toward hours worked for purposes of calculating overtime payments.

In situations where a classified employee is asked to travel overnight, if the traveling time occurs during the employee's normal workday, this time is considered time worked. For travel time that is outside of the normal workday, and for which the employee takes public transportation and is able to use this time to his or her leisure, the time is not considered time worked and the employee will not be compensated for this time. However, for travel time that is outside of the normal workday and for which the employee is required to drive or be a passenger in a car, or is given the option of driving or being a passenger in a car, the time is considered time worked and the employee will receive compensation for this time.

Faculty and Professional (Exempt)

Faculty and professional employees will receive their regular rate of pay for travel time during normal work hours. This time is considered worked during the week. Travel time occurring outside the normal workday is not considered time worked and is not eligible for compensatory time or additional compensation. Time spent on the employee's normal commute into work is not considered travel time.

ATTENDANCE AND PROMPTNESS

It is expected that employees will be at work when scheduled, arrive at the scheduled time and work overtime hours when requested.

Attendance

Employees are responsible for reporting to work when scheduled and maintaining a satisfactory attendance record. Supervisors are responsible for monitoring the attendance of each employee. A record of unsatisfactory attendance will be considered in the employee's performance review and will cause initiation of the corrective action process if unsatisfactory attendance continues on a regular basis.

Absences

Employees who do not report to work will be considered absent. Employees must follow the proper notice (call-off) procedures when they are unable to come to work. Reasons for an absence include illness or personal emergencies. The standard notification (call-off) procedures are as follows:

- Employees are to give their supervisors advance notice that they will be absent from work for reasons that the employee can anticipate.
- If advance notice is not possible, employees must contact their supervisor before the start of their scheduled shift.
- Failure to provide appropriate notice prior to the start of a shift may be cause for corrective action.

Departments may be required to customize their notification procedures to meet specific needs. Notice is to be given to all affected employees when alternative procedures need to be followed.

Lateness and Early Departure

Employees are required to arrive at work on time and remain present for the duration of their scheduled shift. Employees who arrive more than 15 minutes late or leave work more than 15 minutes early are considered to be in violation of this policy. When an employee realizes he or she will be late or needs to leave early, he or she should inform his or her supervisor so that arrangements can be made, if necessary, to have another employee cover that time. Request for this time will be determined by the appropriate supervisor and will be granted only when it is not detrimental to the overall operation of the department or division. Final determination of time changes will reside within the scope of authority of the senior administrator responsible for the department or division.

Incidents of lateness and early departures will be tracked along with incidents of absence in the appropriate timekeeping forms.

REPORTING TO WORK AFTER ILLNESS OR INJURY

Employees who are absent for more than three days will be asked to provide the Human Resources Department with a physician's certification stating that, according to their physician, they are physically able to return to work. Employees may not be allowed to return to work without this clearance. Failure to produce this clearance may result in employees being sent back home. Where a pattern of sick leave abuse is apparent, the supervisor may with prior notice require a physician's certification for all absences for illness.

This certificate of fitness must be from a physician and should contain any and all restrictions the physician deems should be observed by the employee during the performance of job duties.

Employees may also be required to submit medical documentation to support extended or excessive absences from work. All medical documents are to be submitted directly to the Human Resource Department.

SALARY ADMINISTRATION

The college is committed to rewarding employees for their hard work and dedication by providing a competitive salary administration program. It is the goal of CCBC to maintain internal and external equity through this program.

POSITION CONTROL NUMBERS (PCN'S)

The college adheres to internal controls consistent with a position approval process generated by the Baltimore County Government. All full-time benefit-eligible positions are assigned a position control number that identifies the position's cost center, plus incumbent and approved salary rate. Hiring managers are not authorized to create, abolish, or combine positions outside of this control mechanism.

NON-EXEMPT/EXEMPT CLASSIFICATION (FLSA)

All positions will be classified as exempt or non-exempt according to the guidelines established by the Fair Labor Standards Act (FLSA). Employees in positions classified as exempt are not eligible for overtime. Employees who are classified as non-exempt are eligible to receive overtime compensation. The Human Resources Department determines the appropriate classification for each job throughout the college in accordance with FLSA guidelines.

SALARY GRADES AND RANGES

A salary structure is a collection of salary grades arranged hierarchically to represent the value of a job in relation to all other jobs within the college.

Within each salary grade, there is a salary range that identifies the minimum, midpoint and maximum base salary level that is available to jobs in the salary grade.

Jobs are placed in the salary structure based on the total job evaluation points and competitive pay rates offered by other organizations for jobs with similar responsibilities. Employees are assigned a salary within their job's pay range based on their skill and experience. New employees are hired at the lower end of the salary range and may be eligible for an increase in salary each year during the performance evaluation review process.

CCBC maintains salary structures based on employee group and number of months of expected service. These structures are posted on the college's Web site at the beginning of the fiscal year and include:

- 10-month faculty
- 12-month faculty
- 12-month administrative
- 10-month classified (37.5 hour workweek)
- 12-month classified (37.5 hour workweek)
- 12-month classified (40 hour workweek)

Each year a salary adjustment budget will be established by the college based on its financial status and with the approval of the funding authority, Baltimore County. Employees are eligible to receive salary increases based on their individual job performance. Upon approval from the Board of Trustees, the college will implement increases and formally notify each employee of their new rate of pay.

Impact of Salary Increases on Ranges

Approved recommendations for salary increases will be added to base salaries up to the maximum of the range determined appropriate for the position.

Pay Increases

CCBC provides an objective and fair annual performance evaluation process which allows supervisors to assess the accomplishments of their employees in relation to established performance expectations (Performance Factors) and specific performance goals to have been accomplished over the review period. Results of the evaluation become part of the employee's permanent record and are used to determine whether or not the employee will receive a step increase. The performance evaluation process applies to all college employees. However, the Performance Factors differ across the three groups of employees—faculty, administrative and classified.

Employees classed as Unit 1 employees are currently on a step and grade system as negotiated with ACSCME. Based on performance evaluation the employee is eligible to move up a step not to exceed grade maximum.

Employees hired on or after the second work day of any calendar year are not eligible for step increases for that year. Generally this will be January 3.

CCBC is currently evaluating a step and grade pay system for all full-time employees for future implementation, and when approved, the documentation will supersede references to merit pay.

COST OF LIVING ADJUSTMENTS (COLA)

At the beginning of the new fiscal year, Baltimore County may approve increases as a cost of living adjustment. This adjustment will be calculated against the base salary and added to any merit pay increase. A cost of living adjustment will increase the employee's base salary regardless of the impact on range.

PERFORMANCE EVALUATIONS

Annual performance evaluations are performed for full-time and part-time benefit-eligible employees.

Employees who receive a satisfactory evaluation recommendation from their supervisor are eligible to receive a step increase effective July 1. Employees receiving a less than satisfactory evaluation are not eligible to receive a salary adjustment.

The evaluation process and formats will be provided to each employee and are currently being reviewed. The new faculty evaluation process has been approved and will be effective with FY 2010.

The professional and classified staff evaluation process is currently under review, and details will be provided during FY 2010.

PROMOTIONS—ADMINISTRATIVE, PROFESSIONAL, CLASSIFIED

For administrative and classified employees, promotional opportunities are posted throughout CCBC and posted electronically via CCBC SharePoint/The Daily Post. To be considered eligible for a promotional opportunity, an employee should have:

- Completed the probationary period in his or her current job,
- Not be under any current disciplinary procedures, and
- Maintained an overall satisfactory performance rating.

The hiring/promoting supervisor will recommend a promotional increase, subject to approval by the appropriate vice president, Human Resources, and the president. The current supervisor will release the promoted employee to his or her new position no later than two weeks following official notification of the promotion.

Promotions—Faculty

Faculty members are encouraged to contact their dean or the vice president of instruction for specific promotional criteria.

TRANSFERS

—Voluntary

No transfer of an employee may be considered during his/her probationary period. Employee's requests for transfer will be addressed individually based on transferability of skills, and potential infringement on the terms of any of the college's collective bargaining agreements.

Employees who voluntarily apply for and are hired into a lower-rated position will be placed in the lower grade with the current salary. If the current salary is above the maximum of the new position's range, their salary will be reduced to the new range's maximum.

—Involuntary

In the event of an involuntary transfer as required by the needs of the college, the following guidelines may be observed:

- When an employee who is performing satisfactorily is to be transferred involuntarily, the employee will be given a choice of positions, if more than one is available for which he or she is qualified (and which is at the same salary scale as the former position).
- The employee will be given at least two weeks' notice prior to the implementation of the transfer.
- Lateral transfers are transfers within the same pay grade and no pay adjustment is provided.
- When an employee is transferred by college management to a position with a pay grade lower than the current position, the employee will be reassigned to the new pay grade. If the employee's current base compensation is higher than the maximum of the position, the employee will continue at the current compensation level for one year after which time the pay will be reduced to the maximum of the current pay grade.

Reclassifications

Positions will be reviewed for consistency with other positions of similar job content and level of responsibility within the college. Submissions for review must include supportive documentation identifying all new elements of the position that warrants the review. Final reclassification recommendations are subject to the approval of the appropriate vice president.

LEAVES

LEAVE WITH PAY

Sick Leave

Full-time benefit-eligible employees accrue up to 12 days of sick leave during the first year of employment: 1 day of paid leave for each qualifying month worked. After the first year, employees earn 1½ days of paid sick leave for each qualifying month worked up 18 days per year. Ten-month employees, and part-time benefit-eligible employees scheduled to work a minimum of 20 hours accrue sick leave in proportion to the time worked. There is no limit to sick leave accrual while working regularly. After 90 days of continuous leave, accrual will stop until the employee returns to regularly scheduled hours. Employees will only accrue additional sick leave while in pay status.

An employee needing to utilize sick leave must contact his or her immediate supervisor in accordance with the departmental call-out procedure. If a prolonged leave is anticipated, the employee should give the immediate supervisor 30 days notice if possible. An employee may be required to submit a certificate from an attending physician upon return to duty from an absence of more than three days. Supervisors must notify Human Resources immediately of employee absences of five consecutive days. The college reserves the right to secure an independent medical examination prior to returning the employee to regular duty.

Sick Leave Accrual

Length of Service	Administrators	12-Month Faculty	10-Month Faculty	Classified 75 hours per pay	Classified 80 hours per pay	10-Month Classified
1st year	90 hours (12 days/yr)	90 hours (12 days/yr)	75 hours (10 days/yr)	90 hours (12 days/yr)	96 hours (12 days/yr)	75 hours (10 days/yr)
1 Plus Year	135 hours (18 days/yr)	135 hours (18 days/yr)	112.5 hours (15 days/yr)	135 hours (18 days/yr)	144 hours (18 days/yr)	112.5 hours (15 days/yr)

Sick leave will continue to accrue while the employee is in a paid leave status for up to 90 days of continuous absence. After 90 days of continued sick leave, accrual will stop until the employee returns on either a full- or part-time basis to regularly scheduled work hours. An employee, with sufficient sick leave accrual and appropriate supporting medical documentation, may receive payment of wages up to one complete calendar year from the date of the initial absence due to illness. After one calendar year, the employee will be required to exercise other options such as long-term disability, disability retirement, or resignation.

Family Sick Leave

Each fiscal year, four days of an employee's sick leave accrual may be designated to be used to care for an ill immediate family member. Immediate family is defined as a child, parent (natural, step, or in-law), spouse, brother, sister, grandparent, grandchild, great-grandparent, daughter-in-law, son-in-

law, stepbrother and stepsister. Designated family sick days not used in the prior fiscal year may be used in the current fiscal year up to a maximum of eight days. Employees are also eligible to use any available paid leave, as provided by the Maryland Flexible Leave Act (MFLA), to care for a child, parent or spouse.

Unused Sick Leave

Upon resignation of employment, any unused sick time will be forfeited. For employees retiring under the provisions of the Baltimore County Employees' Retirement System or Maryland State Teachers Pension System unused sick leave may be converted to service time. Conversion does not apply to employees retiring from the Maryland State Optional Retirement Plan (ORP).

Personal Business

At the beginning of each fiscal year, full-time and part-time benefit-eligible employees will be provided with the hourly equivalent of three days to use for personal matters or emergencies that need to be handled during normal working hours. Personal Business Days cannot be used either before or after a holiday or before or after a vacation to extend it.

Personal Business time should be requested 24 hours in advance whenever possible. If an emergency occurs, the employee should notify his or her supervisor no later than the first hour of the working day. This leave must be reported on the Attendance Exception Report. Personal Business leave not used during the fiscal year will be converted to sick leave and added to the employee's sick leave balance in the next fiscal year. Upon termination of employment, any unused Personal Business Days will be forfeited.

Voluntary Sick Leave Bank

CCBC has established a sick leave bank for benefit-eligible non-union represented employees in order to provide income protection for a personal catastrophic injury or serious illness. The Sick Leave Bank (SLB) is specifically for employees who, with a medically documented need for sick leave for a personal illness, have exhausted all available leave. Employees are not to utilize the SLB when other alternatives such as long-term disability or social security disability are more appropriate.

Membership in the SLB is open to employees who have completed one full year of service and who voluntarily donate sick leave into the SLB in advance. Employees may donate up to 15 hours per quarter of earned sick leave and no more than 60 hours per calendar year. A minimum of 7.5 hours per calendar year of sick leave must be donated by an employee to be allowed continued membership in the SLB. Leave donated is permanently removed from the employee's accrued leave balance. Membership in the SLB is open to employees on a quarterly basis.

An employee who is a member of the SLB and who has exhausted sick leave, as well as all other accrued leave including vacation and personal leave, may apply for leave from the SLB for a serious personal medical condition greater than one week in duration as supported by medical documentation. If the request for leave from the bank is approved, the SLB will provide sick leave as required by the medical certification up to 12 calendar weeks provided sufficient leave is available in the bank.

A committee comprised of seven members selected by the executive director of Human Resources and the college senate chairperson will administer the SLB.

To insure privacy of the medical information as required by law, request for withdrawal of leave from the bank and the accompanying medical documentation are only to be submitted to the Human Resource Department.

Employees covered by Collective Bargaining Agreements are governed by the sick leave donation process contained in the respective agreements.

Vacation

Full-time and part-time benefit-eligible employees who are regularly scheduled to work a minimum of 20 hours per week on a 12-month schedule accrue vacation hours each pay period based on years of service. Ten-month faculty members do not accrue vacation. Employees will accrue vacation days based on years of service. Benefit eligible part-time employees accrue vacation leave on a prorated basis based on the number of regularly scheduled work hours per week.

Employees begin accruing vacation time as of their first day of employment. Employees who are in pay status for any part of a pay period will accrue the full entitlement of vacation hours. Vacation hours do not accrue for employees who are in an unpaid leave of absence status for a full pay period. Employees who are on paid sick leave for more than 90 consecutive calendar days will cease to accrue vacation hours.

Vacation Accrual

Length of Service	Administrators	12-Month Faculty	10-Month Faculty	Classified 75 hours per pay	Classified 80 hours per pay	10 Month Classified
Up to 5 years	150 hours (20 days/yr)	150 hours (20 days/yr)	0	75 hours (10 days/yr)	80 hours (10 days/yr)	Accrue in proportion to time worked
5 up to 10 years	150 hours (20 days/yr)	150 hours (20 days/yr)	0	112.5 hours (15 days/yr)	120 hours (15 days/yr)	Accrue in proportion to time worked
10 or more years	150 hours (20 days/yr)	150 hours (20 days/yr)	0	150 hours (20 days/yr)	160 hours (20 days/yr)	Accrue in proportion to time worked

Vacation must be requested and approved in advance by the employee’s immediate supervisor. In approving vacation schedules, every effort is to be made by the supervisor to comply with the employee’s request. It must be recognized, however, that work schedules must be met, and where there is an irreconcilable conflict between the needs of the work unit and the employee’s desired vacation schedule, the needs of the work unit will prevail.

Vacation time should be approved in advance and may be taken in hourly, daily or weekly increments. Multiple-day vacations should be scheduled 10 working days in advance, unless an emergency situation exists. The college has designated specific periods of time when employees are expected to be present at work to support the arrival of students and the start of classes. For the

spring semester, one week prior to the semester start and through the first week of classes; for fall semester, two weeks prior to the semester start and through the first week of classes.

Unused Vacation Time

A maximum of two fiscal years of unused accrued vacation days may be carried forward into the new fiscal year. Any unused vacation days over the maximum carry over amount will be forfeited. Upon separation from the college, employees may receive payment for accrued days up to a maximum of two years' accrual.

Holidays

CCBC provides the following 12 paid holidays to full-time and part-time benefit-eligible employees:

New Year's Eve	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Easter Monday	Christmas Eve
Memorial Day	Christmas Day

When a holiday falls on a weekend, the holiday is observed on the previous Friday or the following Monday. Employees must be in pay status the day before a holiday to be paid for the holiday.

Winter and Spring Breaks

In addition to the above holidays, the college is closed to students, faculty and staff during the winter and spring recess periods. The winter break normally falls between Christmas Eve and New Year's Day. The spring break is typically the week before or after Easter. The dates of holidays and recess periods are submitted to the Board of Trustees each November for the succeeding fiscal year and then posted on the CCBC Human Resources webpage. Classified employees required to work during the winter or spring recesses have the option of being paid or receiving comp time.

Bereavement

Full-time benefit-eligible employees experiencing a death in the immediate family are entitled to a maximum of five workdays off, beginning with the date of death, to attend the funeral and handle family matters. This entitlement is prorated for eligible part-time employees. Immediate family is defined as a child, parent (natural, adoptive, step or in-law), spouse, brother, sister, grandparent, grandchild, great-grandparent, daughter-in-law, son-in-law, stepbrother, and stepsister.

In the event of the death of a close relative, a full-time benefit-eligible employee will be granted one workday leave of absence with pay to attend the funeral. Aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law, and grandparent-in-law are considered close relatives for the purpose of this policy or as defined in the appropriate memorandum of agreement.

Employees must notify their immediate supervisor as soon as possible of the need for leave. This leave must be reported in an Attendance Exception Report accompanied by appropriate documentation.

Jury Duty and Court Appearances

Jury duty leave is provided to full-time and part-time benefit-eligible employees who are called to serve jury duty or summoned as a court witness. Employees who receive a subpoena or summons are to provide a copy to their supervisor immediately so that arrangements can be made to cover their work. This leave must be reported on an Attendance Exception Report immediately upon return to work. Employees are required to provide supportive documentation from the court to their supervisor to substantiate the duration of their service to the court. Employees are allowed to retain any monetary payment received for jury/court service.

Commencement/Master's or Doctoral Degree Examination

All full-time and part-time benefit-eligible employees will be granted one day away from work to attend their own college commencement or to complete college comprehensive examinations if they fall on a normal workday. The day will not be counted as an absence or a vacation day. Employees must notify their supervisors at least one week in advance of the commencement activities or examinations in order to obtain approval for the day off. Employees may be required to submit a letter in advance explaining the reason for the absence to their immediate supervisor. This leave must be reported in an Attendance Exception Report.

Religious Holidays/Observances

Due to religious diversity among employees, CCBC provides full-time and part-time benefit-eligible employees with two days of leave per year for official religious holidays and/or observances, which occur when the college is open. Employees must request these days at least one week in advance and secure the approval of their immediate supervisor. This leave must be reported in an Attendance Exception Report with the appropriate documentation.

Sabbatical Leave

Sabbatical leave is an assignment to an activity other than the professional employee's regular assignment that has as its overall purpose the enhancement of the employee's professional effectiveness and value to the college. The specific purpose of sabbatical leave shall be the pursuit of study, research, professional writing, curriculum development, approved travel or other activity recommended by the appropriate vice president and approved by the president.

Professional employees are eligible for sabbatical leave after seven full, consecutive years of CCBC employment. To be considered, an eligible employee must submit a written application to the appropriate dean by November 1 of the academic year preceding the academic year for which the request is being made. The application should state the details of the plan for the intended use of the sabbatical leave. The dean must make a recommendation to the appropriate vice president by December 1.

In the review and evaluation of sabbatical applications, priority shall be given to proposals which enhance the quality of instruction, programs and services of the college, and the credentials and/or scholarship of the employee. In all cases, the merits of a proposal shall be established prior to its cost implications.

Professional employees on sabbatical leave are eligible for salary continuation for six months at full pay, or one year at half-pay, as well as all benefits which accrue during that period. Employees for whom sabbatical leave is granted are required, as a condition of granting the leave, to return to the service of the college for at least one year following the expiration of the leave.

MILITARY LEAVE

Annual Military Leave Request

In accordance with federal law, employees are entitled to reemployment in the same or comparable position held prior enlistment provided that all other eligibility criteria have been met. The college pays the first 15 days of military leave in any 12-month period when an employee is called to military reserve training or active duty in any branch of the United States Armed Forces. As of the sixteenth day, the employee is paid based upon the type of military leave: involuntary or voluntary.

Military Leave Of Absence

Employees who volunteer for active duty will be placed on a Military Leave of Absence after they have used the 15-day annual entitlement, and may elect to use any accrued vacation or personal business leave. Upon exhaustion of all leave, the employee will be placed on leave without pay. The employee has the right to continue health insurance coverage by paying the employee premium contribution rate.

Procedure

The employee must complete an Annual Military Leave Request Form or a Request for Military Leave of Absence form. Copies of all orders must be filed with the appropriate leave form and sent to Human Resources prior to the beginning of the leave. Employees are required to report to their supervisor as soon as notice of active duty is received.

Upon return from military service, employees must report to work under the following guidelines:

- Less than 30 days of military service: employees must report the first full, regularly scheduled workday upon release from active service.
- Between 30 and 180 days of military service: employees must report within 14 days of release from active service.
- More than 180 days of military service: employees must report within 90 days of release from active service.

Employees who fail to report to CCBC within these timeframes will be considered to have voluntarily resigned from CCBC. Employees who return to the college will generally be reinstated to the same position, if available, without loss of service credit or benefit entitlement. If their position is unavailable, they will be given a similar position with equal pay.

FAMILY MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law that entitles eligible employees to up to twelve weeks of paid or unpaid leave. Employees are eligible if they have worked for the college for at least twelve months and worked at least 1,250 hours during the 12 months prior to the requested leave.

Up to twelve weeks of leave may be used for the following family and medical needs:

- For a serious health condition that makes the employee unable to perform his or her job.
- To care for a spouse, parent or child with a serious health condition which is an illness, injury, impairment, or mental or physical condition serious enough to involve hospitalization, in-patient care in a health care facility, or continuing treatment by a health care provider.
- To care for the employee's child following birth, placement for adoption, or authorized foster in the 12-month period immediately following the birth or placement. If both parents are employees of CCBC they will only qualify for one 12-week period of FMLA to care for the newborn.

Up to 26 weeks of leave may be used to care for a family member who was injured while on active military duty.

Eligibility for leave is based on the 12-month period preceding the employees need for such leave. Employees are required to use all appropriate paid leave before being placed on leave without pay status. Leave will be deducted from accrued leave balances in the following sequence: sick leave is appropriate for the employee's own personal illness and for family, personal business or vacation; only when all leave has been exhausted will the employee will be placed on leave without pay.

If the leave is requested for the employee's own serious health condition, or that of a family member, legible medical certification (on the required form) must be submitted within 15 days of making the request to invoke FMLA protection. CCBC may require updated certifications during the period of FMLA absence, and will require a return-to-work slip for employees off work due to their own medical condition. Requests for all FMLA leave are to be in writing, and when possible, 30 days in advance of the need for leave. However, failure to complete an FMLA request for leave for an FMLA-qualifying reason does not preclude the college from designating the leave as FMLA.

CCBC will continue to pay its portion of the employee's health insurance premiums, provided the employee pays his or her portion while on FMLA leave. An employee on unpaid FMLA must make arrangements to pay the employee-portion of the premiums. Failure to pay may result in loss of coverage. An employee who voluntarily elects not to return to work following a period of FMLA leave will be required to reimburse CCBC for its share of the medical premiums.

Employees returning from FMLA leave will be returned to the same or comparable position held prior to being placed on FMLA leave without loss of accrued benefits.

Procedures

The following procedures define how FMLA leave is initiated, management's responsibilities in assisting with notification and tracking of leave, and the impact of filling vacancies created by employees on extended leave.

- For illnesses of three or more days in length, medical certificates may be required from employees prior to allowing the employee to return to work. In cases of chronic or excessive absenteeism, managers may request medical documentation to support the need for leave.
- After one week of illness-related leave, the supervisor is to notify Human Resources.
- Human Resources will contact the employee, inform them of their FMLA rights, secure appropriate documentation, and determine whether an employee's absence qualifies to be covered under the terms of the FMLA. If approved for FMLA leave, Human Resources will then initiate notification to the employee, their supervisor and Payroll. Leave will be authorized for up to 12 weeks for qualified employees.
- Supervisors must submit Attendance Exception Time Reports to Payroll on behalf of the employee.
- Immediately upon an employee's return to work, managers must notify Human Resources to initiate appropriate payroll processing.

MEDICAL DEPARTMENTAL LEAVE OF ABSENCE

An employee who is ineligible for FMLA or who has exhausted the 12-week entitlement to FMLA may request a Medical Departmental Leave of Absence. Appropriate medical documentation must be submitted to the Human Resources Department to substantiate the medical necessity of the request, as well as to document the medical diagnosis/prognosis and ensure that the employee's condition will improve sufficiently to allow the employee to return to work and perform the essential functions of their position, with or without reasonable accommodation.

Because the employee's position cannot be filled on a permanent basis during this period of absence, all medical departmental leave requests must be approved by both the immediate supervisor and the appropriate vice president. The immediate supervisor for an employee on leave must submit weekly exception time sheets. This practice will ensure accurate tracking and avoid the overpayment of salary and benefits.

A Medical Departmental Leave of Absence may be paid or unpaid, the requirements and conditions of both are detailed below.

Paid Medical Leave

An employee who has accrued sufficient leave may use a combination of applicable sick leave, personal business leave and vacation leave to remain in pay status for a maximum of one year from the initial date of absence (including any period of FMLA leave). While on paid medical leave, the employee will receive all regularly scheduled paychecks with all appropriate deductions. The employee will cease to accrue additional leave after 90 calendar days of continuous absence. If at the end of the one year period the employee is unable to return to work, the employee will be advised of other available options such as long term disability, disability retirement, normal retirement, resignation and/or termination.

Unpaid Medical Leave

An employee who has no leave accrual or who has exhausted all available leave will be placed on leave without pay for a *maximum of three months* from the date of initial absence (including any period of FMLA leave). If at the end of the three month period the employee is unable to return to work, the employee will be advised of other available options such as long term disability, disability retirement, normal retirement, resignation and/or termination.

The employee is responsible for paying 100% of benefit premiums while on leave without pay. Eligible employees who have elected long-term disability insurance may make application for this benefit if disabled for 90 consecutive days. Note: The Employees' Retirement System of Baltimore County requires employees to complete the application for disability retirement while in *active* pay status.

HEALTH AND WELFARE BENEFITS

CCBC has developed a comprehensive and attractive benefits package for its employees. A brief summary of benefits is listed below. Additional information can be obtained by contacting the Human Resources Department. Detailed information is available in Human Resources and on the college Web site: www.ccbcmd.edu/hr/benefits.html.

Both CCBC and employees share the cost of benefit premiums. Premiums are based on 20 pays per year. There are no deductions in summer or in the last pay in the calendar year. Employee premium contributions are deducted pre-tax from employee's biweekly pay.

Benefits are effective the first of the month after the employee's start date or hire date, unless an employee is hired on the first of the month, in which case benefits are effective immediately. Employees are given an opportunity to enroll or make changes to medical, dental, vision plans, flexible spending accounts and the legal service plan during an annual open enrollment period.

ANNUAL OPEN ENROLLMENT

New elections or changes to one's current medical, dental and vision coverage must be made during the annual open enrollment in May of each year. Changes become effective September 1.

In addition to open enrollment changes, employees can revise medical insurance elections due to the following qualifying events:

- Marriage or divorce
- Birth or adoption of a child
- Death of a dependent
- Loss of dependent status: eligible, unmarried dependent children may remain covered until the end of the month in which they reach age 25
- Spouse becomes employed or loses a job
- Employee loses or gains health care coverage through spouse's employer
- Change from full-time to part-time employment without benefits (or vice-versa) by the employee or spouse

Human Resources must be notified within 30 days of the effective date of the event. Employees are able to add, drop or change the level of coverage only.

GROUP MEDICAL INSURANCE PLANS

Active Employees

The college provides a selection of group medical care coverage plans for full-time benefit-eligible employees. All plans include prescription drug coverage, and mental health and substance abuse benefits. All plans require the selection of a primary care physician (PCP), but allow employees to change PCP upon request. Dependent children meeting specific criteria are eligible for coverage until the end of the month in which they reach age 25.

Medical Insurance Vendors

CareFirst BlueCross BlueShield – Triple Choice Plan

www.carefirst.com

(Click on MPOS to select a PCP, and select Preferred Providers (PPO) to view specialists.)

Kaiser Permanente Select (HMO)

www.kaiserpermanente.org

MAMSI Optimum Choice (HMO)

www.mamsi.com

Retirees

Employees who retire from service with the college are eligible to continue to participate in CCBC’s group medical insurance plans. The college will subsidize the premium costs for this benefit in accordance with the following schedule:

Years of Service	Employees Hired before 07/01/07	Employees Hired, or Rehired on or after 07/01/07
Less than 10 years	no subsidy	no subsidy
10-14 years	50% subsidy	35% subsidy
15-19 years	75% subsidy	50% subsidy
20-24 years	85% subsidy	60% subsidy
25-29 years	85% subsidy	70% subsidy
30-34 years	85% subsidy	80% subsidy
35+ years	85% subsidy	85% subsidy

MENTAL HEALTH BENEFITS

Each of the medical plans provides mental health services to assist you and your family members who suffer emotional, drug/alcohol abuse or other mental health problems.

Mental health benefits require pre-authorization and cover inpatient and outpatient care.

Upon receiving care from a licensed mental health provider, you pay a per-visit co-payment. See the benefits comparison sheet for more information on deductibles, co-payments and limits.

PRESCRIPTION DRUG PLANS

All medical plans provide prescription coverage. The premium cost for this benefit is included in your medical care plan premium.

CareFirst BlueCross/BlueShield uses Express Scripts Inc. to administer the prescription benefit plan. You will receive a separate card from Express Scripts to use for pharmacy benefits when you enroll in the CareFirst Triple Choice medical plan.

Kaiser Permanente has their own community pharmacies and provides a list of non-Kaiser Permanente participating pharmacies in their materials.

MAMSI Optimum Choice utilizes a three-tier formulary plan, and prescriptions can be filled at most major pharmacies and retail chains.

For more information on the drug benefits for each plan, review the comparison chart on the Human Resources Web site at www.ccbcmd.edu/hr/benefits.html and/or request an enrollment kit for the appropriate vendor from Human Resources.

DENTAL PLANS

The college provides two group dental plans through CareFirst Blue Cross/Blue Shield. Employees have a choice between the Regional Standard Dental Program and the Regional Preferred Dental Program.

Regional Preferred

The CareFirst Regional Preferred allows the employee to choose a dentist from the CareFirst Regional Preferred Dental Network for reduced out-of-pocket costs. Preferred dentists have agreed to accept the CareFirst allowed benefit as payment in full for covered services. Higher out-of-pocket costs are incurred if dental services are provided by an out-of-network provider.

Note: This plan provides orthodontics coverage for enrolled members age 19 and under, and the maximum benefit level is \$1,000 per calendar year for each enrolled member.

Regional Traditional

The CareFirst Regional Traditional Dental Program allows the employee the freedom to choose any dentist. If a CareFirst Participating Provider is chosen, the dentist cannot bill the difference between their charge and the amount allowed by CareFirst. The employee is only responsible for the applicable deductibles and coinsurance costs. If a CareFirst Participating Provider is not chosen, the employee is responsible for any amount billed over the allowed CareFirst benefits amount.

Note: This plan does not provide coverage for orthodontics, and the maximum benefit level is \$750 per calendar year for each enrolled member.

Although both plans allow for in- and out-of-network services, there are differences in premium costs, deductibles, coinsurance payments, and levels of coverage. Detailed information is available online at the Human Resources Web site: www.ccbcmd.edu/hr/benefits.html or by contacting the Human Resources Department.

VISION PLAN

Vision benefits are provided by CareFirst BlueCross/BlueShield Select Vision Care Plan and are administered by Davis Vision. Eye examinations are paid at 100% of the allowable benefit once every 24 months at in-network participating providers. Benefits for frames, lenses and contact lenses are also available once every 24 months.

In-network vision providers consist of many national retail chains such as Wal-Mart, Pearle Vision, United Optical, Doctors VisionWorks, Sears; and independent Davis Vision providers. To locate a provider, go www.carefirst.com and click on "Find a Doctor."

If a non-participating provider is used, the employee is responsible for the difference between the plan payment and the billed amount. Employees who are treated out-of-network must request and complete a claim form and submit it to CareFirst with a copy of an itemized bill for reimbursement.

EMPLOYEE ASSISTANCE PROGRAM

CCBC sponsors an Employee Assistance Program (EAP) for all benefit-eligible employees and their dependents. The program, administered by ComPsych, is available by contacting (toll-free): 866-797-1622 and may be accessed 24 hours a day, 7 days a week. The EAP is available for the purpose of assisting employees and their family members with family or marital problems, stress, substance abuse, depression, and financial and legal problems. The EAP provides confidential evaluation, counseling and treatment utilizing professional counseling, plus financial and legal experts. The CCBC company code to access this service is: **UT5932C**.

Self-Referrals

Services may be accessed voluntarily by the employee or a family member by contacting ComPsych directly to schedule an appointment or to secure information. Employees are encouraged to take advantage of the self-referral option to address personal problems that have the potential of negatively affecting work performance, attendance and/or workplace behavior. Employees who self-refer are encouraged to schedule appointments for service during non-work hours. Employees also have the option, with supervisory approval, of using sick or vacation time (as appropriate and available) for initial assessments as well as subsequent counseling and/or treatment sessions.

Supervisory Referrals

Supervisors of employees who are experiencing poor work performance, attendance problems (excessive absenteeism and/or lateness), erratic behavior, or suspected substance abuse (alcohol or drug) may initiate a mandatory supervisory referral of the employee to the EAP program. Supervisors must first consult with the appropriate Human Resource representative and must present sufficient documentation of the job-related issues to substantiate the need for a mandatory referral. If warranted, the Human Resource representative will contact the EAP to initiate the referral and establish an official case record. The Human Resource representative will be responsible for confirming that the employee follows through with the initial appointment and any required counseling and/or treatment plans. The employee's obligation to attend and successfully complete an EAP-prescribed counseling/treatment plan may become a condition of continued employment.

LIFE INSURANCE PLANS

Full-time benefit-eligible employees are eligible to apply for group term life insurance effective the first of the month following employment. The amount of insurance is one and one-half times the employee's annual salary, not to exceed a maximum of \$50,000. Employees who wish to elect this benefit are encouraged to do so within the first 30 days of the date of their new hire orientation. Employees who do not enroll within this time period will need to complete and submit for approval an Evidence of Insurability (health statement) to The Standard Insurance Company.

The college provides this coverage through The Standard Insurance Company and pays 90% of the premium costs. The employee pays 10% of the annualized premium, through 20 payroll deductions per year. The Human Resources Department maintains Group Life Certificates which outline the details of the plan; these are available for employees to review upon request and upon enrollment.

The policy permits a covered employee to purchase an individual life insurance policy, without providing proof of good health, when the employee separates from the college and the group life insurance ceases. The conversion form can be obtained from the Human Resources Department and must be completed and submitted within 30 days of the employee's last day worked.

Employees who elect life insurance are encouraged to keep beneficiary information current. Employees may update their beneficiary information at anytime electronically on www.ccbcmd.benelogic.com, or by completing an updated beneficiary form available on SharePoint, or by contacting Human Resources.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE PLAN

The college offers a group Voluntary Accidental Death and Dismemberment (AD&D) Insurance Plan available through the Harford Insurance Company to full-time benefit-eligible employees. Employees may elect to purchase individual or family coverage in increments of \$10,000, from a minimum coverage of \$10,000 to a maximum coverage amount of \$300,000. The coverage provides payment for specific losses in a covered accident.

Included in the AD&D plan coverage is a free education benefit which will pay each eligible dependent child enrolled as a full time student in a university, college, or trade school 2% of the benefit amount. This benefit will be paid for each consecutive year an insured child continues his or her education on a full-time basis, up to four years.

Employees may enroll, update beneficiaries, or change the level of coverage at any time electronically at www.ccbcmd.benelogic.com or by completing or updated an enrollment form available from Human Resources or on the SharePoint Daily Post.

SAFE DRIVING BENEFIT—FREE BENEFIT

Full-time, benefit eligible employees are eligible to elect coverage in a free safe-driving insurance benefit administered by CNA Insurance Company.

Employees who elect coverage are automatically covered for \$10,000. Benefits are payable if either the employee or an insured family member suffers a covered loss as a result of an auto accident while:

- Wearing a seat belt
- Driving or riding in an automobile driven by a driver who is not under the influence of drugs or alcohol

This benefit is offered at no cost to CCBC employees. Employees who wish to enroll may do so at any time electronically at www.cbcmd.benelogic.com.

LONG-TERM DISABILITY INSURANCE

Full-time benefit-eligible employees are eligible to elect long-term disability insurance coverage through The Standard Insurance Company. This insurance provides income protection for an employee's personal illness or injury that causes the employee to be absent from work for an extended period of time. Employees are eligible to receive long-term disability benefits after being disabled for 90 consecutive calendar days. Benefits are payable at 60% of the employee's base salary, up to a maximum of \$3,500 per month, less the sum of benefits from other sources, if any.

Employees are required to pay 100% of the premium costs. The cost is .336 per \$100.00 of the employee's monthly salary. Employees are required to enroll electronically at www.cbcmd.benelogic.com. Employees who do not enroll for long-term disability within the first 30 days of their new hire orientation date will be required to complete an Evidence of Insurability form (health statement) and submit it for approval to The Standard Insurance Company.

The Human Resources Department maintains Group Long Term Disability Certificates that provide the details of the plan and are available for all employees to review upon request and/or enrollment.

PRE-PAID LEGAL SERVICES

Full-time, benefit-eligible employees may elect a voluntary pre-paid legal services benefit available through Legal Resources. This benefit is open to employees only during the annual open enrollment period. Enrollment is for a one-year period. Employees who elect this benefit and separate from CCBC prior to the end of the benefit year will be billed directly by Legal Resources for the remainder of the one-year benefit period. Separated employees may retain this benefit for up to 24 months at the group rate. Detailed information on the plan is available by contacting Human Resources or by visiting the Legal Resources Web site: www.legalresourcesplan.com.

FLEXIBLE SPENDING ACCOUNTS

The college provides the opportunity for employees to enroll in health care and dependent care accounts through PayFlex (www.myPayFlex.com). Employees can pay for eligible uninsured health and dependent care expenses with pre-tax dollars in accordance with Section 125 of the IRS Tax Code (employer pick-up program). Enrollment is in the fall. New hires can only enroll during the

annual open enrollment period. Deductions start with the first pay in January. All monies left in the accounts at the end of the plan year's grace period will be forfeited.

The maximum health care account limit is \$5,000 per calendar year. Co-pays, deductibles, coinsurance costs, eyeglasses, contact lenses and solution, dental expenses and braces, prescription drugs, and over the counter medications are allowable expenses.

The maximum dependent care account is \$5,000 per calendar year. Summer day camp, before and after school programs, and nursery or preschool for children are allowable expenses. Elderly adult day care is also an allowable expense.

RETIREMENT BENEFITS

CCBC offers three retirement plans. The employee's job classification determines the employee's eligibility to enroll in one of the three plans as indicated in the chart below. If an enrollment application is not received with 30 days of the date of hire, employees in job classifications that allow for a choice of retirement plans will be defaulted into the Maryland State Teachers Pension System. The plans are as follows:

Maryland State Teachers Pension System	Optional Retirement Plan Fidelity, TIAA-CREF	Baltimore County Employees' Retirement System
Classified Employees, Faculty & Administrators	Faculty & Administrators	Plant Operations, Public Safety, and anyone not eligible to enroll in the Maryland State Teachers Pension System
Defined Benefits Plan provides a determinable benefit based upon your salary and service	Defined Contribution Plan provides a benefit based upon your accumulated account balance	Defined Benefits Plan provides a determinable benefit based upon your salary and service
Employees contribute 4% (5% effective 07/01/08) per pay and the remainder is funded by the State	The State contributes the equivalent of 7.25% of employees' salary	Employees hired before 07/01/07 contribute a percentage based on the member's age at enrollment. Employees hired after 07/01/07 contribute 6% per pay of salary
Employee is vested after 5 years.	Immediately vested.	Employee is vested after 5 years if hired prior to 07/01/07. Employees hired after 07/01/07 are vested after 10 years
Normal Service Retirement after 30 years of eligibility service or Age 62 with 5 years Age 63 with 4 years Age 64 with 3 years Age 65 or older with 2 years	Tax Penalties are applicable if you retire before age 55	30 years of eligibility service or age 60 with 5 years of service for members hired before 07/01/07. Members hired after 01/01/07 must have 35 years of eligibility service or age 67 with 10 years of service
Early Retirement at age 55 with 15 or more years of eligibility service. Benefit is reduced ½% each month retirement date precedes age 62	Tax Penalties are applicable if you retire before age 55	If hired before 07/01/07 - Age 55 with 20 years of service. Benefit is reduced by 5% for every year prior to age 60 or 30 years of service, whichever results in the lesser reduction up to a maximum of 25%

Note: Employees enrolled in the Baltimore County Retirement System before 07/01/07 may elect a Deferred Retirement Option Program (DROP). Eligibility is based on a combined total of age and qualifying service of at least 85 and a minimum age of 55 years (e.g., 30 years services + 55 years old = 85). The DROP allows eligible members to receive a lump sum payment at retirement in exchange for a reduced monthly benefit.

SUPPLEMENTAL RETIREMENT PLANS

The college provides additional options to employees who wish to increase and or supplement retirement income through two tax deferred compensation plans: The Supplemental 403(b) Retirement Plan and the Deferred Compensation 457(b) Plan. Both plans permit employees to

postpone payment of taxes on the portion of payroll-deducted income deposited into either or both retirement accounts.

Supplemental 403(b) Retirement Plans

Open to all non-student employees of the college. Employees may elect to enroll at any time during the year by:

- Selecting one of the following six participating vendors: AIG Valic, Fidelity Investments, ING, Lincoln Nation Life Insurance Company, TIAA-CREF, or T. Rowe Price.
- Completing an enrollment application form for the selected vendor.
- Completing a CCBC Salary Authorization Reduction form.
- Submitting both enrollment application and the Salary Authorization forms to Human Resources.

Both forms may be secured from Human Resources. Once processed, deductions will be made from each biweekly paycheck* and deposited tax-deferred into the employee's retirement savings account.

In calendar year 2009, employees may contribute up to \$16,500 per year. Employees age 50 and over may contribute up to \$22,000.

Note: Deductions are taken from 24 pays per year for 12-month employees and 20 pays per year for 10-month employees.

Employees may discontinue or reduce the contribution level by completing and submitting a Salary Authorization form to Human Resources. Additional information may be obtained by contacting Human Resources or visiting the HR Web site www.cbcmd.edu/hr/benefits.html.

Deferred Compensation 457(b) Plan

Full-time benefit-eligible employees may save for retirement and reduce taxable income through participation in the Deferred Compensation 457(b) Plan administered through ING. This plan is very similar to the 403(b) plan with the following exceptions: (1) Upon separation of employee, there is no 10% penalty for withdrawals made before 59½ and, (2) Upon separation, vacation pay-out wages may be rolled over (transferred) to the employee's 457(b) account.

The contribution and enrollment guidelines are the same as for the 403(b) plan. Employees are eligible to contribute up to the maximum for each plan, depending upon the employee's age and years of college service or employees under 50, the current (2008) maximum for each plan is \$15,500. Therefore, an employee under 50 years old is eligible to contribute up to \$15,500 to each plan, for a total annual combined contribution of \$31,000.

SAVINGS BONDS

Employees may sign up at anytime to purchase United States Treasury series EE bonds that mature in 30 years. The employee pays 50% of the face amount of the bond value. For example, a \$100.00 bond will cost \$50.00. Employees determine the dollar amount deducted per pay. Once the employee pays the full bond price, a bond will be mailed to the employee's house by the U.S. Treasury. The minimum holding period before a bond can be redeemed is one year. Savings Bonds forms are located on the Human Resources Web site or SharePoint.

EDUCATIONAL ASSISTANCE BENEFITS

Tuition Waivers for Employees—CCBC Courses

Full-time and part-time benefit-eligible employees may enroll during non-working hours in any CCBC credit or non-credit class that has a minimum of 10 regularly enrolled students on a tuition-free basis. Employees are only charged for applicable fees and materials. Employees subject to a probationary period may enroll upon successful completion of the probation period.

Tuition Reimbursement for Employees—Other College and University Courses

Benefit-eligible employees may enroll in courses at other accredited colleges and universities, and receive tuition reimbursement upon successful completion. Employees become eligible for this benefit after completion of one year of CCBC employment. Employees may receive reimbursement for up to 18 credits taken per fiscal year at the reimbursement rate of \$200.00 per undergraduate credit and \$260.00 per graduate credit. External Tuition Reimbursement forms may be obtained from Human Resources, or may be downloaded from SharePoint or the Human Resources Web site: www.ccbcmd.edu/hr/benefits.html. Employees are required to request and obtain pre-approval from their immediate supervisor and appropriate dean/vice president.

Tuition Benefits for Employee Dependents—CCBC Courses

The employee's spouse and eligible dependent children up to age 22 are eligible for tuition reimbursement for CCBC courses. A minimum grade of "C" must be obtained in the course in order to receive reimbursement. The application for tuition reimbursement must be made at the beginning of the semester. The Internal Tuition Reimbursement application may be downloaded from SharePoint or the HR Web site: www.ccbcmd.edu/hr/benefits.html.

Academic Cash Award

A benefit-eligible classified employee who receives an unduplicated college degree is eligible to receive a lump sum \$500.00 award (less applicable taxes).

FINANCIAL SERVICES

Credit Union

CCBC provides access to First Financial Credit Union for all employees and their immediate families. The credit union is independently owned and operated, and it offers savings accounts and low-

interest loans to its members. Employees can request a brochure from Human Resources and Payroll, or visit www.firstfinancial.org.

Banking

Banking services are also available to CCBC employees through M&T Bank for employees who have direct deposit with M&T Bank. Enhanced benefits and discounts may be available. For more information, visit a local M&T branch or: www.mandtbank.com/atwork.

CHILD CARE CENTERS

The Community College of Baltimore County Child Care Centers offer comprehensive programs for children ranging from four months to five-year-olds at each of the three campuses. Each center is licensed by the State Department of Human Services/Child Care Administration and is accredited by the Maryland State Department of Education.

The centers welcome children of students, faculty and staff, and the larger Baltimore County community. Children are accepted, space permitting, regardless of race, religion, ethnicity or gender. Age groupings follow licensing requirements and services may vary by center and age group.

As non-profit and self-supporting centers, the CCBC Child Care Centers depend primarily on parent fees for their operating budget. Current rates may be requested by contacting each center.

ACCESS TO COLLEGE FACILITIES

CCBC is an open college that welcomes faculty, staff, students and citizens to use the facilities (library, gymnasium, pool, etc.) available on campus. Full-time benefit-eligible faculty and staff are required to secure identification cards through any of the campus Records and Registration offices. Identification cards may be required for access to certain campus facilities and/or employee-only privileges. Anyone present on campus is required to show proper identification when requested by a public safety officer or by authorized personnel of the campus.

All college buildings are locked and secured by public safety officers in accordance with scheduled activities in the buildings. No unauthorized persons are permitted in the buildings during non-operational hours. Public Safety vigorously enforces trespass laws.

BOOKSTORE—EMPLOYEE DISCOUNTS

All full-time employees, retirees and alumni are entitled to receive a 10% bookstore discount upon presentation of a valid employee identification card. The discount program includes all items, excluding those sold at or near cost (i.e. stamps, daily papers, bus passes and sale clearance items). The college also provides a connection to the Dell University program, through the bookstore's Web site, to purchase Dell products at educational pricing (not eligible for the 10% employee discount).

PARKING

The college provides free parking to employees. Employees are required to register their vehicles with the Public Safety Department in order to receive a parking permit for the staff-designated parking area. Employees are encouraged to park in their designated area.

CCBC will not be responsible for theft, damage or accidents to employees' vehicles while parked in its parking lots. Handicapped parking is available throughout the campuses and is clearly marked. The college reserves the right to ticket or tow any vehicle for parking in an illegal parking space. The employee will be responsible for the expenses incurred for towing.

MANDATED BENEFITS

Workers' Compensation

All CCBC employees are covered, beginning the first day of employment, under Maryland Workers' Compensation Act. The act is designed to provide workers with compensation for loss of earning capacity resulting from accidental injury, disease, or death arising out of, or in the course of, employment. If the illness or accident is considered to be compensable, medical expenses will be covered and the amount of compensation the employee receives will be based on the nature of the injury and the employee's salary at the time of injury.

Injuries and accidents on the job are to be reported immediately to the employee's supervisor. The supervisor is responsible for ensuring appropriate medical treatment and completing the Supervisor's Accident Investigation Report (see Appendix). Additional information, forms and procedures are provided on the Human Resources Web site: www.cbcmd.edu/hr/index/html.

Unemployment Insurance

Under the Maryland Unemployment Insurance Program, an individual who is out of work through no fault of his or her own is entitled to receive monetary unemployment benefit payments. In order to qualify, persons must be able, willing and actively seeking work. Persons who do not meet these qualifications are not entitled to payments. CCBC pays the full costs of unemployment insurance benefits, and all CCBC employees who meet the eligibility requirements are covered. The program is administered by the State Department of Labor, Licensing and Regulation, Office of Unemployment Insurance. More detailed information is available on the www.maryland.gov Web site.

Employees who witness other colleagues getting injured at work or anywhere on college property are responsible for reporting to either their supervisor or the employee's supervisor as soon as possible.

The Public Safety Department in each campus can be reached for assistance as follows:

Catonsville	x4455
Dundalk	x3372
Essex	x2300 or 1379

Personnel working at any off-campus site should contact the local authorities in case of an emergency situation.

CCBC BENEFITS AT A GLANCE

BENEFIT	SUMMARY
Medical Plan year 9/1 – 8/31	Employees may select Optimum Choice HMO, Kaiser Permanente Select HMO, CareFirst Triple Choice. No preexisting condition exclusions. All plans have prescription drug coverage and mental health and substance abuse benefits. All plans require the selection of a primary care physician, but allow the option to change. Annual Open Enrollment is in May.
Dental Plan year 9/1 – 8/31	CareFirst Regional Traditional Dental or CareFirst Regional Preferred Dental. Traditional Dental covers \$750/person/calendar year. Preferred Dental covers \$1000/person/calendar year. Annual Open Enrollment is in May.
Vision Plan year 9/1 – 8/31	Carefirst Blue Vision Plus. Covers one eye exam and glasses, contacts, or bi/trifocals every 24 months. Administered by Davis Vision. Optimum Choice and Kaiser medical plans allow members to have one eye exam yearly (covers exam only). Annual Open Enrollment is in May.
Employee Assistance Program (EAP)	The EAP provides CCBC employees and their family member's confidential 24-hour online and telephone access for legal, financial and personal issues. Provided for CCBC employees at no cost. Administered by ComPsych.
Flexible Spending Accounts (section 125)	Allows employees to pay for out-of-pocket medical and dependent care expenses, up to a maximum of \$5000, on a pre-tax basis. Debit card provided to simplify claims processing for health care expenses. Annual Open Enrollment is in November. Administered by PayFlex.
Life Insurance	Group Term Life policy available to employees for one and a half times employee's annual salary, not to exceed \$50,000. CCBC pays 90% of the premium. Evidence of insurability is required if enrollment occurs 31 days after hire date. Administered by The Standard Insurance Company.
Free Safe Driving Benefit	Pays \$10,000 to a beneficiary if you or a family member is killed in a car accident provided that seat belts are worn and the driver of your vehicle is not under the influence of drugs or alcohol. Continuous year-round enrollment. Administered by The Hartford Insurance Company.
Long Term Disability	Benefits are effective after 90 days of continuous total disability and pays 60% of salary. Evidence of insurability is required if enrollment occurs 31 days after the employee's hire date. Administered by The Standard Insurance Company.

BENEFIT	SUMMARY
Legal Services	Provides legal advice, consultation and courtroom representation for commonly used legal services; plus will preparation, traffic violations, credit issues, warranty disputes, medical durable power of attorney and uncontested divorce. Annual Open Enrollment is in May. Administered by Legal Resources.
Retirement Plans	Employees are eligible, based on position classification, to enroll in one of three retirement plans: (1) MD State Teachers Pension System, (2) MD State Optional Retirement Plan (ORP), or (3) Baltimore County Employees Retirement System. All plans require employee contributions except MD State ORP.
403(b) Supplemental Retirement Plans	Employees can contribute up to \$15,500 for the 2008 calendar year on a tax-deferred basis. Employees age 50 and older can contribute an additional \$5,000 under the catch-up provision. Vendors: AIG-VALIC, TIAA-CREF, T. Rowe Price, Fidelity, Lincoln and ING.
457(b) Deferred Compensation Plan	Employees can contribute up to \$15,500 for the 2008 calendar year on a tax-deferred basis (in addition to 403(b) contributions). Employees age 50 and older can contribute an additional \$5,000 under the catch-up provision. Vendor: ING
Savings Bonds	U.S. EE Treasury bonds. Matures in 20 years. Purchase price is 50% of the face value.
Tuition Waiver /Reimbursement	CCBC tuition is waived for benefit-eligible employees after probationary period, if applicable. Tuition reimbursement for courses taken at other colleges and universities is available after one year of CCBC employment. Employees are reimbursed: \$200/credit undergraduate; \$260/credit graduate courses, up to a maximum of 18 credits per fiscal year.
Financial Services	Free checking account, direct deposit, loans and other services at First Financial Federal Credit Union and M&T Bank.
Time Off (fiscal year)	12-month employees accrue up to 12 sick days the first year of employment and 18 days per year thereafter. 10-month employees accrue up to 10 sick days the first year and 15 days thereafter. All employees accrue 3 personal business days per fiscal year. Employees are eligible based on position classification and years of service to accrue a minimum of 10 days and a maximum of 20 days vacation per fiscal year.
Day Care Centers	Each campus has an on-site, non-profit day care center. Rates are determined by each center. Students, employees and community priority order of waiting list.
Parking	Free. Must obtain a parking permit from Public Safety to use on all campuses.