



Classified Employee Handbook

Updated September 2016

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LETTER FROM THE PRESIDENT

TO SUPPORT STAFF:

New River Community College has been widely recognized for instructional excellence, leadership in regional economic development, state of the art management information systems, advanced instructional technologies, and for service to students with disabilities. Effective administration of these services and others far too numerous to mention have earned for the college a reputation of excellent programming, a friendly and caring environment and a commitment to student access.

The effective administration of services mentioned above would not be possible without the competent involvement of an exceptional support staff. The contributions of this group of dedicated employees are integrated throughout the college organization and have contributed substantially to institutional success on many fronts. My gratitude is expressed to each and every member of the support staff for both individual and collective contributions to our work.

This handbook has been prepared to provide you with information pertaining to your employment at the College. Please become thoroughly familiar with the contents of this handbook as it will not only make your job easier but will also help the College to function properly.

I value your service to New River and hope that your association with us will be long and productive.

Please feel free to contact the Human Resources Office or your supervisor should you have any questions that are not answered by this handbook.

Charlie White
Interim President

NOTICE

This handbook contains general information about your employment with the Commonwealth of Virginia and outlines policies and procedures that affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. **The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.**

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

INTRODUCTION TO EMPLOYEE HANDBOOK

Whether you are new to the Commonwealth of Virginia or are a continuing employee, this Classified Employee Handbook is written to help you develop a satisfying career in service to Virginia by outlining the basic elements of the employment relationship between you and the Commonwealth.

This Handbook is designed for you as a classified employee of the Commonwealth. (Classified employees are salaried employees whose positions are subject to the Virginia Personnel Act.) The Employee Handbook contains basic information related to your employment and refers you to the Department of Human Resource Management policies for specific details. These policies are found at the Web site of the Department of Human Resource Management (DHRM), <http://www.dhrm.virginia.gov>. Supervisors, managers and Human Resource staff will also find information here that is useful to their work with employees.

This handbook does not include all information that may apply specifically to your agency because of the flexibility that agencies have to tailor policies to meet their management needs. Other specific information is available from your supervisor or your Human Resource office.

The official policies of the Department of Human Resource Management, some of which are discussed in this handbook, are revised frequently as the need arises. If any statements in this handbook differ from policy as contained in the *Policies and Procedures Manual*, the *Manual* governs.

OUR VISION

"Through forward-looking leadership, efficient management and the deep commitment of faculty and staff to provide the best possible teaching and learning environment, the college aims not only to meet the educational challenges of the coming decades, but to welcome them. Accordingly, New River Community College embraces the following beliefs:

- "That student learning is the ultimate priority for the college and to best serve students there must be maintained the highest level of commitment achieved by focusing on the teaching/learning process and by providing support for the personal development of each student served;
- "That instruction must remain the primary function of the college, with other college functions to be supportive of or complementary to the instructional program;
- "That access to higher education must be provided to all who can benefit from it;
- "That high quality must be maintained in all programs and services through instructional excellence, competency of faculty and staff, on-going curriculum development and improvement, and effective processes for assessment of quality;
- "That the college must foster a spirit of innovation through technological advancements and through continuous improvement of programs and services;
- "That a positive institutional climate must be maintained which supports high ethical standards, professionalism, faculty and staff development, and an inclusive environment based on dignity and respect for all persons;
- "That the college must be community centered as reflected by comprehensive and affordable programming, linkages and partnerships with other organizations, community outreach efforts, fostering of an appreciation for education in the community, and continued responsiveness to community needs;
- "That the college must support multi-cultural diversity as well as equal opportunity for all persons, and that the institution must be outward looking as it fulfills its local mission;
- "That the college must focus continually on institutional effectiveness with emphasis on accountability, assessment, good management practices, employability of graduates, comprehensive planning processes, and the overall improvement of organizational effectiveness."

OUR MISSION/PURPOSE

New River Community College, a member of the Virginia Community College System (VCCS), subscribes to the tenets set forth in the VCCS mission statement. This statement is as follows:

"We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened."

In addition, New River Community College believes that all people should have a chance not only to develop and extend their skills and knowledge, but also to increase awareness of their roles and duties as citizens. The college serves the educational needs of the public and assumes a responsibility to help provide the requirements for trained workers in the New River Valley through a combined effort with local industry, business, professions, and government, including economic development efforts. The college is also dedicated to organizing programs with senior institutions as well as with those of local public school systems.

New River Community College offers certificate, diploma, and associate degree programs. The college is also committed to assisting students with decisions concerning their educational, career, and personal goals.

The College

New River Community College is a two-year institution of higher learning operating under a state-wide system of community colleges. The college serves those who live in the counties of Floyd, Giles, Pulaski, Montgomery, and the city of Radford.

The college acts under policies set up by the State Board of Community Colleges and the local Community College Board. The school is funded mainly with state funds, but the participating localities also add to the support of the college.

The college is open on a year-round basis under the semester system. Classes are held from 7:00 a.m. to 10:00 p.m. Since college credit courses are offered in the evening and on weekends, students who work may also attend college.

History

In 1959 New River Community College began offering vocational/technical courses as a vocational/technical school to residents in the New River Valley. It is one of five colleges which developed from existing vocational/ technical schools into community colleges under 1966 General Assembly legislation which formed the Virginia Community College System.

The Local Board was set up in August 1969, and the college was named New River Community College in October 1969. The college continued the occupational/technical programs in Machine Shop, Drafting and Design, Auto Mechanics, Practical Nursing, Industrial Electricity, Electronics, Instrumentation, Clerk Typing, and Stenography.

Programs leading to the Associate in Applied Science Degree in Accounting, Business Management and Secretarial Science were added in the fall term of 1970. Degree programs designed for transfer to four-year colleges were also offered at that time. These included the Associate of Arts Degree program in Liberal Arts and the Associate in Science Degree programs in Science, Education, Business Administration, and General Studies.

For more on the History of NRCC, please visit <http://www.nr.edu/journey/pages/intro.htm>.

Localities & Facilities

The college is located on a one-hundred acre site at the intersection of U.S. Routes 11 and 100 in Dublin, Virginia. The campus provides modern, well-equipped facilities for the vocational/technical programs as well as for university- parallel programs.

The facilities contain labs for Administrative Support Technology, Accounting, Automotive, Drafting and Design, Electronics, Electricity, Fiber Optics, Forensic Science, Information Systems Technology, Instrumentation, Machine Shop, Natural Science classes, Network Design and Installation, Nursing, Programmable Logic Controllers, and Welding.

Besides the special labs, there are general classrooms, a large lecture room, a modern library, a learning lab, a spacious industrial training room, a student center, an auditorium, and faculty and administrative offices.

The college's Christiansburg site offers increased educational opportunities to Montgomery and Floyd County residents. Faculty from the college's teaching divisions provide high quality instruction equivalent to on-campus instruction.

In addition to the Dublin campus and the Christiansburg site, the college makes use of public schools, industrial plants, and other facilities off campus to provide instruction that is closer to the people served by the college.

Programs

New River Community College offers programs two years beyond the high school level.

OCCUPATIONAL/TECHNICAL EDUCATION - The occupational and technical education programs are designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen in the New River Valley who will be employed in industry, business, the professions, and government.

UNIVERSITY PARALLEL/ COLLEGE TRANSFER EDUCATION - The university parallel/college transfer programs include college freshman and sophomore courses in arts and sciences and preprofessional education. These courses meet the standards for transfer to baccalaureate degree programs in four-year colleges and universities.

GENERAL EDUCATION - The courses in general education include common knowledge, skills, and attitudes needed by an individual to be effective as a person, a worker, a consumer, and a citizen.

CONTINUING EDUCATION - Degree credit and non-degree credit courses are offered during the day and evening hours for adults in the region wishing to continue learning.

CUSTOMIZED TRAINING PROGRAMS - Customized training is offered where specific employment chances are open for new or expanding industry. Customized training programs are coordinated with Virginia's economic growth efforts and with the needs of employers.

DEVELOPMENTAL COURSES - Basic or developmental courses are designed to prepare people for admission to college transfer and occupational/technical courses of study in the community

college. These courses are designed to assist the person with basic skills and knowledge needed to succeed in other community college programs.

Recognition

The college, part of the Virginia Community College System, is governed by the State Board for Community Colleges in Virginia. The college's associate degree courses are approved by the State Council of Higher Education for Virginia.

The college has been fully approved by the State Department of Education for payment of veterans' benefits as well as by other state and federal agencies for funding. Also, this school is authorized under Federal Law to enroll nonimmigrant alien students.

The college is an institutional member of the American Association of Community Colleges and a number of other state and national organizations.

Accreditation

NRCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4501) to award the associate degree.

QUICK REFERENCE TO KEY WEBSITES

[Department of Human Resource Management \(DHRM\)](#)

[DHRM Policies and Procedures Manual](#)

[DHRM Compensation and Classification](#)

[DHRM Benefits Administration](#)

[Department of Accounts Payline](#)

[Employee Dispute Resolution](#)

[Virginia Retirement System \(VRS\)](#)

[Virginia Community College System \(VCCS\)](#)

[New River Community College's Human Resources](#)

GENERAL CONDITIONS OF EMPLOYMENT

A. Hours of Work

See Policy 1.25, [Hours of Work](#)

A full-time classified employee works a schedule of 40 hours per week (“F” status) or 32 to 39 hours per week (“Q” status). Classified employees working a schedule of less than 29 hours per week are part-time (“P” status).

For most jobs, an unpaid lunch break of 30 to 60 minutes is required. Your supervisor will schedule this for you. In addition, agencies may provide two 15-minute breaks, one morning and one afternoon, which are part of the paid day. These breaks are optional and may not be used to cover missed time or to extend the lunch period.

Lunch breaks at New River Community College are typically 60 minutes for full-time employees. However, this may vary based on the business needs of the department. Employees who work at least 6 consecutive hours must be given a meal break of at least 30 minutes.

The required lunch period shall not be included in the total required hours of work per day, except when the agency head has designated the lunch break as part of the work schedule to provide staffing for client services.

The standard workday is 8 hours. Unless otherwise indicated, official statements including policy and handbook references to “workday” meaning an 8-hour period. If you work an alternate schedule, remember that official statements generally assume 8-hour days.

1. Some agencies have established flexible work hours to better meet their business needs. Normally, administrative offices must ensure adequate coverage during core business hours. In most cases, flexible schedules maintain a 40-hour workweek. Ask your supervisor if one of these schedules applies to your or is an option available to you.

2. Your agency may permit alternate work schedules in some cases. An example of an alternate schedule is four 10-hour days per week. Based on its business needs, an agency or work unit may decide not to permit alternate work schedules, or may decide to discontinue them at any time.

New River Community College offices adhere to an 8:00 a.m. to 5:00 p.m., Monday through Friday, work schedule, unless business reasons dictate otherwise.

Most non-exempt employees (those covered by the Fair Labor Standards Act) may work only those schedules that maintain a 40-hour workweek. For certain employees in law enforcement and health care delivery, the Fair Labor Standards Act (FLSA) permits 12 arrangements, such as 28-day cycles, which do not require a 40-hour workweek. In these cases, the calculation of overtime is based on the alternative work cycle.

With agency approval, exempt employees (those not covered by the FLSA) may work a two-week schedule that results in 80 work hours in two weeks.

B. Attendance

See Policy 1.60, [Standards of Conduct](#), and Policy 1.25, [Hours of Work](#)

You are expected to work in accordance with the work schedule assigned by your supervisor, and you are responsible for letting your supervisor know as soon as possible if you expect to be late or absent. Ask your supervisor about your agency's procedure for reporting absences. Failure to notify your supervisor appropriately may result in disciplinary action including termination.

Attendance at work is an indication of a sense of responsibility and is a factor in evaluating an employee's job performance with regard to advancement. Employees who must be absent or late should notify their supervisor in advance of such an absence when it is possible. When advance notice is not possible, they should notify their supervisor immediately on the day of the absence.

C. Hiring Requirements

See Policy 2.10, [Hiring](#)

Employees hired into certain positions must complete a Statement of Personal Economic Interests as required by the Code of Virginia § 2.2-3100. Your Human Resource office will know whether you need to complete this statement.

All employees must meet certain conditions of employment. Additionally, agencies may require a background check which could include pre-employment tests and/or drug tests.

New River Community College will conduct criminal conviction investigations as part of the employment selection process.

Certain state jobs are designed by agencies as "sensitive" according to the definition in the Code of Virginia § 2.2-1201.1. Final candidates for these positions are subject to a fingerprint based background check, including current employees who apply for a sensitive position.

New River Community College's security staff occupies sensitive positions and these services are outsourced. The contractor requires members of this staff to pass criminal background checks.

D. Information about Your Paycheck

Standard pay periods for classified employees are the 10th through the 24th of a month and the 25th through the 9th of a month. Most classified employees are paid twice a month, on the 1st and 16th following the end of the pay period. When payday falls on weekends or holidays, paychecks normally are distributed and direct deposits normally are made the last workday before the regular pay date.

Ask your supervisor about your agency pay schedule. New state employees are required to participate in direct deposit.

Tax liens, court orders and garnishments are honored as directed by state and federal law. An employee may be charged a fee for processing certain garnishments. See the Commonwealth Accounting Policies and Procedures (CAPP) Manual, [Topic 50405](#).

E. Probationary Period

See Policy 1.45, [Probationary Period](#)

Classified state employees serve a probationary period of one year from their employment or re-employment date. This is a trial period during which the agency and employee learn whether the employee is suited for the job. This time may be extended if the employee experiences absence(s) of more than 14 consecutive days and for certain other reasons. Except to make up for the employee's absence, the probationary period may not be extended for more than six additional months. If you are selected for a position that requires certification following completion of a prescribed training program, you must complete a new probationary period.

The state's grievance procedure is not available to probationary employees. However, if you believe you have been discriminated against in any condition of employment based on race, color, religion, national origin, sex, age, disability, or political affiliation, you may file a discrimination complaint through your agency's human resource department, with the Office of Equal Employment Services section of DHRM, <http://www.dhrm.virginia.gov/equal-employment-opportunity>.

During your probationary period and throughout your employment with the Commonwealth, you should consult your agency Human Resource office for assistance with workplace issues of all kinds. This office can provide guidance and referral to other resources as needed.

F. Overtime

See Policy 3.15, [Overtime Leave](#), and Policy 1.25, [Hours of Work](#)

Some positions involve occasional or periodic overtime work; employees must work overtime as required by their supervisors. Employees are designated as covered by the federal Fair Labor Standards Act (FLSA) as ("non-exempt") or not covered ("exempt"). Agencies determine the exempt or non-exempt status of each employee using FLSA guidelines and based on the type of work done. For non-exempt employees, payment of overtime hours worked must comply with the Act.

Non-exempt employees are normally paid overtime at time and one-half their regular rate for hours worked over 40 during a workweek. Agencies may elect to grant overtime leave instead of overtime pay. In this case, the employee must be notified in advance. Overtime leave hours do not expire, and there is a maximum number of overtime leave hours an employee may accrue. Thus, an employee must take paid time off to avoid exceeding his or her agency limit. Employees receive pay for accrued overtime hours when leaving state service and at certain other times specified in policy.

Exempt employees typically are not compensated for working overtime. However, in unusual circumstances, agencies may choose to provide straight-time compensatory leave or pay.

It is the policy of the college to comply with the FLSA by paying time and one-half for all work performed by non-exempt employees in excess of 40 hours in a work week. The normal work week for the college is Friday – Thursday.

G. Office Closings

See Policy 1.35, [Emergency Closings](#)

When weather conditions or an emergency situation forces late openings, early closings, or full-day closings of state agencies, classified employees may be paid for these periods. Decisions regarding such closings are made by the following authorities:

- For administrative agencies in the City of Richmond and in Chesterfield, Henrico, and Hanover counties – the Governor.
- For state colleges and universities – the college or university president; and
- For state operations or branch offices of administrative agencies outside of Richmond – the responsible agency head or appropriate facility or operations director.

Closing decisions normally are announced on local radio and television stations. Be sure you know the radio or television stations that will announce closings in your area. Closing announcements also appear on the DHRM web site, <http://www.dhrm.virginia.gov>. You are responsible for knowing this information and acting accordingly.

Certain personnel may be “designated” by their agencies as being required to work during authorized closings. They may earn compensatory leave or pay for hours worked during periods of closing.

The following radio and television stations are notified when the college is forced to close or to operate on a delayed schedule because of inclement weather. NOTE: Separate announcements are made for day and evening classes. If no announcement is made, the college will be open as usual.

WDBJ Channel 7 Roanoke
WLSL Channel 10 Roanoke
Q99 99.1 FM Roanoke
K92 92.3 FM Roanoke
Star Country 94.9 FM Roanoke
WFIR 960 AM Roanoke
VIBE 100.1 FM Lynchburg

WRAD 1460 AM Radford
NASH 107.1 FM Pulaski
WFNR 710 AM Christiansburg
WBRW 105.3 FM Christiansburg
Super Sports 101.7 FM Christiansburg
WNRV 990 AM Pearisburg
Mix 100.7 FM Christiansburg

H. Telecommuting

See Policy 1.61, [Telework](#)

Agencies may designate certain positions and certain employees for telecommuting (teleworking). This practice enables employees to conduct some of their work from their homes or another site other than the central workplace.

State agencies are encouraged to develop telecommuting and alternative work schedule arrangements where high standards of employee performance and service delivery can be maintained.

I. Outside Employment

See Policy 1.60, [Standards of Conduct](#)

As a state employee, your obligation to your state job is considered to be your primary duty. An employee must receive approval from his or her agency before taking on an additional job, including self-employment. An employee who already has other employment when he or she enters state service or moves from one agency to another must inform the hiring manager and seek approval to continue the other employment. An employee may be disciplined for outside employment that occurs during work hours or that is deemed to affect work performance.

J. Alcohol and Other Drugs

See Policy 1.05, [Alcohol and Other Drugs](#)

The Commonwealth intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the work place, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination. Because of the nature of the work, some agencies require drug testing before a final employment offer is made. Some positions may also require ongoing random drug testing and/or as-needed drug or alcohol testing.

K. Safety and Security in the Workplace

See Policies 1.80, [Workplace Violence](#) and 2.30, [Workplace Harassment](#)

As an employer, the Commonwealth of Virginia makes every effort to ensure a safe and healthy workplace for its employees as well as customers, patients, business colleagues, and visitors. Harassment (sexual or other), threats of violence, and violent acts will not be tolerated in the state workplace. Policy 1.80 provides guidance regarding the kinds of actions which will not be tolerated in the workplace, and describes the responsibility of state agencies to take certain measures to promote safety and security in the work environment. Violation of policies related to these matters can result in serious disciplinary action including termination.

You should consult your Human Resource office if you have concerns in this area. Incidents of workplace violence should be reported immediately through appropriate channels in your agency.

All state employees are covered by the Virginia Workers' Compensation Act. In addition, the Workers' Compensation section of the Department of Human Resource Management offers services such as training and consultation in workplace safety and loss control.

L. Layoff and Severance

See Policies 1.30, [Layoff](#); 1.57, [Severance Benefits](#); and 1.65, [Temporary Work Force Reduction](#)

Business needs, including economic constraints, may require an agency to reconfigure or reduce its workforce. Policy 1.30 Layoff, Policy 1.57 Severance Benefits, and Policy 1.65 Temporary Work Force Reduction outlines procedures for agencies to follow and rights of employees in these situations.

Employees may be identified for layoff using a number of factors, including business needs, job functions, and employees' length of continuous state service. Severance benefits are based on salary and length of continuous state service and may sometimes be used by eligible employees for enhanced retirement. Restricted employees (those paid from non-continuing sources of funds) and part-time employees should check these policies and consult their Human Resource offices to find out whether they are eligible for layoff and/or severance benefits.

Your agency may experience variations in work flow which make temporary staff reductions advisable. Policy 1.65, Temporary Work Force Reduction, explains how agencies should implement these short-term reductions and defines the rights of employees during such actions.

M. Statement of Public Accountability

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and accountable to them for the effective use of public funds. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, unless they use leave time, such as annual leave or sick leave, accrued under human resource policies. You will be placed on Leave Without Pay, and your paycheck for that pay period will be reduced, if you are absent from work for personal reasons or because of illness or injury, even for periods of less than one day, if you do not use accrued leave because (1) you do not request use of accrued leave or your request is denied, (2) your accrued leave has been exhausted, or (3) you request leave without pay.

If your position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), there will be no deductions from your compensation for periods of absence from work of less than one day, except for the reasons and circumstances specifically described in the preceding paragraph or for infractions of safety rules of major significance.

COMPENSATION

See Policy 3.05, [Compensation Management](#).

Your total compensation includes both your salary and the state's benefits package. In addition to salary, classified employees are eligible to receive several kinds of paid time off, group health insurance (with a state contribution to the premiums for full-time employees), state-supported membership in the Virginia Retirement System, life insurance, short-term and long-term disability coverage (for VSDP participants) and many other benefits. Your benefits are explained in this Handbook, and the Benefits Administrator in your agency's Human Resource office can give you detailed information.

Classified positions are assigned to approximately 300 roles (titles) within about 60 career groups and seven occupational families. Each role is assigned to one of nine pay bands. Both the employee and the job are assessed for pay purposes using specified factors. Various pay practices are used to establish your original salary and to guide the movement of your salary during your career. Agencies retain some latitude to develop their own salary administration plans within the broad framework set by DHRM policies.

Funds to support employee pay increases may be provided and earmarked by the Governor or the legislature, or may be identified by the agencies within their own budgets. The legislature and Governor may provide for general pay increases for some years. These typically are linked to the employee's satisfactory job performance.

The college follows the state guidelines established for classified employee pay actions as well as the procedures of the Virginia Community College System.

PERFORMANCE MANAGEMENT AND EVALUATION

See Policy 1.40, [Performance Planning and Evaluation](#), and Policy 1.45, [Probationary Period](#)

It is important for you to clearly understand what you will be expected to do in your job. One way to get this information is through the Employee Work Profile (EWP), a description of the work you will be assigned to do and the level of performance you are expected to achieve. You will receive a EWP shortly after you begin work, and it will be reviewed annually thereafter. The EWP may be revised as needed.

The EWP may also include a Development Plan that describes specific steps you should take to improve job-related competencies (behaviors, knowledge, and skills) during the coming performance evaluation period.

During an employee's probationary period, the supervisor prepares reports on the new employee's progress. After probation, employees receive an annual performance review. You may also receive ongoing feedback concerning your performance during the performance cycle. Along with pay practices mentioned in Policy 3.05, your performance rating may affect your salary increases.

BENEFITS AND PROGRAMS

Group Life Insurance – See [VRS](#)

All classified state employees are enrolled in the group life insurance plan administered by the Virginia Retirement System (VRS) at no cost to the employee. This plan provides life insurance and accidental death and dismemberment insurance during your employment.

The amount of your life insurance coverage for death from natural causes is your annual salary rounded to the next highest thousand, then doubled. The benefit for accidental death is double the natural death benefit.

Through a plan also administered by VRS, active insured employees may purchase optional life insurance for themselves, their spouses, and their minor children. Premiums are paid through payroll deduction. In some cases, some coverage may be continued into retirement. Your agency's Benefits Administrator can provide additional information on Optional Life Insurance.

Health Insurance – See [Benefits Administration](#)

When an employee is hired, he or she has a specified length of time to decide whether to enroll in the state's health insurance program or to waive coverage. Your agency Benefits Administrator will let you know about important deadlines. The state's program, administered by the Department of Human Resource Management, includes hospitalization, medical, mental health, dental, surgical, prescription drug, and other coverage. An employee may choose membership for employee only, membership for employee and one dependent or family membership for the employee and two or more dependents. The employee's portion of the premium is paid by payroll deduction. The state contributes a monthly amount toward the cost of this benefit for employees in full-time status (F or Q). Part-time classified employees (P status) may participate in the state's group health insurance but do not receive a state contribution to their premium costs.

Employee Assistance Program – See [Employee Assistance Program](#)

The Virginia Employee Assistance Program (VEAP) offers help to employees and their family members who need counseling and treatment referrals for alcohol and substance abuse problems and for various personal difficulties including legal, financial, and relationship concerns. The employee or family member may seek these services directly, or a supervisor may encourage an employee to use VEAP resources because of employment issues that may be adversely affecting work performance. All services are provided under strict guidelines of confidentiality. VEAP services are available to all state employees enrolled in the Commonwealth's health care plan and their covered family members. For additional information, ask your agency Benefits Administrator for your insurance carrier for contact information.

Virginia Sickness and Disability Program (VSDP)

See Policy 4.57, [Virginia Sickness and Disability Program](#)

All classified employees hired on or after January 1, 1999, are enrolled in VSDP; many employees already working at that time have made the choice to join the program. The chief purpose of this

program is to provide income replacement to employees when they are unable to work because of short-term (up to 125 work days) or long-term illness or disability. The program also provides:

- Return-to-work services,
- Paid sick leave time up to 80 hours per year, based on months of state service, to be used for the employee's own short occasions of sickness/injury or for personal doctor visits,
- Paid leave time of up to 40 hours per year for other family and personal reasons, and
- A long-term care component.

Eligible employees may use up to 33% of their available sick leave balance for absences for family illness or disability that are covered by the Family and Medical Leave Act (FMLA).

Long-Term Care Insurance

The Commonwealth of Virginia offers long-term care insurance to eligible state employees, retirees, and certain family members under a contract awarded to a third-party vendor. Long-term care typically provides assistance when necessary to accomplish normal activities of daily living, such as eating, dressing, and getting in and out of bed. This is an optional benefit which you may choose to purchase through payroll deduction.

Workers' Compensation

See Policies 4.60, [Workers' Compensation](#), and 4.57, [Virginia Sickness & Disability Program](#)

If you incur a work-related injury or illness, you may be eligible for benefits under the Workers' Compensation Act. In addition, the Commonwealth provides employees covered by the Virginia Personnel Act benefits to replace lost income and to compensate for certain permanent losses to the body. Workers' Compensation benefits include a return-to-work program to help employees resume productive activity. Procedures and benefits may vary depending on whether you are in the Traditional Sick Leave program or in the Virginia Sickness and Disability Program (VSDP). Your agency Human Resource office can provide more detailed information.

It is important to report a work-related injury as soon as possible. Your Human Resource office can help you with this process.

TIME-OFF BENEFITS, PAID AND UNPAID

The Commonwealth provides paid leave time to employees for a variety of reasons. The various types of leave are outlined below. Refer to the specific policy for more detailed information. In general, all leave must be scheduled in advance and approved by your supervisor. Ask your supervisor about your agency policies and procedures for scheduling, taking and reporting leave.

Annual Leave

See Policy 4.10, [Annual Leave](#)

Annual Leave is earned (accrued) at the end of each completed pay period; at a rate set according to your total amount of state salaried service; new full-time employees start by accruing four hours per pay period. Classified employees who work less than 100% but at least 50% accrue at a rate proportionate to the percentage of time worked.

You can carry accrued annual leave hours forwarded from one leave year to the next up to the carryover limits, which are also based on state service. When you separate from state service or experience certain other status changes, you will receive payment for unused annual leave, up to established payout limits. Annual leave is available for personal uses such as vacation. Ask your supervisor for approval to use this leave in advance. Annual leave will not be earned during a leave of absence with pay after 90 calendar days.

Sick Leave

See Policy 4.55, [Sick Leave](#)

There are two sick leave plans for salaried employees. Employees hired before January 1, 1999 were able to choose either the College Sick Leave Plan or the Virginia Sickness and Disability Program. All full-time classified employees hired after January 1, 1999 are required to participate in the Virginia Sickness and Disability Program.

College Sick Leave Plan

Classified employees who elected to stay with the College Sick Leave Plan accrue 5 hours of sick leave, or proportionate, at the end of each pay period. Sick leave is used during periods of illness or disability or for absences due to medical appointments. Employees have access to 48 hours of accrued sick leave to use for absences for the illness or death of an immediate family member. Eligible employees may use up to 33% of their available sick leave balance for absences for family illness or disability that are covered by the Family Medical Leave Act (FMLA).

Virginia Sickness and Disability Program (VSDP)

See Policy 4.57, [Virginia Sickness and Disability Program](#)

Sick leave, under the Virginia Sickness and Disability Program, may be used throughout the calendar year for absences due to personal illness, injury and for doctor visits when disability benefits are not payable; and may not be used during periods when short-term or long-term disability benefits are paid. Sick leave is credited during the first year of employment for new employees depending on whether they are full-time or qualified part-time, and is based on the first date of employment as follows:

Sick Leave for New and Re-employed Full-time Employees

Employment Begin Date	Sick Leave Hours
January 10 – July 9	64 Hours
July 10 – January 9	40 Hours

In subsequent years, sick leave is credited on January 10, and the amount of sick leave depends on total months of state service as shown below:

Months of State Service	Sick Leave Hours
Fewer than 60 months	64 Hours
60 – 119 months	72 Hours
120 or more months	80 Hours

Eligible part-time classified employees earn VSDP sick leave based on a prorated schedule. See the *Virginia Sickness & Disability Program Handbook* for more information. (Please note – 1500 hour wage employees are not eligible for VSDP leave and/or disability benefits.)

Unused sick leave may not be carried forward from one calendar year to the next, nor will employees be paid for any unused leave when they leave employment.

Family and Personal Leave - In addition to sick leave, you will be credited with family and personal leave each calendar year. Family and Personal leave may be used for absences due to personal and family reasons, as well as for personal illnesses or injuries, with the approval of your supervisor.

Family & Personal Leave for New and Re-employed Full-time Employees

Employment Begin Date	Family & Personal Leave Hours
January 10 – July 9	32 Hours
July 10 – January 9	16 Hours

In subsequent years, family and personal leave is credited on January 10, and the amount of sick leave depends on total months of state service as shown below:

Months of State Service	Family & Personal Leave Hours
Fewer than 120 months	32 Hours
120 or more months	40 Hours

Unused family and personal leave may not be carried forward from one calendar year to the next, nor will employees be paid for any unused leave when they leave employment.

VSDP Short-term Disability Benefits - Short-term disability coverage provides income replacement of 100, 80, or 60 percent of creditable compensation, depending on length of service, accrued leave, and duration of the disability. Short-term disability coverage is

available for illness or injury lasting more than 7 calendar days but not more than six months.

After a seven-calendar day waiting period, short-term disability coverage provides income replacement at varying levels for up to 125 workdays depending on the employee's length of state service as shown in the following table:

VSDP Short-Term Disability Benefits

Months of Service	Work days at 100% Income Replacement	Work Days at 80% Income Replacement	Work Days at 60% Income Replacement
Fewer than 60	5	20	100
60 – 119	25	25	75
120 – 179	25	50	50
180 or more	25	75	25

VSDP Long-term Disability - After short-term disability benefits have been exhausted, you may be eligible for long-term disability benefits. Long-term disability coverage provides income replacement of 60 percent of creditable compensation for illness or injury lasting more than six months. Enhanced benefits (80% income replacement) are available for catastrophic illness or injury. The program provides incentives for members to return to work and participate in rehabilitation programs. If an injury is work related, the disability benefits are integrated with workers' compensation coverage. Long-term disability benefits are adjusted for inflation. Long-term benefits expire when the member is no longer disabled or normal retirement age which is age 65. At age 65, members would receive the normal VRS retirement benefit based on the last salary earned, adjusted for inflation. VRS service credit is earned for time covered by the disability program. See the *Virginia Sickness & Disability Program Handbook* for additional information.

Leave Sharing

See Policy 4.35, [Leave Sharing](#)

Leave sharing allows full-time and part-time salaried employees to donate unlimited annual leave (in eight-hour increments) to other employees in a leave without pay status because of their own personal illness or injury or because of the illness of a family member for which the employee is using Family and Medical Leave (FMLA). Employees covered by the Virginia Sickness and Disability Program may request to receive leave sharing donations when they are in a leave without pay status because of a family member's illness or injury for which the employee is using Family and Medical Leave. The agency continues to make its contribution to the health care premium for the time covered by FMLA leave.

Interested parties should contact the Human Resources Office to apply for leave sharing if you meet the criteria described above. The Human Resources Office is responsible for notifying employees of the need and coordinating leave sharing activities.

Family and Medical Leave Act

See Policy 4.20, [Family and Medical Leave](#)

The Commonwealth complies with the federal Family and Medical Leave Act of 1993 (FMLA) in providing leave with or without pay to eligible employees for situations defined in that Act. State policies and procedures apply to many situations covered by FMLA. Because FMLA is a designation rather than a separate type of leave, an employee may also use other kinds of leave while in FMLA leave status. An eligible employee on FMLA leave continues to receive the state contribution to health insurance, and FMLA provides reemployment rights to employees under certain conditions. Employees may use up to 33% of their sick leave to cover absences for family illness or disability covered by FMLA.

Contact the Human Resources Office for information and required FMLA application and associated forms.

Compensatory and Overtime Leave

See Policies 3.10, [Compensatory Leave](#) and 3.15, [Overtime Leave](#)

Some employees may be eligible to earn paid leave for overtime work or work performed during non-scheduled work times. The Fair Labor Standards Act (FLSA) governs application of these leave types for employees covered by the Act (non-exempt).

The college complies with the FLSA by granting compensatory leave or by paying time and one-half for all work performed by non-exempt employees in excess of 40 hours in the work week.

Administrative Leave

See Policy 4.05, [Civil and Work Related Leave](#)

The Commonwealth grants employees paid time off for certain reasons related to court proceedings (including jury duty); for some kinds of service to official state councils, boards, etc; for some activities related to employee relations processes; and reasonable time to interview for state positions. Eligibility criteria and specific conditions are explained in Policy 4.05.

Leave to Provide Community Service

See Policy 4.40, [School Assistance and Volunteer Service Leave](#)

As an employer, the Commonwealth supports employee's responsibilities to their children and communities through Community Service Leave with up to 16 hours of paid leave per leave year. Parents are encouraged to participate in school activities through the high school level. All employees are encouraged to volunteer through community organizations to perform direct services in child development and to provide voluntary "hands-on" services as part of an organized community service project. Read the policy to learn how this leave type may apply to you.

Military Leave

See Policy 4.50, [Military Leave](#)

Employees who are members of the Commonwealth's militia (including National Guard) are granted paid military leave while providing military service when called forth by the Governor. Employees who serve in the National Guard, Naval Militia, or a branch of the military reserve are entitled to as much as 15 days of paid military leave for federally funded training or active duty per

federal fiscal year. Employees called to more than 15 days of active federal duty in a federal fiscal year may use accrued leave balances in order to remain on the state payroll. Employees who exhaust their leave balances or who choose not to use them for military duty may be placed on Military Leave Without Pay status.

In compliance with federal requirements, employees are guaranteed reinstatement to their original position or a comparable position for up to five years of cumulative military service, with certain exemptions to the five-year cap. If you are a member of the National Guard or a military reserve unit, you may want to review your benefits under the Uniformed Services Employment and Reemployment Act (USERRA). Some state benefits continue for all or part of a term of military leave, as detailed in Policy 4.50.

Emergency/Disaster Leave

See Policy 4.17, [Emergency/Disaster Leave](#)

Employees with specific, needed skills may receive up to 80 hours of paid leave to give requested assistance in officially-declared disaster areas, typically in cases of large-scale flood, fire, ice storm, or a similarly destructive natural event. To qualify for this leave, the services provided must not be within the regular job duties of the called employees. In addition, employees who are the victims of major disastrous events, such as destruction of their primary residence, are sometimes eligible for paid leave under this policy. Employees called to provide emergency service through active duty in the military or National Guard are covered by the Military Leave policy 4.50.

Educational Leave and Educational Assistance

See Policy 4.15, [Educational Leave](#) and Policy 5.10, [Educational Assistance](#)

Employees may be allowed leave time to take courses related to their work. This may be with full, partial, or no pay, and/or tuition payment. Financial assistance for costs related to such courses is sometimes available from the employee's agency. Educational Assistance Agreements often include work obligations. Agencies develop the details of their own policies in this area, so consult with your agency Human Resource office and see your agency's policies for further Explanation of these programs.

New River Community College embraces professional development as an important function in support of the college's mission. Classified employees in a full-time permanent position may obtain tuition assistance for courses taken which are work-related. Tuition will be reimbursed for up to six (6) credit hours per semester. In addition, the college supports education aid programs established by the Virginia Community College System as listed below:

Chancellor's Classified Fellowship – The Chancellor's Fellowship offers an opportunity for two classified staff employees each year to receive a one-year leave of absence to pursue academic goals. The program provides a stipend for tuition, books and fees, as well as one-half of the employee's salary, and carries a commitment for the employee to return to the VCCS for a minimum of two years. This program is funded through the VCCS Professional Development Initiative. Applications for the Chancellor's Classified Fellowship, including letters of endorsements and verification of acceptance into a degree program, must be completed by April 15. Application forms are available from the Human Resources Office.

Leave to Donate Bone Marrow or Organs

See Policy 4.37, [Leave to Donate Bone Marrow or Organs](#)

Employees may use up to 30 workdays in a calendar year to donate their bone marrow or an organ and to recover from the procedure.

Leave Without Pay

See Policy 4.45, [Leave Without Pay](#)

In certain situations, you may ask for or need to be placed in a Leave Without Pay (LWOP) status. This status preserves some benefits of employment and permits reinstatement of other benefits if you return to paid status. LWOP does not separate you from state service, and many benefits are not affected, especially if the period of LWOP is not long. In order to avoid unintentional LWOP, you should learn to manage your paid leave carefully. Employee-initiated LWOP must be approved by your agency.

Leave Without Pay may be Unconditional (reinstatement to the pre-leave position is guaranteed) or Conditional (reinstatement will occur only if the pre-leave position remains available).

Holidays

See Policy 4.25, [Holidays](#)

As mandated by state law, the following days are generally observed as paid holidays for state employees:

New Year's Day (January 1)
Lee-Jackson Day (Friday before the third Monday in January)
Martin Luther King Day (third Monday in January)
George Washington Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (2nd Monday in October)
Veteran's Day (November 11)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving Day (fourth Friday in November)
Christmas Day (December 25)

The Governor or the President of the United States may designate additional holiday time. When a holiday falls on Saturday, it will be observed on the preceding Friday; when a holiday falls on Sunday, it will be observed on the next Monday. If a holiday falls on an employee's scheduled day off, other than a weekend, the employee will be granted up to 8 hours of compensatory leave. If an employee is required to work on a holiday, the employee may be eligible for pay plus compensatory leave.

Some agencies observe a different holiday schedule, but the number of paid holidays is the same for all agencies. Regardless of the schedule worked, full-time (F) classified employees receive 8 hours of Holiday Leave for a full-day state holiday. If you work an alternate work schedule, talk with your supervisor or Human Resources office about holiday leave. Holiday leave is prorated for classified employees who work less than a 40-hour schedule ("Q" and "P" status employees).

New River Community College has an approved alternate holiday schedule. The holidays observed are:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas and the three working days after Christmas*
- Other additional days as designated by the Governor

*The holiday schedule is reviewed each year to determine the exact days off during Christmas depending on the day of the week that the Christmas holiday falls during a particular year. See the Human Resources website for an annual updated holiday schedule.

Employees required to work during the above time period in order to maintain necessary services will be compensated in accordance with New River's overtime policy.

Employee Service and Recognition Programs

See Policy 1.10, [Service Recognition](#) and Policy 1.20, [Employee Recognition](#)

If you make State employment your career, you may receive periodic Service Awards for your years of service. *Policy 1.10, Service Recognition*, describes the general state policy. Some agencies have developed their own Service Awards program. Your Human Resource office will have information about your agency's program.

Policy 1.20 directs agencies to develop programs to recognize employees for their contributions to agency objectives and to state government, and outlines requirements for the program. A Handbook following the policy contains detailed information to help agencies develop programs that suit their objectives and culture. Awards to employees may include money, non-monetary items, or paid leave time. Ask your Human Resources office about your agency's program.

New River Community College recognizes eligible employees for state service annually.

Retirement Benefits

Virginia Retirement System - See <http://www.varetire.org>.

Classified employees are covered by the state's defined-benefit retirement program. Upon retirement, the Virginia Retirement System (VRS) provides monthly retirement benefits for eligible, qualifying employees, who may choose among a variety of retirement options. In addition, VRS administers other programs, including short-term and long-term disability programs (through the Virginia Sickness and Disability Program), life insurance, and deferred compensation. For more information, contact your Benefits Administrator or VRS.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

See Policies 2.05, [Equal Employment Opportunity](#), 2.10, [Hiring](#) and 2.30, [Workplace Harassment](#)

The Commonwealth is committed to providing **equal employment opportunity** for all employees and job applicants regardless of their race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities. Employment discrimination based on these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. The Commonwealth complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation.

Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, religion, disability, marital status, or pregnancy that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under the Commonwealth's EEO policies.

Violations and Enforcement - Unlawful discrimination in any form is a serious offense that will not be tolerated in state employment. The Department of Human Resource Management's *Policies and Procedures Manual* sets forth the relevant policies of the Commonwealth. If you believe you are a victim of unlawful discrimination, several avenues of redress are available to you, including processes within your agency, the grievance procedure, and the state and federal discrimination complaint processes.

Supervisors or employees found to have engaged in unlawful discriminatory conduct are subject to disciplinary action, including termination.

DHRM's Office of Equal Employment Services (OEES) is responsible for enforcing policies concerning equal employment opportunity. This office investigates and resolves complaints of unlawful employment discrimination. If you wish to submit a complaint or allegation, you may obtain the needed forms from your agency's Human Resource office, by contacting the OEES, or from the DHRM web site. Employees may also file complaints under the Grievance Procedure or directly with the federal Equal Employment Opportunity Commission.

NON-DISCRIMINATION POLICY

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

DISCIPLINARY PROCESS

See Policy 1.60, [Standards of Conduct](#)

Policy 1.60, Standards of Conduct, provides guidance to employees and supervisors by outlining (1) standards of appropriate conduct; (2) behavior that is unacceptable; and (3) corrective actions that agencies may take to address behavior and employment problems. The standards apply to full-time and part-time classified and non-probationary employees (generally, those covered by the Personnel Act). In addition, agencies may refer to the Standards of Conduct in evaluating the behavior of employees not covered by the Personnel Act. The Standards of Conduct also explain procedures for imposing suspensions either during investigation of employee behavior or as part of the discipline.

The Standards of Conduct policy addresses workplace conduct or behavior and outlines a threetier system based on the seriousness of the behavior and the corresponding agency response. While discipline or even termination may be required, the goal of the Commonwealth is always for the employee to be a constructive, contributing member of the work force. Therefore, **progressive discipline** is recommended, so that minor and/or first offenses generally receive such corrective actions as counseling or low-level disciplinary action. Major and/or repeated offenses generally should result in more severe consequences, including an official Written Notice and, in the most serious cases, termination. The policy explains the importance of **due process** and how it is applied, especially when suspension, termination, disciplinary demotion, or disciplinary transfer may result. Due process gives the employee an opportunity to respond to the allegations before discipline is imposed.

Note that although *Policy 1.60* describes a variety of actions that may be addressed through the disciplinary process, the list of actions in the policy is not all-inclusive. Listed actions are intended as examples of the levels of severity of possible infractions. Supervisors and managers should become familiar with the Standards of Conduct, and should review them carefully when applying any disciplinary action. *Policy 1.60, Standards of Conduct*, can be found in its entirety in DHRM's on-line policy manual at [DHRM Standards of Conduct Policy](#).

As with all workplace issues, you should refer to your Human Resource office if you have questions or concerns about the Standards of Conduct, or about specific situations. Non-probationary employees may challenge disciplinary actions through the Employee Grievance Procedure, which is administered by the Department of Employment Dispute Resolution (DEDR). Detailed information on these procedures is available from DEDR.

EMPLOYEE RELATIONS ISSUES

The Department of Employment Dispute Resolution (EDR) is available to advise employees on work related problems, use of the grievance procedure, and mediation. It also assists employees and managers in exploring options for resolving work-related conflicts. See [Employment Dispute Resolution](#).

As a classified employee, you will have access to the State Grievance Procedure after you have completed your Probationary Period. This procedure allows you to bring your concerns to the attention of upper management. For example, you may believe that a policy was misapplied, or there may be a dispute between you and a co-worker or supervisor.

Before seeking dispute resolution through the Grievance Procedure, you may choose the less formal alternative of mediation. The Commonwealth Mediation Program for state employees is a voluntary process whereby trained mediators work with the parties in strict confidentiality to resolve work-related conflicts. You may learn if your agency utilizes this program by calling your Human Resource staff or DEDR.

Administrative leave [Policy 4.05](#) provides for employees to use a reasonable amount of work time to pursue these remedies. Resolution step meetings, grievance hearings, and meetings with DEDR counselors may generally be charged to Administrative Leave.

MISCELLANEOUS TOPICS

Correspondence

Appropriate college letterhead is provided for all official college correspondence. The quality of expression, the accuracy of spelling and punctuation, and the general appearance of college letters give the recipients a mental picture of NRCC. The college, as a teaching institution, is expected to employ persons who use good English, who can spell or properly use the dictionary, who have knowledge of sentence structure, and who take pride in the quality of their work.

Electronic mail, computer, and telephone use

Many jobs provide access to computer equipment and the Internet so that employees can perform their work tasks. [*Policy 1.75, Use of Internet and Electronic Communications Systems*](#), expresses the general guidelines for use of these systems and provides for agencies to adopt more specific guidelines that may be suitable for their needs. In general, the equipment and systems should be used for business purposes. Personal use should be limited to minor occasions. Users should expect their system use to be monitored. Certain specified Internet uses, such as transmitting obscene, discriminatory, or fraudulent material are strictly forbidden at all times.

Telephone use should follow a similar pattern. The telephone is provided so that employees can conduct state business. Personal use should be limited and does not include long distance calls. Lengthy or frequent personal phone calls may constitute an abuse of work time and may result in disciplinary action under the Standards of Conduct.

Electronic mail, computer and telephone service is provided for NRCC business use only. Because of the number of calls coming through the switchboard, the operators will not be responsible for taking messages for staff members. The telephone is an extension of the employee's personality. The moment college employees lift the telephone receiver they are making an impression. Make an effort to express a voice which is friendly, professional, and helpful to the caller.

Emergencies

When an emergency occurs, the Security Office should be notified immediately concerning the nature and location of the emergency. This office will then notify the fire department, police, rescue service, or appropriate college personnel, as necessary. If security personnel are not available, the Switchboard Operator should then be contacted.

Gifts, Gratuities, and Rewards

As a state employee, you are in a position of public trust. Therefore, you may not accept gifts, gratuities, favors, or rewards for any services you perform in connection with state employment other than from the agency where you work. Likewise, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for appointment or selection to a position at a higher salary, or for special privilege with any state agency. Violation of this policy will be handled through the Standards of Conduct.

Intellectual Properties

While employed by the state, many employees work on projects or develop materials that also have worth outside of state government. The Code of Virginia (§ 2.2-2822) and policies developed by institutions of higher education also address these matters. You may obtain information and guidance related to intellectual property from your agency Human Resource staff.

Keys

Keys will be issued by the Manager of Facilities Services. No key should be duplicated or loaned to another person. Master keys will be issued to those administrators who have a requirement for them.

Lost and Found

All personal articles found on college grounds are stored in the Security Office. They may be claimed through appropriate demonstration of ownership.

Mail

Individual mailboxes are provided for administrators, full-time staff and faculty. All memos and other mail will be placed there. Personnel are asked to check their mailboxes daily to ensure efficient communication within the college.

Nepotism

The Code of Virginia (§ 2.2-3106) prohibits (as a conflict of interests) supervision by an employee or a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is dependent of the employee or of whom the employee is a dependent. (See the Conflict of Interests Act in the Code of Virginia, § 2.2-3100 and following.)

Parking

Classified employees are eligible for faculty-staff parking decals which authorize parking in the NRCC parking lots. The decals are available at no charge from the campus Security Office.

Personal Appearance

As an employee of the Commonwealth, you should come to work dressed and groomed appropriately for your working conditions. Your agency may apply more specific requirements for dress and grooming based on their business needs.

Political Activity

State employee may not campaign for themselves or for anyone else during work hours, nor can they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and work place. Before beginning any political activity, you should determine whether such activity violates the Virginia Conflict of Interests Act.

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. If you are in a position that receives any federal funds, you may not:

- stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative of a political party whose presidential candidate received electoral votes in the preceding presidential election);
- directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value for political purposes; or
- use official authority or influence to interfere with, or to influence, the results of an election or nomination for office.

Privacy of Records

See Policy 6.05, [Personnel Records Disclosure](#)

Your personnel record, maintained by your employing agency, is the property of the Commonwealth. The Virginia Freedom of Information Act (FOIA) provides that an employee may have access to information contained in his or her personnel records with the exception of mental and medical records when the treating physician has indicated that a review of such records might be injurious to the employee's health. The contents of an employee's personnel file may be disclosed to third parties only as provided in the Virginia Freedom of Information Act, the Privacy Protection Act, and Policy 6.05, Personnel Records Disclosure.

If you apply for credit of any kind that will require a credit check or other investigation, you may give written authorization to the Human Resource office to release the needed information. Employees having access to student information must follow the Student Information Release Policy below:

All requests for official information about students should be referred to the Coordinator of Admissions and Records. Student records are treated as confidential information as provided by the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, Sec. 438, Pub. L 90-247 (FERPA) as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release. Officials of the college may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These officials include faculty, academic advisors, and personnel in the offices of Admissions and Records, Counseling, Financial Aid, Veteran's Affairs, and Special Services. Directory information including name, address, telephone number, date of birth, major field of study, dates of attendance, course credit load, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, degrees, honors and awards received and the most recent educational agency or institution attended may be released without the consent of the student. A student may request that this directory information be kept confidential by notifying the Admissions and Records Office each semester by the last day of add/drop. Emergency requests for information will be handled by the Coordinator of Student Services in consultation with the Vice President for Instruction and Student Services or another appropriate college official. The student has the right to inspect and review the information contained in his or her record. The student must submit a written request to the Admissions and Records Office and identify the records to be inspected. The Admissions and Records Office will then arrange a mutually convenient appointment for student inspection of records within 45 days of submitting a written request. The student may also ask the College to amend a record believed to be inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student about the decision and advise the student of the right to a hearing regarding the request for amendment.

The student has the right to file a complaint concerning alleged failures by NRCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C., 20202-4605.

Purchase of Flowers in Event of Death or Illness

To express condolences in the event of deaths of college employees or members of their immediate families, the college will routinely take the following measures:

- Flowers will be sent in the event of the death of an employee or an employee's spouse, child, parent, brother, sister, mother-in-law or father-in-law.
- Cards may be sent in the loss of others such as step-brothers, step-sisters, grandparents, step-children and others.
- Members of the College Board and the Foundation Board will be treated the same as employees in this area.
- Flowers will not normally be sent in the event of illness of an employee or family member.
- Nothing in this policy shall prohibit individual employees or groups of employees from purchasing flowers or taking other similar measures using their own funds or resources.
- The president may authorize that flowers be sent to other persons or in instances other than those cited above.

The president's administrative assistant will take care of this matter as necessary. Other employees are encouraged to keep the President's Office informed of situations where condolences would be in order.

Purchasing Guidelines

Most college employees find it advantageous to be familiar with purchasing guidelines. These guidelines can be found at http://www2.nr.edu/business/pdf/new_purchasing_manual.pdf.

Smoking

The Commonwealth of Virginia promotes a productive and cooperative working environment. No special rights are granted to smokers or nonsmokers. Employees must strive to assure that any personal habits do not interfere with the effective production of work and must adhere to regular break times. Some agencies have established smoke-free or tobacco-free buildings or parts of buildings. Smoking is not permitted in any portion of any NRCC building.

State Car

State cars are reserved through the Help Desk. Keys are also provided by the security office.

All state employees who drive or occupy the front seat of state vehicles or a privately owned vehicle on official state business shall wear their safety belts at all times when the vehicle is in motion and equipped with safety belt systems. The policy provides exemptions only to employees who have a physical condition or other bona fide medical reason, determined in writing by a licensed physician and presented to the employee's supervisors, which would make wearing a safety belt impractical. State employees who fail to comply with this order will be committing a Group I offense and be subject to a Written Notice as described under Policy 1.60, [Standards of Conduct](#).

Travel Expense

Travel expense reimbursement vouchers must be submitted to the Business Office for payment as soon as possible after completion of travel. Those traveling on official NRCC business should be aware that they are spending public funds. Expenditures for meals and lodging must be reasonable. Expenses are to be paid by the traveler and are not to be charged to NRCC, with the exception of airfare, which is to be charged to NRCC by those authorized to make these charges. Ordinarily, no reimbursement is allowed for the use of private automobiles for travel within the Dublin area. See the state travel guidelines at [CAPP Manual Travel Guidelines](#).