

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>General College Information and Resources</b>		Approved by:
Insert:	01.05	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
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**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to ensure that all of its employees and students have access to resources to ensure a positive and productive work and learning environment.

**SCOPE:**

This policy applies to all Coastal Alabama Community College employees during work or any activity involving the College. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with this policy.

**DEFINITIONS:**

There are no definitions applicable to this policy.

**DETAILS:**

01.05.01 **Resources (General):**

1. **Change of Address, Name, or Educational Degree/Credential:** Employee shall promptly notify the Payroll Office and their supervisor if any change occurs in address, name, marital status, telephone number, etc. In addition, if a new degree is earned after being hired, it is the employee’s responsibility to have an official transcript sent to the Human Resources Office.
2. **Coastal News:** The official online source for faculty and staff information at Coastal Alabama Community College is Coastal News. Employees can access Coastal News on Canvas to get up-to-date information. Employee forms are located in Employee Resources on Coastal News.
3. **Facilities Services:** Facilities Services consists of custodial, maintenance, grounds, vehicle maintenance, and Facility Planning and Design. Call 251-580-2238 or 251-809-1556 for assistance.
4. **Human Resources:** The Human Resources Office is available to answer questions regarding current vacancies, employment procedures, and other personnel-related matters.  
Human Resources  
Bay Minette Campus  
251-580-4898  
Email: [HR@coastalalabama.edu](mailto:HR@coastalalabama.edu)
5. **ID Badges:** Upon hire, all employees may submit a request to receive an Identification (ID) Badge.

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- a. **Purposes of the ID Badge:**
    - Serves as the identification badge and verifies the wearer is a legitimate Coastal Alabama employee.
    - Provides proof of employment for employee discounts in the bookstore.
    - It is the employee's library card for checking out materials at Coastal Alabama's library.
  - b. **Employee Responsibilities:** Employees are encouraged to:
    - Wear the ID Badge on any Coastal Alabama campus if a name tag is unavailable;
    - Know, understand, and follow the guidelines associated with the badge;
    - Do not loan or give the badge to anyone else.
  - c. **Lost or Stolen ID Badges:** Report any lost or stolen ID Badges to the Library immediately at [studentID@coastalalabama.edu](mailto:studentID@coastalalabama.edu).
6. **College Owned Vehicles:** The College maintains a fleet of vehicles for business use. An employee must sign out a vehicle and obtain approval for each use. Individuals who are assigned a vehicle for long-term projects do not need to obtain approval each day. All drivers of college vehicles must be age 18 or older and hold a valid driver's license. Only employees and guests of the College are permitted to be passengers in a college vehicle.
- If an employee is involved in an accident while driving a college vehicle, the employee must immediately contact their supervisor.
- Refer to the College's [Travel and Travel Related Expenditures Policy](#) for a request to rent a vehicle.
7. **Keys:** Employees are issued keys based upon department and position.
- Report all lost keys to the Facilities Office. Lost keys may result in disciplinary action, depending on the severity of the situation. In an emergency, College Police, or Facilities can open a classroom or office if the staff or faculty member has the proper identification.
8. **Library Services:** Coastal Alabama Library Services collects and distributes materials to students and employees in support of all programs and pathways at Coastal Alabama. In addition to 5 libraries and 4 learning resources centers, digital library materials are available via the Library Services Course on Canvas at <https://coastalalabama.instructure.com/courses/7> (login required).
9. **Mail Services for Employees:** A mailbox is provided for each department office.

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a. **Personal Mail and Packages:** The College allows employees to send personal mail or packages. Personal mail or packages for which postage has already been paid may be picked up with college mail. Personal packages should already be prepared for shipment, with appropriate wrapping and tape, address label and postage. Packages not appropriate for shipment will not be accepted.

10. **Payroll Questions:** Earnings statements for each pay period are available electronically through eServices, which can be accessed via [OneACCS](#). Questions regarding paychecks, including any adjustments or changes, should be referred to the Payroll Office at 251-580-2216.

11. **Professional Development:** The Professional Development Committee coordinates professional development activities for employees. Activities are announced on Coastal News.

12. **Purchasing Guidelines:** Refer to the [Purchasing Policy](#) for additional information.

13. **Travel Procedures (Expenses and Mileage Reimbursement):** Refer to the [Travel and Travel Related Expenditures Policy](#) for additional information.

01.05.02 **Campus Locations:** Coastal Alabama Community College has multiple locations, instructional sites, and an Online Campus for online courses. Refer to the campus maps section on the Coastal Alabama website at <https://www.coastalalabama.edu/about/locations/>.

An employee's job responsibilities may be located at one or more of these locations.

01.05.03 **Directory and Contact Information:** Refer to the [Directory](#) on Coastal Alabama Community College's website.

Please contact the Help Desk at [helpdesk@coastalalabama.edu](mailto:helpdesk@coastalalabama.edu) for assistance.

01.05.04 **Standard Hours of Operation:** The standard business hours of the College offices are:

- 7:30 a.m. to 5:00 p.m. Monday through Thursday
- 7:30 a.m. to 1:30 p.m. Friday

Unsupervised students will not be allowed into classrooms or campus buildings after hours without prior authorization.

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Refer to the [Working Conditions Policy](#) (Workdays / Hours (AKA Duty Days / Hours) Section for information about work hours.

01.05.05 **Advisory Committees:** Per ACCS [Board Policy 202.01](#), The President of each college may appoint advisory committees to assist in planning programs to meet the needs of the community(ies) served by the College and of the state.

01.05.06 **Institutional Effectiveness, Research, and Planning:** The Office of Institutional Effectiveness, Research, and Planning (IERP) provides accurate and timely data and information in support of the College's mission, vision, and institutional effectiveness efforts. IERP works collaboratively with College departments and offices to plan and implement institution-wide research and assessment projects related to enrollment and retention, student expectations, satisfaction, and performance outcomes to measure institutional effectiveness. Among other services, IERP provides data and reports for operational and academic program planning, community and employer demographics and expectations, community workforce needs, and feedback reports to area high schools. IERP ensures that the College presents consistent, accurate, and reliable information to its governing agencies and the community by coordinating compliance with state and federal reporting mandates.

For additional information, refer to <https://www.coastalalabama.edu/about/facts-and-figures/student-goals-and-measurements-for-achievement>.

01.05.07 **Personal Property:** The College does not insure against theft or loss of personal property. Valuables should be secured, and office doors locked when an office is unoccupied. If valuables are lost, contact College Police.

01.05.08 **Service to the College:** The College encourages all employees to become involved in the various councils, committees, and advisory groups of the College, provided such participation does not interfere with the performance of an employee's job duties or the operation of the College. Employees interested in participating in such groups must receive advance approval from their supervisor.

**PROCEDURE(S):**

**Institutional Research and Planning Data Request Procedures (Employees Only)**

1. Refer to <https://www.coastalalabama.edu/about/facts-and-figures/institutional-data-request> to submit a data request.

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### **ID Badge Procedures (Employees)**

1. **In Person Option:** Visit the Bay Minette, Brewton, Fairhope Learning Resources Center, Monroeville, or Thomasville campus library for same day ID service. Be prepared with a government issued photo ID and Employee A number.
2. **Online Option:** Email [StudentID@CoastalAlabama.edu](mailto:StudentID@CoastalAlabama.edu) from your Coastal Alabama email account and give all of the following information:

Name

Employee ID Number (A Number)

Campus

Employee Title

Specify pickup at campus library, campus mailbox, or include information to have the ID mailed to an off-site or home address.

Passport quality picture or a cell phone selfie with a light, solid background (no car selfies, hats, or sunglasses)

Scan or photo of a government issued photo ID

*NOTE: Please do not send a picture of your Social Security card.*

Please check email regularly for a response from library staff pertaining to the ID request. Delays in responding to these emails may result in a delay in receiving your ID. Most IDs are created within one business day, but the requested method of delivery may delay the arrival of an ID.

### **ID Badge Procedures (Students)**

1. **In Person Option:** Visit the Bay Minette, Brewton, Fairhope Learning Resources Center, Monroeville, or Thomasville campus library for same day ID service. Be prepared with a government issued photo ID and Student A number.
2. **Online Option:** Email [StudentID@CoastalAlabama.edu](mailto:StudentID@CoastalAlabama.edu) using your official Coastal Alabama student e-mail address and provide the following information:

Home campus & student ID for the subject of the email, for example Gilberttown - student ID

Name

Student A#

Home campus

Program of study

Cell phone number

Are you a Dual Enrollment student? If so, which high school do you attend?

Mailing address (street address, city, state, zip code)

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Legal photo ID (driver's license, government-issued ID, etc.) Don't have one? Please contact us so that we can make other arrangements. A recent, high-quality photo to be used for your student ID card. Driver's license photos cannot be used for the ID card. The photo should be taken in front of a solid light-colored background such as a blank wall.

*Note: Selfies taken in cars or photos with sunglasses, hats, or masks will not be accepted.*

Refer to <https://coastalalabama.instructure.com/courses/7/pages/student-id-cards> for additional information.

**Parking Decal Procedures**

1. Obtain a parking decal at <https://www.coastalalabama.edu/about/locations/safety/parking-decals/>.

**ADDITIONAL PROVISIONS/INFORMATION:**

There are no additional provisions/information applicable to this policy.