

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
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**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

The following ACCS policies are referenced in this policy:

- [Board Policy 602.02](#)
- [Board Policy 602.04](#)
- [Chancellor Procedures 602.04](#)
- [Board Policy 608.01](#)
- [Chancellor's Procedures 608.01](#)
- [Board Policy 608.02](#)
- [Chancellor's Procedures 608.02](#)
- [Board Policy 610.01](#)
- [Board Policy 611.01](#)
- [Chancellor's Procedures 611.01](#)
- [Board Policy 616.01](#)
- [Board Policy 623.01](#)
- [Chancellor's Procedures 623.01](#)

In addition, specific policy statements are referenced in each separate section below.

**SCOPE:**

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday.

**DEFINITIONS:**

*Employee:* For the purposes of this standard, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

*Job Description:* For the purpose of this policy, a job description is a document that clearly states essential job requirements, job duties, job responsibilities, and qualifications and/or skills required to perform the position. Job descriptions also include the employment status (part-time or full-time), Fair Labor Standards Act (FLSA) status, salary schedule or rate of pay, physical requirements and work environment, and supervisory responsibilities, if applicable.

*Open Door Policy:* An open door policy means, literally, that every supervisor's door is open to every employee.

*Position:* For the purpose of this policy, a position means a job that is performed by an employee of Coastal Alabama Community College.

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**DETAILS:**

10.03.01 **Absences and Absence Management:**

1. **Attendance:** All employees are advised of their work hours at the time of employment. All employees are required to report for work at the designated time and remain on duty in accordance with the schedule.
  - a. All employees or employee representatives (in cases of emergencies) must notify their respective supervisors when the employees are unable to report to work on time. Prompt notification is required and shall occur within 15 minutes of the designated time for work to begin. If the supervisor cannot be reached, calls shall be directed to designees, as assigned by the employee’s supervisor, and to the appropriate Dean or Supervisor.
  - b. Division Chairs, Campus Directors, and Supervisors are responsible for reporting employee absences to the appropriate Dean’s office on a daily basis.
  - c. Excessive, unexcused absences may result in disciplinary action.
2. **Extended Absences:** Refer to ACCS [Board Policy 611.01](#) and [Chancellor’s Procedures 611.01](#). For illnesses or injuries that exceed three (3) days, employees must notify their supervisor each day of the absence and the expected duration of the illness. To determine if the absence is a qualified Family Medical Leave Act (FMLA) leave, the employee must discuss the leave with their supervisor and then contact the Human Resources Office to complete the necessary paperwork. Any unauthorized absence, lateness, or leaving early may result disciplinary action (except for absences under the FMLA).

Planned absences are to be scheduled and approved in advance by the Supervisor. Due to work scheduling, some departments may require a different absence or call-in procedure. It is important that the employee seek guidance from their supervisor on that department’s call-in or absence reporting procedure.

Whenever an employee expects to have, or has had, an extended absence, whether paid or unpaid, it is the responsibility of the employee’s supervisor to notify the Human Resources Office, in writing, of the last day the employee actually worked and the first day the employee is expected to return. Notification is important for benefit continuation and leave accruals.

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3. **Excessive and/or Patterned Absences:** Because frequent absences undermine performance and compromise the College's service to students and department operations, employees with frequent absences may be disciplined. Absences of three (3) consecutive workdays or more without calling, and the absences do not qualify for FMLA leave, may result in separation of employment by reason of job abandonment.

Employees who have absences that appear to follow a pattern of misuse may be disciplined. Examples of pattern absenteeism include unscheduled absences, absences taken in conjunction with weekends or holidays, consistently taking unplanned multiple days off at a time without proper notice, or sick time misuse. Employees who have excessive and/or patterned absenteeism are subject to immediate discipline, up to and including termination.

Employees shall review their department's guideline on absenteeism.

4. **Timekeeping and Time Off (Absence Management):**

- a. **Timekeeping:** All employees in non-exempt positions pursuant to the Fair Labor Standards Act (FLSA) on Salary Schedules E and H must complete timesheets and submit prior to month end.

Contracted Workdays:

Staff are contracted to work 260 days

Faculty may be contracted to work:

- 175 Days Fall and Spring Terms
- 54 Days Summer Term
- 229 Days Total Year

Employees are responsible for reviewing their time and making sure all-time entry is accurate prior to Supervisor review and approval.

Employees who come in early or late cannot automatically flex time during the workday or workweek to make up the missed time or leave early. Falsifying one's attendance or absence record in any way will result in disciplinary action, up to and including separation of employment.

- b. **Time Off Requests (Absence Management):** Leave reports for paid leave are due before the end of the month. Leave reports can be found in OneACCS under the Employee tab.

If utilizing unpaid leave, a Leave Form must be completed and submitted. Leave Forms can be found under the Fiscal Services Office section of Employee Resources in Coastal News.

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Time off must be taken in the appropriate increments (refer to the [Paid Leaves and Time Off Policy](#) and [Unpaid Leaves and Time Off Policy](#)).


10.03.02 **Access to Personnel File:**

1. Federal and state laws govern public access to records maintained by governmental entities. Those laws shall be followed. To the extent permissible by law, the College may maintain sensitive or otherwise confidential information in employee or applicant files.
2. Official personnel records for administration, support staff, and instructors are maintained in the Human Resources Office. Files are confidential and released only when employees have given written permission, pursuant to lawful subpoenas, or court orders.
3. Information may be added to the personnel file to clarify or supplement materials previously placed in the personnel file. Employees may answer or object in writing to any material in the personnel file, and the answer or objection shall be attached to the appropriate material that is the subject of the answer or objection.
4. The College may establish a reasonable charge for researching open records requests or as otherwise necessary.
5. Changes in status such as address, marital status, payroll deductions, etc., shall be reported to the Payroll Office.

10.03.03 **Base Campus:** It is the policy of Coastal Alabama Community College to assign new full-time employees to a primary (or base) campus at hire. Changes to a full-time employee's primary (or base) campus are either made based upon the needs of the College or at the request of the employee and comply with Alabama Community College System (ACCS) [Board Policy 602.04](#), [Chancellor Procedures 602.04](#), and the [Students First Act](#).

1. At hire, full-time employees are assigned to a primary (or base) campus.
2. The President may reassign an employee to a work location, campus, or site as the needs of the employer require. "Except as required by acts of God or disasters that are beyond the reasonable control of the employer, written notice of the proposed transfer must be issued to the teacher by the president of a two-year educational institution alone or the chief executive officer no later than the twentieth calendar day after the first day of classes for students, and the teacher may not be involuntarily transferred under this subsection more than one time in a school year, excluding summer term."

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3. Any base campus change (transfer) must comply with ACCS [Board Policy 602.04](#), [Chancellor Procedures 602.04](#), and the [Students First Act](#).

10.03.04 **Criminal Convictions:**

1. An employee who is charged with or convicted of a felony must notify the conviction to the President of the College within (5) days after the arrest, indictment, or conviction. The College may request additional information regarding the conviction as needed to assess any impact on the employee's duties at the College.
2. A College employee may be terminated for conviction of a felony or misdemeanor involving moral turpitude of an offense that results in the imprisonment of the employee, or of an offense the nature of which can be reasonably construed to relate to the ability or likelihood of the respective employee to properly carry out their official duties.

10.03.05 **Employee Discipline:** It is the policy of Coastal Alabama Community College, in accordance with Alabama's [Students First Act](#), to have a proactive and supportive approach to handling employee discipline that follows a progressive discipline plan. The central focus is to (1) identify the problem, (2) address the problem directly, (3) work out a shared plan to remedy and resolve the situation in the least punitive way, and (4) monitor progress. Given that all situations differ, all disciplinary action is handled on a case-by-case basis; however, supervisors are required to appropriately investigate issues prior to issuing discipline.

Discipline imposed depends upon the seriousness of the performance/behavioral issues and the impact such behavior or lack of performance is having on the College. The College values all employees and will seek remedies prior to recommending termination unless the offense is so great that termination is the appropriate action. The College always seeks to resolve employee issues first before seeking termination. The College uses the following three-step, progressive discipline process in the management of employee behavior. However, the College elects the right to skip steps in this process depending on the seriousness and impact of the behavior.

1. **Disclaimer:** Some incidents (including one-time incidents) may be severe enough to merit formal discipline action. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All decisions escalating disciplinary action to a higher level of discipline will be made in consultation with the Human Resources Office and the President.

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2. **Expectations for Performance and Behavior:** All employees are expected to meet performance standards and to conduct themselves appropriately in the workplace. When an employee fails to maintain acceptable standards of performance, service, and/or conduct, formal discipline may be necessary to ensure that individuals operate in a manner to achieve the College's institutional goals and objectives.
  
3. **Employee Discipline Steps:** The following Disciplinary Steps are followed as referenced in the Procedures below.
  - a. **Step 1:** Documented verbal warning.
  
  - b. **Step 2:** Written warning outlining specific problem with the employee and outlining desire for the employee to improve. This step must include a Performance Improvement Plan (PIP). The PIP must be shared with the Human Resources Office.
 

*NOTE: This step may also include an unpaid suspension (refer to Suspensions Section).*
  
  - c. **Step 3:** Termination of employment. Terminations of employment are recommended to the Senior Personnel Office and the President. Terminations require the President's approval.
  
4. **Suspensions/Administrative Leave:** Upon recommendation from the Supervisor and the Senior Personnel Officer, the President may suspend an employee, without pay, for up to 20 days. Per the Student's First Act, the employee proposed for suspension will have an opportunity to present evidence and argument, either in person or in writing, to the President with respect to the proposed suspension within a deadline established by the President. Upon receipt of evidence and/or argument or upon expiration of the established deadline, the President will issue a final decision on the proposed suspension. Upon the President's final decision, employees do not have appeal rights for suspensions unless the suspension is in excess of 20 days. Before a suspension is imposed, the employee will receive adequate notice of reasons for proposed suspension(s).
  
5. **Grounds for Immediate Termination:** Notwithstanding this policy, certain serious misconduct shall be grounds for immediate termination of employment by the President or Senior Personnel Officer. Nothing in this policy shall be construed to limit the College's ability to terminate the employment of any employee at any time and for any reason, other than as required by law or pursuant to contract. Likewise, all employees remain free to separate from the employment relationship at any time and for any reason.

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6. **Retention of Disciplinary Documents:** All documentation related to an employee's formal discipline action must be maintained in that employee's personnel file.
7. **Extension of Discipline Process:** An employee is expected to have sustained improvement during the Employee Discipline process. Should an employee be away from work for an extended and continuous period of time under any of the College's leave policies, the disciplinary action step may be extended by the time the employee was away from work and the employee would be given the opportunity to demonstrate improved behavior once the employee returns to work. Extending employee discipline is done in consultation with the Human Resources Office.
8. **Performance Reference of Internal Applicants:** If an employee is applying for another position within the College, the hiring supervisor may contact the employee's current supervisor for a performance reference. The hiring supervisor will consider all corrective action received by the employee within the preceding 12 months, severity of the action, and current acceptable behavior. This information may be a deciding factor in the hiring decision.

10.03.06 **Job Descriptions:** It is the policy of Coastal Alabama Community College that all positions have a job description that is maintained by the Human Resources Office. In addition, it is the policy of Coastal Alabama Community College (ACCS) to be in compliance with [Board Policy 602.02](#), [Chancellor's Procedures 602.04](#), and annual ACCS Salary Schedule Guidelines, which reference job descriptions.

1. **Development of Job Descriptions:** Job descriptions are developed jointly between supervisors and the Human Resources Office for the purpose of outlining responsibilities, required qualifications, physical requirements, and working conditions for a position.
2. **Job Description Maintenance:** Job descriptions are reviewed regularly and maintained by the Human Resources Office in the NEOED system.

10.03.07 **Meals and Breaks:** It is the policy of Coastal Alabama Community College to ensure compliance with all Federal and State law as it relates to employee meals and breaks.

1. **Meals:** The College provides a meal break for all full-time employees, of which shall routinely be taken during the middle of the workday. Supervisors are responsible for designating meal periods to ensure service operations are not unduly interrupted. Meal breaks cannot be skipped, reduced, or otherwise utilized to arrive to work late or leave work early.

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*NOTE: Full-time instructors are required to work a minimum of 35 clock hours, exclusive of any meal break taken.*

2. **Breaks:** The College does not typically provide rest breaks to employees. The College provides nursing mothers with the time and space for milk expression for one year after the birth of a child.

10.03.08 **Open Door Policy:** It is the policy of Coastal Alabama Community College that supervisors have an “open door” policy for employees. The purpose of an open-door policy is to encourage supervisor and employee open communication, feedback, and discussions about any matter of importance to an employee. Supervisors hold the responsibility for creating a work environment where employees' input is welcome, advice is freely given, and issues are surfaced early and are candidly shared without the fear of retaliation when this input is shared in good faith.

1. **Informal Issues or Concerns:** If an employee has an issue or concern or simply needs to voice concerns about a work or service process, they should feel free to discuss these issues with their supervisor. Concerns should be addressed immediately, but no later than three (3) days after the occurrence. Issues or complaints addressed longer than that time period cannot be addressed in a timely manner.
2. **Formal Complaints:** Refer to the [Employee Complaints and Grievances Policy](#) or the [Sexual Harassment, Sexual Misconduct and Interpersonal Violence \(Title IX\) Policy](#) to submit a formal complaint.

10.03.09 **Workdays / Hours (AKA Duty Days / Hours):** It is the policy of Coastal Alabama Community College ensure compliance with Alabama Community College System (ACCS) Board of Trustees Policy [Board Policy 608.01](#), [Chancellor's Procedures 608.01](#), [Board Policy 608.02](#), [Chancellor's Procedures 608.02](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7.

1. **Non-Instructional Full-Time Work Week:** The normal work week for full-time, non-instructional employees on Salary Schedule E is at least forty (40) hours, exclusive of lunch. Days that the institution is officially open are duty days for full-time, non-instructional employees of the College.
  - a. **College Hours of Operation:**
    - 7:30 am- 5:00 pm Monday-Thursday
    - 7:30 am- 1:30 pm Friday
  - b. **Exceptions to Hours of Operation:** Some employees may be required to work schedules that differ from the standard College Hours of Operation.



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**2. Instructor Work Schedules (Duty Days):**

- a. **Full-Time Instructor Duty Days:** Refer to ACCS [Board Policy 608.01](#) and [Chancellor's Procedures 608.01](#).
- b. **Full-Time Instructor Overloads:** Refer to ACCS [Board Policy 608.03](#) and [Chancellor's Procedures 608.03](#).
- c. **Full-Time Instructor Summer Employment:** Refer to ACCS [Board Policy 603.02](#).
- d. **Adjunct Instructor Duty Days:** Adjunct Instructors are expected to report to work on assigned class, clinical, and/or lab schedule.

- 3. **Work Schedules for Part-Time Employees:** Part-time hourly non-exempt employees are limited to working no more than a total of 19 hours per week regardless of the number of positions held at the College. Part-time employees will be paid only for actual hours worked each day and are required to accurately record hours worked.

*NOTE: Exceptions to the maximum weekly work hours may be approved by the President or Chief Financial Officer (CFO) in advance.*

**PROCEDURE(S):**

**Submitting a Leave Report Procedures**

- 1. Learn more about entering and submitting a leave report at <https://coastalalabama.instructure.com/courses/12257/pages/employee-resources>.

**Personnel File Review Procedures**

- 1. Employees are responsible to keep personal records, such as home address, up-to-date and on file in the Human Resources Office.
- 2. Employees may request to review their personnel file with five days' notice of an appointment and completion of the Personnel File Review Form.
- 3. Employees may, upon request, receive copies (at the employee's expense) of all personnel records within the personnel file.
- 4. The employee may answer or object in writing to any material in his or her file and the answer or objection shall be attached to the appropriate material.

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5. Employees are allowed to have placed in their personnel file information relating to the employee's academic and professional accomplishments. Employees are encouraged to place information of a positive nature indicating special achievements, performance, and contributions in their personnel files.

**Change in Primary (or base) Campus Procedures**

(Based upon the needs of the College)

1. **Full-Time Instructor:** Upon the request of the applicable Instructional Officer, the President may reassign an instructor to a work location campus or site as the needs of the College require. The reassignment may only be to another position for which the instructor holds appropriate certification, and the reassignment may not entail a loss of or reduction in compensation.

*NOTE: Tenured full-time instructor must be afforded an opportunity to meet with the President to demonstrate why the proposed transfer should not be approved.*

- a. Upon approval by the President, the Human Resources Office will prepare a written notice of the proposed transfer to the instructor no later than the twentieth calendar day after the first day of classes for students, and the instructor may not be involuntarily transferred more than one time in a school year, *excluding summer term.*
  - b. The instructor may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.
2. **Full-Time Staff:** Upon the request of the applicable supervisor, the President may reassign a staff member to a work location campus or site as the needs of the College require. The reassignment may only be to another position for which they are qualified without loss of or reduction in compensation.
    - a. Upon approval by the President, the Human Resources Office will prepare a written notice of the proposed transfer to the staff member not less than 15 calendar days before the transfer.
    - b. The staff member may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.

**Change in Primary (or base) Campus Procedures**

(Upon the Request of the Employee)

1. Employees may submit a written request to their immediate supervisor for a change in primary (base) campus by May 15. The written request must include the following:

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- Data to support the request. This may include enrollment statistics, statistics that support a need for increased services at the campus, etc.
- Evidence that the change in primary (base) campus better serves students.
- Evidence that the change in primary (base) campus does not create an undue hardship on other employees within the department, nor on the College.
- Evidence that the change in primary (base) campus still allows for office hours staffing coverage for the department.
- Evidence that the employee can be supervised, and productivity monitored.

*NOTE: Requests for a change in primary (base) campus may be made every three years.*

2. Immediate Supervisor:

- a. Contact Human Resources Office to verify date of last request and/or primary (base) campus change.
- b. Supervisor considers the request above and the following additional information when considering the request:
  - 1) The request is submitted within the time parameters referenced in 1 above.
  - 2) Supervisor verifies with Campus Director if there is facility space available for the change in primary (base) campus.
  - 3) If there is more than one Base Campus Change request for more than one employee in the same position, the supervisor must consider seniority and qualifications.
- c. The immediate supervisor reviews the request and either:
  - 1) Approves request. Approved requests are submitted to the applicable Dean level position for review and approval.
  - 2) Denies request. Denied requests are returned to the Employee with a written explanation for the denial.

3. Dean Level Supervisor reviews the request and either:

- a. Approves request. Approved requests are submitted to the President for review and approval.
- b. Denies request. Denied requests are returned to the Immediate Supervisor and Employee with a written explanation for the denial.

4. President provides written approval to the Human Resources Office for processing.

5. Human Resources Office follows the [Board Policy 602.04](#) by posting an internal vacancy for 14 days allowing all existing qualified employees to apply for the position (base campus location).

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6. Human Resources Office provides a written letter to the successful internal employee, “hired” in item 5 above, of the primary (base) campus change.
  - a. Upon approval by the President, the Human Resources Office will prepare a written notice of the employee not less than 15 calendar days before the transfer.
7. The employee may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.

### **Criminal Conviction Procedures**

1. Employee arrested, indicted, or convicted as reference above may email the President immediately but no later than within (5) days.
2. If the employee’s manager/supervisor becomes aware of the arrest, indictment, or conviction of a felony or crime involving moral turpitude they are required to report such activity to the President of the College immediately after becoming aware of the arrest, indictment, or conviction.

### **Discipline Procedures**


When the supervisor determines a performance or behavior issue exists, they are required to take the following steps prior to Employee Discipline. It is important that the process is applied in a fair and consistent manner. Progressive discipline may be initiated at any step.

1. **Collection of Facts:** The supervisor will collect all relevant facts in a fair and objective manner within ten (10) calendar days of being alerted to the concern. The supervisor will review all relevant documents; speak with any witnesses regarding conduct/actions and obtain written statements as appropriate; and review how the employee was notified of a violation if the employee had been notified. If enough facts are collected to warrant further investigation, the employee will be afforded a due process meeting. (More complex investigations should be conducted in coordination with the Human Resources Office. Based on the severity of the concern, the employee may be placed on a paid or unpaid administrative leave or may be terminated. See 5 below).

*Note: Discipline may be initiated at any step.*

2. **Documented Verbal Warning:** The supervisor will speak with the employee about the situation to determine if outside factors or extenuating circumstances may have influenced the employee’s actions. This meeting or conversation is considered the due process meeting and must be communicated as such. The purpose of this meeting is to verbally make the employee aware of concerns regarding the employee’s performance or behavior and to determine whether further action is needed. The supervisor will verbally express

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clear expectations for performance or behavior going forward pending the outcome of the investigation. This conversation must be documented by the supervisor. This verbal confirmation confirms that an unsatisfactory performance and/or behavior has occurred and expectations for performance and/or behavior have or have not been given to the employee. The supervisor must explicitly communicate to the employee that 1) this is a documented verbal warning and 2) any further performance and/or behavior issues will result in additional disciplinary action.

- Written Warning:** If the matter has not been resolved through a Documented Verbal Warning (copy to HR), or when the matter is considered sufficiently serious to begin the discipline process at this step, the supervisor will meet with the Human Resources Office to discuss the situation. If applicable, Human Resources will prepare a written warning letter. This letter will identify the date of any prior verbal warning and summarize the performance or behavioral concerns, efforts toward improvement, expectations, and establish a time to follow-up with the employee to ensure that sustained performance and behavior is maintained. The Written Warning will explicitly communicate to the employee that 1) this is a written warning and 2) any further performance and/or behavior issues will result in termination of employment.

In addition, a written Performance Improvement Plan (PIP) will generally accompany a Written Warning. The PIP includes a corrective action plan with a timeline to be implemented and consequences for failure to improve. Refer to the [Performance Management Policy](#) for additional information.

- Suspension/Administrative Leave:** Upon recommendation from the supervisor and the Senior Personnel Officer, the President may suspend an employee, without pay, for up to 20 days. Employees do not have appeal rights for suspensions unless the suspension is in excess of 20 days. Before a suspension is imposed, the employee will receive adequate notice of reasons for proposed suspension(s). Refer to [Students First Act](#) (Title 16, Chapter 24C, Section 16-24C-6), if applicable.

A paid or unpaid administrative leave may be issued during an internal investigation with review and consultation by the President and the Human Resources Office and in compliance with the Students First Act (Title 16, Chapter 24C, Section 16-24C-6). During the administrative leave, the supervisor will remind the employee that they are expected to be available to the employer during their regularly scheduled hours of work, should not be at the workplace, and should not conduct any business on behalf of the College.

- Termination:** A letter of termination issued by the President (probationary employees) or Senior Personnel Officer (non-probationary employees) when the matters have not been resolved through prior steps; when an additional problem has been identified since the Final Written Warning letter was issued; or in the case of grounds for immediate termination. A history of progressive discipline may be considered in determining whether termination of employment is warranted. The letter will summarize any prior efforts to

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resolve the problems and discuss other dismissal items of interest such as final pay, benefits, return of College property, etc.

Termination of employment decisions of any employee, whether under this discipline policy or for grounds for immediate termination, must have review and consultation by the Human Resources Office and President.

- 6. Immediate Termination of Employment:** Based on the severity of the concern, immediate termination of employment may be appropriate in compliance with the Students First Act (Title 16, Chapter 24C, Section 16-24C-6).

### Discipline Appeal Procedures

1. Employees may follow the [Students First Act](#) for appeals, if applicable.

### Creating a New Job Description Procedures

1. Supervisor requests a job description for a new position by contacting the Executive Director – Human Resources.
2. Executive Director – Human Resources will create a draft job description using the job description template and ensuring standard language and position criteria (required education and years of experience) are followed. Draft job description is forwarded to the Manager or review.
3. Manager reviews and recommends edits or approves job description.
4. Executive Director – Human Resources adds job description to NEOED job description.

### Editing an Existing Job Description Procedures

1. Supervisor requests edits of an existing by contacting the Executive Director – Human Resources.
2. Executive Director – Human Resources will evaluate edits against standard language and position criteria (required education and years of experience) and makes edits, if applicable. Draft job description is forwarded to the Manager or review.
3. Manager reviews and recommends edits or approves job description.
4. Executive Director – Human Resources adds and/or updates job description to NEOED job description.

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Working Conditions</b>		Approved by:
Insert:	10.03	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



**Formal Complaints Procedures**

1. Refer to the [Employee Complaints and Grievances Policy](#).
2. Refer to the [Sexual Harassment, Sexual Misconduct and Interpersonal Violence \(Title IX\) Policy](#).

**Workdays / Hours Scheduling Procedures**

1. Refer to the individual instructional division for internal procedures for determining workload/schedule for full-time instructors and adjunct instructors.

**ADDITIONAL PROVISIONS/INFORMATION:**

Refer to [Employee Complaints and Grievances Policy](#).

Refer to [Sexual Harassment, Sexual Misconduct and Interpersonal Violence \(Title IX\) Policy](#).