



# Employee Handbook

**2023 – 2024**



## Dear Colleague:

*Welcome to the Frederick Community College community! At FCC, we respect the dignity of employees and appreciate individual contributions to our success. You are a valued team member of a College that is proud of its culture, traditions, and accomplishments.*

*As an employer, Frederick Community College recognizes the importance of a work environment that is conducive to carrying out our mission. This means having comprehensive, fair, and clear personnel policies. At FCC, we strive to provide competitive compensation and benefits. Our culture fosters a work environment that supports open communication and collaboration.*

*All FCC employees are required to abide by the Employee Handbook and all [College policies and procedures](#). This handbook may not provide an answer to every question, or serve as the basis for all decisions. We encourage you to talk with your supervisor and to ask questions. Specific employee groups have additional guidelines and expectations explained in their respective operational manuals, handbooks, or guides.*

*Human Resources provides a full range of personnel services, including recruitment, compensation and benefit administration, employee development, and employee relations. Please contact a member of Human Resources with any questions.*

*On behalf of the Human Resources staff, welcome! We wish you all the best for a successful and rewarding employment experience.*

EMPLOYEE HANDBOOK

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## CREATING A COLLABORATIVE WORK ENVIRONMENT

The College community promotes, supports, nurtures, and models the mission, vision, and values of Frederick Community College.

## MISSION, VISION, AND VALUES

### Mission

*Focused on teaching and learning, Frederick Community College provides affordable, flexible access to lifelong education that responds to the needs of diverse learners and the community.*

### Vision

*We transform individuals and communities through learning.*

### Values

#### Excellence

*Providing educational experiences and programming that reflect high academic standards, quality instruction, and exemplary student support*

#### Learning

*Engaging all learners in critical and creative thinking, problem-solving, and the lifelong pursuit of knowledge and skills*

#### Diversity

*Being culturally conscious and inclusive by embracing the visible and invisible human differences that affect the learning and success of students, faculty, staff, administrators, and members of the community*

#### Innovation

*Encourage creative thinking, technological solutions, and alternative approaches to advance learning and student success*

#### Community

*Responding to the needs of Frederick County with accessible, affordable education while encouraging engagement, communication, and collaboration within and beyond the College*

#### Integrity

*Applying fair and ethical standards in all policies, procedures, and practices*



# FCC Forward

## Strategic Plan 2020 - 2025

### Model educational excellence by designing and delivering student learning experiences, pathways, and programs that increase student access, success, and completion. [MSCHE Standards III and V]

- a. Ensure that students develop the skills, awareness, and knowledge needed to achieve their academic, professional, and/or personal goals
- b. Strengthen faculty and staff technology skills, cultural competence, instructional effectiveness, leadership, and innovation
- c. Cultivate and strengthen programs and partnerships that support the educational, workforce, and economic development needs of Frederick County, and regional and national partners, with a focus on high-demand career, technical, and transfer programs
- d. Eliminate the achievement and opportunity gaps for underrepresented students and emerging populations
- e. Increase student success in and access to online and hybrid learning by expanding programming, improving success rates, ensuring quality design and delivery, and providing instructional, technical, and student support services
- f. Enhance educational affordability, access, and success through innovative and high impact practices
- g. Increase student cultural and global competence through innovation and alignment of curricular and co-curricular programming
- h. Provide quality academic support programs, resources, and services that meet teaching and learning needs in all learning environments
- i. Ensure that the design and use of the learning management system effectively supports student learning and instruction in all learning environments

### Support the student learning experience through data-informed enrollment management, responsive programming, and efficient systems. [MSCHE Standard IV]

- a. Optimize enrollment in all learning environments with intentional focus on underrepresented and emerging populations by enhancing access, improving success, and accelerating completion
- b. Forge new and strengthen existing enrollment in programming that engages students across their lifespan
- c. Expand resources that support student well-being
- d. Effectively steward students from enrollment through completion by improving student communication and aligning support services, programs, engagement, and operations
- e. Eliminate the achievement and opportunity gaps with targeted support programs, tools, and resources
- f. Implement advising models, staffing structures, and technical systems that align with college and career pathways

### Lead the College with excellence, transparency, and accountability. [MSCHE Standards II, VII, VI]

- a. Enact participatory decision-making that clearly delineates roles, responsibilities, communication processes, and timelines
- b. Utilize data and evidence-based practices to align planning, budgeting, and resource allocation, inform decision-making, and support continuous improvement
- c. Infuse diversity, equity, and inclusion goals throughout academic, support, administrative, and team plans
- d. Ensure transparency in employment practices
- e. Increase the recruitment and retention of a diverse workforce
- f. Provide training and resources that develop employee job-specific and technology skills, cultural competence, team development, and leadership
- g. Provide effective technology solutions, systems, and interfaces that support learning, instruction, communication, and College operations
- h. Strengthen the safety and security of both individuals and data in physical and virtual environments
- i. Expand environmental sustainability goals and practices

### Ensure the fiscal stability and sustainability of the College. [MSCHE Standards II, VII, VI]

- a. Align fiscal resources with emerging, on-going, and annual strategic priorities
- b. Strengthen enrollment management to ensure maximum access to courses and efficient use of facilities and resources
- c. Pursue grants and alternative sources of revenue to provide funding for program growth and emerging priorities
- d. Optimize business practices that enhance College operations

## GOVERNANCE AND COLLEGE MANAGEMENT

A seven-member Board of Trustees governs Frederick Community College. The Governor of the State of Maryland, with the advice and consent of the Maryland State Senate, appoints Trustees to the Board. Detailed information about the Board of Trustees and the schedule for open meetings are available on the [Frederick Community College website](#).

The Board of Trustees selects the College President who is the Chief Executive Officer of the College.

The College organizational structure consists of seven teams: Academic Affairs, Continuing Education, and Workforce Development; Finance; Human Resources; Information Technology; Institutional Effectiveness; Student Affairs; and Operations.

An [organizational chart](#) for the College is available on the College website.

Each of the seven College teams has a supervisory and management structure that provides opportunities for participation in decision-making. Collaboration among the seven College teams is facilitated through the President's Leadership Teams.

### President's Leadership Teams

#### Senior Leadership Team (SLT)

The SLT is comprised of the President, the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; the Vice President (VP) for Finance; the VP for Human Resources; the VP for Student Affairs; the Chief of Operations; the Chief Information Officer; and the Special Assistant to the President for Institutional Effectiveness. The SLT functions as the President's decision-making team. The SLT supports the President's work with the Board of Trustees (BOT) and the broader community. The SLT meets weekly.

#### President's Diversity Advisory Council (PDAC)

The PDAC provides College-wide coordination and direction on diversity, equity, and inclusion initiatives. The PDAC is chaired by the Executive Director of Diversity, Equity, and Inclusion, and is comprised of a cross-section of faculty, administrators, and staff.

#### Cabinet

The FCC Cabinet is comprised of administrators, faculty, support personnel, affinity group chairs, the President of the Student Government Association, and the convener of the Department Chairs. The Cabinet acts as a leadership and advisory council in implementing the mission, vision, and strategic plan of the College. The President convenes the Cabinet for the purpose of direct communication and collaboration related to College governance by the BOT. All substantive and non-substantive changes to policies, procedures, and the Employee Handbook and Addendums are brought to the Cabinet for discussion. Substantive changes are distributed to the College community through the Senate and affinity group review process, are taken back to Cabinet for discussion, and then taken to the BOT for approval.



### **Strategic Advisory Team (SAT)**

The SAT is a volunteer, cross-functional team of workgroups open to all College employees. The purpose of the SAT is to support the implementation of the Board of Trustees' Annual Strategic Priorities. The SAT identifies and implements measurable outcomes to accomplish the Annual Strategic Priorities. The SAT chaired by the President meets the first week of each month. The workgroups meet once per week for the remainder of the month. Each workgroup addresses one of the Annual Strategic Priorities.

### **Technology Advisory Committee (TAC)**

The Chief Information Officer chairs the TAC. The TAC reviews and makes recommendations regarding IT resources to ensure alignment with the College mission, College strategic plan, IT strategic plan, the Academic Master Plan, the Facilities Master Plan, and the sustainable allocation of resources. The TAC identifies opportunities for training and education as it relates to information technology, security, and technology best practices.

### **Facilities Planning Advisory Committee (FPAC)**

The FPAC is comprised of representatives from Capital Planning and Project Management, Plant Operations, Information Technology, Center for Student Engagement, Athletics, Continuing Education and Workforce Development, Academic Affairs, Disability Access Services, , and College Safety, Security, and Emergency Preparedness. The FPAC is chaired by the Chief of Operations. The mission of the FPAC is to implement the College Facilities Master Plan in collaboration with the IT strategic plan and Academic Master Plan, coordinate deferred maintenance priorities, and coordinate the Project Service Request (PSR) process.

### **Strategic Enrollment Management Committee (SEMC)**

The Strategic Enrollment Management Committee (SEMC) is comprised of leadership from Student Affairs, Academic Affairs Continuing Education and Workforce Development, Marketing, Institutional Effectiveness, and Finance, brought together to develop a holistic and integrated approach to enrollment management. SEMC will identify enrollment strategies and make recommendations that contribute to student access, success, completion, and lifelong learning.

## **College Leadership Teams**

### **College Senate**

The Senate is a College-wide representative body of elected members who serve as leaders in the development and review of College policies, procedures, and operational practice. The College Senate convenes numerous College-wide committees that serve the entire College community, including the Curriculum, Election, General Education, Calendar, Student Affairs, and Student Discipline committees.

### **Affinity Groups**

Membership of the affinity groups are encouraged to participate in and attend affinity group meetings and events.

- **Faculty Association**

The Faculty Association (FA) is comprised of full-time and adjunct faculty and is an affinity group that facilitates the inclusion of faculty voice on a wide range of issues, including leadership and participation in the decision-making processes of the College. The FA provides a professional forum for collegial interaction among FCC faculty.

- **Support Staff Association**

The Support Staff Association (SSA) is comprised of all full-time regular and part-time regular support staff at FCC. Part-time Variable Schedule (PTVS) employees are considered associate, non-voting members and may participate in all activities of SSA. The SSA is an affinity group that provides a means of participation by the support staff in the decision-making processes of the College and encourages professional development among its members.

- **Administrative Staff Association**

The Administrative Staff Association (ASA) is comprised of all full-time regular and part-time regular administrative staff outside of the Senior Leadership Team. The ASA is an affinity group that works to improve the effectiveness, quality, and cohesiveness of the College. The ASA fosters communication between the administrative staff and the College community and encourages professional development among its members.

### **Student Government Association**

The Student Government Association (SGA) is comprised of all students who have paid the student activity fee. The SGA is organized by a five (5) member Executive Board that convenes bi-monthly meetings and collaborates to ensure student engagement and club participation. The SGA works with College administration to provide FCC students an opportunity to engage in College leadership and decision-making. The SGA provides a forum for the expression of student views on issues that affect them, and to promote the development of leadership skills for all students.

### **Career Program Advisory Boards**

Frederick Community College engages business and industry leaders and practitioners as advisors serving on career program advisory boards. The role of career program advisory boards is to provide current and future business/industry perspectives and insights to program sustainability and curricular development. At FCC, both credit and continuing education career programs use advisory boards.

### **College Safety and Crisis Management Team (CSCMT)**

The CSCMT is comprised of Senior Leaders and assigned faculty and administrators who have been trained to serve as leaders in safety, security, emergency preparedness, crisis management, and continuity of operations. The CSCMT follows the Federal Emergency Management Agency Incident Command Structure best practices model. The CSCMT works with the College Public Safety Team and designated employees who serve as floor coordinators, building coordinators, and evacuation area managers to execute the College Emergency Response Plan.

### **Human Resources Advisory Committee (HRAC)**

The HRAC collaborates with and provides feedback to the Office of Human Resources for continued improvement in service and program offerings, and to improve communication between Human Resources and the employees it serves. Membership includes representatives from HR, Finance, College Senate, and each Affinity Group. HRAC has several sub-committees including:

- The **Health and Welfare Sub-Committee** is charged with providing recommendations and advice regarding health, wellness, and medical care for the FCC community, including retirees.



- The **Retirement Oversight Sub-Committee** is charged with providing recommendations and advice regarding the supplemental retirement plans offered, ensuring appropriate plan administration, and reviewing plan competitiveness.
- The **FCC POWER Wellness Sub-Committee** is charged with providing recommendations and advice regarding wellness benefits provided, such as alternative work schedules, child care, tuition assistance, employee assistance plan, and wellness initiatives.
- The **Employee Training and Development Committee (EDAT)** is charged with providing recommendations and advice regarding training and development opportunities made available for FCC employees.

### Learning Leadership Council (LLC)

The LLC is comprised of representatives from Academic Affairs, Continuing Education and Workforce Development, and Student Affairs. The LLC is chaired by the Associate Vice Presidents in the Academic Affairs, Continuing Education, and Workforce Development areas and meets bi-monthly. The mission of the LLC is to coordinate instructional and student support functions.

### Student Affairs Leadership Team (SALT)

The ELLS is comprised of the Executive Directors and Directors of all departments within Student Affairs and is chaired by the Associate Vice Presidents for Student Affairs and the Dean of Students/Director of Athletics. The mission of the ELLS is to ensure the coordination of services between the areas of enrollment services, student development, and student success.

## Collaborative Communication

The College community values clear and transparent communication. All employees will receive ongoing communication from the institutional and team level related to decision-making at the College. The College strives to create a culture of inquiry that encourages engagement through effective communication and collaboration.

Some of the instruments for collaborative communication are:

President's Leadership Teams (see page 3)

College Leadership Teams (see page 4)

### Supervisors and Department Chairs Forum

The Supervisors and Department Chairs Forum is comprised of all FCC employees who have supervisory responsibility as part of their position description or who serve as a department chair. Senate and affinity group leadership are invited to attend the forum. The purpose of the forum is to provide written information and face-to-face opportunity for clarification on relevant College operations. Supervisors and department chairs are required to attend Supervisors and Department Chairs Forum. The forums are facilitated by members and used to communicate administrative decisions to supervisors and department chairs, as well as information about important emerging issues that affect the College. The forum can also be used for professional development for supervisors. Notes are prepared prior to the forums and distributed at the forum. There is a question period at the end of the meeting to clarify any issues. Supervisors are required to meet face-to-face with their direct reports to communicate the information provided in the forum session. Department chairs are required to

communicate the information provided in the forum session in their department meetings during the academic year. In addition, forum notes may be shared electronically.

### **Communication Central**

All employees are expected to make [Communication Central](#) their website browser homepage so that they have access to the College intranet. Communication Central provides important announcements, dates, links to the College policies and procedures, College calendars, employee resources, current forms, and team sites.

### **President's eNewsletter**

The President distributes a monthly e-newsletter featuring College faculty, staff, and students to share information about new programs, events, and other College information with our many supporters in the community.

### **FCC Alert**

All employees are expected to sign up for [FCC Alert](#), which is the College communications system for emergencies and inclement weather notifications.

## **Employee Engagement**

Employees are encouraged to communicate with their supervisors and participate in College service to create a collegial work environment.

Opportunities for College service and participation include department meetings, task forces, ad hoc committees, advisory teams, employment search committees, mentoring, planning groups, and attending College events. Additional opportunities for service may be identified between an employee and their supervisor through an Employee Development Plan.

## STARTING YOUR CAREER AT FREDERICK COMMUNITY COLLEGE

We seek to hire talented people who are passionate about what they do, and who strive every day to make a difference.

### Recruitment and Hiring

Job descriptions are developed for all College positions other than limited term employees (LTE). Supervisors must use the most current job description template found on the [HR intranet site](#). All job descriptions are subject to review and modification by the supervisor, with approval of the Senior Leadership Team, as deemed necessary to carry out the mission of the College.

Open positions are posted on the College website and advertised in appropriate media. Internal applicants are encouraged to apply.

Frederick Community College is an equal opportunity employer and complies with all applicable federal and state laws and regulations regarding nondiscrimination. All qualified applicants will receive consideration for employment. Frederick Community College is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. The College reports annually to the Maryland Higher Education Commission on its progress in achieving the goals of its Cultural Diversity Plan.

### Application Integrity

When reviewing applicants, the College relies upon accurate information in the application materials throughout the hiring process. Any material misrepresentations, falsifications, or omissions will result in the individual being excluded from further consideration. If the person has already been appointed, the employee may be separated from the College.

### Background Screening

The College conducts Background Screenings to promote a safe work environment; protect students, employees, property, information, and the public; make prudent employment decisions based on comprehensive information; and comply with Maryland Law. Required Background Screenings must be completed (received, reviewed, and approved) prior to the first day of work, and all offers of employment and volunteer assignments are contingent upon successful completion of required Background Screenings. Background Screenings are conducted at the expense of the College.

If the College denies employment or volunteer service based on Background Screening information, HR shall notify the candidate in writing in accordance with their federal Fair Credit Reporting Act (FCRA) rights and provide a copy of the report information, a copy of their FCRA rights, and instructions for challenging the results. Candidates must notify HR of their intent to challenge their results when initially notified by HR that they are ineligible for employment or volunteer service, and challenge the results in writing within five (5) workdays, including the reason(s) why the criminal history record should not render them ineligible. HR will review the submitted information and notify the candidate of the final decision.

**Employment Reference Checks** - Prior to submitting the Recommendation to Hire to HR, the supervising administrator from the hiring department shall contact at least three (3) professional employment references on the successful candidate, one of which must include a current or past supervisor. The supervising administrator must obtain written permission from the candidate prior to contacting references. Those involved with the hiring process for a specific position may not serve as a candidate reference for the same position. LTE and student employees are excluded.

**Educational Credentials** - HR must receive and verify candidate educational credentials; official transcripts are required for this review. LTE and student employees are excluded.

**Professional Licensure and Certification Checks** - HR must receive and verify candidate professional licenses and certifications required in the job description and position posting; copies of licenses and certifications are acceptable for this review. LTE and student employees are excluded.

**Criminal History Checks** - HR conducts federal criminal, sexual offender, county criminal, social security alert, and residency history checks for all employees and volunteers. Fingerprinting is required for employees and volunteers working with minors in the Carl and Norma Miller Children's Center, CEWD Youth Programs, and staff and faculty working in the K-12 system. A criminal record shall not in and of itself bar a person from employment or a volunteer assignment. In the event of a criminal record, HR (in consultation with legal counsel and other offices as necessary), will consider the recency and relevancy of the criminal record and any other factors relevant to assessing the job-relatedness of the criminal record, including: the nature of the criminal record, the relation of such information to the position or volunteer service, the time that has elapsed since the criminal record, as well as the general conduct, employment history, and/or rehabilitation efforts of the candidate. The College will not deny employment to a candidate based solely on a record of arrest in the absence of a conviction.

**MVR Checks** – The Director of Public Safety conducts MVR checks for select positions within the College that require driving and/or operation of College vehicles. Candidates for positions requiring a CDL are subject to the federal and state laws governing the requirements for these licenses, as well as College requirements.

**Physical Examinations** - The College requires physical examinations for select positions within the College as a condition of employment. In these instances, it has been determined that physical condition is essential to performing the responsibilities and duties of these positions. The College will not conduct physical examinations of any candidate until after the candidate has been provided an offer of employment.

**Drug and Alcohol Testing** - HR conducts drug and alcohol testing for select positions at the College. The College will not conduct drug and alcohol testing of any candidate until after the candidate has been provided an offer of employment. The College will also conduct drug and alcohol testing for reasonable suspicion and post-accident testing. Positions that require a CDL fall under the Omnibus Transportation Employee Testing Act of 1991 and the Federal Highway Administration Controlled Substance and Alcohol Use and Testing Regulations of 1994. The law requires candidates to undergo and pass employment drug and alcohol testing if the position requires a CDL. In addition to positions requiring employees to hold a CDL, employees at the Carl and Norma Miller Children's Center, clinical/field experience staff, plant



employees, public safety staff, employees operating machinery, and employees driving College vehicles as part of their job are included in pre-hire drug and alcohol testing.

### Self-Disclosure of Criminal Records and Traffic Citations

All employees and volunteers must disclose criminal records to Human Resources.

In addition, for those employees with driving and/or operation of College vehicle responsibilities identified in their job description, must report all traffic citations other than parking violations.

All disclosures must be made to the VP Human Resources within five (5) calendar days of the entry of the record who will make an assessment on a case-by-case basis as to whether the pending charge or conviction has a temporary or permanent impact on the ability of the employee or volunteer to continue in their position. A failure to disclose may subject the employee or volunteer to discipline, up to and including separation of employment or volunteering assignment.

### Our Employee Groups

All employee groups work collaboratively to achieve the College mission and vision.

- **Full-time Faculty** design and deliver credit instruction and facilitate student learning in keeping with the curriculum as professional leaders in the College community. Full-time faculty teach thirty (30) or more credits per academic year, which may include other assigned duties that are equivalent to a full-time schedule. Full-time faculty are issued an annual employment contract. (See the [Faculty Addendum](#))
- **Credit Adjunct Faculty** are part-time faculty who design and deliver credit instruction and facilitate student learning in keeping with the curriculum as professional leaders in the College community. Adjunct faculty are at-will and shall be assigned by the department chair no more than eleven and one-half (11.50) credits in one semester and no more than twenty-four (24) credits in one year, beginning June 1 of each year. Special exceptions are permitted with the permission of the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development. A letter of acceptance into the adjunct pool will be issued to adjunct faculty who are being considered for a teaching assignment. An assignment confirmation will be issued the first week of each term to adjunct faculty confirming a teaching assignment, compensation, course schedule, and other details. (See the [Faculty Addendum](#).)
- **Clinical/Field Experience Staff** deliver clinical instruction, supervision, and direction in a classroom and clinical practice setting as professional leaders in the College community and teach approved curriculum based on the mission and philosophy of the assigned program and the College. Clinical/Field Experience staff are at-will and are compensated at a contact hourly rate according to a pay structure that is based on education and field experience. A letter of eligibility to serve as Clinical/Field Experience staff will be issued to individuals who are eligible for a Clinical/Field Experience assignment. A letter of assignment will be issued the first week of each term to clinical/field experience staff confirming clinical/field assignment, compensation, clinical/field schedule, and other details.
- **Continuing Education and Workforce Development (CEWD) Adjunct Faculty** are part-time faculty who design and deliver instruction as professional leaders in the College community and teach curriculum that leads toward approved outcomes. CEWD adjunct faculty are at-will and shall receive assignments made by the Executive Director or the Associate Vice President to meet specific contact hours of instruction. An

assignment confirmation will be issued confirming a teaching assignment, compensation, course schedule, and other details. (See the [Faculty Addendum](#).)

- **CEWD Instructional Specialists** are administrators in the College community who design and deliver instruction and provide program-related administrative or coordination activities as assigned by the executive director. Instructional Specialists may teach in a variety of schedules and modalities to serve students and program needs, for a total of 35 assigned regular, ongoing hours per week. Instructional Specialists are issued an annual employment contract, and are considered regular, full-time employees.
- **Fee-Based Employees** are at-will exempt employees who serve in grant-funded or contracted positions based on a fee charged per contact hour. Fee-Based Employees are issued a letter of assignment.
- **Administrators** are professional leaders in the College community who serve in positions that require specialized training and high-level decision-making. They also may supervise staff, manage operations, and make decisions consistent with the College mission. Administrators are issued an annual employment contract and can have the following job status:
  - **Full-time regular employees** work full-time for a minimum of thirty-five (35) hours per week on a regular, ongoing basis.
  - **Part-time regular employees** work fewer than thirty-five (35) hours per week on a regular, ongoing basis.
- **Support Staff** are professional leaders in the College community who perform duties that support the management and operation of the College. They are issued an annual letter of assignment. Support staff can have the following job status:
  - **Full-time regular employees** work a full-time, thirty-five (35) hour week on a regular, ongoing basis for 12 months.
  - **Part-time regular employees** work fewer than thirty-five (35) hours per week on a regular, ongoing basis for 12 months.
  - **Interpreters** work either full-time regular or part-time regular schedules on an ongoing basis for 10 months.
  - **Athletic Trainers** work either full-time regular or part-time regular schedules on an ongoing basis for 12 months.
- **Part-time Variable Schedule Pool (PTVS Pool)** consists of individuals who have been selected for an employee pool. Once selected, the individual will receive a letter of acceptance placing them into the PTVS Pool. These individuals may receive an at-will assignment that varies in hours or shifts based on demand for: sign language interpreters; public safety staff; arts, theater, and gallery assistants; learning assistants I-IV; CEWD assistants I-IV; copy center assistant; youth program teacher assistant; supplemental advisors; game room attendants; part-time athletic trainers; gymnasium attendants; student finance assistants; student affairs assistants I-IV; scribes; and bus drivers. For a PTVS employee, no minimum hours or assignments are guaranteed, work hours may not exceed 35 hours per week during any assignment, and total annual hours of employment may not exceed 499 hours. Individual letters of assignment for at-will employment will be issued.
- **Coaches** are exempt at-will employees hired on a specific assignment for a specific College athletic program. Head Coaches and Assistant Coaches are issued an annual letter of assignment.

- **Auxiliary Employees** are at-will employees who are full-time teachers in the Children's Center and the Bookstore, and the Children's Center, and are issued an annual letter of assignment.
- **Limited Term Employees** may perform any duties defined as necessary by the College, but the duties will be for a limited period of time that will be defined in a limited term employment contract. The duties of a Limited Term Employee do not result in an ongoing, regular position at the College.
- **Interim Assignments** may be approved in order to temporarily fill a posted vacant, existing regular position at the College for a specified period of time. An interim letter of assignment will be issued.

### FLSA Exemption Status

Each employee group at Frederick Community College is designated as either non-exempt or exempt from the provisions of federal and state wage and hour laws. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the U.S. Department of Labor's Regulations.

**Non-exempt Positions.** These positions are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act and are paid on an hourly basis. Support staff, auxiliary employees, clinical/field experience staff, PTVS employees, and some limited term and interim assignment employees are classified as non-exempt. Non-exempt employees are eligible for overtime and are paid overtime at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked over forty (40) hours in a week (Sunday through Saturday), in accordance with applicable wage and hour laws. Employees who are non-exempt are paid at their regular rate of pay for any hours worked greater than thirty-five (35) and up to forty (40) hours in a week (Sunday through Saturday).

**Exempt Positions.** Exempt employees are salaried employees who hold exempt duties as professionals or administrators and are not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Administrators, full-time faculty, credit adjunct faculty, CEWD adjunct faculty, CEWD instructional specialists, fee-based employees, coaches, and some limited term and interim assignment employees are exempt. Exempt employees are not eligible for overtime in accordance with applicable wage and hour laws for work performed beyond forty (40) hours in a workweek.

Employees should direct any questions regarding their employment classification or exemption status to Human Resources.

### Probationary Employees

An employee who is new to the College as a full-time regular or part-time regular administrator or full-time regular or part-time regular support staff employee will serve an at-will probationary period of one (1) year. Either the College or the employee may end the employment with or without cause during this at-will probationary period. All probationary administrative and support staff employees will receive formal, written performance appraisals at three (3), seven (7), and twelve (12) months. Employees who have served their one-year at-will probationary period for their initial position will not be assigned an additional at-will probationary period if they transfer to a new position at the College (other than full-time faculty).

Full-time faculty will serve a probationary period for the first three (3) years of their faculty assignment. An additional year of probation may be required.

Existing employees who are hired in a full-time faculty position must serve the three-year probationary period.

### Teaching Assignments for Non-Faculty

Administrators may only teach a class during their scheduled work hours when it is included as a part of their job description and no additional compensation for the teaching assignment will be provided. Administrators who teach a class outside of their scheduled work hours/job description will be compensated at the FCC adjunct rate. Administrators are restricted to teaching one section of a credit course per term or equivalent CEWD assignment. Teaching assignments for administrators will not be assigned for the January Sessions within the Spring Semester.

Administrators requesting teaching assignments outside of their scheduled work hours/job description must have approval of their Senior Leader through the use of the [Approval of Teaching Assignments for Administrators Form](#) prior to accepting the teaching assignments. Department Chairs must receive the approved form prior to assigning the administrator.

Full-time or part-time non-exempt employees may not accept teaching assignments at the College.

### New Employee Orientation

New employees will participate in a new employee orientation session to receive important information regarding policies and procedures, compensation and benefits programs, safety and security, use of IT resources, and other necessary information. Human Resources will schedule and facilitate the orientation sessions. The new employee orientation is offered monthly.

New employees who are not eligible for benefits receive written material from Human Resources that includes the College mission and goals, links to the organizational chart and campus map, guidelines for timekeeping, and reference information for policies and procedures, safety and security, and use of IT resources.

The direct supervisor provides an orientation to specific job duties and processes. The supervisor will use the [Supervisor Responsibilities - Employee Onboarding](#) checklist to document completion of the orientation. The completed form will be retained in the supervisor file.

All employees must complete Title IX training annually. New employees must complete Title IX training within three (3) weeks of their hire date and are required to update their training every year. All employees must complete the required annual IT Cybersecurity Awareness Training.

In addition to the orientation sessions conducted by Human Resources, new full-time faculty are expected to participate in the New Faculty Orientation conducted by the Center for Teaching and Learning. The ten-month program focuses on policies, procedures, processes, and practices related to the College mission, instruction, student learning, and the roles and responsibilities of full-time faculty.

To support new adjunct faculty in their roles, the Center for Teaching and Learning offers New Adjunct Faculty Orientation twice per year in August and January. The orientation focuses on policies, procedures, processes, and practices related to adjunct faculty instruction and student learning.



## WORKING AT FREDERICK COMMUNITY COLLEGE

At FCC, we strive to work together as a College community. We seek to be consistent and transparent in College practices.

### College Policies and Procedures

The current policies and procedures of Frederick Community College can be found at <http://www.frederick.edu/jobs-hr/policies-and-procedures.aspx>.

The Employee Handbook provides the official conditions of employment for all employees at Frederick Community College. All College employees are required to read and adhere to the Employee Handbook and all College policies and procedures. The Employee Handbook is supported by state and federal labor laws. The Employee Handbook is Board of Trustees approved and is reviewed and revised on an annual basis.

### Work Hours

**Schedules for Non-exempt Employees.** For regular full-time non-exempt employees, the normal workweek is five (5) consecutive days of eight (8) hours per day with one (1) hour of unpaid break for a total of thirty-five (35) paid hours per week, as established by the employee's supervisor. Preapproval by the supervisor is required for short-term deviations from regularly scheduled hours.

**Additional Hours for Non-exempt Employees.** All non-exempt employees should accomplish the necessary workload within their regular workweek. Non-exempt employees are not permitted to work additional hours without prior authorization by the supervisor. Additional hours shall not be approved except in exceptional circumstances or significant operational need.

Senior Leader preapproval is required when there is a need for substantial additional hours within a given workweek or when the need for additional hours will be ongoing for an extended period of time. In these instances, supervisors are required to obtain approval from the appropriate Senior Leader who, upon approval, will seek approval from the Vice President for Finance for any additional compensation beyond the 35-hour workweek prior to final authorization of additional hours. Once authorized, additional work hours may be compensated as regular hours, overtime, or compensatory time. Failure to obtain preapproval to work additional hours is a violation of College policy and will be addressed through the Employee Misconduct Policy.

**Breaks for Non-exempt Employees.** Full-time non-exempt employees must take break(s) that total one (1) full unpaid hour during the day, scheduled by their supervisor. For regular part-time non-exempt employees, hours and unpaid breaks are established by their supervisors. For PTVS employees, hours and unpaid breaks are established by their supervisors and based on work demands. Breaks should be scheduled with the goal of providing the least possible disruption to College operations. If necessary, supervisors will advise employees of particular arrangements necessary for breaks in

their respective areas. Employees are free to leave College premises during unpaid breaks.

**Time & Labor for Non-exempt Employees.** For all regular non-exempt and PTVS employees, employees must clock in and out of the Time and Labor system at the start and end of their shift and for all breaks.

**Schedules for Exempt Employees.** For regular exempt employees, the normal workweek is five (5) consecutive days with a minimum of thirty-five (35) scheduled hours as approved by their supervisor. Faculty instructional loads are determined by assignment. (See the [Faculty Addendum](#).)

**Essential Personnel.** Essential personnel may be called in for additional work hours or altered work shifts. See the Essential Personnel section.

**Employees Under the Age of 18.** Work permits are required for all employees under the age of 18 at FCC. Under Maryland state law, employees under the age of 18 must be provided an unpaid thirty (30) minute break for every five (5) hours worked.

### Alternate Work Arrangements

**Work/Life Requests.** Work/Life Requests are limited to situations where there are serious family or personal medical issues or institutional needs that would warrant an ongoing adjustment to the normal work schedule. Any Work/Life Request should be made on the [Work/Life Request Form](#) and will be brought to SLT by the appropriate Senior Leader for approval.

**Offsite Work Requests.** When it is in the best interest of the College, a supervisor may submit a request for a direct report to work their scheduled hours at an offsite location on an ongoing temporary basis. The request should be made using the [Temporary Offsite Work Location Request Form](#) and will be brought to SLT by the appropriate Senior Leader for approval.

### Absenteeism and Tardiness

Reliability and punctuality in reporting for scheduled work are expectations for employment. Absenteeism and tardiness create an undue burden on students, other employees, and the College. Employees who have unforeseen circumstances that result in needing to arrive late to work or take an unplanned absence must let their supervisor know at least one (1) hour before their scheduled start time or as soon as possible. Unreported or habitual absenteeism and/or tardiness may result in discipline under the [Employee Misconduct Policy and Procedures](#).

It is also expected that all staff members will return from meals and breaks promptly. Those who are habitually tardy may be subject to disciplinary action.

Also see the faculty addendum for other specific reporting expectations.

### Employee Code of Ethics and Conflicts of Interest

All employees are expected to uphold the highest standards of ethical and professional behavior and to abide by the [Employee Code of Ethics](#). Employees must avoid a conflict of interest, or the appearance of a conflict of interest, between personal interests and public responsibilities.

The actions of employees reflect not only on the individual employee but also on the entire College community.

### **Nepotism**

All employees and applicants are required to disclose to the VP for Human Resources the identity of any of their family members who are employed by the College. The [Employee Code of Ethics](#) defines who qualifies as a family member. No family members of anyone in a direct reporting relationship of a vacant position are eligible to apply for or be hired for the position. If a direct reporting relationship between family members develops during employment, family members must notify the VP for Human Resources immediately.

No faculty member shall provide academic instruction leading to assessment of any family member, unless approved by the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development. A faculty member is required to notify the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development immediately if a family member enrolls in a course taught by them. For all details related to nepotism, refer to the [Employee Code of Ethics](#).

### **Outside Employment Disclosure**

Prior to accepting outside employment, regular employees must disclose outside employment in addition to their assignment(s) at the College to the VP for Human Resources through the [Outside Employment Disclosure Form](#). This disclosure will be reviewed to ensure that there is no conflict of interest or commitment. Ten-month full-time faculty do not need to disclose outside employment when not under contract.

Full-time administrators and full-time faculty cannot hold full-time employment with any other employer.

Employees cannot accept monetary compensation from a student related to their professional duties at the College.

For all details related to Outside Employment, refer to the [Employee Code of Ethics](#).

### **Use of College Technology and Equipment**

Frederick Community College is committed to creating a teaching and learning environment that supports the effective and innovative use of technology. The College reserves the right to extend, limit, restrict, or deny privileges or access to IT resources.

User education is the most effective way to maintain robust IT resources and reduce cybersecurity risks. It is the responsibility of the employee to abide by the best practices and IT notifications related to technology use and cybersecurity.

There are expectations and responsibilities related to the use of IT resources. All IT users are expected to be knowledgeable and to act responsibly, ethically, and legally, and to limit their use of IT resources to the educational purpose and legitimate business of the College. The [Technology Use Policy and Procedures](#) applies to all IT resources and to all IT users. For all details on the use of College Technology and Equipment, refer to the [Technology Use Policy and Procedures](#).

### Protection of Personally Identifiable Information (PII)

All employees are expected to protect the personally identifiable information (PII) of students, faculty, and staff. The [Protection of Personally Identifiable Information Policy and Procedures](#) provides a structure for and guidance about the protection of and access to sensitive data, information, and records in the possession of the College.

### Professional Conduct

All faculty and staff in the College are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings. Professional behavior includes, but is not limited to: honesty and integrity; trustworthiness; empathy and cultural competence; punctuality; and respectful communication. Failure to meet the expectations of professional conduct may result in disciplinary action.

### Mobile Phone Protocol

FCC will provide mobile phones to eligible employees whose duties and responsibilities meet established criteria. The College may elect to provide an allowance for use of a personal mobile phone for College business when approved by the employee's Senior Leader.

See the [Mobile Phone Protocol and Mobile Phone Allowance Election Form](#).

### Expense Reimbursement

FCC is a public higher education institution that relies on public funding. As such, employees should be fiscally responsible and accountable for all College expenditures. The College will not reimburse employees for business-related expenses paid by the use of personal funds such as personal credit card or cash. The College will allow the use of personal funds for certain employee travel-related expenses. Every effort should be made to encourage conservative use of College resources for business and travel-related expenses. By policy, the College does not authorize cash advances. Employees should refer to the [Financial Procedures Manual](#), which defines all expectations related to College finance.

#### Travel Expense Reimbursement

FCC reimburses authorized travelers for reasonable, necessary, and approved expenses incurred while traveling on official College business. The [Travel Expense Reimbursement Policy and Procedures](#) complies with Internal Revenue Service (IRS) rules. Each employee should be familiar with this Policy and Procedures prior to travel to determine allowable expenses and procedures.

#### Other Business Expense Reimbursement

The [Financial Procedures Manual](#) provides guidelines and procedures for other business expense reimbursements to employees.

#### Issuance of College Credit Card for Business Expenses

When approved by the appropriate Senior Leader, an employee may be issued, in their name, a College credit card for approved College purchases. All accounting and purchasing procedures must still be followed when using the credit card for procuring and paying for travel expenses, services, or other purchases where a credit card is the preferred form of payment. It is to be used only for College-related purchases for goods or services. The cards may not be used for personal purchases.



When requesting a College credit card, the [Credit Card Recipient Agreement](#) form must be obtained from Finance, completed and signed by the employee requesting the card, approved by the Senior Leader, and submitted to the VP for Finance. A limit will be established for each credit card. These limits will be approved by the VP for Finance.

The VP for Finance reserves the right to take possession of a credit card from a cardholder who violates any provision of this procedure or misuses the card. The employee is responsible for reimbursing the College for any inappropriate use or misuse of a credit card in their name. In addition, employees misusing a College credit card are subject to disciplinary action up to and including separation from employment. Upon separation from employment with the College, the employee will surrender the card to the Vice President for Finance, who will then cancel the card.

Employees must report lost, stolen, or compromised credit cards immediately, to Finance by calling 301-846-2458.

### College Safety, Security, and Emergency Preparedness

FCC provides security for the protection of students, employees, visitors, and College assets on the main campus and at the Monroe Center. The College Safety and Crisis Management Team (CSCMT) is led by the Director of Public Safety. The CSCMT is comprised of Senior Leaders and assigned faculty and administrators who have been trained to serve as leaders in safety, security, emergency preparedness, crisis management, and continuity of operations. The CSCMT follows the Federal Emergency Management Agency Incident Command Structure best practices model. The CSCMT works with the College Public Safety Team and designated employees who serve as floor coordinators, building coordinators, and evacuation area managers to execute the College Emergency Response Plan.

Emergency Response Guides are provided in every classroom and every office suite. Employees of the College are expected to read and understand these plans and to be prepared to follow emergency response protocols. College Public Safety at the main campus can be contacted at (301) 846-2453 or (301) 606-7716, or by dialing extension 4444 from any College phone. The public safety office at the main campus is located on the first floor of the Student Center (H Building). College Public Safety at the Monroe Center is located at the front desk and can be contacted at (240) 629-7900 or (301) 606-7721.

In an emergency, dial 911.

All plant and public safety personnel have two-way radio communication. The offices of all Senior Leaders also have access to two-way radio communication with public safety personnel.

Video surveillance and recording is used by College Public Safety to monitor specific areas of the College premises (see the [Video Monitoring of College Premises Policy and Procedures](#)).

All employees are expected to actively participate in emergency response drills as outlined in the [Emergency Response Guide](#).

All employees are expected to follow additional safety and security protocols as outlined in their areas.

### Fire Code Compliance

All employees are required to abide by the Frederick County Fire Code, which includes the prohibition of the use of extension cords or space heaters in any College building.

### Employee Identification

All regular administrators, support staff, full-time faculty, adjunct faculty, PTVS, auxiliary, coaches, and CEWD instructional specialists are required to obtain a Frederick Community College identification card and to display the card upon request by College Public Safety. Kids on Campus adjunct faculty are required to obtain an FCC identification card and display it at all times. All employees of the Carl and Norma Miller Children's Center are required to wear an assigned uniform shirt in order to be easily identified.

All CEWD adjunct faculty (with the exception of Kids on Campus adjunct faculty), credit adjunct faculty, clinical/field experience staff, LTEs, and interim employees are required to carry a valid photo ID issued by a federal, state, or local government agency on their person when working on College premises and to display the photo ID upon request by College Public Safety.

### Keys and Electronic Facility Access

Facility access and issuance of keys is based on the role of the employee at the College and Senior Leader approval. Supervisors must submit the [Key Request/Issuance/Return Form and Agreement](#) to the Public Safety Office. Keys and electronic access cards are the property of FCC and may not be duplicated for any purpose. Sharing keys and access cards is prohibited. Every employee must personally safeguard their keys and electronic access cards and immediately report any lost or stolen keys or electronic access cards to the Public Safety Office and their supervisor.

Upon separation from employment, all keys and electronic access cards must be returned to the Public Safety Office.

### Parking Regulations

All employees who wish to park on the main campus or at the Monroe Center must obtain a parking hangtag. Hangtags may be obtained free of charge in the Public Safety Office between 8:30 and 4:30 p.m., Monday through Friday. Parking questions should be referred to the Public Safety Office. Parking regulations are enforced by College Public Safety.

### College Mail

FCC postage and mail services are to be used only for College business. Employees may not purchase postage or use the College mail services for any personal use. This includes employees initiating personal mail and/or package deliveries to the College mailroom and/or shipping and receiving.

Whenever possible, when sending interoffice mail, the sender should use the reusable interoffice correspondence mail envelopes addressed to the name of the individual and appropriate mail box number. Any material containing confidential information must be sent using a sealed envelope marked "confidential."

### Use of Personal Furniture

Every College office is equipped with furniture appropriate to support the needs of each employee. College furniture may include a desk, desk chair, file cabinets, bookcases, meeting or task tables, chairs, telephone, computer, and monitor(s).

Employees may not bring in personal furniture for use in their office.

For documented special medical needs, employees may request medical accommodations related to office furnishings through HR.

### College Transportation Services

See the [College Travel and Transportation Policy and Procedures](#) and the [Request for College Transportation Services Form](#).

Employees needing individual transportation for local or regional travel related to College business shall schedule public transportation (trains, buses, airlines, rental cars) or may elect to use their personal vehicle with reimbursed mileage per supervisor preapproval through the TARF and TERF forms.

The College reserves the right to deny the use of College vehicles.

### Service Vehicles

The College owns and operates a fleet of service vehicles/heavy equipment for use by the Operations and Public Safety Teams. All employees of the Operations and Public Safety Teams must possess a valid driver's license, follow rules, regulations, and safety-training protocols related to the use of service vehicles/heavy equipment.

Smoking and vaping are not allowed in any College-owned vehicles or motorized equipment.

### Fitness for Duty

Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. All employees must abide by the [Alcohol, Tobacco, Opioids, and Other Drug Use and Awareness Policy and Procedures](#).

This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the effect of the medication on their fitness for duty and the ability to work safely, and promptly disclose restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions to supervisors, but should do so to the Health Insurance Portability and Accountability Act (HIPAA) official in Human Resources.

### Available Services

#### Employee Assistance Program (EAP)

The EAP provides free and confidential wellness, counseling, and referral services 24 hours a day, seven days a week, to any FCC employees who are eligible for healthcare benefits.

**Employee Wellness Programs**

The College provides robust programs to support employee wellness. Offerings are posted on Communication Central. Employees may also sign up for an opt-in wellness distribution list by contacting the HR Generalist.

**Learning Commons**

Employees may use the Learning Commons during posted hours for studying, reference work, or to borrow books and materials. The employee ID card serves as a library card.

**Athletic and Cultural Events**

Employees are admitted free to most College athletic events. Many cultural events are either free or charge a nominal fee. Employees are encouraged to attend the concerts, recitals, plays, guest speakers, and professional entertainment presented through the year.

**Child Care**

The Carl and Norma Miller Children's Center offers child care and early education programs to the children of FCC students, staff, and faculty. When space is available, community members can enroll their children at the Center. Rates and related information may be found at <http://www.frederick.edu/student-resources/childrens-center.aspx>.

**FCC Foundation, Inc.**

Employees are encouraged to contribute to scholarships/grants for FCC students. Contributions may be directed to many different types of scholarships/grants. For a list and description of scholarships/grants available at FCC, contact the Office of Institutional Advancement. Contributions to the FCC Foundation can be made through payroll deduction by submitting a completed [Gift Form/Payroll Deduction Authorization](#) to the Foundation office.

**Credit Union**

FCC employees are entitled to take advantage of the financial services offered by the FERKO Maryland Federal Credit Union. Direct deposits can be made to accounts via payroll deduction as directed. Information may be obtained in Human Resources or at [www.ferkomfcu.com](http://www.ferkomfcu.com).



## CELEBRATING OUR SUCCESS

The College values the hard work and dedication of its employees.  
It is important in a College community for employees to  
feel valued, recognized, and appreciated.

The [Employee Recognition Policy and Procedures](#) provides a framework for individuals and teams to be recognized for their outstanding work and contributions. In addition to ongoing positive feedback to employees by their supervisors, it is important that teams and departments celebrate the achievements of individuals. Throughout the year, supervisors are encouraged to hold informal, special staff/department gatherings to recognize individuals or groups for their outstanding work. In addition to informal ongoing recognition, the College also has several formal celebrations.

### Annual Celebration of Excellence at the Spring Convocation

The Celebration of Excellence Spring Convocation for all employees in January or February (based on the approved College calendar), recognizes and celebrates the dedication and achievements of employees. Regular full-time administrators, regular part-time administrators working 50% or greater, regular full-time support staff, regular part-time support staff working 50% or greater, Children's Center full-time teachers, and full-time faculty are recognized for their years of service in five-year increments. Years of service begin upon assignment to the regular position. Service in an interim, PTVS, limited term, or adjunct position is not eligible for years of service. Employees who separate from regular full-time or regular part-time employment and return to an eligible position within three years from the date of separation shall receive full credit for prior eligible service.

Individuals who are being awarded Emeritus and Distinguished Status are recognized and a number of employees receive excellence or special awards. A monetary award may be provided for each excellence and special award and for years of service depending on the FCC annual budget and FCC Foundation funds.

### Recognition for Completion of Degrees

The College recognizes the completion of Associate, Bachelor's, Master's and Doctorate Degrees from fully accredited institutions of higher education by full-time support staff, part-time support staff .5 FTE or greater, full-time administrators, part-time administrators .5 FTE or greater, and full-time faculty. See the [Employee Recognition Policy and Procedures](#).

### Retirement Celebration

All full-time faculty, administrators, support staff, and full-time auxiliary staff will be recognized when they retire from the College at a College-wide celebration during the month of May.

Retirees will receive a gift recognizing their years of service.

### Participation in Commencement

Full-time Faculty are required to participate in Commencement.

Administrators are not required to participate in Commencement. However, an Administrator may elect to participate as a volunteer; or, in the processional, in which case the College will provide regalia, if needed.

Certain employees are required to work during Commencement as determined by their supervisor.

### Employee Publicity/Promotion

When an employee has received special recognition for their professional work, the Special Assistant to the President for Institutional Effectiveness should be notified. The Special Assistant will consider publicizing the achievement to internal and external audiences and stakeholders using the following:

- Communication Central
- College website
- Local, Regional, and National Media
- Social Media
- Marketing materials
- Channel 23
- President's eNewsletter

## ADVANCING YOUR CAREER

It is important for employees to grow professionally and to strive for continuous improvement. Through personal and professional growth, employees will thrive and have the potential to take on new challenges.

### Supervision and Evaluation

The College expects supervisors to provide guidance, outline clear expectations and goals, and identify professional development needs for their direct reports. All employees will receive ongoing coaching, supervision, and formal performance appraisal throughout the year. Employees should expect ongoing feedback from their supervisor.

### Performance Appraisal

Supervisors will use the performance appraisal form to appraise their direct reports formally twice per year for non-probationary administrators and support staff, and three times per year for probationary administrators and support staff. AVPs/Deans will appraise probationary and continuous contract faculty once per year. Additional performance appraisals may be conducted at any time throughout the year. (See the [Performance Appraisal intranet](#) site.)

Employee Development Plan (EDP) goals are established each fiscal year between a supervisor or AVP and their direct report or faculty member and must be sent to HR by September 30. In conjunction with the direct supervisor, each regular FCC employee is responsible for identifying their development goals through the individual EDP. Employees work with their supervisors to establish realistic goal(s) that connect to the team goals, the Annual Strategic Priorities established by the Board of Trustees, and FCC Forward (2020-2025), the College Strategic Plan. EDPs are reviewed and updated during each performance appraisal and may be revised when needed. A copy of the most current EDP indicating progress to-date should be attached to each performance appraisal when it is submitted to HR.

A performance appraisal may be conducted at any time in addition to the required, scheduled appraisals. For all non-probationary administrators and support staff, required appraisals are due to HR no later than December 1 and May 1. For probationary administrators and support staff, a calendar should be kept by the supervisor with appraisals conducted at three months, seven months, and one year after the probationary administrator or support staff date of hire.

Performance appraisals for probationary and continuous contract faculty may be completed at any time by the appropriate AVP/Dean or Executive Director during the evaluation period, but must be submitted no later than May 1. Faculty applying for promotion/continuous contract must follow the schedule in the Faculty Addendum.

### Professional Development

The purpose of professional development is to increase knowledge, develop skills, and enhance employee performance. Professional development needs identified in EDPs inform the development of an annual schedule of professional development opportunities coordinated by the Employee Development Advisory Team (EDAT). College affinity groups may bring emerging professional development needs to the EDAT throughout the year for consideration.

Individual professional development needs (e.g., conference attendance, certifications, etc.) are evaluated case-by-case, as resources are available, and are approved by the Senior Leader.

The Center for Teaching and Learning (CTL) provides professional development for full-time and adjunct faculty and instructional staff. The schedule is posted on the Employee Development Calendar for FCC Faculty and Staff

[\(http://calendar.frederick.edu/site/employee/\)](http://calendar.frederick.edu/site/employee/).

Additional funding is available to support full-time faculty and professional staff who are members of the Academic Affairs and Continuing Education/Workforce Development team in attaining new skills or knowledge through participation in professional conferences, workshops, and experiences.

## EMPLOYEE ASSURANCES

Employees at Frederick Community College deserve to be treated with dignity and expect a collegial environment. Diversity brings richness to our community and it is important that the College attracts, develops, and retains a diverse employee base.

### Equal Employment Opportunity, College Diversity, Equity, and Inclusion

FCC is an equal opportunity employer and complies with all applicable federal and state laws and regulations regarding non-discrimination and equal opportunity. All qualified applicants will receive consideration for employment. The College reports annually to the Maryland Higher Education Commission on its progress in achieving the goals of its Diversity, Equity & Inclusion Strategic Plan. It is the responsibility of the entire College community to ensure an academic and work culture that values and practices equal opportunity in access to programs and employment.

### Non-Discrimination

Frederick Community College is committed to the principles of equal opportunity and strictly prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

All members of the College community are expected to abide by the [Non-Discrimination Policy and Procedures](#) and to comply with Title IX of the Education Amendments Act of 1972, Title VI and Title VII of the Civil Rights Act of 1964, and the Age Discrimination in Employment Act of 1967, (ADEA), Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA), and amendments. Those persons found in violation of this policy may be subject to disciplinary action, up to and including separation from employment, in addition to the penalties imposed under federal, state, or local law.

Notice of College non-discrimination and disability accommodations should be included in all public and published materials. Wording is available in the [FCC Style Guide](#).

### Title IX Sexual Harassment

Frederick Community College has a responsibility to establish and maintain a learning and working environment that is free from sexual harassment and that respects and protects the dignity and value of every member of the College community. Please see the [Title IX Sexual Harassment Policy and Procedures](#).



### **Alcohol, Tobacco, Opioids, and other Drug Awareness**

Frederick Community College is committed to an alcohol, tobacco, and drug-free learning and working environment. Frederick Community College adheres to the responsibilities set forth in applicable local, state, and federal laws. All members of the College community, visitors, guests, and volunteers are required to comply with the [Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy and Procedures](#) (ATODA).

The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs or controlled substances, and the abuse or unauthorized use of alcohol by anyone on College premises, at any College-sponsored activities, or in College vehicles is prohibited. These violations may result in disciplinary action, which could include criminal prosecution.

Vaping and the use of all tobacco products is prohibited on College premises by any member of the College community, visitor, or guest, with the exception of most parking lots. Vaping and the use of tobacco products is not permitted in the Children's Center parking lot. Vaping and the use of all tobacco products is prohibited in College vehicles (including leased vehicles) at all times.

For eligible employees and their families, the College provides an Employee Assistance Program (EAP) that offers a comprehensive set of support services and resources paid for by the College.

### **Disability Accommodation**

The College is committed to complying with the Americans with Disabilities Act (ADA) as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, and all other applicable federal, state and local laws by ensuring equal opportunity in employment of qualified persons with disabilities. The College provides reasonable accommodations in accordance with these laws. Qualified individuals may request reasonable accommodations from Human Resources.

Employees who need accommodations should contact Human Resources. Requests for sign language interpreters should be made to the Office of Disability Access Services at least five workdays in advance of a scheduled event.

Requests for accessible transportation for a College-sponsored trip should be submitted to Public Safety at least 21 calendar days in advance.

### **Employee Protections**

Employees have legal rights under federal and state laws including, but not limited to, Title 20 of the State Government Article of the Annotated Code of Maryland, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act of 1973, the Family and Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Fair Labor Standards Act. Information pertaining to federal and state labor laws is posted on College bulletin boards and is available through Human Resources.

### **Protected Disclosures**

Employees may report behavior or activity at the College that the reporting person believes to be illegal, dishonest, unethical, fraudulent, or not in compliance with College policy. Retaliation against any person making a report in good faith is strictly prohibited and may be cause for disciplinary action.

## Access to Personnel Files and Data Changes

Official personnel files are maintained in Human Resources for every employee. Content is determined by administration and includes:

- Applicant information
- Offer letters
- Transcripts
- Contracts/Letters of Assignment
- I-9
- Payroll information
- Performance Appraisals
- EDPs
- Commendations awarded by the College
- Leave of absence records
- Disciplinary actions
- Performance Improvement Plans
- College-required training certificates

Additionally, separate files will be maintained in Human Resources for confidential medical information, ADA accommodations, FMLA records, and investigations.

An employee has a right to review their personnel file in Human Resources. A written request should be submitted to HR by any employee who wishes to review their file. Employees may print items from their file.

If an employee believes that there is factual error or unsubstantiated information in their personnel file, they may file a complaint using the [Complaint Policy and Procedures for Employees](#).

Employees must promptly notify Human Resources of any changes in name, telephone number, home address, marital status, dependent status, educational attainment, certifications, emergency contacts, payroll deposit account information, or any other similar information.

## Employment Verification

Human Resources handles all requests for employment verification. Position title and dates of employment are the only information routinely released. Employees must provide written authorization to release any information.

## Employee Misconduct

The College strives to create a safe work environment with clear expectations that uphold accountability for individual conduct and address behaviors that disrupt that environment. When appropriate, an employee will be given the opportunity to correct their conduct working with their direct supervisor through informal resolution.

If the misconduct continues, disciplinary action will be taken in a timely manner and in accordance with due process rights as defined in the [Employee Misconduct Policy and Procedures](#). Disciplinary action may be progressive depending on the severity of the misconduct. Disciplinary action may take the form of verbal or written warnings, disciplinary suspension with or without pay, or separation from employment.

### Pre-Disciplinary Conference

Prior to the issuance of any disciplinary action, an employee shall be provided basic due process (Loudermill Rights) whereby the supervisor shall provide the employee, orally or in writing, with (1) notice of the alleged offense, (2) an explanation of the available evidence, and (3) an opportunity to respond. These due process rights may be provided in a meeting or, when a meeting is not possible, in writing.

Information about employee rights and appeals related to disciplinary action may be found in the [Employee Misconduct Policy and Procedures](#).

If the disciplinary action results in involuntary separation, information about employee rights and appeals may be found in the College [Separation from Employment Policy and Appeal Procedure for Involuntary Separation from Employment](#).

## COMPENSATION

As a public higher education institution, Frederick Community College offers fair compensation and benefits to attract and retain exemplary employees.

### Recording Work Hours – Non-exempt Employees

The regular work week for full-time, non-exempt staff is a 35-hour schedule, established by the College, within the period from 12:00 a.m. Sunday until 11:59 p.m. on Saturday. Non-exempt employees will record their work hours on the electronic timesheet using the *PeopleSoft* portal. No employee may record hours for any other employee. Violations will be addressed as misconduct under the [Employee Misconduct Policy and Procedures](#). Supervisors are authorized to make appropriate corrections to the record of a direct report with the applicable notations or comments recorded on the timesheet.

All non-exempt employees should accomplish the necessary workload within their regular workweek. Supervisors are responsible for effectively managing the workload of their direct reports. Employees may never work additional hours without prior authorization by the supervisor. However, the supervisor may determine that additional hours are required. Supervisors are required to request permission from their Senior Leader who will seek approval from the Vice President for Finance for any additional compensation beyond the 35-hour workweek before they authorize the additional time. If approved by the supervisor, additional work hours will be compensated as regular hours, overtime, or compensatory time.

#### Regular Hours

For hours worked beyond the regular work week, where total hours are between 35 ¼ and 40 hours, the additional hours will be compensated as regular hours at the regular hourly rate. The employee may elect to receive payment for the additional work hours through payroll or as compensatory time. In either case, the compensation will be at the regular hourly rate.

#### Overtime

In compliance with the Fair Labor Standards Act relating to overtime pay, non-exempt employees who work in excess of 40 hours during the workweek will be paid at an hourly rate equal to one and a half times their regular rate of pay for the additional hours. The 40 hours apply only to hours actually worked. Annual leave, sick leave, personal leave, leave without pay, or other paid hours that do not represent hours actually worked are not included in the 40-hour calculation for purposes of the overtime rate. However, HR-approved medically documented sick leave for employee illness, holidays, and snow days, or other emergency closings when the entire College is closed, will be included as hours worked. The employee may elect to receive payment for the additional hours through payroll or compensatory time. In either case, the payment will be at a rate of time-and-a-half (see Essential Personnel section for exception).

#### Compensatory Time

In lieu of compensation through payroll, non-exempt employees will be permitted to accrue compensatory time.

Non-exempt employees should use compensatory time as soon as possible after it is earned, subject to the operating needs of the College and supervisor approval, or it will be paid out through payroll.

A maximum of seven (7) hours of compensatory time may be accrued by non-exempt employees within a calendar month. Any additional hours worked in excess of the seven (7) compensatory hours will be paid through payroll. If compensatory time balances remain unused by the last day of the calendar month, the balance will be paid in the first paycheck of the following month.

Upon separation from employment with the College, an employee will be paid for all accrued unused compensatory time at the employee's current pay rate.

### Exempt Employee Expectations

Exempt employees are salaried administrators, full-time faculty, credit adjunct faculty, CEWD adjunct faculty, CEWD instructional specialists, fee-based employees, coaches, and some limited term and interim assignment employees who meet the criteria for being exempt under the Fair Labor Standards Act.

Exempt employees may work additional hours to meet work demands, but do not earn additional compensation. Exempt administrators are expected to perform their duties from their office or an approved alternate location to conduct College business. Exempt administrators are expected to inform their supervisor whenever they will be away from their primary work location.

Full-time and adjunct faculty work in an open campus environment. For instructional load, duties, and office hour expectations for exempt full-time, credit adjunct faculty, and CEWD adjunct faculty, see the [Faculty Addendum](#).

Exempt limited term and interim position expectations are designated in their letter of assignment or contract.

### Payroll

All employees are paid semi-monthly via direct deposit in accordance with the payroll calendar located at <https://myfccfrederick.sharepoint.com/sites/FCCIntranet/finance/Fiscalservices/SitePages/Payroll.aspx>. Employee payroll statements are available electronically through the *PeopleSoft* portal. Changes in payroll direct deposit account information must be submitted to Payroll using the [Direct Deposit Form](#). Employees must provide documentation for verification of the deposit account information.

The College makes every effort to ensure that paychecks are accurate. The College complies fully with both state and federal wage and hour laws and regulations. Normal deductions required by law, College policy, or authorized by the employee will be automatically withheld. The reason for each deduction is noted on the payroll statement. Employees should check their payroll statement carefully to ensure that it is accurate and that all deductions are correct.

Any employee who believes that an improper deduction has been taken should contact Payroll immediately. Payroll will review the matter and inform the employee of the outcome of that review. If an improper deduction has occurred, the College will reimburse the employee on the next payroll date.

### On-Call Plant Operations Personnel

On-call personnel are Plant Operations employees whose job descriptions require them to be on-call on a specified schedule. On-call personnel will be compensated at their regular rate for their hours worked or a minimum of two hours, whichever is greater. On-call pay begins when employees report for work and clock-in. Employees will be permitted to leave work when the



assignment that is the reason for the call-back is completed unless the employee's scheduled work shift has commenced. If accumulated hours exceed 40 hours per week, additional compensation will apply at 1½ times the regular hourly rate. There will be no duplication of hours or pay.

### **Essential Personnel**

Essential personnel refers to those employees designated in their job description or by the President as essential to the operation of the College during an identified period of time or emergency event.

When the President identifies a period of time or emergency event, non-exempt essential personnel will be compensated at one and one-half (1½) times their regular hourly rate if they are required to work when the College is closed.

Non-exempt essential personnel within the Operations Team who are required by their supervisor to report to work and stay at work during periods of short-term closure of the College due to inclement weather will receive compensation at the rate of one and one-half (1½) times their hourly base pay for the hours designated as an inclement weather response.

Exempt personnel may be designated as essential personnel, in which case there is no additional compensation beyond their regular salary.

### **Affinity Group & Senate Compensation**

Upon approval of the President, FCC may compensate employees designated as: Chairperson for the Senate, Chairperson of the Curriculum Committee, and Secretary of the Curriculum Committee, Chairperson for Faculty Association, Chairperson of the Support Staff Association, and Chairperson of the Administrative Staff Association.

Taxable compensation of \$3,000 annually will be provided to exempt employees for performing these services to the College.

Taxable compensation of \$37.50 per hour, not to exceed 5 hours per week and/or 80 hours annually, will be provided to non-exempt employees for performing these services to the College.

## GROUP HEALTH BENEFITS

Frederick Community College is committed to providing group health benefits to employees and their families to enhance employee health and well-being.

The College has established a variety of employee benefit programs designed to enhance employee health and well-being, and in some cases, extend coverage to include the employee's family. Eligibility for benefits varies by employee classification.

The College provides robust programs to support employee wellness. Employees do not have to be enrolled in the College health plan to take advantage of these programs. Offerings are posted on Communication Central. Employees may also sign up for an opt-in wellness distribution list by contacting the HR Generalist.

Benefit programs are briefly described below. More detail is available in summary plan descriptions, which are provided during new employee benefit orientation. For more complete information regarding any group health benefits, please contact Human Resources.

The College reserves the right to change benefit programs at its discretion. Employees will be notified of any benefit changes.

### Eligible Employees

All regular administrators and regular support staff working at least 17.5 hours per week on a regular basis are eligible for benefits.

Full-time Faculty are eligible for benefits.

Full-time auxiliary employees are eligible for health insurance, dental insurance, and vision insurance in accordance with the [Auxiliary Benefits Policy and Procedures](#).

In compliance with the Patient Protection and Affordable Care Act (PPACA), adjunct faculty and CEWD adjunct faculty, and other College employees who are not eligible for health insurance may become eligible by meeting certain criteria during a one-year lookback period. Eligibility is reviewed annually by the VP for Human Resources. Any employee who becomes eligible is offered health insurance for a one-year period.

### Health Insurance

The College offers a group health insurance plan to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees is effective on the employee's date of hire. For further details regarding the health insurance plan, consult the summary plan description or contact Human Resources.

In the event an employee is on Long Term Disability (LTD), the College will pay the full health insurance premium as long as the employee remains on LTD, up to a maximum of thirty (30) months.

Eligible employees who voluntarily elect to waive health insurance coverage will receive a taxable opt-out cash incentive in lieu of the health insurance benefit. To be eligible to receive the opt-out incentive, the employee must provide proof of other health insurance coverage. The opt-out incentive will be paid on each semi-monthly pay date as long as the employee would otherwise be eligible for health insurance coverage from the College. All such payments shall cease for any period of time the employee is on an unpaid leave of absence, or if the employment relationship is severed for any reason. The full amount will be recorded as taxable income and all applicable taxes will be deducted per the employee's withholding requirements.

Eligible full-time employees will pay premiums in accordance with the [Full-time employee health, dental, and vision insurance rates](#).

Eligible part-time employees, who are working at least 17.5 hours but less than 35 hours per week on a regular basis, will pay a higher percentage of the monthly premiums for health insurance than full-time employees in accordance with the [Part-time employee health, dental, and vision insurance rates](#).

### Health Savings Account

The College provides a Health Savings Account (HSA) to employees enrolled in the FCC high deductible health insurance plan. New enrollments or changes in enrollment effective after July 1 will result in a prorated contribution or a prorated recall of contribution by the College for the remainder of the plan year. Employees who are enrolled in the high deductible health insurance plan may contribute additional funds to their HSA on a pre-tax basis. HSA balances carry over from year to year and are portable. Employees may change their elections throughout the year.

### Flexible Spending Account

The College offers a Flexible Spending Account (FSA) for medical and/or dependent care. The FSA allows for pre-tax contributions to pay for medical and/or day care expenses. Employees who have an HSA for medical expenses may only enroll in the limited purpose medical FSA.

### Dental Insurance

The College offers a group dental insurance plan to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees is effective on the employees date of hire . For further details regarding the dental insurance plan, consult the summary plan description or contact Human Resources.

### Vision Insurance

The College offers a group vision insurance plan to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees is effective on the employees date of hire . For further details regarding the vision insurance plan, consult the summary plan description or contact Human Resources.

### Consolidated Omnibus Budget Reconciliation Act (COBRA)

The federal COBRA gives employees and their qualified beneficiaries the opportunity to continue health, dental, and vision insurance coverage under College health plans when a qualifying event would normally result in the loss of eligibility. Some common qualifying events include resignation, separation from employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage plus a 2% administrative fee at the College group rates. COBRA benefits are available to the employee or beneficiary for a specified amount of time. Eligible employees are provided with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the College health and dental insurance plans. The notice contains important information about the employee's rights and obligations.

## ADDITIONAL BENEFITS

FCC provides additional benefits to its employees.

### Life Insurance

The College pays the full premium for life insurance for eligible employees under a group life insurance policy. The amount of life insurance coverage is based on two (2) times the employee's annual compensation rounded to the next highest \$1,000, but not higher than \$500,000. Coverage for eligible employees is effective on the employees date of hire . Employees may purchase additional life insurance and spouse and dependent coverage through payroll deductions. For the further details regarding the life insurance benefits, consult the Group Life Insurance program booklet or contact Human Resources.

### Long-Term Disability Insurance

The College provides long-term disability insurance to full-time regular administrators, full-time regular support staff, full-time faculty, part-time regular administrators who work at least thirty (30) hours per week, and part-time regular support staff who work at least thirty (30) hours per week. Coverage for eligible employees is effective on the employees date of hire. For further details regarding the long-term disability coverage, consult the plan description provided at orientation or contact Human Resources.

### Legal Services Plan

Eligible employees may enroll in a prepaid legal plan. The plan provides 100% coverage for the employee, spouse, and qualifying dependent children for a broad range of legal services. Coverage includes a 25% savings on attorney fees for an employee's parents and parents-in-law provided the plan network is available in their area. Premiums are fully paid by the employee and made via payroll deduction. Coverage for eligible employees is the first of the month following date of hire.

### Aflac

Aflac supplemental insurance provides an additional level of financial protection for eligible employees and their family members in the event of a serious accident or illness. Aflac provides cash benefits to help pay for out-of-pocket costs and loss of income. Aflac pays cash benefits regardless of any other insurance coverage in place. Cash benefits are paid to the insured and covered family members when ill or injured. Premiums are fully paid by the employee and made via payroll deduction. Coverage for eligible employees is the first of the month following date of hire.

### Retirement Plans

Full-time and eligible part-time regular administrators and support staff, full-time auxiliary, and full-time faculty are provided with membership in a retirement system at the time they commence employment with the College. FCC employees become members of either the Maryland State Retirement and Pension System (MSRPS) or one of the Optional Retirement Programs. The Optional Retirement Programs are available only to administrators with baccalaureate degrees or higher and some employee groups who may not participate in the MSRPS. Eligibility is determined by the Maryland Higher Education Commission (MHEC). All plans are described in pamphlets available in the Human Resources office. If employees who have a choice of programs do not elect a plan, they will automatically be placed into MSRPS.



Once an employee elects NOT to be part of MSRPS, it is an irrevocable step, unless that individual is later employed by another MSRPS participating agency that does not offer another retirement plan.

### **Tax Deferred Compensation Plans**

The College offers eligible employees the opportunity to participate in a 403(b) Plan and/or 457(b) Tax Deferred Compensation Program in order to help save for retirement. These plans allow employees to save on a tax-deferred basis. Internal Revenue Service (IRS) annual contribution limits apply. Contact Human Resources for more information on the plans.

### **Employee Assistance Program**

The College Employee Assistance Program (EAP) provides free and confidential wellness, counseling, and referral services 24 hours a day, seven days a week, to any FCC employees who are eligible for healthcare benefits. The EAP is available to those eligible staff and members of their household to help individuals and families cope with personal crises and problems, including financial, family or legal concerns, substance abuse rehabilitation, and stress management. Services include up to four face-to-face counseling sessions per person, per episode, and unlimited telephonic legal and financial services. In addition, a variety of information is available through the online resource library. Contact Human Resources or the EAP provider directly at 800-327-2251 for more information.

### **Tuition Benefits**

#### Tuition Reimbursement:

If included in the Employee Development Plan (EDP), full-time regular administrators, full-time faculty, and full-time regular support staff who are meeting performance appraisal expectations are eligible for tuition reimbursement (subject to maximums per fiscal year listed herein) for approved academic courses at accredited institutions.

Eligible College employees can be reimbursed for tuition for up to a maximum of six (6) credit hours per fiscal year. Tuition reimbursement may not exceed the in-state tuition rate per credit hour for equivalent academic courses at the University of Maryland, College Park. The College will not reimburse the employee for fees or other out-of-pocket costs.

Eligible employees must submit their request each semester prior to registering for a course and have supervisor, Senior Leader, and Human Resources approval using the [Educational Benefits Application](#). To qualify for reimbursement, the courses must be related to the Employee Development Plan (EDP) goals established between the employee and their supervisor and the employee must earn a grade of “C” or better.

#### FCC Tuition Waiver:

Regular administrators and support staff working 0.5 FTE or greater, full-time faculty, and full-time auxiliary employees are eligible for the FCC tuition waiver. For regular administrators and support staff working 0.5 FTE or greater and full-time faculty, an FCC tuition waiver will be granted to any eligible employee who may choose to enroll in credit or non-credit courses offered by the College. For full-time auxiliary employees, an FCC tuition waiver will be granted for job-related credit or non-credit classes. The College will not waive fees or other out-of-pocket costs. A 20% discount for textbooks in the FCC Bookstore is provided for FCC tuition waiver eligible employees enrolled in courses at the College.

Employees who are directed by their supervisor to take a course related to their job or work skills as identified in their EDP or through the performance appraisal process will have their fees paid through their Senior Leader's budget.

The tuition waiver is also extended to family members of eligible employees who enroll in credit or non-credit classes offered by the College. The waiver does not apply to high-school-based Dual Enrollment classes. Family members include spouses or domestic partners (as defined in the [Domestic Partner Declaration Form](#)) and dependent children. FCC defines dependent children as those qualifying dependent children for whom the employee provides at least 50% of their support. A qualifying dependent child is defined as a son, daughter, stepchild, or other legal dependent, who is under age 24, or any age if permanently and totally disabled.

The tuition waiver benefit is 100% for family members of eligible full-time employees. This benefit is 50% for family members of eligible 0.5 FTE or greater part-time employees. For more information on tuition waiver for family members, refer to the [Tuition and Fees Policy and Procedures](#) and [Auxiliary Benefits Policy and Procedures](#). Employees must sign a dependent certification form, available from the Human Resources Office, when applying for dependent tuition waiver benefits. The College reserves the right to enroll dependents of employees on a space-available basis.

### **Workers' Compensation and Work-Related Injuries**

Employees are required to report all on or off-campus work-related injuries, accidents, or exposure to blood and/or airborne pathogens immediately or as soon as possible following their occurrence to Public Safety at (301) 846-2453. The employee should also report the incident to their supervisor and Human Resources.

Within 24 hours after receiving a report of an injury, a representative from Public Safety will conduct a follow-up assessment with the injured employee and any witnesses and provide a report to Human Resources.

If warranted, Human Resources will notify the Workers' Compensation Insurance carrier and provide the necessary forms to obtain a case/claim number. Human Resources will contact the facility where the employee was treated (if applicable) and provide the claim number for the purposes of billing for treatment.. If care/treatment is required beyond the provider identified by the College, the employee must notify Human Resources if they wish to access other providers and submit the name and contract information for those providers.

In the case of an absence due to a work-related injury, compensation for lost time will depend on the length of the absence. Injured employees should contact Human Resources for specific information. Human Resources will work with medical personnel and the employee as necessary to ensure adequate transition back to work. Any transition period of light duty or modified duty will be coordinated through Human Resources and the direct supervisor. Should light or modified duty not be available within the employee's department, other suitable duty may be substituted when possible.

Fitness for duty and return to duty certifications will be collected by Human Resources prior to the employee returning to work.

### **Annual Leave**

Annual leave must be approved by the employee's direct supervisor. All full-time regular administrators, full-time regular support staff, and interpreter support staff on a full-time schedule are eligible for annual leave.

Eligible full-time regular administrators and full-time regular support staff, and interpreter support staff on a full-time schedule will receive twenty (20) days (140 hours) of annual leave per year, which is earned monthly. With the approval of the Senior Leader, unearned leave time may be used in advance. If an employee separates from employment before the end of the fiscal year, unearned leave time that has been used will be deducted from the employee's final pay. Annual leave may be accumulated to a maximum of thirty (30) working days (210 hours). When the maximum number of days has been accumulated no additional days shall be credited to the employee until enough leave has been used to reduce the accumulation below thirty (30) days (210 hours). There is no cash payout of unused annual leave upon separation from employment. For employees hired and working prior to July 1, 1987, please refer to the [Leave Benefits Policy and Procedures](#).

All employees who are part-time regular administrators, part-time regular support staff, or interpreters on a part-time schedule and who work at least 17.5 hours per week are eligible for a prorated share of annual leave. The maximum accumulation of annual leave for part-time regular administrators and part-time regular support staff is prorated. When the maximum number of days has been accumulated no additional days shall be credited to the employee until enough leave has been used to reduce the accumulation below the prorated maximum. There is no cash payout of unused annual leave upon separation from employment.

Annual leave requests must be submitted and approved by the employee's direct supervisor in advance. Supervisor approval is based on a determination that the leave does not interfere with the ability of the requestor to meet essential work demands. The requestor is not required to provide a specific reason for taking the leave.

Annual leave requests for five (5) or more days must be submitted and approved by the employee's direct supervisor at least two (2) weeks in advance. In extenuating circumstances, the supervisor may approve annual leave requests submitted less than two weeks in advance. Annual leave in excess of ten (10) consecutive workdays must be approved by the Senior Leader.

### **Paid Time Off**

Eligible full-time auxiliary employees will receive eighty (80) hours of paid time off (PTO) per year.

PTO is allocated and available for use beginning July 1 of each year, or prorated from the date of hire; however, PTO is unearned until the employee works the hours necessary to accrue the time. PTO is earned at a rate of 6.67 hours per month.

If an employee separates from employment before the end of the fiscal year, unearned PTO that has been used will be deducted from the employee's final pay.

Auxiliary employees may not carry forward any unused PTO accrued as of June 30 of each year. Upon separation from employment, there is no cash payout for unused PTO for auxiliary employees.

## Personal Leave

With supervisor approval, full-time regular administrators, full-time regular support staff, and interpreter support staff on a full-time schedule may use up to two (2) days (14 hours) of personal leave per fiscal year (prorated for part-time regular employees and interpreter support staff on a part-time schedule). Personal leave is allocated and available for use beginning July 1 of each year. This personal leave may be used during the fiscal year and may not be carried over from year to year. Unused personal days are not paid out upon separation from employment.

## Sick Leave

All full-time regular administrators, full-time regular support staff, interpreter support staff on a full-time schedule, and full-time faculty are eligible for sick leave, earned at a rate of one (1) day (7 hours) of sick leave for each month worked. All employees who are part-time regular administrators, part-time regular support staff, or interpreters on a part-time schedule and who work at least 17.5 hours per week are eligible for sick leave, earned on a prorated basis. Unlimited sick leave may be carried over from year to year. There is no cash payout of unused sick leave upon separation from employment. For employees hired and working on or before June 30, 1985, please refer to the [Leave Benefits Policy and Procedures](#).

Sick leave may be used for employee illness, injury, hospitalization or preventative health care, or for a non-FMLA illness, injury, or hospitalization of an immediate family member (including spouse/domestic partner, child, step-child, grandchild, parent or parent-in-law) when the presence of the employee is necessary. Employees may use sick leave under the provisions of the Family and Medical Leave Act (FMLA) consistent with applicable laws.

FCC abides by the Maryland Healthy Working Families Act for part-time employees who regularly work 12 or more hours per week.

Employees using sick leave shall notify their supervisor at the beginning of the first day of absence and must keep their supervisor informed daily of their status and when a return to work is anticipated. A physician's statement attesting to the need for sick leave must be provided to Human Resources if absence from work continues for more than five (5) consecutive workdays (with the exception of sick leave used for FMLA-approved leave).

In cases of suspected sick leave abuse, a supervisor may require an employee at any time to provide medical documentation for each day of sick leave.

### Sick Leave Bank

Full-time regular administrators and support staff, part-time regular administrators and support staff working at least 17.5 hours per week, and full-time faculty are eligible to participate in the Sick Leave Bank after continuous employment for twelve (12) months. The Sick Leave Bank is administered in accordance with the [Sick Leave Bank Policy and Procedures](#).

## Holidays and Scheduled College Breaks

The College provides paid time off to all full-time regular administrators, full-time regular support staff, interpreter support staff, part-time regular administrators, part-time regular support staff, and full-time faculty on the following holidays and scheduled breaks as listed on the official calendar approved by the Board of Trustees. Employees are paid for the following holidays and scheduled breaks that fall during their normal working schedule.

### Holidays

July 4 \*  
 Labor Day  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Day  
 New Year's Day  
 Dr. Martin Luther King, Jr. Day  
 Memorial Day  
 Juneteenth

### College Breaks

Winter Break (varies by annual calendar)  
 Spring Break (3 workdays)

\* If Juneteenth or July 4th is on a Saturday, Friday is the designated paid holiday. If Juneteenth or July 4 is on a Sunday, Monday is the designated paid holiday.

The FCC Holiday and College Break dates may be found on the official calendar approved by the Board of Trustees.

Support, non-exempt staff assigned to work on an FCC scheduled holiday or during College breaks as defined on the official College calendar will receive two and one-half (2½) times their regular rate of pay for hours worked.

PTVS employees required to work on an FCC scheduled holiday or during College breaks as defined on the official College calendar will receive one and one-half (1½) times their regular rate of pay for hours worked.

The College does not officially observe religious holidays; however, the College will strive to accommodate employees who wish to use leave or alter their normal work schedule to observe their religious holidays.

## Bereavement Leave

All full-time regular administrators, full-time regular support staff, interpreter support staff on a full-time schedule, and full-time faculty are eligible for bereavement leave. All employees who work at least 17.5 hours per week and who are part-time regular administrators or part-time regular support staff are eligible for a prorated share of bereavement leave.

The College provides up to four (4) days (28 hours) of paid leave to eligible employees when a death occurs in the family. Family for the purposes of bereavement leave includes: spouse/domestic partner, parents, children, siblings, grandparents, and grandchildren (including all step and in-law relationships).

Requests for bereavement leave should be made to the direct supervisor. The employee may request approval from their Senior Leader for use of bereavement leave for any other family member not included in this list.

The College may request appropriate documentation before approving the leave. This time may be extended as necessary with the use of earned annual or personal leave subject to supervisor approval.



### Jury Duty and Court Attendance Leave

Jury duty or court attendance leave provides time off to full-time and part-time regular employees, interpreter support staff, and full-time auxiliary employees who fulfill their civic responsibility when summoned. Employees who are summoned for jury duty or summoned to court for other than personal reasons will receive normal compensation during the period of absence from the College. To be compensated, the employee must remit to the College all compensation received by the employee for jury duty or court attendance (except for reimbursement for mileage and meals).

Employees must submit to their supervisor a copy of the summons to service as soon as practicable after it is received. Employees are expected to return to work when they are released. In addition, proof of service must be submitted to the supervisor when the period of jury or court attendance is completed.

### Unpaid Leave

With approval, regular employees may be granted an unpaid leave of absence. Additional information and the criteria for unpaid leave is outlined in the [Leave Benefits Policy and Procedures](#).

### Sabbatical Leave

Sabbatical leave may be granted on a limited basis, contingent upon the availability of funding and Board of Trustees approval, to those regular full-time administrators and full-time faculty who have completed six (6) continuous years of service at the College in the employee category in which they are applying for a sabbatical. The sabbatical leave salaries may be reduced to reflect employee compensation received during the sabbatical from other sources (e.g., grants-in-aid, fellowships, or scholarships).

#### Full-Time Faculty

Sabbatical leave for faculty may be granted for periods of one-half year with no reduction in salary or one full year at one-half of annual salary. Full-time faculty become eligible to submit an Application for Sabbatical Leave form after completing six (6) continuous years of service as a full-time faculty member who met or exceeded overall expectations on performance appraisals.

Full-time faculty must verify eligibility for sabbatical with Human Resources prior to submitting an application. Human Resources will verify eligibility based on years of continuous service and performance criteria.

Sabbatical categories, guideline information, and criteria for eligible full-time faculty are available from the Office of the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development. Full-time faculty must submit the Application for Sabbatical leave form to their Department Chair by October 15 of the academic year prior to the requested sabbatical. The Department Chair will review the sabbatical proposal and submit a recommendation to the Provost/EVP for AACEWD. The Provost/EVP for AACEWD will convene a committee to review the eligible applications/proposals and recommend final candidates to the Provost/EVP for AACEWD. The Provost/EVP for AACEWD will forward committee recommendations to the Senior Leadership Team (SLT). All faculty sabbatical leave must be approved by the SLT and the Board of Trustees.

Full-time faculty who are granted sabbaticals must complete a full year of employment with the College following the sabbatical or repay the salary received during the leave.

### Administrators

Administrators become eligible to submit an Application for Sabbatical Leave form after completing six (6) continuous years of service as an administrator who met or exceeded overall expectations on performance appraisals.

Administrators must verify eligibility for sabbatical with Human Resources prior to submitting an application. Human Resources will verify eligibility based on years of continuous service and performance criteria.

Sabbatical leave for administrators is for the purpose of demonstrably improving professional capabilities, knowledge, and increased contributions to the College and may include independent study, travel, research, or formal study resulting in the completion of a certificate or degree program.

Full-Time time administrators must submit the Application for Sabbatical Leave to their direct supervisor by September 1 of the fiscal year prior to the requested sabbatical. The direct supervisor will review the sabbatical proposal. If the direct supervisor supports the proposal, they will prepare a coverage plan in consultation with the requesting administrator, which will include all cost factors associated with the leave including filling the vacated position and/or reassigning duties on a temporary basis for budget planning purposes. The direct supervisor will submit the sabbatical proposal and coverage plan to the VP for Human Resources. The VP for Human Resources will convene a committee to review the eligible applications/proposals and the committee will recommend final candidates for sabbatical leave to the VP for Human Resources. The VP for Human Resources will forward committee recommendations to the Senior Leadership Team (SLT). All administrator sabbatical leave must be approved by the SLT and the Board of Trustees.

Administrators who are granted sabbaticals must complete a full year of employment with the College following the sabbatical or repay the salary received during the leave.

## **Military Leave**

### Military Reserve Training

Full-time and part-time regular employees and full-time auxiliary employees who participate in required military service training, including inactive duty training for the organized Maryland Militia, are entitled to a leave of absence from duties, without loss of pay, time, or performance rating not to exceed fifteen (15) working days annually. Employees will be paid the difference between their College base pay and the total military or militia pay and allowances (exclusive of those for travel and uniforms). Employees will not be required to use annual leave for this period. Employees must provide to the College HR office a copy of their activation orders in advance of their service.

### Active Duty Call-up

In the event an employee is ordered to active duty, including employees in the organized militia called to State active duty, the employee will be paid the difference between their College base pay and the total military pay and allowances (exclusive of those for travel and uniforms) for a maximum period of ninety (90) days per year without loss of time or performance rating. The employee must provide to the College HR office a copy of their activation orders in advance of their service.

All College-provided medical and dental benefits in effect immediately prior to active duty call-up will remain in effect for up to ninety (90) days. Such benefits shall then cease as of the end of the month in which continued base pay ends. Applicable Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage shall then be made available to the employee and to eligible dependents.

### Reinstatement Rights

Full reinstatement rights shall be extended to employees returning from active military duty as stipulated under the Uniformed Services Employment and Reemployment Rights Act (USERRA). For the purposes of determining longevity, pay, or pay advancement, the status of the employee will be considered uninterrupted by military service. Human Resources should be contacted with any questions or concerns regarding compliance with USERRA.

### **Family and Medical Leave**

Frederick Community College complies with the state of Maryland and the federal Family and Medical Leave laws. All employees must consult with the VP for Human Resources or designee before going on Family and Medical Leave, or as soon as possible if due to an emergency or unforeseeable circumstance. Taking FMLA leave under this policy will not be used against an employee in any employment decisions including the determination of raises or discipline. For further information on eligibility and procedure, see the [Leave Benefits Policy and Procedures](#).

## EMPLOYEE SAFETY AND SECURITY

Everyone in the College community plays a role in creating a safe and secure environment.

### Inclement Weather/College Closings

The President or their designee will decide when classes are to be cancelled, or when the College is to be closed because of inclement weather or other emergency conditions.

Closings or delays will be announced in accordance with the [Inclement Weather/College Closings Policy and Procedures](#). Employees are expected to sign up for the [FCC Alert system](#).

All employees normally scheduled to work on a day the College is closed for inclement weather will be compensated at their regular rate of pay.

If an employee has approved leave for a day in which the College is closed for inclement weather, the leave may be rescinded. In order to rescind the leave, the supervisor should cancel the pending leave in PeopleSoft or notify the Payroll Accountant to delete the approved leave.

### Safety and Health

The College and its employees must comply with relevant federal and state occupational health and safety laws and develop operations, procedures, technologies, and programs that foster a safe environment. In addition, all College employees are expected to:

1. Maintain safe and healthy working conditions within their work area.
2. Observe all safety rules and regulations of the College.
3. Exercise maximum care and good judgment at all times to prevent accidents and injuries.
4. Report all injuries on College premises to the Public Safety Office immediately or as soon as possible, regardless of how minor.
5. Report to the Director of Public Safety and/or remedy unsafe conditions, equipment, or practices as soon as possible.
6. Use safety equipment provided by the College.
7. Only use equipment for which they have currently been trained.
8. Adhere to and enforce specific safety protocols for their area.
9. Adhere to the Fitness for Duty expectations outlined in this handbook.

### Emergency Response Guide

The [Emergency Response Guide](#) is the official College Safety and Public Safety Plan. It is posted in all classrooms and office suites and is provided to new employees during orientation. It is also available on the College Intranet and from the College Public Safety Office (H-116).

The [Emergency Response Guide](#) supplies readily accessible information for use in emergency situations. For emergencies, call 2453 from a College phone or use the Security hot button. From any other phone, call (301) 846-2453. Employees are expected to keep a copy of this guide accessible at their desk and review it regularly.

### Emergency Procedures

It is the responsibility of each employee to know emergency evacuation and shelter procedures. Faculty are required to review emergency evacuation, shelter-in-place, and lock-down procedures with their students. Evacuation routes are posted throughout College facilities.

Emergency floor plans are reviewed annually and are posted in each building. These plans provide maps of the College showing building entrances, fire alarms, automatic electronic defibrillator (AED) stations, and severe weather shelter areas.

The College has a Continuity of Operations Plan to address essential functions of the College following an emergency.

### **Weapons Policy**

Per the [Weapons Policy and Procedures](#), the possession of weapons in all College owned, leased, and controlled buildings, vehicles, and at any special events sponsored by the College is prohibited. Violations of the policy are considered severe misconduct under the College [Employee Misconduct Policy and Procedures](#), the [Code of Student Conduct](#), and the [Code of Conduct for Visitors, Guests, and Volunteers](#). See the College [Weapons Policy and Procedures](#).

### **Workplace Violence**

The College will not tolerate workplace violence or threats of violence by or against its employees. Workplace violence includes any conduct by an employee, student, or member of the public occurring on College premises that involves physical acts of violence, oral, written, or electronic threats, or gestures or acts that are threatening or intended to convey actual or potential injury. It also includes acts and threats that are later claimed to have been made in jest.

Every employee must take any act or threat of workplace violence seriously. If there is imminent danger, call 911 immediately. Employees have a duty to immediately report to the College Public Safety Office and their supervisors any misconduct related to workplace violence. The College will not tolerate retaliation against any employee for making a workplace violence report. When appropriate, the College will refer acts or threats of workplace violence to the police or other authorities for possible criminal prosecution.

### **Unattended Children on Campus**

Children under the age of 16 shall not be left unattended in any College facility or on College premises. This includes parking lots and the immediate surrounding areas. Employees are expected to assist in enforcing this rule by contacting the College Public Safety Office. This does not apply to children under the age of 16 who are enrolled in a program or activity of the College.



## ENDING THE EMPLOYMENT RELATIONSHIP

Separation from employment at the College may be voluntary or involuntary. In both cases, the College has developed fair and equitable policies and procedures in support of the transition.

Please refer to the College [Separation from Employment Policy and Appeal Procedure for Involuntary Separation from Employment](#).

### Voluntary Separation

The College understands that varying circumstances may lead employees to voluntarily resign from employment.

For full-time faculty and administrators, a letter of resignation should be submitted to the Supervisor with a copy to the VP for Human Resources and the College President at least thirty (30) days in advance of the contract or letter of assignment expiration date or the date of the proposed separation from employment. Approval of the Senior Leader or Vice President is required to waive the terms of an appointment during a contract or letter of assignment period.

For support staff, a resignation letter should be submitted to the Supervisor with a copy to the VP for Human Resources and the College President at least two (2) weeks in advance of the proposed separation from employment.

### Retirement

Employees planning to retire should notify their Supervisor of their intent to retire in writing with a copy to the VP for Human Resources and the College President at least thirty (30) days in advance of the contract or letter of assignment expiration date or the date of the proposed retirement. Approval of the Senior Leader is required to waive the terms of an appointment during a contract or letter of assignment period.

### Involuntary Separation

There may be cases when employees are involuntarily separated from employment per the [Separation from Employment Policy and Appeal Procedure for Involuntary Separation from Employment](#). Information about employee rights and appeals related to involuntary separation may be found in the College [Separation from Employment Policy and Appeal Procedure for Involuntary Separation from Employment](#).

During FY 2021, due to the impact of COVID-19, the Board of Trustees for Frederick Community College may be required to declare a state of financial exigency which requires the College to reduce expenditures including employee contractual obligations. A “financial exigency” shall mean any severe decline in College financial resources that compels a reduction in the operating budget to the extent that the College would be unable to meet existing financial obligations. In the event that the Board of Trustees is required to declare a state of financial exigency, the terms of an employee’s contract shall be subject to modification or cancellation as necessary in the College’s discretion to address the financial exigency.

## System Access

On the last day of employment, employee email and access to phone, and access to other FCC systems will be discontinued.

When an employee separates from employment, there are a number of areas that require action by the supervisor in order to ensure continuity of work responsibilities that the separating employee is no longer performing. The supervisor will:

1. Notify HR who will initiate the request to IT for deactivation of the employee's accounts. These may include:
  - a. Email
  - b. PeopleSoft
  - c. Blackboard
  - d. Telephone/Voicemail
  - e. Any other IT resources
2. Notify HR as soon as possible if the final day physically at work is different from final date of employment as stated in the letter of resignation.
3. Review and submit form to change workflow approvals if needed.
4. Notify mailroom where to redirect mail.
5. Make arrangements to monitor voicemail and email of the separating employee.
6. Notify the appropriate people in the College community on how/to whom duties are reassigned.

If a separating employee works in multiple areas, the actions and communication must be coordinated.

## Exit Process for Separating Employees

Supervisors who have an employee who is voluntarily separating from employment with the College must secure the necessary signatures on the [Employee Checkout Form](#) and return it to Human Resources on or prior to the last day they are physically at work.

The College conducts an exit survey for regular employees who are voluntarily separating from employment. The survey assesses the employee experience while employed at the College. Data from the surveys are reported in the aggregate. Responses to the survey will not be placed in the employee personnel file. In addition, employees may request a face-to-face exit interview with Human Resources.

## References

Professional references are written on behalf of the College and are placed on College letterhead. Professional references are only to be completed by the employee's current or previous supervisor. References submitted by someone other than the immediate supervisor are considered personal references and should not be placed on College letterhead.

## FACULTY ADDENDUM

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## FULL-TIME FACULTY

Full-time faculty must adhere to all College policies and procedures and all conditions of employment as outlined in the Employee Handbook, as well as those identified in this addendum.

### Full-Time Faculty Duties and Responsibilities

#### *Facilitate Student Learning*

1. Facilitate student mastery of core learning outcomes using the most relevant scholarly and artistic tools available.
2. Contribute to the development, planning, and implementation of a high quality curriculum.
3. Actively engage students in critical thinking, meta-cognitive processes, and advancement of critical communication skills.
4. Conduct classes that are grounded in equity in both design and implementation. Infuse multicultural and diverse perspectives into the instructional process as appropriate and conduct classes in a manner that demonstrates respect for individual and cultural differences.
5. Model and cultivate equity-mindedness, open-minded inquiry, an appreciation for diverse perspectives, and creative problem-solving.
6. Articulate the value of a strong general education program.
7. Submit as requested syllabi, textbook orders, attendance reports, and other instructional materials.
8. Facilitate communication of course requirements and student progress through the use of the College learning management system which includes use of standard navigation, use of grade center, and ensuring a syllabus consistent with grade center is posted.
9. Post and maintain five (5) office hours per week for student advising and faculty consultation. Office hour schedule subject to approval by the Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (ACEWD) or designee.
10. Online course instructors or structured remote course instructors will respond to student email inquiries within 24 to 36 hours.
11. All face-to-face, hybrid, and hybrid remote instructors will respond to student email within 48 hours.
12. Maintain regular communication with students and, when appropriate, use the Student Success Alert notification process.
13. Assess student work and provide timely feedback.
14. Submit course grades by the posted deadlines.
15. Review student evaluations and participate in College-wide assessment initiatives to improve student learning.

#### *Provide Service to the College and Community, such as*

1. Provide service to the College and community to support and to enhance the College mission.
2. Serve on College committees, workgroups, and taskforces.
3. Engage in activities which enhance the College relationship with the community.
4. Participate in professional organizations.

5. Participate in peer evaluation processes.
6. Mentor full-time faculty, adjunct faculty, and students.
7. Participate in the Faculty Association and/or Senate.

#### *Professional Development*

1. Maintain currency in academic discipline and pedagogy by actively participating in professional organizations at the state, regional, or national levels and by engaging in other professional development opportunities.
2. Seek out current developments and information within discipline.
3. Identify and implement, as appropriate, innovative pedagogical practices.
4. Use of IT resources as it applies to pedagogical standards of delivery within the discipline and as it is appropriate for the student population.
5. Use designated IT resources in required College operations and administrative tasks.
6. Complete the professional development goals as outlined in an approved EDP (Employee Development Plan).

#### *Other Expectations*

1. Participate in department meetings.
2. Attend Commencement, Convocations, Learning Retreats, and meetings of the faculty called by administration during block time.
3. Attend up to four (4) scheduled professional development days as designated by the Provost/EVP for AACEWD between August 1 and May 31.
4. Uphold and contribute to the achievement of the Frederick Community College Strategic Plan.
5. Complete Title IX Sexual Harassment, safety and security, cybersecurity, and other required training.
6. Adhere to all technology user responsibilities as defined in the Technology Use Policy and Procedures, including logging in and out of classroom instructor station computers.
7. Communicate to students the evacuation, lockdown, and other safety protocols during the first class session and repeat as necessary after the last add date.

### **Instructional Load**

Full-time faculty shall teach a normal course load of thirty (30) credits per academic year (fall and spring) that is approved by the Provost/EVP for AACEWD. Full-time faculty can apply Jan Session teaching credits toward full-time instructional load. A full-time faculty member may be approved by the Provost/EVP for AACEWD for an overload beyond the thirty (30) credits for the Fall or Spring Semester not to exceed six (6) credits per semester [nine (9) credits in spring if three (3) credits are assigned during Jan Session]. A separate letter of assignment for that overload will be issued. Full-time faculty teaching overload or during Jan Session or the Summer Terms are compensated at the Masters level of adjunct faculty rate. Full-time faculty cannot exceed one (1) course instructional load for Jan Session and two (2) courses per each Summer Term, unless the overload is approved by the Provost/EVP for AACEWD.

Upon approval of the Provost/EVP for AACEWD, faculty may be assigned on an annual basis, other professional duties which may be substituted for a portion of their instructional load. A separate letter of assignment will be issued for the reassigned time.



### Full-Time Faculty Contract

Full-time faculty serve on a probationary contract for the first three years. An additional year of probation may be required. Upon completion of the probationary period, full-time faculty have the opportunity to apply for appointment to a continuous contract. The application process usually takes place during the third year (to be effective at the start of the fourth year), but faculty can request permission from their Chair and AVP/Executive Director to apply in the fourth probationary year (to be effective at the start of their fifth year). This continuous contract is considered on-going unless under conditions of program discontinuance, decreased program viability, or financial exigency, and are subject to non-renewal or dismissal per the [Separation from Employment Policy and Appeal Procedure for Involuntary Separation from Employment](#).

The College has a formal appointment process for full-time faculty to move from probationary to continuous contract, as well as move from one classification/rank to the next in a consistent manner. Full-time faculty must observe the following submission dates:

- December 1 - Faculty applying for promotion submit their "Application Form for Promotion" to Human Resources; verification of eligibility comes directly from Human Resources. Faculty need to have the required number of graduate and/or alternative credits to apply for promotion in their Human Resources personnel file by December 1
- January 31 - Faculty inform their Department Chair and Coordinator of Faculty Appointment and Promotion Process (FAPP) of their intent to apply for promotion/continuous contract
- February 15 - Faculty submit annual Self-Evaluation Rubric to their Chair.
- March 15 - Chair returns signed copy of annual Self-Evaluation Rubric to faculty and forwards to their AVP or Executive Director.
- By April 7 - Faculty applying for promotion/continuous contract must complete their Performance Appraisal with their AVP or Executive Director.
- By April 21 - Faculty submit promotion/continuous contract Evaluation Rubric to Department Chair.
- By April 30 - Chair returns promotion/continuous contract Evaluation Rubric to faculty. Faculty have until May 5 to submit acknowledgement of receipt.
- By May 1 - Faculty NOT applying for promotion/continuous contract must complete their Performance Appraisal with AVP or Executive Director to meet by May 1.
- By May 31 – The Department Chairs will forward recommendations for promotion/continuous contract for approval to the Provost/EVP for AACEWD.
- June – Promotion/continuous contracts are announced to the Board of Trustees.
- August 1 - Approved promotion/continuous contracts go into effect.

Faculty receiving a promotion would receive a step increment increase on August 1 of the next fiscal year in accordance with the approved pay scales for faculty.

### DEPARTMENT CHAIR ROLE & RESPONSIBILITIES

A Department Chair manages the academic department. A Department Chair is a member of the faculty with administrative responsibilities. The chair is elected by department colleagues for a three-year renewable term. The chair reports to their supervising Associate Vice President/Dean. The chair may be assisted in some of these responsibilities by Program

Managers, and Coordinators. Administrative support is provided by the Academic Office Manager.

As full time regular faculty, Department Chairs should teach six (6) credits in the fall and six (6) credits in the spring semesters and will be allocated eighteen (18) credits of reassigned time for Department Chair responsibilities for fall and spring terms. Overload assignments for Department Chairs will not be approved during the Jan Session. Department Chairs receive a stipend for their responsibilities, which includes duties performed during the summer months of June and July. Overload assignments for Department Chairs during the Summer Term are limited to one course per Summer Term and paid at the Master's overload rate. Department Chairs will receive an annual letter of assignment confirming their compensation, duties, and other details.

**The following are essential functions to be performed by the Department Chairs:**

*Budget Development and Management*

1. Develop and manage department budgets.
2. Develop and recommend Capital Improvement Program (CIP) requests, budget requests, and staffing requests.

*Personnel Management and Supervision*

1. Collaborate with Human Resources in building an adjunct pool in the department's discipline.
2. Interview, screen, and hire adjunct faculty.
3. Supervise, manage and evaluate support staff.
4. Provide performance feedback to program managers.
5. Make recommendations and provide documentation concerning personnel issues.
6. Participate in recruitment and hiring processes.
7. Encourage and support professional development for full-time faculty, adjuncts, and staff.
8. Serve as the first level of appeal and in other duties as outlined in the Complaint Policy and Procedures for Students.
9. Conduct classroom observations and provide performance feedback to probationary and adjunct faculty.

*Management of Academic Programs*

1. Develop the departmental mission and goals, educational goals and objectives, and the annual goals for the department with department faculty.
2. Collaborate with Program Managers and faculty to assess curriculum and programs and assist in preparing accountability reports.
3. Collaborate with Program Managers and faculty in the development and modification of programs and courses appropriate to the department.
4. Schedule classes and assign instructors.
5. Advise the AVP/Dean, Executive Director, or Provost/EVP for AACEWD on academic issues and College-wide concerns.
6. Prepare department and program reports required by College, AVP/Dean, Executive Director, or Provost/EVP for AACEWD.

### *Other Administrative Responsibilities*

1. Provide leadership in the implementation of all College policies and procedures.
2. Regularly attend the Supervisors and Department Chairs Forum and communicate the information provided in the forum session in their department meetings during the academic year. In addition, forum notes may be shared electronically.
3. Participate on Learning Leadership Council (LLC) to provide the academic leadership for the College.
4. Serve on College-wide committees, workgroups, and taskforces.
5. Call and chair monthly department meetings.
6. Manage the department advising system.
7. Attend the monthly Cabinet meetings if selected as the convener of the Department Chairs.

### *Evaluation*

- The appropriate Associate Vice President for Academic Affairs, Continuing Education, and Workforce Development is responsible for conducting the performance appraisal of the faculty member in their role as Department Chair.

## **PROGRAM MANAGER ROLE & RESPONSIBILITIES**

A program manager oversees the curriculum and manages the day-to-day operations of a degree program. A program manager is a member of the faculty with administrative responsibilities. The program manager is appointed by Provost/EVP for AACEWD for a yearly renewable term. The program manager reports to their department chair.

Program manager responsibilities run from August 1<sup>st</sup> to May 31<sup>st</sup>. Reassigned time credit is awarded for the fall and spring semesters, with the amount of reassigned time subject to the workload attached to the program. Summer credit hours are available for special projects.

While not required to be on campus or hold regular hours over the summer, program managers are expected to address program specific issues that cannot be handled by the department chair. This includes staffing open assignments and addressing student complaints. Program managers will receive an annual letter of assignment confirming their compensation, duties, and other details. Program managers should discuss the dispersal of compensation (stipend or released time, and what semester(s) reassigned time is applied) with their Associate Vice President/Dean or Executive Director prior to the start of the fall semester.

### **The following are essential functions performed by the Program Managers**

#### *Supervise and Coordinate Day-to-Day Operations of the Program.*

1. Prepare budget recommendations and oversee program expenditures.
2. Oversee facilities associated with the program.
3. Make scheduling and staffing recommendations to the chair.
4. Collaborate with Department Chair to recruit, hire, supervise, mentor, evaluate, and train adjunct faculty and PTVS employees.
5. Establish and maintain clinical affiliation agreements as appropriate\*

*Advise students in the program.*

1. Advise students in program and meet with prospective students, documenting contacts in the ICAP system
2. Make recommendations and provide documentation concerning student issues, as appropriate.
3. If a program has selective admissions the program manager is expected to review applications and transcripts, tally points, and compose and send correspondence regarding admission decisions.

\* For Health Field Program Managers

*Ensure program and curriculum complies with internal and external expectations.*

1. Collaborate with relevant faculty to review, approve, and submit curriculum changes to ensure program meets industry, professional, and transfer expectations.
2. Collect, review, and approve program syllabi every semester, and archive them with relevant Office Manager. Provide and update templates for courses as needed.
3. Assemble textbook selection information and provide to Department Chair and Bookstore as appropriate.
4. Ensure good faith compliance with Federal, State, Local, and College laws, regulations, codes, policies, and/or accreditation standards.
5. Oversee relevant course and program level assessment.
6. Ensure compliance and completion of program review as scheduled.

*Other Duties*

1. Develop annual program goals and objectives in conjunction with faculty members, Chair, and AVP or Executive Director.
2. Collaborate with chair and AVP or Executive Director to develop and implement strategies to increase enrollment and retention in program.
3. Participate in advisory committee meetings/regional affinity groups as appropriate.
4. Participate in relevant trainings and attend required meetings.
5. Perform other relevant duties as assigned by the department chair, AVP/Dean or Executive Director, or Provost/EVP for AACED.

## **CREDIT ADJUNCT FACULTY DUTIES AND RESPONSIBILITIES**

*Facilitate Student Learning*

1. Facilitate student mastery of core learning outcomes using the most relevant and scholarly and artistic tools available in the discipline.
2. Facilitate communication of course requirements and student progress through the use of the College learning management system which includes use of standard navigation, use of grade center, and ensuring a syllabus consistent with grade center is posted.
3. Actively engage students in critical thinking, meta-cognitive processes, and advancement of essential communication skills.
4. Conduct classes that are grounded in equity in both design and implementation. Infuse multicultural and diverse perspectives into the instructional process as appropriate and conduct classes in a manner that demonstrates respect for individual and cultural differences.

5. Model and cultivate equity mindedness, open-minded inquiry, an appreciation for diverse perspectives, and creative problem-solving.
6. Maintain currency in academic discipline and pedagogy.
7. Submit as requested syllabi, attendance reports, and other instructional materials in a timely manner.
8. Maintain regular communication with students and, when appropriate, use the Student Success Alert notification process.
9. Assess student work in a timely manner and submit course grades by the posted deadline.
10. Online course and structured remote instructors will respond to student email inquiries within 24 to 36 hours.
11. All face-to-face, hybrid, and hybrid remote instructors will respond to student email within 48 hours.
12. Use the FCC email account provided for them to communicate with the College, faculty, staff, and students. Share this information with their students.
13. Review student evaluations at the end of each class and participate in College-wide assessment initiatives to improve student learning.

#### *Professional Development*

1. Seek out current developments and information within discipline.
2. Identify and implement, as appropriate, innovative pedagogical practices.
3. Use IT resources as it applies to pedagogical standards of delivery within the discipline and as it is appropriate for the student population.
4. Apply IT resources or other skills to College operations and administrative tasks designated by the administration and professional development opportunities.

#### *Other Expectations*

1. Participate in New Adjunct Orientation, Adjunct Nights, and other professional training provided by the College, for which adjunct faculty will be additionally compensated.
2. Submit required employment documentation, including all official post-secondary transcripts, in a timely manner.
3. Complete Title IX Sexual Harassment, safety and security, cybersecurity, and other required training.
4. Communicate to students evacuation, lockdown, and other safety protocols during the first class session and repeated as necessary after the last add date.
5. Adhere to all technology user responsibilities as defined in the Technology Use Policy and Procedures, including logging in and out of classroom instructor station computers.

### **Adjunct Instructional Load**

Adjunct faculty shall be assigned by the department chair no more than eleven and one-half (11.5) credits in one semester and no more than twenty-four (24) credits in one year, beginning June 1 each year. Special exceptions are permitted with the permission of the Provost/EVP for AACEWD.

### **Adjunct Faculty Letters of Acceptance/Assignment**

A letter of acceptance into the Adjunct Pool will be issued to adjunct faculty who are being considered for a teaching assignment. The letter of acceptance is not the guarantee of a class

assignment. A letter of assignment will be issued the first week of each term to adjunct faculty confirming a teaching assignment, compensation, course schedule, and other details.

## PERFORMANCE APPRAISAL

Full-time faculty are appraised by their Associate Vice President/Dean or Executive Director on an annual basis using the [Performance Appraisal for Faculty](#) by May 1 of each year. Classroom observations for full-time faculty are related to probationary status and advancement in rank.

Newly hired adjunct faculty are observed and provided feedback on their instruction by their department chair during their first semester of instruction. Adjunct faculty receive further classroom observations and feedback for every new course they are assigned.

Student evaluations are conducted at the end of every course for both full-time and adjunct faculty. Student evaluations include an assessment of the use and effectiveness of the required instructional materials/text.

## FULL-TIME FACULTY RANK

### Qualifications for Specific Academic Rank

All new full-time faculty are placed at the rank of Assistant Professor upon hire. Promotion in rank is achieved only through the [Faculty Appointment and Promotion Process \(FAPP\)](#). The Faculty Appointment and Promotion process focuses on faculty moving from probationary to continuous contract status and on the movement of faculty through the ranks of promotion. Faculty are ineligible to apply for continuous contract and promotion in the same academic year.

#### Professor

- Hold an earned Doctorate, or a terminal Master's degree in their teaching field plus 30 graduate credits, or Master's degree plus 60 graduate credit hours, or two Master's degrees plus 30 graduate credit hours in related fields obtained through a fully accredited college or university.
- Of the required credit hours mentioned above, all 60 credit hours may be earned through the approval of CTL Alternative Credit for graduate-equivalent study and/or the awarding of Above and Beyond Credit for exemplary faculty leadership and service, as outlined in the Faculty Appointment and Promotion Process.
- Nine years of college teaching experience, three of which must have been at the Associate Professor level at Frederick Community College (including the year of application).
- Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.
- Give evidence of the capacity to teach at a consistently outstanding level.
- Give evidence of meritorious service to the College beyond those duties directly associated with classroom instruction.
- Give evidence of superior service in such areas as scholarship, leadership in professional organizations and community activities.

#### Associate Professor

- Hold an earned Doctorate through a fully accredited college or university, or



- Hold a terminal Master's degree in their teaching field obtained through a fully accredited college or university, or
- Hold a Master's Degree plus 30 graduate credit hours. All 30 credits hours may be earned through the approval of CTL Alternative Credit for graduate-equivalent study and/or the awarding of Above and Beyond Credit for exemplary faculty leadership and service, as outlined in the Faculty Appointment and Promotion Process, or
- Hold two Master's degrees.
- For those persons holding a Master's degree requiring more than thirty-six (36) graduate credits, the number of credits exceeding 36 may be applied to the additional credits beyond a Master's required for promotion to Associate Professor or Professor.
- Six years college teaching experience, four of which must have been at the Assistant Professor level at Frederick Community College.
- Give evidence of the capacity to teach at a consistently outstanding level.
- Give evidence of superior service in such areas as scholarship, leadership in professional organizations and community activities.

### **Assistant Professor**

- Hold a Master's Degree in their teaching field obtained through a fully accredited college or university.
- Three years of college teaching experience at the instructor rank or higher.
- Give evidence of competence as a college teacher.
- Provide evidence of service on one or more College committees.
- Demonstrated positive involvement in either professional or community activities.

### **Instructor**

- Hold a Master's Degree in their teaching field.
- Two years of teaching at the Assistant Instructor or Graduate Teaching Assistant level is desirable.
- Show promise of competence to teach on a collegiate level.
- Demonstrate a willingness to work under the guidance and supervision of the senior members of their division.

### **Assistant Instructor**

- Hold a Bachelor's Degree in their teaching field. In certain instances, this may be waived if appropriate technical certificates of licenses are held.
- Show promise of competence to teach on the collegiate level.
- Demonstrate a willingness to work under the guidance and supervision of senior members of their division.

The President shall have the authority to waive any of the established requirements of any academic rank with the approval of the Board of Trustees.

## **FACULTY COMPENSATION**

For information related to full-time faculty salary ranges, [click here](#).

For information related to adjunct pay scale, [click here](#).

Adjunct faculty are placed on the salary scale based on the following criteria:

- **Entry Level:** Master or equivalent; hired based on discipline required educational credentials; Less than 45 credits of teaching experience and/or lacking documentation or professional development and/or positive teaching experience.

- **Intermediate Level:** Masters with 45 to 89 credits teaching experience; Faculty document professional growth in teaching; Faculty document positive teaching experience.
- **Master Level:** Masters; Faculty document 90 and above credits of teaching experience; Faculty document professional growth in teaching; Faculty document positive teaching experience.

## Other Rates of Pay Rank

### Overload

- Full-time faculty who teach an overload are paid at \$895 per credit, the Masters level rate on the adjunct pay scale. Full-time faculty who were promoted to full professor before January 1, 2009 will be grandfathered.
- Full-time faculty promoted to full professor after January 1, 2009 are paid the same as other full-time faculty for overload at the rate of \$895 per credit.
- Retired full-time faculty are paid at the level they were paid for overload before retiring.
- Administrators who teach a class as a part of their job description during their scheduled work hours will not receive additional compensation for the teaching assignment. Administrators who teach a class outside of their scheduled work hours/job description will be compensated according to the criteria of the FCC adjunct salary scale.

### Tutorial Assignment

- Both adjunct and full-time faculty members may be assigned as tutors and will receive one (1) credit hour for each forty-five (45) hours of such assigned duties.

### Independent Study

- Independent study is offered through the College as a faculty-supervised educational experience directed toward an individualized set of student learning outcomes. The outcomes are tailored to selected identifiable goals of the student, measurable using generally accepted methods of evaluation, and when successfully completed, are awarded credit. All independent study applications are limited to four credits.
- A minimum number of three contacts between the student and faculty member is expected during the semester. The initial contact serves to establish the study goals and learning outcomes. A second contact during the 5-6 week of the semester provides early notice of the student's progress and the opportunity to either continue or terminate the study. The final contact serves to conclude and evaluate the achievement of the student's learning outcomes.
- Independent study assignments are not considered part of a faculty member's normal teaching load, nor do they contribute to calculation of overload status. Study assignments are reviewed, however, with regard to impact on normal responsibilities outlined in this Addendum.
- Remuneration for faculty is \$150 per student and is paid regardless of continued enrollment of the student after the second week of classes. Student withdrawal from the study prior to the second week results in a \$25 honorarium to faculty to compensate for student contact and time spent in the application process. Faculty are remunerated following completion/termination of the study.

### Clinical/Field Experience

- Clinical/Field Experience staff are compensated by an hourly rate according to a [three-tiered pay structure](#) based on education and experience in the field.

**Applied Music Lessons**

- The FCC music program offers vocal and instrumental lessons on most instruments. Lessons are taken for both credit and non-credit and are scheduled weekly for hour, 45- min. or 30 min. sessions. Students pay an additional applied lesson fee each semester. The credit conversion for applied music lessons for the purpose of the workload report is .66 credits for 1 hour of contact time.

**OFFICE HOURS/AVAILABILITY**

Five (5) published office hours are to be maintained by all full-time faculty so students have an opportunity to consult with their instructors in person. Office hours are to be announced at the beginning of the semester, published on the syllabus, and posted on the instructor's office door. Adjunct faculty are required to notify students via the syllabus of out-of-class availability.

Full-time and adjunct faculty should be available to their students through email and/or by appointment, and should normally respond to student email inquiries within 24 to 36 hours. Online faculty members are expected to respond to student email inquiries within 24 to 36 hours.

**FULL-TIME & ADJUNCT FACULTY ABSENCES**

Full-time and adjunct faculty must accurately and promptly report their absence to their Department Chair and Associate Vice President/Dean or Executive Director. Upon notification of an absence, the Department Chair will obtain a substitute or make provisions for notifying students involved. A class may not be cancelled without the prior approval of the Department Chair.

Full-time and adjunct faculty are expected to make arrangements in advance with their Department Chair for any absences from regularly assigned duties. All absences must be reported to the Department Chair on the Classroom Absence Report (available from the Academic Office Manager) for internal record-keeping.

In cases of emergency, full-time and adjunct faculty must notify their Department Chair as soon as possible before the start of the class.

**Full-Time Faculty**

Full-time faculty do not accrue annual leave. However, they do accrue sick leave. Unlimited sick leave may be carried over from year to year. There is no cash payout of unused sick leave upon separation from employment. Sick leave is used in half-day increments (3.5 hours) for any class period or office hours that are missed.

- Sick leave must be taken and must be reported to HR through Absence Management in PeopleSoft.
- A Classroom Absence Report must be submitted at the same time.
- Sick leave must be taken regardless of whether or not the class is covered.

**Professional Development/FCC Approved Function Leave**

When full-time or adjunct faculty are approved for leave to participate in conferences or other professional development functions, absences must be reported to the Department Chair on the Classroom Absence Report. These absences are not reported in PeopleSoft. It is the responsibility of the full-time or adjunct faculty member to coordinate with the Department Chair to arrange substitute coverage.

## Adjunct Faculty

Because adjunct faculty do not have annual or sick leave benefits, a **one-time absence per course** is permitted without consequences as long as the absence has been approved by the Department Chair. After one absence, however, the letter of assignment may be adjusted to reflect a reduced number of hours. All adjunct absences must be reported to the Department Chair on the Classroom Absence Report.

## Procedures for Substitute Coverage

Substitute coverage is considered the preferred choice if a faculty member must miss a class. It is important to have qualified and competent coverage for each class. In emergency situations qualified substitutes may not be available and class instructions and assignments/activities may be the only alternative. In the event that substitute coverage is not available, faculty members are strongly encouraged to make whatever adjustments are necessary to ensure the course content is covered. That may include scheduling a make-up class, creating an alternative assignment or using online educational material. The Department Chair should be notified of the alternative work assignments or activities for students.

### Professional Substitution:

- Professional Courtesy/Coverage Exchange – Professional coverage occurs when a faculty member versed in the specific discipline can cover the entire class, completely as scheduled. This includes a previously arranged class exchange between faculty members.
- Compensated Substitution – In no instance may a faculty member personally pay a substitute. All remuneration must be approved by the Department Chair and come through the Absence Management in PeopleSoft. ***Please note that when an adjunct faculty member serves as a substitute, compensation is required.***

## Absence by Full-Time Faculty or Adjunct Due to Inclement Weather

The safety of students, faculty, and staff is of primary concern. Therefore, if the College is not closed and a full-time or adjunct faculty member determines that it is unsafe to travel to class because of inclement weather, they may choose to cancel or reschedule the class. In such cases, the full-time or adjunct faculty member is responsible for communicating directly to the students via Blackboard. Text and/or email may be used as a secondary notification. Both full-time and adjunct faculty must notify their Department Chair and supervising Associate Vice President/Dean.

## ACADEMIC FREEDOM

Frederick Community College supports the concept of academic freedom. Academic freedom establishes the right and implies the obligation of a scholar and faculty member to examine all data and to question every assumption. Academic freedom has to do with methods of inquiry rather than with the personal views of the inquirer. It obligates a faculty member to present all information fairly.

The faculty member is entitled to academic freedom in the classroom in discussing subject matter.

Faculty are entitled to academic freedom in research at Frederick Community College and in the publication of the results, subject to the approval of the Frederick Community College Institutional Research Board (IRB).

Regardless of whether faculty members are probationary, continuous contract, or adjunct, the same principles of academic freedom apply.

The 1940 statement on the principles on academic freedom and tenure recommended by the American Association of University Professors may be found at <http://aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>.

## TEXT BOOK SELECTION AND USE GUIDELINES

These guidelines are not intended to supersede academic freedom of faculty members involved in the selection of course materials. They focus instead on reducing cost, increasing access, and maintaining a student-centered environment.

1. Consider the cost of required materials to students.
  - a. Use alternative material such as handouts, Blackboard postings, and Open Educational Resource (OER) texts when appropriate.
  - b. Consider allowing the use of earlier editions. Ask publishers to supply a compendium that will identify how the old and new texts are aligned.
  - c. Use bundled materials only when individual components can be purchased separately. For example, access codes only when those codes can be purchased separately from the material.
2. Submit book orders on time and document decision points in individual material selection process.
3. Do not require students to purchase materials that will not be used in instruction.
4. When selecting or creating required materials, faculty should verify accessibility, such as availability of electronic textbooks for students with vision and print disabilities, captioning of all audio and video content, and electronic formats that are compatible with screen readers.
5. Request that complimentary copies of materials be placed on reserve in the library and Learning Centers.
6. Collaborate with colleagues on the choice of materials for different sections of the course or for related courses. Students in the same course but different sections can study together and book share if the sections use the same materials. Last minute adjustments to student schedules (including Wait List changes) could adversely affect students if different sections use different materials.
7. Familiarize yourself with MD Senate Bill HB 85 / SB 183 “The Textbook Competition and Affordability Act of 2009”. Guidelines include VII: “The information above [in the ACT] must also be available to the public by posting the information on the college website within 3 weeks following the faculty’s selection of a textbook/materials, or when the selection is finalized (whichever is earlier.)”

## CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT ADJUNCT FACULTY

### Role of CEWD Adjunct Faculty

The Continuing Education and Workforce Development (CEWD) Adjunct Faculty is a valued member of the College Community. Qualified CEWD Adjunct Faculty are the backbone of instructional programs that provide Workforce Development, Adult Education, English as a Second Language (ESL), and Community Education programming.

Preparation to provide high quality instruction is paramount to the College. CEWD Adjunct Faculty are selected based on professional preparation and discipline-specific knowledge

related to the courses to which they are assigned. Formal educational attainment and alternative, documented preparation in technical training, field of expertise, or identifiable skills and knowledge is evaluated as well.

CEWD adjunct faculty must adhere to all College policies and procedures and all conditions of employment as outlined in the Employee Handbook, as well as those identified in this addendum.

### Employment Status

A CEWD Adjunct Faculty Assignment Confirmation will be issued to CEWD Adjunct Faculty who are being given a teaching assignment prior to the start of classes each term confirming teaching assignment, compensation, and other details.

The College may at times elect to subcontract instruction to incorporated businesses using the College procurement process.

### Compensation

As part of the hiring process, the CEWD Adjunct Faculty will be assigned a pay rate by the CEWD Program Manager based on qualifications and the yearly CEWD Adjunct Faculty pay scale for each assigned class. Clinical/Field Experience staff in the Certified Nursing Assistant program are compensated according to an [hourly rate](#).

### Identification Cards

Identification cards may be required for specific assignments and can be obtained at the Public Safety Office in the Student Center (H Building). CEWD Adjunct Faculty must have their identification cards visible at all times when on FCC property.

### Conflicts of Interest and Non-Solicitation Agreement

All CEWD employees must abide by the [Employee Code of Ethics](#). In addition, some CEWD Adjunct Faculty may be asked to sign the Non-Solicitation Agreement.

### Course & Classroom Information

- **Copyright Information**

CEWD Adjunct Faculty must adhere to all copyright laws. See the [Copyright Policy and Procedures](#).

- **Ownership of Course Materials and Course Outlines**

All course materials and outlines used in CEWD instruction are governed under the College [Intellectual Property Policy and Procedures](#).

- **Field Trips**

For trips off-campus, out-of-state, or out-of-the-country, the instructor must follow the [College Travel and Transportation Policy and Procedures](#) and [International Travel Policy and Procedures](#).

- **Absence from Class**

CEWD Adjunct Faculty must be present and on time for all scheduled class sessions. In cases of illness, emergency, or inclement weather, the instructor must notify the program staff as soon as possible prior to class start. Please defer to your program area on who and how students are contacted when an absence occurs.



If a class is canceled due to CEWD Adjunct absence, the adjunct, in consultation with the Program Manager, is responsible for scheduling a makeup session. If a course is not taught for the contracted number of hours, adjustments will be made in the instructor's compensation for the course.

FCC reserves the right to bring in a substitute instructor as needed for the CEWD Adjunct Faculty absences in order to maintain class integrity and schedule. The substitute instructor will be paid directly by FCC. CEWD Adjunct Faculty pay will be adjusted, based on type of instruction, to reflect the reduced number of instructional hours.

If there is a facility problem, FCC will make every attempt to notify the instructor prior to arriving at the site. Missed classes will be rescheduled as possible. If the instructor arrives and discovers an issue with the site (flooding, lack of electrical power, etc.), the program area should be informed as soon as possible, as well as notifying Campus Public Safety and/or 911. The Program Manager may choose to reschedule the class or to officially submit paperwork to reduce the course hours by subtracting the missed class time as appropriate.

- **Class Evaluation**

All non-credit courses will be evaluated. Some courses will use an electronic evaluation via Blackboard. For non-credit courses that do not use an electronic evaluation, Adjunct Faculty are required to distribute course/instructor evaluation forms to all students during the last class of the course. The instructor should designate a student to distribute, collect and securely place evaluations in a separate envelope. The forms should be returned to the program area either in person or by mail no later than two business days after the last class. A copy of evaluation results, as well as student comments and suggestions are available upon request.

Adult Education and ESL course evaluations are completed in class by program staff at the end of each session.

Co-listed sections of credit courses are evaluated using Blackboard.

- **Evaluation of Instructor**

Program Personnel may visit the class to observe and evaluate class preparation, presentation, and the learning process. These evaluations are meant to be constructive and helpful. Program Personnel will discuss the results of these observations and evaluations to provide feedback when warranted.

# EMPLOYEE HANDBOOK

The Employee Handbook contains general guidelines and information and does not guarantee any fixed terms or conditions of employment. The Employee Handbook is not a contract and does not give any express or implied contractual rights to any employee.

The terms and conditions of employment are found in each employee's contract or letter of assignment. It is not intended to be comprehensive or address all the possible applications of, or exceptions to, the College policies and procedures. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, please contact the Human Resources Department.

The policies, procedures, and practices described here may be modified or discontinued from time to time. Every attempt will be made to inform you of any changes as they occur. It is your responsibility to keep current with College policies and procedures.

