



FULL-TIME CLASSIFIED EMPLOYEE HANDBOOK

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Welcome

Dear Employee of Virginia Western Community College,

As you review this handbook containing practical guidance on work life at Virginia Western Community College, I want to highlight some of our guiding principles and to say thank you for making Virginia Western Community College your “Employer of Choice”.

Our most fundamental belief, as articulated in our Mission Statement, is to provide quality educational opportunities that empower students for success and strengthen communities. This is foundational to our commitment to you: “We’ll take you there”. Meeting the needs of our diverse community is at the heart of our mission, vision, and core values, and is visible in the way in which we provide service to our students, not just in the classroom but throughout the campus. Our core values are an important guide; equally as important as our formal policies and procedures governing appropriate and expected work behaviors, conduct, and performance. Everything we do is meant to foster a community that demonstrates integrity, excellence, and care and support for students, faculty, staff and the citizens of our service region.

Virginia Western Community College is fortunate to enjoy the generous support of our community in accomplishing our mission, goals and objectives. The dedication and integrity of the college’s classified staff is important to achieving these goals and maintaining continued community support. The many thousands of students who have benefited from our college, in this regard, sincerely appreciate your efforts.

The Full-Time Classified Employee Handbook is designed to assist you in understanding the college’s mission, vision, and our core values, as well as policies and your opportunities and responsibilities as defined in those policies. I hope that you will find this handbook helpful. Complete details relating to these policies, and answers to any questions you might have, may be obtained from the Human Resources Office or your immediate supervisor.

I am delighted that you are a member of Virginia Western Community College, and pleased that we are your “Employer of Choice”.

Sincerely,

Dr. Robert H. Sandel
President

Preface

Welcome to Virginia Western! We're thrilled that you're here and to offer this handbook as a way to familiarize yourself with our college culture, including general highlights of the college, key laws, policies, procedures, employment expectations, methods of communication, and benefits of the Commonwealth of Virginia and Virginia Western Community College.

At Virginia Western, we embrace our core values, strive for personal excellence, and uphold the highest standards of honesty, fairness, and ethical conduct. This handbook will provide basic information regarding benefits, opportunities, and your responsibilities, as well as introduce you to pertinent rules, regulations, and college practices.

Every effort has been made to provide current and correct information; however, this document should not be considered a replacement for the official source documents. Programs and policies discussed within this handbook may have exceptions, variations, eligibility requirements, etc., that are detailed within the official source policy, law, or document, and which may impact the unique situation of an individual employee. I strongly encourage you to read the official source policies, laws, and handbooks for additional context and explanations of the covered areas.

This document is complex and covers a large amount of information. As such, modifications will be necessary to clarify intent and to respond to organizational growth and change. In cases of conflict, the official source documents and revised policies in effect at the time will prevail. The college reserves the right to make exceptions to the terms and provisions of the handbook in appropriate circumstances.

Both your supervisor and your Human Resources team are resources to assist you with any questions about the handbook content.

Important Disclaimers:

Nothing herein shall be interpreted as creating any right, contract, or benefit not duly authorized as provided by law, or which is contrary to any law, policy, rule, or regulation of the Commonwealth of Virginia, the State Board for Community Colleges, or Virginia Western Community College. Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges as conferred by the Virginia General Assembly.

The handbook is not a contract of employment and the information contained herein is not to be considered contractual promises. Any individual may voluntarily leave employment upon proper notice and may be terminated by the college at any time and for any reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. The contents of this handbook are subject to change at any time at the discretion of the college, the State Board for Community Colleges, or the Commonwealth of Virginia.

Jennifer K. Pittman
Associate Vice President, Human Resources

College History

Virginia Western Community College is a two-year institution of higher education, established under the statewide system of community colleges in the Commonwealth of Virginia. Our service area generally includes the cities of Roanoke and Salem, the southern portion of Botetourt County, the northern portion of Franklin County, and the counties of Craig and Roanoke. Day, evening, weekend and distance learning classes are provided on a 70-acre campus located in Southwest Roanoke, as well as off-campus locations at the Roanoke Higher Education Center, the Franklin Center for Advanced Learning and Enterprise, and the Greenfield Education and Training Center. The college was established in 1966 and has grown from an initial enrollment of 1,352 to its current enrollment of over 10,000.

The college operates under the policies established by the State Board for Community Colleges and with the support and advice of a local Community College Board, and policies established by Department of Human Resources Management. The college is financed primarily by state funds, student tuition and mandatory fees, and is further supplemented by federal funds and contributions from various local political subdivisions, individuals, and businesses.

In 1927, the Extension Division of the University of Virginia, its programs under the direction and supervision of the University, served students in the Roanoke Valley. Later, in 1960, establishment of the Roanoke Technical Institute, an extension of Virginia Polytechnic Institute, further expanded the area's educational opportunities. Ultimately, in February 1966, by authorization of the General Assembly of Virginia, these two facilities were combined into the comprehensive institution of higher education known as Virginia Western Community College with the University of Virginia continuing to offer its upper division program.

The college is in Southwest Roanoke City, and the campus consists of 70 acres split roughly in half by Colonial Avenue. The South Campus has eleven buildings and the North Campus has four buildings, three of which were named for influential citizens in education or in the development of the Southwestern Virginia region. Over the years, our college facilities have expanded to include the Hall Associates Career and Employment Assistance Center, the Student Life Center, Webber Hall, the Advanced Technology Center in Webber Hall, the Community Arboretum, and the Center for Science and Health Professions, and the Science, Technology, Engineering and Mathematics (STEM) Building. The Hall Associates Career and Employment Assistance Center is a counseling, assessment, and resource facility that offers career-related services to Virginia Western students and alumni. It features a resource library, computerized career exploration software, and computerized and online skills inventories and assessment. The Advanced Technology Center in Webber Hall is one of the most unique educational and training centers in the Roanoke Valley, offering highly technical training demanded of today's workforce in automated technology training robotics, rapid prototyping, GIS/GPS, CNC, PLC's, welding, HVAC, hydraulics, automating manufacturing and much more. The Community Arboretum is a two-acre educational garden, consisting of separate gardens and plant collections surrounded by a centrally located amphitheater and a home to more than 700 labeled plant taxa. The Center for Science and Health Professions building on the North Campus is a state-of-the-art facility for natural science programs, nursing, dental hygiene, radiography, radiation oncology, and other related health professions programs. The STEM Building is a state-of-the-art four story 70,567 square foot structure featuring a mechatronics program.

VWCC has several locations off the main campus where classes and/or programs are offered, including the Roanoke Higher Ed Center (downtown Roanoke) housing the Al Pollard Culinary School, Greenfield Education & Training Center (Botetourt County) and the Franklin Center for Advanced Learning & Enterprise (Rocky Mount).

Mission, Vision, Core Values, and Institutional Goals

Mission Statement

Virginia Western provides quality educational opportunities that empower students for success and strengthen communities.

Vision Statement

Virginia Western: A forward-thinking Community College inspiring individual, community and economic transformation.

Core Values

Diversity

Promote a culture and practice of inclusion and empowerment.

Integrity

Demonstrate the highest standards of honesty, fairness and ethical conduct.

Respect

Foster an environment that demonstrates care and support for the college community through constructive and open communication.

Success

Collaborate to provide and promote services and programs to encourage success among all students, faculty, staff and the community.

Teamwork

Partner with internal and external stakeholders to provide practical and relevant educational opportunities.

Institutional Goals

- Empower Students for Success
- Champion Sound Stewardship
- Foster Internal and External Collaboration

Employee Categories

Exempt and Non-Exempt Positions

Positions are determined to be exempt or non-exempt based upon an exemption test in accordance with the federal Fair Labor Standards Act (FLSA). Your offer letter will indicate if you are exempt or non-exempt.

Exempt

If you are exempt, you will be excluded from the overtime provisions of the Fair Labor Standards Act. You must record leave taken by the end of the pay period in which the leave was taken, but do not track all hours worked.

Non-Exempt

If you are non-exempt, you will be eligible for overtime pay if more than 40 hours are *worked* in a workweek. You must complete an electronic timesheet, recording your hours worked daily. Leave must be keyed the day following the absence provided a new work week or pay period has not begun. If you are absent when a new work week or pay period is beginning, you must key your leave and timesheet prior to your absence.

Regular Full-Time Classified

A regular full-time classified employee is employed on a regular basis with a schedule of 40 hours a week for 12 months per year and is fully funded by state funds. Employees in regular full-time classified positions are considered salaried per the Department of Human Resources Management (DHRM) and have access to all employment benefits.

Restricted Full-Time Classified

Restricted appointments are normally made to those positions that receive 10 percent or more of funding from non-continuous or non-recurring fund sources, such as grants, donations, contracts, capital outlay projects, or higher education auxiliary enterprise revenues. Restricted appointments generally have an established anticipated employment end date. Your salary, continued employment, salary increases, and payment for unused eligible leave balances at the time of separation are subject to the terms of the funding source. The initial funding end date will be shared with you to consider before accepting the college's offer of employment. Restricted employees are separated either based on the terms of employment or when the position is eliminated once the grant or special funding has expired or unexpectedly ended. Restricted and temporary employees are not eligible for the layoff provisions in DHRM Policy 1.30 Layoff. Employees in restricted full-time classified positions are considered salaried per DHRM. You will have access to employment benefits with the exception of severance benefits.

Temporary Appointments Full-Time Classified

Temporary full-time classified positions require an exception to policy to meet unordinary objectives or goals within a relatively short period. Temporary employees will have access to employment benefits for the exception of severance benefits and potentially membership with the Virginia Retirement System (VRS). VRS may not apply if employment is 6 months and 32 hours per week or less, or an exception to policy is requested to exclude VRS membership. Temporary full-time classified employees are not eligible for the provisions within the layoff policy. An anticipated end date will be shared with you to consider before accepting the college's offer of employment. Temporary employees are separated either based on the terms of employment or when the special project has been completed.

Regular Wage

Regular wage employees may work up to and no more than 29 hours per week and no more than 1500 hours in a reporting period from May 1 to April 30. Regular wage employees receive pay for hours worked rather than a fixed salary. All regular wage employees are considered temporary in nature and, with the exception of the college's Continuous Learning Program, are not eligible for benefits. Regular wage employees may be referred to as hourly, part-time temporary, wage, or P-14 employees.

Non-Student Employees

Non-student employees are those employed on an hourly basis to serve specific department or school needs and are separated at will. Non-student employees include, in part, tutors, consultants, dental clinic managers, and interpreters. Non-student employees are hired directly by the department or school. Non-student employees may work up to and no more 29 hours per week and no more than 1500 hours in a reporting period from May 1 to April 30. All non-student employees are considered temporary in nature and are not eligible for benefits.

Student Employee – Part-Time

Student positions are only available to active full-time students of the college, are college funded, and separated at will or when the employee is no longer in a full-time student status. Students may be employed in federally funded work-study positions. Employees in student positions are subject to the 1500-hour rule and may work up to but not exceed 29 hours of work in a work week. Employees in federal work/study positions may work up to 29 hours per week not to exceed 58 hours in a bi-weekly pay period, and overall, not to exceed your award amount for the academic semester. Employees receive pay for hours worked rather than a fixed salary. Student employees are not eligible for benefits.

State and Federal Laws Overview

Employment practices are conducted by the college in compliance with all applicable state and federal laws, rules, regulations, and statutes. This includes Titles VI and VII and amendments of the Civil Rights Act of 1964 and the Civil Rights Act of 1990, the Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, Title IX of the Education Amendments of 1972, the Vietnam Era Veterans' Readjustment Act of 1974, the Federal Executive Order 11246, the Family and Medical Leave Act of 1993, the Pregnancy Discrimination Act as amended, the Occupational Safety and Health Act, the Fair Labor Standards Act, Governor's Executive Order, other applicable federal and state legislation, and any amendments thereof.

Equal Opportunity Employer

Virginia Western Community College is committed to maintaining a community that recognizes the inherent worth and dignity of every person to foster a caring, supportive, and understanding environment, and mutual respect among its employees; and encourages you to strive to reach your own potential. In pursuit of its goal of academic excellence, the college seeks to develop and nurture diversity.

We believe that valuing diversity strengthens our effectiveness, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

The commonwealth and the college are committed to providing equal employment opportunities for all employees and job applicants regardless of their race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Equal opportunity extends to all aspects of the employment relationship including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. The college will conduct its programs, services including purchasing, and activities consistent with applicable federal, state and local laws, regulations and orders.

Americans with Disabilities Amendment Act and the Pregnancy Discrimination Act

Title I of the Americans with Disabilities Act Amendments Act (ADAAA) and the Pregnancy Discrimination Act (PDA) prohibits employers like Virginia Western Community College from discriminating against qualified individuals with disabilities, caregiving responsibilities if it is based on a family member's disability, past/current/potential pregnancy, childbirth, and lactation in the job application procedures, hiring, termination, advancement, compensation, job training, and other terms, conditions and privileges of employment.

Virginia Western Community College strongly supports the policies of the ADAAA and the PDA and is completely committed to treating all applicants and employees in accordance with the requirements of those acts.

The college's policy regarding the ADAAA and PDA is to treat all individuals based upon their abilities and seeks to give full and equal employment opportunities to all persons qualified and capable of performing successfully in their positions. We consider and provide reasonable accommodations to any persons in accordance with these acts. We adhere to the law by making reasonable accommodations for those qualified as long as it does not impose an undue hardship or violate law. For further information regarding the ADA, ADAAA, or PDA, or for clarification of definitions used in this statement, please contact the Human Resources Office.

Reporting

Any member of the college community, who has been either a target of or a witness to discrimination, harassment, or bullying has a right to take action by reporting the incident to the Associate Vice President of Human Resources, the college president, the vice presidents, the college affirmative action officer, your immediate supervisor(s), or any individual(s) designed by the college to receive such reports. While every effort will be made to respect both the confidentiality and the wishes of the complainant, college administrators have an ethical and legal obligation to take action to prevent and stop illegal harassment or discrimination. Therefore, administrators may be compelled to take action even if the complainant is unsure of what action is desired. Incidents reported to college officials will be handled in a manner that protects the privacy and due process rights of everyone involved. The following procedures have been established to provide a framework for handling such concerns:

- VWCC encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position.
- Employees and third parties should report incidents of workplace harassment or bullying as soon as possible after the incident occurs.
- Employees and third parties seeking to remedy workplace harassment or bullying may file a complaint with the Associate Vice President of Human Resources, the college president, vice presidents, the college affirmative action officer, your supervisor(s), or any individual(s) designated by the college to receive such reports.
- Under no circumstances shall the individual alleging harassment be required to file a complaint with the alleged harasser.

If you believe that you are being subjected to such conduct, you are encouraged to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Communicating directly with the offender that the behavior is unwelcome, offensive, hostile, and/or intimidating is important to stopping the behavior and to resolving problems. Often this action alone will resolve the problem. VWCC recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Harassment or bullying of any form is a serious offense that will not be tolerated during your employment. The Governor's Executive Order, Department of Human Resource Management's (DHRM) Policy Civility in the Workplace, and Virginia Western Community College's (VWCC) Diversity and Equal Employment Opportunity Policy Statement and Civility in the Workplace: Harassment and Bullying set forth the policies of the commonwealth and the college concerning unlawful discrimination and bullying.

It is unlawful to discriminate against any person based on race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, pregnancy, political affiliation, age, disability, or any other non-merit factors. Supervisors or employees found to have engaged in unlawful discriminatory conduct or harassment are subject to immediate disciplinary action, up to and including termination of employment.

If you are concerned about discrimination, you should contact your immediate supervisor, the appropriate vice president, the president, the college's affirmative action officer, or the Associate Vice President of Human Resources. You may also address allegations of unlawful discrimination with the state's Department of Human Resources Management Office of Equal Employment Services (OEES). OEES may be reached by calling, toll-free, 1-800-533-1414. Unless otherwise prohibited by law, telephone calls or visits to any of the above referenced offices are held in

strict confidence. All employees of the college community have a responsibility to behave in such a manner that others cannot reasonably perceive your words or actions to be coercive, abusive, or threatening.

Code of Virginia Conflicts of Interest Act

As a Commonwealth of Virginia Employee, you will adhere to the provisions of § 2.2-3100 State and Local Government Conflict of Interests Act.

Gifts, Gratuities, or Rewards

As a state employee, you are in a position of public trust and cannot accept gifts, gratuities, favors or rewards for any services performed in connection with your state employment. It is unlawful in accordance with § 2.2-3100 State and Local Government Conflict of Interests Act for you to solicit, offer, or accept money or anything of value in exchange for an appointment, promotion, or special privilege with the college or any other state agency. Violations may subject you to disciplinary action up to and including termination.

Outside Employment

If you desire to seek or engage in additional employment outside your primary position with the college, to include part-time employment with another state agency or within Virginia Western, you must submit an Outside Employment Request form for approval to your supervisor. Your supervisor is responsible for determining if the additional employment will interfere with your full-time job duties with Virginia Western. The Associate Vice President of Human Resources, or designee, will determine if a potential conflict of interest may exist in your proposed second job. If you receive approval to accept additional employment and your job performance begins to deteriorate, you may be asked to discontinue the additional employment. If you accept outside employment without receiving prior approval, you may be subject to disciplinary action. If you are injured or become ill as a result of unauthorized outside employment, you cannot charge the resulting absence from your full-time job to accumulated sick leave. Refer to the college's Outside Employment Policy for detailed information.

Solicitations

Solicitations of sales and offers to buy products or services on the campus may occur only when specifically authorized by designated college officials. The college's Solicitations Policy is applicable to all sales/buyer representatives and agents, including employees and students. Except as noted within policy, solicitations for sales of merchandise, goods, food or drink, regardless of delivery methods, is applicable. It further includes prohibited actions by any individuals soliciting for the purchase of books and/or other similar goods.

Written requests for permission to solicit on campus must be submitted in advance to ensure compliance with necessary regulations. No activity subject to the terms of college policy may be initiated without proper authorization/identification. Failure to obtain authorization or to comply with the terms of the authorization may result in disciplinary actions against students and campus organizations. Other persons and non-student organizations in violation of the terms of college policy will be treated as trespassers. Campus police will be notified of any authorized individuals soliciting on campus under the provisions of policy. Likewise, in cases where unauthorized solicitations are found to be occurring on campus, the campus police and the appropriate authorizing official shall be notified immediately. Refer to the college's Solicitation Policy V-3 for detailed information.

Statement of Economic Interest

Within the provision of the Code of Virginia, based on your position you may be required to file a Statement of Economic Interest as required by the Conflicts of Interest Act. You will be notified if you are subject to these terms. Failure to file the statement as required and on time may subject you to disciplinary actions.

Virginia Community College System Code of Ethics

The Virginia Community College System is committed to providing comprehensive higher education and workforce training programs and services that are financially and geographically accessible and that meet individual, business and community needs of the commonwealth. These values serve as a guide for the members of the VCCS community when ethical issues arise.

- We are committed to learning environments that foster academic integrity.
- We will be good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the state and to the communities we serve.
- We will maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We will not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. We will avoid even the appearance of a conflict of interest.
- We will offer good faith and fair dealings to all those we serve and to each other. Our communications will be civil and professional.
- We will offer employment opportunities in accordance with state, federal and system policies supporting the rights and recognizing the needs of all citizens regardless of race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, pregnancy, political affiliation, age, qualified persons with a disability, or any other non-merit factors.
- We encourage and expect all members of the community to act in good faith and bring to the attention of the appropriate official any violation or potential violation of these principles.

Return-to-Work Program

General

The Return-to-Work policy and procedure for Virginia Western Community College is implemented according to Executive Order #52 (99), *DHRM Policy 4.60*, Workers' Compensation, *DHRM Policy 4.57*, Virginia Sickness and Disability Program (VSDP), and American's with Disabilities Act as Amended. The program applies if you are temporarily restricted in the performance of your essential job functions due to compensable work-related injuries/illnesses or non-occupational injuries/illnesses. The program allows for flexibility regarding your special circumstances, when appropriate, for a 90-day period.

The college has designated return-to-work coordinators within the Human Resources Office. When the injury/illness is work-related, the return-to-work coordinator will be replaced by the workers' compensation coordinator.

When your attending physician indicates that you have a work restriction(s), the college will make every attempt to provide you with a reasonable accommodation for you to remain working or for you to return to work from a leave of absence. You must provide a written note(s) from your attending physician regarding any work restrictions to the return-to-work coordinator and to your supervisor at the time of issuance. If you have a work restriction, notify your supervisor and Human Resources Office immediately. Do not report to work until authorized. If the return-to-work coordinator is unclear on the physician's stated work restriction(s), clarification will be sought. Your supervisor and the return-to-work coordinator will work with you and your physician in determining a reasonable accommodation. If a reasonable accommodation is not available, you will be placed, or remain, on a leave of absence. Temporary reasonable accommodations include transitional duty and a transitional work assignment.

Refer to the college's policy and procedure for detailed information regarding the Return-to-Work Program.

Transitional Duty

Transitional duty occurs when your regular job duties are adjusted to accommodate the nature of the injury. You should be able to perform the essential functions of the job with modifications that are made to your job duties. Transitional duty will be reviewed by the return-to-work coordinator, your physician, and your supervisor every 30-days for 90 days to ascertain your ability to return to work full-time full-duty. You will be automatically returned to regular job duties upon written release by your attending physician. The return-to-work coordinator may extend the period of modified duty beyond 90-days on a case-by-case basis with the Associate Vice President of Human Resource's approval.

The college will first attempt to find transitional duty for the injured worker within the employee's department. If transitional duty is not possible within the employee's department, the college will attempt to find a transitional work assignment in another department.

Transitional Work Assignment

A transitional work assignment is implemented when your regular and normal job duties are substantially changed and is needed to accommodate the nature of your injury/illness. You will be placed in a different working role and may work in a different department. The duties performed will be within your knowledge and skill levels. Transitional work assignments will be reviewed by the return-to-work coordinator, your physician, and your supervisor every 30-days within a 90-day period to ascertain your ability to return to your original job on a full-time, full-duty basis. You will be automatically returned to your regular job duties upon written release by your attending physician. The return-to-work coordinator may extend the 90-day period of transitional duty on a case-by-case basis with the Associate Vice President of Human Resource's approval.

Your Salary

The state's compensation management system classifies positions using a job structure consisting of seven occupational families, 60 career groups, and approximately 310 roles. Within each career group is a broad set of different roles assigned to a pay band correlating to the required accountability, results, complexity, breadth and depth of knowledge required to perform the job. It is common for each role to have duties and responsibilities that vary yet include the same complexity of work, results, and accountability factors to perform the job. As a result, each position has a Standard Occupation Classification (SOC) code to identify the unique duties and responsibilities assigned.

Salary Structure

Compensation for all classified employees is in accordance with the DHRM's salary structure and policies. Within the salary structure there are nine (9) pay bands. There is an approximate 105 percent spread between the minimum to the maximum of each pay band allowing for you to receive salary increases to your base pay, in accordance with policy, up to the maximum of your pay band.

Salary Determination

Your base salary offer is determined by a rigorous analytical review of all pay factors to include, in part, internal equity, state salary data, market data, and budget. The same process is used for promotions, lateral transfers, and in-band adjustments.

Opportunities for a Salary Change

Statewide General Salary and/or Merit Increases

The methodology and funding for you to receive a general or merit salary increase will be determined each year by the governor and the general assembly. The approved language in the Central Appropriations Act may permit the college to determine how merit increases will be applied. The merit-related adjustment is designed for you to receive an appropriate base salary increase associated to your evaluation rating level and/or years of service. If your evaluation level is “below contributor” you will not receive a general salary or merit increase. If your current base salary is at the maximum of your pay band, you will receive the General Assembly approved increase as a one-time bonus in lieu of a base pay salary increase.

Employee-Initiated Pay Practices

The pay practices included in this section describes what may occur with your salary upon moving to a vacant position in a higher, lower, or equal pay band through a voluntary or involuntary process. Pay practices are in accordance with DHRM Policy 3.05 Compensation. Virginia Western Human Resources Office determines salaries for candidates offered positions within the college.

Promotions

A promotion occurs if you apply and are interviewed for a position in a higher pay band than yours and you are ultimately offered and accept the position. When you are promoted, your current base salary may be increased within the advertised salary range, provided the new base salary does not exceed the new pay band maximum and can be justified using policy pay factors. In rare circumstances, your new base salary could be less than your current base salary. The base salary must be increased to at least the minimum of the pay band.

Voluntary Transfer

A voluntary transfer occurs if you apply and are interviewed for a position in the same pay band as yours and you are ultimately offered and accept the position. Your current base salary may be negotiated within the advertised salary range, provided the new base salary does not exceed your pay band maximum and can be justified using policy pay factors. There may be circumstances where the negotiated base salary is less than your current base salary.

Voluntary Demotion

A voluntary demotion occurs if you apply and are interviewed for a position in a lower pay band than yours and you are ultimately offered and accept the position. You may negotiate your salary from the minimum of the lower pay band up to your current base salary. If your current base salary exceeds the maximum of the lower pay band, the college has the option of freezing your salary for up to six months. After six months, your base salary must be reduced to the new pay band maximum.

Management-Initiated Pay Practices

Pay practices initiated by college management are non-competitive and affect your compensation.

Temporary Pay

Temporary pay is based on the college’s need for you to assume higher-level responsibilities on an interim basis for a limited time to fulfill the needs of a vacant position or to complete a special project requiring higher-level responsibilities currently assigned to your role. Temporary pay is discontinued when you are no longer

performing in the interim role or upon completion of the special project. It is important to note that temporary pay does not automatically occur whenever you are given special assignments or if you assume additional duties. Temporary pay when combined with your base salary cannot exceed the maximum of your pay band. Temporary pay does not combine with your base salary for the calculation of your benefits or leave payout(s). In addition, temporary pay is not applied to VRS contributions nor is it part of the calculation for any potential base pay increases or bonuses.

Upward Role Change

An upward role change is a movement to a different role with a higher pay band after a job analyses reveals a significant level of job responsibility change has occurred. Your base salary may increase; however, cannot exceed the new pay band maximum and must be increased to at least the minimum of the pay band.

Downward Role Change

A downward role change is a movement to a different role in a lower pay band. Your base salary is unchanged, unless your salary exceeds the maximum of the lower pay band. In this case, your base salary is maintained for a six-month period and then is reduced to the maximum of the pay band.

Lateral Role Change

A lateral role change is a movement to a different role within the same pay band. Your current base salary may remain the same or you may be provided an increase. Your base salary may not exceed the maximum of the pay band.

In-Band Adjustment

An in-band adjustment is a multi-faceted, non-competitive pay practice that allows your supervisor the flexibility to provide potential salary growth for your career progression within your current position. Human Resources will assess the appropriate compensation, if any, up to the maximum of the pay band. In-band adjustments are requested by your supervisor and may be granted in part for the following reasons:

- Change in duties
- Professional and/or skill development—application of newly acquired job-related knowledge and skills obtained through education, certification or licensure.
- Retention
- Internal Alignment

In-Band Adjustment – Change in Duties

It is not uncommon for the college to redesign and reconfigure work assignments and job responsibilities to existing staff based on changes in organizational goals, technology, staffing, etc. A base salary increase may occur if you assume new higher-level duties and responsibilities that are critical to the operations of the college yet are not significant enough to warrant an upward role change.

In-Band Adjustment – Professional/Skill Development

You may be provided a salary increase for acquiring additional job-related training, education, certification, and/or licensure that increases your knowledge and skills directly benefiting the college. You must have a pre-approved development plan on file regarding the activity leading to the new skills.

In-Band Adjustment – Retention

The in-band adjustment for retention is designed for employees in certain hard-to-fill occupations to prevent those employees from seeking employment outside the college. Your current base salary must be below the average salary in the marketplace. Base salary increases cannot exceed the maximum of the pay band.

In-Band Adjustment – Internal Alignment

An internal alignment adjustment may occur when it becomes apparent to college executives that there is disparity with employees' base salaries across the college within the same role, similar years of experience, and training and/or education. The disparity typically occurs due to compression, when new, incoming employees demand higher salaries, but existing state salary increases have not kept incumbent pay competitive with the market. While the college strives for compensation equality, internal alignments are not always feasible based on college budget. DHRM's Compensation Policy was revised in 2019 to enable state agencies to be more competitive with private industry salaries. These changes in compensation philosophy will eventually improve compression situations within state government.

Competitive Salary Offer

You may be approved for a competitive base salary offer if you were provided a job offer by a public or private employer with a higher base salary and are deemed critical to the college's on-going operations. A competitive offer may not occur for job offers within VWCC. Your employment and salary offer should be in writing or verifiable by the Associate Vice President of Human Resources. A state agency may not make a second base salary offer to you in response to the counteroffer presented by Virginia Western. The base salary Virginia Western will present to you may not exceed the other employer's base salary offer or exceed the maximum salary of your pay band.

Refer to the college's Salary Administration Plan for Employees Policy, and DHRM's Policy 3.05 Compensation for detailed information.

Beginning Your Employment

Criminal Background Checks

In order to provide the safest possible environment for students, visitors, faculty and staff, and to enhance the security of physical resources, Virginia Western Community College administers background checks on all new employees and volunteers. Consistent with the requirements of VCCS and DHRM policies and procedures including federal and state laws, the college must conduct criminal, credit, motor vehicle and other relevant background investigations.

Every individual newly hired by Virginia Western Community College, including volunteers, must receive a criminal background check. Employees and volunteers with access to safety and/or security-related data and/or a state vehicle must also incur a credit and/or motor vehicle check or other background checks relevant to your job duties and responsibilities.

Employees receiving transfers, promotions, and/or demotions within the past 18-months of their last assignment are not required to undergo a background check if a check appropriate to the new position has already been completed. Some positions must require additional background investigations based upon the nature of the position to the college and community. Reasons for additional checks include, but are not limited to, positions that handle significant financial transactions, security-sensitive positions, campus police officers, executive positions, health professions positions that function in a clinical setting, and other positions afforded a degree of special trust and confidence.

Virginia Western Community College reserves the right to conduct a criminal background check when circumstances are identified that warrant further investigation for job-related convictions. Results of the background check will normally not affect opportunities for your continued employment; unless, information discovered regarding prior or current convictions leads to a conclusion that the safety of students, customers, and/or co-workers may be compromised.

Refer to the college's Background Investigation Policy and procedures for detailed information.

Orientation

The Human Resources Office conducts your orientation session through SilkRoad and an in-person orientation. The in-person orientation session generally occurs on your first day of employment. The in-person orientation will provide you with an overview of the topics within this Full-Time Classified Employee Handbook and the mandatory training that must be completed by you within 90-days of hire. In accordance with IRS Regulation 31.6011 (b)-2 (b) (1), you are required to show your social security card to Human Resources on your first day of employment and are expected to be prepared to present the card at your in-person orientation. The requirement is two-fold. One, to ensure that Human Resources has accurately recorded your name and social security number for compensation contributions to the Social Security Administration; and secondly, in order to ensure that your name as it appears on your social security card matches your completed W-4 in the college's online onboarding system Pursuant to federal law, within 3 days of hire you are required to complete the Employment Eligibility Verification Form (I-9) and provide documentation verifying your identity and eligibility to work in the United States. There are a variety of approved documents to choose from that will support the completion of the I-9. In addition to the human resources orientation sessions, you will be provided an on-the-job orientation by your supervisor and a tour of the college campus. Topics covered by your supervisor will include, in part, your work environment, work responsibilities, work schedule, and the application of policies to your position.

Identification Badges

As a vital part of campus security, a Virginia Western Community College identification badge with your name, employee ID numbers, and photo will be issued to you within your first couple weeks of employment. You are required to have a badge in your possession, and you must present it upon request of VWCC campus police, college officials, faculty or staff. Upon termination of employment or your last day physically on campus, you must turn in your identification badge to Human Resources.

The identification badge serves as your official document as an employee of the Commonwealth of Virginia and may be necessary for verifying employment status when traveling on college business or when visiting other state facilities that require identification for entry. Always have this identification badge in your possession when on college or state business.

Refer to the college's Identification Badge Policy for detailed information.

Parking

You must register your vehicle(s) and update any vehicle information or changes with the Campus Police Office located in the College Services Building. You will be issued a parking hangtag that must be hung on the rearview mirror of your vehicle. You are permitted to park in Faculty/Staff parking lots with yellow lined spaces. Campus parking is controlled in accordance with an established schedule of parking violations approved by the College Board. Parking tickets will be issued for violations of published Virginia Western Community College Parking Regulations. Copies of these regulations may be obtained from the Campus Police Office. You are responsible to be familiar with these regulations.

Personal Information

When you were hired, the Human Resources Office recorded your current personal information. If you have a change of address, name, telephone number, emergency contact, number of dependents, beneficiary designation, additional education and/or training, or any other important personal information change, please contact the Human Resources Office. It is extremely important that your personal information is up-to-date and accurate.

Your Job Performance

You must perform your duties as dictated by your supervisor including, but not limited to, the usual and customary duties of the position as described in your Employee Work Profile (EWP), including any other duties as required. In order to respond to organizational needs your supervisor may establish or change the goals, responsibilities and duties of your position at any time, with or without advance notice. You may be asked to work on special projects or to assist with other necessary or important work related to the operation of your department or the college. Your cooperation and assistance in performing such additional work is expected. Insubordination and failure to follow instructions may subject you to disciplinary actions. The college reserves the right, with or without notice and at any time, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Performance Management

The Commonwealth of Virginia and Virginia Western Community College has an employee performance management system that incorporates the concepts of performance planning and evaluation.

Your supervisor will develop and write a performance management plan using your Employee Work Profile (EWP) and will review these documents with you within your first 30-days of hire. An EWP describes your work responsibilities, objectives, and expectations assigned to your position and may include measurements for success and/or address your professional development goals. Your performance management plan will include the target objectives and competencies for successful performance in your position. The target objectives and competencies serve as criteria for your evaluation rating and help you develop goals for your on-going success, growth, and development.

Your supervisor should provide performance feedback to you throughout your review period. As a probationary employee it is recommended that your supervisor provide a probationary progress performance review after three months of employment. A performance review is required after 6 months of employment and required again one year from the date of your initial employment. Performance reviews continue once a year prior to the end of the performance cycle. The performance year cycle is October 25 to October 24.

Your supervisor will discuss with you during each evaluation how well your performance management plan was met during the evaluation period. Your supervisor will rate each job function and objective in order to evaluate the overall level of performance. There are three rating levels within the system – extraordinary contributor, contributor, and below contributor. You will not be rated as an overall “extraordinary contributor” unless you receive at least one written Acknowledgement of Extraordinary Contribution during the rating cycle. Conversely, an overall rating of “Below Contributor” may be provided when at least one written Notice of Improvement Needed/Substandard Performance, or written memorandum, has been issued during the performance cycle. Receiving one acknowledgement or needs for improvement form or memorandum does not result in a guaranteed overall performance rating of extraordinary or below contributor. A voluntary self-assessment may be presented to or requested by your supervisor as part of your evaluation process.

Probationary Period

You are a probationary employee if you are newly hired (or rehired with a break in state service). The probationary period normally ends after 12-months of employment. A probationary period allows for frequent communication and feedback to you by your supervisor and is intended to create opportunities for the discussion of work performance, the transition to the college campus, your work environment and the identification of both short and long-term goals. This time is used for observing your work habits and evaluating your performance and conduct. Your supervisors will observe your work carefully and will talk to you from time-to-time regarding progress within your performance management plan.

You may have the probationary period extended by up to 6 months—a decision based on performance reasons, other job-related factors, or any leaves of absence greater than 14 calendar days whether with or without pay.

The college may discipline, layoff, or terminate your employment at any time during the 12-month period for reasons including, but not limited to, your unsatisfactory work performance, violations of conduct/behavior, or your unacceptable attendance. It is the responsibility of your supervisor to counsel you when standards are not successfully met. During your probationary period, if it is determined that your employment must end, you may be given the opportunity to resign or, otherwise, you will be terminated. In such cases, your personnel records will indicate, respectively, resignation or termination during probation.

There is no grievance procedure for termination during your probationary period except on the grounds of discrimination based on race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, current/past/potential pregnancy, childbirth, lactation, political affiliation, age, a disability, or any other non-merit factors.

Upon your successful completion of the probationary period, you will become a covered employee under the Virginia Personnel Act. Ending your probationary period does not guarantee continued employment.

Refer to DHRM's Policy 1.40 Performance Planning and Evaluation for detailed information.

Your Basic Performance and Conduct Expectations

Overview

The performance and conduct expectations in this section are not all inclusive, and do not include the full content of the source policies described, or all policies or laws in which violations thereof may cause reason for discipline up to and including termination.

Alcohol and Other Drugs

The Commonwealth of Virginia's Policy on Alcohol and Other Drugs prohibits your unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace. The drug-free policy also prohibits you from being impaired in the workplace due to the use of alcohol and other drugs. In addition, the policy entitles the commonwealth to discipline you if convicted of violating any criminal drug law and certain alcohol beverage control laws governing driving while intoxicated. If you are charged with a DUI and driving a college or state-owned vehicle is an essential function of your job, you must advise your supervisor of your temporary inability to operate a motor vehicle before reporting to work.

During your orientation, and as updates to the policy occur, you will receive the Department of Human Resource Management's Policy 1.05, Alcohol and Other Drugs. You will be asked to sign a notice acknowledging that you have received the policy, will read the policy, and will abide by it.

Civility in the Workplace: Campus Workplace Violence and Prevention

The college makes every effort to ensure a safe and healthy workplace for its employees, as well as for customers, students, business colleagues, clients, visitors, and any third-party persons. Threats of violence and violent acts will not be tolerated by the college. The college's *Civility in the Workplace: Campus Workplace Violence and Prevention* policy provides you with guidance regarding the kinds of actions that will not be tolerated in the workplace, and describes the responsibility of the college and you in taking certain measures to promote safety and security in the work environment. Violation of policies related to these matters can result in serious disciplinary action up to and including termination.

Civility in the Workplace: Harassment and Bullying

Workplace harassment is any unwelcome verbal, written or physical conduct that either degrades or shows hostility or aversion towards a person on the basis of race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, current/past/potential pregnancy, childbirth, lactation, political affiliation, age, persons with a disability or for any other reason that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

Harassment based on race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, current/past/potential pregnancy, childbirth, lactation, political affiliation, age, hair, hair texture, hair type, protective hair styles (such as braids, locks and twists), child birth and related medical conditions, and persons with or perceived to have disability; or any other basis defined by federal or state law or VWCC or VCCS System Policy and *DHRM Policy 2.35 Civility in the Workplace* is a form of *illegal* discrimination. The college specifically addresses the matter of consensual relations in the workplace and the classroom through its "Policy on Consensual and Familial Relations." Harassment and bullying are addressed through its "Civility in the Workplace: Harassment and Bullying" policy. Violations of the policy will not be tolerated.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment, when: (1) submission to such conduct is made, either explicitly or implicitly, a condition of employment; (2) such conduct has the purpose or effect of unreasonable interference with a person's job performance by creating an intimidating, hostile, or offensive working environment; or (3) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.

An unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers or non-employee (third party) may come in two forms:

- **Quid pro quo** – A form of sexual harassment when a manager/supervisor or a person of authority gives or withholds a work-related benefit in exchange for sexual favors. Typically, the harasser requires sexual favors from the victim, either rewarding or punishing the victim in some way.
- **Hostile environment** – A form of sexual harassment when a victim is subjected to repeated, unwelcome and severe or pervasive sexual comments, innuendoes, touching, or other conduct of a sexual nature, which creates an intimidating or offensive place for employees to work.

Conduct Regarding Your Personal Appearance

As an employee of Virginia Western Community College, and the Commonwealth of Virginia, you should come to work dressed and groomed appropriately for the type of work you perform. You must wear clothing suitable to the work expected to be performed within your work environment. Clothing should be neat, clean, and professional. You are expected to wear uniforms, if issued, unless otherwise specified by your supervisor. Departments may specify additional reasonable requirements appropriate for your area of operation.

You should ensure that your work area is kept neat and orderly. You should be mindful that Virginia Western Community College is a public institution and that you, your work area, and your behaviorism is a reflection on the college.

Neatness and good taste in dress, orderliness in the care of working areas, interest in the work assigned, and a courteous, cooperative attitude toward associates are all recognized and appreciated assets. You have an obligation to conduct yourself in such a manner as to create a favorable impression in the minds of the general public towards the college. Violations of this section may subject you to disciplinary actions.

Confidential Records

You may be employed in a capacity where you have access to confidential data concerning the plans of your department, the college, students, or other employees. It is of great importance that you do not discuss such plans or records with persons not authorized to have access to them. If there is a question whether information should be released, you should consult your supervisor. Unauthorized use or misuse of business plans, or state and college records, is a serious offense within the DHRM Standards of Conduct Policy and in the evaluation of your performance.

Your personnel records, which are on file in the Human Resources Office, are confidential. Such records are the property of the Commonwealth of Virginia and Virginia Western Community College. The information contained therein is to be used only on a need-to-know basis in the conduct of personnel work and in the administration of college business. If you wish to review your file, you must first contact the Human Resources Office to set up a time during normal working hours for the review. Files can only be reviewed with the presence of a Human Resources

Office employee. You may not place or remove documents in your personnel file. Items included in the personnel file generally are documents previously seen by you. No information will be released from your personnel records to unauthorized persons without your written consent.

Reporting Child Abuse and Neglect

You are required by law to report both actual and suspected instances of child abuse and neglect. The Virginia General Assembly (SB 239) added “any person employed by a public or private institution of higher education” to the list of “mandated reporters” set out in §63.2-1509 of the Code of Virginia. Mandated reporters, including all VWCC faculty and staff, are those persons who in your professional or official capacity are required to report instances of suspected child abuse and neglect to the local Social Services Department or to the state Department of Social Services.

The Code of Virginia §63.2-100 defines an abused or neglected child as any child under 18 years of age whose parent or any person responsible for his or her care:

- Causes or threatens to cause a non-accidental physical or mental injury, or allows such injury;
- allows a child present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care;
- abandons the child;
- neglects or refuses to provide adequate supervision given a child’s age and level of development;
- knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who had been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.

If you have reason to suspect a child is an abused or neglected child, you are required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect. You can report by contacting any local Social Services Department, the Department of Social Services state-wide toll-free child abuse and neglect hotline (1-800-522-7096), or Campus Police (540-857-7979).

If you fail to file a report as soon as possible, or within 24 hours after having reason to suspect a reportable offense of child abuse or neglect has occurred, you may be fined not more than \$500 for the first failure and, not less than \$1,000 for any subsequent failures. In cases involving certain crimes of sexual assault, if you knowingly and intentionally fail to file a report you may be guilty of a Class 1 misdemeanor. Employees who make or cause a report of child abuse or neglect that they know to be false may be guilty of a Class 1 misdemeanor.

College disciplinary actions commensurate with the severity and/or frequency of the offense will be implemented and may include termination of employment.

Reporting to Work, Records of Work and Absences

You are responsible to meet your scheduled hours of work. Your supervisor will schedule your work hours in order to meet operational requirements. Your failure to report for work on time, unauthorized extended lunch or breaks, unauthorized early departures, or not reporting at all, affects the college’s ability to provide service to our customers, and places an undue burden on those who report for work as scheduled. You are expected to conform to your established work schedule, including lunch and rest periods. Transportation problems or other personal problems are not a basis for changing your work schedule or excusing habitual late arrivals or early

departures. It is essential that you request planned absences in advance, work your full work schedule, and report to work on time.

There may be times you will have an unplanned absence, or you will be late reporting for work. You must report this fact by your normal report-in time; unless, your department policy dictates you call in earlier. If a substantial negative impact to college operations occurs as a result of your failure to do so, there may be immediate disciplinary action. Depending on the circumstances surrounding your unplanned absence or tardiness, docking of your pay may be applied as a disciplinary action regardless if you have paid leave available.

Unreported absences, planned or unplanned absences reported late, habitual unplanned absences, habitual lateness, excessive absences, failure to follow call-in procedures, and fraudulently using leave for reasons other than policy intention will not be tolerated and are cause for disciplinary action up to and including termination under the DHRM's Standards of Conduct Policy.

Falsifying time and leave records, whether automated or written, is also a violation of college and state policy and is grounds for disciplinary action, up to and including termination of employment. Supervisors and employees are held accountable for ensuring that time and leave records submitted and approved are accurate.

Technology Resources (Electronic Mail, Voice Mail, Computer, and Telephone Use)

Virginia Western Community College is a public institution governed by the policies and procedures of DHRM, VCCS, and VITA. You must comply with DHRM Policy 1.75, Use of Electronic Communications and Social Media and VWCC's Information Technology Use Policy. While every effort is made to respect your privacy, it must be noted that the computers, software, files, desks, etc. are property of the commonwealth and may be accessed by authorized staff at the college at any time without notice to you.

You will be subject to disciplinary action for misusing technology resources and may be subject to criminal or civil penalties under the Computer Fraud and Abuse Act. Electronic communications, including electronic mail, voice mail or internet services may be monitored when requested by subpoena or law enforcement agencies when the college has reasonable cause to believe that you may have (a) damaged or threatened damage against the college or its computing system; (b) used the college's computer resources to harass or threaten another individual; (c) violated college, federal, state or local laws, policies, or procedures. Electronic records are subject to the Freedom of Information Act (FIOA) and therefore may be available for public distribution.

You should not have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by your use of the commonwealth's equipment and/or access. The college has a right to monitor any and all aspects of your computer systems including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by you, material downloaded or uploaded by you, and e-mail sent or received by you. Such monitoring may occur at any time, without notice, and without your permission.

In general, the equipment and systems at the college should be used for business purposes. Removal of college or state property or equipment from the college premises, or the use of such property or equipment for personal reasons without expressed permission by your supervisor, is prohibited and punishable under DHRM Standards of Conduct and may result in a poor rating of your overall performance evaluation. Personal use of college resources should be limited to minor occasions. You should expect your system use to be monitored. Certain specified Internet uses, such as transmitting obscene, discriminatory, or fraudulent material are always strictly forbidden. Personal local telephone use should also be limited to minor occasions.

The telephone is provided so you can conduct state business. Local personal use should be limited. Lengthy or frequent personal phone calls on college or personal telephones may constitute an abuse of work time and may result in disciplinary action under the Standards of Conduct Policy. While local personal calls are not prohibited, you are asked to keep these to a minimum. Long distance personal use of the college phone system is prohibited.

Personal use of the college phone system for long-distance calls will require you to reimburse the college for costs and may subject you to disciplinary action.

You are prohibited to text, email, or use hand-held electronic communications devices while operating a state vehicle according to the Office of Fleet Management Services Policies and Procedures Manual.

Telephone Courtesy

Many calls are received each day from individuals outside the college, students, as well as from college staff. Always try to answer the telephone promptly and help the caller in a courteous, professional manner. Do not rely on a voicemail system for answering the telephone on a regular basis. Directions for proper use of the college telephone system may be received from your supervisor or Information & Educational Technology Services (IETS).

Use of Electronic Communications and Social Media

When you were hired, or as updates to the policy occurred, you received DHRM's Policy 1.75 Use of Electronic Communications and Social Media. You will be asked to sign a notice acknowledging that you have received the policy, will read the policy, and will abide by it. The entire policy is available in the Human Resources Office, on VW Connect, and on the DHRM's website.

College-provided computer systems that allow access to the internet and any electronic communication systems are the property of the commonwealth and are provided to facilitate the effective and efficient conduct of state business.

In general, incidental and occasional personal use of the commonwealth's Internet access or electronic communication systems is permitted; however, personal use is prohibited if it:

- Interferes with your productivity or work performance, or with any other employee's productivity or work performance;
- adversely affects the efficient operation of the computer system; or
- violates any provision of this policy, any supplemental policy adopted by the college supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, state or federal law. (See Chapter 10, Title 2.1 [§2.1-114.5(13)] of the Code of Virginia (Title 2.2, §2.2-1201 as of October 1, 2001) and §2.1-804 (§2.2-2827 as of October 1, 2001) et. seq.

Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:

- Accessing, downloading, printing or storing information with sexually explicit content as prohibited by law;
- downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- installing or downloading computer software, programs, or executable files contrary to policy;
- uploading or downloading copyrighted materials or proprietary college information contrary to policy;
- uploading or downloading access-restricted college information contrary to policy or in violation of college policy;
- sending e-mail using another's identity, an assumed name, or anonymously;
- permitting a non-user to use for purposes of communicating the message of some third-party individual or organization;
- using proprietary college information, state data or records, and social media to locate college customers for personal reasons;

- posting photos, videos, audio recordings, or using the college's or state's logos without written consent; or,
- any other activities designated as prohibited by the college.

You should give special consideration when posting information on social media sites and other outlets to ensure that your personal opinions are not construed to be the view of the college and/or the Commonwealth of Virginia.

Be clear that your communication or posting is personal and is not a communication of the college or the commonwealth when using electronic communications or social media for personal use, including personal use of social media outside of the work environment. You should use your own personal email addresses and not those related to the college when communicating or posting information for personal use. You may use a disclaimer when posting opinions or views for personal use such as, "The views expressed on this (website, blog, social media site) are my own and do not reflect the views of my employer or of the Commonwealth of Virginia" when appropriate to ensure these views are not viewed as official Commonwealth of Virginia or college communications.

Violations of any portion of DHRM Policy 1.75 may subject you to disciplinary action including immediate termination.

Your Discipline and Grievance Rights

Overview

DHRM Policy 1.60, Standards of Conduct, sets forth the commonwealth's due process for disciplinary actions that the college utilizes to address unacceptable behavior, conduct, performance, and any related employment problems in the workplace. Disciplinary actions may be imposed for actions outside the workplace when the conduct impacts the ability for you to do your job and/or influences the college's overall effectiveness. The goal is to help correct your deficiencies so that you become fully engaged and a contributing member of Virginia Western Community College.

DHRM's policy provides management with means for the progressive, fair and effective disciplining and/or termination of employees whose conduct and/or performance does not improve, or where the misconduct and/or unacceptable level of performance is of such a serious nature or egregious that a first offense warrants immediate termination. Management must consult with the Associate Vice President of Human Resources before rendering discipline. You are strongly encouraged to read the Standard of Conduct Policy available on DHRM's website.

Employees to Whom Policy Applies

The policy applies to all full-time classified employees who have successfully completed the probationary period of employment. The policy does not apply to wage employees, probationary employees and employees expressly excluded from the Virginia Personnel Act's coverage. DHRM policy will be used as a guide for probationary and regular wage employees. When applying the policy as a guide, the Written Notice or Needs for Improvement forms may not be used and is substituted with a letter or memorandum.

Informal Counseling

Generally, non-formal counseling is your supervisor's first step towards resolution. Your supervisor will verbally discuss with you your area(s) of deficiency, expectations, and timeframe for improvement.

Formal Counseling

A Needs for Improvement form will be issued to you if verbal counseling proves to be unsuccessful. Based on your action(s), a Needs for Improvement form may be issued without prior counseling. A Needs for Improvement form is part of the supervisory file; however, the form may become a permanent part of your personnel file as supporting documentation if a Written Notice is issued and/or a *Below Contributor* rating is provided on your annual performance evaluation.

Written Notice

A Written Notice has three separate group options issued based on the severity of the offense. A Group III Written Notice normally calls for termination of employment unless mitigating circumstances exist. Written Notices and supporting documentation become a permanent part of your personnel file and remain active for a set number of years based on the specific group offense. As a progressive disciplinary process, cumulative active Written Notices lead to more severe discipline that may lead to termination.

Your Removal from the Workplace

You may be immediately removed from the workplace without advanced notice when your continued presence:

- May be harmful to you or others;
- makes it impossible for the college to conduct business;
- may hamper an internal college investigation into your alleged misconduct;
- may hamper an investigation being conducted by law enforcement; or,

- may constitute negligence on behalf of the college duties to the public and/or other employees.

Involuntary Demotions and Transfers: Your supervisor may initiate a disciplinary or performance-related action of demotion or transfer. Your salary may be reduced to any rate within the pay band provided you receive a minimum of a 5% reduction in pay. In no case will you maintain your current salary or receive an increase in salary. When a demotion occurs, your supervisor will redefine the duties of your work to reflect a decrease in the level of your work responsibilities.

Termination of Employment

Before your employment is terminated, you will be offered the opportunity to reflect on your actions and provide your supervisor any mitigating circumstances you wish to be considered. The college does not take termination of employment lightly. Termination of employment is based on a serious or egregious act, or as a result of your failed improvement after a series of Written Notices have been issued. You may request a resignation in lieu of termination. Your request will be given thoughtful consideration.

Employee Grievance Rights

The Office of Employee Dispute Resolution is charged with administering the grievance procedure for all non-probationary state employees not exempted by law. The grievance procedure provides you with a formal process to bring your concerns and a desired outcome of a Written Notice through upper levels of management. A grievance must be in writing and initiated within 30 calendar days upon receipt of a Written Notice. If your grievance is not resolved at the management level, a grievance may qualify for a hearing before an impartial administrative hearing officer. To qualify for a hearing, a grievance must challenge a Written Notice that includes either a termination, suspension, demotion, or transfer and/or facts that could support a finding of:

- Discrimination on the basis of race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, pregnancy, political affiliation, age, disability, or other non-merit factors;
- an arbitrary or capricious performance evaluation;
- retaliation for participation in the grievance process, complying with any law or reporting a violation of fraud, waste, or abuse to the state hotline, or exercising any right otherwise protected by law;
- a disciplinary transfer, assignment, demotion, suspension or other action that similarly affects the employment status of an employee; or
- an unfair application or misapplication of policies, procedures, rules, and regulations.

Prior to initiating a grievance, you are encouraged to consider discussing the issues with your immediate supervisor and/or higher levels of management to attempt to resolve the problem informally. However, informal discussions do not extend the 30-day deadline in which a grievance must be initiated.

Additional important information is contained in the Grievance Procedure Manual available from the college's Human Resources Offices, VW Connect, or the DHRM website.

Your Safety and Security

Overview

Safety is everyone's business; your safety and that of your fellow workers is of the utmost importance to the college. Your life, or the lives of fellow workers, may depend on your observance of safety rules and the proper use of equipment. You should know the rules and any safety and/or personal protective equipment (PPE) required for your job. Violation of safety rules is an infraction of Department of Human Resources (DHRM) Standards of Conduct policy that may subject you to disciplinary actions; and, could also jeopardize claims under the Workers' Compensation Program.

Your job may require hazard communication training if you are subject to working with chemicals or exposure to blood. A part of your job responsibility may be to act as the hazard communication coordinator within your work area. You will be provided the Hazard Communication Policy and procedure during orientation.

College Closures – Inclement Weather

Emergency conditions are those situations that require emergency college closings to include inclement weather, utility failure, fire or other forced evacuations from the college or work site. Closings can occur for full or partial days and/or evenings. During a closure, only activated designated employees must report to work.

Because inclement weather can impact class schedules and normal operating hours, it is important to understand the announcements made on local radio/television stations. Announcements will also be posted on the college's telephone information system at **857-VWCC (8922)** and the website at www.virginiawestern.edu. However, it is strongly suggested that you pay greater attention to the announcements made through radio and television outlets as the phone system and the website may, at times, be delayed in making the information available. An excellent method to directly receive office closing notifications is through **VW ALERT**. This is the text messaging system installed as part of the VWCC Emergency Alert System. If you have not already done so, enroll in the **VW ALERT** system right away to receive the text message alerts regarding office closings and other emergency alerts. These alerts may also be sent to your work and/or home email and/or texts through the VW Alert System. You may enroll in the **VW ALERT** system at <https://alert.virginiawestern.edu> to get text and email notifications. If you just want a text alert for emergencies, school closings etc., please sign up through the text gateway by sending the text VWCC to 888777.

Please pay particular attention to the announcements as they pertain to **delayed openings**. It is expected that you are fully aware of the official opening time and arrive at your workstations or classroom promptly to serve our students and others.

Refer to the college's Inclement Weather Office Closing and Delayed Opening Policy for detailed information.

Prevention, Risk Assessment, and Emergency Response

The Chief of the Police Department oversees the college's crisis management and emergency preparedness planning and direction. The chief will exercise authority and responsibility over crisis management matters as directed by the college president.

The president, under the authority of the State Board for Community Colleges, will appoint a Threat Assessment Team (i.e., a "Care Team") which will be composed of the following: Dean of Student Services; Intervention Counselor; the Chief of Campus Police; the Associate Vice President of Human Resources; and, may be expanded to include outside agencies when appropriate (e.g. counselors, public safety agencies, etc.); with reviews by VCCS legal counsel, as necessary. This team shall serve to intervene, assess and determine actions as a threat assessment team as defined by the Code of Virginia, Section 23-9.2:10. The "Care Team" shall establish an ongoing presence on the college website, and through other appropriate means, for student, faculty and staff information and for individuals to express issues or concerns regarding potentially disruptive, abnormal, aberrant or threatening behaviors.

The "Care Team"/Threat Assessment Team is charged with (a) providing guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community; (b) identifying members of the campus community to whom threatening behavior should be reported; (c) developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the college (and/or adjacent communities) and determining appropriate means of intervention with such individuals; and (d) taking the necessary and appropriate actions regarding policies and procedures for the assessment of individuals whose behavior may present a threat, taking appropriate means of intervention with such individuals, and applying sufficient means of action, including interim suspension or medical separation to resolve potential threats, consistent with VCCS and college policies and applicable law. (Reference Code of Virginia, Section 23-9.2:10.C) The "Care Team"/Threat Assessment Team decisions regarding students are appealable only to the Vice President of Academic and Student Affairs.

The "Care Team"/Threat Assessment Team will take specific actions in a timely manner based upon potential or real threats to the campus community. These actions may include, but are not limited to, interim suspensions, medical separations, or dismissal of students, and recommending disciplinary measures applicable to employees pursuant to employment policies. This team will determine corrective actions to be taken to prevent future incidents and develop the necessary reports to document and support actions taken. For employee-related matters, the "Care Team"/Threat Assessment Team may expand to include the respective supervisor, and the respective vice president. The employee-related actions shall be pursuant to conduct and disciplinary policies in effect at those given times.

All records and/or documentation will be located and retained by the Virginia Western Campus Police Department. These records are not subject to Freedom of Information Act (FOIA) requirements. All meetings shall be recorded either through a scribe or electronically.

Identifying and Reporting Risks

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, customers, guests, and strangers. Employees and students shall place safety as their highest concern and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with Federal and State laws and regulations. Management shall be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence. This policy prohibits retaliation against any person who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of

violence.

It is the responsibility of every administrator, faculty member, staff member, and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in the college's Civility in the Workplace: Campus Workplace Violence and Prevention Policy.

Responsibility to Report Your Convictions

You must report to your immediate supervisor and the Human Resources Office within 5 days:

- Any drug convictions you receive, whether felonies or misdemeanors.
- Convictions related to child molestation, indecency with a minor, or other sexual offenses.
- Convictions for alcohol related and serious motor vehicle violations, including but not limited to DWI/DUI, reckless driving, evading arrest, hit-and-run, and/or similar offenses provided your duties involve the operation of college heavy machinery equipment, or college and/or fleet motor vehicles, or positions directly related to life safety and security.
- Any convictions involving financial impropriety or similar matters if you work in a position with fiduciary responsibilities.

Based on the conviction type, you may be reassigned, or your employment may be terminated. Failure to report convictions may subject you to disciplinary action up to and including termination.

The various laws and policies requiring you to report a conviction are intended to provide a safe, secure campus environment for students, employees and visitors, as well as protect and maintain the security and integrity of the college's many valuable resources.

If you have been charged with a crime, you are strongly encouraged to immediately report the charge and violation to your supervisor or the Associate Vice President of Human Resources.

Your Opportunities for Communication

Effective communication is essential to provide the best customer service, maintain productivity, sustain morale and foster constructive employee relations. Communication is an ongoing process. Virginia Western Community College encourages you to provide suggestions on how to enhance communication within the college.

You and Your Immediate Supervisor

Your immediate supervisor is vitally concerned with you and your work. In addition to supervising and evaluating your job performance, your supervisor stands ready to help with any problems impacting your job performance. Since it is to everyone's advantage that morale be maintained at the highest level possible, you should feel free to take any problems or concerns you may have to your immediate supervisor—who should be the first person in a position of authority to hear your problems or complaints. In doing so, your supervisor will be given the opportunity to explore options that may help you.

Committees and Meetings

The college conducts a variety of meetings designed to open the lines of communication, and/or to set and meet goals and objectives or as part of a governance committee or workgroup. Your ideas, suggestions, recommendations, areas of concern, constructive criticism regarding college operations, and overall engagement are encouraged.

- Your department manager and/or supervisor will hold meetings to communicate goals, objectives, relay information, discuss workplace issues, structural changes, and any other matter of college or departmental importance.
- Management and executives routinely hold a variety of meetings for strategic planning, budget, policy, and any other matters of division specific or college-wide importance, respectively.
- The college president will facilitate a meeting during fall and spring in-service, and periodic Town Hall Meetings. All college employees are invited to attend to discuss college and/or employee successes, college strategic and/or financial matters, challenges, or concerns.
- Members of the executive team periodically schedule more informal events where you can drop in to share thoughts and ask questions. These opportunities will be advertised when they occur.
- While it is preferable that you schedule a time to meet, your supervisor, department manager, Human Resources, and the college president have an “open-door policy” permitting you to meet in a one-on-one environment to freely discuss any area of concern.
- The college has adopted a governance structure in which multiple governance committees meet throughout the academic year and are charged with achieving defined goals and communicating their status, ideas, suggestions, or concerns to the respective senate. Similarly, work groups are established with the intent of completing hands on assignments within an established timeframe. You will have the opportunity to volunteer or will be assigned to a committee and/or workgroup. Senates are the voice of their represented employee category, faculty or staff, and address matters of importance to college administrators.

Statewide Mediation Program

Overview

The Department of Human Resources Management (DHRM), Office of Employment Dispute Resolution (EDR) is a division of DHRM responsible for providing information and guidance to you and your supervisor regarding the options available for resolving work-related issues and workplace conflicts. Experienced, impartial counselors will listen to concerns and discuss the various options, which may include the employee grievance procedure, mediation, training in employee relations management and conflict resolution, and informal approaches to problem solving with co-workers. All conversations are kept confidential, and callers may remain anonymous. You may speak with an employee relations counselor about work-related issues and conflicts by calling EDR's Advice Line toll-free 1-888-23-ADVICE during regular business hours, Monday through Friday. Procedures, policies, forms and other related information may be reviewed and/or obtained from the DHRM website.

The mediation program allows you to express your thoughts and feelings associated with workplace disputes in a confidential, safe, nonjudgmental environment that enables EDR to create resolutions. EDR's mediation services are available to you (free of charge) and will not affect your grievance rights where the parties have agreed in writing to extend the time requirements of the grievance procedure.

You and your supervisor can use mediation services when more than one person is involved in a workplace conflict and/or work-related issue. A representative from EDR will encourage employees involved to open lines of communication in order to confront the issue. You must make a request for mediation to the Associate Vice President of Human Resources. The process is voluntary, so all parties must agree to participate. EDR will be contacted to have your mediation scheduled.

Benefits of Mediation

Workplace mediation offers the opportunity to improve your morale and teamwork, enhance work performance and productivity, and develop the skills necessary to resolve future disputes. It is recognized as a crucial and cost-effective tool towards resolving some of the most common and difficult conflicts, including those involving:

- Communication difficulties;
- discrimination;
- termination;
- harassment;
- discipline; or
- management/work styles.

Training

EDR provides training for supervisory and non-supervisory employees throughout the state. Courses are interactive in approach and address topics such as grievance procedure mechanics, preparation for a grievance hearing, conflict resolution, and training for mediators.

Additional information regarding EDR's Mediation Program may be obtained by visiting DHRM's website.

Your Opportunity for Recognition

Programs

At Virginia Western Community College, we are noted for having loyal, efficient, and friendly employees who provide valuable services to our students, customers, and citizens of the Commonwealth of Virginia. We are extremely proud of our reputation and especially the talents and contributions of our dedicated hard-working employees, like you, who provide these services within our community.

You are very valuable and play a very important role in helping to fulfill the college's mission. We fully support and encourage methods—both formal and informal—to recognize, praise, and reward you for outstanding contributions, exemplary performance, and continuous service.

Our goal is to acknowledge and recognize you and to encourage excellence in service to the college and the citizens of our service region. We have a variety of recognition programs, with a specialized formal event normally occurring the first day of the spring semester. Refer to VWCC Rewards and Recognition for Employees policy and procedure for additional information.

Suggestions

Your constructive suggestions for improvements relating to your work or the college are welcome and should be presented to your supervisor. You may be eligible for recognition if your suggestion is implemented.

Your Hours of Work

Overview

At Virginia Western Community College, our workweek begins on Friday at midnight and ends Thursday evening at 11:59 p.m. For most departments, the college's normal work hours are Monday-Friday from 8:00 a.m. to 5:00 p.m., with a 60-minute, unpaid, uninterrupted meal period, normally taken during the middle of the shift, and discretionary one or two 15-minute paid breaks. Due to the complexity of the college's operations, each department establishes its own schedule of employee work hours, meal periods, and break schedule (if any) based upon business needs.

Daily work schedules may be changed at the discretion of your department or supervisor to meet the college's business needs. Work schedules must be approved by the vice presidents and filed with the Human Resources Office. Generally, supervisory initiated changes to your work schedule will be announced as far in advance as practicable. The full-time workweek must be 40 hours, and you are required to be on duty during these hours, unless you are on leave approved by your supervisor. Workdays and hours of work for certain personnel such as campus police officers, some information and educational technical support staff and grounds personnel may vary based on the job requirements. Seasonal or periodic workloads may result in work schedule changes, such as periods of heavy student registration or intense weather conditions.

Lunch Periods

Your lunch period ranges from 30 minutes to one hour, based upon your work schedule as set by your supervisor.

If you work at least six consecutive hours you will be afforded a lunch period (meal break) of at least 30 minutes except in situations where shift coverage precludes such lunch breaks.

The lunch period will not be included in the count of hours worked per day, except when your supervisor has designated the lunch break as part of your work schedule. If you are authorized to work during your lunch, this period must be counted as time worked. If you are non-exempt and work during your lunch period, you must include the time as hours worked.

Discretionary Breaks

Your supervisor may grant you a break/rest period on campus of 15 minutes, which is included in your regular work schedule, paid, both in the morning and in the afternoon. In no case can there be more than two of these breaks in a normal workday, nor can they be used to extend lunch hours, offset late arrivals to work or early departures from work, or to cover time off for other purposes. It is incumbent upon your supervisor to schedule these breaks so that they do not interfere with the accomplishment of your work requirements.

Lactation Breaks

In accordance with federal and state law, reasonable break times must be provided for up to one year after the child's birth for the purpose of expressing milk. Two break times in total of no more than 30 minutes during each four-hour work period must be approved as a paid break time provided you have received prior approval from your supervisor in accordance with your department's procedures for requesting time away from work. These break times may not be accumulated or banked for use at another time.

You may request approval for additional leave up to 30 additional minutes during each four-hour work period as an accommodation. The additional leave may be paid provided you have available leave balances to cover your absence. Your supervisor will work with you to provide a reasonable accommodation, including but not limited to

an adjusted work schedule. If an adjusted work schedule is approved, you must complete the VWCC's Work Schedule Form for submission.

Your supervisor will help you meet your needs for a clean, private, comfortable space with an electric outlet, a chair, and a small table or counter with a flat surface for the breast pump, and the required signage. A private location is a place with an electrical outlet and seating (other than a public restroom or toilet stall) that is concealed from view and is without intrusion by other employees or the public. Seven workdays prior to your return-to-work from maternity leave, you must notify your supervisor of your intent to express milk. This will ensure that a location to express milk will be readily available to you and that all the details regarding your breaks are coordinated in advance.

If you have access to a refrigerator, breast milk may be stored in the refrigerator. Any breast milk stored in the refrigerator must be in a closed container. If you store milk in the refrigerator, you will assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. If no refrigerator is available, you should be prepared to carry a cooler and cold packs for personal storage of your expressed milk. The college is not responsible for safekeeping of expressed milk stored on college property or liable for the loss or damage of your personal equipment or your stored breast milk in a refrigerator or cooler.

Refer to the college's Lactation Policy for detailed information.

Smoking Breaks

In accordance with the Virginia Indoor Clean Air Act, Executive Order (EO) 41 Banning Smoking in State Offices and Vehicles, and the need to provide a healthy environment for students, faculty, staff, and visitors —the indoor areas of the college and when using a fleet vehicle is "smoke-free". The Commonwealth of Virginia promotes a productive and cooperative working environment.

Smoking is permitted outdoors on state property grounds, plazas, sidewalks, malls and similar open pedestrian-ways provided smokers are 25 feet or more in distance away from an entrance or exit of any facility, including parking garages.

No special rights are granted to smokers or nonsmokers. You must strive to assure that any personal habits do not interfere with the effective production of your work, and you must adhere to regular break times. Smoking breaks are regulated by existing state policies on daily work breaks which may or may not be granted.

Violations of policy must be addressed by your supervisor in accordance with the *DHRM 1.60, Standards of Conduct* and will be considered in your performance evaluation.

Refer to the college's Clean Indoor Air Policy for detailed information.

Overtime

Temporary, unusual or emergency situations may occasionally require your supervisor to have you work more than 40 hours in a workweek. Work hours are non-inclusive of holidays and leave. Pursuant to requirements of the Fair Labor Standards Act (FLSA), "non-exempt" classified employees must be compensated at one and one-half times their normal hourly rate of pay for all hours *worked* in excess of the normal 40-hour workweek. "Off-the-clock" work is not permitted. All overtime, before or after "normal" work hours must only be conducted by the non-exempt employee based on the direction and approval of an immediate supervisor. Immediate supervisors **must seek prior approval** from the Vice President of Financial and Administrative Services before overtime is authorized. Failure to abide by this standard may result in disciplinary actions.

When feasible, overtime pay liability should be avoided. Your supervisors may encourage you to “flex” or take the time off within the same Friday to Thursday workweek that the additional hours were worked.

If you work on a holiday, compensatory leave may be granted on an hour-for-hour basis with the approval of the Vice President of Financial and Administrative Services.

Certain employees designated as "exempt" under the FLSA may receive compensatory time for hours worked in excess of 40 hours in a workweek when the work being performed is of critical nature and prior approval is received from the Vice President of Financial and Administrative Services. These employees should avoid accumulating large balances of compensatory leave and must use the leave within 12 months of the date it is earned; otherwise, the leave will not be available to use nor will it be compensable.

There may be situations when you will be compensated for college related travel. Refer to the college’s Travel and FLSA Policy for detailed information. The Human Resources Office should be contacted to determine if overtime or compensatory time will be allowed.

Call-Back

If you are called back to work during non-work hours to meet emergency or unusual needs of the college, you will be paid a minimum of two hours. Non-exempt employees may elect compensatory leave earned or pay on an hour-for-hour basis if the total hours worked is less than 40 during the workweek. Non-exempt employees that work over 40 in the workweek will be paid. Exempt employees required to return to work during non-work hours will have the minimum two-hour call back pay provided as compensatory leave earned or through payment for work on an hour-for-hour basis.

Call-back pay will only be provided with the approval of the Associate Vice President of Human Resources and the Vice President of Financial and Administrative Services. Designated employees are not eligible for call-back pay during declared emergency office closings.

Travel

If you are requested to travel in connection with your work, you should consult your supervisor or the Financial and Administrative Services Department for the travel reimbursement regulations currently enforced. If you are a non-exempt employee, contact Human Resources for FLSA regulations on travel or visit VWConnect to view the college’s Travel and FLSA Policy for detailed information.

Reporting Your Hours Worked and Leave Taken

Overview

Timesheets and absence requests are entered online through the self-service portal of the Human Resources Management System (HRMS). The automation is designed for accurate record keeping and approval processes.

Automated leave requests are not intended to substitute formal requests to your supervisor for planned or unplanned absences.

For detailed information for completing both timesheets and absences requests, refer to Human Resources Management System Salary Employee Self-Service Guide located on VWConnect. For questions related to Time and Labor and Absence Management, contact the Shared Services Center Help Center at 877-340-5577

Timesheets

Non-exempt employees are responsible for daily completion of the automated timesheet, reporting total hours worked each day. You are responsible for certifying that the information is recorded and reported correctly. Except for campus police officers, who have an alternate 4-week (28-day) work schedule, all non-exempt employees must submit their completed timesheets online no later than the close of business on the designated due date for each pay period. If you and/or your supervisor do not submit/approve timesheets within the given due date for the pay period, your payment for the hours worked may be delayed until your next pay day.

Your supervisor has a responsibility to review the hours that have been submitted by you for accuracy, and to ensure that your timesheet is approved by the designated due date for the pay period.

Leave Requests

Exempt

Exempt employees do not complete timesheets; however, you are required to key absence requests. Exempt employees will key absence requests no later than the end of the pay period in which the leave was taken.

Non-Exempt

Non-exempt employees must key leave requests the day following the absence, provided a new work week or pay period has not begun. If a new work week or pay period begins during an absence, submit your leave in advance. Leave taken will appear on your timesheet after your supervisor has approved your leave request.

Your Payroll Deductions

Payroll deductions are taken from your pay each pay day for various reasons. Law or policy requires some deductions and other deductions may be made at your request.

Required deductions include:

State and Federal Income Taxes

The amount of money withheld from your check for taxes are based on how you complete your W-4 and VA-4 tax forms. You may complete new tax withholding forms by requesting a SilkRoad task from the Human Resources Office at any time.

Social Security

The amount of money withheld from your paycheck for Social Security is based on the amount of total pay you receive. The Social Security or FICA deduction is made up of two taxes: Old-Age, Survivors, and Disability Insurance (OASDI) which pays cash benefits to entitled beneficiaries; and Hospital Insurance (HI), which pays hospital benefits for people covered by Medicare. Both components are shown separately on your earnings statement. Everyone pays the same percentage of his or her pay for Social Security until the maximum taxable amount is reached. Likewise, the college is required by law to pay a matching amount into Social Security. Both contributions provide the funding for the Social Security Trust Fund.

Imputed Income

Taxes you pay for your employer paid Group Life Insurance Plan when the face value is in excess of \$50,000. The employer paid group life insurance is a taxable benefit.

Employee Contribution to your mandatory VRS Retirement Plan

You will contribute a 5% minimum of your base salary on a semi-monthly basis. The deduction is pre-taxed.

Garnishments

If the college is served an order to garnish your salary, we must do so in accordance with established law. You will be charged a one-time administrative fee to establish the garnishment. You will not be notified by the college, as you should already be aware through a court of law that the garnishment is forthcoming.

Child Support Orders

If you are ordered to pay child support, the college will deduct the amount in accordance with established law. The college is required to report your employment status to the appropriate official.

Voluntary deductions may include:

Health care premiums, voluntary contributions to the Hybrid retirement plan, Virginia Credit Union accounts, contributions to the Virginia State Employees Combined Charitable Campaign, optional life insurance premiums, flexible spending accounts, voluntary long-term and/or short-term disability insurance premiums, voluntary deferred compensation plan and/or tax-sheltered annuity contributions, and a variety of other payroll deduction programs.

Your Pay Days, Pay Periods, Direct Deposit, and Payline

Pay Days

You are paid twice per month (i.e., semi-monthly), typically on the 1st and the 16th. When a payday falls on a Saturday or Sunday, you will receive your paycheck on the preceding Friday. When a payday falls on a holiday, you will normally be paid the workday before the holiday. A pay day schedule for the calendar year will be provided to you at the time of hire. Future pay day schedules are located on VWConnect, DHRM's website, and Department of Accounts (DOA) website.

Pay Periods

Pay periods and semi-monthly pay dates do not coincide. Pay periods are from the 10th to the 24th and the 25th to the 9th of the following month. This allows for at least a one-week lag in paydays for each pay period. Paychecks for the 10th to the 24th pay period are delivered on the 1st of the following month and paychecks for the 25th to the 9th work period are delivered on the 16th of the month.

Direct Deposit

As mandated by the Commonwealth of Virginia, you must participate in direct deposit. You will complete a Direct Deposit Form during your SilkRoad orientation and indicate the financial institution for your net pay to be deposited. The deposit may go into a savings or checking account. You must upload in the online onboarding system a voided check or a statement from your bank to verify the accuracy of the routing and account number entered on the Direct Deposit Form. Failure to accurately report the accounting numbers will result in the state issuing you an administrative fine for recovery of the funds. For future changes, you must access the Direct Deposit Form in Payline or by requesting Human Resources open an onboarding task. It is against policy for you to provide other employees a blank Direct Deposit Form. If you do not use the online onboarding system for your direct deposit change, you must personally deliver the updated form and voided check to Human Resources. You may be requested to present a photo ID.

If you do not have a checking or savings account, you may choose to enroll for electronic receipt of payroll earnings by using a debit card called Way 2 Go Card ® Pre-Paid Debit MasterCard ®. This service will provide you with a debit card for receiving and managing ongoing deposits to a personal account. Your money can be used at any merchant that accepts MasterCard and cash withdrawals can be made at any ATM or banking locations displaying the MasterCard or Cirrus brand marks. Information regarding the card can be obtained by the Payroll Office or the Virginia Department of Account's website.

Payline

The commonwealth does not issue paper paycheck stubs. In order to access paycheck stubs, you must sign-up for Payline. Your printed paycheck stubs through Payline are accepted at financial institutions for loans, etc. Payline will also post your electronic W-2 in advance. Payline may not be accessed until after you have received your first check as a new hire.

General

Every effort is made to get you paid the correct amount and on time. Rarely, however, new employees may not receive their first check as scheduled, and current employees do not receive an expected increase or their regular paycheck on time. If a hardship is created, please notify Human Resources.

Your Benefits

Annuities and Voluntary Insurance Programs

Additional retirement savings plans such as a tax-deferred annuities (Section 403b), deferred compensation plans (Section 457b), Roth (403b and/or 457b); optional short- and long-term disability insurance; long-term care insurance; and various other plans offered by Fringe Benefit Management Corporation (FBMC) network providers. The costs for the optional programs are borne entirely by you.

Cash Match Program

To encourage you to participate in a pre- or post-tax 403b or 457b, the state has implemented a Cash-Match Program for full-time employees. The state's cash-match amount is determined through the annual Appropriations Act. The cash match is paid into a 401a account associated with the voluntary annuity in which you are enrolled. You may only have one cash match. The cash match may not be split to two separate voluntary retirement annuities.

If you are enrolled in the Hybrid retirement plan, you must max out your voluntary contribution to the defined contribution plan in order to receive a cash match for your voluntary participation in a 403b or 457b.

CommonHealth Wellness and Worklife Balance Programs

The purpose of these programs is to assist you and your family in identifying and changing unhealthy behaviors and lifestyles, or to balance your work with life activities. You, your spouse and dependent children over the age of 18 are eligible to participate in the CommonHealth Program. Retirees are also eligible to participate.

The Worklife Balance Program is available to employees. Events are considered work-related and do not require the use of accumulated leave to attend; however, supervisor approval to attend the event is required.

Event announcements for both programs will be placed in the college's Weekly Bulletin.

Credit Unions

Credit unions provide a wide range of financial services for members, which is comparable to other financial institutions. Many credit unions provide a variety of perks including signature loans, lower interest rates, free checking, and "Get Paid Early". Each credit union provides different perks for their members.

Membership is available with any credit union including the Virginia Credit Union, Member One Credit Union, Roanoke Valley Credit Union, and Freedom First Credit Union.

Educational Assistance and Continuous Learning Programs

You may be eligible to receive financial assistance, educational leave, and/or tuition waivers.

The Chancellor's Fellowship for Classified Employees

A program offered through VCCS, the Chancellor's Fellowship, provides tuition assistance and a percentage of the employee's salary for a period of up to one year. In order to initially apply, you must have been employed in a full-time status with or within VCCS for 3 years. Other criteria apply and are posted when applications are being accepted, typically the first half of April each year.

The Continuous Learning Program for Employees

The program provides tuition waivers for credit hour courses at VWCC at a maximum of six credit hours per academic semester. The Continuous Learning Program is immediately available to you upon hire provided you have not already enrolled and paid for VWCC classes. Non-credit hour courses, auditing classes, and CCT credit hour courses are not permitted under the provisions of the Continuous Learning Program. Shared services classes through NOVA or other sister colleges are not permitted under the policy. The cost of books, including those under IncludeED, and class specific fees are your responsibility. To participate, you must complete and submit a VCCS-16 and Promissory Note.

The Educational Assistance Program for Employees

A program available to you after one-year of employment. The program requires pre-approval for financial assistance for courses taken at other colleges.

Each policy and procedure is subject to change as circumstances warrant. For more information, refer to the college's Educational Assistance for Employees and the Continuous Learning Program for Employees policies and procedures.

Employee Assistance Program

You cannot be happy, nor do your best work, if personal problems are worrying you. If you should feel the need for advice or help on such problems, consult with your supervisor, department head, or a representative of the Human Resources Office. We will be happy to give careful and thoughtful consideration to your problem in strict confidence.

Each COVA health plan offered to you and your dependents includes an Employee Assistance Program (EAP). Upon *referral* by the EAP, you and your covered dependents may receive up to four visits at no charge for medical services. EAP can be used in part for mental health, alcohol or drug abuse, child or elder care, grief counseling and legal or financial services. Discounts are provided for non-medical services.

If you are not enrolled in a COVA health care plan, contact the Human Resources Office for a listing of community resources that may provide free or a budget-based fee structure for services rendered. Non-covered employees may utilize videos and articles located on both Anthem's and Aetna's EAP website.

Flexible Spending Accounts

Under Section 125 of the United States Internal Revenue Code, the commonwealth provides flexible spending accounts (FSA) to its employees. You do not need to be a participant of a COVA healthcare plan to participate in FSA. There are two types of FSAs: medical and dependent care.

A medical expense FSA allows you to set aside pre-tax dollars to pay for qualifying medical, dental, vision-care, or other eligible expenses not covered by your health benefits plan, such as co-payments, co-insurance, and eligible over-the-counter products. Reimbursement to you through your medical FSA account may be done either traditionally or by utilizing a reimbursement card.

A dependent care FSA allows you to set aside pre-tax dollars to pay for eligible dependent daycare expenses including elder care.

New employees must enroll within 30 days of hire; otherwise, the employee may enroll during Open Enrollment. To continue the Flexible Spending Account, employees **must re-enroll each year during Open Enrollment.**

Refer to the Flexible Spending Account Member Handbook for additional details. The handbook may be obtained by the Human Resources Office or by visiting DHRM's website.

Health Insurance

The Commonwealth of Virginia reserves the right to change the health care plans and programs, including providers, costs, covered services, eligible dependents, and any component of the plans including elimination of all plans and programs. If you are a full-time employee in either a regular or restricted appointment, you and your eligible dependents may elect to participate in the state's health insurance and affiliated programs.

Generally, in 5 to 10 business days after enrolling, you will receive an identification card indicating you as the subscriber. The identification card will be used by you and your covered dependents for your health, dental, prescription drug services, the Employee Assistance Program, and vision/hearing if elected. If you do not receive your identification card within one month after you receive your first regular paycheck, notify the Human Resources Office.

Available Plans

Employees may choose from a variety of plans generally offered by two different providers. A supplemental plan is available to military retirees enrolled in a TRICARE plan. The state's group health insurance plans are a preferred provider organization (PPO) and, for the exception of EAP, the plans do not require you to select and use a primary care physician (PCP) for referrals to specialists. Member handbooks are available on DHRM's and the provider's website. You may also request a member handbook from Human Resources.

Your basic health insurance plan includes medical, basic dental, prescription, basic vision, and the Employee Assistance Program. Employees can add, or "buy-up", expanded dental, vision/hearing, and out-of-network coverage at an additional cost. Employees should closely review information provided by the Human Resources Office when selecting a health care plan and buy-ups to your basic plan.

Enrollment

During your orientation, Human Resources will provide you with information on the plans and options available, handbooks, a comparison of the plans, and premiums. Your monthly premium is broken into two payments and deducted from your paycheck on a pre-tax basis each semi-monthly pay period.

You must enroll or waive coverage within 30 days from the effective date of employment. Elections are effective the first of the month following the date of hire. When you start work on the **first calendar** day of a month, elections are effective the first day of that month. If you do not enroll at the time of your original employment, you may enroll later during Open Enrollment or due to a mid-year qualifying event. You have 60-days from the date of a qualifying mid-year event to enroll, waive, or add/remove dependents to your health insurance plan. Qualifying mid-year events have a prospective effective date of coverage (i.e., coverage for qualifying mid-year events will go into effect the first of the month following Human Resources receipt of the enrollment form and required documentation from you). Contact the Human Resources Office for more detailed information.

Programs

Your healthcare plan offers a variety of programs for pregnant employees, employees with certain diseases or conditions, smoking cessation, premium rewards, and incentives for using the SmartShopper program for diagnostic testing. Each program has participation rules and may have an incentive. For more information, contact Human Resources or visit your healthcare provider's website. It is important to note that, for pregnant employees, the Future Moms Program requires you to enroll within the first trimester of pregnancy.

Life Insurance

Basic Life Insurance

As a member of the Virginia Retirement System (VRS), you will receive employer paid basic group life insurance coverage. The basic group coverage is your annual salary rounded up on the dollar times two.

Optional Life Insurance

You can purchase additional coverage for yourself, and when enrolled in initial coverage you may add your spouse and dependent children at low-cost group rates. There are four options from which you may choose. If you apply for coverage within 31 days of initial employment, your coverage will be a guaranteed issue. Your spouse may be covered at half of your salary as guaranteed issue. Additional coverage for your spouse requires evidence of good health. Children may be covered without proof of insurability. If you apply after 31 days of initial employment, coverage is not guaranteed.

Information further detailing the group and optional life insurance plans will be provided to you by the Human Resources Office during orientation. You may access a Certificate of Life Insurance through the Virginia Retirement System's website or by contacting Human Resources.

Long Term Care

Long term care insurance is used for home health care or nursing home expenses. The significant benefit of long-term care as an active employee is locking in your age for the purpose of calculating your long-term care premiums upon conversion into an individual policy when you retire or leave state service.

As a participant in the Virginia Sickness and Disability Program (VSDP), you are covered under the VSDP Long Term Care Basic Plan. As an active employee in VSDP, you pay no cost for the basic benefit. The basic benefit under VSDP is minimal and you may opt to purchase additional voluntary coverage. If you apply for the voluntary coverage within 60 days of employment, you are guaranteed coverage and will not have to provide evidence of good health. After 60 days of employment, you will be subject to proof of insurability. If you are in the Traditional Sick Leave Program, you may choose to purchase the voluntary coverage as your primary plan.

You may purchase coverage for an eligible family member if you participate in the optional voluntary plan. Eligible family members are subject to evidence of good health.

Both the basic and voluntary plans may be converted to an individual policy with non-group rates at the time of separation. The premium will be based on your age at the time of initial enrollment.

Long-Term Disability

Long-Term Disability is a free benefit for VSDP participants. You will enter long-term disability after 125 workdays in short-term disability. Approved long-term disability provides income replacement from 60% to 100% based on the severity of your disability. You will be required to file for Social Security Disability benefits and, if enrolled, pay for the full healthcare premiums, minus a minimum of a \$120/month healthcare credit. You will earn VRS service credit under your defined benefit plan while in long-term disability. If you remain in an approved long-term disability status, you must apply for a regular service retirement when you are eligible for a full benefit; or, after a minimum of 5 years in an approved long-term disability status. Employees in the Traditional Sick Leave Program may purchase a long-

term disability plan from VCCS's approved provider. Upon entering a long-term disability status, you will no longer be an employee of the college.

Short-Term Disability

Short-term Disability is a free benefit for VSDP participants. You are eligible for the short-term and long-term disability provisions of VSDP after one continuous calendar year of VSDP membership. Short-term disability will provide income replacement from 60% to 100% based on your years of continuous membership, and/or length of absence. After 5 full years of continuous membership, you will receive full benefits and your initial income replacement value will be 100%.

In cases of absences greater than 7 calendar days, such as scheduled surgery or childbirth, you should notify VSDP and Human Resources in advance, or as soon as practicable, to file a short-term disability claim. You should use, if available, sick leave for the first seven calendar day waiting period, Family personal, annual, or parental leave if applicable may be used to supplement periods of reduced income replacement values. Approved short-term disability may last 125 workdays before long-term disability is applicable.

Rehires, including a return from a leave without pay in excess of 14 calendar days, will create a break in continuous VSDP membership.

Employees within their first year of employment and Traditional Sick Leave Program participants may purchase short-term disability group coverage through a Fringe Benefit Management Corporation network provider.

Social Security

Your payments to Social Security, as required by Federal law, are deducted from your paycheck. The college also contributes towards your Social Security. If you leave state service, you cannot be refunded your Social Security payments. Your payments and those that the college pays for you are forwarded to the Federal Social Security Administration, where they are credited to your account established by your Social Security number and name. When you become eligible for Social Security benefits, contributions paid into Social Security on your behalf—both employee and employer paid—from all of the places you have worked - will be taken into consideration as credits to determine your eligibility and the amount of your Social Security benefit.

Virginia Retirement System

You are automatically enrolled by mandate into a Virginia Retirement System (VRS) retirement plan. You will be enrolled in the Hybrid plan if you are new to VRS and you are not a campus police officer. If you have been rehired, you will resume in VRS Plan 1 or 2 provided you had a VRS plan prior to the inception of the Hybrid and did not take a refund of your member account. Full-time campus police officers are automatically enrolled into VaLORS. Plan 1 or a Plan 2 membership for VRS and VaLORS is determined by prior service credit. You are eligible to retire in any VRS plans when you meet the age and service credit requirements under your plan's provisions. The Virginia Retirement System publishes handbooks for members, which explains the benefits and retirement options available to you. A copy of the applicable member handbook will be given to you during your orientation session or upon request. Member handbooks and other VRS publications and forms may be accessed on the VRS website.

The Hybrid Retirement Plan is *comprised of two components, a defined benefit plan and a defined contribution plan*. Hybrid contributions are paid both by the college, and by you on a pre-taxed basis. Under the *defined benefit plan*, retirement benefits are guaranteed and are determined by a formula once you have met the age eligibility for retirement. The formula uses the average final compensation (i.e., average of your highest 5 consecutive years of base salary), total number years of VRS service credit, and a 1.6% multiplier. You will contribute a mandatory 4% of your base salary. The vesting period in the defined benefit plan is 5 years. Under the *defined contribution plan*, you will contribute a mandatory 1% of your base salary and you may voluntarily

contribute up to an additional 4%. You may increase (or decrease back down to 1%) your semi-monthly contribution at the time of original hire and on a quarterly basis. The college's contribution to the defined contribution plan increases as you increase your contribution. The full vesting period in the *defined contribution* plan is 4 years. You will choose how to invest your money from a line-up of allocations through the 457b plan. You may change your investment allocation at any time. The retirement benefit is based on the amount in your defined contribution plan account. The amount available results from contributions paid into the plan and investment gains or losses. You make your own investment choices and assume all risks. Normal retirement age under the Hybrid is consistent with the normal Social Security retirement age with 5 or more years of Hybrid membership. Alternatively, you may also retire with full benefits when your age and years of service equals 90. You may retire with *reduced benefits* at age 60 with at least 5 years of service credit. A reduction factor is added to the standard defined benefit plan formula with a reduced benefit.

VRS Plan 1 is a *defined benefit plan*. Retirement benefits are guaranteed and are determined by a formula. The formula uses the average final compensation (i.e., average of your highest 3 years of base salary), total number years of VRS service credit, and a 1.7% multiplier. The vesting period in VRS is 5 years. Normal retirement age is 65; however, you may retire with *full benefits* at age 50 with at least 30 years of service. You may also retire with *reduced benefits* at age 50 with at least 10 years of service; or, at age 55 with at least 5 years of service. With a reduced benefit, a reduction factor is added to the standard formula. VRS contributions are paid by you and the college. You will contribute 5% of your base salary on a pre-tax basis each pay period.

VRS Plan 2 is a *defined benefit plan*. Retirement benefits are guaranteed and are determined by a formula. The formula uses the average final compensation (i.e., average of your highest 5 consecutive years of base salary), total number years of VRS service credit, and a 1.6% multiplier. The vesting period in VRS is 5 years. Normal retirement age is consistent with the normal Social Security retirement age with 5 or more years of VRS membership. Alternatively, you may also retire with full benefits when your age and years of service equals 90. You may retire with *reduced benefits* at age 60 with at least 5 years of service credit. With a reduced benefit, a reduction factor is added to the standard formula. VRS contributions are paid by you and the college. You will contribute 5% of your base salary on a pre-tax basis each pay period.

VaLORS Plan 1 is a *defined benefit plan*. Retirement benefits are guaranteed and are determined by a formula. The formula uses the average final compensation (i.e., average of your highest 3 years of base salary), and total number years of VaLORS service credit, and a 2% multiplier. VWCC opted the higher multiplier of 2.0% in lieu of hazardous duty pay. The vesting period in VaLORS is 5 years. Normal retirement age is 60; however, you may also retire with *full benefits* at age 50 with at least 25 years of service. You may retire with *reduced benefits* at age 50 with at least 5 years of service. With a reduced benefit, a reduction factor is added to the standard formula. VaLORS retirement contributions are paid both by you and the college. You will contribute 5% of your salary on a pre-tax basis per pay period. VaLORS includes Line of Duty Death Benefits.

VaLORS Plan 2 is a *defined benefit plan*. Retirement benefits are guaranteed and are determined by a formula. The formula uses the average final compensation (average of your highest 5 consecutive years of base salary) and total number years of VaLORS service credit, and a 2% multiplier. VWCC opted the higher multiplier of 2.0% in lieu of the hazardous duty pay. The vesting period in VaLORS is 5 years. Normal retirement age is 60; however, you may also retire with *full benefits* at age 50 with at least 25 years of service. You may retire with *reduced benefits* at age 50 with 5 years of service. With a reduced benefit, a reduction factor is added to the standard formula. VaLORS retirement contributions are paid both by you and the college. You contribute 5% of your salary on a pre-tax basis per pay period. VaLORS includes Line of Duty Death Benefits.

Felonies and Your Job

In 2011, the Virginia General Assembly enacted legislation requiring the forfeiture of Virginia Retirement System (VRS) benefits to those employees that have been convicted of a felony for misconduct associated with the

member's performance of job duties. VRS benefits include retirement plans and associated benefits VRS administers.

Workers' Compensation Insurance

If you should have an accident or illness that arises from and/or over the course of your employment at Virginia Western, you should report the accident or illness to your supervisor and the Human Resources Office immediately. For medical attention of a non-emergent nature, you must select a physician from the college's panel of physicians, located within the college's Workers' Compensation (WC) Procedures, or by contacting the Human Resources Office. If you sustain a serious or life-threatening injury, you should seek the closest medical facility. Immediately upon stabilization of the injury, you should seek follow-up treatment from a panel physician. Workers' Compensation claims are subject to approval by the State Workers' Compensation administrator and the Virginia Industrial Commission.

Under Workers' Compensation law, you are also entitled to compensation to help offset the loss of wages during the period in which you are unable to work. Workers' Compensation benefits are paid at a rate of 66 2/3% of your average weekly earnings beginning on the 8th day of disability.

For Non-VSDP Participants

During the first seven calendar days of work-related absence, leave with full pay is allowed. Following this period and for a period not to exceed 85 additional calendar days of work-related absence, the state pays you the difference between the compensation you are allowed under the Workers' Compensation Act and the amount of your base pay. The salary supplement is paid by the state for a total of 92 calendar days from the beginning of your work-related absence without charge against your leave balances.

If your absence is necessary beyond the 92 calendar days, due to a work-related accident or illness, the college president may approve the continuance of the state supplement for an additional 480 work hours without any charge against your leave balances. If you are still unable to return to work at the expiration of the 480 work hours, the state supplement will be discontinued; however, you may use leave balances proportionate to the percentage of Workers' Compensation benefit received to avoid a reduction in your semi-monthly pay. If you have not returned to work when your leave balances are exhausted, you will be placed on leave without pay and receive only the compensation allowed under the Workers' Compensation Act.

For VSDP Participants

For a disability resulting from a work-related accident or illness, the Virginia Sickness and Disability Program's (VSDP) short-term disability benefit provides up to 125 workdays of supplemental income replacement beginning on the eighth day after a seven-calendar day waiting period. The first seven calendar days after the work-related accident or illness must be charged to your leave balances. The percentage of VSDP income replacement is contingent on the number of months of state service at the time the accident or illness occurs. The minimum amount of VSDP income replacement is 65 days at 100% of income, 25 days at 80% of income, and 35 days at 60% of income. Under the Workers' Compensation Act, you are paid 66 2/3% of your average weekly wages; so, in other words, the VSDP benefit supplements the Workers' Compensation benefit if that benefit is less than the VSDP guaranteed income replacement. At the point when VSDP benefits are paid at 60%, WC benefits provide the additional supplement to equal the 66 2/3% income as provided under the Workers' Compensation Act. As with non-VSDP participants, you may use leave balances proportionate to the percentage of VSDP income replacement/WC benefits received to avoid a reduction in your semi-monthly pay.

Your Leave Benefits

Overview

Leave must be requested and approved by your supervisor before it becomes effective. Under emergency conditions, where the need for or time of an absence cannot be anticipated and when conditions warrant, a leave of absence may be approved after the absence. Unanticipated leaves of absence, which have not been previously approved, must be reported to your supervisor by your normal report-in time the day of the absence. Based on operational needs, your supervisor may have a stricter guideline. From time to time, for various job-related reasons, leave may not be approved. Should this happen, your supervisor will work with you to select another leave period that is more suitable for you and the operation of your department. You should never assume that a leave request will be approved.

When Leave Does Not Accrue

Annual and traditional sick leave are the only two leave types that accrue after a completed pay period. Accruals earned after each pay period are not available for use until the end of the completed pay period. You must be in a paid status for a full pay period before annual leave and traditional sick leave accrues. If you are on leave without pay in excess of 14 calendar days, are docked, or begin employment with the college without completing a full pay period, leave is not earned for that pay period(s). If you leave state service before the close of the last workday in a pay period, you do not earn leave for that pay period. Leave does not accrue after any absences with pay after 90 consecutive calendar days.

When VSDP Leave is Not Provided at the Beginning of a New Plan Year

VSDP family personal and sick leave is not accrued, rather a fixed amount is provided at the time of hire and again on the first day of new plan year every year. If you are on short-term disability at the beginning of the plan year or if you are on a leave without pay, you will not receive VSDP family personal and sick leave until you return to work.

You are not allowed to use leave that has not been earned or outside of the policy guidelines established for each leave type. Refer to DHRM policy for each leave type listed below for detailed information.

Annual Leave

Regular and restricted full-time employees are credited with annual leave accruals at the end of each completed semi-monthly pay period, including probationary periods. Annual leave is not policy driven directing the reasons for use. Annual leave may be used by you to cover any absence from work that you wish to charge as annual leave.

The number of hours you earn each pay period is based on the number of years of state service you have earned as a full-time Commonwealth of Virginia governmental employee. In determining the annual leave accrual rate of a former classified employee who is re-hired, credit will be given for all periods of full-time state employment. Service credit for retirement and credit for the purposes of annual leave may differ.

You can carry over twice your annual accrual rate into the next leave plan year. Any excess will be lost. You may request from your supervisor an exception if there was a business reason why you were not able to use the excess leave. The Associate Vice President of Human Resources will determine the final decision of your request.

Refer to DHRM Policy 4.10 Annual Leave for detailed information.

The table below shows the number of hours earned each pay period and the maximum accumulation allowed based on your years of service:

Years of Service	Semi-Monthly Accrual Rate	Hours Accrued per Year	Max Carryover Limit	Max Payment Limit
Up to 5 years	4 hours	96 hours (12 days)	192 hours (24 days)	
5 – 9 years	5 hours	120 hours (15 days)	240 hours (30 days)	
10 – 14 years	6 hours	144 hours (18 days)	288 hours (36 days)	
15 – 19 years	7 hours	168 hours (21 days)	336 hours (42 days)	288 hours (36 days)
20 – 24 years	8 hours	192 hours (24 days)	384 hours (48 days)	336 hours (42 days)
25 + years	9 hours	216 hours (27 days)	432 hours (54 days)	

Civil and Work-Related Leave

If you are called for jury duty, receive a formal subpoena or summons to appear in court as a witness (except when a party in a civil case that has personal or familial interest in the proceeding) or to provide depositions (except as a defendant in a criminal case), meet with EDR to seek resolution of work-related problems, attend work-related hearings, interview and test for positions in state service, serve on councils, commissions, boards, or committees of the commonwealth, or are on pre-disciplinary leave, then your absence for such purposes can be charged to Civil and Work-Related Leave.

Under DHRM Policy 4.05 Civil and Work-Related Leave, state employees serving as jurors may keep any payments for expenses received for their jury service and receive paid Civil and Work-Related Leave provided that the service as a juror was for the circuit court. Ask for a work note to present to your supervisor when requesting leave for jury duty.

Employees may use Civil and Work-Related Leave for grievances as a grievant, witnesses, or panel members for a reasonable amount of time during working hours. Time will be granted to employees for interviews with EDR in accordance with the grievance procedure for state employees. Leave for EDR counseling will be granted regardless if a formal grievance has been filed. Upon supervisory referral to the Employee Assistance Program, employees will be granted Civil and Work-Related Leave for the initial meeting with the provider. Subsequent time required for treatment or assistance shall be charged to sick, annual, compensatory leave, or leave without pay, as appropriate.

Employees will be granted Civil and Work-Related Leave to attend Unemployment Insurance or Workers' Compensation hearings as a witness under subpoena or regarding a personal Worker's Compensation claim.

When using Civil and Work-Related Leave for interviewing for positions in other state government agencies and for taking related employment tests, the time devoted to the interview process may be charged up to a maximum of two hours in the VWCC service area, and up to a maximum of four hours outside of the Roanoke geographic area. In the event the interviewing agency requires the applicant to be tested for a job, the time devoted to completing the test

may be charged to Civil and Work-Related Leave, up to a maximum of one hour. Reasonable travel time may be included. The college will incur no expenses of employees who interview with other state government agencies.

When using the leave for service on councils, commissions, boards, and committees created by the General Assembly and other bodies established by the Governor or any agency of the commonwealth, you may not accept fees for serving on such bodies except as outlined by policy. Employees may retain reimbursement for daily expenses, provided such expenses are not also reimbursed by the employing agency.

Civil and Work-Related Leave with pay shall not exceed the time required for the purpose for which the leave is taken. Any additional time off that you choose to take on the same day must be charged to your appropriate leave balances. Questions regarding the use of and regulations about Civil and Work-Related Leave Policy should be directed to the Human Resources Office.

Educational Leave

The college may allow you to take leave with or without pay to further your education. The courses you pursue on leave without pay may or may not be job related. The college president has the option to determine if you may be granted leave and whether you can be guaranteed a job on return from such leave, based on the needs of the college.

DHRM Policy 4.15 Educational Leave makes it possible to take job-related courses or to further your education, when such additional education is related to the needs and/or mission of the college. Contact Human Resources Office if you are interested in educational leave or enrolling in educational courses.

Emergency Disaster Leave

DHRM Policy 4.17 Emergency Disaster Leave may be granted to you in order to assist in disaster-stricken areas when the president of the United States has officially declared a disaster, or the governor of any state has declared a state of emergency. Up to two weeks of leave (80 hours) annually may be granted to you in order to provide disaster assistance. Public officials who wish to assist at the site of the disaster must provide written requests to participate in disaster relief. Leave granted to you shall be at the discretion of college president.

Family and Medical Leave Act (FMLA) of 1993

The Family and Medical Leave Act (FMLA) requires the college to grant eligible employees up to 12 weeks of job protected leave each year for qualifying events. Once you have been employed by the commonwealth for at least 12 months and have worked at least 1,250 hours during the 12-month period prior to requesting the leave, you can take up to 12 weeks of eligible accrued leave or unpaid leave in a leave plan year for certain family and health-related reasons. The 12 months need not be consecutive provided that the break in service does not exceed 7 years unless that break was due to National Guard or military service.

Qualifying reasons to take FMLA include in part, the birth of a child, bonding with your newborn or adopted child, the care of an eligible family member suffering from a serious health care condition including psychological comfort during periods of hospitalization or treatment of said qualifying condition, to provide transportation to and from doctor appointments for a qualifying family member with a serious healthcare condition, your own serious health care condition; because of any qualifying exigency arising out of the fact that the spouse, son, daughter, your parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. Up to 26 weeks of leave may be taken during the leave year to care for a spouse, son, daughter, parent or next of kin (nearest blood relative) with a serious illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves.

Non-medical leave may be intermittent, when approved by the college. Eligible family members consist of a

biological parent or individual who stood in place of the parent and was charged with the duties and responsibilities of the parent (*loco parentis*), a biological, adopted, or foster child, stepchild or legal ward, or a child of a person standing in place of the parent. The child must either be under the age of 18 or age 18 or older and incapable of self-care because of a mental or physical disability within the definitions of ADA standards. A spouse, only as recognized under the laws of the Commonwealth of Virginia for the purpose of marriage, is also included.

Effective March 8, 2013, new rules to the FMLA are now enhanced for Caregiver Leave which encompasses leave to care for a military service member or veteran. The law no longer requires the service member to be active, and can be provided up to five years after the member has been discharged from service and for an injury or illness that results from a condition that predates the active duty, but that was exacerbated by the military service. Additional amendments include expanding the "Rest and Recuperation" period and a new category for parental care (i.e., caring for the service member's parent when the parent is incapable of self-care).

Serious Health Condition

An example of a serious health condition, in part, is one in which a qualifying individual is ill for at least three calendar days, has or will have been seen at least twice by a physician for the condition, and are under the continuous treatment of a health care provider; any period of a hospital stay; or, a hospice or residential medical care facility. Other circumstances may qualify such chronic conditions. You must provide certification from a health care provider to verify the existence of a serious health condition. If FMLA is for your own serious health care condition, not only must you provide the certification, you must also explain your inability to perform the essential functions of your position and if an accommodation is possible and, if not, why.

General

You may elect to use paid accumulated leave, for any part of the 12-week period, which is subject to college approval. You may use accrued annual, sick, family/personal, or compensatory leave, or parental leave, as appropriate, in accordance with policy. If you are approved for FMLA for an eligible family member, you may use up to 33% of your sick leave to care for the family member with a serious health care condition. Absences while on an approved short-term disability claim are automatically designated as FML. Contact the Human Resources Office for the details about the type of leave you may potentially utilize based on the qualifying event.

To learn more about FMLA or to determine if you or an eligible family member are experiencing a qualifying FMLA event, you may contact the Human Resources Office for further guidance or by visiting the United States Department of Labor website.

Holidays

In accordance with DHRM Policy 4.25 Holidays, the Commonwealth of Virginia observes all federal and state holidays during the year. On occasion, the governor may designate additional holidays or authorized closings.

Because of class schedules, Virginia Western does not observe some paid holidays on the days they normally occur. The college observes the following holidays when they occur: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Election Day, four hours the day before Thanksgiving, Thanksgiving Day, the day after Thanksgiving Day, the day before Christmas, and Christmas Day. As the end of the year approaches, college employees are scheduled time off to observe the remaining three holidays that occurred earlier in the year. The college president will select the days when the college will be closed in December and when the college will reopen after the New Year's Day holiday observance.

Due to security requirements and the need for 24-hour coverage, campus police do not follow the alternate holiday schedule as set out above. Campus Police will observe holidays on the days they normally occur. If a full-time police officer works a holiday, compensatory leave will be earned so that the police officer can take an alternate day off.

Inclement Weather Leave

In accordance with DHRM Policy 1.35 Emergency Closings, and the college's Inclement Weather Office Closing Policy, you will be paid using emergency closing leave if you are absent from work due to an authorized inclement weather closing. To qualify for the paid leave, you must be in a pay status through work or pre-approved accrued leave both the day before and the day after the authorized closing. If you are on leave without pay or a docking status the day before and/or the day after the closing or are on short-term disability you will not receive emergency closing leave.

If you are not a designated employee and report to work during periods of an authorized closing, you will not be credited with compensatory leave. You will be advised to safely return home.

Designated Employees

- If you are required, or activated, to work during authorized closings you will be referred to as **designated employees**. Designated employees must work their normally scheduled hours during an authorized closing and will be credited with compensatory leave for hours worked during closings. Designated employees may vary based upon the nature and type of emergency that resulted in the closing.
- Non-exempt designated employees required to work in excess of 40 hours in the workweek will be provided overtime.
- Designated employees who do not report to work may be subject to disciplinary action for failure to report to work under the Standards of Conduct Policy.
- Designated employees required to work during a partial shift closing will be credited with compensatory leave for hours worked during their normal work schedule.

Partial Day Closing

If situations of inclement weather conditions or other emergencies result in authorized changes to your work schedule, such as a late opening or an early closing, you will be paid for the authorized absence. To qualify for this payment, you must work or be on paid leave for your scheduled hours not affected by the authorized closing. If you are on approved leave, adjust your leave request according to the closure time frame. If you are approved to leave work prior to an early closing, you must charge the difference between that time and the official closing time to your leave balances or to leave without pay.

Alternate Work Schedules

If you are on an alternate work schedule, you will not be credited with emergency closing leave before 8 a.m. or after 5 p.m. unless the college emergency closure encompasses all hours that you are scheduled to work (e.g., day and evening).

Closing on Employee Rest Days

If you are on a scheduled "rest day" when the college is closed, you will not be credited with emergency closing or compensatory leave.

Closing on a Scheduled Day Off

If you are on pre-approved leave with pay for 8 hours and day classes are closed, you will not be charged leave for that day. If the leave was keyed in HRMS, you must request that Payroll delete the absence request. Employees on an alternate work schedule will continue to be charge their accrued leave for any hours not encompassed by the closure.

Leave to Donate Bone Marrow or Organs

You may take up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs. Non-probationary employees, who present medical certification supporting their intent to donate bone marrow or an organ, may use this leave for the donation and for recuperation afterwards. Non-probationary employees in restricted positions, contingent upon federal funds, may receive paid leave under this policy only if the funding source agrees to assume all financial responsibilities in its written contract with the college.

Bone Marrow and Organ Donor (BMOD) leave will not be considered Family and Medical Leave nor VSDP leave. Only in cases of extended leave beyond the provided 30 workdays will FMLA or VSDP leave be affected. Refer to DHRM Policy 4.37 Leave to Donate Bone Marrow or Organs.

Leave Sharing

The purpose of DHRM Policy 4.35 Leave Sharing, is to permit you, if eligible, to donate annual leave or to receive annual leave donations. In order to receive annual leave donations, you must be on a leave without pay/FMLA for greater than 14 calendar days. You must contact Human Resources to request participation and complete the necessary paperwork before donations may be accepted on your behalf. If you are enrolled in the VSDP program, you may only request annual leave donations if you are on a leave without pay/FMLA due to an eligible family member's injury/illness.

The Human Resources Office will communicate the request for donations to all potential donors. Donations to recipients must be in the form of annual leave in eight-hour increments and is non-returnable. Donations may be received from any state agency employee accruing annual leave.

Leave Without Pay

The college president may grant you a leave without pay (LWOP) for any purpose. Leave without pay will not be granted for more than 12 calendar months, except for extended illness or injury, for active duty in the military, for specific authorized courses of study, or for non-state employment in an essential position of vital importance to the state or national welfare. Leave without pay may be unconditional or conditional.

If you are enrolled in the state health insurance program and go on conditional leave without pay, you may be required to pay the state contribution during the period of leave without pay. Failure to make timely payments will result in the cancellation of your coverage.

Unconditional Leave Without Pay

Unconditional leave without pay provides you the opportunity to be reinstated to your former position. Leave without pay for military service and FMLA leaves are always unconditional.

Conditional Leave Without Pay

Depending on the needs of the college, the college president may grant a conditional leave without pay. Such leave does not guarantee you a job when you are ready to return to work. In granting conditional leave without pay, the college agrees to consider you for any vacant position for which you qualify that might exist when you are ready to return to work, or to assist you in arranging a transfer to a position in another agency if you are able to locate one. If you are unable to attain a position at the college or another agency, you will be separated when the leave without pay expires.

When you are on leave without pay, you do not accumulate annual or sick leave and you do not receive pay for any holiday that falls in the period of leave without pay. Any period of leave without pay that is in excess of 14 calendar days cannot be counted as active service in determining your annual leave accrual rate unless the leave was for active military duty. Healthcare, your retirement, and benefits associated to VSDP are negatively impacted. If you are a probationary employee, your probation period will be extended.

The college president has the discretion to allow you to retain any applicable leave balances at the time you are granted leave without pay. Refer to DHRM 4.45 Leave Without Pay – Conditional/Unconditional.

Military Leave

If you are in the military, you will be provided up to 15 workdays of paid military leave for federally funded training or active duty per federal fiscal year. In addition, you may choose to use your annual or compensatory leave balances during this time. Any leave in excess of the initial 15 workdays or other paid leave will be designated as unconditional leave without pay, which means you will be guaranteed reinstatement to the position.

If you are scheduled to report for a physical examination for military service during work hours, you may be granted the time off with pay—up to eight hours.

To qualify for military leave, you must furnish your supervisor with a copy of your order or other documentation from a responsible military official. Only the dates specified in your orders may be charged to military leave. You should give your supervisor as much notice as possible of your need for military leave.

If you need to be away from work for more than the allowed 15 workdays, the other days must be charged to annual or compensatory leave balances, VSDP family personal leave or to leave without pay.

If you are subject to military leave, you should contact the Human Resources Office to ascertain how DHRM 4.50 Military Leave Policy works and its effect on benefits and the reinstatement from military leave.

Parental Leave

DHRM Policy 4.21 Parental Leave provides up to eight weeks of paid leave that is available to you upon Family and Medical Leave (FML) eligibility for the birth, adoption, or bonding with a new child. The leave is not available upon expiration of FML and may only be used within six months from the child's date of birth or adoption. Parental leave may be coordinated with short-term disability. You must request parental leave at least (30) calendar days prior to the anticipated leave begin date or as soon as practicable. You must comply with your supervisor's leave request procedures. More detailed information can be found on DHRM Policy 4.21 Parental Leave.

Public Health Emergency Leave

DHRM Policy 4.52 Public Health Emergency Leave permits, or will require you, to attend to the medical needs of yourself and/or immediate family members. You will be provided paid leave when a communicable disease of a public health threat conditions, as defined in Section 32.1-48.06, *et. seq Code of Virginia*, has been declared by the

state health commissioner and governor. Use of this policy is intended for illnesses directly related to the declared communicable disease threat. The number of paid leave hours is determined by DHRM Policy 4.52 and may be modified as conditions warrant.

School Assistance and Volunteer Service Leave

You are granted 16 hours of School Assist and Volunteer Service Leave under DHRM Policy 4.40 at the time of hire and every year on January 10. Unused leave is not carried over to the next leave plan year.

School Assistance

You may use supervisory approved school assistance leave to meet with a teacher or administrator of any public or private preschool, elementary school, middle school, or high school concerning your minor children, stepchildren, or minor children whom you have legal custody. You may also take leave to attend any school function in which such children are participating or to chaperone field trips. In addition, you may take paid leave to perform any school-approved volunteer work to assist a preschool, elementary school, middle school, or high school. Further, you may be granted leave to assist in the education of your child in state-approved home education curricula, such as meetings with local school officials and required field trips.

Volunteer Service

You may use supervisory approved volunteer service leave to provide voluntary “hands-on” services when the activity is an organized community-service event, for a non-profit organization, or to serve as a member of a volunteer fire department and/or rescue squad, auxiliary units thereof, and to respond to emergency situations during normal work hours.

Section 2.2-2821.2 of the Code of Virginia provides an additional 8 hours of leave if you serve as a volunteer firefighter or EMS. If you are a volunteer firefighter or rescue squad member, you can use the leave to cover absences after the beginning of your normal work shift provided that, in your role as an emergency responder, you were responding to an emergency. You are to contact your supervisor as soon as practicable informing your supervisor that you will be late. As with any leave, you must receive prior approval for planned absences.

A frequently asked question about the policy concerns blood donation. Donation of blood or blood products (not for pay) is considered volunteer service covered by Policy 4.40. Reasonable travel time may be included in the leave granted. If you donate blood during a blood drive conducted on the college's premises, you may not be required to use leave.

Traditional Sick Leave

DHRM Policy 4.55 Sick Leave, aka “traditional” sick, applies only to employees who were employed prior to January 1, 1999, and who did not elect to participate in the Virginia Sickness and Disability Program (VSDP). Regardless of your length of service, you are credited with 5 hours sick leave for each completed semi-monthly work period. There is no limit to the amount of carried over accumulated sick leave. Traditional sick leave is policy driven in accordance with DHRM Policy 4.55 Sick Leave and may only be used by you in accordance with policy. You may use sick leave for doctor appointments, whether well or ill, your own illnesses or injury, and exposure to a contagious disease. Other qualifying reasons may include the illness or death of a member in your immediate family. You may not exceed a total of 48 hours in a leave plan year to care for an eligible immediate family member. If you apply and are approved for the Family and Medical Leave Act to care for an eligible family member under the terms of FMLA, you may use an additional 33% of your sick leave balance. For the purpose of FML, family

member is not defined the same as immediate family in DHRM policy. In cases of planned circumstances causing your inability to work, you must give at least a 30-day advance notice to your supervisor.

The definition of immediate family for employees enrolled in the traditional sick leave program include: parents, step-parents, legal spouse, children, step-children and foster children, brother, sister, step-brother and sister, and any relative not listed, either by blood or marriage, who lives in the household of the employee. See Family and Medical Leave within this handbook for the definition of family member under the terms of FMLA law.

Your supervisor has the right to request verification of any absence reported as Traditional Sick Leave by requiring a physician's note and the date you are expected to be able to return to work with or without restrictions.

Virginia Sickness and Disability Program (VSDP) Sick and Family Personal Leave

VSDP applies to full-time classified employees hired on or after January 1, 1999, and classified employees hired prior to January 1, 1999 who elected to participate in VSDP. VSDP provides free long-term care, short-term and long-term disability as described earlier, in addition VSDP provides sick and family/personal leave. A set number of hours of each leave type is provided at the time of hire, and again at the beginning of each new plan year. VSDP leave is not accrued or carried forward. Refer to DHRM Policy 4.57 Virginia and Sickness Disability Program and the VSDP Member Handbook located on VRS's website.

VSDP Sick Leave

The initial amount of sick leave is prorated if your date of hire is after July 10th at the rate of 40 hours sick leave. Based on your length of state service, the amount of leave provided at the beginning of a new plan year on January 10th is from 64 to 80 hours.

Sick leave is policy driven and may only be used for your own illness or injury, doctor appointments whether well or ill, or exposure to a contagious disease. If you apply and are approved for the Family and Medical Leave Act to care for an eligible family member under the terms of FMLA, you may use 33% of your sick leave balance at the time of FMLA approval.

VSDP Family Personal Leave

The initial amount of family personal leave is prorated if your date of hire is after July 10th at the rate of 16 hours family personal leave. Based on length of state service, the amount of leave provided at the beginning of a new plan year on January 10th is from 32 to 40 hours of family/personal leave.

Family/personal leave is not policy driven and may be used for any reason such as family illness, family death, or for personal reasons.

Your Separation from Employment

Overview

If you decide to voluntarily separate employment with the college for any reason, you should give your immediate supervisor a written notice of your intent to separate employment. The Human Resources Office must receive a copy of the letter. The notice should be provided as far in advance as possible. Minimally, a two-week notice is required from non-supervisory employees. Supervisors, managers, and administrators must at a minimum provide a 30-day notice. Providing an advanced notice allows time for the college to plan for the continuity of your work.

Prior to the effective date of your separation, you will be required to meet with a team member of Human Resources to discuss the disposition of your benefits and the check-out process. Human Resources will offer you an opportunity for a confidential exit interview. The purpose of the exit interview is to gather information that may help reduce turnover, result in better working conditions, and/or help increase the efficiency and productivity of the college as a result of suggestions you may make regarding the college's operations. The exit interview will provide you an opportunity to report any integrity or ethical issues or other matters of concern to the college. Department of Human Resources will reach out to you for an additional opportunity for you to complete a confidential exit interview at the state level.

Types of voluntary employment separations include:

Agency Transfer

Virginia Western Community College is a Commonwealth of Virginia government agency. If you are separating employment to begin employment at a different state government agency, without a break in-service, your separation reason is an agency transfer. It is important that you coordinate the effective date of transfer with Human Resources and notate agency transfer on your notice in order to prevent a break in-service. Your benefits and leave will not transfer if you experience a break in-service.

Disability Retirement

You are eligible for disability retirement if you participate in DHRM's Traditional Sick Leave Program. You may apply for disability retirement if you become unable to perform your job because of a physical or mental disability that likely is permanent. You are eligible to apply for disability retirement from the first day of employment as vesting is not required. If eligible, you should simultaneously apply for a service retirement for continuity of income while the disability is being reviewed, which at times may be a lengthy process.

Long-term Disability

You will enter long-term disability after 125 workdays in short-term disability. Approved long-term disability provides income replacement from 60% to 100% based on the severity of your disability. Upon entering a long-term disability status, you will no longer be an employee of the college.

Resignation

A resignation is when you are leaving Virginia Western to be employed by private industry or not employed at all.

Service Retirement

Retirement applications must be submitted to VRS at least 90 days prior to your retirement date in order to avoid delays in receiving your monthly benefit. The Human Resources Office will assist you in the retirement process once you have provided your supervisor an advanced notice of your intent to retire.

Types of involuntary separations include:

Death In-Service

Death-in-service benefits are available to eligible survivors and to those designated as the beneficiary for a defined benefit plan. The college has designated a death-in-service liaison within Human Resources who counsels and assists the survivors and/or beneficiaries in accessing their benefits.

Layoffs

The State Department of Human Resource Management (DHRM) provides guidelines for layoff procedures and associated severance benefits for regular full-time classified positions. Restricted and temporary employees are not eligible for severance benefits under Policy 1.30, Layoff; unless, your immediate prior service (i.e., with no break) was as a full-time non-restricted classified employee. Full-time temporary or restricted employees are subject to separation, not a layoff, when the terms of employment and/or the grant has expired. You should have been notified at the time of your appointment if your position is restricted or temporary. The state's layoff policy is available in the Human Resources Office or on DHRM's website.

Termination

You may be involuntarily terminated if you fail to improve your conduct and/or performance after disciplinary actions, or your conduct is so severe or egregious that immediate termination of employment is warranted. You will generally be given an advanced 24-hour notice of the college's intent to terminate your employment and, in many instances, an opportunity to mitigate the action.

Your Benefits Upon Separation

Group Life Insurance

Long-term Disability

Your basic group life insurance coverage will continue at 100% while you are on long-term disability. If you have optional group life insurance coverage, you may continue your coverage by paying the premiums directly to the third-party administrator if you complete the necessary paperwork within 30 days from your separation date.

Retirement

Your basic group life insurance will continue at no cost to you into retirement. The amount of life insurance reduces by 25% after each full calendar year. After four full calendar years of retirement, your group life insurance benefit is 25%, which equates to half of your pre-retirement annual base salary. Optional life insurance may be continued or converted if you were enrolled 5 years prior to retirement. Contact Human Resources for detailed continuation and conversion coverage reduction rules.

Resignation

Your life insurance is canceled when you resign. When you leave state service, you can convert your basic group insurance to an individual policy at non-group rates, without the requirement of a physical examination, provided your application is filed within 30 days from your separation date.

Death

The plan provider administered by the Virginia Retirement System will pay your designated beneficiary **on record** after the completion and submission of required forms and a certified death certificate. The face value of your life insurance benefit is not taxable or considered income to your beneficiary. Human Resources has a designated death-in-service liaison who will assist your beneficiary in obtaining the life insurance benefits.

Beneficiaries have an option to assign a funeral home as the beneficiary for the purposes of paying for funeral costs. The funeral home will execute a contract and will pay the beneficiary any remaining balances after the funeral costs are paid. Not all funeral homes participate in this provision.

Flexible Spending Account

You may elect to continue the flexible spending account for the remainder of the plan year. Contributions will be on a post-tax basis.

Health Insurance

Active employee healthcare will end the last day of the month from the date of separation.

Long-term Disability

If you elect to enroll in healthcare, you will pay for the full healthcare premiums, minus a minimum of a \$120/month healthcare credit. After receiving Social Security Disability Benefits for two years, you may be eligible for Medicare.

Retirement

Your state health coverage may, at your option, be continued in a group plan when you retire provided you enroll within 31 days of your retirement. Retirees must pay the full monthly premium for this coverage. Retirees with 15 or more years of service will receive a health care credit. The credit is up to \$4.00 per month for each year of service. There is no health care credit cap. The state offers a group Medicare Advantage Plan for Medicare retirees.

Resignation

If you or a dependent lose health care coverage when you resign, you and/or your dependent may be eligible for extended coverage under federal law (COBRA). Extended coverage generally lasts 18 months. The COBRA monthly premiums are the full rate plus a monthly administrative fee.

Death

Your non-annuitant and annuitant covered dependents may continue in the state's group survivor health care plan provided your dependent enrolls within 60 days of your death. Your covered dependent(s) will pay the full monthly premium for this coverage. Coverage for your dependent(s) will continue in the active employee group plan for a month after your death, unless waived by your dependent. The college's death-in-service liaison will counsel your dependent(s) and assist in the completion of the necessary enrollment paperwork.

Long-term Care

You will have the ability to convert your long-term care policy into an individual plan provided you enroll within 30 days from your separation date.

Unemployment Insurance

You may apply for unemployment compensation at your local Virginia Employment Commission (VEC) office if you are terminated or laid off for reasons beyond your control. After application is made, the VEC determines your eligibility on an individual basis. Eligibility factors may include length of employment, reason for separation, your entitlement from other work sources, salary earned, etc. The college will challenge your unemployment claim if you are terminated due to willful violations of college policy.

Virginia Retirement System

Long-term Disability

You will earn VRS service credit under your defined benefit plan while in VSDP long-term disability. If you remain in an approved long-term disability status, you must apply for a regular service retirement when you are eligible for a full-service retirement; or, after a minimum of 5 years in an approved long-term disability status. You may not take a distribution from your VRS account or you will forfeit your VSDP benefits.

Retirement

When you are eligible to retire, you will draw your monthly benefit from a defined benefit plan. Your monthly benefit from the defined benefit plan will be drawn first from your member account balance. When your member account balance is depleted, your monthly benefit will be drawn from the Virginia Retirement System Trust Fund.

In addition to the defined benefit plan, retirees enrolled in the Hybrid plan will have a defined contribution plan. Retirees may choose from a variety of distribution elections or choose no distribution. You must take a

distribution when you reach the minimum distribution age. When the defined contribution funds are depleted, there will be no further distributions.

Resignation

When you resign, you have a variety of options available. You may:

- Take a refund from your member account balances in the defined benefit and, if applicable, defined contribution plan;
- rollover your funds to a qualifying account;
- leave your funds in your accounts in the anticipation of returning to state government; or if vested,
- defer retirement until you meet age eligibility.

If you decide to leave your funds in your account(s), your defined benefit plan will earn interest and defined contribution plans will gain, or lose money based on your investment allocation. If you take a refund and return to work for a VRS employer, you will be subject to the retirement plan available for new members.

Death

If you are an active employee and are vested at the time of death, and your designated beneficiary is either a spouse, minor child, or parent, these beneficiaries will have the following options available under the defined benefit plan:

- A spouse and parent can either receive a monthly benefit for life (annuitant) or a lump sum distribution of your member account balance (non-annuitant).
- A minor child can either receive a monthly benefit until age 18 or a lump sum payment. Monthly or lump sum payments are made to a trust. If you do not have a trust established, the State of Virginia will designate a trust before a distribution will occur.

Other beneficiaries, or those that opt for a lump sum payment, will have a variety of options available:

- Funds may be distributed on the frequency of the beneficiary's choice, or none until reaching the minimum distribution age.
- Funds may be rolled over into a qualifying account.

Distributions of the defined contribution plan may only be to an adult or payable to a trust.

Human Resources has a designated death in-service liaison who will assist your beneficiaries.

Voluntary Retirement Plans and Cash Match

Employees or, in the event of your death, beneficiaries, may elect distributions based on a frequency of their choice, retain the funds in the account, or roll the funds over to a qualifying plan. The college's death-in-service liaison will assist your beneficiary in completing the claim forms. A trust must be established for minor children designated as beneficiaries. A beneficiary must submit a certified death certificate.

Disposition of Your Leave Upon Separation

Overview

If you separate employment, you will be paid for your unused eligible leave balances up to the maximum permitted by policy. VSDP family personal and sick leave are not payable upon separation. Leave payment generally will not be issued until after you receive your last paycheck for hours worked.

If you are absent due to sickness prior to your effective date of resignation and do not return to work again, the college has the discretion to make the effective date of your separation the last day you worked prior to your absence.

Annual Leave

You will be paid for your accumulated annual leave not to exceed the amount permitted by policy. The amount of payable annual leave is determined by your accrual rate. Refer to the table within the handbook for the maximum payable annual leave hours.

Traditional Sick Leave

You will be paid for 25 percent of your accumulated sick leave, not to exceed \$5,000 provided you have at least 5 years of continuous service at the time of separation from state service. Retirees have the option of using your leave payment to purchase service credit for retirement at an actuarial rate. Your election is irrevocable.

Disability Credits

If you have available disability credits, you will be paid for twenty-five percent of the unused disability credits, not to exceed \$5,000, provided you have at least 5 years of continuous service at the time of separation from state service. Retirees have the option of transferring the entire amount of disability credits into service credit in lieu of payment based on a formula. The formula is: Disability Credit Hours/173, rounded up on .01>, will equal the months of service credit that may be added. Your election is irrevocable.

Layoff, Death, or a Transfer

Layoff

You have two options for the disposition of your payable leave:

- Payment for your eligible amount of leave at the time of layoff, or
- freeze your entire balance(s) until the end of the leave without pay (LWOP)/layoff period.

If you elect to freeze your balance(s), the balance(s) will remain to your credit and will be paid at the expiration of the LWOP/layoff period or upon resignation, whichever comes first. If you obtain state employment while in a LWOP/layoff status, your layoff will end, and your leave balances will transfer to the new agency.

Death

In accordance with the Code of Virginia 64.1-132.3, if you die while in active employment and have accumulated eligible payable leave balances and/or payment due for work performed, payment will be made to your estate or an heir. The executor or administrator of your Will is responsible for filing and completing the necessary paperwork and submitting a certified death certificate before the payment is processed. Payment will

be made to an eligible heir in the absence of an established executor or administrator after 60 days has passed from the date of your death. Human Resources has a designated death in-service liaison who will assist your heir, or executor/administrator.

Transfer

If you move from one classified position to another in the same or different state agency, your accumulated leave balances including VSDP, and, if applicable, disability credits are transferred. If you move to a non-classified position in the same or different state agency, accumulated leave balances may or may not transfer based on the position you have accepted. Compensatory and recognition leave balances are not transferable and must be paid to you.

Summary of Acknowledgement

This handbook has briefly described guidelines within some policies, laws and the benefits of the Commonwealth of Virginia, the Virginia Community College Systems Office, and Virginia Western Community College. This handbook is not all inclusive nor intended to cover every situation that may arise during your employment, fully describe the policy, law, or benefit at hand, or be interpreted as a contract between Virginia Western Community College and any of its employees. Your supervisor and the Human Resources Office are available if you need additional information or have questions regarding how the contents of the handbook or other policies or law not described apply to you.

You are responsible to read and fully understand each source policy or law of the commonwealth and the college as it pertains to your government employment, benefits, performance, and conduct.

Federal and state government, Department of Human Resources Management, Virginia Western Community College, and VCCS reserves the right to modify or revoke any portion of the content within this handbook at any time without notice.