Community College of Philadelphia

Employee Handbook

September 14, 2012
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PRESIDENT’S MESSAGE

We are delighted to have you as an employee of Community College of Philadelphia and hope that you find your career here enjoyable and satisfying. You have joined an outstanding institution committed to creating a caring environment, which is intellectually and culturally dynamic, and also dedicated to teaching and service. We are confident that you will enjoy the diversity of people, jobs, and activities you will encounter.

The purpose of this Handbook is to acquaint you with the College and help you make the College’s benefits, policies, facilities, and services work for you. Please refer to it when you have questions. It is not intended to be a full statement of policies or benefits provided by the College. The College’s official policy guidelines include this Handbook, Board Policies and Procedures, and provisions of valid collective bargaining agreements (CBAs). Should there be inconsistencies between this Handbook and a Board Policy or CBA provision, the Board policy or CBA provision will apply. The governing documents for employee benefits are available in Human Resources. If you have a question that is not answered by this Handbook, please ask your supervisor or call Human Resources at extension 8035.

Community College of Philadelphia values you and the contributions you make to the College. This Handbook is intended to help you understand your role here and to learn more about what you can expect and what is expected of you. We want you to be proud to be a part of the College and to feel that you are making a difference in our College community and in the community at large.

Once again, welcome to the College family!

Stephen M. Curtis, President
Community College of Philadelphia

MISSION STATEMENT

Community College of Philadelphia is an open admission, associate-degree-granting institution, which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for College transfer, employment, and life-long learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry, and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Community College of Philadelphia seeks to create a caring environment, which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs, and aspirations, and greater appreciation of their own cultural background and experience;
- Increased awareness and appreciation of a diverse world where all are interdependent;
- Heightened curiosity and active interest in intellectual questions and social issues;
- Improved ability to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively;
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments.

Vision

To serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.

Vision Ideals

- A College environment that values and supports a culturally diverse and intellectually dynamic community and prepares students for global citizenship.
- Respected liberal arts and transfer programs that facilitate student preparation for the baccalaureate experience.
• Superior career programs that prepare students to meet current and evolving labor market needs.
• Innovative developmental and literacy programs that prepare students for more advanced educational and training opportunities.
• Agile programs that meet the needs of employers and emergent workforce development initiatives.
• Responsive continuing adult and community education programs that enhance and encourage individual growth and development.
• An engaged and excellent faculty, staff and administration that enable students to meet their full potential.
• A teaching and learning environment that exemplifies ongoing and productive communication and collaboration across the institution.
• Strong and mutually beneficial partnerships with public and parochial schools, community organizations and governmental agencies that model effective community-based educational programs.
• State-of-the-art technology employed to enhance teaching and learning.
• Accessible and affordable education designed to optimize opportunities for student participation.
• A supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs.

Core Values

**Integrity**

The College places fairness and honesty at the center of all of its policies and operations. We uphold the highest ethical standards in striving for academic and professional integrity in all that we do. We strive to be both responsible and responsive in utilizing resources to meet student and community needs.

**Academic Excellence**

The College sets, expects, and maintains high educational standards consistent with the needs of the students, region, and changing workforce. Our faculty and staff are committed to providing high-quality, innovative, and flexible educational opportunities and services in an accessible student-centered environment.

**Diversity**

The College embraces and understands the importance of providing an education and environment that promotes the uniqueness of students, faculty, staff, and the communities that we serve. We affirm that diversity is crucial to a democratic society, as it enriches the educational experience and celebrates differences among individuals.
Commitment to Teaching and Learning

The College functions as a learning organization, continually adapting, improving, and evaluating its services to promote life-long intellectual and personal development. We believe that learning is rooted in both curiosity and inquiry, and is engendered by dedicated, creative, and enthusiastic teaching utilizing appropriate and optimal modes of delivery. Technology supports and serves the learning process.

Communication

The College is committed to effective, open, and proactive communication. We take responsibility to listen, speak, and write clearly to inform others and foster collaboration by using and respecting a matrix of communication channels. Collaborative partnerships are strengthened when communication is ongoing and productive.

Respect

The College promotes respect, civility, and courtesy in our day-to-day interactions with others. We seek to instill respect for and appreciation of members of the College community, our facilities, our environment, our community, and the institution in which we work.
ABOUT THIS HANDBOOK

The purpose of this Employee Handbook (“Handbook”) is to outline in summary form the policies and procedures of the College. It should serve as a useful reference tool for you on general questions concerning College policies and procedures.

The Board Policies and Procedures can be found at:

http://www.ccp.edu/vpfin-pl/policies/policies.htm

This Handbook is only a summary, and neither this Handbook nor the policies or procedures it summarizes constitute a contract between the College and members of its faculty and staff. While the College will generally adhere to established policies and procedures summarized within this Handbook, it may become necessary either to change a policy or to depart from a procedure where circumstances require.

Although the College expects to continue the various policies and benefit programs described in this Handbook, circumstances may require that policies and programs be changed in the future. The College therefore reserves the exclusive right to amend, modify, interpret, or discontinue any of the benefit programs or conditions described in this Handbook, subject to the provisions of any applicable collective bargaining agreement. The College’s right to amend, modify, or discontinue these benefit programs applies both to active employees and to those who have retired or separated from employment.
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The following will provide you with information and directions to access the Community College of Philadelphia Employee Handbook. To access the Handbook:

1. Go to MyCCP at: http://www.ccp.edu/MyCCP/Login
2. Log into MyCCP
3. On the right-hand side under “General Links” about ½ way down, click on the link for “Employee Handbook”

This will open the electronic version of the Employee Handbook, which represents the official, up-to-date version of this document.

This Handbook provides an orientation to the various policies, procedures, and benefits of Community College of Philadelphia. Your signature below acknowledges that you are responsible for reading and understanding the policies and procedures in the Handbook. It further acknowledges that you have received directions for accessing the Community College of Philadelphia Employee Handbook. If you have any questions, please call the Human Resources Department at extension 8035.

_________________________________________________________________
Employee’s Name (Print)
HOW TO GET AROUND THE CENTER CITY MAIN CAMPUS

Buildings and Locations

Main Campus
1700 Spring Garden Street
Philadelphia, PA 19130-3991
(215) 751-8000

Mint Building - Located between 16th and 17th Streets on Spring Garden Street

Bonnell Building - Located between 16th and 17th Streets, one-half block south of Spring Garden Street

Pavilion Building – Located between 17th and 18th Streets, one-half block south of Spring Garden Street

West Building - Located between 17th and 18th Streets on Spring Garden Street

Winnet Student Life Building - Located one-half block south of Spring Garden Street on 17th Street

Gymnasium – Located one-half block south of Spring Garden Street on 17th Street, between the West and Winnet Buildings

Center for Business and Industry – Located at 18th and Callowhill Street

Annex – Located at 1500 Spring Garden Street, 7th Floor

Room numbers are designated by an alphanumeric code. The first letter of the code determines the building; the floor is determined next, followed by the room number. For example, S1-10 is the Winnet Student Life Building, first floor, room 10.

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<td>W</td>
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<td>Rooms in the Library</td>
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<td>C</td>
<td>Center for Business and Industry</td>
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The Mint Building, Bonnell Building, Pavilion Building and West Building are connected on the second level of each building. This enables you to travel from one building to the other without going outside. When entering any building, you may be requested to present your Community College of Philadelphia identification card at the security station.
Sports Deck - Located on the roof of the Glaxo SmithKline Parking Garage, on 17<sup>th</sup> Street, north of Callowhill Street.

Community College of Philadelphia Child Development Center - Located on 16<sup>th</sup> Street, one-half block south of Spring Garden Street.

Regional Centers

Regional Center Administration
Main Campus
Winnet Building, Rm. S1.09
(215) 751-8381

Northeast Regional Center (NERC)
12901 Townsend Road
Philadelphia, PA 19154
(215) 972-6372

West Philadelphia Regional Center (WERC)
4725-31 Chestnut Street
Philadelphia PA 19139
(267) 299-5850

Northwest Regional Center (NWRC)
1300 West Godfrey Avenue
Philadelphia, PA 19141
(215) 751-8773

MAPS AND DIRECTIONS TO COMMUNITY COLLEGE OF PHILADELPHIA AND REGIONAL CENTERS AND NEIGHBORHOOD SITES

Maps and directions to the College’s Main Campus and Regional Center can be found at:

http://www.ccp.edu/site/about/locations/index.php#main
SECTION 1.0  GETTING STARTED AT COMMUNITY COLLEGE OF PHILADELPHIA

For purposes of the information contained in this Employee Handbook, the explanations below define full-time and part-time status:

1.1  Employment Status

Full-time classified, confidential and administrative staff work 37.5 hours per week or a minimum of 1,950 or more hours per year. Scheduled hours of work are adjusted for full-time staff during summer months to accommodate a four day work week.

The College has several different types of part-time staff. Faculty who teach fewer than nine credit hours a semester are part-time and their status and benefits are specified in the Adjunct/Visiting Lecturer collective bargaining agreement.

The College also has part-time classified staff that work less than 37.5 hours a week. Part-time classified staff may receive pro rata (employee only) medical, dental, prescription drug plan, and other benefits through the College. Eligibility is based on time worked.

The College also has a category of part-time permanent administrative and grant administrative staff who work less than 37.5 hours per week or who are full-time administrative staff scheduled to work on a temporary basis for a period of three (3) months or less. Staff in these categories are not eligible for College-provided benefits such as medical dental, and prescription drug plan.

For additional information, please visit the Human Resources website:

http://www.ccp.edu/site/offices/human_resources/benefits.php

1.2  Employment-At-Will

Except as specified otherwise by applicable collective bargaining agreements or individual employee contracts, all employment with the College shall be “at will,” meaning that the College can terminate your employment at any time, with or without cause and that you may leave the College’s employment at any time, with or without cause.
1.3  Probationary Period

1.3.1  New Employees

As a new administrative or classified/confidential staff employee, the first ninety (90) calendar days of your employment in your first position are a probationary period. Your supervisor will provide you with feedback and guidance during this period.

During the probationary period, factors such as the quantity and quality of work performed, your ability to develop satisfactory working relationships with others, initiative, self-reliance, dependability and attendance and punctuality will be considered. Near the conclusion of your probationary period, your supervisor will assess your performance and provide a formal evaluation to you and the Human Resources Department.

If your performance and/or attendance should prove unsatisfactory during this period, the College can terminate your employment.

Under special circumstances, an employee’s probationary period may be extended for a limited and specified length of time upon recommendation of supervision and with the concurrence of Human Resources.

1.3.2  Probationary Period When Transitioning to New Position

Administrative and confidential staff are subject to an additional probationary period when transitioning to a new position on campus. This period is the first ninety (90) calendar days in the new position. Your new supervisor will evaluate your performance during this period.

Classified staff are also subject to an additional probationary period when transitioning to a new position on campus. This period is the first twenty-six (26) calendar days in the new position. Your new supervisor will assess your performance during this period and provide to Human Resources a formal evaluation. During this initial 26-day period either you or your new supervisor may determine that this new position is unsatisfactory and you may return to your previous position.

1.4  Proof of Eligibility to Work in the U.S. – Immigration Reform and Control Act (IRCA)

Within three business days of your first day of work, you must complete federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States. The federal government requires that the College maintain these records.

The forms are kept confidential. We do not keep the forms in your personnel file.

If you have previously worked for the College, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 is no longer valid.
1.5 Your New Employee Orientation Session and Benefits Enrollment

Human Resources invites all new faculty and staff to participate in a new hire orientation session on the third Thursday morning of each month. The orientation will acquaint you to the culture of the College, as well as with many of the departments, operations, processes and facilities of the College.

The second portion of the orientation is targeted to benefit eligible faculty and staff who will receive information about medical benefits; life and disability insurance; the retirement plan; holidays and vacation; and other College benefits. If your position is benefits-eligible, you will also be provided with the appropriate enrollment forms at the meeting.

1.6 Identification Cards (ID)

At the commencement of your employment, Human Resources will provide you with a form to obtain a College identification (ID) card. You must take your completed form to the Security Office to obtain your photo ID card.

- Employees working on main campus: The security office issuing ID cards is located on the first floor of the Mint Building.
- Employees working at the regional centers: There is a security office issuing ID cards at each regional center location.

Your new ID card will have an identification number called a “J” number (your College ID number). This number is a unique identifier. Once you have a “J” number assigned to you, you will be able to access your electronic personal and payroll records in a College database called “MyCCP” accessed using this link: [http://www.ccp.edu/MyCCP/Login](http://www.ccp.edu/MyCCP/Login)

Your ID card is used to gain access to a variety of College facilities and services and to receive employee discounts. With your ID card you can:

- Borrow items from the College Library.
- Use on-campus athletic facilities
- Add debit cash to purchase items at the Colonial Cafe or at the Bookstore. The Bookstore offers College employees a 10% discount on most items.
- Other discounts are available from local area stores and restaurants. Information is available from the HR Benefits office.

The ID card is College property and must be returned upon separation from the College. Should you lose or misplace your ID card, please notify Human Resources and Security immediately.

It is a violation of College Policy to lend your College ID card to anyone or fail to present it upon request by a security officer, a College official or a faculty member if you are a student in that faculty member’s class. College IDs will only be replaced if lost or stolen. It is a violation of College policy to request a second ID card for convenience or any other purposes. Any replacement card will invalidate previously issued cards, so that only the most recently issued card will work with the College’s ID system.

To view the official College Identification Card Policy, please go to: [http://www.ccp.edu/vpfin-pl/policies/160.HTM](http://www.ccp.edu/vpfin-pl/policies/160.HTM)
1.7 Security Access (Issuance of Keys and Key Cards)

Some employees may be issued College keys and/or key cards in the course of their employment. It is the employee’s responsibility to safeguard these keys in order to maintain adequate security at the College. The duplication of keys is strictly prohibited. If your job requires you to have a key(s), your supervisor will request the appropriate number of keys in writing from Facilities Services.

If you transfer to another department and no longer need the key(s) or upon separation from College service, you must return the key(s) to the Facilities department and notify Human Resources that the key(s) have been returned.

1.8 Emergency Contact Information

It is critical that staff members inform Human Resources of changes to emergency contact information. Changes to emergency contact information may be submitted to Human Resources by logging into your “MyCCP” account. You will need to enter your login information to access your account.

You may also report changes directly to the Human Resources department in writing or by e-mail to the Manager, HRIS, extension 8229 or to the Coordinator, HRIS, extension 8098.

1.9 Reporting Personal Information Changes

All faculty and staff members are responsible for notifying the Human Resources Department as well as the medical, dental and retirement plan providers of address and telephone number changes. The Human Resources Department can be notified of your address and telephone number changes by accessing your MyCCP account and filling out the Faculty and Staff Personnel Record Change Form located on-line:

http://www.ccp.edu/HUMRES/Webforms/hrschange.htm

Life event changes (e.g., marriage, birth or death of a dependent family member, etc.) must also be communicated to Human Resources within 30 days of the event. Failure to give timely notice may result in financial liability for the employee.

This form is available from Human Resources, or on the Human Resources website at

1.10 Background Checks

Creating a safe and productive work environment is important to the College. Satisfactory background checks for all full-time faculty and staff are required as a condition of employment. The following pre-employment background checks are required for employment:

For all positions:
- Employment verification
- Social Security and I-9 Eligibility to Work in the United States verification.
- Education verification and license and/or certification verification.
- State and county criminal record search.
- Child abuse check.

For certain identified financial or safety sensitive positions:
- Credit Reports.

For positions requiring the operation of a motor vehicle or a commercial vehicle:
- Department of Motor Vehicles record check.

The Human Resources Department administers these checks through services provided by an external background check provider. Candidates for employment are informed of the policy and are asked to sign a release authorizing pre-employment screening. The procedure is administered consistently and fairly throughout the employment process.

The results are received and reviewed by a Human Resources representative. The Human Resources representative will contact the applicant to seek additional information and clarification if there are any questions about the results of a check. In the event the results provide adverse information, a Human Resources representative will contact the individual to discuss the results. Should the College make a decision not to hire an individual based on the outcome of a pre-employment background check, the individual will receive an explanation of the decision and information with the name and address of the agency that produced the information.

Individuals have the right to contact the organization to dispute the accuracy or completeness of any information provided by the agency. If the individual disagrees with any information on the report, s/he may obtain a free disclosure of the file from the agency if requested within 60 days.

The results of completed background checks are kept in a confidential envelope separate from the personnel file.
1.11 Medical Examinations

Medical examinations may be required for some positions to ensure that employees are able to perform the essential functions of the position. Such examinations will be scheduled at reasonable times and intervals and performed at the College’s expense.

Information about an employee’s medical condition or history will be kept separate from other information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

1.12 Weather Emergency Communications

In the event that snow or other weather emergencies make it necessary for the College to close, the following steps will be taken to communicate with faculty, staff and students about the College closing:

1. An announcement indicating that the College is closed due to a weather emergency will be placed on both of the main switchboard numbers (215-751-8000 and 215-751-8010). If you call either of these numbers you will hear the closing announcement.

2. A notice of the College closing will be placed on each of the individual phone extensions in the College. All staff can access voice messages from their home phone using the College’s voicemail message retrieval feature. (Dial 215-751-8999. You will be asked to enter your extension and your messages can be accessed.)

3. A notice of the College closing will be placed on Cable Channel 53 which is accessible to most residents of the City.

4. Media announcements will be made on KYW Radio and Channel 3 (CBS), Channel 10 (NBC), and Channel 29 (Fox) television. The KYW Radio closing number is 238 for day classes and 2238 for evening classes.

5. The College closing numbers will be available on the KYW Web address at www.KYW1060.com. You can also contact KYW 1060 for school closing information at 215-925-1060.

6. The notice of College closing will be placed on the MyCCP website using the link: http://www.ccp.edu/MyCCP/Login

7. E2Campus is another option to obtain information regarding school closing due to a weather emergency. E2Campus is a free mass text and email notification system used by the College in the event of a campus-wide emergency. To immediately receive important notifications from the College regarding everything from a building fire to severe weather closures, go to the following website and sign up for E2Campus: https://www.e2campus.net/my/ccp/index.htm
It is important to note that when it becomes necessary for the College to close when the College is already in operation, the exact timing of the closing will be established to minimize interruption to classes and student services. Faculty and staff are expected to meet classes and perform other assigned duties until the announced closing time. Staff whose duties are defined as essential may be asked to remain on duty beyond the announced closing time until all critical tasks have been completed.

1.13 MyCCP

MyCCP is a secure access portal that links you to your unique employee information. Depending upon your employee eligibility for CCP benefits, you will find information regarding vacation and personal leave banks, sick leave, benefits deductions, emergency contact information and pay information including gross and net pay, year-to-date and W-2 information. You can access the portal by using your assigned login. You will learn more about MyCCP during employee orientation sessions held the third Thursday of each month in Human Resources. Click on the following link to access MyCCP login: http://www.ccp.edu/MyCCP/Login
SECTION 2.0  ABOUT THE COLLEGE

2.1 College Committees

The College has several College-wide committees with members appointed by the President and Faculty Federation. These committees are:

- Academic Affairs Committee
- Business Affairs Committee
- Institution Wide Committee
- Student Affairs Committee
- Student Appeals Committee
- Technology Coordinating Committee

All committees (excluding the Technology Committee) have student members in addition to faculty and non-faculty staff.

2.2 Community College of Philadelphia Foundation

The Community College of Philadelphia Foundation was established in 1990 as a 501(c)(3) nonprofit foundation organized and operated exclusively to assist the College in generating private support and managing, investing, and administering private gifts, including endowment and real property. It is governed by a volunteer Board of Trustees. For more information about the foundation, visit http://www.ccp.edu/site/alumni/foundation/index.html

If you are interested in working with the Foundation or would like to contribute to the Foundation, please contact the Office of Institutional Advancement, Room A7-127C, extension 8042.

2.3 Strategic Planning

The College engages in multi-year strategic planning which draws on the entire College community for input. A Strategic Planning Committee appointed by the President coordinates the process. A series of forums open to the College community allows for discussion of issues and plans. The strategic planning process is a major College activity. Copies of the current Strategic Plans for the College are available via the College webpage at


For further information, contact the Office of Finance and Planning, Room M2-6, extension 8029.
2.4 Institutional Research Reports

The Office of Planning and Finance publishes a Statistical Compendium and various Institutional Research reports and In-Briefs on an annual basis. This information is available by visiting the Institutional Research website at:

http://www.ccp.edu/vpfin-pl/ir/index.htm

For further information contact the Office of Institutional Research at extension 8084, Room M2-35.

2.5 Staff Supported Activities

The College runs several programs each year that depend on faculty and staff support including blood drives, a United Way fundraising event, scholarship and food drives just to name a few. Notice of faculty and staff supported activities will be announced via a campus-wide e-mail communication and posted on the MyCCP.

Both full and part-time faculty and staff are welcome to participate with supervisory approval during working hours in campus-wide events and other events that are open to the public.
SECTION 3.0   EMPLOYMENT POLICIES

3.1  Americans with Disabilities Act (“ADA”) and Disability Accommodations

It is the policy of Community College of Philadelphia to provide equal employment opportunity for all qualified individuals, including those with disabilities. The College will provide reasonable accommodations to enable such qualified individuals to perform the essential functions of their jobs provided that the accommodations do not impose an undue hardship to the College.

To inquire about accommodations, please contact the Office of Human Resources, extension 8035.

To view the ADA policy in its entirety, please access: http://www.ccp.edu/vpfin-pl/policies/353.HTM

3.2  Confidentiality

In the course of working at the College, faculty and staff may have access to confidential information about the College, our students and/or parents, co-workers or the public, including, but not limited to, information regarding student academic records, disciplinary matters, medical information and development plans. As a matter of state and federal law and/or College policy, such information must be held in strict confidence and not divulged to persons either within or outside the College community to protect individual privacy and College business.

If it is important for someone in the College to know the details of a confidential matter, then it may be appropriate for an employee to share it or discuss it. An employee should always check with his/her supervisor for specific instructions regarding who should have access to privileged information and how it should be handled.

Faculty and staff who have access to student information should refer to the student handbook for the detailed College policy regarding the Family Educational Rights and Privacy Act (FERPA), a federal law that provides students rights of access to education records and imposes regulations on the College in the release and disclosure of education records to third parties.

3.3  Conflicts of Interest

Employees have an obligation to conduct business in a manner that avoids actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of the College’s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which the College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special gift, or special consideration as a result of any transaction or business dealings involving the College.

To view the full conflict of interest policy, please go to: http://www.ccp.edu/vpfin-pl/policies/212.HTM
3.4 Discipline - Staff

For most breaches of College rules, the College is committed to the principle of progressive or corrective discipline. For certain acts, including but not limited to violations of criminal law, immediate threats to person or property, theft, insubordination, misrepresentation of material information at the time of hire, falsification of time recorded, or acts which impair the mission of the College, the College may immediately suspend without pay or terminate an employee. Failure or refusal to cooperate in or interference with an internal investigation is grounds for discipline up to and including immediate termination. Each division of the College may have additional work rules, which may be enforced through the disciplinary process.

3.5 Discipline - Students

A Student Code of Conduct governs student life at the College. The code is found in the Student Handbook available from the Office of the Vice President for Student Affairs, room, M2-37, extension 8160. Students charged with violation of this code are subject to a student appeals procedure also found in the Student Handbook. The code provides for the right of staff to file complaints against students for violation of student rules of conduct.

3.6 Discrimination and Harassment Policy

Purpose

To create an academic and working environment free of harassment and to establish a policy for handling sexual and other harassment issues, including procedures for resolution of allegations of harassment or sexual assault.

Accountability

Under the direction of the President, the Director of the Office of Diversity & Equity shall ensure compliance with this policy. The Director of the Office of Diversity & Equity, in conjunction with the Vice Presidents, Deans, and all other staff in a supervisory capacity, shall implement this policy.
Definitions

Harassment – any conduct directed toward an individual or group based upon one or more of the following categories or traits: race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, gender identification, genetic information, marital or veteran status that is sufficiently severe or pervasive to alter an individual’s employment condition, educational environment or participation in a College activity and creates intimidating, offensive or a hostile environment for employment, education, or participation in a College activity.

Harassment may include, but not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, touching or other forms of physical harassment, objects or activities directed at an individual based on any of the above categories or groups.

Consensual Relationship – shall include marriage, cohabitation, engagement, dating, and other ongoing relationships of an intimate or close personal nature which passes beyond a platonic relationship.

Sexual Assault – refers to nonconsensual sexual contact. It may involve the threat or use of force, violence or intimidation. It may involve sexual contact with a person who is unable to consent due to incapacity or impairment. Any nonconsensual sexual touching may be considered sexual assault.

Sexual Harassment – Unwelcome or unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of an individual’s employment, study, or participation in College-sponsored activities;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting individuals’ study, employment, or participation in College sponsored activities; or
3. Such verbal or physical conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creates an intimidating, hostile, offensive or demeaning academic or working environment.
4. Examples of behavior which may be considered sexual harassment include, but are not limited to:
   a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades;
   b. Direct propositions of a sexual nature;
   c. Sexually explicit statements, questions, jokes or teasing;
   d. Unnecessary touching, panting, hugging or brushing against a person’s body;
   e. Remarks of a sexual nature regarding a person’s clothing, body, sexual activity, previous sexual experience, or sexual orientation;
   f. Repeated requests for dates or social interaction made through verbal requests, notes, telephone calls, facsimiles, e-mail, etc;
   g. Visual displays of inappropriate sexual images; and
   h. Attempted or actual incidents of sexual assault
Consensual Relationships

Consensual relationships occurring between supervisors and subordinates or faculty and students can lead to circumstances which may be interpreted as sexual harassment. Consensual relationships may also be viewed as causing a hostile or offensive work environment when other staff or students believe that the person(s) involved in the relationship(s) is/are receiving favorable treatment in employment or educational decisions and actions.

The College strongly discourages any sexual or romantic relationship between a faculty member and a student where the faculty member has authority, influence, or responsibility with regard to that student. Similarly, the College discourages any sexual or romantic relationship between a supervisor with a staff employee, where the supervisor has authority, influence, or responsibility with regard to that employee. Consensual relationships among faculty and students or supervisors and staff where no such authority, influence or responsibility exists are strongly discouraged.

Requirements

The Community College of Philadelphia is committed to creating and maintaining a working and learning environment for all faculty, staff, and students, which is free of objectionable, disrespectful, and harassing conduct or communication. The College will not tolerate any conduct which creates an intimidating, hostile, threatening or offensive working or learning environment.

The College views all forms of harassment and all attempts to commit such acts as a serious offense and will impose disciplinary action up to and including expulsion, required withdrawal, suspension or termination.

The College is committed to maintaining an environment free from harassment toward visitors. Harassment by employees, students or contractors toward visitors will not be tolerated by the College and will be addressed by this policy.

Duty to Investigate Harassment Complaints

Allegations of harassment require that the College take action to investigate and remedy the situation, if harassment has occurred. The College is legally obligated to take action to eliminate harassment that is known or should have been known to anyone in an executive, managerial or supervisory capacity. Employees in supervisory roles must report allegations of harassment to the Office of Diversity & Equity.

Complaint Procedures

Any employee, faculty or student may make verbal inquiries regarding harassment to the Office of Diversity & Equity. The Office of Diversity & Equity will discuss the situation with the individual and recommend steps the person may take toward resolution of the problem and/or may refer the inquirer to other appropriate resources as assistance.

Any faculty or staff member may report allegations of harassment to their immediate superior. Students may report harassment complaints to the Student Affairs Office, Dean or designee, or a faculty member who will report it to the Office of Diversity & Equity. Students, faculty and staff members may also report harassment complaints directly to the Office of Diversity & Equity.
There are two options for filing complaints of harassment, both of which will be investigated.

Type I: Informal Complaint - a verbal complaint initiated by an applicant, employee or student.
Type II: Formal complaint - a written complaint filed with the Office of Diversity & Equity.

Formal complaints will be investigated even if the complaint is unsigned.

Complaints should be filed with the Office of Diversity & Equity within thirty (30) business days of the occurrence of the alleged objectionable behavior whenever practicable.

An investigation shall be conducted to determine if there is a basis for the complainant’s allegations.

The individual accused of harassment will be advised of the allegations, source of the complaint if known, and the opportunity to respond to the allegations will be given.

Should cause be found to support the allegations, the Office of Diversity & Equity will identify appropriate remedial actions, that may include disciplinary action up to and including termination, and will report those recommendations to the person responsible for the department in which the alleged harassment occurred. The Vice President, Dean or Department Head shall implement the recommendation made by the Office of Diversity & Equity to resolve the situation in accordance with applicable College policies. Refusal or delay by the department official in implementing the Office’s recommendations may lead to referral to the next level of supervision including a Dean, Vice President and/or President for appropriate action. All parties shall be informed of the final determination.

The intentional filing of a false complaint may subject the complainant to discipline. Anyone who believes that he/she has been the subject of a false complaint of harassment may meet with the Office of Diversity & Equity to discuss allegations.

Students, employees, or applicants shall not be subjected to interference, coercion, reprisal or retaliation for filing a complaint or serving as a witness in any authorized proceeding designed to foster the implementation of this policy. Retaliation is a separate and distinct offense under this policy. Any person found to have retaliated against employees or those cooperating with a harassment investigation will be subject to disciplinary action, which may include termination of employment.

The confidentiality of all parties involved in a harassment complaint shall be protected as long as it does not interfere with the College’s obligation to investigate allegations of misconduct or take corrective action.

To view the policy in its entirely, please go to: http://www.ccp.edu/vpfin-pl/policies/352.HTM
3.6.1 Harassment Prevention Training

Harassment prevention training is mandatory for all full and part-time College employees and must be completed every three years. Notification of training sessions for specific employee groups is communicated through the College C-News announcements.

Training can also be completed online at http://training.newmedialearning.com/psh/ccphila in lieu of attending a workshop.

Please contact the Office of Diversity and Equity at extension 8039 to register for an upcoming session or if you have questions regarding the date of your last sexual harassment prevention training.

3.6.2 Religion and National Origin

Purpose

To establish a policy to ensure nondiscrimination based upon religion and/or national origin in accordance with Title VII of the Civil Rights Act of 1964, as amended.

Accountability

Under the direction of the President, the Director of Diversity & Equity shall ensure compliance with this policy. The Director of Diversity & Equity, in conjunction with Vice Presidents and Deans and all other staff in a supervisory capacity, shall implement this policy.

Policy

The Community College of Philadelphia prohibits discrimination based upon religion and/or national origin. All applicants and employees shall be treated on a nondiscriminatory basis while employed or seeking employment.

All recruiting sources shall be notified of the College’s commitment to provide equal employment/educational opportunity without regard to religion and/or national origin. The College will make reasonable accommodations for the religious observance and practices of its employees (e.g. an employee who regularly observes a Sabbath or other religious holiday may request a modified schedule).
3.6.3 Equal Employment Opportunity

Purpose

To establish and outline our commitment to the principle of equal employment opportunity by means of our Affirmative Action Program.

Accountability

Under the direction of the President, the Director of Diversity & Equity shall ensure compliance with this policy. The Director of Diversity & Equity, in conjunction with the Vice Presidents and Deans, and all other staff in a supervisory capacity, shall implement this policy. The duties of the Director of Diversity & Equity includes developing policy statements, affirmative action programs and internal and external communication techniques; identifying problem areas; assisting managers and supervisors in arriving at solutions to problems; designing and implementing auditing and reporting systems; serving as liaison between the College and enforcement agencies; monitoring compliance with this policy.

Policy

The Community College of Philadelphia is committed to and reaffirms its policy of equal employment opportunity to all applicants, employees, and students without regard to race, color, religion, sex (except where sex is a bona fide occupational qualification), sexual orientation, age, national or ethnic origin, disability, genetic information, gender identification, or status as a disabled or Vietnam era veteran status and to provide each and every individual with the ability to work in a safe, productive and professional work environment that is free from discriminatory practices. In achieving equal opportunity, we commit ourselves to:

- Recruit, hire, train, and promote the most qualified persons without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, disability or status as a disabled or Vietnam era veteran.
- Ensure that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensure that all personnel actions relating to compensation, benefits, transfers, retention, terminations, training, social and recreational programs and education are administered in a nondiscriminatory manner.
Dissemination of Policy

The College will continue to make its equal employment opportunity policy known internally by the following means:

- Conducting meetings with personnel to explain the intent of the policy, the President’s commitment to the policy and individual responsibilities for effective implementation.
- Explaining the policy thoroughly in employee orientation and management training programs.
- Posting the policy on bulletin boards and in internal publications.
- Including nondiscrimination clauses in all collective bargaining agreements and reviewing all contractual provisions to ensure that they are nondiscriminatory.
- The College will continue to disseminate its policy externally by:
  - Informing all recruiting sources of the policy.
  - Incorporating the policy into all purchase orders, leases and contracts covered by Executive Order 11246, as amended.

Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. Managers and department heads are required to comply with government regulations and the affirmative action goals of the College. The College is dedicated to the task of institutional self-examination in accordance with federal equal employment guidelines and Board policies, and to the correction of any deficiencies which are found to exist through the adoption of appropriate action plans and programs. These statements are founded on a firm belief that fulfillment of employment and education objectives must be a function of each individual’s ability and interest. Successful attainment of goals and support plans is considered essential to the fundamental mission of the College. In making this statement, the College is recognizing both a moral and legal responsibility. To view this policy, please go to: http://www.ccp.edu/vpfin-pl/policies/355.HTM

3.6.4 Disabled, Vietnam-Era and Other Eligible Veteran’s EEO Policy

Purpose

To establish a policy to ensure equal employment opportunity without regard to veteran status in accordance with the Vietnam-Era Veterans’ Readjustment Assistance Act of 1974, as amended.

Accountability

Under the direction of the President, the Director of Diversity & Equity and Affirmative Action shall ensure compliance with this policy. The Director of Diversity & Equity, in conjunction with the Vice Presidents and Deans, and all other staff in a supervisory capacity, shall implement this policy.
Definitions

1. **Disabled Veteran** - A person entitled to disability compensation under laws administered by the Veteran’s Administration for disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

2. **Qualified Special Disabled Veteran** - A Special Disabled Veteran as defined in 41 C.F.R. Part 60-250.2 who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

3. **Veteran of the Vietnam-Era** - A person who served on active duty for a period of more than 180 days in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or between August 5, 1964 through May 7, 1975 in an area other than Vietnam with a discharge or release other than dishonorable discharge.

4. **Other Eligible Veterans** - A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Policy

The Community College of Philadelphia provides fair employment, educational and career opportunities to every qualified individual. Accordingly, the College will take affirmative action to employ, advance in employment and otherwise treat qualified special disabled veterans, veterans of the Vietnam-Era and other eligible veterans without discrimination in all employment and educational practices.

The College will not discriminate against any employee or applicant for employment because he or she is a special disabled veteran or veteran of the Vietnam era or is otherwise eligible. The College will recruit, hire, train and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to special disabled veteran or Vietnam era veteran status; and ensure that all employment decisions are based only on valid job requirements.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Act of 1974, as amended ("VEVRAA") or any other federal, state or local law requiring equal opportunity for veterans; (3) opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state or local law requiring equal opportunity for veterans; or (4) exercising any other right protected by VEVRAA or its implementing regulations.

Reasonable accommodations shall be made to the known physical or mental limitations of a qualified special disabled veteran employee or applicant unless such accommodation would impose an undue hardship on the conduct of the College’s educational mission or operations.
3.6.5 Genetic Information Nondiscrimination Act (GINA)

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

3.7 Discrimination Complaint Policy

Purpose

To establish procedures to review, investigate and resolve allegations of unlawful discrimination on the basis of race, color, religion, sex (including sexual harassment), sexual orientation, age, national or ethnic origin, disability, gender identification, genetic information, or status as a disabled or Vietnam era veteran, or any other basis for an allegation for unlawful discrimination as defined by College policy or established by federal, state and local laws.

Accountability

Under the direction of the President, the Director of Equity & Diversity shall ensure compliance with this policy. The Director of Equity & Diversity, in conjunction with the Vice Presidents and Deans, and all other staff in a supervisory capacity, shall implement this policy.

Applicability

This policy shall apply to all employees, applicants for employment and to students in their capacity as full or part-time employees.

Definitions

1. Consultation - a conference or meeting, at which advice is given or views are exchanged to resolve discrimination issues without an investigation.
2. Informal Complaint - a verbal complaint, initiated by an applicant, employee or student with the Office of Equity & Diversity.
3. Formal Complaints - a written complaint filed with the Office of Equity & Diversity.


Policy

The College recognizes and accepts its responsibility to act in accordance with the College’s Affirmative Action Plan and federal, state and local laws. Therefore, this internal complaint policy has been established to review, investigate, and resolve allegations of unlawful discrimination. The College is committed to equal opportunities in all areas of employment and education and believes that this complaint procedure will benefit students, faculty, staff, and administrators. Our success in these efforts will contribute to an improved environment in which to work and study. Individuals with discrimination related complaints are urged to utilize this internal discrimination complaint policy before filing a complaint with external enforcement agencies. As a recipient of federal funds, the College also is legally obligated to develop and implement an affirmative action plan.

Supervisors and managers shall cooperate with the Office of Equity & Diversity to facilitate resolution of the complaint.

All employees may utilize the services of the Office of Equity & Diversity. An employee must notify his/her supervisor that he/she will be leaving his/her work area for a definite period of time so that his/her supervisor may plan for his/her absence if a complaint is made during work time.

If an employee does not wish to let his/her supervisor know that he/she is consulting with the Office of Equity & Diversity, he/she may arrange for an appointment on his/her meal break, or prior to, or following his/her workday.

No College employee shall take reprisal actions against anyone who files a complaint, assists, or participates in any manner during the complaint process. Retaliation against anyone who files a complaint or charge of discrimination is prohibited. All complainants have a right to bypass the internal system and file with a federal, state, or local agency.

Complaint Process

The complaint process consists of consultations, and an informal and formal investigation process for alleged acts of discrimination as described below:

1. Consultations may occur with employees or students. Management may also consult before taking other action.
2. In the informal complaint process, the office may mediate or conduct an informal investigation at the discretion of the Director of Equity & Diversity.
   - The Director of Equity & Diversity may attempt to negotiate a resolution to the informal complaint of alleged discrimination or issue a written determination when attempts at mediation are unsuccessful.
   - If a complaint is not resolved during the informal process, the complainant may file a formal complaint.
3. All complaints will be promptly and thoroughly investigated.  
   o An internal complaint form shall be completed and specific allegations should be listed along with an indication of the action the complainant is seeking.  
   o The complaint should be submitted within thirty working days of the date of the adverse action or date person became aware of the adverse action.  
   o Unresolved informal complaints should be submitted not more than thirty days after termination of an unsatisfactory informal resolution process.  
   o If an internal investigation cannot be concluded within 30 days, the appropriate parties will be advised and a projected conclusion date will be announced.  
   Complaint investigations handled by the Office of Equity & Diversity will include notification to all appropriate parties of the findings and recommendations for corrective action, if warranted.  
   o Employees have an obligation to cooperate in the investigation of any such complaint. Management at every level has an affirmative responsibility to ensure that recommendations for corrective action are promptly implemented.

Requirement for Filing Complaints

1. Any applicant for employment, current or former employee (hereafter referred to as complainant) may file an informal or formal discrimination complaint with the Office of Equity & Diversity.  
2. A complaint should be filed within thirty days following the alleged discriminatory act, or the date on which the complainant knew or reasonably should have known of said act.  
3. The complaint must be filed with the Office of Equity & Diversity.

Student and Employee Complaints

Students who are also full-time employees of the College are, in their employment capacity, subject and entitled to the preceding complaint procedures. If a student, who is an employee of the College, files a discrimination complaint with the Office of Equity & Diversity relating to their employment, the Office of Equity & Diversity shall follow the procedures for processing discrimination complaints. If the student employee initiates his/her discrimination complaint with the academic Dean or Department Chair, the Dean or Department Chair will transfer the case to the Office of Equity & Diversity for resolution.

Students may file discrimination complaints directly with the Office of Equity & Diversity or through their Department Chair or Division Dean. All Title IX (sex discrimination or sexual harassment) and Section 504 of the Rehabilitation Act of 1973 (physical or mental disability discrimination) complaints should be filed using the procedures outlined in this policy.
Withdrawal of Complaints

The complainant may, at any time, request to have his/her complaint withdrawn. In the case of an informal complaint, the request can be made verbally. Requests to withdraw formal complaints should be made in writing to the Office of Equity & Diversity. At its discretion the Office of Equity & Diversity may pursue the investigation and seek remedy if the issues brought forth during the investigation have an adverse impact against other employees or the College.

To view the policy in its entirety, please go to: http://www.ccp.edu/vpfin-pl/policies/351.HTM

3.8 Dress, Grooming and Personal Hygiene

The College believes that a professional image enhances our mission, vision, values and our goal of providing a quality education to all students.

The College requests that all staff dress professionally and appropriately for their positions and job function as dictated by safety and common sense. Employees must wear uniforms where the job or department requires it. For example, Security staff and Environmental Services staff must wear the required uniform as mandated by their departments.

Staff are expected to observe appropriate levels of personal grooming and hygiene.

3.9 Drug and Alcohol Free Workplace

It is the policy of the Community College of Philadelphia to maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. The College is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use its services. Recognizing that alcohol and drug abuse pose a direct threat to this goal, the College is committed to assuring a drug-free environment for all of its employees and students.

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace, as defined in the Drug-Free Workplace Act of 1988. Additionally, while the College respects the privacy of its employees, it also recognizes that it has an obligation to maintain a drug/alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Therefore, employees are expected to report for work physically and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy may result in disciplinary action up to and including termination.

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to alcohol and/or substance abuse. Within thirty (30) days of receiving notification of an employee’s drug statute conviction, the College will initiate appropriate personnel actions which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.
As a condition of employment, all employees must abide by the above policy statement. Any employee who is convicted of any drug violation in the workplace must inform the Associate Vice President for Human Resources within five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise employees that convictions or violations of these laws can lead to fines and/or imprisonment.

This policy statement does not alter any rights of employees which exist under applicable collective bargaining agreements.

Alcoholic beverages are not to be sold, served, used or possessed in any of the facilities of the College. Exception to this policy may be made only in the event that the Board of Trustees deems it appropriate.

To view the Alcoholic Beverages Policy, please go to:

http://www.ccp.edu/vpfin-pl/policies/303.HTM

To view the Drug Free Workplace Policy, please go to:

http://www.ccp.edu/vpfin-pl/policies/NEW310.HTM

3.10 Family and Medical Leave Act (FMLA)

In compliance with the federal Family and Medical Leave Act of 1993 (FMLA), the College gives eligible faculty and staff up to 12 weeks of unpaid, job-protected leave in a specified 12-month period for qualifying family and medical reasons.

Eligibility for FMLA:

To be eligible for unpaid leave under FMLA, you must meet all of the following conditions:

1. You must have worked at the College for a total of 12 months; and
2. You must have worked at the College for at least 1,250 hours over the 12-month period prior to the date leave is requested to commence.
Qualifying Unpaid Leave Under FMLA:

Qualifying family and medical reasons include the following:

- The birth and care of your new-born child, newly adopted child, or newly obtained foster child; or
- To care for an immediate family member (spouse, son or daughter, or parent) who has a serious health condition; or
- To take medical leave when you are unable to work because of your own serious health condition; or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.

Coverage

An eligible employee of the College is entitled to 12 weeks of unpaid job-protected leave for certain family and medical reasons. You may be eligible for 26 weeks of unpaid leave in a single twelve month period to care for a military service family member, i.e. son, daughter, spouse, parent or next of kin (nearest blood relative). You are not required to take the 12 or 26 weeks consecutively. If you need to take the leave in increments, please discuss this with your supervisor and notify the Human Resources Department.

For the full policy, including specific information about procedures, medical certification and job restoration, please refer to the links below. You can also access the FMLA application and certification forms through these links. You may also contact the HR Benefits Office at extension 8208 to answer any questions you may have concerning FMLA.

http://www.ccp.edu/site/offices/human_resources/forms.php
http://www.ccp.edu/site/offices/human_resources/pdf/FMLA_Employee_Rights.pdf

3.11 Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act of 1974 (“FERPA”) is intended to ensure students the right to inspect, review, and control access to student educational records maintained by an educational institution.

Community College of Philadelphia complies with the requirements of FERPA. Students are notified of their rights under FERPA annually by publication in the College catalog and/or registration announcements.

All faculty and staff are expected to manage student records in their custody in accordance with all FERPA regulations.

Questions or concerns regarding FERPA guidelines and regulations should be directed to the General Counsel and Vice President for Human Resources, at extension 8913.

The link to the College Catalog information regarding FERPA is:

http://www.ccp.edu/site/academic/catalog/college_policies.php#H125
3.12 Handling of Employee Personal Information

Except as required by law, the only data the College will publicly release about an employee without written consent is the employee’s job title and dates of employment. The Human Resources Department will release the following data upon written request when the request is accompanied by a release of information form signed by the employee: employment status, job title, length of employment and salary. Addresses and telephone numbers will be released only to faculty and staff of the College on a need-to-know basis. Human Resources will release other personal data only upon receipt of a court subpoena. All information about employee health status is treated in a confidential manner consistent with relevant statutes.

3.13 HIPAA Notice of Privacy Practices

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that established guidelines for protecting private personal health information (protected health information, or “PHI”). Covered entities such as an employer’s health plan, health care providers and health care clearinghouses must protect identifiable health information that is transmitted electronically, by paper or via verbal communication.

The College is required by applicable federal and state laws to maintain the privacy of your PHI and has put procedures in place to maintain your privacy. The College is required to give each health benefit plan participant a notice about our privacy practices, our legal duties, your rights and the rights of your dependents concerning PHI.

It is important to know that there are some records that are not covered by the HIPAA guidelines. They include workers’ compensation records, family medical leave records, sick leave doctor notes, fitness-for-duty notices, and occupational safety and health records.

The College reserves the right to change the privacy practices at any time according to changes in applicable laws. Changes in privacy practices will be communicated to faculty and staff and their dependents at the time of the change.

If you feel that your rights under HIPAA have been violated, please contact the HIPAA Privacy Officer, the Associate Vice President for Human Resources, at extension 8083.

You may obtain a printed copy of the privacy notice at any time by contacting the Human Resources department or for more information, please go to:

http://www.ccp.edu/site/offices/human_resources/forms/benefit_forms/HIPAANOTICEPRIVACYPRACTICE.pdf
3.14 Pandemic Preparedness

The College maintains a pandemic preparedness policy which applies to a period of flu pandemic as declared by the Center for Disease Control. The College’s usual policies for illness and leave apply in all other circumstances.

Please review the policy at:

http://www.ccp.edu/site/offices/human_resources/PandemicPrepardness.php

3.15 Personnel Records and Files

An official personnel file on each employee is kept in the Human Resources Department. These are the only official personnel files. Supervisors may keep supervisory files elsewhere. Each employee may review his/her own personnel file by setting up an appointment (via written request with one day advance notice) with a representative of the Human Resources Department. Pre-employment application materials, background check documentation and recommendations are excluded from this file and may not be examined.

Access to an employee’s personnel file is restricted to certain employees who have a need to examine it as part of their job function. Medical information is kept in a separate file apart from the official personnel file. Information dealing with medical examinations and/or medical conditions is not available for viewing unless the employee authorizes access.

Employees may examine their personnel files periodically by contacting the Associate Vice President for Human Resources or the Director of Human Resources.

3.16 Professional Conduct

As employees of a public institution, faculty and staff must perform their duties ethically and legally. All faculty and staff have the responsibility to make themselves familiar with, and abide by, the applicable laws and regulations which affect their work, the policies of the Board, and administrative regulations. All staff and faculty are expected to carry out their assigned duties; support and enforce College policies, procedures and regulations; submit required reports; and contribute to the education and development of the College’s students.

Individuals who work together have an impact on each other’s performance, productivity, and personal satisfaction in their jobs. In addition, how faculty and staff act toward students, vendors and visitors to our campus will influence whether those relationships are successful for our College.
3.17 Cameras, Camera Phones and Other Recording Devices

Many cell phones today come with built-in recording capabilities, including cameras and video and audio recording devices. Although these features are fun for personal use, using them in the workplace can lead to violations of privacy and breaches of employee and/or student confidentiality. Unauthorized use of any type of camera, video or audio devices and/or the unauthorized taking of photographs of private individual work spaces at the College or at any of the College’s locations is strictly prohibited.

3.18 Social Media and Social Networking

The College supports the use of blogs and social networking sites by College departments and/or programs.

Faculty and staff must recognize that all information posted on a College department/program blog and/or social networking site must be in compliance with the College’s Acceptable Use Policy for Interactive Systems and all other College policies follow acceptable social behaviors and comply with federal and state regulations.

College department/program blogs and social networking websites/pages created in the College's name are representatives of Community College of Philadelphia and therefore subject to the guidelines, policies and branding of the College.

To view the Policy Regarding Use and Duplication of Software (Policy 305), please access:

http://www.ccp.edu/vpfin-pl/policies/305.HTM

To view the Policy for Responsible Computing (Policy 306), please access:

http://www.ccp.edu/vpfin-pl/policies/306.HTM

To view the Acceptable Use Policy for Interactive Systems (Policy 307), please access:

http://www.ccp.edu/vpfin-pl/policies/307.HTM

Also see Section 4.4 Copyrights and Intellectual Property Rights of the College in this Handbook.
3.19 Travel and Reimbursement for Travel Expenses

3.19.1 Travel

All faculty and staff must request advance approval of any travel expenses and follow the procedures stated below to have travel expenses reimbursed.

Classified and confidential staff will be reimbursed for approved travel expenses in accordance with federal guidelines as set forth in the Fair Labor Standards Act (FLSA).

To view the Personal Automobile Mileage Reimbursement Policy see Policy 210. Information on reimbursement per mile for travel in a personal vehicle is available online:

http://www.ccp.edu/vpfin-pl/policies/210.HTM

3.19.2 Reimbursement for Travel Expenses

Staff who travel on authorized College business and/or to approved professional meetings are entitled to be reimbursed. Reimbursement is requested via a College issued travel form. Staff may request a cash advance at least ten days prior to the date of travel. However, all travel advances must be settled within ten business days upon returning or are subject to payroll deduction. Reimbursements are subject to supervisory approval and are generally as follows:

- Registration fees – If at all possible, these should be prepaid.
- Hotel room – Reimbursement at actual expense for moderately priced room in the area.
- Meals – Reimbursement for breakfast/lunch/dinner at moderately priced restaurants. No reimbursement will be made for alcohol. Receipts are required.
- Personal Auto – Reimbursement per mile rate as set by the Internal Revenue Service. (Please refer to Policy #210). The individual’s own auto insurance will be treated as primary and College insurance as secondary in the event of an accident.
- Other transportation – Receipts are necessary in order to get reimbursement for tolls, parking, cabs, etc.

Staff may utilize web-based sites to make travel arrangements, prepay, and then seek reimbursement. The most economical means of traveling must be selected. The Purchasing Office is available to assist you with your needs. Vehicle rentals are to be requested via the Purchasing Office by submitting an electronic requisition.

For full-time and part-time faculty, travel funds are available through the Faculty Federation travel fund authorized by the collective bargaining agreement. For further information, faculty should contact the Federation Office at extension 8600.
3.20 Workplace Violence and Weapons

3.20.1 Workplace Violence

This policy is intended to foster positive, safe, supportive human relations, create a safe, productive work environment for our academic programs and administrative services and allow a campus environment conducive to the mission of learning.

Prohibited Conduct

The College does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making direct threatening remarks;
- Aggressive, hostile or menacing behavior that creates a reasonable fear of injury to another person;
- Intentionally damaging employer property or property of another employee;
- Unauthorized possession of a dangerous weapon while on College property or while on College business.

Consequences of Violations of the Policy

Violators are subject to criminal prosecution and discipline, including suspension and/or termination of employment. Depending on the circumstances, the College may request law enforcement personnel to remove from the premises any employee who makes threats, exhibits threatening behavior, harasses others, attempts to intimidate employees, or intentionally damages property.

Reporting Procedures

Any potentially dangerous situations witnessed must be reported to Security. Supervisors and managers must consult with the Human Resources Department whenever there is a complaint or report of workplace violence. Situations representing imminent danger should be reported to Campus Security immediately. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

All employees are expected to cooperate with any investigation of workplace violence. Employees may be asked to provide statements regarding an incident of workplace violence to which they were a witness.
3.20.2  Weapons Policy

The carrying of guns or other dangerous weapons or explosive material is strictly prohibited on campus. Individuals with legal authority to carry firearms should check them with the security office on entering the College. Possession of these items will result in immediate dismissal. (Examples of dangerous weapons include but are not limited to any firearm, stun gun, knife with three (3) inch blade or longer, explosive device, bow and arrow, brass knuckles.)

3.21  Hiring of Temporary Workers

Temporary employees may be hired to fill-in for personnel who are on leave or to fill staff positions while a search is in progress. The College also receives grants from various sources which allows for the hiring of temporary employees. A grant employee’s tenure is determined by the duration of the grant unless collective bargaining agreements provide otherwise. Benefits for temporary employees differ from benefits provided to full-time employees in certain respects. Employee benefit eligibility is specified in the letter of hire.

Requests for temporary employees must be directed to the Human Resources Department at extension 8035.
SECTION 4.0  COLLEGE POLICIES

4.1  Fundraising and Grants

The Office of Institutional Advancement is responsible for all external fundraising, including annual fund mailings, special events, capital campaigns and grants. All College faculty and staff are required to contact that office with their ideas and suggestions for proposals so that all efforts in soliciting external funding can be coordinated. No grant proposal should be sent to an external funding agency without first receiving approval from the Office of Institutional Advancement, extension 8042.

4.2  Solicitation and Accepting Gifts to the College

It is not unusual for faculty and staff to meet individuals from whom they want to solicit gifts of equipment, services or monetary contributions for their individual programs. All external solicitations must be approved by the Office of Institutional Advancement to ensure that there is no duplication of effort. In addition, all gifts (solicited or unsolicited) must be acknowledged by the Office of Institutional Advancement and reported to the College’s Board of Trustees. Please contact the Office of Institutional Advancement, extension 8042 for assistance with solicitation, acceptance and reporting of gifts to the College.

The College’s Solicitation in Campus Facilities Policy 158 is located at:

http://www.ccp.edu/vpfin-pl/policies/158.HTM

4.3  Purchasing Policy

Basic office supplies are purchased through the College’s approved vendor (e.g., pens, pencils, staples, tape, scissors, paper clips, ruled pads, etc.). With the exception of books, software and computers, all other purchases should be requested through the Purchasing Department of the Office of Finance and Planning. This requirement is designed to protect the College and its employees and to utilize the special expertise that this office has in respect to tax-exemption status and public entity purchasing requirements.

To view the Expenditure Approval Requirements Policy (Policy 203), please access:

http://www.ccp.edu/vpfin-pl/policies/203.HTM

To view the Petty Cash Usage Policy (Policy 204), please access:

http://www.ccp.edu/vpfin-pl/policies/204.HTM
4.4 Copyrights and Proprietary Rights of the College

The Board of Trustees is the owner of the name “Community College of Philadelphia” and any logo, mark, copyright or trademark identification. License to use such identification must be addressed in writing to the Vice President for Finance and Planning.

The policy regarding the intellectual property rights in materials created by full-time faculty is found in Article XV of the full-time faculty collective bargaining agreement. For further information, contact the Academic Affairs office at extension 8351.

4.4.1 Copyrights

The College adheres to laws limiting reproduction of all copyrighted material including computer software or digitalized information of any kind. Consult your dean or supervisor if you have questions about the proper use of copyrighted material. “Community College of Philadelphia’s Copyright Permission Guidelines” for printed material are available from the Duplicating Center, Room MG-28, extension 8108.

To view the Central Duplicating Operating Policy (Policy 301), please access:

http://www.ccp.edu/vpfin-pl/policies/301.HTM

4.5 Institutional Expenditure Approvals

This policy defines institutional approval levels which are required for institutional expenditures. Expenditures on behalf of the College fall into five categories:

- Petty Cash
- Operating Expenses
- Capital Budget Expenses
- Facilities (Project Development) Expenses
- External Agreement Expenditures

Approval requirements for the list may be viewed by accessing:

http://www.ccp.edu/vpfin-pl/policies/203.HTM

4.6 Indemnification for Liability

The College provides insurance coverage and indemnifies employees against liability claims or suits in connection with carrying out their job responsibilities while acting within their scope of employment. Such coverage does not extend to actions on the part of an employee which violate explicit College policies or constitute illegal acts.
4.7 Solicitation in Campus Facilities

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to:

1. Buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization;
2. Distribute political or other types of information; or
3. Proselytize religious beliefs.

Solicitation for charitable, political, social, religious or other causes by students, faculty, staff, or visitors on College property is regulated by the policy below. Distribution and/or posting of literature (handbills, promotional materials, leaflets, or other similar items) by outside parties for external agencies on College property is also regulated by the policy below.

1. Solicitation by College students is regulated by College policy administered through the Office of Student Life.
2. Solicitation by the community is regulated by College policy administered through the Office of Marketing and Government Relations.
3. All other solicitation activity requests are administered through the Purchasing Department.

The College does not permit any person, organization or agency to solicit, conduct business, or raise funds on College property except where specific written permission has been obtained from the: Office of Student Life, Office of Marketing and Government Relations, or Purchasing Department.

Any approved solicitation(s) should have the primary objective of providing a benefit to the students of the College. Examples of “benefit” include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.

Solicitation must not interfere with educational activities of the College.

Approved sale of goods or services may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.

Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste which results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.

This policy applies to all College properties, including leased facilities.
**Student-related Solicitation**

Solicitation initiated by students requires the written approval of the Director of Student Life. Any College location required for the solicitation activity must be reserved by the Office of Student Life. This office will communicate any special furnishing needs to the Office of Facility Operations as necessitated by the request.

**Community-related Solicitation**

Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations Coordinator. Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations Coordinator. This office will communicate any special furnishing needs to the Office of Facility Operations as necessitated by the request.

To view the Solicitation in Campus Facilities (Policy 158), please access:

http://www.ccp.edu/vpfin-pl/policies/158.HTM

### 4.8 Posting in College Facilities

The dissemination of information is the cornerstone of any educational system. As such, the opportunity to inform other members of the College community is regulated by the College, not as a means of restricting the flow of information, but as an orderly means of ensuring all factions are given equal access to the available space for posting while not detracting from the aesthetics of the facilities. The College maintains procedures which apply to all individual, personal, organizational and commercial publicity which is posted on the Main and Regional Centers campuses. It does not apply to departmental and/or divisional (including faculty office doors) operational materials posted within areas assigned to that department/division unless specifically noted.

To view the Posting in College Facilities Policy (Policy 159), please access:

http://www.ccp.edu/vpfin-pl/policies/159.HTM

### 4.9 Admittance to College Buildings and Facilities after Normal Work Hours

In order to provide proper security and safety coverage, the following procedures will govern admittance to all College facilities during other than normal College working hours by College faculty and staff.

The College is open to faculty and staff between the hours of 6:30 a.m. and 11:00 p.m. each weekday and between 6:30 a.m. and 5:00 p.m. on Saturdays during the Fall and Spring semesters. During the Summer semester, the College is open to normal access between 6:30 a.m. and 11:00 p.m. Mondays through Thursdays. The following procedure shall govern access to facilities other than times stated for normal access.
To gain entrance to any College facility during non-operational hours, a valid College ID card must be presented to the security officer on site. Faculty and staff members are required to sign in at the time of entrance at the main security office, M1-23. In addition to your printed and written signature, the time and location where you will be working is required. You may only leave the building through the entrance that you entered and you must log out the time of your departure. Except for properly authorized staff, all faculty and staff may not remain in the facilities later than 11:00 p.m.

The after hours access entrance for each campus is:

- Main campus - Entrance is through Mint Building Spring Garden Street entrance.
- Annex – Spring Garden Street front door entrance.
- Center for Business and Industry (“CBI”) – 18th Street front door entrance. Security is stationed at the front desk. If security is not at the desk, call 215-751-8111.
- Pavilion – 17th Street entrance please call security at 215-751-8111 for access.
- Northeast Regional Center - Entrance is on south side of building at rear parking lot.
- Northwest Regional Center - Entrance is on east side of building adjacent to parking lot.
- West Philadelphia Regional Center - Entrance is at rear of classroom building on Ludlow Street.

Security staff are not authorized to open or permit anyone to enter facilities from another entrance, unless there is prior written authorization from the Facilities Management Office.

This procedure does not address access to facilities by students. Faculty and staff are prohibited from bringing students onto College facilities via this procedure.

This is a general procedure that may be superseded by other temporary or specific procedures.

4.10 Acceptable Use Policy for Interactive Systems Including College Property and Computers

All full and part time faculty and staff who use the College’s computing and information resources are responsible to safeguard the integrity of these resources, respect the rights of other users, and abide by all pertinent license and contractual agreements. Interactive systems are defined as those devices that are connected to the College network infrastructure whether directly or remotely.

The College’s interactive systems are intended for use as an educational tool, and as such support the teaching, learning, research, and campus activities of the College community and facilitate the management of administrative functions. Employees are required to comply with the College’s policies when utilizing such interactive systems.

To view the Acceptable Use Policy for Interactive System (Policy 307), please access:

http://www.ccp.edu/vpfin-pl/policies/307.HTM
4.11  Children on Campus (Presence of Minors under Age 18)

Because of important safety and liability issues, the presence of minors on campus other than Community College of Philadelphia students is strongly discouraged. To ensure the safety of children, those under the age of 18 must not be left unattended on College property. Employees are advised that:

1. Employees’ minor-age children are not to be brought to the workplace. At times when schools are closed or normal child care arrangements cannot be used, employees are asked to make alternate arrangements for child care and not allow their child to accompany them to work.
2. To prevent disruption of the learning process, children are not permitted in classrooms or laboratories when classes are in session. However, with regard to classrooms (but not laboratories), faculty members instructing a class may make exceptions in individual cases, provided that the learning process is not disrupted.
3. Except in limited circumstances, minors other than Community College of Philadelphia students are not allowed in the gymnasium, instructional laboratories, laboratory prep areas, or administrative service areas (e.g., duplicating, mail room, craft shops).
4. The College assumes no liability for any injury incurred by minors who are not registered Community College of Philadelphia students while they are on College property.

4.12  Reporting Misconduct (Whistleblower Policy)

The Community College of Philadelphia is committed to maintaining an environment of respect and trust consistent with the College’s Mission Statement. In addition, the College is committed to complying with all laws and regulations applicable to it, and the College relies upon its employees to perform their duties in accordance with the College’s policies and procedures. The College’s internal controls and policies and procedures are intended to prevent and detect improper activities. The College encourages good faith reports by College employees and others of observed or suspected misconduct, waste, or noncompliance with law, regulations or College policies.

This Whistleblower Policy is designed to encourage and enable College employees and others who have good faith serious concerns about misconduct, including violations of law, regulations or College policies and procedures, to report their concerns. This Policy is not intended to supplant existing College policies. Thus, complaints or grievances such as those regarding discrimination or harassment, personnel, employment and labor relations matters, academic matters, and other matters for which the College has specific policies, should continue to be made and addressed in accordance with the policies and procedures applicable to such matters and applicable law.

Any person may report allegations of misconduct. Reports shall focus on facts and should avoid speculation. Reports shall include as much detailed information as possible in order to better facilitate evaluation of the nature, extent and urgency of the investigation.
Employees may report allegations of misconduct to their supervisor or other appropriate supervisors in their work area. Employees may also make reports internally to the President, General Counsel, Vice President of Planning and Finance, Vice President of Academic Affairs, Vice President of Student Affairs, Chief Information Officer or Internal Auditor. The College recommends that persons who are not employees of the College make reports to the College official whom the reporting person reasonably believes has responsibility over the affected area or holds one of the positions listed above. Anonymous reporting is also permissible, but such reports must include sufficient detailed information to warrant an investigation. Reports also may be made outside the College to appropriate authorities.

In addition to the methods of report set forth above, any person (identified or anonymous) may make a report of suspected misconduct to the College’s hotline at:

1-888-261-1669
or
www.ethicspoint.com

A person making a report under this Policy may request that it be handled as confidentially as possible. Although the College will endeavor to handle all such reports in a confidential manner, other obligations and considerations may preclude the College from maintaining confidentiality in all circumstances.

**Protection from Retaliation**

No individual who in good faith reports misconduct or suspected misconduct (whether internally or to authorities outside the College) shall suffer retaliation for making such a report. Individuals who believe that they have suffered retaliation may report it by one of the reporting methods identified above. Making a report pursuant to this Policy shall not insulate an individual from personnel or other actions that are warranted based upon performance or other factors and are not caused by making a report under this Policy.

To view the policy, please access: [http://www.ccp.edu/VPHRGC/Whistleblower%20Policy.pdf](http://www.ccp.edu/VPHRGC/Whistleblower%20Policy.pdf)

To report misconduct, please access: [www.ethicspoint.com](http://www.ethicspoint.com)

**4.13 Child Abuse Reporting Policy**

Community College of Philadelphia complies with Pennsylvania law regarding reporting of child abuse. The safety of children on our campus is paramount. Any uncertainty about whether reporting is required should always be resolved in favor of making a report. The College’s Child Abuse Reporting Policy provides detailed information concerning your obligation, including guidance on what to do if you see, know of, or suspect child abuse and your obligation to report.

To view the policy, please access: [http://www.ccp.edu/vpfin-pl/policies/162.HTM](http://www.ccp.edu/vpfin-pl/policies/162.HTM)

Any person who makes a good faith report of child abuse may not be subjected to retaliation in employment.
4.14 Right to Know Act

The Community College of Philadelphia recognizes the importance of public records as the record of the College’s actions and the repository of information about the College. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board and administrative policies.

The College designates the General Counsel and Vice President for Human Resources as its Right to Know Officer, who shall serve as the College’s open records officer as defined in Pennsylvania’s Right to Know Act.

For a full explanation, please access Policy 311: http://www.ccp.edu/vpfin-pl/policies/NEW311.HTM

4.15 Smoke Free Buildings

Smoking is, without exception, prohibited in any College building or facility. This prohibition includes all offices and any previously designated smoking areas inside any campus building. Anyone who wishes to smoke must do so outside of College buildings and facilities. Smoking is prohibited within twenty (20) feet of any entrance, exit, or loading dock or as posted otherwise. Smoking is also prohibited on adjacent stairways, ramps, or landings leading to any entrance, exit, or loading dock.

To view the policy (Policy 151), please access: http://www.ccp.edu/vpfin-pl/policies/151.HTM

4.16 Student Code of Conduct – Reporting Student Behavior

Community College of Philadelphia seeks to create a caring environment that is intellectually and culturally dynamic and promotes responsible citizenship. Accomplishing these ideals requires a commitment from faculty, staff and students to adhere to standards of behavior that assure a safe, healthy and caring atmosphere.

At times, students may behave in a manner that disrupts the educational process or the College environment. Student behavior that violates the Student Code of Conduct, or is found to be of concern, should be reported to the College through the Behavioral Reporting Form. This form can be accessed by logging into MyCCP and clicking on the Behavioral Reporting Form link located in the Administrative Forms and Links channel for faculty and staff, and the Information channel for students.

In cases of emergency, contact Security immediately at x8111.
SECTION 5.0 COMPENSATION, WORK SCHEDULES AND PAYCHECKS

5.1 Compensation

Your position may be covered by one of the College’s salary programs. These programs provide organized and systematic methods of classifying jobs and administering pay. You will be paid on a bi-weekly basis. Faculty and administrative staff are “exempt employees” which means that they are exempt from the minimum wage and overtime pay requirements of the Fair Labor Standards Act (FLSA). Classified and confidential staff are “non-exempt employees” which means that they are covered by the requirements of the FLSA.

The College offers competitive pay levels. Pay increases usually occur in July for administrative and confidential employees and in September for faculty and classified employees.

All full-time administrative and confidential/classified salaries are specified in ranges from a minimum to a maximum. Classified and faculty initial hire rates are set by contract. Salaries for administrative staff are established by grade range, education and experience, and internal and external equity. Minimums and maximums can be changed either by collective bargaining (for union employees) or action of the Board of Trustees (for non-union employees.)

For further information, contact the Human Resources Department at extension 8035.

5.2 Job Classifications

For faculty, rank is set by contract for both original appointments and promotions. Administrative positions are identified through salary grades. Job descriptions are reviewed periodically for accuracy. Classified and confidential staff have generic job classifications which are linked to a grade and a pay rate range. In addition, job duties more specific to a particular position are found in the initial job posting, in subsequent performance appraisals and updated job descriptions. For administrators, classified and confidential staff, the evaluation process may include an update of actual job duties.

5.3 College Work Hours

Hours of work are determined by the contract and operational needs. The College maintains core work hours of 8:30 A.M. to 5:00 P.M. The main campus of the College normally opens at 7:00 A.M. and closes at 10:00 P.M., Monday through Friday, and 8:00 A.M. to 4:00 P.M. on Saturday. The Library is open until 5:00 P.M. on Saturday. Before or after hours entry is permitted if proper authority has been obtained by the employee and identification is shown to security.
Regional Centers

Northeast Regional Center:
8:00 am to 10:00 pm Monday through Friday during the Academic Year.
8:00 am to 5:00 pm on Saturday during the Academic Year.
8:00 a.m. - 10:30 pm Monday through Thursday during Summer Schedule.

Northwest Regional Center:
7:30 am to 10:00 pm Monday through Friday during the Academic Year.
8:00 am to 4:00 pm on Saturday during the Academic Year.
7:30 am to 10:15 pm Monday through Thursday during the Summer Schedule.

West Regional Center:
8:00 am to 10:00 pm Monday through Friday during the Academic Year.
8:00 am to 5:00 pm on Saturday during the Academic Year.
8:00 am to 10:00 pm Monday through Thursday during the Summer Schedule.

5.4 Four-Day Summer Workweek

From the second Friday in May through the third Friday in August, the College is on a Monday through Thursday, four-day workweek with core work hours of 8:00 A.M. to 5:30 P.M. A lunch period of one half-hour applies during this period for classified, confidential and administrative staff.

5.5 Overtime

Classified and confidential employees are eligible for overtime for time worked in excess of 37.5 hours in a normal work week and 36 hours during the summer four-day work week. Paid holiday, sick, personal and vacation time is counted as time worked for the purpose of determining whether the minimum number of hours worked in a week qualifies for overtime eligibility.

All overtime must be approved in advance by the appropriate supervisor. No administrator may receive overtime pay but compensatory time may be available under certain circumstances. Full-time and part-time faculty are not eligible for overtime pay. For further information, consult the collective bargaining agreement for classified employees, or contact the Human Resources Department at extension 8035.
5.6 Compensatory Time for Administrative Staff

Compensatory leave is available to administrative employees for time worked under the following conditions:

- Scheduled time worked on a weekend, holiday, during period of time the College is officially closed, or if work involves an extraordinary number of assigned work hours.
- The administrative staff member is in salary grade 1 through grade 6.

Compensatory time must be approved in advance of working the extra hours by the employee’s immediate supervisor. The appropriate vice president and immediate supervisor shall approve compensatory time.

The supervisor must approve the time frame for using accrued compensatory time.

Compensatory time normally cannot be carried over to the next appointment year.

To view the policy (Policy 260), please access: http://www.ccp.edu/vpfin-pl/policies/NEW260.HTM

5.7 Part-Time Teaching by Administrative Staff

Administrative Staff who teach part-time at the College must do so outside of their normal scheduled working hours. This teaching assignment must be pre-approved by the staff member’s supervisor and the vice president for the division, and by the Vice President of Academic Affairs.

Exceptions to this policy will only be made in extraordinary, exceptional circumstances.

5.8 Pay Schedules and Direct Deposit

5.8.1 Pay Schedules and Payroll Direct Deposit

The College pay schedule is bi-weekly, with a usual total of 26 pays per year.

Employees are encouraged to enroll in the payroll direct deposit service provided by the College. Under this plan, paychecks are deposited automatically into employee designated checking and/or savings accounts at the start of the business day for each scheduled College payday.

Direct deposit pay statements may be printed each payroll period by logging into your MyCCP account online. Employees do not receive a written pay statement.

To join the direct deposit program, the Direct Deposit Authorization Agreement must be completed and submitted to the Payroll Office. The Direct Deposit Authorization form can be obtained from the Payroll Office or Office of Human Resources.

The form is accessible at:
http://www.ccp.edu/site/offices/human_resources/forms/payroll/DIRECT_DEPOSIT.pdf
Please notify Payroll when changing or closing bank accounts designated as direct deposit accounts.

For those employees who elect not to participate in payroll direct deposit, paychecks are distributed on pay Fridays on a bi-weekly basis in the Payroll Office, Room M1-2 from 8:30 a.m. to 4:00 p.m. and on Thursdays during the four-day work week period (during summer months) from 8:30 a.m. to 3:00 p.m. Identification cards must be shown. Checks not picked up by the end of the payroll distribution period are mailed to the employee’s home address of record.

For further information, contact the Payroll Office at extension 8123, Room M1-2.

5.8.2 Payroll Deductions

The College automatically deducts City Wage, Federal, State, Local, Social Security and Medicare taxes from employee paychecks. Regular payroll deductions will also be made for other items, such as enrolled benefits that require a contribution (e.g., retirement plans, healthcare or dependent care flexible spending accounts) and College parking.

Changes in deductions must be submitted in writing to Human Resources. For example, changes to Federal tax withholding rates require submission of a new W-4 Form. Other examples of deductions that can be changed include tax deductible contributions to the College, credit union deductions, United Way deductions and deductions for U.S. Savings Bonds.

Questions about benefits and benefit deductions (e.g., healthcare or dependent care flexible spending accounts) or tax-deferred savings (e.g., retirement plan contributions) should be addressed to the HR Benefits Office at extension 8208.

5.9 Timekeeping

All departments submit Departmental Time Reports to Human Resources for administrative staff and 12-month faculty. This report records the days in a normally scheduled workweek that were not worked for reasons such as sick, personal time or vacation time.

5.9.1 Time Sheets

Certain employees, including full and part time classified and confidential staff, part time lab aides, part time learning lab specialists, site administrative associates, and part time librarians, among others, complete time sheets recording actual start and end times, to include hours worked plus time not worked (e.g., sick, personal time and vacation time).

The time sheet must show the actual time that the individual started work in the morning, the actual time the individual stopped working to go to lunch, the actual time the individual returned from lunch and the actual time the individual stopped working for the day.

The faculty or staff member’s signature on the time sheet serves as a certification that the times in and out and the hours worked and/or absence are a true and accurate representation of the individual’s time in their job for the applicable pay period.

Falsification of time records may result in disciplinary action up to and including termination of employment.
SECTION 6.0  TIME AWAY FROM WORK

6.1  Holidays

On an annual basis, the Board of Trustees reissues a policy statement specifying which days the College will be closed for holidays and when College holidays will be observed if they fall on a Saturday or Sunday. Collective bargaining agreements should be consulted to determine specific holiday policies for appropriate bargaining unit staff.

The College generally identifies 17 official public and special holidays each fiscal year. Typically, these are Independence Day, Labor Day, Thanksgiving Thursday and Friday, Winter Break week (Christmas Day through New Year’s Day), Memorial Day, Martin Luther King’s Birthday, Spring Break week (the first full week in March). Any additional scheduled holidays are identified each spring when the annual schedule is announced.

Employees who observe religious or other special days may use personal days (if eligible) or a vacation day to accommodate this need. Employees should request the time in advance by providing a notice to their supervisors and must receive approval from their supervisors.

6.1.1  Eligibility for Holiday Pay

To be eligible for holiday pay, employees must work as scheduled on the workday preceding and the workday following the holiday. This requirement is waived if the day preceding and the day following is a pre-approved vacation or personal day(s), approved sick leave or an excused absence.

Employees working part-time schedules will be paid for holidays only if the holiday falls on a normally scheduled workday. Holiday pay for part-time employees is based on the number of hours that the employee would normally have been scheduled to work in a regular pay period.

For further information, contact the Human Resources Department at extension 8035.

6.2  Vacation

The College provides paid vacation to eligible staff and twelve-month faculty. Vacation time starts to accrue on the first day of employment. Time is credited to vacation banks following the second pay of each month. Vacation time must be accrued before the time can be taken. Vacation time may not be borrowed from a future allocation.

All vacation schedules are subject to department operational needs. Vacation can only be used with the approval of a supervisor in advance of actual use. Requests for vacations should be in writing to avoid misunderstandings and reduce conflicts.

Limitations exist regarding the rollover of accrued unused vacation time depending upon the unique employee classification. For comprehensive information regarding vacation benefits eligibility and rollover limitations, please see:

6.2.1 Two Weeks’ Notice Requirement for Payout of Accrued Vacation

Earned unused vacation time will only be paid out upon separation from employment if a staff member provides the College at least two weeks’ prior notice of the date of separation. If an administrative or confidential staff member is terminated for cause, unused vacation is forfeited and will not be paid out.

The maximum amount of paid vacation time at separation is 450 hours for classified and confidential staff and 345 hours for full-time 12-month faculty and administrative staff.

Typically, the vacation payout is issued with the next regular payroll cycle following a final paycheck.

For further information regarding vacation benefits, contact the Human Resources Department at extension 8035.

6.3 Personal Leave Time

Personal time typically requires prior approval and may be used for activities such as religious holidays or routine doctor appointments. Personal leave time taken for emergency situations does not require prior supervisory approval. Classified and confidential staff are eligible for 30 hours of personal time per calendar year. Administrative staff are eligible for 22.5 hours of personal time per fiscal year. Twelve-month full-time faculty are eligible for two (2) days of personal time per year.

Personal time is prorated for employment of less than one year. Personal time will not accrue or be paid out upon leaving the employment of the College or upon retirement, nor may personal time be carried over from one year to the next.

You can access information at:


6.4 Sick Leave

6.4.1 One Hour Notification

When an employee is unable to report to work due to illness or injury, the employee must notify his/her supervisor, except in emergencies, no later than one hour before the start of the shift. Individual work units may have special or more restrictive notification rules.
6.4.2  **Sick Leave Eligibility – Classified and Confidential Employees**

Classified and confidential staff receive a bank of sick time on January 1 of each year. During the first year of service, sick time accrues at a rate of one day a month after the 15th day of the month. Employees hired by the 15th of the month will earn a sick day for that month. Employees hired after the 15th of the month will not earn a sick day for that month. Sick time is earned during the probationary period, but cannot be used until the probationary period is completed. After the first full year of employment, 12 sick days are available on January 1 of each year. Sick time will accumulate from year to year, up to a maximum of 120 days.

6.4.3  **Sick Leave Eligibility – Full Time Administrators and Full Time Faculty**

Full-time administrators and full-time faculty are paid at 100% for sick days with the appropriate documentation. Full-time faculty unable to meet classes due to illness must inform the department chair or designee to arrange collegial coverage. Full-time administrative staff must notify his/her immediate supervisor prior to the start of the normal work day.

6.4.4  **Doctor’s Note Requirement for Three or More Days Sick**

A faculty or staff member absence of three (3) or more days requires a doctor’s note indicating the dates of absence covered and return to work fitness for duty. This note is required on the date the employee returns to work. The note must be sent to the Human Resources Benefits Office. The employee’s supervisor must complete and forward to the Human Resources Office a Confidential Form (C-Form) for any employee absent more than one week.

For additional information, contact the Human Resources Benefits Office at Extension 8038. (See also Disability.)

6.4.5  **Sick Leave Abuse**

The College maintains the right to require an employee to provide a doctor’s note as proof of illness for each full or partial absence if sick leave abuse (for example, a pattern of sick leave absences) is present. The Associate Vice President for Human Resources and/or the Director, Human Resources must be consulted if a supervisor is concerned about possible sick leave abuse.

6.5  **Spring Break and Winter Break**

6.5.1  **Spring Break**

The College will be closed for the full week of Spring Break with no charge to personal or vacation time for administrative, classified and confidential staff or twelve-month faculty.
6.5.2 Winter Break

The College is closed for Winter Break from Christmas day through New Year’s day. Typically, the College will close at 12:00 noon on December 24th if it is a work day.

Employees will be required to use two days of vacation or personal time during this period. (If vacation or personal time is not available, the time will be unpaid time.) The remaining time is considered paid holiday time. This rule applies to full-time administrators, full-time classified and confidential staff, and twelve-month faculty. Twelve-month faculty may work out alternative work schedules with their supervisor in lieu of a vacation charge.

Part-time classified employees will be required to use vacation and/or personal hours for two days in order to receive full pay for the holiday period. Employees in this employment status that do not have vacation and/or personal time available will take the two days as unpaid leave.

For further information, contact the Human Resources Office at extension 8035.

6.6 Family and Medical Leave

Please refer to the Human Resources website and Section 3.13 of this Handbook.

The link below will provide initial information regarding family and medical leave:
http://www.ccp.edu/site/offices/human_resources/pdf/FMLA_Employee_Rights.pdf

Please contact the Human Resources Benefits Department for further information.

6.7 Bereavement Leave

6.7.1 Bereavement Leave Eligibility - Full-time Administrative Staff and Full-Time Faculty

In the event a full-time faculty member or a full-time administrator suffers a death in his/her immediate family, s/he shall receive a leave of absence with pay for five (5) College working days. “Immediate family” is defined as parent, spouse, child, brother or sister.

A leave of absence with pay of three (3) College working days will be granted upon the death of any of the following: mother-in-law, father-in-law, grandparent or a person who is a member of the employee’s household at date of death, including a person who left the household to go to a nursing home or hospital.

Any additional leave taken should be taken as personal leave or vacation time.

To the view the policy (Policy 260), please access:
http://www.ccp.edu/vpfin-pl/policies/NEW260.HTM
6.7.2 Bereavement Leave Eligibility - Full-Time Classified and Full-Time Confidential Employees

If a full-time classified or confidential employee suffers a death of a parent (including step-parent), spouse, child, stepchildren, brother, sister, grandparent or grandchild, s/he will receive a leave of absence with pay for five (5) consecutive working days. If an employee suffers a death of a parent-in-law, s/he will receive a leave of absence of five (5) consecutive days, with pay only for each of the above days that is a regularly scheduled work day for that employee.

For the loss of an ex-spouse, an employee may receive one (1) work day to attend the funeral in order to care for the needs of a dependent child of the employee and ex-spouse.

Bereavement leave begins either on the date of the funeral, or the date of the death, as elected by the employee.

6.7.3 Bereavement Leave Eligibility - Part-Time Classified and Part-Time Confidential Employees

Part-time classified and confidential employees who work less hours than the regular full-time work week are entitled to paid bereavement leave as set forth in 6.7.2 above. The paid leave is based on the number of hours the employee would have been scheduled to work at the time of the bereavement leave.

6.7.4 Bereavement Leave Eligibility - Part-Time Faculty

If a part-time faculty member suffers a death in his/her immediate family and the absence can be covered collegially, s/he will receive a leave of absence for one full work week and shall be paid for any scheduled work days that fall within that week. Immediate family shall be defined as parent, spouse, child, brother or sister.

6.8 Jury Duty and Court Appearances

6.8.1 Jury Duty and Court Appearances - Administrative Staff

Any full-time administrative or full-time grant administrative employee scheduled for jury duty or for whom it is otherwise necessary to appear in any court (except court appearances relating to traffic and/or parking violations) or before any governmental agency, shall be excused from his/her normal duties for such appearance without loss of pay provided that a copy of the subpoena issued by the court or governmental agency is provided to Human Resources.

Part-time administrative employees scheduled for jury duty or for whom it is otherwise necessary to appear in any court or before any governmental agency, shall be excused from his/her normal duties for such appearances. Such time is approved unpaid time off. A copy of jury duty documentation, or the subpoena issued by the court or governmental agency must be provided to Human Resources.

The College reserves the right to request that an administrative employee be relieved of jury duty or other court appearance in any manner permitted by law.
6.8.2 Jury Duty and Court Appearances - Classified and Confidential Employees

Any classified or confidential employee scheduled for jury duty or for whom it is otherwise necessary to appear in any court (except court appearances relating to traffic and/or parking violations) or before any governmental agency, shall be excused from his/her normal duties for such appearance without loss of pay provided that a copy of the subpoena issued by the court or governmental agency is provided to Human Resources.

The College reserves the right to request that a classified or confidential employee be relieved of jury duty or other court appearance in any manner permitted by law.

6.8.3 Jury Duty and Court Appearances - Faculty

Full-time Faculty

Any full-time faculty employee scheduled for jury duty or for whom it is otherwise necessary to appear in any court or before any governmental agency, shall be excused from his/her normal duties for the appearance without loss of pay; provided however, that the College reserves the right to have the employee relieved of jury duty or other such appearance in any manner permitted by law.

Part-time Faculty

A part-time faculty member scheduled for jury duty or for whom it is otherwise necessary to appear in any court or before any governmental agency, shall be excused from her/his normal duties for such appearance without loss of pay or benefits. The College reserves the right to request that such employee be relieved of jury duty or other court appearance in any manner permitted by law.

The College’s obligation is limited to the part-time faculty member who is obligated to miss class as the result of the above, and then only to the extent of the difference between the jury duty pay and the part-time faculty member’s regular rate of pay.

Employees shall be entitled to leave with pay if the schedule makes it impossible to report for class or other work when summoned for jury duty or required to make a court appearance.

6.9 Military Leave

It is the policy of the College to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) as amended and applicable state law which protect job rights and benefits for veterans and members of the reserves. The law covers all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services, the National Disaster medical System and the National Guard.

For additional information, please contact the Human Resources Department at extension 8035.
6.10 Administrative Special Leaves

Full-time administrative staff serving on a regular appointment are eligible to apply for a leave of absence with full salary and benefits maintained for the period of the leave. A minimum of seven (7) years of service in any full-time employment category at the College is required prior to the eligibility date of the requested leave. The following restrictions apply with respect to administrative special leaves:

1. Leave will be for a maximum period of four (4) months.
2. The maximum number of leaves granted in any one appointment year will be five (5).
3. No additional payments of tuition or fees beyond the normal forgivable loan program will be allowed under this program.
4. The leave should be for the purpose of advanced study, research, publication or other professional activity which is intended to further the employee’s development in his/her present or prospective field of employment.
5. An administrative employee who is awarded a compensated leave agrees as a part of his/her application to return to the College for at least two (2) years following the compensated leave. In the event the employee fails to return to his/her position at the expiration of the leave for the two year period, he/she shall refund all sums (including fringes) paid to him/her during the compensated leave.

To view the policy, (Policy 263), please access: [http://www.ccp.edu/vpfin-pl/policies/NEW263.HTM](http://www.ccp.edu/vpfin-pl/policies/NEW263.HTM)

6.11 Sabbatical Leave – Full-Time Faculty

Upon completing six years of service, a full-time faculty member Rank VI or above is eligible to apply for a sabbatical leave. Sabbaticals are either one semester at full-pay or two semesters at half-pay.

For further information, contact the Human Resources Department at extension 8035.
SECTION 7.0 PERFORMANCE MANAGEMENT

7.1 Appraising Performance - Faculty

Academic departments are empowered to set departmental evaluation criteria for their members. College-wide criteria for evaluation of full-time and part-time faculty members also exist.

For more information, please consult your department chair.

7.2 Appraising Performance – Staff

Supervisors give staff information about work performance in a variety of ways. For example, on a daily basis, supervisors may give positive feedback about a task performed particularly well or suggest ways that performance could be improved. In some departments, supervisors may schedule regular meetings with each staff member to review the staff member’s progress in completing assignments and to give the staff member an opportunity to ask questions. Ongoing communication between staff and supervisors about work performance is necessary for effective supervision.

The formal performance appraisal for administrative and classified/confidential personnel is another way that supervisors give staff members feedback about their overall work performance. Performance appraisal information is communicated to the staff member in a meeting with the supervisor and is summarized in writing by the supervisor. This type of appraisal is conducted at least annually. In certain instances, more frequent, interim evaluations may be conducted.

7.3 Evaluation Procedures

Formal evaluation is required for all administrative, classified and confidential employees on an annual basis regardless of years of service. Faculty are evaluated in accordance with the collective bargaining agreement and the academic department criteria. Administrative staff are evaluated annually in the April/May time frame. Classified and confidential staff are evaluated annually as of the individual’s hire/anniversary date. The supervisor responsible for evaluation must present and discuss his/her evaluation in person with the staff member being evaluated. The development of goals for the coming year is a part of this process.

The evaluation process is to allow each supervisor and staff member to clearly plan goals and strategies for achieving those goals. The supervisor has a responsibility to assist the staff member in obtaining the skills necessary for successful work performance. This assistance may take the form of directing the staff member to take formal staff development programs and/or a schedule of regular counseling meetings between the staff member and supervisor, or other plans to improve performance.

For further information, contact the Human Resources Department at extension 8035.
SECTION 8.0 EMPLOYEE HEALTH BENEFITS

8.1 Determining Eligibility for Benefits

Eligibility for benefits is determined by employment status (full-time or part-time) as well as employment classification (administrator, temporary administrator, grant administrator, faculty, classified or confidential employee.) Eligibility is also dependent upon provisions as set forth in the applicable collective bargaining agreement.

A comprehensive chart detailing employee benefit eligibility is available on the Human Resources department website:

8.2 Group Health, Prescription Drug and Dental Plan Benefits

The College offers group medical, prescription drug and dental plan benefits to full-time administrative, faculty, confidential and classified employees who meet certain eligibility requirements.

Open enrollment for benefits begins in the fall of every year. Employees are notified electronically via email of the start of the open enrollment period. The Human Resources Benefits Office holds informational sessions to explain modifications to existing benefits and/or the addition of new benefits. Faculty and staff are provided notice via email regarding various opportunities to learn about upcoming benefits for the new plan year. The new plan year begins September 1 of each year. Any dependent coverage or plan enrollment changes you elect during open enrollment will be effective October 1 of each year.

Employees should consult, where applicable, the plan summaries, and/or documents for a detailed explanation of any benefit. Plan documents or contracts, as applicable, supersede anything in this handbook in the event of any conflict. Community College of Philadelphia, by action of the Board of Trustees and the President, reserves the right to interpret, apply, alter or amend, unilaterally, any benefit not subject to Pennsylvania Public Act 195.

Comprehensive information regarding group medical, prescription drug and dental benefit plans are available in booklets and summary plan descriptions and may be accessed at:

Independence Blue Cross
http://www.ibx.com/index.jsp

Delta Dental:
http://www.deltadentalins.com/

Prescription Drug Plans:
https://host1.medcohealth.com/consumer/site/home
For HR Benefits Booklets and links:
http://www.ccp.edu/site/offices/human_resources/hrlinks.php

The College complies with all federal regulations concerning the protection of personal health information. Please access the following HIPAA Notice of Privacy Practices:
http://www.ccp.edu/site/offices/human_resources/forms/benefit_forms/HIPAANOTICEPRIVACYPRACTICE.pdf

8.3 Flexible Benefit Plans

The College offers Medical, Dependent Care and Commuter (both parking and transportation) flexible spending account plans to full-time administrative, faculty, classified and confidential employees who meet certain eligibility requirements. Participation in these plans allows eligible employees to pay for unreimbursed medical, dependent care, public transportation and parking expenses with pre-tax dollars.

Part-time classified employees who work at least 30 hours per week and are scheduled to work the full calendar year are eligible for Dependent Care and Commuter Benefit Accounts the first of the month following completion of the probationary period. Health care flexible spending accounts are available after one (1) year of employment.

Open Enrollment for Flexible Spending Plans is held during the month of November with an effective date of January 1 of the following year. No enrollment will be permitted after the deadline date. Communication from the Human Resources department for this event is sent prior to November 1. For further information, contact the Human Resources Benefits Office at extension 8037.

To access the flexible spending plan site: https://www.flexdirect.adp.com

8.4 Life Insurance

All full-time and part-time staff who meet specific service requirements are offered fully paid or partially paid Term Life Insurance. Amounts of coverage vary depending on your job classification. At termination of employment, a staff member may convert the College coverage to an individual policy for him/herself without a physical examination if application is made within 30 days from date of termination.

Please contact the Human Resources Benefits Office at extension 8038 for further information and to request a Life Insurance booklet.

8.5 Short Term Disability and Income Protection Plan

8.5.1 Short Term Disability Benefits

Full-time administrators and full-time faculty are eligible for short-term disability benefits up to 180 days at 100% of pay. Medical documentation of proof of illness or disability is required.

For further information, please contact the Human Resources Benefits Office at extension 8037 and/or view the following link:
8.5.2 Income Protection Plan Benefits

After completing probation, a full-time classified or confidential employee who has been ill or who has been disabled for a period of twenty-eight (28) calendar days will receive thereafter eighty (80) percent of his or her regular pay for a period of one-hundred and fifty-two (152) days after the 28-day period. Medical documentation of proof of illness or disability is required.

Part-time classified employees who work a minimum of twenty (20) hours per week are eligible for Income Protection Benefits (IPB) after six (6) years of employment. The IPB is based on the number of hours scheduled to work.

For more information, please contact the Human Resources Benefits Office at extension 8037 and/or access the link below:


8.6 Long Term Disability

The College provides eligible full-time faculty, full-time administrative, classified and confidential staff with long-term disability (“LTD”) protection. Eligibility for LTD protection begins after one year of continuous employment. LTD benefits provide up to sixty percent (60%) of your monthly base salary.

Full-time temporary and grant administrators are eligible for LTD after the fourth year of re-appointment. LTD benefits may provide up to sixty percent (60%) of base salary.

An eligible faculty or staff member who is sick or disabled for six consecutive months (sick time runs concurrently with Family Medical Leave for an employee’s own illness) may apply for LTD. Approval for LTD is determined by the insurance carrier. Once approved, benefits commence on the first day of the following month and continue until the employee returns to work or he/she reaches age 65.

Please contact the Human Resources Benefits office at extension 8038 for further information and to request an LTD booklet.

8.7 Continuation of Insurance (COBRA)

When a member of the faculty or staff separates from College service on a voluntary or involuntary basis, federal legislation known as the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) mandates that the College offer the individual the option to continue the medical, drug and dental coverage in place at the time of separation. This coverage is offered at the College group rate plus an administrative fee of 2 percent. A faculty or staff member’s spouse and children may also have COBRA rights under certain circumstances.

If you experience a change in family status (divorce, death of a dependent, etc.), it is your responsibility to notify the Human Resources department. The duration of your eligibility for COBRA benefits depends upon the reason (e.g., resignation, death or divorce of employee.)

Please contact the Human Resources Benefits Office to get detailed information regarding COBRA at extension 8208.
SECTION 9.0 RETIREMENT PLAN BENEFITS

9.1 Eligibility for Retirement Plan Benefits

The College offers a retirement plan to full-time administrative staff, and full and part-time faculty, confidential and classified employees who meet certain eligibility requirements. (Part-time administrative staff are not eligible to participate.)

For more information, please contact the Human Resources Department at extension 8035.

A comprehensive chart detailing employee eligibility for retirement plan benefits is available on the Human Resources website:


9.2 Mandatory Participation

The College has no mandatory retirement age, but it does have mandatory rules for participation in the retirement plan for eligible full-time faculty and staff. The College offers the option to invest retirement plan contributions with either TIAA-CREF or Fidelity Investments. The College contributes 10% of base pay for full-time faculty and staff. The faculty or staff member must contribute five percent (5%) of base pay on a tax-deferred basis.

Participation for eligible part-time faculty, classified or confidential employees is voluntary. The College contributes five percent (5%) of base pay and the part-time faculty member contributes five percent (5%) of base pay on a tax-deferred basis.

9.3 Retirement Incentive

The Retirement Incentive Option is offered to eligible full-time faculty, administrative, classified or confidential employees at age 62 and at least fifteen years of full-time service who meet specified eligibility criteria.

Please contact the Human Resources Benefit Office at extension 8208 for further information.

9.4 Retiree Benefits

Community College of Philadelphia offers retiree benefits to full-time faculty and staff (except Temporary and Grant Administrators) who elect retirement and meet certain eligibility criteria (attainment of at least age 60 with at least 10 years of full-time employment.)

Full-time faculty and staff (except temporary and grant administrators) who elect to participate in the College Retirement Incentive Option plans are also eligible for retiree benefits.
Retirees receive the following benefits:

- College retiree I.D. card;
- Use of the College Gym and Library;
- Tuition Remission as outlined in the policy guidelines;
- The right to maintain a College email address;
- Life Insurance until age 65;
- Medical Insurance as outlined below.

**Retirees Under 65**

For full-time faculty and staff who retire under the age of 65: the retiree (spouse and children) remain on the College active medical plans and the College continues to pay 100% of the benefits for medical (Personal Choice or Keystone), prescription drug and dental (Delta or United Concordia) for the retiree and spouse (and eligible children) until August 1st (administrators and confidential employees) or October 1st (faculty and classified employees) following the 65th birthday of the retiree. At age 65, the benefits for the retiree convert to “retiree benefits.”

When the retiree becomes age 65, s/he is transferred to a 65 plan (Blue Cross/Shield supplemental, Keystone 65 or AETNA 65), which is a supplemental medical insurance plan to Medicare. Medicare becomes the primary medical insurance coverage at that time. Separate individual coverage is created for the retiree and the retiree’s spouse.

If the retiree’s spouse is under 65, the spouse will remain on the active College medical plan (Personal Choice or Keystone.) If there are children, they also continue on the active medical plan including prescription drug and dental. The College continues to pay 100% of the benefits for the spouse and children until July 31st (administrators and confidential employees) or September 30th (faculty and classified employees) following the 65th birthday of the retiree’s spouse.

**Employee Retiring Age 65 or Older**

For faculty members who retire at age 65 or older, medical benefit coverage continues until September 30 (leaving at the end of the academic year) or March 31 (leaving at the end of the fall semester) following the date of retirement.

For administrators, 12-month faculty, classified and confidential employees, their age 65 retiree benefit coverage begins the first of the month following an additional free month of active medical plan coverage after their retirement date (e.g., if employee retires February 8, their 65 supplemental medical plan begins April 1st). The retiree and the College split the cost of the supplemental medical coverage. From the retiree’s half the College deducts the cost of the Social Security Medicare Part B. If the retiree and spouse are both over 65, the cost of the benefit for both are split in half and the Medicare deduction is subtracted from both as long as retiree and/or spouse take medical coverage through the College. Coverage is continued as long as premiums are paid in a timely manner.

If the spouse of a retiree is under 65, s/he will remain on the College’s active medical plans. The College divides the cost of the active medical benefits in half and the retiree is responsible for paying half the cost.
9.5 Supplemental Retirement Savings Plans (SRAs)

SRAs are a tax deferred way to supplement your retirement savings. All employees except work-study students are eligible to apply. SRA Plan contributions may be invested with either TIAA/CREF or Fidelity Investments.
SECTION 10.0 OTHER BENEFITS

10.1 Tuition Remission

All full-time faculty, full-time administrators and regular full-time, non-probationary classified employees are entitled to 100% full remission of tuition and fees for academic courses taken at Community College of Philadelphia. Their spouses and children are also entitled to receive 100% remission of tuition and fees for academic courses taken at the College.

The general guidelines related to tuition remission are as follows:
1. All applicants for tuition remission must satisfy the regularly applied admission standards of the College.
2. All employees must complete a tuition remission application and get approval from their supervisor and senior administrator or dean. The tuition remission application for domestic partners or children must be accompanied by a dependent verification taxation form whereby employees must indicate their domestic partner’s or child’s tax status.
3. Employees will not take courses during their regular working hours unless they have permission from their supervisor(s) and department head.
4. The term “dependent children” shall mean natural born children, stepchildren, and legally adopted children who are still listed as dependents for income tax purposes. Spouses of the aforementioned dependents and grandchildren of employees are not eligible for tuition remission benefits.
5. Application forms for tuition remission can be found on the College Human Resources Department webpage under “forms,” or may be secured from the Human Resources Department, 1500 Spring Garden Street, A7-142.
6. Academic courses taken by non-dependents and domestic partners are taxable under federal law.

The general eligibility requirements are as follows:

1. Classified and Confidential Employees:
   Regular full-time, non-probationary employees shall be entitled to full remission of tuition and fees for up to four (4) courses per semester.

2. Part-Time Classified Employees:
   Part-time classified employees who have been employed for at least ninety (90) days shall be entitled to full remission of tuition and fees for one (1) course per semester provided that no such course shall be taken during the employee’s regular working hours. Those employees who have worked at the College for at least two (2) years and are working a minimum of twenty hours per week may take a second course with full remission of tuition and fees. Spouses and children of part-time hourly staff are not eligible for this benefit.

3. Full-Time Faculty and Administrators:
   Full-time faculty and administrators are entitled to full remission of tuition and fees for academic work taken at the College.
5. **Part-Time Faculty and Visiting Lecturers:**

Part-time faculty and visiting lecturers are entitled to full remission of tuition and fees for one (1) course per semester provided he/she was employed during the previous semester or is currently employed. The previous semester shall include Summer work. Employees working in the Spring semester shall be entitled to such tuition remission in either subsequent Summer session or the following Fall semester. All visiting lecturers, and all other employees in Pool VII and above, shall be entitled to the same tuition remission for themselves and their families, as full-time faculty members, for up to two (2) courses per semester.

To view the full tuition remission policy (Policy 251), please access:

http://www.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM

### 10.2 Forgivable Loans

The College makes available to full-time faculty and staff a forgivable loan program for career and skills advancement. Loans are available to pursue entry level or advanced college or graduate study on a part-time or full-time basis. The loan will be written off on a fixed schedule in consideration of continuing service to the College. If the faculty or staff member leaves before the loan is repaid, the balance must be paid back at twelve percent (12%) interest.

For additional information including maximum loan amounts and required documentation, please access Policy 206:

http://www.ccp.edu/vpfin-pl/policies/206.HTM

### 10.3 Computer Loan Purchase

As part of the College staff development initiative, a computer loan program is offered in order to purchase computers for the home. Full-time, non-temporary employees and part-time faculty in seniority pool X or higher are eligible for the computer loan purchase program. Part-time faculty members must be in seniority pool X or higher at the time the loan application is submitted in order to be eligible for the loan.

In order to obtain a loan, the eligible faculty or staff member must:

- Sign a promissory note and re-payment plan which is accomplished through payroll deductions.
- Agree to repay the outstanding balance through unused vacation, cash payment or a new payment agreement not to exceed one year.

For additional information, please access:

http://www.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
10.4 Employee Assistance Program ("EAP")

The College has contracted with an external employee assistance provider. Some of the counseling services available to faculty, staff and eligible family members include:

- Marriage, family and relationship challenges.
- Emotional, personal and stress related concerns.
- Chemical dependency and substance abuse.
- Child care, parenting, and special needs.
- Health and wellness.
- Elder care.

The contact number for the EAP provider is 1-800-843-1327. The service is available twenty-four (24) hours a day, 365 days a year.

Access the EAP via the link below: [http://www.horizoncarelink.com/login.aspx](http://www.horizoncarelink.com/login.aspx)
SECTION 11.0 TRAINING AND PROFESSIONAL DEVELOPMENT

11.1 Office of Professional Development at Community College of Philadelphia

The mission of the Office of Professional Development is to improve and sustain the professional growth of all faculty and staff through collegially planned learning opportunities that continue to support the institution’s strategic goals.

11.1.1 Professional Development Weeks

Professional Development weeks occur just prior to the Fall and Spring semesters. These weeks start off with an important plenary session featuring a “State of the College” address by the President. During the remainder of the week there are typically between 60 and 70 seminars, meetings and events intended to inform, educate and inspire. Most all seminars are created in-house and are delivered as peer-to-peer workshops.

Professional Development Days are held (one day each) during the Fall and Spring terms. The spring Professional Development Day is typically arranged by department whose chair or supervisor determines the agenda for the day. The fall term Professional Development Day typically includes some programming created by the Office of Professional Development.

During the course of the year, the Office of Professional Development offers frequent programming and cooperates with other College offices to deliver educational opportunities and events consistent with the needs of a progressive faculty and staff.

To view dates for professional development weeks and other professional development activities at the College, please access the calendar at: http://www.ccp.edu/profdevelopment/calendar.html

11.2 The Leadership Institute at Community College of Philadelphia

Purpose

The major goal of the Leadership Institute is to develop leaders and potential leaders within the College community by fostering the ability of individuals to meet new challenges the College will face in an era of rapid change.
Benefits of Participation

The Leadership Institute incorporates a variety of speakers, topics, and activities designed to enhance leadership ability by providing participants with the following opportunities:

- To interact with and gain insight from leaders in various fields related to the mission of the College.
- To increase awareness of the local, state, and national contexts within which the College will function in the 21st century.
- To increase understanding of specific ways in which the larger environment may impact the College in the pursuit of its mission.
- To develop increased self-awareness as leaders, enhance communication skills and learn new strategies for conflict resolution.
- To heighten awareness of organizational structure and organizational culture.
- To increase knowledge of resource allocation, budgeting and finance.
- To explore decision-making in the context of individual and institutional values to become part of a collaborative network of problem-solvers.
- To work collaboratively on a project of interest to the participant and of benefit to the College community.
- To gain a deeper understanding of the College mission, vision and values.

Who is eligible:

The Leadership Institute invites applications from full-time faculty, administrators and classified/confidential staff who are interested in seeking leadership positions in the future or honing their leadership skills for the positions they currently hold. Part-time faculty, administrators, and classified/confidential staff who have been continuously employed at the College for a minimum of two years are also welcome to apply.

For more information, please visit:  http://www.ccp.edu/vpacaff/leadership_institute/

11.3 Human Resources Department

The Human Resources Department provides comprehensive and centralized support, leadership, and guidance to constituencies throughout the College community to ensure a quality work environment. Core services and competencies include recruitment and staffing, employee and labor relations, employee training and development, compensation and classification, employee benefits, organizational dynamics, HR information and employee services, and regulatory compliance.
11.3.1 Training Course Offerings

Human Resources offers a wide variety of training and development workshops and learning opportunities for both faculty and staff, designed to enhance personal and professional development. Whether you are seeking skills training, personal exploration and development, ways to maximize your team’s potential, or strengthen supervisory skills, programs are available to suit your needs.

- Management Training
- Customer Service
- Navigating Change
- Coaching for Champions
- Performance Evaluations: How to Use This Key Organizational Tool
- Creative Thinking & Problem-Solving
- Dealing With Conflict and Anger
- Team Building
- Other General Open Curriculum Programs
- Lunch & Learn Programs

For additional information, please contact the Human Resources Department at extension 8035.

11.3.2 Personal and Professional Training Courses (On-Request Training)

Human Resources can provide you and your department with personalized training opportunities on particular targeted subject areas. We will work with you to develop curriculum, deliver programming, or identify a trainer who can meet your specific needs. Course offerings include:

- Navigating Change
- Go Team Go: Managing Team Performance
- Managing the Time of Your Life – Stress and Time Management
- The Thinker’s Toolkit: Powerful Techniques for Creative Problem-Solving

For a complete listing of available courses, please visit:

http://www.ccp.edu/site/offices/human_resources/training.php

11.3.3 Skillsoft eLearning

The College maintains a catalog of training options developed by Skillsoft and offered through their Skillport online media. There are three broad categories of programming divided into Business Skills, the Desktop Collection and Leadership Development.

In addition eligible faculty and staff may access a variety of eBooks on topics surrounding business skills, professional and personal development.

For additional information, please contact the Human Resources Department at extension 8035 or visit:

SECTION 12.0  CAMPUS HEALTH AND SAFETY

12.1  Bloodborne Pathogens Standards

In accordance with the Federal Occupational Safety and Health Administration (“OSHA”) and Centers for Disease Control (CDC), the College has developed a comprehensive policy to manage, record, document, and suppress exposures to bloodborne pathogens.

To view the policy, please access:

12.2  Campus Security

The Community College of Philadelphia is statistically among the safest of the Philadelphia area colleges and universities. The College annually publishes crime statistics which are available on the College website or from the Office of Safety and Security, Room M1-24, extension 8111.

There are prudent steps which faculty and staff can take to ensure that the College remains a safe area.

- Make sure that offices are not left unattended
- Personal property should be locked in drawers or cabinets at the end of the work day
- Special care should be taken with personal computers and other small valuable items

The College maintains a 24-hour security force which will respond at any time to an emergency. The College’s emergency security number is extension 5555. Any employee desiring an escort service to the College’s parking facilities should call extension 8111.

<table>
<thead>
<tr>
<th>Security Location</th>
<th>Phone/Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager of Security &amp; Safety</td>
<td>8118</td>
</tr>
<tr>
<td>Mint Building - Main Entrance</td>
<td>8111</td>
</tr>
<tr>
<td>Mint Building - 17th Street</td>
<td>8117</td>
</tr>
<tr>
<td>Bonnell Building - 16th Street</td>
<td>8759</td>
</tr>
<tr>
<td>Bonnell Building Auditorium</td>
<td>8116</td>
</tr>
<tr>
<td>The Pavillion</td>
<td>5051</td>
</tr>
<tr>
<td>West Building</td>
<td>8113</td>
</tr>
<tr>
<td>Winnet Student Life Building</td>
<td>8112</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>8115</td>
</tr>
<tr>
<td>Center for Business and Industry</td>
<td>5704</td>
</tr>
<tr>
<td>Northwest Regional Center</td>
<td>215-751-8773</td>
</tr>
<tr>
<td>Northeast Regional Center</td>
<td>215-972-6372</td>
</tr>
<tr>
<td>West Philadelphia Regional Center</td>
<td>267-299-5850</td>
</tr>
<tr>
<td>To Report an Emergency</td>
<td>5555</td>
</tr>
</tbody>
</table>
12.3 Emergencies, Fire and Safety

If you notice a fire, immediately call the Security Office at extension 5555 and give your name, the location of the fire, its size and other relevant information. The fire alarm system operates with strobe lights, alarms and buzzers. When the bell rings constantly, College buildings must be evacuated. Do not use escalators or elevators in an evacuation. Fire instructions are posted on classroom walls and in other places.

Disabled students, faculty or staff who are unable to use stairs should be placed in the nearest fire escape or designated area to wait for rescue personnel. Upon their arrival, fire or rescue personnel must be notified of the location of these disabled individuals.

All faculty and staff are expected to report any conditions that may create a safety hazard to Security or a supervisor as soon as noticed. Medical emergencies should be reported at once to Security. Chemical spills/release of hazardous material incidents should lead to immediate evacuation of the area. Once evacuation has occurred, all doors leading out of the danger area should be sealed. If trained personnel with safety gear are in the area, they will carry out other necessary measures. In any case, security should be notified as soon as possible. Any bomb threats should be reported to security as soon as possible.

For more information regarding security and safety, please visit:

http://www.ccp.edu/vpfin-pl/Security.htm

12.4 Worker’s Compensation Policy

All faculty, staff and student workers are covered by the State worker’s compensation law which provides benefits for those injured on the job. All on-the-job injuries must be reported as soon as possible and in no case later than 24 hours from the time of the injury to ensure eligibility. The initial report must be to the injured employee’s immediate supervisor. If the supervisor is unavailable, report the injury to the Security Office. The College makes every effort to aid the individual return to work as soon as a doctor certifies a return is possible.

The College has a College-wide Safety Committee to investigate on-the-job injuries and to assist in the elimination of potential safety hazards.

For more information please contact the Human Resources Department at extension 8365.

Below is the link for information regarding the College’s Worker’s Compensation policy and related forms.

Human Resources Department Worker’s Compensation website:

http://www.ccp.edu/site/offices/human_resources/wcomp.php
SECTION 13.0 COLLEGE SERVICES AND RESOURCES

13.1 Multimedia Services

The Office of Multimedia Services provides equipment to College offices to be used for instructional purposes.

To view the policy (Policy 155 regarding the sign out procedure for audiovisual equipment), please access:

http://www.ccp.edu/vpfin-pl/policies/155.HTM

13.2 College Rooms and Facilities

Community College of Philadelphia is committed to ensuring the full use of its facilities for the education of its students and where economically possible and appropriate for community advancement.

To view the policy (Policy 153), please access: http://www.ccp.edu/vpfin-pl/policies/153.HTM

13.3 Business Services

Central Duplicating and Central Supply departments are located in MG-25 of the Mint Building. Both departments are under the Manager, Administrative Services, extension 8256.

Hours of Operation:

<table>
<thead>
<tr>
<th></th>
<th>Fall and Spring Semesters</th>
<th>Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 am – 7:00 pm</td>
<td>Same</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am – 5:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 am – 4:00 pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Duplicating Services**

Central Duplicating provides the following services: offset printing, duplicating, collating, binding and laminating services.

Transparencies in both color and black/white can be produced in the main center. Only transparencies provided by Central Duplicating can be used in the production equipment.

Duplicating requests can be submitted through the MyCCP portal. For requests with multiple attachments, send email with attachments to duplicating@ccp.edu. The online form provides all necessary information to prevent errors in production. Files which can be attached are PDF (preferred), Word, Excel and PowerPoint. No other file formats are supported by the College.
Work submitted will be reviewed for copyright compliance to meet Federal law and College policy requirements. Handouts are available at the Duplicating service counter with specific examples of do’s and don’ts.

All work with multiple pages will be reproduced as two sided copies unless specifically requested as one sided copies. All paper used in Central Duplicating contains 30% post consumer waste and is FSC certified.

Color copies for internal use at the College must be approved by your Department Head. Chargeback for supply costs are $.08 per copy.

For estimates, questions concerning copyright procedures or other information concerning duplicating services, please contact the Manager, Administrative Services at extension 8256.

Central Supply

Central Supply is a depository for forms, letterhead and envelopes which can be requested by submitting an order form to MG-25. Laser cartridges for most HP laser printers used throughout the College are sold in Central Supply. Prices are available on the Central Supply order form. Equipment repairs are also coordinated through Central Supply. Vendors are contacted and repair orders are issued through this department. Please contact the Manager, Administrative Services at extension 8256 for more information.

Central Duplicating and all employees are required to adhere to the Copyright Law of 1976 which became effective January 1, 1978. Should any questions arise concerning copyrighted information, direct them to the Manager, Administrative Services.

To view the policy (Policy 301), please access: http://www.ccp.edu/vpfin-pl/policies/301.HTM

13.4 Fitness Facilities

The gymnasium is adjacent to the Winnet Building and is easily noticeable with red front doors.

The gymnasium is open during the academic year Monday through Friday from 7:00 a.m. to 7:30 p.m. and on Saturday from 9:00 a.m. to 1:30 p.m. During the summer, the gymnasium is open Monday through Thursday from 7:00 a.m. to 7:30 p.m. and closed Friday through Saturday.

13.5 Dining Services and Vending

An outside vendor operates the College’s food service venues with cafés on the Main Campus and at the Northeast and Northwest Regional Centers. The cafés offer self service as well as made to order deli and grill selections. Cafeteria style menu options are currently available at the Colonial Café in The Pavilion building on Main Campus and at the Northeast Regional Center.

For more Dining Services information such as hours of operation, contact information, weekly menus, catering request instructions, etc. go to MyCCP and click on Dining Services.
**Vending**

Vending machines are located in every building on the Main Campus and the regional centers except the 1500 Spring Garden Street Annex. Machines accept cash and some accept credit cards.

Bill changers are located in each vending area and some locations offer microwave ovens.

### 13.6 Library

The Community College of Philadelphia Library offers many electronic and printed materials to help students find the information they need. Through the Library website, a student can search online to locate a journal or book in the library, find what he/she needs in an online encyclopedia or ask a librarian a question. Our library offers plenty of individual and group study areas, as well as access to computers.

### 13.7 Bookstore

An outside vendor operates College bookstores on the Main Campus and at the Northeast and Northwest Regional Centers. The Main Campus bookstore is located on the ground level of the Pavilion Building.

At the Northeast Regional Center, the bookstore is located on the first level near the Townsend Road entrance. At the Northwest Regional Center, the bookstore is located at the basement level near the student lounge.

For information regarding bookstore hours at all three campus locations, contact information, merchandise and online book and merchandise ordering, go to MyCCP and under the employee tab, go to Student Life and click on “Bookstore”.

[http://coldfusion.ccp.edu/ISS/Bookstore/bookstore.html](http://coldfusion.ccp.edu/ISS/Bookstore/bookstore.html)

### 13.8 Mail Services

U.S. and inter-campus mail pick-up stations are located in each division. The College will pay postage only for official College business mail. Faculty and staff should not receive personal packages at the College. High volume mailings should be coordinated with the mailroom supervisor (extension 8109) to ensure that postage discounts for zip code sorting can be attained.

Mail services and operations are conducted in the Mint Building in Room MG-25. All domestic and foreign matter which is entered into the U.S. Postal System is subject to U.S. regulations.

Mail which represents the official business of the College is processed as metered mail. Individuals must provide their own envelopes and postage for personal mail. Contact the Mail Room, extension 8109, Room MG-25 for additional information.

To view the policy (Policy 302), please access: [http://www.ccp.edu/vpfin-pl/policies/302.HTM](http://www.ccp.edu/vpfin-pl/policies/302.HTM)
13.9 Memberships and Subscriptions

See your dean or supervisor to determine eligibility and availability of funds. The College encourages participation in appropriate professional associations and will assist with such participation in any way possible, consistent with operational and budgetary availability.

13.10 Office Supplies

Office supplies must be requested from your department chair or cost center supervisor.

13.11 Parking

Parking is available on the Main Campus in the Main Garage on a “pay as you park” basis. Pay stations are located at entrance and exit locations on 17th and 18th Streets, south of Spring Garden Street and north of Callowhill Street. Payment must be made at the pay stations before leaving the Garage. Pay stations accept cash and VISA credit cards but do not accept debit cards.

Parking spaces are limited and the Main Garage fills quickly so plan accordingly. A CCP photo ID is required for entry. Monthly parking is available in the Bonnell Lot, CBI Garage, Main Garage and Hamilton Street Lot for full-time and part-time CCP employees. Employees interested in monthly parking should contact the Business Office and fill out an application for placement on the waiting list.

Monthly parking fees are set up as payroll deductions. Rates for the Main Garage as well as for monthly parking vary and are subject to change. Additionally, the City of Philadelphia has designated parking along streets adjacent to the Main Campus.

The Northeast and Northwest Regional Centers have parking lots free of charge. The West Regional Center has a small parking lot free of charge. The City of Philadelphia has designated street parking in the vicinity of the West Regional Center.

For additional information, please contact the Manager, Auxiliary Enterprises in the Office of Budget and Financial Services, extension 8774. To view the policy (Policy 157), please access:

http://www.ccp.edu/vpfin-pl/policies/157.HTM
13.12 Requesting Sign Language Interpreters (“SLI’s”)

13.12.1 Students Needing SLI’s

The Center On Disability arranges for sign language interpreters for students. Students requiring classroom interpreting services should discuss specific needs with the counselor in the Center as early as possible. Students are urged to register and make requests at least one month prior to the start of the semester. The Interpreter Referral Service with whom the Center On Disability schedules interpreting services requires that cancellation of requests for services be received by their office no later than two full business days prior to the scheduled appointment date. You can call the Center at 215-751-8050 (voice or TDD).

13.12.2 Faculty and Staff Needing SLI’s

Please forward SLI requests to the Technical Craft Specialist in Human Resources at extension 8204 with the following information:

- Contact information including name, office location and extension.
- Date, time and location specifics.
- Number of interpreters needed.
- Identify requirements and certifications, for example strong ASL to English voicing skills, RID certified, national certification required etc.

The request should be submitted a minimum of two weeks in advance and cancellations require a minimum of two days notice.
SECTION 14.0 SEPARATION FROM EMPLOYMENT

Upon separation from the College, an employee is responsible for returning all College property and paying all outstanding bills. The College requires two weeks notice prior to exiting and an exit interview in the Human Resources Department in order for a faculty or staff member to be paid for unused vacation time. Under certain circumstances, an administrative or confidential staff member may not be eligible for a cash-out of unused vacation time (see section 6.2.1 of this Handbook). After separation of employment, the Human Resources Department will release information in response to inquiries concerning former faculty or staff only upon written authorization of the individual. However, without such written authorization when contacted, Human Resources will provide information concerning the individual’s date of hire, last day worked and job title held. The College will release additional information in response to a valid court order or on written request from a governmental agency.

14.1 Exit Interview and Other Separation Procedures

The Human Resources Benefits Office will contact you to conduct an exit interview to discuss the termination of your benefits. You will be expected to return College ID cards, keys, passwords, computer equipment and any other College property (e.g., uniforms).

14.2 Return of College Property

Employees are responsible for all College property, materials, or written information issued to them or in their possession or control. Employees must return all College property on or before their last day of work.

14.3 Falsification of Information

The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College’s exclusion of you from further consideration for employment.

If the decision to hire you was based on inaccurate or incomplete information, the College may decide to terminate your employment.

Falsification of time recorded on timesheets may result in immediate dismissal (see section 5.8.1 of this Handbook.)

14.4 References

When the College is contacted by prospective employers seeking information about former faculty and staff, the College will release the following data: the positions formerly held and the dates of employment. Pay information will not be released unless the College receives written authorization.