Reynolds
COMMUNITY COLLEGE

Adjunct Faculty Handbook

Office of Human Resources
January 2020

A Message from the President

Dear Colleague:

Welcome to Reynolds Community College, where outstanding careers get started! Like jazz and baseball, community colleges are a uniquely American invention. We occupy a pivotal role in our country's educational system, enrolling over ten million students each year – nearly half of the nation's undergraduates. We have expanded access to higher education at a much lower cost, making education accessible and attainable to communities once excluded from higher education. Community colleges have been referred to as "the great democratization of higher education" and have continued to evolve to better prepare students to be successful in the workforce, or to seamlessly transfer to a college or university – changing lives and livelihoods in the process. I truly believe that there is no more exciting and vital place in the entire higher education sector than the community college.

As Reynolds closes in on its 50th anniversary, it's appropriate to look back at the nearly 350,000 students the college has served since 1972. But we also look forward to all the lives we've yet to transform... I am excited that you've chosen to join Reynolds for the next stage of your professional journey!

Sincerely yours,

Paula P. Pando, Ed.D.
President

Employee Signature Page

Dear Adjunct Teaching Faculty Member:

The Reynolds Adjunct Teaching Faculty Employee Handbook has been designed to serve as a quick reference for many issues relating to your employment with the Commonwealth of Virginia and J. Sargeant Reynolds Community College. It is not a contract, nor is it an invitation to contract.

In order to remain current, the Reynolds Adjunct Teaching Faculty Employee Handbook treats most topics briefly and provides links to the Department of Human Resource Management's Policies and Procedures Manual, the Virginia Community College Policies Manual, as well as the college's Policies and Procedures. Additional links to other sources of information may be included. This Manual is updated as official policies change. The Department of Human Resource Management's Policies and Procedures Manual, the Virginia Community College Policies Manual, and the Reynolds Policies and Procedures Manual (located in the Reynolds Intranet) will serve as the authority in case of a disparity between the Manuals and the Reynolds Employee Handbook.

It is important for you to be familiar with the information in the Reynolds Adjunct Teaching Faculty Employee Handbook. Please review it carefully. If you need to refer to the Reynolds Adjunct Teaching Faculty Employee Handbook in the future, remember that the most recent version will be available on the college Intranet web site "Reynolds Intranet". In addition, the college's Office of Human Resources can provide assistance with questions relating to your employment.

We hope you will enjoy a rewarding career with the Commonwealth of Virginia, Virginia Community College System, and J. Sargeant Reynolds Community College.

Please sign below to indicate that you are aware of the location of the electronic Reynolds Adjunct Teaching Faculty Employee Handbook, and send the signed page to Reynolds Human Resources. This page will be retained in your official personnel file.

J. Sargeant Reynolds Community College, Office of Human Resources

Signature: _____

Printed Name: _____

Date: _____

(Revised January 2020)

NOTICE

This handbook contains general information about your employment with the Commonwealth of Virginia, the Virginia Community College System, and J. Sargeant Reynolds Community College, and outlines policies and procedures that may affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. **The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.**

Additionally, Reynolds reserves the right to make changes to the policies, procedures and other statements made in the employee handbook. Business conditions, federal and state law and organizational needs are constantly in flux and may require that portions of the handbook be revised.

Moreover, the employee handbook will be reviewed for revisions at least annually; this review shall occur in July of each year. Revisions may occur more frequently as required by federal, state, or Virginia Community College policy mandates.

(Revised January 2020)

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J. SARGEANT REYNOLDS COMMUNITY COLLEGE

Section 1.0000

INTRODUCTION

History of the College

J. Sargeant Reynolds Community College (Reynolds) is named in honor of the late Lieutenant Governor of the Commonwealth of Virginia, who championed legislation creating the state-supported community colleges. Opened in 1972 in temporary headquarters, the college is now a three-campus institution and the third largest in the 23-college Virginia Community College System. Reynolds serves the City of Richmond and the counties of Goochland, Hanover, Henrico, Powhatan, and Louisa. For more College history visit the website by clicking HERE.

Reynolds Leadership and Governance Structure

The leadership and governance structure at Reynolds Community College is designed to support a culture of shared leadership that through consensus develops, implements, monitors, and revises the college vision, mission, values, goals, and objectives. A culture such as the one envisioned is nurtured through a decision-making process that invites participation from multiple levels within the college. In addition, the structure is designed to enable college constituencies to participate in the development, approval, and implementation of college policies and procedures.

The structure is comprised of a series of committees, constituency groups, councils, task forces, and boards. Each serves a distinct purpose as described in this document. The overarching goal of the structure is to ensure that decisions are made that are in the best interest of the college and its students, that support the college's strategic plan, that maintain compliance with VCCS policy, and that promote accountability at all levels of the institution. A learner-centered, customer-focused organization such as Reynolds Community College requires that governance, management, and policy formation be inexorably linked. Additional Reynolds Leadership and Governance Structure information can be found on the Reynolds Intranet.

Mission, Vision and Values

Mission

J. Sargeant Reynolds Community College (Reynolds) provides an accessible, quality education that develops students for success in the workplace, prepares students for successful transfer to colleges and universities, builds a skilled workforce that contributes to regional economic development, and promotes personal enrichment and lifelong learning.

Vision

Reynolds will be the preeminent pathway to the workforce and degree attainment for the greater Richmond region.

Values

Reynolds Community College will be guided by the following values in all actions and decisions:

Our Students: We promote high academic standards and innovative programs that enable our students to go further and faster in pursuit of their goals.

Our People: We promote a culture of collaboration, hire talented individuals, and invest in their professional and personal growth.

Our Community: We enrich our community through education, leadership, partnerships, and volunteerism.

Our Environment: We create and foster safe, healthy, and inclusive places for learning, teaching, and working.

Additional information on the Colleges' Mission, Vision, and Values can be found by clicking HERE.

The Learning Environment Principles

Reynolds is committed to providing a positive learning environment in which all faculty, staff, and students can learn together in a setting that encourages the free exchange of ideas and information. Every student and each faculty and staff member of the college is encouraged to become familiar with each of the ten principles, utilize them daily, and participate in college activities which acknowledge and reinforce the learning environment. The ten learning environment principles are provided below:

Punctuality – Honor schedules, arrive/depart on time, notify others when changes are necessary, and meet deadlines.

Courtesy - Assist others, acknowledge the presence of others, and be considerate of others while they work, study or speak.

Distractions – Silence cell phones and other electronic devices in class, labs, libraries, and meetings. Focus on the business at hand.

Consideration – Keep Reynolds clean, orderly, and ready for use by others. Demonstrate attention, and compassionate regard of your impact for others and your surroundings.

Accountability – Take credit only for work that is yours. Take responsibility for your actions. Abide by the Reynolds Code of Ethics.

Participation – Help everyone feel welcome to participate and collaborate without interruptions. Contribute to the success of the team.

Preparation – Come prepared and be ready to contribute new ideas.

Professionalism – Model and develop behavior that will foster success in the workplace.

Privacy - Keep confidential discussions and documents out of public spaces.

Respect – Embrace diversity and be inclusive of all backgrounds, cultures, and contributions.

For additional information regarding the learning environment, please click HERE

Diversity, Equity, and Inclusion at Reynolds

Reynolds Community College is committed to fostering, cultivating, and sustaining a culture of diversity, equity, and inclusion. In the fall of 2015, the Reynolds Diversity and Inclusion Committee (RDIC) was created and charged with identifying strategies, actions, programs and policies to help Reynolds build an inclusive college community and ensure that the demographic statistics of our faculty and staff reflect the demographic statistics of the student population that we serve. The arrival of a new college president in September 2018 afforded the committee an opportunity to review its mission and goals. Equity was added to the title of this committee with the enthusiastic support of the college president and to better reflect the college's commitment to equity and equality, thus insuring that everyone in the college community has access to a level playing field in order to reach their goals and ambitions. Additionally, the committee establishes annual goals and objectives, conducts regular assessments, and provides an annual report of progress to the VCCS chancellor, via the president. Additional information on Diversity, Equity, and Inclusion at Reynolds can be found by clicking HERE.

Constituency Groups

Upon hire, each employee becomes part of an employee constituency group. Constituency groups offer similar groups of employees the opportunity to come together as one voice to participate in policy making, offer input to college leadership, and develop and implement positive employee relations activities. Reynolds Community College employee constituency groups are established as follows:

- Professional and Administrative Faculty Senate (PAFS);
- Classified Council; and
- Faculty Senate.

Each constituency group has elected officers and a website presence on Reynolds Intranet. Contact from the constituency group leaders is primarily handled via email. Please visit your respective group's website and become familiar and engaged with the activities and members of your constituency group. More information on each Constituency Group can be found on the

Reynolds Intranet.

Councils, Committees, and Taskforces

The leadership and governance structure at Reynolds is designed to support a culture of shared leadership that through consensus develops, implements, monitors, and revises the college vision, mission, values, goals, and objectives. A culture such as the one embodied is nurtured through a decision-making process that invites participation from multiple levels within the college. In addition, the structure is designed to enable college constituencies to participate in the development, approval, and implementation of college policies and procedures. Faculty and staff are typically selected for participation on councils, committees and taskforces through their assigned jobs at the college, constituency group work assignments, or individual voluntary participation. Additional information about the Councils, Committees, and Taskforces can be found on the Reynolds Intranet.

College Organizational Charts

The Office of Human Resources is responsible for the publication of the official college organizational chart. Therefore, organizational structural changes, position change information, and employee movements, must be reported to the Office of Human Resources prior to the effective date of the change. Charts are revised and published on the Human Resources intranet webpage quarterly (January, April, July, and October). The college organizational charts show all full-time college positions except teaching positions. Reynolds Community College Organizational Charts can be found by clicking HERE.

Reynolds Policies and Forms

The Office of Strategic Planning, Institutional Effectiveness and Technology is responsible for posting current college policies and procedures as approved by the president. College policies are organized into four sections:

Section 1 – Student Policies
Section 2 – Instructional Policies
Section 3 – Human Resources Policies
Section 4 – Administrative and General Policies

Current policies and procedures for Reynolds Community College can be found HERE on the college's public site.

Current versions of college forms for every department are provided electronically on the Reynolds Intranet.

Reynolds Calendars – Academic Calendar, Meeting Room Calendars, etc.

Reynolds has a variety of web-based calendars available for viewing. Calendars can be found on the Reynolds public website HERE and internal calendars used for securing campus facilities can be found on the Reynolds Intranet. Should you need to schedule a meeting room for use by employees and their respective guests, an employee event, or to hold job interviews, etc., be certain to use the "meeting room calendar" link.

Marketing Guide for Letterhead, Reynolds Logo, Printing, Web Site Updates

The goal of the Office of Marketing is to lead the college's marketing strategy and position Reynolds as top-of-mind among diverse audiences. The marketing team manages the Reynolds brand and relies on faculty and staff to help carry out this brand consistently as marketing ambassadors. Guided by the Reynolds Strategic Plan, Strategic Enrollment Growth Plan, and brand research conducted, the marketing team is focused on creating messages to reach key audiences like current and perspective students, and increasing awareness community-wide of the college's mission and programs. Components of marketing include: advertising, brand management, graphic design, publications, strategic marketing, web design and development, and quite simply, whatever it takes today to get the job done.

To help us maintain the Reynolds brand identity as a place "Where Outstanding LIVES Get Started," employees should be familiar with the Reynolds Brand Identity Guidelines found HERE. There are samples of useful documents included that will help employees communicate with internal and external constituencies, in a consistent and clear way that enhances the Reynolds brand.

Call us at 523-5231 for help in marketing your program, or click HERE, to complete a request for graphic design, print, or website production:

Great Expectations

Great Expectations is a college transition program designed to help young adults, ages 17 – 24, who are or were recently affiliated with the foster care system successfully transition from high school to college. Services in this program include assistance with choosing an academic plan, college enrollment, applying for financial aid and scholarships, navigating the community college environment and accessing support services. Guidance on college transition processes is also provided to foster care parents, social workers, as well as group home and independent living service providers. Additional information can be found HERE.

Office of Institutional Effectiveness (OIE)

The Reynolds Office of Institutional Effectiveness (OIE) provides leadership, counsel, and services in the areas of strategic planning, student learning assessment, institutional research, and accreditation, to coordinate an interrelated, systematic program of planning, assessment, and evaluation to promote continuous quality improvement throughout the college. OIE also serves as the central source of official

information regarding the college's accreditation status, official policies, statistical profiles, advisory and college committees, articulation agreements, and all institutional effectiveness efforts. OIE works in tandem with college academic affairs leaders to support curriculum development, course scheduling, academic catalog content, and program review. Additional information can be found by clicking HERE.

College Information Center (Call Center)

Reynolds Community College strives to provide its customers with exceptional customer service by consistently exceeding expectations. With personnel trained in telecommunications skills that address a wide range of institutional knowledge, customers of our institution are served in a timely and efficient manner. Our external customers can reach the College Information Center by dialing (804) 371-3000. Click HERE for additional information on the Information Center.

Customer Service at Reynolds

Reynolds is committed to promoting a positive, helpful and supportive learning environment for all of our students, faculty and staff. The college-wide customer service training initiative was designed to encompass all faculty and staff and to propel the college into becoming a model of excellence in customer-service skills. All full-time and part-time staff are expected to complete customer service training where they will learn the fundamentals of excellent customer service, offering exceptional customer service, effective communication, active listening skills, handling difficult customer situations and business etiquette. The Reynolds Learning Environment Principles are the foundation of how we conduct business in and out of the classroom and act as the foundation for the customer service training initiative. Reynolds Community College strives to provide its customers with exceptional customer service by consistently exceeding their expectations.

Community College Workforce Alliance (CCWA)

Community College Workforce Alliance (CCWA) is the workforce development partnership between Reynolds and John Tyler Community Colleges serving the workforce and economic development needs in four cities and 12 counties of the greater Richmond region. The organization's primary objective is helping individuals prepare for work and careers through credential attainment, and doing so in partnership with the traditional academic operations of both colleges (credit courses), with regional business and industry (non-credit), and with regional K-12 partners as appropriate. Area businesses continue to seek premier workforce guidance from CCWA in the areas of non-credit workforce training, customized instruction, consulting, skills assessments and educational programs with CCWA annually serving approximately 12,000 trainees and 700 businesses. Additionally, CCWA manages the EducateVA Career Switchers program for the Commonwealth, a program that transitions experienced professionals into successful careers in education. To serve the diverse needs of the greater Richmond community, CCWA offers on-line registration, customer support and courses delivered by adjunct faculty in three convenient locations, at employer sites and on-line. CCWA also offers Microsoft certified curriculum and is licensed as a Microsoft IT Academy. Facility rentals are

also available through CCWA for business meetings and corporate training sessions. Additional information on CCWA can be found by clicking HERE.

Middle College/Career Start

Middle College/Career Start, a CCWA workforce development program, provides free career starter job training. Short term industry-specific training is integrated with academic support to provide individuals who have a GED/HS diploma, as well as for those who need a GED, the opportunity to earn industry-recognized credentials. Additional information on the Middle College can be found by clicking HERE.

Intellectual Property

Reynolds Policy 4-5, Intellectual Property, provides guidance on how the college will operate based on system-wide rules for intellectual property. Section 12 of the VCCS Policy Manual defines intellectual property broadly as a potentially patentable machine, product, composition of matter, process, or improvement in any of these, an issued patent, a legal right which is part of a patent or anything that is copyrightable including published or unpublished written materials or works, courseware including lectures, printed materials, images no matter the physical medium of expression, visual and/or recorded materials whether published or unpublished, and computer related materials including programs, procedures and any other documents involved in the operation and maintenance of a data processing system. The policy defines a procedure to determine the value of intellectual property and the division of equity in such property. Employees should notify the college's intellectual property policy administrator, the Vice President of Finance and Administration, when they believe intellectual property has been created so that the issues of ownership and equity can be determined. For additional information please review Reynolds Policy 4-5, Intellectual Property.

Section 2.0000

INSTRUCTIONAL GUIDELINES

Reynolds Academic Support Services

Library, Information Services and Academic Support

Each campus has a library that provides an environment where students and faculty can meet their learning and teaching needs and develop lifelong habits of self-improvement, free inquiry and free expression. The libraries offer services that allow users to obtain and evaluate information from many different sources in different formats, providing seamless support for planning, researching and completing academic work to improve the quality of student learning. Additional information can be found by clicking this link: Reynolds Libraries.

Tutoring Services

Reynolds Community College offers free academic support in a wide variety of subjects. Students can find trained peer and faculty tutors in the following units:

- **Tutoring Services** managed by Library, Information Services and Academic Support, Reynolds provides walk-in tutoring and tutoring by appointment in multiple subjects, including writing, information technology, foreign language, accounting, biology, and chemistry, as well as help building skills for academic success. See the subjects and schedule below.
- **Math Central+** managed by the School of Mathematics, Science and Engineering the college provides assistance in mathematics, physics, and engineering.
- **Nursing Tutoring** managed by the School of Nursing and Allied Health specialized individual and group tutoring is offered for students enrolled in registered nursing, practical nursing, health care technician-nurse aide, and other allied health courses.

Academic Calendar, Instructional Days, etc.

In accordance with VCCS policy, the contract year for teaching faculty extends from August 16 to May 15. The academic year, exclusive of summer session, consists of 180 faculty workdays, which include 150 instructional days, 10 days of instructional evaluation (exams), and 20 in-service and research days. Full-time teaching faculty are expected to report to work and fully participate in instructional days, in-service days, and faculty research days.

The summer session consists of ten weeks of instruction, including instructional evaluation (exams). The last day of summer session should occur prior to August 1 whenever possible. The summer session will utilize class meeting times that are structured so as to provide for the same total number of minutes of instruction per credit hour as is required by VCCS policy during fall or spring semesters.

If inclement weather or other emergencies result in full-day or partial day closings for the college on instructional days, the Vice President of Academic and Student Affairs will provide guidance to Deans

and other academic leaders regarding class make-up times. Deans and other academic leaders are responsible for conveying this information to their full-time and part-time teaching faculty. Policy guidance can be found at:

VCCS Policy 5.7, Academic Calendar
Reynolds Policy 4-29, Academic Calendar
Reynolds Policy 3-10, Unscheduled College Closing
Reynolds Academic Calendars

Minutes of Instruction

All courses for which credit is offered will provide 750 minutes of instruction, or the equivalent, per course contact hour. The required minutes of instruction may be provided through classroom instruction, appropriate laboratory hours, and appropriate outside projects. These techniques may be used individually or in combination to accomplish the goals of the course.

In addition to the 750 minutes of instruction per course contact hour, a minimum of one academic hour (50 minutes) of scheduled evaluation or examination time per semester credit hour will be scheduled for each course, not to exceed a total of three academic hours (150 minutes) per course. Reynolds Policy 2-4, Actual Minutes of Instruction provides additional information and guidance on minutes of instruction for faculty.

Syllabus Preparation and Posting

Reynolds Community College requires all full-time and part-time faculty members to generate a course syllabus for each course taught each semester. A copy of the course syllabus must be posted to the college's learning management system, Canvas, for each class taught each semester with a copy sent to the academic school office prior to the first day of instruction.

A course syllabus is an outline of a specific plan for conducting instruction in a course developed by the faculty member teaching the course. The course syllabus will inform the student about the objectives to be achieved, the topics that will be covered, how the course is going to be conducted, student responsibilities, attendance, assignments, and other requirements of the course, to include how grades will be determined. Teaching faculty are responsible for the development of the course syllabus and must ensure that each student receives the syllabus at the first meeting of the course. Moreover, teaching faculty must ensure that all students understand the syllabus and should be available to answer student questions accordingly. Use the Reynolds Syllabus Template as a guide to develop your course syllabus.

Use of Learning Management System and other Instructional Technologies

Canvas is a web-based learning management system that allows faculty to put information about their classes on the Internet so their students can access this information from any computer with access to the web. The minimum posted requirements includes: the course syllabus, the instructor's office hours

and specific course assignments. Some instructors may also place lecture notes or full lecture presentations on this web-based site.

Canvas also includes tools to make email communication with students easier. Other features include online discussion boards where you can set topics for collaborative discussion and a "digital drop box" where students can post assignments for you to grade. Other tools include the capability to administer online quizzes and tests, as well as an online grade book.

Teaching faculty are expected to participate in Canvas training so that they are able to post their syllabus and grades. Faculty are expected to use Canvas features that will add instructional value to their courses. Canvas training and training for other instructional technologies is coordinated by the Manager of Technology Training and announced prior to the beginning of each semester.

Additional information on Canvas can be found at the following link: Canvas Tutorial Page

Grades Plan and Posting of Grades

All grades, grade reports, and records will be maintained and input in a timely manner into a secure student information system using procedures that protect the integrity and confidentiality of these records and reports. These grades, grade records and reports will be maintained and destroyed in accordance with Reynolds Policy 4-38, Record Retention and Disposition.

NOTE: Faculty should not post student grades publicly. The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. Students should be advised that grades of less than C are normally not accepted for transfer.

Explanation of Grades: The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

A = Excellent 4 grade points per credit
B = Good 3 grade points per credit
C = Average 2 grade points per credit
D = Poor l grade point per credit
F = Failure 0 grade point per credit
I = Incomplete No grade point credit.

The incomplete (I) grade is used for verifiable unavoidable reasons. Since the I grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the Incomplete ("I") Grade Agreement form, Reynolds form 11-0018.

Courses for which the grade of I has been awarded must be completed by the end of the subsequent semester (excluding summer) or another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor based upon course work that has been completed. The Grade Change form - Reynolds Form No. 11-0019 is used to change the "I" to the final grade. Faculty are encouraged to review Reynolds

Policy 2-6, Grades Plan and Reynolds Policy 2-3, Public Posting of Grades by Faculty for a full understanding of the Reynolds grading policies.

Testing and Developmental Course Recommendations

Placement testing for degree-seeking students: All degree-seeking students must be assessed for readiness in reading, writing, and arithmetic, prior to registering for any course at the college.

Placement testing for non-curricular students: Noncurricular students and students in career studies certificates must be assessed for readiness in the area(s) required by courses prior to enrollment in the course(s). Examples of courses that require assessment include courses in English, mathematics, chemistry, biology, etc.

Student readiness may be assessed by means of the Virginia Placement Test. Alternatively, student readiness may be assessed by a variety of multiple measures. Assessment by multiple measures must be completed prior to assessment by the Virginia Placement Test.

Students whose native language is not English must be assessed by staff members in the English as a Second Language (ESL) program before registering for any courses at the college. Assessment with the ESL program may require a placement test administered by the program. If ESL courses are required for non-native speakers of English, these students may be required to take additional placement tests upon completion of those courses.

Faculty are encouraged to review the following policies to better understand developmental testing and placement:

- VCCS Policy 6.4.0.2 Placement
- Reynolds Policy 2-12, College Placement
- Center for Excellence in Teaching and Learning

Selection of Textbook and Textbook Services

Each academic discipline shall have one or more designated Textbook Selection Committee(s) composed of teaching faculty in the discipline.

The school Dean shall establish a decision timeline and calendar for each Textbook Selection Committee to ensure sufficient time to research textbook costs and textbook alternatives.

Textbooks, once adopted, shall be used for a minimum of three academic years. Exceptions shall be subject to written approval by the Vice President of Academic and Student Affairs. Reynolds Policy 2-13, Adoption of Course Materials provides guidance on the adoption of course materials.

Classroom Observation by College Academic Managers

College academic managers reserve the right to conduct classroom observation of instructional activities of full-time and part-time teaching faculty. These observations can be performed at any time during the academic year, including summer session.

Classroom Guest Speakers

Any teaching faculty member, full time or adjunct, who desires to have a guest speaker for a class, shall secure the approval of the Dean of the school of that particular class at least twenty-four (24) hours prior to the class.

If a proposed speaker would involve a cost to the college, prior approval must be obtained from the Vice President of Academic and Student Affairs via the Dean of the school of that particular class. Reynolds Policy 2-14, Classroom Guests Speakers provides guidance and procedures for obtaining classroom speakers.

Academic Freedom of Speech

Reynolds Community College supports the concept of academic freedom of speech via the policy statement developed by the Virginia Community College System. To view the detailed statement review VCCS Policy 3.5.5, Academic Freedom and Responsibility.

Tests and Final Examinations

Students shall be expected to take course-related tests at their regularly scheduled times and in the format and manner specified by the instructor. No exceptions shall be made without the permission of the faculty member for that course. If the student fails to appear for a test, it shall be the student's responsibility to contact the faculty member and make arrangements for a make-up test, at the discretion of the faculty member. Faculty members should state their policy for make-up tests in the course syllabi.

Classroom tests should be kept in the personal possession of the faculty member assigned or under security until the time in which the test is to be administered. Testing centers will follow procedures for storing and administering tests given in the testing centers that ensure the security of the tests at all times. Faculty are encouraged to review the following policies for a better understanding of tests and examinations:

- VCCS Policy 5.6.1, Examinations
- Reynolds Policy 2-15, Tests and Final Examinations
- Center for Excellence in Teaching and Learning

Instructional Reassigned Time

Also referred to as "released" time in current VCCS policy, instructional reassigned time is defined as non-teaching duties translated into teaching credits for the purpose of computing a 9-, 10- or 12-month teaching faculty member's regular semester teaching load and, if applicable, overload credit hours. Instructional reassigned time is categorized in three groups: (1) generated reassigned time; (2) non-generated reassigned time; and, (3) externally-funded reassigned time. For further guidance in managing instructional reassigned time, view the following policies:

- VCCS Policy 3.5.2, Teaching Faculty Assigned Temporary Admin./Professional Faculty Duties
- Reynolds Policy 3-4, Instructional Reassigned Time
- Reynolds Policy 3-37, Summer Session Faculty Pay and Compensation Guidelines

Faculty Overload

Full-time teaching faculty may be offered an overload for teaching additional courses/classes. Overload is further defined as a faculty workload consisting of more than thirty (30) credit hours per academic year, more than forty (40) contact hours per academic year, or more than forty-eight (48) contact hours per academic year, if the corresponding credit-hour load is less than twenty-four (24) credits. Additionally, overload in the summer session is defined as a faculty workload of more than ten (10) credit hours. School/division deans and directors shall establish all overload assignments.

Overload is paid twice a year: on February 16th for overload worked in the preceding fall semester, and on May 16th for overload worked in the spring semester.

Summer overload payments are provided at the end of the summer session.

For further guidance in managing faculty overload, view the following policies:

- VCCS Policy 3.8.4, Teaching Overloads
- Reynolds Policy 3-3, Teaching Overload
- Reynolds Policy 3-37, Summer Session Faculty Pay and Compensation Guidelines

Program Head Assignments

Academic **Program Heads** at Reynolds fulfill college-wide management duties and responsibilities for the academic program(s) and discipline(s) under their purview. This work assignment is usually performed by 9-, 10- or 12-month teaching faculty and compensated through reassigned time.

Academic Program Assessment and Evaluation

Academic Program evaluation and review is an ongoing and continuous process at Reynolds Community College and serves to underscore the importance of assessing student learning at the program level. Program evaluation at Reynolds consists of an annual Program Health Review for all programs and a 5-Year Curriculum Review conducted for academic programs on a rotating basis. Program evaluation is

one facet of assessment at the college-level that helps Reynolds continue to focus on and enhance quality and effectiveness in academic programs—the foremost goal being to improve student learning. Quality and effectiveness can be seen in a Reynolds program that:

- is consistent with the college's mission;
- has clearly defined student outcomes it intends to produce;
- uses the best combination of learning experiences to help each learner achieve these outcomes;
- includes an assessment process that shows whether the outcomes are being achieved; and
- uses the findings of assessment to improve program effectiveness.

Teaching Faculty/Program Heads, Associate Deans, and the Deans play an integral part of academic program planning, assessment and evaluation, under the direct guidance of the Vice President for Academic and Student Affairs.

Advisory Committees

The college establishes and maintains advisory committee practices to achieve involvement of professionals and citizens at large in the community with the design and delivery of academic programs, particularly occupational-technical programs, and educational services and to serve as a source for various forms of support.

An advisory committee for a particular academic program shall be comprised of a group of local professionals and citizens at large who, while without legal authority for decision-making, are asked to play an important role as advisors to the academic staff of the college responsible for the administration of the program. Reynolds Policy 2-11, Advisory Committees describes the process for establishing and operating and advisory committee practices.

Travel-Study Programs or Courses

Reynolds Community College supports the use of travel-study programs and or courses to enhance the learning experience of its students and the professional growth of its faculty. The instructional and administrative leader of the travel-study program or course must be a full-time teaching, administrative, or professional faculty member of Reynolds Community College. Moreover, the faculty sponsor is required to accompany the traveling group(s). To learn more about this opportunity and the steps required to initiate a travel-study program or course review Reynolds Policy 2-22, Travel-Study Programs or Courses.

Learning Communities

Learning communities (LC) are classes that are linked during an academic semester and enroll a common cohort of students. Faculty link content from their course with the content from the partnered course, creating opportunities for shared themes, shared goals, and shared activities and assignments. Students who perceive themselves as members of a community tethered to their college experience are more likely to be successful in their courses; to develop, pursue, and achieve meaningful educational goals;

and to graduate and transfer (or to find placement in the workforce commensurate with their new skills). Learning Communities and LC-related pedagogies and strategies are viewed by the college as an important toolset for achieving Reynolds goals and objectives relating to Student Success. The purpose of the Learning Community Team is to plan, develop, promote, monitor, and generally encourage assigned programs, initiatives, and activities focusing upon strategies for improving student engagement, retention, persistence, and success by way of learning communities and LC-related strategies at the college. Additional information regarding Learning Communities is found on the Reynolds website.

Distance Education Courses

The **Center for Excellence in Teaching and Learning** provides the option to take courses in a variety of settings and through alternative delivery methods that allow access to instruction from the home, office, off-campus sites throughout the state, and from a desktop or laptop computer wherever there is Internet access. The instructor and the student create their own classroom using various media, including television, computers, telephones, CD's and audiotapes. These options are designed to increase access to educational opportunities for students who have work schedules, family responsibilities, or other demands that make it difficult to attend traditional on-campus classes. Reynolds Online provides information on getting started for online learning.

Summer Teaching Opportunities for Faculty

Summer teaching opportunities may be available as directed by the Virginia Community College System (VCCS) Budget Model and are subject to change by the VCCS. Therefore, summer teaching assignments are not guaranteed but are based on budget and student enrollment. Additionally, summer teaching assignments are assigned, at the discretion of the appropriate school dean.

With VCCS guidance the college's administrative and pay guidelines for summer session are announced by February 1st each year through the release of the addendum to Reynolds Policy 3-37, Summer Session Faculty Pay and Compensation Guidelines**.** Additional information can be found by reviewing VCCS Policy 3.8.2, Summer Teaching Loads

Section 3.0000

HUMAN RESOURCE POLICIES AND PROCEDURES

General Conditions of Employment

Code of Ethics

The Virginia Community College System (VCCS) requires each of the 23 member colleges to comply with its Code of Ethics and other Federal, State and VCCS policies to ensure that students, faculty, staff and the community at-large are treated fairly and with equity in all matters related to employment. Our college policies related to Human Resources, Section 3 of the Reynolds Policies and Procedures Manual, were created to provide specific guidance and direction to all levels of management and all categories of employees in all aspects of employment, to include: recruitment, selection, retention, training, promotion and advancement, compensation, and other employment matters to further ensure our faculty and staff are equipped with the tools to engage in fair and equitable employment practices at Reynolds. Additional information on the VCCS Code of Ethics can be found HERE.

Definition of Adjunct Teaching Faculty and Employee Status

Adjunct teaching faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The adjunct faculty contract contains no guarantee of continued employment.

Adjunct Faculty Responsibilities and Conditions of Employment

Responsibilities of Adjunct Teaching Faculty at Reynolds Community College include the following:

- Preparing and updating class syllabi for each assigned class
- Distributing to students a class syllabus on the **first** meeting of the class by posting on Canvas (in addition, adjunct faculty are encouraged to provide a hard-copy of syllabi to students on the first meeting of the class)
- Conducting assigned classes in accordance with the course outline, catalog description, and times as listed in the college course schedule and the stipulations of the School Dean/Director
- Meeting every class, including the final examination in the assigned room. Taking attendance at each class meeting.
- Maintaining standards of teaching worthy of accreditation
- Developing and maintaining the minimum number of office hours (one office hour per week per course is required)
- Keeping appropriate records regarding student performance
- Submitting classroom grades, reports and other documentation as required by Academic School and the Registrar's Office

- Participating in the college's evaluation process which involves administration of student evaluations, and the process of classroom observations by academic leaders
- Observing all VCCS and college policy, procedures and regulations as stated in this handbook
- Participating in at least one Adjunct Faculty Orientation session per year (face-to-face or online session)

Questions regarding adjunct teaching duties and responsibilities should be directed to the Program Head, Associate Dean, or Academic Dean/Director respectively.

College Service

The college recognizes that adjunct faculty can provide expertise in adding to the institution's effectiveness, in addition to fulfilling their primary responsibility of teaching. The college provides several opportunities for such involvement by inviting adjunct faculty to serve on various committees, advise student clubs and organizations, lead and conduct sessions with other faculty as a means of sharing successful teaching strategies and activities, as well as other possible activities. Adjunct faculty are encourage to consult with their respective Program/Department Head, Associate Dean, or School Dean regarding specific committees and other extra-curricular activities that are available.

College Hours of Operations, Course Timeframes, and Instructional Days

The college's official administrative operating hours are Monday through Friday from 8:15 a.m. to 5:00 p.m. Academic schools, Enrollment Management and Student Affairs typically offer additional operating hours to provide evening office and administrative support to students, and full-time and part-time faculty who participate in late afternoon and evening classes.

College courses are assigned with "begin" times as early as 8:00 a.m. and "end" times as late as 10:20 p.m., Monday through Friday. Additionally, college courses may be scheduled on Saturday and Sunday. The Reynolds Course Schedules provide additional information on course scheduling.

Lateness/Absence of an Instructor from Class

If the part-time instructor will be late or must miss a class because of illness or some other reason, he/she must notify, as soon as possible, the appropriate Program Head. Every effort must be made to speak directly with the Program Head, voice mail alone is not sufficient. If the Program Head is not available, it is the adjunct faculty member's responsibility to contact the Associate Dean, the School Dean, or a member of the administrative/clerical staff of the respective school, in that order. If none of those individuals can be reached directly, the adjunct faculty member is required to contact the Department of Police. The faculty member must be prepared to provide Department of Police with the detailed information regarding the class and meeting location.

Job Postings

All full-time and part-time college faculty and staff are encouraged to seek promotional and other career opportunities at Reynolds Community College through the job posting process. Current employment opportunities are updated and posted on Friday of each week.

Hiring Requirements and Employee Background Screenings

The college's hiring process is fully described in Reynolds Policy 3-1, Recruitment and Selection of College Positions. In accordance with college policy, the academic schools conduct their own hiring for part-time teaching faculty opportunities. However, adjunct faculty must complete or provide the following hiring documents to the Academic School prior to the first day of employment in order to complete the hiring process:

- Immigration and Naturalization Form (I-9)
- Complete and **signed** Commonwealth of Virginia State Application Form
- Official academic transcripts from all colleges and universities attended (*for Dual Enrollment faculty, a signed letter from the employing high school on letterhead certifying that the original official transcripts are currently on file at the high school is an acceptable substitution for not submitting the official academic transcripts to* Reynolds)
- Copies of relevant licenses or certifications
- Federal Tax Form W-4 and State Tax Form VA-4
- Employee Direct Deposit Authorization Form
- Ethics Agreement Form
- Summary of Policy on Alcohol and Other Drugs
- Employment Background Investigation Notification and Release Form
- New Hire/College Equipment Form (only when issued college-owned equipment)

Additionally, all employees must meet certain conditions of employment.

Reynolds Policy 3-39, Employment Background Screening and procedures establishes the guidelines to be used in conducting employment background screening as part of the college's employment practices and recruitment and selection process. The purpose of the hiring and employee background screening policy document is (1) to promote a safe work environment and protect the welfare of students, faculty, staff, and visitors; (2) to protect organizational assets including people, property, and information; (3) to properly verify the identity and credentials of applicants; (4) to perform due diligence in ensuring that the college appropriately evaluates candidates' background and suitability for employment; and (5) to ensure college hiring decisions are based upon job-related information. All full-time and part-time employment candidates are required to submit to the employee background screening process. Moreover, certain state jobs are designated by agencies as "sensitive" according to the definition in the Code of Virginia, §2.2-1201.1. Final candidates for these positions are subject to a fingerprint-based background check, including current employees who apply for a

sensitive position. VCCS Policy 3.3.3, Background Checks and Reynolds Policy 3-39, Employment Background Screening provide additional information on background screening.

Employee Separation from College Service

Voluntary Separation - Includes the following type of separations – resignation, normal retirement, early retirement, and disability retirement. Resignations of faculty rank positions should normally include a minimum of a ***thirty-day (30) notice period***. In all cases, College employees, who voluntarily terminate their employment from the college, must submit a signed letter of resignation to their immediate supervisor.

Dismissal/Involuntary Separation – Termination from college during the current appointment term due to incompetence, unsatisfactory job performance, insubordination, or misconduct.

In the case of *involuntary separation* of a faculty member, the supervisor must consult with the Associate Vice President of Human Resource prior to taking action to ensure proper VCCS procedure is followed and appropriate documentation of the issue is available for the HR file. Additionally, the Office of Human Resources shall provide the separated faculty member with specific direction regarding the separation process on a case-by-case basis.

Separation Process

Upon notification of employee separation regarding the adjunct faculty member, the immediate supervisor is responsible for collecting all college-issued items from the adjunct faculty member. Separating adjunct faculty employees are required to reconcile all accounts and return all college property and materials to their respective supervisor. Reynolds Policy, 3-16, Employee Separation from College Service provides additional information on separating from the college.

Paychecks, Direct Deposit, and PAYLINE

Full-time employee paychecks are generally provided on the first (1st) and the sixteenth (16th) of each month (or earlier as determined by the Department of Human Resource Management's Pay Calendar). Paychecks for all other employee groups are provided according to the schedule produced by the Reynolds Financial Operations department and posted on the Reynolds Intranet.

All full-time and part-time college employees are required to enroll in the Commonwealth's Direct Deposit Program **OR** Debit Card Program in order to receive their paycheck earnings.

The Commonwealth of Virginia no longer prints paper paycheck stubs, therefore, all employees are required to enroll in PAYLINE. PAYLINE provides employees with the means to view and print paychecks stubs that provide personal earnings amounts, paycheck deductions, leave balances (if applicable), and benefits information (if applicable) for the current pay period and as far back as two years via the Internet. Payroll Quick Links for the Pay Schedules, Direct Deposit and other information can be found on the Reynolds Intranet.

College and/or Campus Closings and Essential Personnel

All employees are encouraged to register in the Reynolds Alert system. Reynolds uses the alert system to immediately contact you during a major campus crisis or emergency. Reynolds Alert delivers important emergency alerts, notifications and updates to you on all your devices:

- E-mail account (work, home, other)
- Cell phone
- Pager
- Smartphone/PDA (BlackBerry, Treo & other handhelds)

Under DHRM Policy, college presidents are authorized to make independent decisions regarding the closing of their respective colleges and universities. Therefore, faculty and staff of Reynolds are to follow announcements that pertain directly to Reynolds Community College and not the "general" announcements to "all state employees".

When weather conditions mandate closing, the decision will be announced via the Reynolds Alert System, the college information line (804) 371-3000, the college internet and intranet websites, and local radio and television stations. In the event such conditions develop during the day, notification will also come from the president's office to the college vice presidents' offices and from there to the respective units/areas of responsibility. If time and circumstances permit, an all-staff E-mail and text message(s) will be sent by the Office of Communications. The college will contact the three major Richmond-area television stations first, and radio stations as needed. Additional information can be found at Reynolds Policy 3-10, Unscheduled College Closing.

Alcohol and Other Drugs

Reynolds Community College is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that employees perform their duties unimpaired by the effects of drugs or alcohol. In compliance with this commitment and the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the college established a substance abuse policy for all employees. Additional information can be found in Reynolds Policy 3-19, Substance Abuse and Alcohol.

Workplace Violence and Harassment

Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties is classified as workplace violence and harassment. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing. Faculty and staff are to immediately notify their respective supervisor of issues and concerns. For life-threatening emergencies, employees and supervisors are to contact the college's Department of Police at 5-911, for non-life-threatening situations, supervisors are to contact the Associate Vice President of Human Resources for guidance and appropriate action steps.

Guidance on workplace violence and harassment can be found in Reynolds Policy 4-17, Title IX, Sexual Misconduct and DHRM Policy 2-35, Civility in the Workplace.

Access to Personnel Records, Disclosure, and Employment Verifications

The college's Office of Human Resources shall serve as the official record keeper of all personnel information and records for each college employee. Employment verification requests received by college staff members for employment verification by third parties should be referred to the Office of Human Resources via campus mail or via the main telephone number (804) 523-5249. Additional information regarding access to personnel records can be found in Reynolds Policy 3-20, Personnel Information and Records Disclosure

Statement of Public Accountability

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and accountable to them for the effective use of public funds. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, unless they use leave time, such as annual leave or sick leave, accrued under human resource policies. Employees will be placed on Leave Without Pay, and their paycheck for that pay period will be reduced, if they are absent from work for personal reasons or because of illness or injury, even for periods of less than one day, if they do not use accrued leave because (1) employee does not request use of accrued leave or request is denied, (2) accrued leave has been exhausted, or (3) employee requests leave without pay.

If the employee's position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), there can be no deductions from compensation for periods of absence from work of less than one day, except for infractions of safety rules of major significance, and or other such critical reasons as established by the Commonwealth of Virginia's Department of Human Resource Management.

Reporting Changes of Personal Employee Information

All Reynolds employees are responsible for maintaining current personal information. This information is stored in the VCCS Human Resource Management System (HRMS). Employees requiring an address change, home telephone number, and/or emergency contact information, must make these changes in the HRMS. A tool kit, providing step by step instructions on making changes to your personal information can be found at the link below.

Note: Name changes require the completion of a *new* Employment Eligibility Verification form (Form I-9) with original supporting documents presented to a representative of the Office of Human Resources.

For additional information on making changes to your personal information please use the appropriate HRMS Tool Kit found on the Reynolds Intranet.

Employee Identifiers

Reynolds Community College is dedicated to providing a friendly and welcoming environment. To accomplish this goal the college provides name tags and desk plates to employees so that they can be identified by name by all internal, as well as, external customers and students. All full- time faculty and classified staff should receive name tags within the first six weeks of their hire date. For full-time faculty and staff that have desks, they will also receive a desk plate. There is no need to initiate a request for full-time faculty and staff as this process is automatically handled by the Office of Human Resources.

Wage/Hourly staff and adjunct faculty receive name tags based on their public role on behalf of the college. Supervisors and managers are to send an email request to the Human Resource Assistant, to place an order for adjunct faculty and wage/hourly name tags. Additionally, full-time and part-time employees may display their Reynolds employee ID and lanyard around their neck to serve as an identifier as well.

Appropriate Workplace Attire

Reynolds does not maintain a written policy regarding workplace attire. We believe that every faculty and staff member has the personal responsibility to make the appropriate choices in workplace attire that will demonstrate professionalism and serve as a role model to our students. Supervisors and academic managers have the responsibility of oversight in this area.

VCCS Code of Ethics

The Virginia Community College System (VCCS) requires each of the 23 member colleges to comply with its Code of Ethics and other Federal, State and VCCS policies to ensure that students, faculty, staff and the community at-large are treated fairly and with equity in all matters related to employment. Our college policies related to Human Resources, Section 3 of the Reynolds Policies and Procedures Manual, were created to provide specific guidance and direction to all levels of management and all categories of employees in all aspects of employment, to include: recruitment, selection, retention, training, promotion and advancement, compensation, and other employment matters to further ensure our faculty and staff are equipped with the tools to engage in fair and equitable employment practices at Reynolds. Additional information on the VCCS Code of Ethics can be found HERE.

Adjunct Faculty Compensation

Hiring and Salary Determination

Adjunct teaching faculty are hired within guidelines established by the Virginia Community College System and college policy. Moreover, it is the policy of the college to ensure that equally qualified adjunct faculty receive equitable rates of compensation. At the same time, the college shall offer pay rates that are competitive with other educational institutions and organizations while following clearly defined procedures.

Reynolds Hiring and Salary Determination Procedures are identified in Reynolds Policy, 3-26, Appointment and Compensation of Adjunct Faculty. Reynolds Office of Human Resources follows VCCS Policy 3.4.3, Employment of Adjunct Faculty and VCCS Policy 3.8.7, Adjunct Workload Credits for adjunct faculty compensation and workload decisions.

Faculty Rank and the VCCS-29

Qualifications for faculty in the Virginia Community College System are aligned with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). ***SACS states***: The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its adjunct faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the academic hiring manager is responsible for justifying and documenting the qualifications of their respective adjunct faculty; and, Reynolds Office of Human Resources provides a review of the documents submitted in order to maintain VCCS and SACS compliance. Finally, Reynolds uses the following policies to assign rank and to review the credentials of its newly hired adjunct faculty:

- VCCS Policy 3.1, Academic Rank and Administrative Titles
- VCCS Policy 3.2, Faculty Qualifications
- VCCS Policy 3.2.3, Degree Equivalency
- VCCS Policy 3.2.4, College Training and Experience
- VCCS Policy, Teaching Qualifications (VCCS-29)

Adjunct Faculty Contracts

Adjunct faculty contracts are issued by the Academic School Deans and are typically issued to adjunct faculty prior to or at the start of the semester. The contract agreement is not binding on the College if the College Administration should, because of insufficient enrollment or other such reasons, cancels the intended course and no longer requires the services of the adjunct faculty member. Additionally, the contract and the offer of part-time employment with the College are contingent upon the successful completion of the College's pre-employment background screening.

The contract period for adjunct faculty is the first day of class through the "grades due date." Moreover, the adjunct faculty member's obligation to the contract is not complete until all class grades are posted and attendance records and a copy of the final exam are submitted to the Academic School and/or respective Division office.

In accordance with VCCS guidance, the adjunct faculty member must agree that if he/she has an existing employment contract with the Virginia Community College System, that an additional adjunct teaching contract with Reynolds will be considered an addendum to the existing VCCS contract. And, that the Reynolds adjunct faculty contract will not supersede any such existing employment contract in any way, unless agreed to by the existing VCCS employing institution, and any conflicts between such existing and additional contracts will be construed in favor of the existing contract.

Adjunct Faculty Teaching Loads

For each fall and spring semester, the semester limitation will be no more than twelve (12) workload credits in the fall and spring semesters and no more than eight (8) during the summer session. Under no circumstances will an adjunct faculty member be allowed to teach in excess of twenty-four (24) workload credits for the fall and spring semesters combined.

Adjunct Faculty Promotion in Rank

Reynolds welcomes the opportunity and encourages each adjunct faculty member to seek professional and educational advancement through the opportunity of promotion in rank. Adjunct faculty who earn additional academic credentials which qualify movement in rank are encouraged to submit the promotion request and official transcripts certifying the earned credential(s) to their respective Program Head for review by the respective School Dean. Pending budget availability, the approved promotion in rank becomes effective at the start of the next employing academic semester. Reynolds Policy 3-26, Appointment and Compensation of Adjunct Faculty and VCCS Policy, Teaching Qualifications (VCCS-29).

Adjunct Faculty Performance and Evaluation Plan

All college personnel in positions categorized as adjunct teaching faculty, according to the VCCS Policy Manual, will be evaluated in accordance with the procedures and standards in the **Faculty Performance and Evaluation Plan: 9-month and 12-month Teaching Faculty and Program Heads.**

The annual process of performance planning and evaluation of teaching faculty is a critical part of Reynolds Community College's commitment to achieving world-class status in fulfilling its mission and goals. Also, the college is committed to promoting and nurturing the continuous professional and personal growth and development of all members of the college community. This performance and evaluation plan encourages continuous improvement through the processes of strategic planning, goal setting, coaching and mentoring.

The adjunct faculty performance and evaluation plan is implemented on the fiscal year cycle, beginning July 1 and ending June 30th. Adjunct Faculty are evaluated at least once during this annual cycle by the Program Head or other academic leader in the respective academic school/division.

Consistent with the responsibilities and conditions of employment as mentioned in this handbook, adjunct teaching faculty will be evaluated on the following:

- Teaching effectiveness
- Classroom effectiveness
- Teaching innovation and expertise
- Posted office hours and availability to students
- Record keeping
- College or community service (partially optional, activities document by faculty member)
- Professional development (optional, activities documented by faculty member)
- Professionalism

Adjunct faculty are encourages to review the Teaching Faculty Performance and Evaluation Plan Manual found in the Human Resources Portal of Reynolds Intranet.

Benefits and Programs

Non-Group Healthcare Benefits and Life Insurance

Adjunct Teaching Faculty are not eligible for the Commonwealth's group healthcare and life insurance programs. However, those seeking healthcare coverage may contact Anthem Blue Cross/Blue Shield for non-group healthcare coverage **at their own expense**. To obtain enrollment information and premium rates, adjunct faculty can call 1-800-385-7943 and identify themselves as a part-time Commonwealth of Virginia employee. Anthem Blue Cross/Blue Shield ***may*** be able to offer some discount because of your part-time affiliation with the Commonwealth of Virginia.

For other healthcare benefits options with participating companies, adjunct faculty should contact the college's Sr. Benefits Specialist at (804) 523-5875.

Retirement Savings Programs

Retirement Savings Programs – are optional, contributory retirement plans offered to part-time college employees of educational institutions. Adjunct Teaching Faculty may voluntarily participate in the following retirement savings plan **at their own expense**; unfortunately, no monies are contributed by the Commonwealth of Virginia or Reynolds Community College on behalf of part-time workers.

457 Deferred Compensation Program - saving for retirement is easy through the Commonwealth of Virginia Deferred Compensation Plan:

a. You contribute to your account through payroll deduction.
b. You defer paying taxes on your contributions until you retire and begin receiving money from your account.
c. You can change the amount you want to save, subject to tax code and plan limits.

The record-keeper for the plan is ICMA-RC. Please review additional information on the Virginia Retirement System website.

403(b) Tax Annuity Plans – saving for retirement is easy through the Tax Annuity Plans:

a. You contribute to your account through payroll deduction.
b. You defer paying taxes on your contributions until you retire and begin receiving money from your account.
c. You can change the amount you want to save, subject to tax code and plan limits.

The record-keeper for the plan varies based on the vendor selection. You may sign up with any of the approved vendors listed on the Fringe Benefits Management Companies' website.

The Reynolds Intranet provides additional information on all benefits available to adjunct faculty. This information is located in the Human Resources Portal.

Workers' Compensation

Non-Emergencies - when an employee (full time or part-time; adjunct faculty or wage/hourly) is injured on the job, the supervisor must ensure that the employee receives proper medical treatment to include first aid. In the event of a non-emergency injury, the supervisor's next step is to contact the **Reynolds Worker's Compensation Coordinator by telephone (804) 523-5875** to report the injury. Then, the supervisor MUST complete the Accident Report of Workers' Compensation Claim Form and **FAX to Reynolds Human Resources at (804) 523-5108 within twenty-four (24) hours of the injury**. If first aid is not sufficient, the Reynolds Worker's Compensation Coordinator will immediately provide the employee with a panel of at least three (3) physicians from which to choose one as their authorized treating physician for medical care. As stated in the Virginia Workers' Compensation Act, the agency/college must provide an injured worker with medical treatment. Therefore, the purpose of the panel is twofold: to place the costs of medical care and treatment on the employer and to restore the employee's good health so that the employee may return to employment as quickly as possible.

Emergencies - in a life-threatening emergency situation the supervisor must seek the necessary medical treatment for the injured employee at the nearest medical service provider by the quickest means available (ambulance, rescue squad, etc.). In a non-life threatening, but still emergency situation, supervisors are to ensure that the injured employee obtains treatment from the nearest emergency medical service provider (emergency room, Patient First, etc.). After the emergency situation has ended and the employee has received emergency medical attention, the supervisor's next step is to contact the **Reynolds Worker's Compensation Coordinator by telephone (804) 523-5875** to report the injury. Then, the supervisor **MUST** complete the Accident Report of Workers' Compensation Claim Form and **FAX to the Reynolds Office of Human Resources at (804) 523-5108 within twenty-four (24) hours of the injury**, and, the Reynolds Worker's Compensation Coordinator will immediately provide the employee with a panel of at least three (3) physicians from which to choose one as their authorized treating physician for medical care that the injured employee will use after treatment by the emergency room, Patient First, etc.

How to Report a Work-related Accident, Injury or Illness and Timely Submission - The employee must **IMMEDIATELY** report all work-related injuries to his or her supervisor. The supervisor must

contact the Reynolds Worker's Compensation Coordinator by telephone (804) 523-5875 to report the injury. Then, the supervisor MUST complete the Employee Accident Form and FAX to Reynolds Human Resources within twenty-four (24) hours of the injury.

IMPORTANT: In the event that the supervisor is not present in the work area at the time of the injury, any available college employee should provide immediate assistance to the injured employee, and the available employee must then contact the supervisor to inform him/her of the accident/injury. If the Department of Police is notified and responds to the scene of the accident then they are required to complete a "police/security incident" report and forward a copy to the Office of Human Resources; however, the available college employee or the injured employee is the person responsible for informing the supervisor of the accident/injury within 24-hours.

Workers' Compensation Benefits and Adjusted Pay Procedures – upon receipt of the Employee Accident Form, the Reynolds Worker's Compensation Coordinator will send a comprehensive email to the injured full-time or part-time employee, supervisor, and department manager explaining additional injury reporting procedures and possible benefits to expect with an accepted workers' compensation claim. Generally, workers' compensation benefits pay only a portion of the injured full-time employee's weekly earnings, and may require the full-time employee to use their accrued sick leave until a decision is reached regarding the workers' compensation claim. Part-time college workers are not provided with replacement income, but may be eligible for limited medical benefits as determined by the Commonwealth's workers' compensation provider (Manage Care Innovations or MCI) and the Commonwealth's Worker's Compensation Commission. At any rate, the full-time and/or part-time employee will receive correspondence from the MCI Benefits Coordinator, via U.S. Mail to the home address, regarding the acceptance or denial of the workers' compensation claim.

Payment of Benefits - payment of all medical expenses arising out of the injury will be made directly to the medical provider or hospital at the prevailing community rate. Should the authorized treating physician refer the employee to a specialist, payment will be made directly to the specialist at the prevailing community rate or contracted Preferred Provider Organization (PPO). Supervisors and employees should direct questions regarding the payment of benefits to the **Reynolds Worker's Compensation Coordinator at (804) 523-5875.**

Additional information regarding Worker's Compensation can be found at DHRM Policy 4.60, Workers' Compensation and Reynolds Policy 3.35, Workers' Compensation and Employee Return to Work Program.

Time-Off Benefits - Unpaid

Family and Medical Leave Act (FMLA) - it is the Commonwealth of Virginia and Reynolds Community College's objective to provide eligible employees with up to twelve (12) weeks of unpaid family or medical leave because of the birth of a child or the placement of a child with the employee for adoption or foster care; because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition; or because the employee's own serious health condition

makes him or her unable to perform his or her job. Or, up to twenty-six (26) weeks, to care for a covered military servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember; or, because of a "qualifying exigency" when the employee's spouse, son, daughter, or parent who is a member of a regular component of the Armed Forces, or a member of the National Guard or Reserves, is on active duty or called to active duty status in support of a contingency operation. The Department of Human Resource Management provides additional information on FMLA.

Employee Health and Wellness Programs

Employee Wellness Programs - changes in your lifestyle can have a big impact on your health. The CommonHealth employee wellness program strives to make a difference in the health of employees and the workplace by integrating health into the work culture. More than forty (40) different health promotion services are offered to state agencies, including on-site health screenings, fitness and stress management, personal health and safety, and weight control and nutrition. In addition, CommonHealth offers the special Future Moms prenatal program designed to help women have healthy pregnancies. CommonHealth programs are coordinated and announced via the Reynolds Office of Human Resources and are offered to all full-time and part-time employees of the college. Check your email for announcements and the Human Resources webpage on the Reynolds Intranet for current and future activities.

Virginia Credit Union Membership (VACU)

Virginia Credit Union Membership (VACU) - it's easier than ever to qualify for membership! You're eligible to join if you're one of the following: Full-time and part-time employee and retiree of any of the following: Commonwealth of Virginia – any state agency or department. The Virginia Credit Union frequently visits the college to conduct personal finance seminars and to accept applications for new accounts; these visits are announced by the Reynolds Office of Human Resources. For your convenience, VACU Automated Teller Machines are located on the Parham Road and Downtown campuses. Visit the Virginia Credit Union website for additional information.

Professional Development and Renewal (Training at Reynolds)

Professional Development Program

Learning is the essence of Reynolds Community College's purpose and must be a continuous lifelong commitment of both individual employees and the organization. Learn more regarding Reynolds Community College's commitment to academic and professional preparation via employee training, and the major components of the PD&R program via Reynolds Policy 3-18, Professional Development and Renewal. Additional information can be found on the PD&R website.

Professional Development and Renewal Plan (PD&R)

Designed to enhance the professional development of all Reynolds employees; the PD&R plan provides a structured way to plan professional development activities and to document completion of the activities within each evaluation cycle.

All administrative and professional faculty, nine-month and twelve-month teaching faculty, and classified staff are required to complete a plan that informs the college of their professional development activities for each annual performance evaluation cycle. Forms are to be completed with supervisors' input and approved by the supervisor before submitting to the Office of Human Resources. Additional information can be found at the following link: Reynolds Policy 3-18, Professional Development and Renewal.

Tuition Assistance Program

The college will cover the cost of tuition and mandatory fees for credit course work successfully completed at accredited institutions of higher education. Course work successfully completed at other institutions of higher learning or proprietary schools will be reimbursed at a rate not to exceed the cost of in-state, part-time tuition and mandatory fees at Virginia Commonwealth University. See Reynolds Policy 3-18, Professional Development and Renewal. Section III.C.4 for eligibility and procedures. Additional information can be found in the Professional Development section of the Reynolds Intranet.

Essential Training and Certification

Academic and/or professional-level certifications required to maintain position or employment. Essential training and certification needs **MUST** be documented on the faculty employment contract (annual contract) or Employee Work Profile (EWP) with the timeframe for completion. Additional information can be found at Reynolds Policy 3-18, Professional Development and Renewal.

Continuous Learning Program

Credit courses offered at Reynolds Community College to full-time and part-time college employees at no cost. The courses may be job related or non-job related. Employees may participate in up to six (6) credit hours in one semester. Courses must be taken outside of the employee's established work schedule. This policy does not apply to non-credit classes and does not cover auditing of classes. Additional information can be found at See Reynolds Policy 3-18, Professional Development and Renewal.

Virginia Learning Center (VLC)

A learning management system (LMS) that provides online, just-in-time training options to the college community. The Virginia Learning Center also incorporates a web based system for maintaining training documentation, certificates and reports to faculty and staff. Every new full-time and part-time employee is automatically registered into the (VLC) within fourteen (14) days of their hire date. This allows new employees easy access to the VLC so that they can appropriately track their individual professional development activities. Additional information can be found on the following link: Virginia Learning Center.

Other College and VCCS Professional Development Opportunities

Professional Development Days – Two days are designated each year just for professional development opportunities (PDO). The Faculty PDO day is typically held during the month of May after the end of exams and before graduation. The Classified PDO day is always held in March (during Spring Break) to allow classified staff to suspend their normal work duties and attend training opportunities.

VCCS Professional Development Opportunities – The Virginia Community College System (VCCS) offers a variety of professional development opportunities to faculty rank staff in the VCCS system. Additional information can be found on the VCCS website.

Reynolds Employee Holiday and Winter Break Schedule

Full-time employees of the Commonwealth of Virginia observe twelve (12) paid holidays. However, educational institutions such as Reynolds may observe these holidays on a different schedule in order to satisfy academic scheduling requirements. As a result, Reynolds Community College publishes its alternate "Employee Holiday Schedule" on an annual basis via the Office of Human Resources. You may locate the current Reynolds Employee Holiday Schedule on the HR Portal (scroll to the bottom of the webpage) in the Reynolds Intranet

NOTE: If additional days off are provided by the Governor, the employee holiday schedule is adjusted, re-posted by the Office of Human Resources, and announced via email notification.

Employee Recognition Programs

Commonwealth of Virginia Employee Service and Recognition Programs

This policy promotes programs that recognize an employee's contributions to the overall objectives of the agency and state government on a State-wide level. The Commonwealth of Virginia may provide monetary, non-monetary and/or leave awards to employees, except that recognition leave may not be awarded to wage employees. Some awards have tax implications. Additional information can be found at DHRM Policy 1.15, Employee Recognition and Engagement.

Reynolds Employee Service and Recognition Programs

The college acknowledges the significant role that recognition can play in the success of the college. To that end, Reynolds provides guidelines for the establishment and implementation of recognition initiatives for full-time administrative, professional, and 12-month and 9-month teaching faculty; adjunct faculty; classified employees; and wage employees at the college. Supervisors are encouraged to read Reynolds Policy 3-30, College Employee Recognition and Retention Incentive Programs to obtain guidance in administering employee recognition programs and employees are encouraged to read college policy 3-30 in order to familiarize oneself with the type of recognition programs routinely offered at Reynolds. Additional information can be found on the Reynolds Employee Recognition Webpage.

State Council of Higher Education for Virginia

The State Council of Higher Education for Virginia (SCHEV) administers the Outstanding Faculty Awards (OFA) program, which is the Commonwealth's highest honor for faculty at Virginia's public and private colleges and universities. For detailed information regarding the program, history, criteria, award and selection, visit the SCHEV website: SCHEV Outstanding Faculty Awards

Reynolds Professor Emeritus

The highest honor that the college can bestow upon a faculty member is that of "Professor Emeritus." A status designed to honor persons for meritorious service as a faculty member of Reynolds Community College. To be eligible for professor emeritus status, an individual holding faculty rank of associate professor or professor must have left employment from Reynolds after a minimum of ten years of full-time service to the college and have made meritorious and significant contributions to the college. Additional information and the nomination form for Reynolds Professor Emeritus can found in Reynolds Policy 3-33, Professor Emeritus

Equal Employment Opportunity Policy and Guidelines

Equal Opportunity

Reynolds does not discriminate on the basis of race, color, national origin, religion, age, military service or veteran status, sex (including pregnancy and gender identity), political affiliation, or disability (in compliance with the Americans with Disabilities Act Amendments Act [ADAAA], Section 504 of the Rehabilitation Act of 1973, Executive Order of the Governor of the Commonwealth of Virginia, and *The Virginia Plan for Equal Opportunity in State Supported Institutions of Higher Education*), or other non-merit based factors with respect to employment, personnel actions and employee benefits, or in connection with job-related programs, activities, or accessibility regarding the use of college facilities.

In compliance with Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the college shall not tolerate any verbal, nonverbal, or physical behavior that

constitutes sexual misconduct (sexual harassment or sexual violence) by employees in connection to their employment. Furthermore, sexual assault is a violation of the *Code of Virginia*.

In compliance with the Equal Protection Clause of the United States Constitution, discrimination based on factors such as one's sexual orientation or parental status shall not be tolerated.

The college prohibits the use of family medical history or genetic information in making decisions related to any terms, conditions, or privileges of employment in compliance with Title II of the Genetic Information Non-Discrimination Act of 2008 (GINA).

As an employee of Reynolds Community College, you are required to report allegations of discrimination to the College's Equal Employment Officer:

Corliss B. Woodson
Associate Vice President of Human Resources
CWoodson@reynolds.edu or
EEO@reynolds.edu
(804) 523-5877

Sexual Discrimination and Other Unlawful Harassment

Reynolds Community College is committed to maintaining an academic and work environment that creates the freedom for each individual to live, think, act, work, study, and speak without fear of physical, emotional, and psychological harm.

In compliance with Section 703 of the Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the college will not tolerate any verbal, nonverbal, or physical behavior that constitutes sexual misconduct by employees in connection to their employment. Furthermore, sexual assault is a violation of the *Code of Virginia*.

In order to assure that sexual misconduct is precluded, the college strongly encourages individuals who believe they have experienced sexual misconduct to report the alleged misconduct according to the procedures described in Section IV of this policy. Additionally, personnel with supervisory responsibility and classroom instructors are required by federal law to take immediate and appropriate action when incidents of sexual misconduct or possible incidents of sexual misconduct are brought to their attention. Situations of an emergency nature should be reported immediately to the Department of Police or by calling 5-911.

Training is provided via Professional Development and Renewal to educate employees in the recognition and prevention of illegal workplace harassment and to provide an effective means of eliminating such harassment from the workplace. Moreover, the Commonwealth of Virginia requires re-training once every two (2) years in the Prevention of Sexual Harassment, however at Reynolds training is required at a minimum of once per year.

Additional information regarding training opportunities can be located on the PD&R website. Policy guidance regarding sexual discrimination and other unlawful harassment can be found in Reynolds Policy 4-17, Title IX, Sexual Misconduct and DHRM Policy 3-35, Civility in the Workplace.

Performance of Duties within Ethical and Legal Guidelines

Full-time teaching faculty duties and responsibilities are provided in detail in Reynolds Policy 3-2, Faculty Teaching Loads and Responsibilities, and for adjunct faculty this information is provided in Reynolds Policy 3-26, Appointment and Compensation of Adjunct Faculty. The information provided in both policies is intended to provide a greater description of the college's expectations of the faculty member along with information to assist in the development of job performance expectations for use in the on-going evaluation of the faculty member's performance. Academic deans and other hiring managers are to ensure that full-time and part-time teaching faculty are aware of their job expectations through the dissemination and frequent discussion of these two policies and others as provided by the college and the Virginia Community College System.

Like other full-time and part-time college employees, the college does not use the Commonwealth's position description format or Employee Work Profile for full-time and part-time teaching faculty positions.

Disciplinary Process

The purpose of this section is to set forth procedures to address unacceptable behavior, conduct, and related employment problems in the workplace, or outside the workplace when conduct impacts an faculty member's ability to do his/her job and/or influences the agency's overall effectiveness.

Consistent with the Commonwealth's workplace standards, Reynolds strongly encourages the practice of "Progressive Discipline." This step-by-step process of applying discipline ensures that every faculty member is provided with the guidance and means to succeed in their assigned position, and also ensures that the faculty member is provided with "Due Process" in each step along the way. Due process is defined as, "providing [real] opportunity to present objections to the [intended] personnel action."

Disciplinary actions under the practice of "**Progressive Discipline**" may include, but are not limited to:

1. **Informal Action** – on the spot feedback from Supervisor to Faculty Member.
2. **Informal Meeting** – private, behind closed door meeting with Supervisor and Faculty Member.
3. **Informal Meeting** – private, behind closed door meeting with Supervisor and Faculty Member along with the issuance of a Counseling Memorandum.
4. **Formal Meeting with Supervisor and Employee** – private, behind closed door formal meeting with Supervisor and Faculty Member to issue Letter of Reprimand. (A member of Human Resources may be invited to attend this meeting).

5. **Formal Meeting with Supervisor and Employee** – private, behind closed door formal meeting with Supervisor, Faculty Member, and a member of Human Resources, in order to initiate more serious disciplinary action.

NOTE: Consistent with VCCS Policy 3.12, Faculty Sanctions, certain behaviors or faculty member actions may warrant immediate removal from the workplace and may not include some progressive discipline action steps. However, Reynolds Office of Human Resources will ensure that every attempt is made to provide the employee with due process in these extraordinary circumstances. The VCCS Policy 3.12. Faculty Sanctions provides additional information.

Employee Relation Matters

LEAP Program – there are ten (10) Learning Environment principles that comprise the values of our college. Individuals can acknowledge those that best demonstrate the Learning Environment principles with a LEAP Award (Learning Environment Awards Program) – redeemable any time at any campus business office for a $5 Wawa gift card. Each month, all recipients are entered into a drawing for a monthly grand prize. Learn more on the Reynolds Community College website or speak with a Reynolds Cabinet member.

Resolving Employee Relation Disputes – the college strongly believes that workplace disputes should be resolved at the lowest level of the organization. Therefore, faculty members should immediately bring issues of concern to their respective supervisor to allow the supervisor the opportunity to resolve the issue. Faculty members are also encouraged to utilize the chain-of-command as indicated in the organizational structure (charts) to allow the leadership team within their department to hear their concern and resolve the issue.

When informal discussion of the matter does not resolve the issue, the employee may utilize the services and resolution tools provided by the Virginia Department of Human Resource Management's (DHRM) Office of Employment Dispute Resolution (EDR). The Office of Employment Dispute Resolution's mission is to provide state agencies and their employees with a broad range of workplace dispute resolution tools that assure solutions consistent with the Commonwealth's human resource policies and related law. EDR services include: toll-free telephone access to professional workplace counselors, one-on-one or group mediation, etc. Additional information can be found on the Department of Human Resource Management website.

Additionally, employees should feel free to contact the Reynolds Associate Vice President of Human Resources for guidance and questions regarding workplace concerns: 523-5877.

Faculty Grievance Procedure – The Faculty Grievance Procedure is defined in VCCS Policy 3.13 and provides a grievance process for adjunct faculty through Level II. Adjunct faculty must proceed through the informal process before utilizing the formal process. Adjunct faculty are also encouraged to make contact with the college's Associate Vice President of Human Resources prior to utilizing the faculty grievance procedure to ensure proper timeframes and steps are followed. A full description of the faculty grievance procedure is available in VCCS Policy 3.13, Faculty Grievance Procedure

Reasonable Accommodation

A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.

In the majority of situations, providing a reasonable accommodation is simple, quick and inexpensive. Additionally, requests for accommodation must be considered on a case-by-case basis, and, in the majority of cases, can be resolved between employee and supervisor. To handle matters of reasonable accommodation, employees and supervisors should first review Reynolds Policy 3-11, Reasonable Accommodation and then contact the Reynolds Associate Vice President of Human Resources if there are additional questions at 523-5877.

Section 4.0000

ADMINISTRATIVE AND GENERAL GUIDELINES

Employee Computer Access and Usage at Reynolds

How to Obtain Computer Access

Before obtaining an email account and local area network (LAN) account, all full-time and part-time employees must complete the Computer Access Request Form 40-0006, found on the Reynolds Intranet. Completing this request is necessary not only for initial access but any additional levels of access to secure resources.

Information Technology Employee Acceptable Use Agreement

All employees who use the college's information technology resources (from email accounts and network access to hardware and software) must sign the Information Technology Employee Acceptable Use Agreement (Form 40-0009) indicating that they understand and agree to abide by the rules of the college, the Virginia Community College System, and the Commonwealth of Virginia as a user of state resources. These terms govern all access to and use of college software, hardware, databases, information and services. The form can be found on the Reynolds Intranet Forms page, as well as via links on the Help Desk web page.

Security Awareness Training

All college employees must complete security awareness training within 30 days of hire, and renew their training every 12 months. Such annual training is required by the VCCS and the Virginia Information Technology Agency (VITA) of all employees of the Commonwealth of Virginia. The training provides important reminders of the risks and responsibilities inherent in the use of information technology, including every employee's responsibility for ensuring the safe use of college technology resources, protection against computer viruses, identity theft and related cyber security threats, and other issues. The Department of Technology (DOT) requires each full-time and part-time employee to participate in technology security awareness training; this annual requirement is managed by the Department of Technology and employees and their supervisors will be directly contacted by DOT via email.

Library Resources

Employees of the college may use all of the resources found in the libraries on each of the college campuses. An employee ID card will be necessary to check out books, and all employees must follow the same guidelines and rules for library usage as other library patrons. More detailed information can be found at library.reynolds.edu

Help Desk (Technical Support)

The college provides technical support to college employees for the college provided email, Voice Over IP (VOIP) telephones, and any hardware owned by the college, as well as software and database applications managed by the college and the Virginia Community College System, such as the PeopleSoft Student Information System (SIS), Blackboard, and the Administrative Information System (AIS). Requests for assistance can be made via the ReadyDesk ticket system, the Help Desk web page, by telephone (523-5555), or email helpdesk@reynolds.edu. The college cannot provide assistance for personally owned computer hardware or software.

College Websites

The college maintains a number of websites to fulfill its broad educational mission. These include the public website at www.reynolds.edu that presents important information for the general public and students, and the college's intranet https://intranet.reynolds.edu/ where employees can find important information about every aspect of the college. The public website and the Reynolds Intranet are managed by the college's Marketing Department, which has delegated authority to some college departments to maintain select sections of content.

Parking and Parking Tags at Reynolds

Parking Tags

The Department of Police issues faculty and staff parking tags. Parking tags should hang from your review mirror when parking on Reynolds property with the front of the tag (logo and number) facing your windshield. Please remove the tag while operating your vehicle. Virginia law prohibits driving with dangled objects in the review mirror. Parking tags are assigned for the duration of your employment with the college. Each employee will be assigned only one tag. However, you are to register your primary and secondary vehicle on-line HERE. Your parking tag will be sent to you via inter-college mail.

NOTE: if you lose your tag, in accordance with Reynolds Policy 4-39 there will be a $10 reissuance fee.

Downtown Campus Parking (w/ ID Cards)

Student parking is located within the Downtown Campus parking deck located off North 8th Street behind the Downtown Campus building. Faculty and staff parking is located at the Navy Hill parking deck located immediately adjacent to the Philip Morris parking deck off Navy Hill Drive. The hours of operation for both parking decks are 7:30 a.m. until 10:30 p.m., Monday thru Friday and 8:00 a.m. until 4:00 p.m. on Saturday (subject to change based on semester to semester class schedules).

Additional parking is available in lots A and B on 8th Street just east of the I-64 overpass. A current student decal or employee permit is required when parking in either lot.

Access to both the Downtown Campus (DTC) parking deck and the Navy Hill parking deck is obtained through the use of your College ID card. Each ID card is encrypted with specific information relative to the user when it is issued and is downloaded into the college's parking database system. Once your ID card has been issued, it takes approximately 24 to 48 hours to become activated and available for use in the parking deck.

To enter either parking deck, you will need to pull into one of the designated entrance lanes and stop at the card reader/ticket dispenser station. You will need to swipe your ID card thru the magnetic card reader or tap the reader. In a matter of seconds, the information is read and the gate should automatically open and record your entrance into the deck.

Once you have successfully entered the parking deck, you may park in any authorized parking space. When you are ready to leave the parking deck, you will need to swipe your card thru the magnetic reader or tap reader (you must use the same process that you used when you entered the deck) to exit from the deck.

The card access system must show an entrance and an exit for your ID card or you will be unable to enter the deck upon your next visit.

Your ID card will only allow you one access at a time. Your card should not be used by any other individual. These actions may result in your inability to utilize your card for your own personal use. The access system records all transactions and maintains an active file on all cards that have access to the parking deck. Parking in the deck is a privilege and can be suspended or denied due to misconduct or failure to follow parking regulations.

In the event you lose your ID card, the lost card will be deactivated and will need to be replaced with a new card. If you relocate your old card and try to use it to get into the parking deck, it will not work. This will also show up on your record and the old ID card will need to be collected.

Additional information regarding Student and College Personnel ID cards can be found within Reynolds Policy 4-40, Student and College Personnel and ID Cards.

If you experience problems with your ID card allowing you to enter and/or exit either parking deck, please contact the cashier on duty at (804) 523-5465 or the Parking Deck Supervisor at (804) 523-5471.

No overnight parking is permitted.

Downtown Campus Parking (w/o ID Cards)

All individuals who do not have a current activated college ID (i.e. visitors, distance education students, enrolling students, etc.) will be required to pull a ticket from the ticket dispensing machine located in an entry lane. The ticket pulled from the machine will be time and date stamped. Upon preparing to leave the parking deck, these individuals will need to have their ticket validated in order to avoid any parking fees.

The Department of Police is the only location with the authority to validate these tickets. There will be isolated times during the beginning of each semester and for special events that other departments will have the ability to validate tickets. These instances will be handled and directed by the Parking Services Supervisor.

The Department of Police for the Downtown Campus is located on the 1st floor in room 123. If no one is in the office, the individual should contact the Campus Police Dispatcher at (804) 523-5219 and they will dispatch an Officer to meet the individual. All individuals will be required to present a valid picture ID and for the Officer in order to receive a validation sticker. Each individual will also be asked the nature of their business. Once the ticket is validated, the individual will need to present it to the cashier when exiting the parking deck.

If the individual fails to have their ticket validated, they will be presented with three (3) options.

Option 1 - The individual will be allowed to back up if there are no more than 3 cars behind them and return to the Department of Police office to have their ticket validated.

Option 2 - The individual will be charged in accordance with the posted parking fee schedule based on the length of their stay.

Option 3 - In the event the individual does not have sufficient funds to pay the calculated parking fees, they will be required to complete a Customer Shortage form. The individual will need to present their driver's license to the cashier in order to complete the form. The individual will have five (5) days in which to pay the shortage or it will be placed on their student account.

Department of Police

At Reynolds, a safe and secure campus is a high priority. Campus awareness and cooperation, along with guidance and support of a well-trained and professional police staff, help to ensure a positive learning environment. The Reynolds Police Department is the first and currently only Virginia State community college to be accredited by the Virginia Law Enforcement Accreditation Commission.

Reynolds Police Officers undergo the same state mandated training and certification as officers working in cities, counties, and state police. In addition, Reynolds Police Officers are Crisis Intervention Trained (CIT). Reynolds Police Officers have full authority to make arrest, conduct criminal investigations, and perform other police duties.

Reynolds Police Department also employs non-sworn security officers that provide non-emergency services, such as transportation and escorts.

Reynolds Department of Police can be reached at (804) 523-5219 for non-emergency situations and (804) 523-5911 for emergencies.

Identification Card (ID)

To receive a Reynolds Community College ID:

- An individual must be currently enrolled as a student, a college faculty or staff member, or possess an approved affiliation as authorized by the vice president of finance and administration.
- Students, faculty, and staff must have a current Empl ID number.
- An individual must present a valid picture identification, i.e. driver's license, DMV issued identification card, passport, etc.

Key Issuance and Return

All key requests will be submitted online through the use of Form 70-0003, Access Request Form located in the forms section of the Reynolds Intranet. The appropriate department manager will determine the employees under his/her supervision who will be issued a key. Upon separation from the college the separating employee is required to return all College issued keys to the Department of Police. Adjunct faculty must turn in keys at the end of the semester.

Personal Safety and Environmental Safety

The Department of Police is a full service police agency that has the same authority to enforce laws of the Commonwealth on Reynolds property as any other municipal police agency. Officers also assist the Office of Student Affairs in enforcing college policies governing students.

Code Blue Phones are located throughout all campuses and can be found on each campus map

The Department of Police will provide assistance when available for vehicle lockouts and vehicle jump starts.

The department provides training programs for students and employees throughout the calendar year targeting crime prevention, sexual assault prevention, drug and alcohol prevention, and emergency management.

Students and employees are encouraged to report emergencies, crimes, and behaviors of concern to the police department by calling 523-5911.

Emergency Management and Crisis Communications Plan and Training

Reynolds Community College has an approved Crisis Emergency Management Plan and Crisis Communications Plan. In an effort to educate all faculty and staff on "what to do" in case of an emergency, various training sessions sponsored by the Department of Police are offered throughout the year and during new employee orientation. Please register for a training session as soon as possible. If you have any questions prior to attending training, you may contact the Police Emergency

Administrative Lieutenant at 523-5219. On-line training and additional information can be found on the Reynolds website.

Shuttle Services Between Campuses

The Department of Police provides shuttle services from the Downtown Campus to the Parham Road Campus. The current shuttle schedule is located on the Reynolds website.

Escort Services

Department of Police personnel will provide walking escorts to and from parking lots upon request. Requests can be made by calling (804) 523-5219 or asking one of the uniformed officers on patrol.

Blood Borne Pathogens Program and Training

The United States Occupational Safety and Health Administration's (OSHA) standard for Blood Borne Pathogens pertains to employees, while in the performance of their job it can be "reasonably anticipated" that they may be exposed to blood or other potentially infected bodily fluids. Employees in identified positions are required to attend Blood Borne Pathogens training within ten days of employment. If your position qualifies for such training, the college's Office of Human Resources is responsible for notifying your supervisor will coordinate the training effort.

Use of State Vehicles

The college operates and maintains vehicles from two sources: (1) College-owned vehicles and (2) State pool vehicles that are leased to the college for specific use. The College owns and maintains approximately thirty-seven (37) vehicles that are used for the Department of Police, Warehouse/Mail deliveries, and the Facilities Management and Planning department, as well as, student-related activities. The general maintenance of the college vehicles is monitored by the Facilities Management Grounds Maintenance division. However, all repairs to vehicles are performed off-site by qualified automotive shops.

Drivers of all college-owned and/or leased vehicles must possess a valid Virginia driver's license. A reservation may be obtained to reserve a state vehicle by completing Form 27-0005, Campus Van Reservation Form.

Environmental Guidelines at Reynolds

Eating, Drinking or Smoking in College Facilities

In order to provide a welcoming, healthy, and clean environment for all college students, faculty and employees, you are asked to adhere to the following:

- Smoking is prohibited inside all college facilities.

- Eating and drinking are prohibited in the college's instructional laboratories, unless exceptions are approved by the Vice President of Finance and Administration or Vice President of Community College Workforce Alliance.
- Eating and drinking are prohibited in The Jeanette S. Lipman Auditorium of the Massey Library Technology Center on the Parham Road Campus.

Reynolds Policy 4-03, Eating, Drinking or Smoking in College Facilities provides additional information on eating, drinking and smoking on campus.

Children and Non-Students on Campus

The college is committed to maintaining an environment that is conducive to teaching and learning. In compliance with this commitment, the college prohibits children in classrooms and laboratories. This policy statement focuses on the responsibility of adults to control the behavior of children. Reynolds Policy 4-31, Children and Non-Students on Campus provides guidance on children on campus.

Solicitation of Funds

The Office of Institutional Advancement is responsible for coordination of all fund-raising activities performed in the name of the college. Fund-raising is defined as activities that are designed to solicit external resources from businesses, organizations, and private individuals. Furthermore, outside individuals or companies are not permitted to sell or solicit funds from faculty, staff or students without the expressed permission from the College President or the Vice President of Finance and Administration. Reynolds Policy 4-33, Fund Raising provides guidelines for fund raising on campus.

Conserving Electricity and Water

The Environmental Sustainability Committee (ESC) was created to explore ways that would enable the college to become a good global citizen for its environment; to provide information and training to faculty and staff; to raise awareness of how the college, its employees, and students might contribute to a cleaner and healthier environment; to review the VCCS Environmental Sustainability Task Force recommendations and determine what key elements might be implemented by Reynolds; and to identify and recommend to the Cabinet pragmatic strategies that would contribute to a cleaner environment.

The college and the ESC have established a Green Team, an employee organization to help promote a more environmental sustainability. The Team sponsors environmental sustainability projects and seminars on campus. All employees are eligible to join. Contact the ESC for more information.

You can help conserve resources every day with these three simple acts:

- Limit the amount of paper used for handouts and tests
- Last person to exit a classroom, conference room or office – **TURN OFF THE LIGHTS**!
- See a faucet dripping or running – **TURN OFF THE FAUCET**!

Let's all do our part to save the world's precious resources!!

Need Something Fixed? Requesting Maintenance Services

The submission, scheduling and monitoring of all work order requests and preventive maintenance tasks are handled through the college web-based work order system. The work order system is designed to separate each work order request according to the requested division. For example, all work orders for the Downtown Campus custodial department will be assigned only to that department. Additional information required with the completion of a work order request includes priority level, description of request, specific location, etc. Upon submission by the end user, the Work Order System will send an e-mail to the supervisor responsible for the campus department so it can be assigned to a technician in a timely fashion depending on the urgency of the request. A work order request may be submitted via the following link: Maintenance Request Form or you may contact the Facilities Management and Planning Department at (804) 523-5790 or 523-5791.

Telephones and Other Communication Devices

The college telephone system, including cell phones and fax machines, is available to conduct college business only. Accepting access to the telephone system carries an associated expectation of responsibility and appropriate use. Abuse of the college telephone system, including charging personal long distance calls and faxes, and use of cell phones for non-college business, will result in formal disciplinary action which may include termination. Procedures for proper use of electronic devices on campus can be found in Reynolds Policy 2-19, Electronic Devices On Campus.

Other Important Matters to the Adjunct Faculty Member

Use of College Facilities by External Groups

The primary purpose of Reynolds facilities is to support the college's instructional and student services programs. Normally, our facilities will be in use for the day and evening programs of the college for six days per week (Monday through Saturday). Credit classes, non-credit classes, student life activities, student club and organization activities, student extracurricular activities, faculty/staff activities, and governing board and advisory committee activities are the highest priorities for the use of college facilities.

Insofar as possible and practicable, the facilities may be available for use by external groups provided that events do not interfere with the college's instructional and student services programs. External groups may be charged a facilities rental fee and applicable service fees.

The facilities rental office serves as a single point of contact for all external groups, and coordinates all arrangements with the appropriate campus, division, and department contacts. Any college employee

receiving inquiries about facility use will refer the external group to the facilities rental office. The facilities rental office will ensure that fee policies are consistently applied and that the use of facilities is appropriately coordinated with the relevant campus contacts. Reynolds Policy 4-11, Event Planning and Facilities Rental Management provides additional guidance on event planning and facilities rental at Reynolds.

Uniforms

It is the college's intent to ensure that designated employees engaged in custodial services, maintenance, grounds, and Department of Police activities on the campuses can be easily identified by their coworkers and by the college's faculty, staff, students, and the general public as needed for assistance. To achieve this goal, Reynolds has instituted a uniform policy for those employees assigned to the above departments. Reynolds Policy 3-24, Employee Uniforms provides guidance on employee uniforms.

Illness and Death Acknowledgements

The Office of the President and Reynolds Human Resources should be notified as soon as possible in the event of hospitalization or death of an employee, family member, or other individual with an affiliation to the college. The supervisor should contact the Associate Vice President of Human Resources directly to provide the necessary information.

Unless contrary to the wishes of the employee and/or the employee's family, an acknowledgment that may include flowers, gift baskets, or where appropriate, donations to legitimate charities, will be sent in the event of hospitalization or death of a full-time or part-time employee or death of a member of a college employee's family in the name of Reynolds Community College by the Office of the President. Review Reynolds Policy 4-16, Illness and Death Acknowledgement for additional information.

Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located in §2.2-3700 et. seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

To request records from Reynolds Community College or ask questions about requesting records, you may contact:

Amelia M. Bradshaw,
Vice President of Finance and Administration
(804) 523-5132
FOIA@reynolds.edu

Or submit a written request to:
Reynolds Community College
P. O. Box 85622
Richmond, Virginia 23285-5622
(804) 523-5097 – Fax
FOIA@reynolds.edu

In addition, the Freedom of Information Advisory Council is available to answer any questions citizens may have about FOIA. The Council may be contacted by E-mail at foiacouncil@leg.state.va.us by phone at (804) 225-3056 or toll free at (866) 448-4100.

NOTE: Matters requiring an official college response should be referred to the **Office of Communications**.

Employee Participation in College-sponsored Off-Campus Activities

College-sponsored off-campus activities including co-curricular, instructional, and non-instructional are sponsored by Reynolds to provide more enriching experiences to students. Frequently, faculty and staff are invited to participate in these non-work related opportunities. Faculty and staff who participate in these activities as part of their regular duties and responsibilities are considered "employees" and serve in an official capacity to represent the college.

Faculty and staff who voluntarily participate as invitees are not considered "employees" and do not serve in an official capacity representing the college. Reynolds Policy 1-29, Participation in College-sponsored Off-Campus Activities provides additional information on participation in college sponsored off-campus activities.

Section 5.0000

SERVING OUR STUDENTS

Working with Students at Reynolds

Services of the Offices of Enrollment Management

The Office of Enrollment Management provides leadership and collaboration of strategic efforts to stabilize and grow enrollment. Enrollment Management examines the various phases of the student lifecycle and works with internal and external stakeholders to identify and maximize opportunities that positively impact recruitment, retention and completion in the Reynolds service region. Enrollment Management provides direct leadership to the offices and functions of Admissions, Financial Aid, Registrar, and Testing Services, at the Parham, Downtown and Goochland campuses.

Admissions Process and Procedures (Policy 1-11)

Reynolds Community College provides access to a college education for all individuals, provided they meet criteria and demonstrate the ability to benefit from a college education. The various types of individuals that may qualify for general admission to the college: high school graduates or the equivalent, non-high school graduates who demonstrate the ability to benefit, international students who meet certain visa criteria and college standards. Other students that may enroll include: students enrolled at another college who are interested in short-term enrollment (transient students), high school students that demonstrate college readiness and who have the appropriate permission from parents and school districts. Additional criteria may apply to specific programs. In addition, the college reserves the right to deny admission to students when it is not in the best interest of the institution, or who may pose a potential threat to the college. For information regarding admissions polies and its procedures review Reynolds Policy 1-11, Admissions.

Tuition (General, Senior Citizen, etc.)

Tuition is set annually by the State Board for Community Colleges. Information regarding the current year tuition may be obtained at the College's Business Office or on the College's website.

Student Attendance (Policy 1-3)

Students are responsible for their enrollment in a course and must comply with all institutional obligations and institutional deadlines before being enrolled in a course. Students wishing to drop from a course should visit the Registrar's Office or complete the transaction using the Student Information System at MyREYNOLDS by the published deadline. Students wishing to withdraw from a course or courses should complete the appropriate form by the published deadline to report their withdrawal. Students receiving financial aid, should consult with the financial aid office prior to submitting a withdrawal form. Completed withdrawal forms should be submitted in the Registrar's Office.

Students who do not submit the appropriate forms or attend classes within the guidelines outlined in this policy may have an adverse transaction occur on their record, which may include removal from the course, or a grade of W, F, or U in the course. An exception to these actions would occur if the student has contacted the instructor and provided a reason that is accepted by the faculty member.

Faculty members are expected to provide students with both the institutional and classroom attendance requirements for the course on the course syllabus. This includes distance learning courses. Attendance requirements should be reviewed with students during the first class meeting for the term. Faculty members are also expected to keep a daily record of attendance and should reconcile their class roster weekly through the first 15% of their course. In the case where a student is present in the class and not on an official class roster, the faculty member must refer that student to register online for that course. If this occurs after the last day to add a course, the student must submit a completed Late Add request form to the Registrar's Office, see Reynolds Policy 1-37, Late Registration and Reynolds Policy 1-3, Student Attendance for additional information.

Course Withdrawals (Policy 1-10)

After the Add/Drop period and within the first 60% of a semester or term, a student may withdraw from a course without academic penalty and receive a grade of W for each withdrawn course. After that time, students shall receive a grade of "F" except under mitigating circumstances that must be documented.

After the sixty percent (60%) point within a semester, term, or course, students may not withdraw and receive a 'W' without mitigating circumstances. Students who attempt to withdraw in the Student Information System (SIS) shall receive a grade of 'F'. In instances of mitigating circumstances, students may request a withdrawal after the sixty percent (60%) point within a term by submitting a request for late withdrawal. Examples of mitigating circumstances include extended absence due to medical reasons, extended absence due to family emergencies, or the like. Students must provide documentation that supports such a request. All requests for late withdrawals shall be approved by the Academic Standing Committee.

Late withdrawal requests may be granted for one or more courses within a term, based on the impact of extenuating circumstances on the student's course(s). Student academic performance in class prior to the student's last date of attendance may be considered in the decision regarding a late withdrawal request.

Late withdrawal requests must be submitted by the following dates:

a. January 30th for the previous fall semester
b. June 30th for the previous spring semester
c. September 30th for the previous summer term

Course withdrawals should be presented in person or by the student's authorized representative. Reynolds Policy 1-10, Student Initiated Withdrawal From a Course(s) for additional information on course withdrawals, or procedure information.

Grading

Several policies guide the management of grades at the College. College faculty and staff should be informed of the following policies:

- Reynolds Policy 1-7, Incomplete Grade
- Reynolds Policy 2-6, Grades Plan

Effective Catalog Year (Policy 1-20)

The catalog that will be used to review a student's progress toward completion of program requirements and certification for graduation will be the catalog in effect at the time of the student's initial matriculation into the program or any subsequent catalog in effect during the time of the student's enrollment in the program so long as:

- There has not been a break in enrollment at Reynolds for three consecutive semesters; or
- The catalog is no more than seven years old at the time of graduation.

In the event that these criteria have not been met, the following may occur, the catalog in effect at the time that the student returns to the College will be in effect. If the catalog is more than seven years old, then the current catalog, or any other catalog that is no more than seven years old becomes the catalog that is in effect. The catalog should be chosen by the student in consultation with the program head or curricular advisor; with the program head having the final determination of appropriate catalog year. Wherever possible, substitutions will be utilized to maximize the usage of previously-taken courses while maintaining the integrity of the degree. For more information regarding the procedures for selecting the appropriate catalog year, review Reynolds Policy 1-20, Effective Catalog Year or refer to the college catalog, under "Graduation Requirements and Procedures".

Financial Aid

The Office of Financial Aid administers financial aid programs in accordance with policies and guidelines established by the federal government, the Commonwealth of Virginia, and Reynolds Community College. Care is given to ensure that there is a reasonable and equitable distribution of the limited funds available to students enrolled at the College. Additional information regarding the financial aid programs administered by the college can be found on the Reynolds website.

Academic Honors

The College offers opportunities for students to be recognized for their academic efforts. Both curricular and non-curricular students are eligible for the President's Honor Roll and Dean's List. For more information on the President's Honor Roll or Dean's List, refer to Policy 1-23 Student Academic Honors and Recognition. In addition to academic honors awarded on a semester basis, students graduating from an AA, AS, AAA, AAS, or certificate program may earn academic honors that include:

Cumulative Grade Point Average	Honor
3.200	Cum Laude (with honor)
3.500	Magna Cum Laude (with high honor)
3.800	Summa Cum Laude (with highest honor)

Student Privacy and Release of Student Information (Policy 1-26)

The College complies with federal and state law regarding student confidentiality. Reynolds Policy 1-26 Student Privacy and Release of Student Information provides both faculty and staff guidance on when it is appropriate to release student information.

Student Scholarship Programs

Reynolds Community College offers a variety of scholarships to students with diverse interests and backgrounds. Scholarship information can be found on the Reynolds website or by contacting the Office of Institutional Advancement at (804) 523-5813.

Services of the Office of Student Affairs

The Office of Student Affairs is the central office within the Division of Student Affairs. Housing the Dean of Students, Associate Dean of Advising Services, and the Director of Student Affairs Operations, the office provides leadership and oversight to the Accommodations Offices, Advising Services Centers, Career and Transfer Services, First-Year Initiatives, Library, Information Services and Academic Support, Retention Services, Student Life and Wrap Around Support Services (Single Stop). In addition to oversight of these services, the Office of Student Affairs handles all student issues, which include student conduct, academic honesty, and other crisis matters. Click HERE for additional information on all student services at Reynold or call (804) 523-5025.

Statement of Student Rights and Responsibilities

The statement of rights and responsibilities clarifies rights the student may expect to enjoy as a member of the student body of a community college and the obligations admission to the college places upon the student. Application for admission to a community college represents the prospective student's voluntary decision to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the community colleges and rules and regulations of the State Board for Community Colleges. In turn, college approval of that application represents the extension of a privilege to join the college community and to remain a part of it, so long as the student meets the required academic and behavioral standards of the college system. The current editions of the College Catalog and Student Handbook contain a statement on student rights and responsibilities. The statement on student rights and responsibilities can also be found on the Reynolds website.

Student Conduct (Policy 1-35)

Students are expected to obey the law, show respect for properly constituted authority, perform contractual obligations, maintain integrity and high standards in academic work, and observe a standard of conduct appropriate for the college. Proper conduct is expected while on campus, off campus at college leased or owned facilities, or attending activities that are sponsored, initiated, authorized, or supervised by Reynolds Community College.

Disciplinary action will be taken when any student, group of students, or student organization:

- Fails to observe the general standards of conduct or any specific policy, rule, regulation, or procedure adopted by the college.
- Acts in a manner not in the best interest of the college community.

In all proceedings, the principle of due process is guaranteed to the student.

A student who violates federal, state, or local criminal or civil laws while on campus; off campus at college-leased facilities; or attending any activities that are sponsored, initiated, authorized, or supervised by Reynolds Community College; or when representing the college will be referred to local authorities. In addition, the student may be subject to disciplinary proceedings by the college. The college reserves the right to take immediate action should the presence of the student on campus be considered a serious and substantial danger to the operation of the college or to the welfare of the college community.

Certain criminal or civil offenses, although not committed while a student is on campus, off campus at college-leased facilities, or attending any activities that are sponsored, initiated, authorized, or supervised by Reynolds Community College; or when representing the college, may by their very nature pose a serious and substantial danger to the college community. In such cases, the college reserves the right to take appropriate disciplinary action.

Persons not enrolled officially in the college, who by their actions on campus violate their status as invited guests, are subject to the relevant sanctions of the penal code of the Commonwealth of Virginia.

Reynolds Policy 1-35, Student Conduct provides additional information on student conduct on campus.

Academic Honesty (Policy 2-7)

Students are expected to conduct themselves in an honorable manner in all academic work. Reynolds Community College (Reynolds) is committed to ensuring that the integrity of all academic programs and community members is not violated. Students found in violation of this policy will be sanctioned appropriately. Academic Dishonesty includes, but is not limited to the following:

Cheating: The intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include:

- Copying or using notes, examinations, or instructional material during examinations, tests, or quizzes.
- Using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation.
- Obtaining, using, or possessing unauthorized copies of an examination or receiving unauthorized information regarding examinations.
- Submitting another's project as one's own.
- Having an examination taken by a second party.
- Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.
- Writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam.

Plagiarism: The presentation as new and original an idea or product derived from an existing source without properly citing the source of the material. Examples of plagiarism include:

- Duplicating an author's work (in part or whole) without quotation marks and/or accurate citations.
- Duplicating an author's words or phrases with accurate citations, but without quotation marks.
- Using an author's idea(s) in paraphrase without accurate citation(s).
- Submitting, without quotation marks, a paper in which exact words are merely rearranged even though cited.

Facilitating academic dishonesty: The intentionally committing or attempting to help another to commit an act of academic dishonesty. Several common forms are:

- Completing, in whole or part, an examination or project in the name of someone else.
- Permitting another student to copy one's work during an examination, test, or quiz.
- Permitting another student to copy one's written work whenever the work is to receive a grade.
- Illicitly collaborating with another individual or individuals in the completion of course assignments.
- Taking an examination for someone else.
- Giving a test question or questions to anyone else.
- Writing all or part of a paper for another student.
- Selling or purchasing all or part of examinations, papers, or other assignments.

Other Forms of Academic Dishonesty

- Submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses.
- Fabrication: Intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise.

Procedures regarding how to address alleged academic honesty cases can be found in Reynolds Policy 2-07, Academic Honesty.

Classroom Interruptions, Electronic Devices, etc. (Policy 2-18)

Classroom time will be reserved for instructional activities only. Faculty members have the discretion to determine what is appropriate classroom behavior for their class(es). Faculty members have the discretion to address disruptive student classroom behavior or medical emergencies in the classroom and are encouraged to immediately contact the Department of Police if a student is exhibiting unusual, suspicious, disruptive, or threatening behavior during classroom instruction. Administrative announcements and other administrative and maintenance activities not related to instruction will be permitted during classroom time only when absolutely necessary and then only when other methods of accomplishing the desired result are not practical.

Law enforcement officers wishing to serve papers on a student will be referred to the college's Chief of Police.

Newspaper, television, or radio reporters will not be permitted in the classroom during scheduled instructional time unless initiated by the faculty member involved and with prior approval of the vice president of academic affairs, school dean, and students.

All matters related to working with the news media should be coordinated with the Office of Public Relations.

The Department of Police will be responsible for handling all emergency situations and visitation of law enforcement officers to the college. Review Reynolds Policy 2-18, Classroom Interruptions for guidelines and procedures regarding classroom interruptions.

Assisting Students with Disabilities (Policy 1-15)

Reynolds Community College is committed to providing students access to higher education through the delivery of reasonable accommodations and services to students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The college's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

All qualified students with disabilities are guaranteed, by law, a learning environment that provides reasonable accommodation for the disability. Qualified students are students who, with or without accommodations, meet requirements for admission in an educational program, service, or activity.

Students, faculty, and staff are required to utilize Reynolds Policy 1-15, Eligibility of Students with Disabilities to Receive Accommodations and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services.

Accommodation requests and services provided to students are not retroactive. Please review Reynolds Policy 1-15, Eligibility of Students with Disabilities to Receive Accommodations for helpful information.

Student Sexual Misconduct (Policy 4-17)

Reynolds Community College will not tolerate sexual misconduct inclusive of sexual assault, sexual harassment and verbal misconduct, in any form, including acquaintance rape by any student toward another student, members of the faculty or staff, other employee/non-employee, or campus visitors. These charges are a serious violation of the college's regulations, punishable through sanctions. Moreover, it is a crime subject to both criminal and civil legal actions. Reynolds Policy 4-17, Title IX-Sexual Misconduct provides procedures and guidance on sexual misconduct. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college policy.

Reynolds Policy 4-17, Title IX-Sexual Misconduct is applicable to students on campus, off campus at college-leased facilities, or attending any activities that are sponsored, initiated, authorized, or supervised by Reynolds Community College. Faculty or staff who become aware of any allegations of sexual misconduct must contact the Office of Student Affairs immediately by using the following contact information:

Title IX Coordinator:	Dean of Students Georgiadis Hall (804) 523-5296 TIX@reynolds.edu

Student Appeals of Academic and / or Administrative Decisions (Policy 1-12)

Students who believe that a decision or action by the College negatively impacts them have the opportunity to address the matter through the College's grievance process. These decisions or actions may be academic or non-academic in nature.

Reynolds Community College applies substantive and procedural due process in all matters pertaining to the rights of students. The academic grievance procedure must be initiated within thirty (30) calendar days after the official last day of instruction (including the exam period) for the semester or term in which the incident occurred. Non-academic grievances must be initiated within thirty (30) calendar days after the incident occurred. Reynolds Policy 1-12, Student Appeal of Academic and/or Administrative Decisions provides a review of the college's grievance procedures.

Expressive Activity (Policy 1-38)

Reynolds property is primarily dedicated to academic, student life, and administrative functions. It represents the "marketplace of ideas," and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Reynolds shall place restrictions on expressive

activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including meetings, speeches, demonstrations, and the distribution of literature. Reynolds Policy 1-38, Expressive Activity provides guidance and procedures on expressive activity on campus.

Threat Assessment / Behavioral Intervention (Policy 1-22)

At times, a student's behavior may be of concern. The College has established a behavioral intervention team to review cases and make recommendations to students of concerns in order to address those things that are contributing to the behavior. If there is a student of concern, please contact the Office of Student Affairs, or the Reynolds Police Department for assistance. Reynolds Policy 1-22, Behavioral Intervention provides guidance and procedures on student behavioral concerns.

Section 6.0000

Financial Operations

Budget Preparation and Management

The operation of the college is funded by various revenue sources which include general funds from the Commonwealth of Virginia General Assembly; tuition and fees as approved by the General Assembly; grants from Federal, Commonwealth, and private sources; vending income; and locality contributions.

The college fiscal year is from July 1 through June 30. The college budget preparation process involves input from the college managers to their respective vice president or associate vice president. There are multiple reviews at various levels prior to the budget presentation to the Executive Cabinet of the college for discussion, revisions and final approval. The budget preparation process is managed by the Budget Manager.

Financial reports are provided monthly to college department managers and Executive Cabinet members for review. Each manager is required to review departmental records of budgetary actions, expenditure commitments, and expenditures to ensure funds are available in the departmental budget before initiating any procurement or personnel actions. The Budget Office provides assistance and training to the college department managers. All questions relating to budget and reporting should be directed to the Budget Manager. Additional information can be found on the Reynolds Intranet.

Travel Request, Travel Advance and Mileage Reimbursement

The college reimburses employees traveling on official college business for reasonable and necessary expenses incurred, subject to budget availability.

At the discretion of the college and/or department managers, stricter guidelines for enforcement of travel procedures and regulations may be imposed. Employees should check with their department managers prior to finalizing travel plans.

All travel is subject to the rules and regulations stipulated in the Commonwealth's Accounting Policies and Procedures (CAPP) Manual, Topic # 20335. The traveler must refer to the manual prior to making any travel arrangements. Travel made not in accordance with the manual will not be reimbursed. The Accounting office can provide additional assistance.

It is the traveler's responsibility to make all travel arrangements, which may include vehicle or alternate transportation reservations as well as lodging reservations. The traveler must make reasonable effort to secure the most cost beneficial means of travel for the college.

For State funds, Chrome River pre-approval is required for all overnight and/or out-of-town travel. The pre-approval should include lodging, transportation, meals, conference registration (even if prepaid) and

any other travel costs or fees. For Local/Vending funds, all overnight and/or out of town travel, the college requires the traveler to complete the Chrome River pre-approval.

Form 32-0002 provides the traveler with an option to request a travel advance, registration fee or hotel deposit payment prior to the approved travel. Sufficient time must be allowed for the Accounting office to prepare a travel advance check and/or payments. Form 32-0002 can be found in the forms section on the Reynolds Intranet.

Travel involving four (4) or more employees (presenters as well as attendees) from the college to a single travel destination must be approved in advance by the college President. This includes events held in the Richmond area but excludes VCCS events which have a blanket approval to allow more than four (4) employees to attend the event.

If five (5) or more employees plan to attend the same training, seminar or workshop, the department must perform a cost benefit analysis to determine whether an on-site trainer is less costly than allowing the employees to attend the event. This includes events held in the Richmond area. The cost benefit analysis must be submitted to the Accounting department and the on-line Proposed Travel Form must be completed by each employee traveling. Approval by the college President is also required.

The college has specific reimbursement procedures which must be followed in order for travel reimbursement to be approved.

- State Funds – Chrome River is the college's comprehensive travel expense reimbursement tool. This system allows college employees to manage pre-approvals, track expense reports, run reports, and submit and receive reimbursements in the most cost-effective, timely and efficient manner possible. Reynolds travelers who paid for pre-authorized business-related travel expenses with personal funds may be reimbursed in accordance with policy utilizing this system. Reimbursement requests should be submitted within 30 days from return of travel. All reimbursement requests must be accompanied by receipts and/or supporting documentation. Failure to include any required documentation may unnecessarily delay the reimbursement.
- Local/Vending Funds - Form 32-0001 – Travel Expense Reimbursement Voucher must be submitted to the employee's supervisor within five (5) business days after the last day of travel. The supervisor must submit the signed and approved Travel Expense Reimbursement Voucher to the accounting department within three (3) business days of receipt from employee. The traveler is responsible for the legibility and completeness of Travel Expense Reimbursement Vouchers. Neglecting to examine and enter necessary information may result in the return of the unpaid vouchers to the traveler.
- The balance of any travel advance is due back to the college within 30 days after receipt of the advance.

Business travel mileage can only be reimbursed subject to availability of the departmental budget and approval of the department manager. Reimbursement is not allowed for commuting mileage.

Additional information can be found on the Department of Accounts website and the Financial Operations section of the Reynolds Intranet.

Purchasing

There are specific policies and procedures for the purchase, receipt and distribution of all goods and services. The Shared Services Center Procurement Office is the coordinating and implementing office for the policies and procedures. Questions on obtaining goods and services should be directed to this office.

The goal of the college is to obtain the highest quality goods and services, at the lowest reasonable cost necessary to conduct the business of the college and to support the faculty, staff, and students in aid of the college's instructional, research, and public service programs.

All purchases must be processed electronically using the Commonwealth of Virginia's electronic procurement solution system (eVA) unless specifically exempted. Additional information can be found in the Financial Operations section of the Reynolds Intranet.

Small Purchase Charge Card (SPCC)

The college has established policies and procedures for use of a Small Purchase charge card. The use of the card streamlines the procurement and payment processes for small purchases generally (under $5,000). The charge card shall only be used to purchase low dollar goods and services within the established per transaction limitation of the users card.

SPCC purchases are limited to the single quote limit, which is $5,000 or less per transaction. All purchases on the small purchase charge card shall be placed in eVA. Order-splitting, for any reason, to facilitate the procurement of a good or service using the Charge Card is strictly forbidden. Each charge card user is required to reconcile and obtain approval of their monthly expenditures by the designated due date. Additional information can be found in the Financial Operations section of the Reynolds Intranet.

Institutional Memberships

Institutional and accreditation memberships are centrally funded in the membership budget. Requests for memberships are included during the annual budget development process. Individual or departmental memberships that do not benefit the college as a whole are funded from the departmental budget allocation based on availability. All questions relating to institutional memberships should be directed to the Budget Manager.

Receipt of Money

Employees receiving funds on behalf of the college must forward monies to a campus business office or to the Central Business office within 24 hours of receipt. Employees will be asked to provide the accounting information for which the funds are to be credited. If unknown, the business office staff will provide assistance.

Grants and Acceptance of Gifts

The college receives grants of funds from public and private sources to support its programs and services. The Grants office provides support to advance the college's goals through identification, cultivation, and solicitation of financial support.

Responsibility for the coordination of grant submissions and management of awards is through the grants administrator or through the executive director of the J. Sargeant Reynolds Community College Educational Foundation, when applicable.

Since some foundations and agencies consider only one proposal per institution within a given period, the need for such coordination is particularly important prior to contact with external sources. A database is maintained by the Grants office regarding prospective funding sources, as well as awarded grants, in order to avoid overlap of solicitations.

Faculty or staff seeking external funding should verify with the grants administrator that there is no duplication of contacts on behalf of the college.

Conflict of Interests

State employees are in a position of public trust and are not to accept gifts, gratuities, favors or rewards for any services performed in connection with State employment. In addition, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for an appointment, promotion, or special privilege with the college or any other State agency.

Employees are prohibited from using information gained while performing their job to influence or further their own personal interests. In addition, employees that have the ability to perform procurement transactions are covered by the Ethics in Public Contracting Act ("Procurement Act"). Further information on this act can be obtained by contacting the Purchasing Manager.

The college requires also that its Officers and Directors complete and file Statement of Economic Interest forms on an annual basis. This is done to further reinforce the college's commitment to creating a "no conflict of interests" environment. Additional information can be found in the Financial Operations section of the Reynolds Intranet.

Campus Business Offices

The Business Offices provides the services below:

- Collects tuition payments and record payments on student's accounts.
- Collects student obligation payments.
- Processes third party charges for tuition payment.
- Collects payments for Student Life activities or events.
- Collects funds on behalf of student organizations i.e. fund raising events, club dues etc.
- Provide information on student accounts.

Additional information can be found in the Financial Operations section of the Reynolds Intranet.

An entity or individual who has entered into a contractual agreement to provide goods or services to the college, and meets the following criteria:

- Form 35-0802 –Agreement For Instructional Services Rendered By Independent Contractor is completed, signed and on file with Reynolds Office of Human Resources
- Form 35-0803 –Agreement For Non-Instructional Services Rendered By Independent Contractor is completed, signed and on file with Reynolds's Office of Human Resources
- Is not currently an employee of the college
- Has no expectation of becoming an employee at the end of contractual service
- Rely upon own expertise rather than following specific instructions from the department regarding performance of the required work
- Performed the work to the specifications of, but not under the direction of, a college employee or student
- Payment for Independent Contractors will be paid through the Accounts Payable Department and subject to all payable processes.

Risk Management and Liability

The college participates in a statewide risk management program that covers faculty and staff, as well as physical properties. Coverage is included for:

- Real and personal property
- Boilers and machinery
- Fine arts
- Tort liability and medical payments arising from operation of State vehicles
- Liability insurance for State employees, including medical malpractice
- Workers' Compensation

The college Accounting Manager coordinates the risk management programs for the college with the exception of Workers' Compensation which is handled by the Office of Human Resources.

Personal injury and loss or damage to college property should be reported to the Department of Police. In response to such occurrences, the foremost responsibility of all college employees shall be to preserve and protect life and property. The filing of an Incident Report to the Department of Police shall document the facts and circumstances pertaining to such events.

Employee accidents also need to be documented on Form 35-0031, signed by the Supervisor and submitted to Human Resources within twenty-four (24) hours of the accident or injury. Employee accidents may result in a Workers' Compensation claim and proper documentation is necessary.

The reviews of the submitted Incident Reports may result in follow up with individuals to coordinate filing with risk management organizations. Under certain circumstances the college may be eligible to file for insurance reimbursement for sustained material losses. Employees should contact the college Accounting Manager for further information.

Accidents that involve college vehicles must be reported to the State Police, Reynolds Department of Police, and Financial Operations. Each college vehicle contains information and procedures to follow when experiencing a vehicle accident. The information can be found in the glove compartment of each college vehicle. Additional information can be found in the Financial Operations section of the Reynolds Intranet.

…End of Adjunct Teaching Faculty Employee Handbook