

SAMPSON COMMUNITY COLLEGE

Quick Reference Guide:

Recently Adopted Policies and Procedures



Table of Contents

ACADEMIC POLICIES	4
Academic Misconduct	5
Credit By Examination	6
Credit for Prior Learning.....	7
Curriculum Program Applications and Curriculum Revisions Policy	8
Intellectual Property Rights Policy.....	11
Removal of Incomplete Grades	12
Substantive Change Notification Policy.....	13
Transfer Credit Policy	17
Withdrawal Policy	18
ADMINISTRATIVE POLICIES	19
Academic Assistance Program	20
Background and Criminal Records Checks	25
Communicable Disease	26
Conflicts Of Interest and Gift Policy.....	29
Department of Defense Voluntary Education Partnership Policy	31
Electronic Signature Policy.....	36
Foreign National Policy	37
Human Resource, Safety, and Security Compliance Training Policy	41
Investment Management Policy	42
Leave - Annual	43
Leave - Civil	44
Leave - Community Service Leave	45
Leave - Compensatory.....	47
Leave - Educational.....	48
Leave - Family and Medical.....	50
Leave - Holidays.....	53
Leave - Military.....	54
Leave - Paid Parental Leave	56
Leave - Personal (Instructional) Policy	59
Leave - Personal Observance Policy	60
Leave - Sick.....	62
Leave - Voluntary Shared	64

Leave - Without Pay66
Naming Rights - Advancement67
Policy for Posthumous Recognition of a Student.....70
Secondary Employment71
Secondary Employment Approval Form.....72
Service Awards Policy.....73
Sound Fiscal Management Practice74
Tobacco Use Policy75
Vaccinations Requirements Employees and Students Policy76

ACADEMIC POLICIES





Academic Misconduct

Academic Misconduct Subject to Disciplinary Action

Academic misconduct is defined to include but is not limited to:

1. **Plagiarism:** The intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgment; b) using direct quotes of material without proper acknowledgment; c) purchasing or using a paper or presentation, in whole or in part, written or produced by another person; or d) submitting a previously submitted assignment without permission (self-plagiarism). If a student is uncertain about what constitutes plagiarism, they should discuss with their instructor prior to the assignment deadline.
2. **Cheating:** Using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; submitting a written work, other artistic work, or assignment that was created or generated, in whole or in part, by an artificial intelligence tool, platform, or software as one's own work; or having someone take one's exam and submitting it as their own.
3. **Aiding Acts of Academic Dishonesty:** Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

Approved: April 26, 2023

Effective: Fall 2023



Credit By Examination

Approved standardized and challenge examination programs may allow students to receive credit (in lieu of course work) toward the completion of a certificate, diploma, or degree. These examination programs are subject to the following conditions:

1. Credit will not be awarded when equivalent degree credit has been granted for regular course work.
2. Credit by examination may not be attempted if the student has acceptable college credit for more advanced courses or for courses that include material similar to a course for which college credit has already been received.
3. Students successfully completing a standardized examination will have a grade of “CE” recorded on the official transcript. This designation does not earn grade points but earns credit hours toward program completion.
4. The course(s) must be a curriculum course on record with the Registrar’s Office as a course approved for credit by examination.
5. Credit by Exam must be approved by the Vice President of Academic & Student Affairs and kept on file in the Registrar’s office.

Standardized Examinations

Sampson Community College participates in the advanced placement programs of the College Entrance Examination Board. An entering student who scores 3 or above on the Advanced Placement (AP) test will receive appropriate course credit. Students taking Advanced Placement tests should have the score reports sent to the Registrar’s Office for evaluation concerning placement and credit.

Students may also receive course credit by achieving a passing score on one of the College- Level Examination Program (CLEP) tests. Students interested in receiving further information concerning these examinations, required minimum scores, course equivalents, and credits awarded should contact the Registrar.

Challenge Examinations

The College recognizes that some students may already have achieved the objectives of certain courses in a selected curriculum by means of special studies or experiences. Students may petition to receive credit in selected courses by special examinations referred to as challenge examinations developed by College faculty. The College does not allow transferrable courses to be challenged.

Students interested in this opportunity must submit a request to their department chair and schedule the examination. A student may challenge a course only once. Unsuccessful attempts are not recorded on the transcript. Approved challenge examinations must be on record in the Registrar’s Office before credit will be awarded.

Approved: April 26, 2023
Effective: Fall 2023



Credit for Prior Learning

<https://www.nccommunitycolleges.edu/sbcccode/subchapter-800-credit-prior-learning>

Based on 1D SBCCC 800.2 General Provisions

(g) CPL cannot be used to satisfy the college's institutional credit requirements, which prescribes the minimum percentage of credit hours a student must earn through instruction offered by the institution awarding the credential. No greater than seventy five percent (75%) of the credit hours required for graduation from a curriculum program of study may be earned through CPL.

Experiential Learning Policy (Prior Learning)

When a student's experience through employment, training, and/or certifications provided by non-collegiate institutions (e.g., public and/or military services) parallels course work in the student's program of study, the student may request experiential learning credit. SCC will evaluate and award credits for prior experiential learning when sufficient documentation demonstrates the student has achieved all outcomes for specific courses in a degree program. Students may receive experiential learning credit toward degree completion under the following conditions:

1. The student must submit a written request to the appropriate Department Chair. The request must include specific courses and sufficient justification for each course for which experiential credit is requested. Copies of certificates, licenses, job descriptions, letters from supervisors and/or former employers, and any other documentation deemed appropriate must support the request.
2. The Department Chair will meet with the student (if necessary) to review the request and all supporting documents. Documentation will be compared with the course description and the course's syllabus and competencies. If credit for experiential learning is recommended, the Department Chair will forward their rationale for awarding credit to the Division Chair, then to the Vice President of Academic & Student Affairs further review.
3. If experiential learning credit is approved, the Vice President of Academic & Student Affairs will submit a statement of approval documenting the basis for awarding credit to the Registrar. A grade of "EC" (experiential credit) will be posted to the student's record.
4. If credit for experiential learning is not approved, an explanation of the reason(s) for disapproval and supporting documents will be returned to the student and submitted to the Registrar for filing.
5. Experiential credit awarded does not earn quality points. Grades of "EC" will count only toward meeting curriculum completion requirements for graduation. Grades of "EC" awarded in one curriculum may not be transferred to another curriculum, unless recommended by the Department Chair and approved by the Vice President of Academic & Student Affairs. Upon request from another institution, a copy of the Vice President's statement of approval can be released to substantiate the "EC" grade. Copies of supporting documentation will not be sent to another institution without the student's written consent.

Approved: April 26, 2023

Effective: Fall 2023



Curriculum Program Applications and Curriculum Revisions Policy

PURPOSE:

To ensure Sampson Community College (SCC) is following the North Carolina Community College System Curriculum Program Application Procedures.

PROCEDURE:

Department chairs are responsible for the continuing evaluation and enhancement of curriculum programs under their supervision. The addition of new programs of studies or program revisions may be made as outlined below.

Procedure for Curriculum Program Applications and Curriculum Revisions:

1. Department chairs submit the completed SACSCOC Substantive Change Reporting Form, and the Curriculum Revisions Request template found on the “I” Drive, along with the necessary attachments to the appropriate division chair.
Deadlines for submission:
 - a. Fall Implementation – November 15
 - b. Spring/Summer Implementation – July 15
2. The Division Chair will review the proposed curriculum and/or revisions for any potential substantive change or compliance issues.
3. The division chair will submit the proposed program of study and/or revision(s) to the registrar for submission of a draft to the NCCCS office to ensure the program of study meets the curriculum standard by November 30.
4. Once approved as a draft, the division chair will submit the request to the Vice President of Academic & Student Affairs who will review the revisions and forward the request to the Academic & Student Affairs Committee for consideration by February 1.
5. Once approved by the Academic & Student Affairs Committee, the request will go to the Planning and Policy Council for approval.
6. Once approved by the Planning and Policy Council, revisions will be forwarded to the Registrar for submission to the North Carolina Community College System Office for official approval at the state level.
7. Upon approval by the System Office, the Registrar will implement the changes by the effective date, and the revised program will be included in the next published catalog. Additionally, the Registrar’s office will submit updated checklists to the Advancement Office for website and flyer updates and ensure checklist placement on the I: drive.

NCCCS Submission Deadlines for Entering Electronic Programs of Study

Below is a submission deadline schedule for filing Electronic Programs of Study (POS). Prior to any courses being taught which are listed on the POS, all POS that list the courses must receive a program coordinator’s electronic approval. All POS that are disapproved should be corrected by the Disapproved Revision Deadline listed below.

Revised: May 2021

Programs of study new to the college’s offerings, or new to the NCCCS should be filed within 30 days after the college receives State Board of Community Colleges approval and prior to implementation of the program.

Implementation Date	Filing Deadline	Coordinator Review Deadline	Disapproved Revision Deadline
Fall	June 15	June 30	July 15
Spring	November 15	December 1	December 15
Summer	March 20	April 5	April 20

Revisions cannot be implemented and/or published until the college has received approval from the NCCCS.



Curriculum Revisions Request

Please use this format for requesting curriculum revisions for departmental programs of study. Completed requests with the Substantive Change Reporting Form and required attachments should be submitted as instructed in the Curriculum Revisions Information file located on “I” drive.

Program and Code _____ Date submitted _____

Summarize action requested for each course affected by the revision:

Course Prefix and Number	Action Requested	Reason for Action
---------------------------------	-------------------------	--------------------------

Identify any effects on the curriculum and/or course scheduling:

Identify any new resources required to implement the revision, such as, space, personnel:

Effective date of revision: _____

Department Chair’s Signature/Date

Division Chair’s Signature/Date

VP of Academic & Student Affairs’ Signature/Date

Attach the following:

1. Substantive Change Reporting Form
2. Copy of current curriculum standard (from NCCCS website)
3. Course descriptions for all affected courses
4. Revised curriculum suitable for submission to NCCCS. Use same format as Curriculum Standard—core courses, major hours, other major hours, etc.
5. Revised semester-by-semester program checklist



Intellectual Property Rights Policy

Sampson Community College recognizes the need to protect ownership rights in intellectual property, defined as any work that could lead to copyright or patent. This includes, but is not limited to, course materials, artistic creations, software programs, or inventions. The College's intellectual property rights policy applies to all employees (full-time and part-time), consultants hired by or under contract to The College, and students.

As a general rule, all rights to copyrightable or patentable material belong to the creator. In the case of independent works, a College employee or student owns all rights to copyrightable or patentable work, provided:

- The work is the result of individual initiative and not the product of a specific contract or assignment made as a result of employment with, or enrollment at, the College.
- The work is not a product of the employee's job duties.
- The work is produced by an employee outside his/her work schedule.
- The work is produced by an employee or student without College funds or significant use of College owned and controlled facilities.

In the case of College-sponsored work, the College is the creator and retains all intellectual property rights to the work unless the College chooses to formally relinquish them. College-sponsored works are defined using the following criteria:

- The work is the product of a specific contract or assignment made as a result of employment with, or enrollment at, the College.
- The work is a product of the employee's job duties.
- The work is produced by an employee during his/her work schedule.
- The work is produced by an employee or student with College funds and/or with significant use of College owned and controlled facilities. College funds include but are not limited to:
 - Release time
 - Grant funds
 - Salary supplements
 - Leave with pay
 - Other material or financial assistance

The College controls any revenues or other benefits related to or deriving from College sponsored works. The College is permitted to charge a reasonable rental fee to use any College sponsored works. Furthermore, items such as a learned journal, work of art, book, publication, textbook, library book, form, bulleting, or instructional supply may be, as allowed under the Umstead Act, sold by the College.

With authorization of the Board of Trustees, the President may enter into an equitable written agreement with an employee or student for shared or joint ownership, royalty sharing, or reimbursement to the College for its cost and support of any college-sponsored work. In such cases the College retains a royalty-free license to use the intellectual property for research and educational purposes.

Approved: November 13, 2012



Removal of Incomplete Grades

Instructors may assign an incomplete (I) when extenuating circumstances justify additional time for a student to complete a course. The student must be in good academic standing with a “C” average or higher in the course at the time of the request. When an incomplete is granted, the course requirements must be completed by the date specified by the instructor, which cannot exceed 6 months from the end of the term for which the incomplete was assigned. At that time, an incomplete will be changed to the appropriate letter grade by the instructor of record or, when necessary, by the faculty member’s department chair. Incompletes (I) not satisfied by the specified date will convert to an “F.”

If the course receiving the “I” grade is a prerequisite course needed to progress to the next course, the student must satisfactorily complete all outstanding coursework prior to beginning the subsequent course.

Students receiving financial aid or veteran benefits should speak to a financial aid or VA representative to determine if an incomplete will impact their financial assistance.

Approved: April 26, 2023

Effective: Fall 2023



Substantive Change Notification Policy

PURPOSE:

To ensure Sampson Community College (SCC) is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 14.2, Substantive Change, and that all faculty, staff and divisions of the college are knowledgeable of respective responsibilities in reporting a proposed substantive change(s).

PROCEDURE:

SACSCOC defines substantive change as a “significant modification or expansion of the nature and scope of an accredited institution.” Institutions are required to notify or request approval for substantive changes prior to implementation. All substantive changes must be consistent with the SCC mission and the college must have the appropriate fiscal, physical, and human resources to implement the change. In many instances SACSCOC approval is needed up to 6 months before implementing the change.

Utilizing information provided by the Academic Division Chairs, Academic Affairs Committee and the Planning and Policy Council, the SACSCOC designated Accreditation Liaison, the Vice President of Academic Affairs, is responsible for the submission of the substantive change to SACSCOC and monitoring the approval process.

Procedure for notification of potential substantive changes:

At the earliest stage of planning the SCC Accreditation Liaison must receive written notification of a possible substantive change.

1. Department Chairs will initiate the process by completing the **Substantive Change Reporting Form** and the **Curriculum Change Request Form** along with the necessary attachments. These are to be submitted to the appropriate Division Chair for review. The Division chair will submit the request to the Vice President of Academic Affairs and the Registrar at least 2 weeks prior to the Academic Affairs meeting.
2. If a substantive change notification or prospectus submission to SACSCOC is required, the Accreditation Liaison will work with appropriate staff and administrators to complete and submit within the time frame outlined in the SACSCOC Substantive Change Policy (Table 1). <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>
3. Compliance with this policy and procedure is mandatory. Failure to seek SACSCOC approval prior to implementing program or other substantive changes can affect SCC’s accreditation status.



SACSCOC SUBSTANTIVE CHANGE REPORTING FORM

PROGRAM INFORMATION	
PROGRAM NAME	
DIVISION	

TYPE OF CHANGE (Check type of change)	
<input type="checkbox"/>	Initiating coursework or programs at a different level than currently approved
<input type="checkbox"/>	Initiating off-campus sites where students can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs, that are not at employer's request and not on short notice)
<input type="checkbox"/>	Expanding at current degree level (significant departure from current programs)
<input type="checkbox"/>	Expanding program offerings at previously approved off-campus sites by adding program that are significantly different from current program at the site and at the institution
<input type="checkbox"/>	Initiating degree completion programs
<input type="checkbox"/>	Initiating a branch campus
<input type="checkbox"/>	Initiating distance learning by offering 50% or more of the first program for the first time
<input type="checkbox"/>	Relocating a main or branch campus
<input type="checkbox"/>	Entering into a contract with an entity not certified to participate in USCOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution
<input type="checkbox"/>	Initiating dual or joint degrees involving program expansion (significant departure or initiating a new site where student can obtain 50% or more credits toward a program)
<input type="checkbox"/>	Initiating dual or joint degree with at least on institution not accredited by SACSCOC
<input type="checkbox"/>	Initiating a direct assessment competency-based program
<input type="checkbox"/>	Initiating a merger/consolidation with another institution
<input type="checkbox"/>	Changing governance, ownership control, or legal status of an institution
<input type="checkbox"/>	Acquiring any program or site from another institution
<input type="checkbox"/>	Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing
<input type="checkbox"/>	Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)
<input type="checkbox"/>	Initiating a certificate program that is significant departure from previously approved programs at employer's request and on short notice
<input type="checkbox"/>	Adding a site under a U.S. military contract for a previously approved program
<input type="checkbox"/>	Altering significantly the length of a program
<input type="checkbox"/>	Altering significantly the educational mission of the institution
<input type="checkbox"/>	Changing from clock hours to credit hours
<input type="checkbox"/>	Moving an off-campus instructional site (serving the same geographic area)

	Initiating dual or joint degrees with other SACSCOC accredited institution(s)
	Initiating programs or courses offered through contractual agreement or consortium
	Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution
	Initiating off-campus sites where students can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs, that are not at employer's request and not on short notice)
	Initiating distance learning by offering 25-49% of the first program for the first time
	Closing a program, approved off-campus site, branch campus, or institution where the institution where the institution plans to teach out its own students
	Closing a program, approved off-campus site, branch campus, or institution where the institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)

DESCRIPTION OF CHANGE		
EXPECTED DATE OF CHANGE		
SIGNATURES		
		DATE
DEPARTMENT CHAIR		
DIVISION CHAIR		
VICE PRESIDENT OF ACADEMIC AFFAIRS		

CURRICULUM REVISIONS REQUEST

Please use this format for requesting curriculum revisions for departmental programs of study. Completed requests with the Substantive Change Reporting Form and required attachments should be submitted as instructed in the Curriculum Revisions Information file located on “I” drive.

Program and Code _____ Date submitted _____

Summarize action requested for each course affected by the revision:

Course Prefix and Number	Action Requested	Reason for Action
---------------------------------	-------------------------	--------------------------

Identify any effects on the curriculum and/or course scheduling:

Identify any new resources required to implement the revision; such as, space, personnel:

<u>Effective date of revision:</u> _____	_____
	Department Chair’s Signature/Date

_____	_____
Division Chair’s Signature/Date	VP of Academic Affairs’ Signature/Date

Attach the following:

6. Curriculum Program Request Tracking Form
7. Substantive Change Reporting Form
8. Copy of current curriculum standard (from NCCCS website)
9. Course descriptions for all affected courses
10. Revised curriculum suitable for submission to NCCCS. Use same format as Curriculum Standard—core courses, major hours, other major hours, etc.
11. Revised semester-by-semester program checklist



Transfer Credit Policy

TRANSFER CREDIT POLICY

Sampson Community College may award transfer credit for comparable coursework or programs completed at other accredited institutions. Credits for course work completed (with a grade of “C” or better) prior to a student’s enrollment in a certificate, degree, or diploma program at SCC, may be eligible for transfer toward graduation. Transfer credits will be evaluated by the appropriate Department Chair, Division Chair, or the Vice President of Academic Affairs. Transfer credit will be approved or disapproved on the basis of level, content, quality, comparability, and degree of program relevance. All approved transfer credits must be filed with the Registrar’s Office for posting to the student’s transcript.

TIME LIMIT ON TRANSFERABILITY

Certain courses have a time limit on transferability. Credit for course work completed (with a grade of “C” or better) more than ten (10) years may be granted if the student holds an earned diploma or degree prior to admission. Credit must be evaluated and approved by the Department Chair, the Division Chair, or the Vice President of Academic Affairs. A student may be required to repeat courses in their program’s major area of concentration when changes in technology and/or current practices indicate new competencies must be acquired.

External transfer credits are not calculated in the student’s curriculum grade point average. Students transferring from other institutions are admitted in good academic standing. At least 25 percent of the curriculum requirements must be completed through SCC.

Revised April 2018



Withdrawal Policy

Students may withdraw from a course(s) on or before the 70 percent date of the course and receive a grade(s) of “W”. After the published 70 percent date of the course, students will receive a grade of “WP” or “WF” depending on their grade average at the time of withdrawal. The grade of “WF” will be calculated as a failing grade in determining the student’s GPA. After the 70 percent date, students with extenuating circumstances who receive a “WF” may request approval from the VP of Academic Affairs to withdraw with a grade of “WP”.

Students who stop participating in a course will be withdrawn administratively when the student violates the attendance policy. For nontraditional courses, including but not limited to internet-based courses, the withdrawal date for the course will be the date the student last completed an academic-related activity verifiable by the instructor.

Students who register but fail to attend a course(s) by the census date (the 10 percent date of the course) will receive a grade of “NG”. A student who withdraws on or before the course census date will receive no grade indication.

Effective: Fall 2018

ADMINISTRATIVE POLICIES





Academic Assistance Program

The following academic assistance program is provided by the College to full-time employees as authorized under NCGS 115-D-5(b1). The program is intended to serve as a management resource to aid in the ongoing development of the College's workforce. The program is not an employee benefit, right, or entitlement. Denial of a request for assistance under this program is not subject to grievance except on grounds of discrimination. The program provides reimbursement of academic costs subject to the limitations established in this policy. Support is limited to budget availability of the College.

Academic Assistance Committee

State funds may be allocated to the academic assistance program as part of the College's annual budget development process. Recommendations for support may be coordinated with Foundation funds. The Academic Assistance Program will be administered by the following committee or one appointed otherwise by the Director of Human Resources:

- Director of Human Resources
- Vice President of Academic and Student Affairs
- Vice President of Finance and Administration
- Dean of Student Services
- Dean of Workforce Development and Continuing Education
- Dean of Advancement
- Division Chair(s) as appropriate

Origination of Request

Request for academic assistance may be initiated by an employee or a supervisor. Employee initiated courses are to:

- Maintain/enhance current skills
- Develop new skills/competencies for career development
- In furtherance of a professional development plan

College (supervisor) initiated courses are to:

- Ensure employees have mandated licensure, certification, or meet accreditation standards
- Address shortage of skilled workers
- Build specific high priority skills
- Address performance expectations of the employee

Calendar

Applications for academic assistance funding may be submitted at any time on an Academic Assistance Request Form for consideration by the Committee. The committee will make award decisions and notify each applicant on or before the following dates:

- Summer Semester – March 1
- Fall Semester – July 1

Applications

Each employee applying for academic assistance must:

- Check eligibility to apply with the appropriate vice president/dean
- Discuss proposal, including proposed timing, alignment with the college strategic plan, goals, and strategies with supervisor
- Complete the Application for Academic Assistance Form located on the I: Drive
- Submit the completed application and appropriate documentation, including a copy of the degree program, course descriptions, any additional information, and signatures of appropriate supervisors to the Director of Human Resources by the deadlines noted above

Eligibility Requirements

To be eligible, employees must meet all of the following:

- Employed full-time by SCC for one year (12 full months)
- Successfully completed any previously funded courses through this program (if applicable)
- Enrolling in a college credit course offered by an accredited institution

Approved Institutions

Academic courses/degrees must be from an accredited institution. Courses must provide academic credit (as opposed to CEUs), be listed in the institution's course catalog and charge tuition, not registration fees. Accreditation must be from an accrediting agency recognized by the U.S. Department of Education.

Sampson Community College Courses

NCGS 115D-5(b) requires the College to charge tuition and fees for faculty or staff enrolling in an SCC course. State funds may be used to pay tuition and registration fees for one course per semester for a full-time faculty or staff member.

Faculty may use administrative hours assigned under the workload formula to complete an approved course(s). With approval by the dean/vice president, staff may be permitted to attend face-to-face or synchronous distance learning classes during work time provided that this time is made up. In limited instances where the staff member is completing assigned classes during normal work time, the Director of HR may waive this requirement to make up this time.

Employees should apply for academic assistance for SCC courses under the provisions of this policy. Director of HR has discretion to allow for late requests. Tuition and fees for SCC courses will be paid by the College at time of registration. Employees must successfully complete the course(s) as defined in this policy to be eligible for continued support.

Approved Courses

All courses must have a direct benefit to the College. The improved knowledge, skills, and abilities gained by the employee should benefit the individual in completion of their current or potential position duties. The Committee will consider workforce planning, succession planning and career development in approving employees to receive academic assistance.

Guidelines to consider in course selection:

- Courses which provide knowledge and skills directly related to maintaining or improving current job skills
- Courses mandated by law or regulation as a job requirement for continued employment
- Courses required for licensure/certification
- Courses required for accreditation
- Courses directly related to the employee's current job or a documented workforce need

Academic assistance will not be approved for a course when, in the opinion of the Committee, the course or degree has no benefit to the College.

Certification/Licensing (Post Employment)

Employees who meet minimum educational requirements for employment and for whom certification/licensing is required after employment or is deemed desirable by the College are eligible for academic assistance under the following conditions:

- Certification/licensing is mandated or
- Certification/licensing is required by the College

Academic assistance is authorized for certification or licensure if the certification is attained through academic course work.

Reimbursement

Academic Costs – Eligible employees approved for academic assistance may be reimbursed academic costs up to the amount charged to all students enrolling in the course. These charges are required of everyone and are neither negotiable nor discretionary. They include in-state tuition, fees, and course/lab fees.

Amount of Reimbursement – Eligible employees may be reimbursed academic costs charged by the institution. The College may reimburse up to an amount equal to all academic costs or a lesser amount as determined by the College not to exceed \$500 per semester, unless authorized by the President. In general, the maximum amount of tuition and fees will be determined by the prevailing rate of tuition and fees for class(es) offered by member institutions of the University of North Carolina.

Requirement for Reimbursement - Approved applicants will receive reimbursement of approved academic costs upon submitting evidence of satisfactory completion of an approved course. Completion is defined as "Satisfactory," "Pass," or a grade of "C" or better for undergraduate courses and a "B" or better for graduate courses. An "Incomplete" will not be reimbursed until a final satisfactory grade is assigned.

Courses Taken at College Request

When the College requests an employee enroll in one or more specific courses or degree program, all limitations of this policy may be waived. All expenses to the individual may be reimbursed related to acquiring the necessary course or degree to include travel costs, examinations and administrative fees, textbooks and other course materials.

Employee Responsibility

An employee who receives reimbursement under this program is expected to remain in regular, full-time employment with Sampson Community College for a minimum of two (2) years following a course or degree

completion. If an employee voluntarily terminates employment, is separated, is not reappointed or if employment is terminated for cause, the employee must reimburse the College according to the following schedule:

- Employee remains employed less than 12 months after course/degree completion will reimburse the College for all provided academic assistance
- Employee remains employed only 12-24 months after course/degree completion will reimburse the College for 50% for all provided academic assistance

Arrangements for repayment must be made with the Director of Human Resources and the Finance Office. Any balance owed the College must be paid within one (1) year of termination of employment unless an alternative arrangement is approved by the President.

SAMPSON COMMUNITY COLLEGE
Academic Assistance Request Form

The academic assistance program is provided by the College to full-time employees as authorized under NCGS 115-D-5(b1). The program is intended to serve as a management resource to aid in the ongoing development of the College’s workforce. The program is not an employee benefit, right, or entitlement. Denial of a request for assistance under this program is not subject to grievance except on grounds of discrimination. The program provides reimbursement of academic costs subject to the limitations established in the policy. Support is limited to budget availability of the College. Requests for academic assistance may be initiated by an employee or a supervisor.

Employee initiated courses are to:

- Maintain/enhance current skills
- Develop new skills/competencies for career development
- In furtherance of a professional development plan

College (supervisor) initiated courses are to:

- Ensure employees have mandated licensure, certification, or meet accreditation standards
- Address shortage of skilled workers
- Build specific high priority skills
- Address performance expectations of the employee

This request is being initiated by: Employee College/Supervisor

College/University	Course(s)	# Contact Hours	Delivery Method	Days/Times	Semester
			<input type="checkbox"/> On-Line <input type="checkbox"/> Face-to-Face		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
			<input type="checkbox"/> On-Line <input type="checkbox"/> Face-to-Face		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
			<input type="checkbox"/> On-Line <input type="checkbox"/> Face-to-Face		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Employee Name: _____					
Employee Signature: _____					
Date: _____					

Approved Not Approved

Supervisor Signature: _____	Date: _____
VP/Dean/Director Signature: _____	Date: _____
Director of HR Signature: _____	Date: _____

Additional Comments:

Approval Date: September 12, 2023



Background and Criminal Records Checks

As part of the College's risk management plan, the College is required to purchase liability insurances on the private market. As a condition for writing these policies the College is required to perform background and criminal record checks on applicants pending an offer of employment and periodically on current employees.

A background and criminal records check of an individual's county, state, and a national criminal and sex offender history will be conducted on all applicants for employment who accept an offer of employment or re-employment. For this purpose, re-employment is defined as a lapse of employment exceeding 12 consecutive months. In addition, the College may periodically and without notice conduct background and criminal record checks on employees consistent with the requirements of current insurers.

The refusal to consent to a background and criminal records check as required on the employment application will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn, or the employee's employment will be terminated.

If an applicant omits information or gives false information concerning their criminal history on their application, resume, or any other required or submitted application-related documents, that person may not be offered employment. If the person has been hired or offered employment conditioned on the results of a background and criminal records check, the person will be subject to dismissal, or the offer of employment will be withdrawn.

Any criminal conviction will be considered in hiring, dismissal, and other personnel decisions. If an applicant's or employee's criminal history or background and criminal records check indicates the person poses a threat to the physical safety of students or college personnel, or the person has demonstrated insufficient integrity, honesty, ethics, or other traits to fulfill the duties of a college employee, then an offer of employment will be withdrawn, or employment will be terminated. All newly hired and rehired employees are employed conditionally pending the review of the background and criminal records check and any resulting additional background investigation.

Each employee is required to notify their immediate supervisor and the Director of Personnel within five calendar days after any felony criminal conviction, guilty plea, or plea of no contest. Any employee who is aware of any criminal conviction, guilty plea, or plea of no contest of another employee should notify the Director of Personnel.

The College will require an applicant to agree to credit checks for positions which are subject to bonding and have access to cash, checks, credit card transactions, or bank account information. When applying for such a position, the refusal to consent to a credit check will result in the applicant not being offered employment. If a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.



Communicable Disease

The College will follow the guidance of the Governor, State Health Director and/or the Local Health Director in the event of the need for public health isolation, quarantine, and other communicable disease control measures.

Social Distancing:

Social distancing is designed to limit the spread of disease by reducing the opportunities for close contact between people. The following are examples that The College may use in an effort to manage a situation:

- Reducing face-to-face exposure by using conference calls and video conferencing
- Avoiding unnecessary travel
- Canceling meetings, workshops, training sessions, and scheduled events
- Requiring employees and students to work from home to reduce exposure at The College
- Establishing flexible working hours to avoid mass transportation, at least during peak hours
- Installing protective barriers between workstations or increasing space between workers
- Reinforcing hand washing and requiring the use of protective equipment as provided by The College, such as hand sanitizers.
- Scheduling employees in shifts
- Controlling access to buildings
- Requiring asymptomatic individuals traveling to and from affected countries/areas not to return to work until one incubation period has passed after returning home.

College Operations:

The College may choose to practice social distancing by use of alternate worksites or teleworking and other methods to help the College reduce close contact between people. The College reserves the right to change normal hours and operations, employee job duties and responsibilities, and work areas to help facilitate the limiting of close contact between individuals for any time period of the emergency. The College administration will monitor communicable disease events and, after consultation with public health authorities, indicate the general operations of The College:

- **Phase I:** Classes are being held, offices are open for business. All employees are expected to report to work as usual. Social distancing practices may be employed as deemed appropriate.
- **Phase II:** Classes are offered in online format; offices may be open for business. Employees are expected to report to work, offered the ability to telework or a combination of both. Social distancing practices are expected to be used.
- **Phase III:** Classes are canceled; College is closed. No one reports to work at The College and work continues thru the telework practices if possible.
- **Phase IV:** If the situation lasts longer than 30 days and there is no ability to have employees work, an emergency furlough (unpaid leave) of employees may be instituted.

Leave:

The College will encourage employees with symptoms associated with a communicable disease to stay home so that they do not infect others and also recognize that employees with ill family members may need to stay home to care for them. The type of communicable disease emergency will dictate the type of leave that will be used, annual, sick, bonus or a combination of leave. If an employee has a compensatory leave balance, that will be used first.

If in Phase III or Phase IV employees are unable to work, the College will make every effort to grant paid administrative or emergency leave, if at all possible. If not possible, the employee will be able to use annual, sick, bonus, compensatory time or a combination of leave. If an employee has a compensatory leave balance, that will be used first. If the President grants administrative leave in a communicable disease situation, it will be only for the specific emergency situation. The President will report the granting of leave to the Board of Trustees.

Employees who are on prearranged annual or sick leave will be charge leave to the appropriate account until the end of the scheduled days off. Employees on leave without pay status will also remain on leave without pay status until the scheduled time ends.

Advisory Note: Should an employee not have sufficient sick leave available, the College may work with the employee to advance a reasonable amount of leave or make arrangements for the employee to make up the time within 24 months.

When the College is open but an employee who is a parent (or guardian) is required to stay home with a child (as defined in the FMLA) because of the closure of a day care facility or a public or private school, the employee may, with approval of the President, be allowed to work at home or elect to:

- use vacation leave
- use bonus leave
- use sick leave
- use compensatory leave
- take leave without pay
- take paid leave to be made up within 24 months. If the time is not made up within 24 months, appropriate leave will be deducted, or the appropriate amount of pay shall be deducted from the employee's paycheck.

These provisions also apply for elderly care. The College has the right to request appropriate documentation to substantiate need.

Review of Procedure:

In the event this procedure is triggered, the President must review the compensation and leave provisions every 30 calendar days and, as appropriate, take any of the following steps:

- Renew the compensation and leave provisions for another 30 calendar days.
- Revise the compensation and leave provisions for up to another 30 calendar days.
- Terminate the compensation and leave provisions if the public health emergency has ended.

Any changes in the compensation and leave provisions must be communicated to employees in a timely manner. Pending a renewal or revision, the employee may be allowed to take leave (compensatory, sick, vacation, bonus) until a decision is made.

Emergency Furlough:

The College President, in consultation with the North Carolina Community College System Office, may declare an emergency furlough if The College remains totally closed or partially closed for an extended period of time. A furlough is a temporary layoff in which employees are expected to be recalled.

Employees who are on an emergency furlough:

- Continue participation in State Health Plan. The College shall continue paying the employer contribution on behalf of the employee. The College will pay both the employee and employer contribution for the month following the initiation of the furlough, with the provision that the employee shall repay the State for any contribution made on his or her behalf unless otherwise directed by the State.
- Continue to accrue vacation and sick leave, as applicable (however, employees will not be allowed to use the leave during the furlough period).
- Continue to accrue Total State Service.

An employee may be eligible for unemployment benefits through the Department of North Carolina Employment Security while on emergency furlough. Employees should contact the North Carolina Employment Security Commission for further details. If, at the end of the emergency furlough period, it is determined that The College no longer requires the services of these employees, normal College layoff provisions would apply.

Delegation of Authority:

During the period of the State of Emergency declared by the Governor, the Board of Trustees hereby delegate full authority to the President or his/her designee to take all actions to implement any and all paid and unpaid leave options available from any federal, state, or local source to keep employees in pay status and/or covered by employment benefits, such as health insurance. This authority includes extending the amount of State of Emergency leave made available to employees under this policy and extending the period in which this policy is effective, to the extent funding allows.

The Board of Trustees may repeal this policy at any time.

Adopted: March 26, 2020



Conflicts Of Interest and Gift Policy

Governing Procurements Paid for by Federal and State Funds

Purpose

The purpose of this Conflicts of Interest and Gift Policy Governing Procurements Paid for by Federal and State Funds (the "Policy") is to establish conflicts of interest guidelines for Sampson Community College (the "College") that meet or exceed the requirements under federal and state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in whole or part by federal and/or state funds and required under 2 C.F.R. §200.318(c)(1).

Policy

This Policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in whole or part with federal and/or state financial assistance (direct or reimbursed). This Policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal and/or state financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, trustees, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

Conflicts of Interest

In addition to the prohibition against self-benefiting from a public contract under N.C. Gen. Stat. § 14-234, no officer, employee, trustee, or agent of the College may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal and/or state award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. The employee, officer, trustee, or agent involved in the selection, award, or administration of a contract;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization which employs or is about to employ any of these parties.

Any officer, employee, trustee, or agent with an actual, apparent, or potential conflict of interest as defined in this Policy shall report the conflict to his or her immediate supervisor or, in the case of a trustee, to the President. Any such conflict shall be disclosed in writing to the federal and/or state award agency or pass-through entity in accordance with applicable federal and/or state awarding agency policy.

Gifts

In addition to the prohibition against accepting gifts and favors from vendors and contractors under N.C. Gen. Stat. § 133-32, officers, employees, trustees, and agents of the College are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$15.00 which fall into one of the following categories may be accepted:

1. Promotional items;
2. Honorariums for participation in meetings; or
3. Meals furnished at banquets.

Any officer, employee, trustee, or agent who knowingly accepts an item of nominal value allowed under this Policy shall report the item to their immediate supervisor or, in the case of a trustee, to the President.

Violation

Employees violating this Policy will be subject to discipline up to and including termination. Trustees violating this Policy will be subject to those penalties and remedies provided by law. Contractors violating this Policy will result in termination of the contract and may not be eligible for future contract awards.

Adopted: March 8, 2022:



Department of Defense Voluntary Education Partnership Policy

Effective Date: March 22, 2023
Next Review Date: 2024-2025

Policy Statement

The DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between Sampson Community College and the DoD Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) articulates the commitment and agreement the College provides to the DoD by accepting funds via each Military Service's Tuition Assistance program in exchange for education services. To ensure compliance with the MOU, Sampson Community College adheres to DoD Voluntary Education program guidelines related to recruiting, marketing, and advertising; financial matters; accreditation and credentialing; and academic counseling and post-graduation employment opportunities.

Procedure

The DoD VolEd program seeks to shape quality educational experiences that result in meaningful value for Military Service members, the Services, and society. SCC's Coordinator of Special Populations & Testing assists students who are eligible for Veterans educational benefits, including Veterans, active-duty personnel, and members of selected reserves and the National Guard.

Recruiting, Marketing, and Advertising

In accordance with Department of Defense Instruction (DoDI) 1322.25, VolED, paragraph 1.c.(1)(b), SCC, as an institution providing education programs through the DoD Tuition Assistance (TA) Program, does not use unfair, deceptive, and abusive recruiting practices.

In accordance with DoD MOU paragraph 3.j.(2), SCC refrains *"from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance."*

In accordance with DoD MOU paragraph 3.j.(3), SCC refrains *"from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments."*

Per DoD MOU paragraph 4.e.(2)-(3), *"DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus."* SCC's financial aid officers provide [information and application](#) processes for Title IV student aid programs, scholarships, fellowships, and grants to DoD TA recipients. SCC does not participate in student loans program. Service members identified as eligible DoD TA recipients have their TA benefits applied to their SCC account prior to the application of their Pell Grant funds.

Per DoD MOU paragraph 4.d.(1), *"if an eligible Service member decides to use TA,"* SCC *"will enroll [them] only after the TA is approved by the individual's Service."* Veterans are referred to School Certifying Officials (SCO) via the College's website and by staff during orientation sessions and advising inquiries. Veterans are asked to complete [intake forms](#) before being certified by an SCO.

In addition, per the College's [admissions policy](#), any student applying for Veterans benefits must provide all official transcripts (high school, high school equivalency, and college). Veterans follow the College's general admissions procedures as outlined within the policy. For support during the admission and enrollment processes, Veterans who decide to use the TA program are [directed to meet with an SCO](#) in the Special Populations &

SCC – Quick Reference Guide to Recently Adopted Policies and Procedures

Updated: March 2023, December 2023

Page 31 of 76

Testing office and speak with the coordinator or counselor within their Military Service prior to completing their enrollment.

SCC focuses on supporting students who are Veterans and refrains from high-pressure recruitment tactics for the purpose of enrolling service members. The College refrains from providing any incentives based on securing enrollments to any person or entity involved in student recruiting or admissions activities or in making decisions regarding financial assistance for students.

Financial Matters

Financial Aid Officers

Per DoD MOU paragraph 3.h.(1) and (4), *“before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for...student loans, [the College will] provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including...providing a clear and complete explanation of available financial aid, including Title IV of the Higher Education Act of 1965, as amended...[and] explaining that students have the ability to refuse all or borrow less than the maximum student loan amount allowed.”* SCC does not participate in the student loans program. Financial aid officers provide [information and application processes](#) to Veterans to help them to avoid taking student loans.

Net Price Calculator

Per Sec. 132 (h)(1) of the Higher Education Opportunity Act (HEOA) of 2008, *“institutions must make available on their websites a net price calculator. The institution may use the template provided by the Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version.”* SCC's [net price calculator](#) is available via the Financial Aid section of the College's website.

Cost of Attendance

Per DoDI 1322.25, Voluntary Education Programs, paragraph 3.d.(1)(a), institutions will *“provide meaningful information to students on the financial cost of attendance at an educational institution so Military students can make informed decisions on where to attend school.”* DoD MOU paragraph 3.n.(5) requires that institutions *“disclose basic information about the educational institution's programs and costs, including tuition and other charges to the Service member. This information will be made readily accessible without requiring the Service member to disclose any personal or contact information.”* SCC publishes this information on each program [web page](#), in the [Course Catalog & Student Handbook](#), and provides additional information via the [net price calculator](#).

Student Loans

Per DoD MOU paragraph 3.h.(3), *“before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for...student loans, [the College will] provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including...disclosing the educational institution's student loan Cohort Default Rate (CDR), the percentage of its students who borrow, and how its CDR compares to the national average. If the educational institution's CDR is greater than the national average CDR, it must disclose that information and provide the student with loan repayment data.”* Veterans are directed to meet with an SCO as they enter the College; the SCO, the Coordinator of Special Populations & Testing, and financial aid advisors discuss all forms of financial aid with new students and disclose the CDR to students interested in discussing loans. SCC does not participate in student loans program and does not have a CDR available at the College's website. For further information on default rates, please visit the [Cohort Default Rate Home Page](#) at Federal Student Aid which is operated by the U.S. Department of Education.

Unearned TA Funds

Per DoD MOU paragraph 4.f.(2)(d), institutions are required to “*have an institutional policy that returns any unearned TA funds on a proportional basis through at least the sixty percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a Military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.*” SCC’s institutional policy on the return to the government of unearned TA funds is as follows: When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. SCC will return any unearned TA funds on a prorated basis through the sixty percent portion of the period for which the funds were awarded. These funds are returned to the government, not the student. When students stop attending due to a Military service obligation, SCC will work with the Service member to identify solutions that will not result in student debt for the returned portion. As a general rule, the refund guidelines for sixteen-week courses are as follows:

- If the course withdrawal is submitted before or during the first two weeks of the semester, 100% of the funds are returned.
- If the course withdrawal is submitted during the third or fourth week of the semester, 75% of the funds are returned.
- If the course withdrawal is submitted during the fifth, sixth, seventh, or eighth week of the semester, 50% of the funds are returned.

SCC’s military refund policy is established by the State Board of Community Colleges Code ([1E SBCC 900.4](#)) and is published in SCC’s [Course Catalog & Student Handbook](#).

Accreditation and Credentialing Requirements

Per DoD MOU paragraph 3.b and 3.l, institutions are required to “*be accredited by a national or regional accrediting agency recognized by [the Education Department] ... [and to] obtain the approval of their accrediting agency for any new course or program offering, provided such approval is required under the substantive change requirements of the accrediting agency...before the enrollment of a Service member into the new course or program offering.*” Sampson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Questions about the accreditation of Sampson Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404)-679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org). The College provides written notification to SACSCOC of substantive changes in accordance with Commission policies and timetables.

Academic Counseling and Post-Graduation Employment Opportunities

Point of Contact for Advising & Services

Per DoD MOU paragraph 3.g, institutions are required to “*designate a point of contact or office for academic and financial advising, including access to disability counseling, to assist Service members with completion of studies and with job search activities.*” SCC’s Coordinator of Special Populations & Testing, located in Student Services (North Building), provides academic and financial advising and accessibility services. The Employee Credentialing procedure and the coordinator’s job description has been developed and is periodically reviewed to ensure staff are highly qualified for their positions.

Degree Requirements and Semester by Semester Plans

Per DoD MOU paragraph 4.c.(1) and (4), institutions are required to “disclose general degree requirements for the Service member’s educational program (evaluated educational plan) to the member and [their] Service before the enrollment of the Service member at the educational institution...[and] degree requirements in effect at the time of each Service member’s enrollment will remain in effect for a period of at least one year beyond the program’s standard length, provided the Service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence.” Refer to the [Course Catalog & Student Handbook](#) for academic information and degree requirements.

SCC’s Course Catalog & Student Handbook offers clear guidance to students, and academic program pages (e.g., [Electrical Systems Technology](#) program page) detail the specific plans of study for each program. Students develop individual course plans, by semester, in the Self-Service advising system, with support from their assigned advisor and their SCO. SCC’s website lists all programs that have programmatic accreditation, and programs that require professional credentials and/or licensure are listed on the State Authorization, Complaints, and Professional Licensure page. Students who live outside the state of North Carolina are sent an email message with state licensure information when they apply to the College (e.g. [Associate Degree Nursing](#)).

Transfer Credit

Per DoD MOU paragraph 3.n.(1), institutions are required to “disclose its transfer credit policies and articulated credit transfer agreements before a Service member’s enrollment. Disclosure will explain acceptance of credits in transfer is determined by the educational institution to which the student wishes to transfer and [will] refrain from making unsubstantiated representations to students about acceptance of credits in transfer by another institution.” SCC evaluates transfer credit for equivalent courses with the grade of "C" or better from member institutions of the North Carolina Community College System (NCCCS) and other post-secondary institutions. Refer to the [Transfer Credit Award](#) policy for additional information.

SCC currently grants military students with credit for prior learning under the Transfer Credit Award policy. The NCCCS Office will provide access to a database used by public institutions, allowing each college to expand credit for prior learning; updates to the [Military Credit for Prior Learning policy](#) will be implemented as they are approved.

Readmission

Per DoD MOU paragraph 3.i.(1), institutions are required to “have a readmission policy for Service members that allows Service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to Service requirements.” Eligibility for readmission to SCC depends on individual circumstances and the requirements of the specific curriculum program. Refer to the [Returning Students](#) procedure for details.

Excused Absences

State Board of Community Colleges Code ([1B SBCCC 500.1](#)) requires each North Carolina community college to adopt a policy to give an excused absence to any student who is in the United States Armed Forces and has received temporary or permanent re-assignment as a result of Military operations and to any student who is a National Guard service member placed onto State active duty status during an academic term for the period of time the student is on active duty. SCC’s attendance policy and procedures are outlined in the [Course Catalog and Student Handbook](#).

Upon notification, the College shall provide the student the following accommodations:

- The opportunity for the student to make up any test or other work missed during the excused absence,
- The option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty,
- The option of receiving a temporary grade of "Incomplete (I)" or "Grade Not Yet Reported (X)" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within the period of time specified by the College to avoid receiving a failing grade for the course (consult the [Grading System](#) policy for more information),
- Permission to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status; and permission to drop, with no financial penalty, any course that the student was unable to complete as a result of the excused absence as set forth in 1E SBCCC 900.4 ([Military Refund](#)).

Students receiving Veterans benefits, Pell Grants, or any other source of financial aid should meet with their financial aid advisor to discuss their particular situation related to any extended absence for Military service. Students called into active duty are referred directly to the SCC's Registrar for assistance.

Career Services and Job Placement

SCC's Work Based Learning Coordinator is available to assist all students with career development services such as resume writing, job applications, job search referrals, and interview preparation. Depending on the student's need, the Work Based Learning Coordinator is also available for job placement assistance.



Electronic Signature Policy

Sampson Community College recognizes an electronic signature as a valid signature from faculty, staff, and students.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submit class work, tests, etc.

Faculty and staff use electronic signatures to submit grades, view personal payroll data, log into campus computers, access protected data through the administrative computing system and custom web applications provided by the college, etc.

An electronic signature is considered valid when the following conditions are met:

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to protect the confidentiality of his/her username and password. Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes.

SCC will take steps to ensure the password is protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.



Foreign National Policy

The reporting and withholding of taxes associated with payments made to non-U.S. citizens by community colleges, and other agencies of the State of North Carolina are in accordance with the laws and regulations of the U.S. Citizenship and Immigration Services (USCIS) and the Internal Revenue Service (IRS).

The USCIS defines what payments may be made to aliens who perform services in the United States. The IRS defines which payments made to aliens are reported and subject to taxes, as well as establishes the tax rates for those payments.

In accordance with Sampson Community College policy, the College will withhold and report payments to foreign national (employees, contractors, vendor and students) in accordance with Internal Revenue Service (IRS) Code of Regulations 1441 and with policies established by the Office of the State Controller.

The College will gather all data for each individual or vendor who must be tracked through the Tax Navigator software and forward it to the North Carolina Community College System (NCCCS). The Foreign National Information Systems (FNIS) Data Gathering Form for individuals or the Foreign National Information Systems Data Gathering Form for Vendors is used to gather the data.

Per Internal Revenue Code 1461, the College will be liable for a tax amount resulting from failing to withhold or deposit amounts subject to withholding. The College and the foreign recipient may be held liable for taxes, applicable interest, and any penalties resulting from a withholding failure. Compliance with this policy requires a collaborative effort involving:

- Finance Office
- Sampson Community College employees that submit requisitions to procure goods and services
- Student Services
- Personnel
- Accounts Payable

A foreign national is “a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and is not become a naturalized United States citizen under United States law. This includes legal permanent residents, also known as permanent resident aliens.” A foreign national owes allegiance to or is under the protection of a country other than the United States.

It is important to understand that the definition of Nonresident Alien (NRA) for tax purposes is different from that for immigration purposes.

Aliens are classified as either “Nonresident Aliens” or “Resident Aliens.” Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to NRAs are subject to different tax withholding, reporting, and liability requirements.

A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. RAs are generally taxed in the same way as U.S. citizens. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of RAs is subject to the graduated tax rates that apply to U.S. citizens.

A Nonresident Alien's income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. NRAs are taxed according to special rules contained in certain parts of the Internal Revenue Code.

Note: Although the preferred term for identifying a person who is not a U.S. citizen is "Foreign National", the IRS and the U.S. Citizenship and Immigration Services use the word "alien". Therefore, all non-U.S. citizens will be referred to as "aliens" in this text to minimize confusion with the federal government publications

Compliance will follow a 6-Step Process:

The 6-step process below must be followed to ensure that aliens are paid according to prevailing tax and immigration rules/regulations with appropriate taxes withheld and payments properly reported.

The procedures are intended to provide guidance in the majority of situations facing Sampson Community College. The procedures are not inclusive. Tax and immigration laws are voluminous. Situations not covered by these procedures should be handled on a case-by-case basis.

Procedures for Paying or Compensating an Alien

Step 1 – Payment Eligibility and Tax Residency Status

Employees – Director of Personnel is responsible for identifying Foreign National Employees, collecting, and maintaining documentation.

- Director of Personnel will have foreign national employees complete the FNIS form and submit appropriate documentation.
- The finance department will be notified of the foreign national employee.
- Copies of the completed FNIS form and backup documentations are sent to the North Carolina Community College System Office for taxation determination.
- Each quarter, the Director of Personnel will submit a list of names to the designated Sampson Community College representative who will report any payments to Foreign Nationals to the System Office.

Students Receiving Awards or Scholarships Administered by Student Services – For Student Services, each semester, the Director of Admissions is responsible for identifying Foreign National Students when they apply to Sampson Community College. This position is responsible for:

- Collecting and copying documents to identify status
- Maintaining documents in a secure location.
- Entering the data into Colleague and communicating the status to Financial Aid and the Finance Office. Communication must be done following Add/Drop but before Financial Aid Refund Checks are issued.

Vendors and Contractors

Sampson Community College Accounts Payable Department will determine if vendor, contractor, individual, student, or employee is a Foreign National. If payment is made to a third party, the vendor, contractor, or individual must still be determined to be a Foreign National (example: US agency located in California is representing an individual from the Netherlands – individual is a Foreign National – payment is made to agency but will still be considered a Foreign National Payment for tax purposes) If a Foreign National is recognized, the impacted office must gather the following information:

SCC – Quick Reference Guide to Recently Adopted Policies and Procedures

Updated: March 2023, December 2023

Page 38 of 76

- Copy of Itinerary (applicable for performers only)
- Passport
- VISA
- W-8BEN, W-8BEN-E, 8233
- Information will be sent to the System Office to Jessica Balazsi (for determination of tax liabilities)
- System Office will then notify The College if taxes are to be withheld, and the percent to withhold, along with any Treaty notifications
- Decision to work with vendor, contractor, or individual can then be made by VP, Department Chair, or Supervisor.
- When payment to vendor, contractor, or individual is made ... required tax withholdings are calculated and electronically submitted to NCDOR and IRS.
- Once tax payment(s) are made, the SCC Controller is notified to make the corresponding entries to the General Ledger.
- Quarterly reports are submitted to System Office.
- Year End 1042's are processed by System Office. It is the responsibility of The Colleges to collect the required information on the forms.

Step 2 – The Type of Payments

The type of payment made to the alien falls into four primary categories:

1. Dependent personal services: wages, service-related scholarship/fellowship/assistantship payments, travel reimbursements;
2. Independent personal services: consulting fees, guest speaker, honoraria;
3. Scholarships/fellowships:
 - a. Qualified components for degree candidates: educational expenses, tuition, fees, books, etc.
 - b. Nonqualified component: including living expenses, stipend, housing allowances.
4. Miscellaneous income types: prizes and awards, royalties, etc.

Step 3 – The “Source” of the Income

As important as the recipient’s tax status, the payers of the income and their residence also has bearing for determining U.S. federal reporting and taxation.

1. A Resident Alien’s income is generally subject to tax in the same manner as a U.S. citizen. Therefore, worldwide income is reported.
2. A Nonresident Alien is usually subject to U.S. income tax only on U.S. source income. Sampson Community College, as the U.S. source payer, is responsible for reporting income it paid to the NRA.a. A determination is made as to the source of income in the following manner:
 - For compensation paid to employees, and independent contractors, income is sourced to the country where services are performed.
 - For non-compensation payment such as scholarships/fellowships, grants, prizes, and awards, the source of income is the residence of the payer regardless of who actually disburses the funds. If the activity is performed outside the United States, it is not considered U.S. sourced income.

Step 4 – Is the Payment Subject to Income Tax Withholding?

Income paid to a Resident Alien (RA) follows the same withholding tax rules as U.S. citizens. The federal withholding rates for RAs are the same as rates for U.S. citizens.

All U.S. sourced income paid to a Nonresident Alien (NRA) is taxable with the exception of interest income and qualified scholarships/fellowships. The federal withholding rates for nonresident aliens are:

- Type of Income Federal Tax Rate

- Compensation (employees)
- Standard graduated rates
- Nonqualified Scholarships/Fellowships ((F-1, J-1, M-1, Q-1 or Q-2 visa holders) 14%
- Travel Grants (Expense) 14%
- Housing Allowances 14%
- Nonqualified Scholarships/ Fellowships (all other visa holders) 30%
- Independent personal services (e.g. consulting fees, guest speaker fees, honoraria, awards, travel reimbursement and prizes) 30%
- Royalties 30%
- Prizes and awards 30%
- All other payments 30%

NRA payments of taxable scholarships, fellowships, financial aid, and grants not excludible from gross income as a “qualified scholarship” are reportable to the IRS and are subject to withholding of federal income tax. Income must be reported on forms 1042 and 1042-S unless the grant is from sources outside the US.

Tax Treaties – If an alien is a resident of a country that has an income tax treaty with the United States AND the treaty contains an article covering the primary activity the alien is being compensated for, the alien may exempt part or all of the income from U.S. federal withholding taxes as specified in the article. The alien must submit a Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual and statement with The College to claim treaty benefits. The 8233 must be filed with the IRS.

Step 5 – Is the Payment subject to Social Security and Medicare Taxes (FICA)?

Yes, all aliens, regardless of resident or nonresident tax status, are subject to the same Social Security and Medicare taxes for wages as U.S. citizens. Wages earned in the employment groups as defined used to calculate the Federal Insurance Contribution Act or FICA withholding is the income subject to these taxes. As a general rule, the only aliens exempt from social security and Medicare taxes are F-1, J-1, M-1, and Q-1 visa holders while they are in Nonresident tax status. Note: If one of these designated visa holder changes to resident tax status during a year, he/she is subject to social security and Medicare taxes for the entire year on his subject wages.

Step 6 – Determining if a Payment is Reportable and How to Report It

- 3 Resident Alien (RA) payments are reported to the federal government in the same manner as U.S. citizens. Forms issued to the resident alien regarding reportable income are the Form W-2, Wage and Tax Statement for wages and the various Forms 1099 for non-wage compensation. Note: If the RA uses a tax treaty, he/she will receive a Form 1042-S for tax reporting purposes.
- 4 Nonresident Alien (NRA) payments subject to taxes are reported to the federal government. Forms issued to NRAs are W-2, Wage and Tax Statement for wages subject to income taxes and/or FICA taxes, and the form 1042-S- Foreign Person’s US Source Income Subject to Withholding for non-wage compensation. In addition, nonresident aliens will receive a Form 1042-S for compensation if they claimed a tax treaty that exempted tax for all or part of their wages. A form 1099 cannot be issued to NRAs.

Adopted: May 12, 2020



Human Resource, Safety, and Security Compliance Training Policy

All employees are required to complete Human Resource, Safety, and Security training as mandated by the Director of Personnel.

These training components include but are not limited to:

- Sexual Harassment
- Title IX and Sexual Misconduct
- Drug Free Workplace
- ADA training
- Campus Crisis and Emergency Response Training (Alice Training or similar product)
- General Ethics in the Workplace
- Diversity Awareness
- FERPA
- Others as Assigned

Selected modules may be required for new employees as part of their onboarding training. The College allows the completion of all mandatory training during the winter break which normally includes ten workdays. Of those workdays, three to four days are legal holidays (Christmas and New Year's Day). Training modules will be accessible to all employees beginning December 1 and ending March 1. Staff employees who choose to complete all assigned training modules by teleworking over the winter break will not be charged leave for days not considered legal holidays while the campus is closed. Staff employees completing training before or after the winter break will be required to submit leave for all days not assignable to Christmas and New Year's legal holidays. Faculty are afforded the entire winter break as part of their contracted leave. Failure to complete assigned training on or before March 1 may result in disciplinary action to include termination.

Adopted: October 18, 2022



Investment Management Policy

The Board of Trustees directs the College President and administration to establish and maintain techniques and procedures for the receipt, deposit, and disbursement of monies coming into its control and custody which maximize the interest-bearing investment of cash and minimize idle and non-productive cash balances consistent with the applicable provisions of Chapter 115D, Article 58.6, Chapter 147, Article 86.10, and Chapter 159, Article 30 of the General Statutes of North Carolina

The Board of Trustees will discharge their duties with respect to the management and investment of College funds as follows:

- (1) Investment decisions will be solely in the interest of the College and the students, faculty, and staff of the College.
- (2) The investments will be for the exclusive purpose of providing an adequate return to the College.
- (3) Investments will be made with the care, skill, and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.
- (4) Investment decisions will be made impartially, taking into account the best interest of the College, with special attention to conflicts of interest or potential conflicts of interest.
- (5) Investments shall incur only costs that are appropriate and reasonable.

The Board of Trustees will solicit competitive bids from all local banking institutions on a periodic basis to maximize the return on cash and to facilitate the financial operations of the College. The Board of Trustees, maintains decision-making authority for the institution's investment management plan; therefore, the specific terms and conditions of each banking contract will be approved by the Board of Trustees. The College will provide the Board statements of institutional cash balances and other investments annually accompanying the distribution of the financial statements of the College. Investment returns will accrue to the general ledger purpose and unit code from which the original investment principal originated.

The Finance Committee of the Board of Trustees serves as the College's Investment Committee. The committee membership will include three or more trustees with sufficient financial background to review and evaluate investment options. The committee is authorized to purchase, sell, and exchange instruments of deposit and securities on behalf of the Board provided that such investments can be converted to cash to meet College obligations. In support of this committee of the Board, the administration will maintain a standing committee to monitor investment returns, prepare periodic reports, and make recommendations for the purchase or divestment of investments to the Investment Committee.

All funds will be invested consistent with NCGS 159-30(c), placed through a registered investment advisor or invested in a special trust fund established by the State Treasurer. All documents in support of investment transactions must be signed by the President and Vice President of Financial Administration.

Approved: March 13, 2012



Leave - Annual

Annual leave is granted to full-time permanent and qualifying part-time permanent and full-time temporary employees in one of two forms: (1) faculty and staff members designated by the President are allowed leave on authorized holidays, semester breaks, and other occasions as directed by the President; (2) the remaining employees are granted annual leave according to an established scale in addition to authorized holidays.

Each full-time non-teaching employee who is working or who is on paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave. The rate is based on the length of aggregate service.

Many employees are scheduled to work eight (8) hours per day. Since there are other schedules in existence due to the nature of the work, the annual leave rates are stated in terms of hours and days; this requires no conversion for special schedules. Annual leave for employees not receiving instructional breaks will be computed at the following rate:

Years of Aggregate Services	Hours Earned Each Month	Hours and Days Earned in One Year
Less than 5 years	9 hours 20 minutes	112 hours 14 days
5 but less than 10 years	11 hours 20 minutes	136 hours 17 days
10 but less than 15 years	13 hours 20 minutes	160 hours 20 days
15 but less than 20 years	15 hours 20 minutes	184 hours 23 days
20 years or more	17 hours 20 minutes	208 hours 26 days

A permanent part-time employee who is employed on an annual contract with an appointment for half-time or more will earn annual leave on a pro-rata basis if the employee works one-half or more of the scheduled workdays in a month. Leave will be computed as a percentage of the total amount earned by a full-time employee. Part-time temporary and hourly employees do not earn leave.

Maximum Accumulation

- Annual leave may be accumulated except as provided herein. However, if the employee separates from service, payment for accumulated annual leave will not exceed 240 hours. On December 31, any employee with more than 240 hours of accumulated leave will have the excess accumulation converted to sick leave so that only 240 hours of annual leave are carried forward to January 1 of the next calendar year.
- Employees should keep sufficient leave to cover times when required to take leave, e.g., November/December holidays.



Leave - Civil

When an employee serves on a jury, he/she is entitled to leave with pay for the period of absence required. The employee is entitled to regular compensation plus fees received for jury duty.

When an employee attends court in connection with official duties, no leave is required. Fees received as a witness, while serving in an official capacity, will be submitted to the College. (When an employee is required to attend court, the time is to be considered as working time and included in the total hours worked per week.)

When an employee is subpoenaed or directed by proper authority to appear as a witness, the employee will be granted civil leave with pay. Any fees received will be submitted to the College. The employee may use annual leave rather than take civil leave with pay in which case the employee may retain any fees received.



Leave - Community Service Leave

The College recognizes the commitment of the College's staff and faculty to providing volunteer support of schools, communities, non-profit organizations, and the special needs of individuals. In support of employee efforts to engage in volunteer service, Community Service Leave may be granted to:

- Parents for child involvement in the schools.
- Any employee for volunteer activity in the schools or in a community service organization
- Any employee for volunteering in a public university or community college or State agency provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for services rendered.

For purposes of this policy the following definitions will apply:

Child: A son or daughter who is a biological child, adopted child, foster child, step-child, legal ward or a child of an employee standing in loco parentis

School: A child care program: an elementary, middle, or high school that is authorized to operate under the laws of the State of North Carolina

Community Service Organization: A non-profit, non-partisan community organization which is designated as a IRS Code 501 (c) (3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly. Although religious organizations may be 501 (c) (3) organizations, this leave does not apply to activities designed to promote religious beliefs.

Consistent with institutional procedures and considerations for sick and annual leave, with approval of the employee's supervisor an employee is eligible for Community Service Leave as follows:

Types of Appointment	Amount Granted
Full-time – all types of appointment	24 hours annually or 1 hour/week (up to a maximum of 36 hours) for mentoring/tutoring.
Part-time – non-teaching staff assigned 30 or more hours each week	Prorated – equal to percentage of full-time
Temporary or part-time staff assigned less than 30 hours of work each week	None
Part-time faculty	None

The twenty-four (24) hours of community service leave will be credited to each employee on January 1 of year unless an employee chooses the mentoring/tutorial option described below. New employees will be credited with leave immediately upon their employment prorated at two hours per month for the remainder of their contract. Community Service Leave will be documented by the College consistent with practices for annual and sick leave. Faculty who use Community Service Leave will be allowed to use this leave in lieu of administrative hours identified in their assigned semester schedule.

Option for Tutoring/Mentoring

In lieu of the twenty-four (24) hour award as noted above, employees may elect to tutor or mentor in a school. Leave under this option must be used exclusively for tutoring or mentoring a student in accordance with guidelines determined and documented by joint agreement with the school. Community Service Leave may be granted for one (1) hour for each week, up to a maximum of 36 hours that the school is in session as defined by the school's official calendar.

Changing Options

If an employee elects to change options during the calendar year, the maximum hours that may be granted is the maximum hours allowed under the new option less than number of hours that have been used for tutoring and mentoring.

Community Service

For purposes of this policy, community service is:

- Meeting with a teacher or administrator concerning the employee's child.
- Attending any function sponsored by the school in which the employee's child is participating. This provision applies to nonathletic programs that are part of or supplemental to the school's academic or artistic program.
- Performing school-approved volunteer work approved by a teacher, school administrator, or program administrator.
- Performing a service for a community service organization.
- Performing volunteer work for a community college or public university that is approved by a college or university administrator or other authorized college or university official.
- Performing volunteer work for a State or County agency that is approved the agency head or his/her designee.

Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as working in soup kitchens, homeless shelters, or other community activities.

Approval of Leave

Employees must receive approval for their supervisor to use this leave. A supervisor may require that the leave be taken at a time other than the one requested if the request cannot be reasonably accommodated within the needs of the College.

Non-Cumulative

Leave not taken is forfeited and may not be carried forward in the next calendar year.

Separation

Employees will not be paid for unused leave upon separation.



Leave - Compensatory

Full-time regular non-exempt employees will receive compensatory leave in lieu of overtime pay for all hours worked over 40 in a workweek, under the terms and conditions set forth in this Policy. For purposes of this Policy, “compensatory leave” means hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at their regular rate of pay. “Workweek” means a seven-day period beginning at 12:01 a.m. on Sunday and ending at midnight on the following Saturday.

Amount Earned

Compensatory leave is earned at the rate of 1.5 hours for each hour worked by a nonexempt employee in excess of 40 during a workweek. The maximum amount of compensatory leave that may be accrued by an employee is 240 hours, which is the number of hours of compensatory leave earned for 160 hours of overtime.

Payment in Lieu of Compensatory Leave

Employees subject to this Policy will not be entitled to cash payment in lieu of compensatory leave, except as may be determined in the President’s sole discretion on a case-by-case basis or under the following circumstances:

- Non-exempt employees will be paid for all overtime hours worked to the extent that such hours exceed the maximum of 240 hours of compensatory leave that may be accrued under this Policy.
- A non-exempt employee who has accrued unused compensatory leave at the time of his or her separation from employment with the College shall be paid for such compensatory leave at a rate not less than the average regular rate received by the employee during the three years immediately preceding the employee's separation or the regular rate received by the employee at the time of his or her separation, whichever is greater.



Leave - Educational

Members of the staff and faculty may qualify for certain periods of absence away from assigned duties as indicated below:

A. Educational Leave

1. The Trustees recognize that employees of the College must maintain timely competencies as well as pursue opportunities for intellectual and academic growth. Staff development is important to the successful operation of the College. In view of these needs, the State Board of Community Colleges and the Trustees provide the opportunity for "educational leave" as defined subject to the requirements set forth below:
2. "Educational Leave" as defined within State regulations refers to the release from duties or time normally required of a full-time employee in carrying out their full load of assigned responsibilities. Field-study and other developmental studies are included within the definition.
3. Requirements for Leave with Pay - College funds will be used to pay salaries of College personnel while on educational leave provided all of the following conditions are met:
 - The employee is employed on a 9-month or more basis.
 - Educational leave will not exceed a period of 60 working days a calendar year. Also, no more than 60 working days of educational leave will be granted to an employee during any three-year period, unless unusual circumstances warrant.
 - The studies engaged in during such educational leave are directly related to improving the competence of the employee in the duties assigned or anticipated by the President.
 - Educational leave will not be granted to an employee until he/she has been employed at the institution for three years. This requirement may be waived if circumstances warrant and the employee contracts to return to The College the following two years.
 - The President and Trustees approve the educational leave requested.
 - The employee is under contract to return to the College the following year and expresses his/her intent to honor this contract. An employee who fails to honor the contract stipulated shall be required to repay the amount expended for educational leave. If an employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion.
4. Notice - Request for educational leave should be filed approximately 60 working days prior to the first day of leave. It should be approved by the Dean/Vice President and President.
5. Review - In reviewing requests, the College will consider the following factors among others:
 - The progress which the institution will make in strengthening its academic programs and administrative capacity as a result of granting educational leave.
 - Requests by other employees for educational leave during the same period of time and the ability of The College to do without the services of the employee requesting the leave.
 - The length of employment with the College, the past educational leave granted, and anticipated employment with the College in the future.

The President may recommend, and the Board may impose special conditions when granting educational leave such as working part-time while on leave. However, an employee will be credited for part-time work while on educational leave.

6. Release Time in Lieu of Educational Leave: Non-instructional personnel, under appropriate circumstances may be permitted to take up to three hours (weekly) for class work provided that the course work is directly related to the employee's job assignment and needed for the performance of required duties.
7. Educational Leave Without Pay - Under any conditions other than above, educational leave granted an employee by the College as defined above will be without pay. Leave without pay is authorized by the Trustees, subject to special provisions as recommended by the President.
8. Contract for Educational Leave – Contact the Finance Office for the contract agreement form between the College and the employee accepting educational leave with pay.



Leave - Family and Medical

The Family Medical Leave Act of 1993 promotes the stability and economic security of families, the national interest in preserving family integrity, and minimizes the potential for employment discrimination on the basis of sex by ensuring that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity.

A full-time employee who has been employed with Sampson Community College for at least 12 months and who has worked at least six months during the previous 12-month period is entitled to a total of 12 work weeks, paid or unpaid, leave during any 12-month period for one or more of the reasons listed below.

- For the birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth.
- For the employee to care for a child placed with the employee for adoption, provided the leave is taken within a 12-month period following adoption.
- For the employee to care for the employee's child, spouse or parent, where that child spouse, or parent has a serious health condition; or
- Because the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position.

Leave without pay beyond the 12-week period or for employees not covered under the Family and Medical Leave Act Policy will be administered under other provisions of this policy.

Definitions

- a. Workweek – A workweek the number of hours an employee is regularly scheduled to work each week.
- b. Parent – A biological or adoptive parent or an individual who stands in loco parentis (a person who is in the position or place of the parent) to an employee when the employee was a child.
- c. Child – A son or daughter who is under 18 years of age or older and incapable of selfcare because of mental or physical disability who is:
 - A biological child.
 - An adopted child.
 - A foster child – a child for whom the employee performs the duties of a parent as if it were the employee's child.
 - A stepchild – a child of the employee's spouse from a former marriage.
 - A legal ward – a minor child placed by the court under the care of a guardian.
 - A child of an employee standing in loco parentis.
- d. Spouse.
- e. Serious health condition – an illness, injury impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or involves continuing treatment by a health care provider.

Leave Charges

1. For the birth of a child, the employee may choose to exhaust available vacation and/or sick leave, or any portion, or go on leave without pay; except that sick leave may be used only during the period of disability. This applies to both parents.

SCC – Quick Reference Guide to Recently Adopted Policies and Procedures

Updated: March 2023, December 2023

Page 50 of 76

2. For the adoption of a child, the parents may choose to exhaust available vacation leave, or any portion, or go on leave without pay.
3. For the illness of an employee's child, spouse, or parent, the employee may choose to exhaust available sick and/or vacation leave, or any portion, or go on leave without pay.
4. For the employee's illness, the employee shall exhaust available sick leave and may choose to exhaust available vacation leave or any portion, before going on leave without pay. If the illness extends beyond the 60-day waiting period required for short-term disability, the employee may choose to exhaust the balance of available leave or begin drawing short-term disability benefits.
5. If both spouses are working for The College their total combined leave in any 12-month period will be limited to 12 weeks if the leave is taken for the birth of a child of the spouses or for the placement with the couple of a child for adoption or foster care; or, to care for a sick parent.
6. For purposes of the determination of eligibility for FMLA leave, The College will calculate the 12-month period on a rolling basis. This means that the 12-month period is measured backward from the date an employee uses any FMLA leave.

Intermittent Leave or Reduced Work Schedule

- a. Pursuant to this policy the employee may not take leave intermittently or on a reduced work schedule for the childbirth and birth-related childcare or for adoption unless the employee and The College agree otherwise.
- b. When medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse or parent who has a serious health condition, or because the employee has a serious health condition. If such leave is foreseeable, based on planned medical treatment, The College may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.
- c. When an employee is on a reduced work schedule, the time not worked is counted against the total 12 workweeks.

Employee Responsibility. The employee shall apply in writing to the appropriate vice president for leave requested under this policy as follows:

- a. Birth or adoption – the employees shall give The College no less than 30 days' notice, in writing, of the intention to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as practicable.
- b. Planned medical treatment – when the necessity for leave to care for the employee's child, spouse or parent or because the employee has a serious health condition, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt operations, subject to the approval of The College or the health care provider of the employee's child, spouse or parent. The employee also must give 30 days' notice if practicable of the intention to take leave.
- c. The employee shall be deemed to have applied for leave under this policy when:
 - The employee is on approved leave but has not given written notice of the intent to take family or medical leave to the supervisor.
 - The employee utilizes leave for any purpose whether with or without pay for a period in excess of 30 days, and
 - The basis for the leave falls within the scope of this policy.

In these cases, The College shall notify the employee that time spent on paid leave or leave without pay during the 30-day period is part of the 12 workweeks of FMLA leave.

- d. If the employee will not return to work after the period of leave, The College should be notified in writing immediately. Failure to report at the expiration of leave, unless an extension has been requested, may be considered as a resignation.

Certification

- a. For leave pursuant to this policy, The College may require that a claim for leave because of adoption be supported by reasonable proof of adoption.
- b. The College may require that a claim for leave, because of serious illness of the employee or of the employee's child, spouse, or parent, be supported by a doctor's certification which includes the following:
 - The date on which the serious health condition began.
 - The probable duration of the condition.
 - The appropriate medical facts regarding the condition.
 - A statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed; or that the employee is unable to perform the functions of the position, whichever applies.
 - Where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.
- c. Where The College has reason to doubt the validity of the certification, The College may require the employee to get the opinion of a second doctor designated or approved by The College. Where The College opinion differs from the opinion in the original certification provided, The College may require the employee to get the opinion of a third doctor designed or approved jointly by the employee and the employer. The third opinion is final and is binding on The College and the employee. The College may require that the employee obtain subsequent recertifications on a reasonable basis.



Leave - Holidays

The board of trustees will determine the number of paid holidays for those employees eligible to earn annual leave up to a maximum of 12 paid holidays on a pro-rata basis. The College will only pay holiday leave to eligible employees who are:

- (A) In pay status through the day on which the holiday is scheduled, or
- (B) On a leave of absence without pay but were in pay status for half or more of the workdays in the month.

In instances when legal holidays fall on Saturday or Sunday, the College will be closed on Friday for holidays falling on Saturday and will be closed on Monday for holidays falling on Sunday. The Trustees designate the following as legal holidays of the College:

1. New Year's Day
2. Martin Luther King Memorial Holiday (3rd Monday in January)
3. Easter (one working day)
4. Memorial Day (Monday Holiday)
5. Fourth of July
6. Labor Day
7. Veterans Day
8. Thanksgiving (2 days-Thursday and Friday)
9. Christmas (3 working days)

The board of trustees will determine when holidays are scheduled on the College calendar and may require employees to take annual leave, special leave granted by the General Assembly, accumulated compensatory leave, or leave without pay during time on days other than holidays when classes are not scheduled to be in session.

Employees completing required Human Resource, Safety, and Security compliance training during designated campus closings will receive leave credit in amounts as determined by the Director of Personnel.

Adopted: March 13, 2018



Leave - Military

Sampson Community College will grant leave with pay to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Reserve components of the U.S. Armed Forces are the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, and the Coast Guard Reserve. The Civil Air Patrol is not a reserve component; it is an Air Force Auxiliary, and its members are not subject to obligatory service. The National Guard is unique among the reserve components in that it has a dual role, serving both as a federal reserve component and the State Militia. In its role as the State Militia, the North Carolina Army National Guard and the North Carolina Air National Guard respond to the Governor, who is their Commander-in-Chief, and serve as the military arm of the state government. Therefore, the National Guard is subject to active state duty upon order of the Governor.

1. Periods of Entitlement for all reserve components. Military leave with pay shall be granted to full-time or part-time permanent (prorated for part-time employees), and probationary employees for 120 working hours annually for any type of active military duty of a member not on extended active duty defined below. On rare occasions due to annual training (summer camp) being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year.
2. Additional periods of entitlement for National Guard members:
 1. Infrequent special activities in the interest of the state, usually not exceeding one day, when so ordered by the Governor or his/her authorized representative;
 2. Active state duty (domestic disturbances, disasters, search and rescue, etc.) for periods not exceeding 30 consecutive calendar days; for period in excess of 30 days, employees shall be entitled to military leave with differential pay between their military pay and regular pay if military pay is the lesser. Military leave for active state duty is to be considered separate from and in addition to military leave that may be granted for other purposes.
3. Unacceptable periods. Employees will not be entitled to military leave for the following periods:
 1. Regularly scheduled unit assemblies usually occurring on weekends and referred to "drills." Although these periods are unacceptable for military leave with pay, Sampson Community College, as required by federal law, shall excuse an employee for regularly scheduled military training duty. If necessary, the employee's work schedule shall be appropriately rearranged to enable the employee to attend these assemblies. To determine the dates of these regularly scheduled unit assemblies, Sampson Community College requires that the employee provide a unit training schedule that lists training dates for a month or more in advance.
 2. Duties resulting from disciplinary actions imposed by military authorities.
 3. For unscheduled or incidental military activities, such as volunteer work at military facilities, unofficial military activities, etc.

4. For inactive duty training (drills) performed for the convenience of the member such as equivalent training, split-unit assemblies, make-up drills, etc.
4. Administrative Responsibilities. The employee will submit a copy of the orders or other appropriate documentation evidencing performance of required military duty to the appropriate the President of The College.
5. Retention and Continuation of Benefits. During the period of military leave with pay, no employee will incur any loss of service or suffer any adverse service rating. The employee will continue to earn and accumulate sick and annual leave, aggregate service credit, and receive any promotion or salary increase for which otherwise eligible.
6. Leave for Physical Examination for Military Service. An employee will be granted necessary time off when required to undergo a physical examination relating to military service.
7. Military Leave with Differential Pay. Military leave with differential pay between military pay and regular pay, if military pay is the lesser, will be granted for active state duty for periods in excess of thirty consecutive days.
8. Military Leave without Pay. Military leave without pay shall be granted for certain periods of active duty or for attendance at service schools. Except for extended active duty, all or any portion of an employee's 96 hours annual military leave (pro-rated for part-time employees) with pay or regular annual (vacation) leave may be used in lieu of or in conjunction with military leave without pay.



Leave - Paid Parental Leave

- (a) For the purpose of this Section, the following definitions shall apply.
- (1) “Child” means a newborn biological Child or a newly-placed adopted, foster or otherwise legally placed Child under the age of 18, whose Parent is an eligible employee.
 - (2) “Parent” means:
 - (A) the mother or father of a Child through birth or legal adoption; or
 - (B) an individual who cares for a Child through foster or other legal placement under the direction of a government authority.
 - (3) “Public safety concern” means a significant impairment to the agency’s ability to conduct its operations in a manner that protects the health and safety of North Carolinians.
 - (4) “Qualifying event” means when an employee becomes a Parent to a Child.
- (b) Relationship to Other Sections and Policies.
- (1) This Section states the terms and conditions only for paid parental leave that is provided under G.S. 126-8.6 and for colleges who are required to adopt Sections and policies that are “substantially equivalent” to those promulgated by the NC Office of State Human Resources.
 - (2) The paid parental leave provided under this Section is in addition to any other leave authorized by State or federal law. Nothing in this Section shall prohibit a college, if authorized, from providing paid parental leave in amounts greater than as required by this Section.
- (c) Eligibility for Paid Parental Leave.
- (1) Employees who become Parents via childbirth, adoption, foster care, or another legal placement are eligible for Paid Parental Leave if:
 - (A) Employee is in a permanent, time-limited, or probationary appointment. Temporary employees are not eligible for Paid Parental Leave under this Section.
 - (B) At the time of the qualifying event, the employee meets each of the following conditions:
 - (i) For the immediate 12 preceding months, the employee has been employed without a break in service, as defined by 25 NCAC 01D .0114, by the State of North Carolina in a permanent, time-limited, or probationary appointment.
 - a. Periods of worker’s compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.
 - b. Periods of leave without pay, as defined in 25 NCAC 01E .1100, shall not constitute a break in service.
 - (ii) The employee has been in pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period becoming eligible for Family and Medical Leave.
 - a. Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave.
- (d) Leave Available to Full-Time Employees.
- (1) Full-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, up to the following amounts of leave:
 - (A) Eight weeks of paid leave after a parent gives birth to a child.
 - (B) Four weeks of paid leave after any other qualifying event.

- (2) Each week of paid parental leave under this Section shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.
- (e) Leave Available to Part-Time Employees.
- (1) Part-time employees (regardless whether they work half-time or more) shall receive Paid Parental Leave under this Section if the employee meets all other requirements for eligibility.
 - (2) Part-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, a prorated leave amount of:
 - (A) Four weeks of paid leave after a Parent gives birth to a Child.
 - (B) Two weeks of paid leave after any other qualifying event.
 - (3) Each week of Paid Parental Leave under this Section shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.
- (f) Use of Other Leave.
- (1) The Paid Parental Leave provided under this Section shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. The Paid Parental Leave provided under this Section is in addition to any other leave authorized by law, Section, or policy. Whether an employee has exhausted Family and Medical Leave does not affect eligibility for Paid Parental Leave under this Section.
- (g) Requesting Use of Paid Parental Leave.
- (1) Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to the agency's approval as stated in Paragraph (4) of this Section.
 - (2) Whenever possible, eligible employees shall notify their agency at least 10 weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.
 - (3) Absent unusual circumstances, the employee shall be required to comply with agency leave request procedures.
 - (4) The agency shall not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one continuous period.
 - (5) For all other employees, the agency may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a public safety concern. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a Public Safety Concern if:
 - (A) Providing the Paid Parental Leave would result in agency staffing levels below what is required by federal or state law to maintain operational safety; or
 - (B) Providing the Paid Parental Leave may impact the health or safety of staff, patients, residents, offenders, or other individuals the agency is required by law to protect; and
 - (C) The agency has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.
 - (6) If the agency determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a public safety concern under Paragraph of this Section, the agency shall provide Paid Parental Leave as soon as practical following the Qualifying Event.
 - (7) If both Parents are eligible employees, each may receive Paid Parental Leave. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

(h) Leave Usage.

- (1) Paid Parental Leave may be used only once for a Qualifying Event within a 12 month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.
- (2) Unused Paid Parental Leave is forfeited 12 months from the date of the Qualifying Event.
- (3) Paid Parental Leave shall not accrue or be donated to another employee.
- (4) Employees shall not be paid for the leave provided by this Section upon separation from the employer. The leave provided by this Section shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
- (5) Leave usage must be recorded in the same required increments as all other time.
- (6) If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the agency's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

(i) Expiration.

This temporary rule expires on the effective date of the permanent rule adopted to replace this temporary rule.

History Note: Authority G.S. 115D-D and G.S. 126-8.6;
Temporary Amendment Eff. July 1, 2023

Revised: November 14, 2023



Leave - Personal (Instructional) Policy

Non-instructional staff are allocated annual leave which should be used for personal leave. Supervisors of non-instructional staff may excuse an employee for such reasonable periods as may be necessary without requiring leave provided that the employee compensates the College with additional work time equal to that extended without leave.

Instructional faculty, due to their inability to apply for annual leave, may request and be granted one day for personal leave during each academic semester in which they teach. Personal leave may be granted when the faculty's needs justify being away from their classes. Personal leave is not to be used as vacation time. The President may extend this leave when appropriate.

Instructional faculty must submit completed request forms, including class work/assignments, in advance to the appropriate dean/vice president. The granting of personal leave is at the discretion of the divisional dean/vice president. Requests for personal leave exceeding one day per semester must be approved by the Vice President of Academic and Student Affairs and the President.

Revised: March 2018



Leave - Personal Observance Policy

Sampson Community College supports a work environment that fosters respect and values all people. The College strives to be an employer of choice, including recruiting and retaining a diverse workforce and creating an inclusive environment. The College employs a workforce reflective of the cultural and religious communities of the State.

In recognition of the different days of cultural or religious significance within the employee outside of any cultural or religious tradition, the Board of Trustees elects to adopt NC Executive Order No. 262 which provides up to eight hours of fully paid leave to eligible employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation.

Procedures

The following procedures will serve in support of this policy.

A. Eligible Employees

Full-time permanent or probationary employees of the College are eligible to receive eight (8) hours of paid Personal Observance Leave each fiscal year. Permanent part-time employees are eligible to receive a prorated amount of this leave rounded to the nearest hourly increment consistent with their percentage of full-time duties.

B. Administration of Leave

On July 1 of each year, eight (8) hours of Personal Observance Leave will be credited to eligible employees under continuing employment or to employees eligible to receive a contract for the following academic year on July 1 of each year.

C. Use of Leave

Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The leave does not have to be a day from the employee's religious or cultural background. The total amount of Personal Observance Leave awarded to an employee must be utilized in one calendar day (i.e., may not be taken in fractional amounts). Fractional amounts of leave that have not been used (e.g., Fridays or workdays shorted by inclement weather or administrative action) are not recoverable.

D. Leave Request and Approval

Employees should request Personal Observance Leave at least two weeks before the leave is needed unless such notice is impractical. Request should be submitted to the supervisor consistent with manner of request for other forms of leave. The College will not question whether an employee's identification of a particular day is sincere and legitimate.

The College will, to the greatest extent possible, allow employees to use the leave on the date requested. Supervisors are encouraged to accommodate employee leave requests; however, the supervisor may require that the leave be taken on a date other than the one requested based on the needs of the College.

Supervisors are encouraged to accommodate employees who may want to recognize the same day for Personal Observance Leave. However, when necessary to avoid material disruptions in classes or College services, supervisors may ask employees to take their leave on other days.

E. Crediting Personal Observance Leave

Upon adoption, all eligible employees will be credited with one day of leave. Newly hired employees will be credited leave upon hire.

F. Limitations

Personal Observance Leave has no cash value and cannot be converted into retirement credit. Unused Personal Observance Leave not taken by June 30 of each year is forfeited.

Approved: August 9, 2022



Leave - Sick

A full-time employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month will earn sick leave computed at the following rate:

- Hours Earned Each Month: 8 hours
- Hours Earned Each Year: 96 hours

A permanent part-time employee who is employed under an annual contract for as much as half-time will earn sick leave on a pro-rata basis if he/she works one half or more of the scheduled workdays in a month. The leave will be computed as a percentage of total amount earned by a full-time employee.

Accumulation - Sick leave is cumulative indefinitely.

Advancement - Sick leave may not be advanced.

Conditions for Sick Leave:

- Illness or injury which prevents an employee from performing usual duties;
- Maximum of three days of sick leave beyond three days of funeral leave in the case of death in the employee's immediate family.
- Sick leave may be taken for family related sickness. If a leave of more than 30 days is anticipated, the employee is to notify the President so that arrangements can be made for adequate coverage during the employee's absence;
- Medical appointments;
- Quarantine due to a contagious disease in the employee's family, or;
- Actual period of temporary disability connected to childbearing.

Verification of Sick Leave – The College may require Physician's Statement when an employee is absent from work due to sickness or disability for 10 consecutive working days or when requested by a supervisor.

Sick Leave for Family - Sick leave may be used to care for members of the employee's immediate family which are defined as follows:

- Spouse
- Parent – Mother/father (biological, adoptive, step, in-law, Loco Parentis)
- Child – Daughter/son (biological, adoptive, foster, step, legal ward, Loco Parentis, in-law)
- Brother/sister – (biological, adoptive, step, half, in-law)
- Grand/great – (parent, child, step, in-law)
- Dependents – living in the employee's household

Leave Charges:

- The minimum amount of sick leave which may be taken is one hour.
- Sick leave shall be taken in hourly increments only.
- Only scheduled work hours will be charged in calculating the amount of leave taken. Saturdays and Sundays are charged if they are scheduled workdays. Faculty should compute sick leave taken as a

multiplication factor applied to the actual number of hours taken. The factors will be defined by the Vice President of Academic and Student Affairs.

If a faculty member is out at least five days, leave will be based on a 39-hour work week during fall and spring terms instead of applying the multiplication factor. Leave will be based on a 36-hour work week during the summer term. These factors reflect the average contact hours and office hours observed by faculty in each of these areas. The employee shall perform the calculation and the actual number of hours chargeable shall be reported on the Leave Request Form.

Separation

- Sick leave is not allowable in terminal leave payments when an employee separates from institution service.
- Sick leave shall be exhausted before going on leave without pay because of extended illness. While an employee is exhausting sick leave, he/she earns all benefits for which he/she is entitled.

Reinstatement of Sick Leave

- Employees separated because of a reduction in force will be credited with accrued sick leave if reinstated within one year.
- Employees granted leave without pay will be credited with accrued sick leave if reinstated before the termination date of such leave.
- If an employee is separated for other reasons and is reinstated within one year from the date of last workday, the employing College may consider reinstatement of sick leave credits accumulated at the time of separation.

Retirement Credit - Accumulated sick leave at the time of retirement may be transferred to total service as provided under the North Carolina Teachers' and State Employees' Retirement System.

Sick Leave Without Pay - Sick leave without pay may be granted by The College for the remaining period of disability after both sick and annual leave have been exhausted until the 60-day waiting period for disability has been met. After this point, the employee should follow disability procedures as defined by the State Retirement Plan.

Sick leave is nontransferable to any other type of leave.



Leave - Voluntary Shared

Sampson Community College participates in the shared leave policy as per guidelines from the N.C. Community College System. This policy, permitting anonymous donations of leave, is designed to assist employees with serious medical problems whose sick and vacation leave is exhausted before they are either ready to return to work or eligible to receive North Carolina Disability Income. In such cases, employees are eligible to receive leave donated from the sick and vacation leave accounts of other employees to carry them only through FMLA and not beyond. Requests for exceptions to this policy are to be made to the President. The leave to be donated can include vacation leave.

An employee who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

Due to HIPPA Privacy guidelines, the identity of the employee requesting leave will be kept anonymous. Additionally, the recipient will not be informed as to the identity of the leave donors. The College is prohibited from maintaining a leave bank.

Application to Become a Shared Leave Recipient

An employee may make written application to the Director of Personnel, to become a leave recipient, using the Shared Sick/Vacation Request Leave Form. If an employee is not capable of making application on his or her own behalf, a personal representative, having documented power of attorney for the potential leave recipient, may make written application on behalf of the employee.

In order for a request to receive donated leave to be approved, the employee must:

- Have completed the initial probationary period, and
- Provide certification from a licensed physician of medical evidence to support the need for leave beyond the available accumulated leave, and
- Have exhausted all sick and annual leave (or provide credible medical evidence that he or she will have exhausted all sick and annual leave before the medical condition is resolved)
- A potential leave recipient may request up to 176 hours of leave transfer at one time, and is limited to 1,040 hours, either continuously or, if for the same condition, on a recurring basis. However, The combined total of sick leave donated to a recipient from a nonfamily member donor shall not exceed 20 days per year (160 hours).

Each application must include a completed Shared Sick/Vacation Leave Request Form and Physician's Certification of Medical Condition Form.

Approval of Application to Become a Leave Recipient

Each application will be reviewed by the Director of Personnel. If the application is approved, the Director of Personnel will notify the leave recipient (or the personal representative who made application on behalf of the leave recipient) that: the application has been approved; and the Director of Personnel will send out an email request to all full-time employees for leave donations. Due to HIPPA Privacy guidelines, the recipient will not be identified in the email request.

If the application is not approved, the Director of Personnel will notify the applicant (or the personal representative who made application on behalf of the potential leave recipient) that: the application has not

been approved; and reasons for its disapproval. Requests not approved may be appealed in writing to the President.

Donation of Leave

An employee may submit a Shared Sick/Vacation Leave Donation Form to the Director of Personnel requesting that a specified number of hours of leave be transferred from their annual or sick leave account to the sick leave account of a specified leave recipient.

An employee may donate up to five days of sick leave to a nonfamily member employee. The combined total of sick leave donated to a recipient from a nonfamily member donor shall not exceed 20 days per year. Donated sick leave cannot be used for retirement purposes. Employees who donate sick leave will be notified in writing of the State retirement credit consequences of donating sick leave. An employee family member donating sick leave to a qualified family member under the Voluntary Shared Leave program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.

Requests for leave transfers must be in 4-hour increments. A leave donor must retain a combined total of 120 hours of leave in his or her own annual and sick leave accounts, unless the donation is to the leave account of his or her own spouse, child, or parent. Additionally, an employee may not donate more than five days of sick leave per year to any one non-family employee. The combined total of sick leave donated to an employee from non-family employee donors will not exceed 20 days per year.

Individuals who donate sick leave must leave a balance of at least 40 hours in their own account. Individuals who donate vacation leave must leave a balance of one-half their yearly accrual in their own account. Employees with medical problems who need additional leave should meet with the Director of Personnel to begin the process of receiving donated leave. This leave must be approved by the President.

Employees who accept donated leave but return to work prior to having exhausted that shared leave are expected to return the unused leave to The College. Questions about this policy should be directed to the Director of Personnel.

Effective April 10, 2003, the N.C. General Assembly amended the North Carolina G.S. 115D-25.3 to allow any employee of a community college to share leave voluntarily with an immediate family member who is employed at a community college, public school, or State agency. An immediate family member is defined as "spouse, parent (including biological, adoptive, step or legal ward), child (including biological, adopted, foster, step or legal ward), brother or sister (including step, half or in-law relationships), grandparent or grandchild (including step relationships), and other dependents living in the employees household. The term includes the step, half, and in-law relationships." To donate voluntary shared leave to a colleague or an immediate family member, use the Shared Sick/Vacation Leave Request form. Leave transferred under this section may be substituted retroactively for a period of leave without pay.

Shared Sick/Annual Leave Donation Forms will be accepted until the total amount donated is equal to the amount approved by the Director of Personnel. Subsequent Shared/Annual Leave Donation Forms will be returned to prospective donors.

If the leave recipient does not use all the donated leave, unused leave will be returned to donors on a first-donated, first-returned basis, based on the date and time the Shared Sick/Annual Leave Donation Form was processed by the Finance Office.

Approved: November 14, 201



Leave - Without Pay

Leave without pay may be granted under limited circumstances by the President:

- For illness when sick and vacation leaves have been exhausted;
- For extended study; or
- Military leave beyond fifteen calendar days per year provided that the request is made in writing in advance to the appropriate supervisor for recommendation of approval by the President.
- Other circumstances warranting leave without pay.



Naming Rights - Advancement

Purpose

This policy sets forth the criteria and procedures for naming Sampson Community College owned facilities or portions of such facilities. The term “facilities” includes buildings, rooms, interior spaces, streets (including landscape areas and associated exterior furnishings which would be marked by a tablet or plaque), courts, athletic fields, open spaces and all other areas owned, operated, or controlled by Sampson Community College.

This policy serves as a guideline for the Board of Trustees, the Sampson Community College Foundation, and other college employees who may be involved in gift solicitation. The policy attempts to assure consistency, fairness, and appropriate recognition in the naming of facilities. Naming facilities is a highly sensitive subject; therefore, all potential nominations are to be held in strictest confidence to the extent allowed by NC law. Confidentiality by all those involved in the process is critical.

This policy applies to donations made directly to the College and to the College Foundation. Donations made to the Foundation for student scholarships are excluded from the naming policy.

Responsibilities

The act of naming a facility is the responsibility of the Board of Trustees, acting after receiving the recommendation of the College President. Benefactors or honorees should be informed throughout the naming discussions that final naming approval for all college facilities rests with the Board of Trustees.

The President may recommend exceptions to any of the following naming policies, subject to the approval of the Board of Trustees. The Board of Trustees reserve the right to accept or reject any or all requests, to make exceptions to the minimum contribution requirements, and to modify this policy as they deem necessary.

Naming Criteria

Sampson Community College will consider naming facilities based upon the following criteria:

- 3.1 To recognize individuals of outstanding personal character who have made contributions of extraordinary and lasting distinction to society or who have made substantial contributions as a member of the College faculty or staff, or who have a personal connection to or support of the mission of the College.
- 3.2 To recognize the traditions and history of the College that may include but not be limited to recognition of events, dates, organizations, places, or programs.
- 3.3 To recognize benefactors who make substantial financial contributions to the College. The term “benefactors” includes individuals, corporations, and other organizations.

Naming Facilities

- 4.1 Naming opportunities may include (1) new facilities that are to be constructed or acquired, (2) existing facilities that are undergoing major or minor renovations, or (3) existing facilities that are not undergoing renovations.
- 4.2 Facilities will not be named for College faculty or staff, members of the Board of Trustees, members of the NC Community College State Board of Trustees, the Governor, elected officials, or state employees concerned with the functions, oversight or control of the College, so long as the relationship exists.
- 4.3 Recommendations of a name should be that of an individual/organization that has gained distinction in the areas related to usage of the facility. Exceptions may occur in cases of an individual/organization of unusual eminence or singular contributions to the College.
- 4.4 Corporate or other organization names may be used to name any College facility. As with individuals honored with facility naming at the College, corporations or organizations proposed for facility naming should have a positive image and demonstrated integrity.
- 4.5 In the instance of corporate or organizational naming of facilities, additional due diligence should be taken to avoid any appearance of commercial influence or conflict of interest.
- 4.6 Signage reflecting a corporate or organizational naming of a facility must conform to all College signage guidelines and may not include the organization logo or other components of branding.
- 4.7 A gift for naming a facility ordinarily should equal:
 - at least 10% of the total project cost for constructing or acquiring the new facility;
 - at least 10% of the total project cost for renovating an existing facility;
 - at least 10% of the portion of the total project cost that is to be raised from the private sector if State or other funds are funding a portion of the project cost for a new or renovated existing facility;
 - at least 10% of the replacement cost of an existing facility not undergoing renovation. Typically, but not always, three-fourths of a gift to name an existing facility not undergoing renovation will be in the form of endowment, preferably unrestricted, to the College.
- 4.8 Financial contributions resulting in the naming of an existing facility may be made to the SCC Foundation, but if the College is constructing or renovating a facility, then funds will be transferred to the College.

Procedures

- 5.1 Proposals for naming facilities according to the criteria set forth in 3.1 (honorific) and 3.2 (historical) may originate from individuals or groups inside or outside of the College, including the College Foundation. The proposal must be directed to the College President for review and recommendation. The proposal should include rationale for requesting the naming of the facility and, if appropriate, a biography or background of the recommended naming entity.

The President will make recommendations to the Board of Trustees for final approval.

- 5.2 Proposals for naming facilities according to the criteria set forth in 3.3 (contributory) will be forwarded to the Foundation Director who will review and forward the proposals to the College President for review and recommendation. The proposal will include a profile of the donor, the area of interest with any proposed stipulations, and information about how the gift will be paid.

The College President will make recommendations to the Board of Trustees for final approval.

- Contributions to support the naming of a facility may be made in installments. However, the facility will not be named until the contribution has been paid in full.
- Contributions in kind, such as land, buildings or other tangible assets may be applied and utilized for the purpose of meeting the financial contribution requirement only at such time as the tangible amount has been sold and will be based upon the sale proceeds of the asset.

If the College chooses not to sell the asset, the College retains the absolute right to obtain independent appraisals and/or valuation of such gifts to determine the fair market value of the contribution for the purpose of meeting the financial requirement.

- 5.3 Duration of a benefactor's or honoree's name on any facility ordinarily continues for as long as the facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, repurposing, or similar modification of a named facility, the College may deem that the naming period has concluded.

Revoking Names on Facilities

In certain circumstances, the College reserves the right to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the benefactor. These actions, and the circumstances that prompt them, may apply to an approved naming that has not yet been acted upon or to a conferred naming.

- 6.1 If the benefactor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interest of the College, the naming may be revoked. However, caution must be taken when, with the passage of time, the standards and achievements deemed to justify a naming action may change and observers of a later age may deem those who have conferred a naming honor at an earlier age to have erred. Namings should not be altered simply because later observers would have made different judgments.
- 6.2 If a planned gift upon which the naming was bestowed does not result in the value agreed upon, the naming may be revoked.

Approved: September 12, 2017



Policy for Posthumous Recognition of a Student

Purpose

When a currently enrolled student dies prior to completing degree requirements of achieving an academic goal, the accomplishments of the student may be recognized posthumously as a gesture of compassion to the student's family.

Types of Recognition

Posthumous Degree - awarded when a deceased student was nearing completion of a degree, diploma, or certificate program.

Requirements

- The student was currently enrolled at SCC at the time of death.
- The student completed at least 75% of the required courses.
- The student was in good academic and financial standing with the College.

Posthumous Certificate of Achievement – when a deceased student does not qualify to be awarded a posthumous degree, he or she may be given formal recognition for academic achievement.

Requirements

- The student was currently enrolled at SCC at the time of death.
- The student had attempted at least 12 credit hours at SCC.
- The student was in good academic and financial standing with the College.

Process

A member of the College's faculty or staff, or a family member of the deceased student may request consideration for posthumous recognition. The request should be made in writing to the Registrar's Office. The Registrar will evaluate the request to determine whether the deceased student meets the requirements for a posthumous degree or a certificate of achievement.

Once eligibility is verified by the Registrar, the request will be submitted to the Dean of Student Services and the Vice President of Academic Affairs for recommendation of approval to the President. At the President's discretion, a formal request for approval will be presented to the SCC Board of Trustees.

Policy Provisions

Faculty or staff members who nominate a student for posthumous recognition must obtain written permission from the family of the student before the request will be considered. The awarding of a posthumous degree or certificate of completion will not be posted on the student's official transcript. Posthumous recognition will be awarded to the deceased student at a time and place to be determined by the College administration. The party or parties requesting posthumous recognition will be formally notified of the outcome in writing.

Adopted: March 12, 2013



Secondary Employment

Full-time employment with Sampson Community College requires a substantial commitment of one's time and energy. Full-time employees must obtain the approval of their immediate supervisor and the Director of Personnel prior to engaging in any secondary employment. The President must obtain the Board's approval prior to engaging in any secondary employment.

Approval of secondary employment should be requested by submitting the Secondary Employment Approval Form to the employee's immediate supervisor. Following the supervisor's approval, this will be forwarded to the Director of Personnel for final approval. Secondary employment for all employees should be requested by July 1 of each fiscal year. Faculty, if working at any regional institution, must request approval and complete a new form prior to each semester. If a request for secondary employment is granted, approval may be withdrawn at any time.

Secondary employment should not:

- Detract from the employee's obligation to commit time, skills, and attention to the employee's primary position at the College.
- Create a conflict of interest with the primary job.
- Involve use of any College time, property, equipment, etc.

Secondary employment is defined as any type of employment, including self-employment, for which there are additional earnings.

Adopted Revisions: September 2022



Secondary Employment Approval Form

Full-time employment at Sampson Community College is the employee’s primary job. Any additional employment must be approved in advance by submitting a Secondary Employment Approval form through the appropriate supervisory chain. Approval for secondary employment for the President is requested from the Board of Trustees.

If approval for secondary employment is provided, it cannot:

- Detract from the employee’s obligation to commit time, skills, and attention to the employee’s primary position at the College.
- Create a conflict of interest with the primary job.
- Involve use of any College time, property, equipment, etc.

Requests for approval for secondary employment for all employees must be submitted by July 1 of each fiscal year. Faculty, if working at any regional institution, must request approval and complete a **new form prior to each semester**. If a request for secondary employment is granted, approval may be withdrawn at any time.

Description of Proposed Secondary Employment: *This should include teaching and non-teaching information.*

Employer	Course(s) Being Taught	# Contact Hours	On-Line or Face-to-Face	Days/Times	Semester

Additional Comments:

Employee Name:	
Employee Signature:	
Date:	

	Approved		Not Approved
Supervisor Signature:		Date:	
VP/Dean/Director Signature:		Date:	
Director of Personnel Signature:		Date:	

Additional Comments:



Service Awards Policy

Eligibility

Full-time employees are eligible to receive the appropriate service award for every five (5) years of full-time service to the College. Full-time employment with the College is cumulative. If a full-time employee leaves the College and later is reemployed in a full-time position, the length of both periods of employment will be added together to determine eligibility. Faculty serving in a 9.6-month contract or greater will be given a full year of creditable service for award purposes.

Awards

Service award recipients will be recognized each year. Beginning fall 2022, employees celebrating five (5) years of service and above will receive a service pin and a credit to be used in the College's Bookstore that will be good for one year from date of issue. The credit awarded will be based on years of service as noted:

- 5 years - \$50
- 10 years - \$75
- 15 years - \$100
- 20 years - \$125
- 25 years - \$150
- 30 years - \$175
- 35+ years (in five-year increments) - \$200

Administration

The Service Awards shall be coordinated by the Director of Personnel in collaboration with the President's Office. Each year, the Personnel Office will generate a longevity report to identify employees to be recognized.

Approved: August 9, 2022



Sound Fiscal Management Practice

The College implements and adheres to sound fiscal and management practices in accordance with State Board of Community 1A SBCCC 200.4 rules governing such practices. These include:

1. Prudent and consistent expenditures within the state budget.
2. Effective execution of the institutional budget to ensure that the percentage of State current operating funds remaining unexpended does not exceed 5% or five times the system-wide percentage, whichever is higher.
3. Maintenance of institutional funds to ensure that accounts do not have negative balance at the end of the fiscal year unless such an instance occurs for a planned reason, such as an anticipated reimbursement.
4. Effective expenditure tracking that is consistent with the NCCCS Chart of Accounts (see NCCCS Accounting Procedures Manual).
5. Planned submission of financial reports to the local board of trustees as determined in session.
6. An effective system of internal controls as prescribed in the general statute of NC (G.S. 143D-7).
7. Reconciled bank accounts with planned methods for reconciliation within 30 days from the end of the prior month.
8. Completed, accurate financial statements submitted to the NC Office of the State Controller per stated deadlines.
9. Audits conducted in accordance with G.S. 115D-20(9) and G.S. 115D-58.16.
10. Institutional addressing of any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews.
11. Timely completion of qualified replacements to fill leadership and other supervisory positions.
12. Staff monitoring of turnover by providing an employee vacancies report for information to the local Board of Trustees at least biannually.

Adopted: March 9, 2021



Tobacco Use Policy

Sampson Community College is committed to providing a safe and healthy environment in which people can learn and work. As an expression of this commitment, the use of any tobacco product (including electronic cigarettes) is prohibited in campus buildings and on all parts of the campus outside of designated smoking areas, in all college-owned or leased vehicles, and at all classes taught by College personnel without regard to location. The sale or distribution of these products is also prohibited.

To foster an understanding of this policy, faculty, staff, students, and visitors who violate this policy will receive reminders of the policy. Faculty, staff or students with repeat offenses may receive sanctions as provided in the Student Code of Conduct or the Policy and Procedure Manual. Visitors may be asked to leave the campus.

Approved: May 8, 2018



Vaccinations Requirements Employees and Students Policy

Employees

Proof of immunizations are not required for employment by Sampson Community College. While the College does not mandate that employees receive vaccinations, clinical facilities/program sites reserve the right to mandate vaccinations for employees who work in certain programs, including but not limited to, Basic Law Enforcement Training, Associate Degree Nursing, Practical Nursing, Nursing Assistant, Medical Assisting, and Emergency Medical Sciences.

Employees must comply with the policies and procedures of the clinical/program host sites. If an employee chooses not to comply with these policies and expectations, they may not be able to perform any duties at clinical/program host sites requiring vaccinations. In compliance with Title VII of the Civil Rights Act of 1964, exemptions for vaccines based on medical or religious reasons may be requested from the clinical site. Employees may be required to submit adequate documentation to support these claims and the determination for granting exemptions comes from the clinical/program site.

In such cases where an employee fails to meet clinical/program site policy requirements and a reasonable accommodation cannot be provided, the employee will be removed from the responsibilities assigned at the site, which may result in an inability to fulfill employment requirements and termination of employment.

Students

Sampson Community College does not require specific vaccines in order to enroll or attend classes on campus. Nursing and health science programs require clinical hours to be completed at one or more at clinical sites under agreement with the College. Students admitted to these programs must comply with the requirements set by outside clinical agencies which may include a criminal background check, drug screen, physical, and/or specific vaccines. Decisions about an individual student's presence in the clinical environment are made by the clinical agencies.

Clinical sites may be subject to the COVID-19 requirements of the Centers for Medicaid and Medicare Services or other requirements established by the clinical site. Students are guests in these clinical facilities and in order to maintain clinical privileges, must abide by the clinical site's requirements for students and faculty.

Notice of changes of agency requirements may or may not provide students or faculty with advance notice of any changes. If vaccination becomes a requirement at one of SCC's clinical agencies, lack thereof may affect students and their completion of a course and program.

If requirements are made by an SCC clinical agency and a student chooses not to comply, they may not be ineligible to complete the clinical requirements of the program and will become unable to complete a course and the program.

Approved: March 8, 2022