

Hourly (P-14) Employee Handbook

2013-2014

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

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

It is the policy of Northern Virginia Community College and the Virginia Community College System to maintain and promote equal employment and educational opportunities without regard to race, sex, color, national origin, marital status, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Inquiries concerning affirmative action and equal opportunity policies should be addressed to Therman Coles at 703.323.3266 or eo@nvcc.edu.

TABLE OF CONTENTS

Table of Contents	1
Introduction: NOVA Employee Handbook	2
Chapter 1: Welcome to NOVA.....	3
Your Supervisor and You, About NOVA.....	3
Mission of the College	3
Chapter 2: Equal Employment Opportunities and Employment Laws.....	4
Harassment, Retaliation	4
Policy Applies to Disabled, Request Accommodation/Job Modification.....	4
Chapter 3: Employment Basics	5
Paydays, Direct Deposits, NOVACard, Parking Services	5
Updating Personal Information.....	5
Work Schedule and Breaks, Breastfeeding/Lactation Policy	6
Timekeeping, Reporting Absences and Tardiness	6
Resignation, Employment Verification	7
Chapter 4: Benefits	8
FMLA, Worker’s Compensation	8
Tuition Assistance, Deferred Compensation Plans.....	9
Credit Unions, NOVA Academy	10
Chapter 5: Key Policies and Procedures.....	11
Chapter 6: Conflict Management Resources.....	16
Chapter 7: Safety in the Workplace.....	17
Questions?	20

Introduction: NOVA Employee Handbook

NOVA's *Hourly (P-14) Employee Handbook* outlines the most important human resources policies, procedures, and practices of Northern Virginia Community College (NOVA) and complements the Commonwealth of Virginia Department of Human Resources Management's *Employee Handbook* (www.dhrm.state.va.us). Northern Virginia Community College is governed by both the Virginia Community College System (VCCS) and the Department of Human Resources Management (DHRM) with regards to the policies and procedures contained in this handbook. The handbook is not intended to be all inclusive, nor is it, expressed or implied, a contract of employment. This handbook makes employees aware of what NOVA expects regarding performance, conduct, and responsibility as an employee of the College. It outlines the basic elements of the employment relationship between you and NOVA.

NOVA reserves the right, at any time and without prior notice, to make changes to the policies, procedures, practices, and other statements in this *Employee Handbook*. NOVA reserves the right to establish, change, interpret, apply, or revoke NOVA's policies, procedures, and practices.

It is the employee's responsibility to keep informed about any updates, revisions, or changes.

Employees need to familiarize themselves with this handbook and refer to it when they have a question about NOVA's Human Resources policies and procedures. Employees should feel free to ask for clarification as needed from your supervisor or from NOVA's Human Resources Department.

Chapter 1: Welcome to NOVA

Your Supervisor and You

Your immediate supervisor, in addition to supervising and evaluating your job performance, stands ready to help you with any concerns related to your job. Job satisfaction and maintaining morale is everyone's responsibility. Therefore, it is important that you bring any concerns or complaints to the attention of your immediate supervisor. Doing so provides your immediate supervisor the opportunity to take the appropriate steps to assist you and address your concerns or complaints in a timely manner.

Supervisors have full authority to assign duties within the scope of their operation. In turn, managers, deans, Provosts, Vice Presidents and others with supervisory roles, have the responsibility to give employees honest and specific performance feedback, set expectations and standards, follow the law, follow all policies (NOVA, DHRM, VCCS), maintain public trust, and adhere to the VCCS Code Ethics.

In turn, it is expected that employees will follow their supervisors' instructions, perform their job responsibilities with care, work well with others, follow the law and all policies (NOVA, DHRM, and VCCS), maintain public trust and adhere to the VCCS Code of Ethics.

VCCS Code of Ethics: <http://www.vccs.edu/WhoWeAre/CodeofEthics>

About NOVA

History

Northern Virginia Community College (NOVA) was established in 1964. In 1965, under the leadership of President Robert L. McKee, NOVA began serving students under the name Northern Virginia Technical College. The College was renamed in 1966 when the Statewide General Assembly changed the name of the technical college system to the Virginia Community College System (VCCS).

NOVA is the fifth largest community college in the country and is the largest institution for higher education in the Commonwealth of Virginia. NOVA began as single building in Annandale and has expanded with campuses in Alexandria, Loudoun, Manassas, Springfield, and Woodbridge. In addition, there are learning centers in Arlington, Innovation Park, and Reston. The Extended Learning Institute (ELI), which offers on-line instruction, was established 1975 to serve students in need of an education who could not be accommodated by the traditional college setting.

NOVA continues to expand and currently offers over 160 associate degree and certificate programs.

For the complete history of the College and its continued growth visit the College website, www.nvcc.edu.

Mission of the College

With commitment to the values of access, opportunity, student success, and excellence, the mission of Northern Virginia Community College is to deliver world-class in-person and online post-secondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.

To learn more about NOVA, including information about our organizational structure, Administrative Council, College governance and committees, Northern Virginia Community College Board, and more please visit <http://www.nvcc.edu/about-nova/index.html>.

Chapter 2: Equal Employment Opportunities and Employment Laws

NOVA is committed to providing equal employment opportunity for all employees and job applicants regardless of their race, color, religion, sex, age, veteran status, national origin, disability, and political affiliation. Employment discrimination based upon these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. NOVA complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation.

Harassment

Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, religion, disability, marital status, or pregnancy that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

Retaliation

Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under NOVA and the Commonwealth's EEO policies.

Policy Applies To Disabled

The policy of equal employment opportunity applies fully to qualified persons with known mental or physical disabilities where these persons are able to perform the essential functions of their position, with or without reasonable accommodation. NOVA has the responsibility to make reasonable accommodation(s) to a person with a disability, if requested, and to aid such a person in performing the essential functions of his/her position, unless it can be demonstrated that such an accommodation would impose an undue hardship upon the College.

Request Accommodation/Job Modification

Employees and other persons who have disabilities and need assistance in attaining any services from the College are invited to request accommodation. Such requests should be directed to the ADA Coordinator, 703.323.3006

Chapter 3: Employment Basics

Hourly (P-14) employment is used to cover peak workloads, seasonal needs, short-term staffing needs, or interim replacements. Hourly employment is 'at-will' and can be terminated by either party at any time with or without cause. Hourly employees have no guarantee of continued employment.

Paydays

Paydays occur biweekly, generally on a Monday. When a payday occurs on a state holiday, employees normally are paid the day before the holiday. If a payday occurs on a weekend, employees normally are paid on the Friday before.

Pay Calendar: <http://www.nvcc.edu/faculty-and-staff/finance/controller/payroll/2013PayCalendarFreq40.pdf>

Direct Deposit

NOVA participates in the Commonwealth direct deposit system, which deposits employee paychecks directly to their personal bank accounts. All employees are required to participate in direct deposit.

NOVACard

Your NOVACard is your employee ID badge. It is your official form of NOVA identification. Employees are encouraged to display their NOVACard while they are on campus. The NOVACard allows you to access buildings, garages, and print services in the library.

To obtain a NOVACard or replace a lost NOVACard contact your campus NOVACard office. For safety and security reasons, NOVA employees may be asked to show their ID.

Parking Services

Parking permits are required for all employee vehicles parked in any lot or garage on NOVA's campuses. Hourly employees working 20 hours or more per week can obtain a free parking permit, issued by semester, online through the Parking Services website or in any campus Parking Services office.

Each NOVA campus has designated lots and garages for faculty and staff parking. See the Parking Services website for more details.

Parking website: <http://www.nvcc.edu/current-students/parking-services/>

Updating Personal Information

To Change a Name: A name change is an official change to your personnel and pay records. It is essential that any change in name(s) be officially made as soon as practicable after such changes become effective. A copy of your revised social security card is required. Please contact Human Resources regarding a name change, AskHR@nvcc.edu.

To Change an Address: Human Resources is required to maintain a current address and telephone number (home and work) for each member of the faculty and staff. Employees are to use the Human Resource e-Service (HRMS) self-service feature to keep an address current. If the move is in or out of Virginia or to one of the listed locales for which NOVA withholds taxes, new tax forms must be promptly submitted. Affected employees need to closely monitor tax withholding as it appears on their pay stub/earnings statement.

To Change a Phone Number: It is imperative that employees use the self-service feature of Human Resources e-Service (HRMS) in keeping their home and emergency numbers updated and current.

Local income tax withholding will be taken for employees who reside in the District of Columbia, Maryland, and West Virginia. A move to or from Virginia or among one of these locales will require the employee to fill out new tax forms.

Work Schedule and Breaks

Supervisors are responsible for scheduling office coverage as needed to meet the business needs. The standard hours of operation at the College are 8:30am to 5:00pm; however some offices are required to provide extended service hours that vary from the standard hours.

Employees who work at least six consecutive hours are allowed a lunch break of 30 minutes except in situations where shift coverage precludes such lunch breaks.

Lunch breaks are not included in the count of hours worked per day. When employees are required to work during their lunch, that period shall be counted as time worked.

Employees, at the supervisor's discretion, also may be granted a 10-15 minute break in the morning and in the afternoon outside of the 30 minute lunch break. The break period and the lunch period may not be used to compensate for late arrival or to permit early departure. Additionally, they may not be accumulated nor may they be used to cover time off for other purposes.

Lunch periods and breaks will be scheduled by supervisors to prevent disruption of services to the public.

Breastfeeding/Lactation Policy

NOVA supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday. Employees seeking time away from work to express breast milk must request time off, in advance, from their supervisor in accordance with their unit's procedure for requesting time away from work. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break time to express milk for her newborn. Two break times of no more than 15-20 minutes in length will be approved as paid break time. You may request for reasonable unpaid break time and/or use your meal times for this purpose.

Please work with your supervisor to meet your needs for a clean, private, comfortable space with an electric outlet, a chair and a small table/counter/flat surface for the breast pump.

Nursing mothers should be prepared, if no refrigerator is available, to carry cooler and cold packs for personal storage of expressed milk. If an employee has access to a refrigerator, breast milk may be stored in the refrigerator. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Note: The College is not liable for loss or damage of the employee's personal equipment.

Timekeeping

Hourly employees are limited to working an average of 29 hours per workweek, cumulative for all hours worked at any VCCS institution for the measurement period of May 1 to April 30. The employee must inform his or her supervisor if employed elsewhere at NOVA or any VCCS institution. The standard workweek is from Sunday through Saturday. Hourly employees are considered non-exempt for the purposes of application of the Fair Labor Standards Act (FLSA).

Hourly employees are paid only for hours worked. In order to be paid on time, electronic timesheets must be completed and submitted for approval in Human Resource Management System (HRMS) by the submission deadline.

Hourly employees may only remain active employees of record during the period of actual employment. Hourly employees who have not entered hours worked into HRMS for 3 full consecutive pay periods will be terminated from the College's systems. Rehiring terminated hourly employees must be done through the proper recruitment process.

Reporting Absences and Tardiness

Employees should check with their supervisors on the internal procedures for reporting absences or tardiness. Employees who are unable to report for work are required to give reasonable notification to their immediate supervisor. Notification must be made as soon as employees are aware that they will not be able to report to work and preferably no later than 15-30 minutes prior to their scheduled start time. The preferred method of notification is to call the supervisor at NOVA's work number. Individual supervisors may approve alternative methods of notification such as email or calling the supervisor's cell phone.

Failure to report absences as directed and frequent unscheduled absences may result in discharge. Per DHRM Standards of Conduct, three days of unauthorized leave is considered job abandonment and may result in termination.

Resignation

Employees resigning from their position are requested to give at least two weeks advance notice to their supervisor. Employees must submit a Letter of Resignation 105-021 e-form electronically via the NOVA website at <https://eforms.nvcc.edu/formslibrary/105-021/>.

Employees must also complete Form 105-022, a Check-Out Sheet for Termination of Employment, and deliver to the designated HR Campus Consultant or the Human Resources office before departure.

Employment Verification

If employees wish the College to verify employment information requested by outside sources, such request should be directed to Human Resources Department at AskHR@nvcc.edu. The College only releases job-related information, such as employment status, job title, date(s) of employment, and annual salary information. A signed release with the employee's signature must accompany any request for salary information.

For detailed salary information, requests should be faxed to Payroll Department at 703-323-3241.

Chapter 4: Benefits

The following benefits are provided to hourly employees:

Family & Medical Leave (FMLA)

P-14 employees are eligible for leave under FMLA if they have been employed by their agency for at least 12 months; and have worked at least 1,250 hours during the 12 months immediately preceding the start of the leave. Eligible P-14 employees may take up to 12 work weeks of unpaid family or medical leave in a calendar year for the following reasons:

- the birth of a child (to be taken within 12 months of the child's birth);
- the placement of a child with the employee for adoption or foster care (to be taken within 12 months of date of placement);
- in order to care for a child, a dependent son or daughter over 18 years of age who is incapable of self-care because of a mental or physical disability, a spouse, or a parent who has a serious health condition that involves:
 - a. in-patient care in a hospital, hospice, or residential medical care facility; or
 - b. continuing treatment by a health care provider
- serious personal health condition that renders the employee unable to perform the functions of his or her position;
- military family leave (as outlined in the Department of Labor Military Family Leave flyer).

Actual hours taken will be counted on a pro-rated basis corresponding to the percentage of hours they normally are scheduled to work during the 365-day period prior to the date Family & Medical Leave is scheduled to begin. For those P-14 employees who participate in a deferred compensation plan, retirement contributions will not be made for any pay period in which no qualifying compensation has been received by the employee.

An employee should submit Form 105-105 at least 30 days before the anticipated beginning of the Family & Medical Leave, unless emergencies or unforeseen events preclude such advance notice. The College must grant an eligible employee's request to take up to take up to 12 work weeks of Family & Medical Leave during a calendar year for reasons that qualify under the FMLA. The College may require certification for leave that is requested for an employee's serious health condition or for his or her family member's serious health condition before granting family & medical leave.

Employees may take intermittent leave or work a reduced schedule with the approval of their supervisor.

Please refer to the Department of Human Resource Management (DHRM) Policy 4.20 at <http://www.dhrm.state.va.us/hrpolicy/policy.html> and the posters from the U.S. Department of Labor for further details.

Worker's Compensation

The Virginia Worker's Compensation Act (VWCA) covers injuries and illnesses that arise specifically as a result of an individual's job duties. In order for an accident to be compensable under the VWCA, it must arise out of and in the course of employment. This means that not all injuries that happen at work are compensable under the Act. Claims that are ruled compensable allow for payment of related medical expenses and lost time over 7 calendar days resulting from the injury/illness. NOVA does not make any claim decisions or payments. All claim determination decisions and payments are handled by the third party administrator for Worker's Compensation, Managed Care Innovations, Inc. (P.O. Box 1140, Richmond, VA 23208, telephone 804-649-2288). Claims with any lost time also need to be coordinated by the employee with the Virginia Worker's Compensation Commission (VWCC) through Human Resources, AskHR@nvcc.edu.

Employee is Responsible for:

1. Complying with all the established policies and procedures;
2. Keeping all parties (NOVA HR, MCI, and your treating physician) informed;
3. Selecting a physician from the list of Panel Physicians.

Work-related injuries and illnesses are not subject to the same level of doctor-patient privacy requirements that non work-related injuries and illness are. Worker's compensation involves you, your physician, Human Resources, your supervisor, the worker's compensation insurance carrier, and also UNUM when VSDP is involved.

If you become injured on the job, immediately report the work-related injury/illness to your supervisor and Human Resources and complete the 125-008 Accidental Injury Report for submission to Human Resources.

Tuition Assistance

Hourly (P-14) employees hired to work twenty (20) hours or more each week are eligible to apply for tuition assistance in accordance with the NOVA policy.

During the first six (6) months of employment eligible P-14 employees are eligible to apply for free NOVA tuition assistance in job-related NOVA courses. The employee's supervisor is responsible for designating whether a course is job-related when he or she approves a request for tuition assistance. *Job-related* course work contributes directly to the improvement of skills, abilities or knowledge needed in the performance of the employee's current job to meet one of the following objectives:

1. To provide training for new employees meeting only minimum qualifications;
2. To provide training in the use of new or modified methods and equipment;
3. To provide training in skills and knowledge required by changes in the employee's current position.

After six months of employment, P-14 employees may apply for access to NOVA courses free of charge and these courses may be job-related or for general interest.

Tuition and associated laboratory fees are covered, but the individual employee is responsible for paying any admission fees, student activity fees, course books and materials or other fees not tied to an individual course. Tuition assistance is limited to six credit hours per semester. P-14 employees who are in the United States on student visas are not eligible for employee tuition assistance. Work-study students and F-1 visa students are not eligible for employee tuition assistance even if they also work as P-14 employees for the College.

Deferred Compensation Plans

The College offers two deferred compensation plans for participation. They are identified by the Internal Revenue Codes that govern the plans. Internal Revenue Code 457 identifies the Commonwealth of Virginia's governmental plan. Internal Revenue Code 403(b) identifies the plan offered by the College as a non-profit, 501(c) higher education institution. Details on the plans can be found on the benefits web page with links to additional web addresses. The College encourages all employees to take advantage of deferred tax savings while saving for retirement using these plans. *The cash match program is not available to hourly employees.*

Credit Unions

Hourly employees may have membership in the Virginia Credit Union and Apple Federal Credit union. However, payroll deductions cannot be made for these.

Virginia Credit Union: <https://www.vacu.org/>

Apple Federal Credit Union: <http://www.applefcu.org/>

NOVA Academy

NOVA Academy is the Learning Management System (LMS) used at the College to deliver and track online training and in-person course registration. NOVA Academy is also the College's portal to over 750 online training modules shared across state agencies throughout the Commonwealth of Virginia. Through the NOVA Academy employees can take online classes or register for in class training. The LMS records an employee's progress on course completions on a transcript that can also be viewed by the supervisor.

NOVA Academy:

https://covkc.virginia.gov/nvcc/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx

Please refer to the Basic User Guide for step-by-step instructions on how to navigate NOVA Academy. Employees can access these reference tools on SharePoint in the Training and Professional Development folder:

<https://sharepoint.nvcc.edu/A/HR/PDS/SitePages/Home.aspx>

Chapter 5: Key Policies and Procedures

Hourly employees are to conduct themselves in a manner that supports NOVA's mission and the performance of their assigned duties and responsibilities with the highest degree of public trust. Hourly employees must adhere to established policies and procedures as outlined by NOVA, VCCS, and DHRM.

Standards of Conduct

It is expected that NOVA employees will apply themselves fully to their work and the work of the College. It is also expected that employees will report to work punctually as scheduled, perform their work assignments in a timely and professional manner, and follow all NOVA, VCCS, and Commonwealth policies, procedures, and practices.

Conduct that interferes with operations will not be tolerated. The Commonwealth of Virginia has a set of rules governing the professional and personal conduct and acceptable standards for work performance of employees. The Standards of Conduct Policy is promulgated by the Department of Human Resource Management (DHRM) and is applicable to all hourly employees.

Alcohol and Other Drugs Policy

Federal law and Department of Human Resource Management (DHRM) Policy #1.05- Alcohol and Other Drugs, prohibit the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace. This policy also prohibits employee impairment on the job due to the use of alcohol and other drugs. The College may discipline employees who are convicted of violating any criminal drug law and certain alcoholic beverage control laws governing driving while intoxicated.

Conflict of Interest

In keeping with the Conflict of Interest Act of the Code of Virginia of 1950, as amended, NOVA employees are prohibited from using information gained while performing their job to influence or further their own personal interests.

Confidentiality of Records

Many NOVA employees will work in capacities where confidential information concerning the plans and affairs of the College or of students will be handled. It is of great importance that employees not discuss such plans or records with persons not authorized to have access to them. Please refer to the College's Family Educational Rights and Privacy Act (FERPA) policy statement in Section 34 of the Administrative Services Procedures Manual for additional information regarding the confidentiality of student records. If there is a question as to whether the information should be released, then the inquiry should be referred to the appropriate College administrator.

Dress Code/Personal Appearance

NOVA employees are the College's representatives to the public and their appearance has an impact on the public's image of the College. Employees' dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected to dress in a manner that is appropriate in a business environment and appropriate within the context of their day-to-day job responsibilities. Employees are encouraged to talk with their supervisors when they have questions.

Email Phishing

Responding to email phishing attempts is a violation of the College IT policies. Employees found responding to email phishing attempts will have their IT access immediately suspended, be required to complete MOAT

Security Awareness training and will be issued a Letter of Concern that will be kept in the supervisor's file. Repeated response email phishing may result in termination.

The IT department makes every effort to warn employees about ongoing phishing attempts and email scams. Employees should take heed of these warnings and contact the IT Help Desk before they respond to suspicious emails.

The College will never ask employees for their email username or password. Employees should not share their username and passwords with other employees. Sharing login information is a violation of the College IT Computer Use Agreement. Violating the IT agreements can result in termination.

Copies of the IT Agreements can be found on the NOVA website, <http://www.nvcc.edu/legal/>.

Gifts, Gratuities, or Rewards

NOVA employees are in a position of public trust and, therefore, may not accept gifts, gratuities, favors, or rewards for any services they provide in connection with their employment. It also is unlawful for employees to solicit, offer, or accept any money or anything of value in exchange for an appointment, selection for a position at a higher salary grade, or special privilege with any State agency. Violations of this policy could lead to termination of employment.

Intellectual Property

Although employed by the State, many employees work on projects or develop materials that also have worth outside of State government. The Intellectual Properties Policy ensures that the work of State employees is protected from unlawful use by other organizations (Code of Virginia 2.2-28222).

A. General Policy

Any intellectual property that can be copyrighted or patented, regardless of format, is covered by the College policy published in the Administrative Services Procedures Manual, Section 29. The policy applies to all College employees including any students paid by the College to produce intellectual property.

The College may claim an interest in intellectual property with market value produced by College employees when it was produced within the course of College employment and with the substantial use of state facilities or funds. The College encourages and recognizes the creative efforts of its employees by sharing any financial returns equitably with creators. The policies and procedures set forth in Section 29 of the Administrative Services and Procedures Manual address procedures for notification, determination of equities, and conditions of ownership for patents and copyrights.

B. Distance Learning Education Materials and Rights

The rights of authors to intellectual property developed for use in NOVA courses are described in Section 29 of the Administrative Services Procedures Manual (ASPM) and are derived from Section 12 of the VCCS Policy Manual. For more information, see Section 29, Copyright and Intellectual Property, of the Administrative Services Procedures Manual.

IT Security Measures and Compliance

All employees are expected to comply with all IT policies and procedures. Failure to do so may result in termination. It is also important to note that no employee of the College should have the expectation of privacy in their email and internet usage. Please refer to the Privacy and Inspections section below.

Additional information on NOVA's Technology policies and procedures can be found at <http://www.nvcc.edu/legal/>.

Privacy and Inspections

Information obtained and disseminated in the workplace is the property of NOVA and may not be released except after approval through appropriate channels.

Desks, telephones, lockers, and computers are the property of the College. NOVA reserves the right to enter or inspect an employee's work area including, but not limited to, desks and computer storage disks, with or without notice. In concert with the Fourth Amendment of the U.S. Constitution, such searches will be for work-related purposes and will be reasonable in their inception and reasonable in the scope of the intrusion.

Personal Mail

Employees are prohibited from using NOVA's postal service for private use. This includes, but is not limited to, sending or receiving gifts, shipments or advertisements not related to conducting official College business.

Political Activity

Political activities of employees in State agencies that are funded in whole or in part by federal loans or grants are subject to the provisions of the Hatch Act, a federal law limiting political activities of government employees. Whether an employee is subject to the restrictions of the Hatch Act or not, he/she may not campaign for himself or herself, or anyone else during the hours when he/she is employed to work.

Printed Material

Information released to the print and electronic media should follow policy established by the College.

<http://www.nvcc.edu/faculty-and-staff/marketing/index.html>

Release of Employment Information

The 1978 General Assembly enacted legislation, effective July 1, 1978, which makes provision for disclosure of information regarding position, job classification, official current salary or rate of pay, and records of allowances and reimbursements for expenses paid for any state employee whose annual rate of pay is over \$10,000 per annum. This information may be disclosed to citizens of the state of Virginia and news media representatives with circulation in or broadcasting in or out of the state. Insofar as practicable, all employees will be advised when such a release of information is authorized by the president.

Smoking

Smoking is prohibited in all College facilities.

Solicitation and Distribution of Materials on College Property

The College welcomes and respects the free expression of ideas. In order that these activities not be disruptive to the regular operations of the College, conditions of time, place, manner, and frequency will generally be established by the campus dean of students. The following procedures will apply:

A. Student, Employee, or Other College-related Groups and Activities

1. When no special facilities, equipment, or services (e.g., rooms, audiovisual equipment, duplicating equipment, maintenance or set-up services) are requested of the College:
 - a. Distribution of materials or solicitation may be conducted with prior approval in any appropriate campus area except for the following: classrooms, laboratories, rest rooms, library, administrative and academic offices, doorways, and parking lots.

b. Any material remaining after the distribution or solicitation must be properly discarded. Sponsors will be responsible for any littering.

2. When special facilities, equipment, or services are requested of the College:

a. A Facilities Use form (105-112) must be completed in those cases where a specific room or rooms are required for distribution of materials. Appropriate forms should be submitted to the provost's office or their designee. See Section 31 of the Administrative Services Procedures Manual for procedures on use of College facilities.

b. A request for audiovisual or maintenance services must be submitted in accordance with campus policy.

c. Arrangements for facilities use payment and/or services must be made at the time that forms are submitted.

3. Decision by the dean of students on the request for approval to solicit or distribute will be made within five working days, unless good cause exists for additional time, in which case the decision will be made as soon as reasonably possible. The requestor may appeal the decision of the dean to the provost by presenting such an appeal within five working days of the dean's decision. The provost or their designee will respond to the appeal within five working days, unless good cause exists for additional time, in which case the decision will be made as soon as reasonably possible.

B. Commercial Distribution or Solicitation

No commercial distribution or solicitation is permitted except with the approval of the dean of students or designee. In addition, distribution and solicitation involving faculty and/or staff must have prior approval of the provost. All requests for commercial distribution or solicitation must be reviewed in light of existing contracts. Approval will be subject to regulation as to time, place, and manner to assure non-interference with operations of the College.

C. Distribution or Solicitation Conduct Regulations

All distribution or solicitation must be conducted with regard to conduct regulations contained in this Handbook

D. College Jurisdiction

College jurisdiction extends to the property boundaries of each campus. Jurisdiction also includes all property owned, leased, controlled, used or occupied by the College except where the College may be bound by legal restrictions which may be contrary to these regulations.

E. Posting Printed Materials

Posting of printed materials by students and non-student groups will follow established campus procedures as to location, time limits, and responsibility for removing posted items. Approval for posting is granted only by the dean of students or designee. Materials printed in a foreign language must be presented in the English translation prior to approval for posting.

F. Failure to Adhere to Regulations

Failure to adhere to these regulations may lead to loss of distribution or solicitation privileges, conduct charges, fines for littering, and legal proceedings.

Use of College Equipment

Personal Use:

No employee shall be permitted to use College materials, equipment, supplies, tools or transportation for personal use unless prior written permission is obtained from his/her department head. Improper usage may result in disciplinary action under the DHRM Standards of Conduct.

Breakage or Loss of Equipment:

Employees to whom equipment is assigned are responsible for promptly reporting breakage or loss to their immediate supervisor or designee. In turn, the supervisor/designee should notify the proper College authority promptly.

Employees will be held accountable for breakage and loss caused by negligence in accordance with the DHRM Standards of Conduct, which may include payment/replacement cost.

Visitor's Policy

The College is committed to providing a safe environment for employees, students, and visitors. In order to provide a safe workplace, NOVA requires that access to all facilities be limited to those with a legitimate business interest.

Employees are required to provide appropriate identification (NOVA ID card), upon request.

Children at work/on Campus

College facilities, including the library, cannot accommodate the care of children while parents are working or attending class. Since the College cannot be responsible for the safety and welfare of your children, employees must make arrangements for them off- campus. Children may not be brought into work stations and work locations/offices.

Animals at work/on Campus

Employees are prohibited from bringing animals onto any College owned and/or operated facilities or leave animals unattended on any College property. This policy does not apply to service animals, animals used by law enforcement or emergency personnel in the exercise of their official duties, or animals used in academic programs, teaching or research.

Recording/Videotaping Conversations, Webcam

The recording of conversations with other College employees, management, or with students, either individually or as a group, without the permission of all subjects being taped or recorded is considered unprofessional and unethical. The unauthorized taping or recording of coworkers, supervisors, or students shall not be done on College property or during College sponsored events. Acts of unauthorized electronic taping or recording of conversations may lead to disciplinary action in accordance with the meaning of DHRM Standards of Conduct.

Chapter 6: Conflict Management Resources

NOVA expects employees to work together in a spirit of cooperation and collaboration and do so in a courteous and respectful manner. Managing work relationships can, at times, be a challenge. At any time employees can contact the Human Resources' Employee Relations Unit or HR Campus Consultant for guidance and information with regards to conflict resolution.

<http://www.nvcc.edu/faculty-and-staff/human-resources/employee-relations/index.html>

Hourly employees are not eligible to use the state grievance procedure, not covered by the Virginia Personnel Act, do not have tenure, do not have a right of appeal of termination. However, hourly employees may consult the DHRM's Office of Employee Dispute Resolution (EDR) on work-related issues.

Employee Relations Confidentiality Statement

Employee Relations and/or your designated HR Campus Consultant is available to provide guidance and resources and will keep information received in consultation with employees and supervisors confidential to the extent requested and allowed by law.

Human Resources may initiate an internal investigation based on information received. All employees are expected to fully cooperate in such investigations and expected to maintain confidentiality to ensure the quality of the investigation.

When the information that is shared with Human Resources indicates that any person or property is in danger, that prohibited harassment/discrimination may have occurred or that a serious violation of NOVA or Commonwealth of Virginia policies has occurred, Employee Relations or your HR Campus Consultant will communicate with the appropriate person(s) or division, or administrative council member as required by law or policy.

Discretion will be used by Employee Relations or HR Campus Consultant in communicating sensitive information. Individuals receiving the information are compelled to use discretion in order to protect the person who reported the situation to the extent possible.

Retaliation against any person who reports a situation or who is involved in a grievance or complaint, or a follow-up investigation is prohibited and will not be tolerated. Acts of retaliation should be reported to Human Resources immediately.

Chapter 7: Safety in the Workplace

Zero Tolerance

NOVA has zero tolerance for violence. If an employee displays any violence in the workplace or threatens violence in the workplace, the employee is subject to immediate discipline, up to and including termination and criminal charges. No talk of violence or joking about violence will be tolerated.

NOVA defines violence to include physically harming another, shoving, pushing, harassment, stalking (including email stalking) intimidation, coercion, brandishing weapons and threats or talk of violence.

Please refer to DHRM Policy # 1.80, Workplace Violence:

http://www.dhrm.state.va.us/hrpolicy/web/pol1_80.html

Policy on Weapons

Possession or carrying of any weapon by any person, except a police officer, is prohibited on College property in academic buildings, administrative office buildings, student centers, dining facilities and places of like kind where people congregate, or while attending any College-sponsored sporting, entertainment or educational events. Entry upon the aforementioned College property in violation of this prohibition is expressly forbidden. Faculty, staff, and students may not possess or carry any weapon anywhere on College property except as outlined in Section F of the policy. This section and the entire policy can be found online at www.nvcc.edu/police.

Reporting Workplace Violence

It is everyone's responsibility to prevent violence in the workplace. By treating each other with respect, civility, and courtesy (as noted in the DHRM Standards of Conduct and VCCS Code of Ethics), practicing conflict resolution skills and seeking out NOVA's conflict resolution services (contact Employee Relations or your HR Campus Consultant) as soon as possible, we can minimize the possibility of workplace violence.

Also, employees can help prevent violence by reporting what they see in the workplace that could indicate that a coworker is in trouble or displays concerning behavior. Employees often are in a better position than management to know what is happening with those with whom they work. Employees are encouraged to report concerning behavior or any incident that may involve a violation of the college's violence in the workplace policy. Concerns may be presented to the employee's supervisor, Employee Relations, the designated HR Campus Consultant or to College Police.

Any occurrence of workplace violence should be reported to College Police and the Director of Human Resources.

Disorderly Conduct

Any employee found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to dismissal.

College Safety and Crime Statistics

Each year NOVA completes an Annual Security Report (ASR). The report contains a comprehensive description of how NOVA works to keep students, staff and faculty safe through professional staff,

equipment and programs. As a part of the report, crime statistics are included for the previous three years. The report can be located at <http://www.nvcc.edu/current-students/police/college-safety/index.html>.

Mandatory Reporting of Child Abuse and Neglect

While everyone should be concerned about child abuse and neglect, certain individuals are required by law to report both actual and suspected instances. In 2012, the Virginia General Assembly (SB 239) added “any person employed by a public or private institution of higher education” to the list of “mandated reporters” set out in §63.2-1509 of the Code of Virginia. Mandated reporters, including all NOVA faculty and staff, are those persons who in their professional or official capacity are required to report instances of suspected child abuse and neglect to the local Social Services Department or to the Department of Social Services.

What is an abused or neglected child?

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

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

Where should NOVA employees report suspected child abuse or neglect?

Any NOVA employee who, in his or her official or professional capacity, has reason to suspect a child is an abused or neglected child, is required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect. Employees can report by contacting any local Social Services Department, the Department of Social Services state-wide toll-free child abuse and neglect hotline (1-800-522-7096), or NOVA Police (703-764-5000).

Emergencies

An emergency can occur at any time without warning. Proper planning is essential to minimize the impact of any emergency on College operations and facilities. College personnel should call the appropriate emergency service in the event of fire, accidents, or severe illnesses on campus. The appropriate emergency services will be called if anyone here exhibits symptoms of extreme illness, violent or potentially violent behavior, or other extreme or unexplainable behavior.

The responsibility to investigate crime on campus resides with the College Police who may solicit assistance from other law enforcement agencies in cases where a cooperative investigative effort would best serve the needs of the College community.

Supervisors will inform employees of the primary and alternate routes out of the building in which employees work. Supervisors will encourage employees to physically review the different routes in order to gain

familiarity. Supervisors will also review procedures for sheltering in place in the event of weather or other emergency requiring people to remain inside.

In the case of external emergencies, efforts will be made to contact employees on campus. However, employee information other than directory information or that permitted by law will not be divulged. The College will follow the lead of Homeland Security through the Virginia Department of Emergency Management in concert with the local community.

The telephones in campus classrooms, offices, and other selected locations are equipped with “panic buttons.” By activating the panic dialer, a message that assistance is needed at that telephone’s location is automatically sent to the College Police without having to make a traditional voice call. Activation of the panic dialer from on campus telephones will generate an immediate police response (for off-campus sites, College Police will make contact to determine appropriate response).

Employees are strongly encouraged to sign up for NOVA Alert: <https://alert.nvcc.edu>.

General: In emergency situations requiring fire or ambulance response, call 911 and then notify the College Police at 703-764-5000. Call the College Police in other emergencies.

Inclement Weather/Emergencies

If the College is closed, a text alert will be sent to cell phones registered on NOVA Alert, a notice will be posted on the home page of the College’s website, and a message will appear on our cable television station (check your local listing). Individuals may also call the College Call Center at 703-323-3000. Do not call individual offices. The home page of the College’s website will always have the most reliable and up-to-date information about weather closures.

Hourly (P-14) employees will not be paid for the work time missed during which the college is closed for inclement weather or emergencies.

Questions?

The Employee Handbook provides you with the most important policies and procedures that govern NOVA employees. This Handbook is a resource and reference tool. We encourage you to refer to this Handbook to access information, resources, and services available to you as a member of the NOVA community.

If you have questions, please contact your supervisor or the Human Resources Department at AskHR@nvcc.edu.

For payroll questions, please contact the Payroll Department, Controller's Office:

<http://www.nvcc.edu/faculty-and-staff/finance/controller/index.html>.