

**Community
College
of Philadelphia**

**Employee
Handbook**

October 20, 2017

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PRESIDENT'S MESSAGE



Each of you makes a special contribution to Community College of Philadelphia. We are an outstanding institution committed to creating a caring environment, which is intellectually and culturally dynamic, and dedicated to teaching and service. One of the great advantages of working at CCP is knowing that we are part of something larger than our individual tasks. We touch the lives of many in support of CCP's mission. We serve as mentors, advisors, friends and colleagues to students, alumni, faculty members and staff. We model behaviors for our students to practice in their professional lives by embracing diversity in all of its dimensions, conducting business with integrity, believing in our mission and treating all with respect and understanding.

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

Community College of Philadelphia values you and the contributions you make to the College. We want you to be proud to be a part of the College and to feel that you are making a difference in our College community and in the community at large.

Once again, we are pleased to have you as a part of the College family!

Donald Guy Generals, Jr., Ed.D.
President
Community College of Philadelphia

Community College *of* Philadelphia

MISSION STATEMENT

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

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

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

Vision

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

Vision Ideals

- A College environment that values and supports a culturally diverse and intellectually dynamic community and prepares students for global citizenship.
- Respected liberal arts and transfer programs that facilitate student preparation for the baccalaureate experience.

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

Core Values

Integrity

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

Academic Excellence

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

Diversity

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

Commitment to Teaching and Learning

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

Communication

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

Respect

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

ABOUT THIS HANDBOOK

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

The Board Policies and Procedures can be found at:

<https://www.myccp.online/college-policies-and-procedures>

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

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

Community College *of* Philadelphia

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

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

1. Go to MyCCP at: <https://www.myccp.online>
2. Click on “MyCCP for Faculty & Staff” and roll your mouse over “Employee Resources”
3. In the column running down right-hand side headed “Guidelines and Policies”, select “Employee Handbook”. This will open the electronic version of the Employee Handbook, which represents the official, up-to-date version of this document.

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

Employee Signature

(Acknowledgement of email notification of an update to the Employee Handbook will serve as your electronic signature)

Date

HOW TO GET AROUND THE CENTER CITY MAIN CAMPUS

Buildings and Locations

Main Campus

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

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

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

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

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

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

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

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

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

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

M	Mint Building
B	Bonnell Building
P	Pavilion Building
W	West Building
S	Winnet Student Life Building
L	Rooms in the Library
G	Gymnasium
C	Center for Business and Industry
A	Annex

The Mint Building, Bonnell Building, Pavilion Building and West Building are connected on the second level of each building. This enables you to travel from one building to the other without going outside. When entering any building, you will be required to swipe your Community College of Philadelphia identification card at the security station.

Sports Deck - Located on the roof of the Glaxo SmithKline Parking Garage, on 17th Street, north of Callowhill Street.

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

Regional Centers

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

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

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

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

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

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

<http://www.ccp.edu/site/about/locations/index.php#main>

SECTION 1.0 GETTING STARTED AT COMMUNITY COLLEGE OF PHILADELPHIA

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

1.1 Employment Status

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

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

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

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

For additional information, please visit the Human Resources website:

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

1.2 Employment-At-Will

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

1.3 Probationary Period

1.3.1 *New Employees*

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

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

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

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

1.3.2 *Probationary Period When Transitioning to New Position*

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

Classified staff are also subject to an additional probationary period when transitioning to a new position on campus. This period is the first thirty (30) working days in the new position. Your new supervisor will assess your performance during this period and provide to Human Resources a formal evaluation. During this initial period either you or your new supervisor may determine that this new position is unsatisfactory and you may return to your previous position.

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

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

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

1.5 Your New Employee Orientation Session and Benefits Enrollment

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

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

Supervisors are required to permit employees to be excused from their regular job duties to attend this orientation program. Departments are also expected to provide new employees with more specific orientation about the department and the employee's roles and responsibilities.

1.6 Identification Cards (ID)

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

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

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

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

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

Effective January 1, 2016, it is required that College photo ID cards be used to gain access to College facilities and visibly displayed at all times while on any College facilities. College photo ID cards must be shown, and surrendered for inspection, upon request by any faculty member, security officer, or any other official member of the College staff. College-issued photo ID cards remain the property of the College and may be confiscated for legitimate reasons.

Any employee, student, or registered vendor not in possession of an official College photo ID card, must follow the posted “Visitor/Guest Entrance Procedure.” Visitors and guests to the College will be required to present a photo identification card issued by a state or other governmental agency. Visitors must identify the location of any and all buildings/rooms that they will be calling upon. The College’s normal operating hours are from 6:30 a.m. until 11:00 p.m. Monday through Thursday when classes are in session for the fall and spring semesters.

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

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

To view the official College Identification Card Policies, please go to:

<https://www.myccp.online/college-policies-and-procedures/college-identification-card-policy>

<https://www.myccp.online/college-policies-and-procedures/admittance-college-buildings-and-facilities>

1.7 Security Access (Issuance of Keys and Key Cards)

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

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

1.8 Emergency Contact Information

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

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

1.9 Reporting Personal Information Changes

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

<http://path.ccp.edu/HUMRES/Webforms/hrschange.htm>

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

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

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

1.10 Background Checks

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

For all positions:

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

For certain identified financial or safety sensitive positions:

- Credit Reports.
- FBI Fingerprinting.

For positions requiring the operation of a motor vehicle or a commercial vehicle:

- Department of Motor Vehicles record check.

All newly hired faculty are also required to obtain FBI Fingerprinting background reports.

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

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

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

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

1.11 Policy on Background Checks for Individuals Working with Children

To ensure the safety and well-being of Pennsylvania's children, institutions of higher education such as the Community College of Philadelphia (the College) are legally required by the Pennsylvania Child Protective Services Law to obtain certain background check clearances for any employees, volunteers, or contractors who will have direct contact with children in the course of performing their duties for the College. Employees, volunteers, or contractors who will have direct contact with children must also report certain arrests and offenses to the College.

Required Background Checks

Employees, volunteers, or contractors whose College responsibilities require them to have direct contact with children must generally submit to the following background checks:

- 1) A report of criminal history from the Pennsylvania State Police;
- 2) Child Abuse History Clearance from the Department of Human Services; and
- 3) Fingerprint based federal criminal history through the Federal Bureau of Investigation (FBI).

Prospective volunteers with the College are not required to obtain a fingerprint based federal criminal history if they affirm in writing that they have not been disqualified from service under the Pennsylvania Child Protective Services Law; and if they 1) have resided in Pennsylvania for at least ten consecutive years, or 2) if not a resident for the previous ten years, provide a copy of a fingerprint based federal criminal history which was obtained at any time since establishing residence in Pennsylvania.

Direct Contact with Children

Only those individuals whose College responsibilities result in their direct contact with children will be required to submit to all three background checks required by this policy. An individual has direct contact with children (persons under 18 years of age) if he or she:

- 1) is responsible for the care, supervision, guidance or control of children; or
- 2) has routine interaction with children, *i.e.*, regular and repeated contact that is integral to the individual's employment or volunteer responsibilities.

Direct contact with children does **not** include contact with:

- 1) prospective students visiting the College's Main Campus or Regional Centers; or
- 2) fully matriculated students who are enrolled in the College (unless they are also enrolled in a secondary school).

Whether an individual's position involves direct contact with children will be determined by the College.

Frequency of Background Checks

All new employees, volunteers, and contractors with the College who will have direct contact with children must submit to background checks prior to beginning their employment, contract and/or volunteer relationship with the College. New background checks must be performed every 60 months or at more frequent intervals if required by the College's contract with another entity (*i.e.*, the School District of Philadelphia). All current employees, volunteers, or contractors who have direct contact with children must maintain up-to-date background check clearances which are no more than 60 months old.

Reporting Requirements

An employee, volunteer, or contractor in direct contact with children must submit written notification to the College within seventy-two (72) hours of:

- 1) his or her arrest or conviction for an offense that would constitute grounds for denying employment or participation in a program, activity or service pursuant to the Pennsylvania Child Protective Services Law (as set forth in the attached appendix), or
- 2) receiving notification that he or she has been named as a perpetrator of child abuse in the Pennsylvania Child Abuse database.

The written notice must be sent via email to the Associate Vice President for Human Resources.

Administration of Policy

Human Resources is responsible for the administration of this policy; and will administer this policy in conjunction with the College's general background check policy as set forth in the Employee Handbook, and in compliance with applicable laws. Individuals determined by the College to be subject to this policy will receive instructions from Human Resources on the procedures to obtain the required background checks. Human Resources will retain records of background checks as required by law.

Questions

Questions about the implementation of this policy should be addressed to the Associate Vice President for Human Resources.

APPENDIX

Reportable Arrests or Convictions

Arrests or convictions for the following offenses under Title 18 of the Pennsylvania Consolidated Statutes (or equivalent federal law or laws of other states) must be reported to the College:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.2 (relating to institutional sexual assault)
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of a child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6320 (relating to sexual exploitation of children)
- The attempt, solicitation or conspiracy to commit any of the offenses set forth above
- A felony offense under the Controlled Substance, Drug, Device, and Cosmetic Act committed within the previous five years
- Any other offense similar in nature to any of the above-listed offenses under Pennsylvania law or any other federal or state law

1.12 Medical Examinations

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

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

1.13 Weather Emergency Communications

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

1. An announcement indicating that the College is closed due to a weather emergency will be placed on both of the main switchboard numbers (215-751-8000 and 215-751-8010). If you call either of these numbers, you will hear the closing announcement.
2. A notice of the College closing will be placed on each of the individual phone extensions in the College. All staff can access voice messages from their home phone using the College's voicemail message retrieval feature. (Dial 215-751-8999. You will be asked to enter your extension and your messages can be accessed.)
3. A notice of the College closing will be placed on Cable Channel 53 which is accessible to most residents of the City.
4. Media announcements will be made on KYW Radio and Channel 3 (CBS), Channel 10 (NBC), and Channel 29 (Fox) television. The KYW Radio closing number is 238 for day classes and 2238 for evening classes.
5. The College closing numbers will be available on the KYW Web address at www.KYW1060.com. You can also contact KYW 1060 for school closing information at 215-925-1060.
6. The notice of College closing will be placed on the MyCCP website using the link: <https://myccp.ccp.edu>
7. Send Word Now is another option to obtain information regarding school closing due to a weather emergency. Send Word Now is a free mass text and email notification system used by the College in the event of a campus-wide emergency. To immediately receive important notifications from the College regarding everything from a building fire to severe weather closures, all faculty and staff are automatically enrolled. You can update or modify your information by logging into MyCCP and within the Employee Tab under the Administrative Forms and Links channel click on Update Contact Information.

It is important to note that if it becomes necessary for the College to close when the College is already in operation, the exact timing of the closing will be established to minimize interruption to classes and student services. Faculty and staff are expected to meet classes and perform other assigned duties until the announced closing time. Staff whose duties are defined as essential may be asked to remain on duty beyond the announced closing time until all critical tasks have been completed.

1.14 MyCCP Secure Portal

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

SECTION 2.0 ABOUT THE COLLEGE

2.1 College Committees

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

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

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

2.2 Community College of Philadelphia Foundation

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

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

2.3 Strategic Planning

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

<https://www.myccp.online/strategic-planning/2017-2025-strategic-plan>

For further information, contact the Office of Business and Finance, Room M2-6, extension 8029.

2.4 Institutional Research Reports

The Office of the Vice President for Strategic Initiatives and Chief of Staff publishes a Statistical Compendium and various Institutional Research reports and In-Briefs on an annual basis. This information is available by visiting the Institutional Research website at:

<https://www.myccp.online/institutional-research>

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

2.5 Staff Supported Activities

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

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

SECTION 3.0 EMPLOYMENT POLICIES

3.1 Disability Accommodations

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

In order to request a reasonable accommodation, the [ADA Request for Reasonable Accommodation Form](#) must be completed by the individual and the [Disability Status Determination Form](#) must be completed by the individual's licensed health care practitioner. Both forms should be returned to the Associate Vice President for Human Resources.

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

To view the ADA policy in its entirety, please access:

<https://www.myccp.online/college-policies-and-procedures/disability-accommodations-policy>

3.2 Religious Accommodation

Purpose

To prevent discrimination and ensure compliance on the basis of religion and provide guidance regarding the procedure by which religious accommodations will be provided to the College's employees, applicants for employment, and students in accordance with Title VII of the Civil Rights Act of 1964, as amended, the Pennsylvania Human Relations Act, and the Philadelphia Fair Practices Ordinance.

Accountability

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

Policy

The Community College of Philadelphia prohibits discrimination based upon religion. The College will provide reasonable religious accommodations when necessary for individuals to participate in employment and educational opportunities, as well as other college programs and activities, unless the accommodation poses an undue hardship on the College or requires the College to fundamentally alter the nature of a College course, program, or activity.

Procedures

Process for Employee Accommodation

An employee who requires a reasonable religious accommodation should make the request directly to his/her supervisor. If the supervisor determines that the request may pose an undue hardship for the department and/or interfere with the employee's essential job functions, or if the supervisor otherwise has concerns about the accommodation request, the supervisor should contact the Director of Diversity and Equity. If there are concerns about the requested accommodation, the supervisor and/or the Director of Diversity and Equity may initiate discussions with the employee to determine whether an alternative accommodation would suffice. A supervisor may not unilaterally deny a request for a reasonable religious accommodation without first consulting the Director of Diversity and Equity.

Process for Applicant Accommodation

An applicant who requires a reasonable religious accommodation should make the request directly to the Human Resources Department.

If Human Resources determines that the request may pose an undue hardship on the College, Human Resources should contact the Director of Diversity and Equity. If there are concerns about the requested accommodation, the supervisor and/or the Director of Diversity and Equity may initiate discussions with the employee to determine whether an alternative accommodation would suffice. Human Resources may not unilaterally deny a request for a reasonable religious accommodation without first consulting the Director of Diversity and Equity.

Process for Student Accommodation

A student who requires a reasonable religious accommodation should make the request directly to his/her course instructor. It is expected that the student will provide sufficient notice of the need for an accommodation to course instructors in order for the accommodation to be implemented. In the event that a student's request for religious accommodation involves an alternative examination time or date, any make-up examinations given for purposes of test security must be comparable, in terms of format and difficulty, to the examinations given to the entire class. If there are concerns about the requested accommodation, the instructor should consult his/her department chair, dean or the Director of Diversity and Equity. An instructor may not unilaterally deny a request for a reasonable religious accommodation without first consulting the Director of Diversity and Equity. All religious accommodations for other College programs and activities outside of the classroom must be submitted to the Director of Diversity and Equity.

Complaints

Individuals who believe that there is a violation of this policy, disagree with a determination regarding a request for a reasonable religious accommodation, believe they have been treated in a discriminatory manner, or are experiencing harassment should contact the Director of Diversity and Equity. Complaints will be investigated in accordance with the procedure contained in the

College's Anti-Discrimination and Harassment Compliant Policy. An individual who files a complaint or participates in an investigation will be protected against retaliation. Complaints will be kept confidential to the extent possible.

Appeal

An employee who disagrees with the Director of Diversity and Equity's determination may appeal by providing a written appeal to the college President. The President or his designee will make a decision regarding the appeal within 14 business days and render a written decision to the employee, the employee's supervisor, and to the Director of Diversity and Equity concerning the accommodation request. The decision of the President or his/her designee is final.

To view the entire Religious Accommodation policy #356, please access:

<https://www.mycpp.online/college-policies-and-procedures/religious-accommodation-policy>

3.3 Confidentiality

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

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

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

3.4 Conflicts of Interest

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

Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which the College does business, but also when an employee or relative

receives any kickback, bribe, substantial gift, or special gift, or special consideration as a result of any transaction or business dealings involving the College.

To view the full conflict of interest policy, please go to:

<https://www.myccp.online/college-policies-and-procedures/conflict-interest-policy>

3.5 Discipline - Staff

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

3.6 Discipline - Students

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

3.7 Notice of Non-Discrimination

Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual orientation, religion, sex/gender, individuals with disabilities, protected veterans, marital status, genetic information, or any other protected category under the applicable Local, State, or Federal law.

Community College of Philadelphia is committed to achieving a diverse work force reflective of the communities it serves. This diversity will be accomplished through the College's Affirmative Action Plan and practices which encourage employees to develop their capabilities as part of careers at the College. The College is committed to an outreach program designed to make information about employment opportunities known to diverse communities and to a welcoming environment where diversity is a source of institutional strength and advancement. This statement is founded on the firm belief that fulfillment of employment and educational objectives must be a function of each individual's abilities. Successful attainment of affirmative action goals and support plans are considered essential to the fundamental mission of Community College of Philadelphia. In making this statement, the College recognizes both a moral and legal responsibility.

Inquiries concerning application of non-discrimination policies should be directed to:

Simon Brown,
Director of the Office of Diversity and Equity, Title IX, Section 504/Title II and ADA
Coordinator, Community College of Philadelphia
1700 Spring Garden Street, Room M2-3
Philadelphia, PA 19130
Email: sbrown@ccp.edu
Telephone: 215-751-8039

3.8 Anti-Discrimination and Harassment Complaint Policy Section 504/Title IX

Purpose

The purpose of the Anti-Discrimination and Harassment Complaint Policy is to create an academic and working environment free of unlawful discrimination or harassment and to identify the procedures for handling complaints of discrimination and harassment.

The Community College of Philadelphia does not tolerate discrimination or harassment on the basis of age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. Such behavior is inconsistent with the College's commitment to excellence and to a community in which mutual respect is a core value as articulated in the College's Mission, Vision, and Core Values Statements. The prohibition against unlawful discrimination and harassment applies to all levels and areas of College operations and programs, students, administrators, faculty, staff, volunteers, vendors, and contractors.

The College is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Age Discrimination in Employment Act, the Equal Pay Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Federal executive Order 11246, Genetic Information Nondiscrimination Act of 2008 (GINA), the Clery Act, the Violence Against Women Reauthorization Act (VAWA), and all other rules and regulations that are applicable.

Accountability

Under the direction of the President, the Director, Office of Diversity and Equity shall ensure compliance with this policy. The Director, Office of Diversity and Equity, in conjunction with the College's Vice Presidents, Deans, and all other staff in a supervisory capacity shall implement this policy. As set forth in the Policy Against Sexual Misconduct, Relationship Violence, and Stalking, all College employees have a duty to report claims of sexual misconduct, including sexual assault, domestic violence, dating violence, or stalking to Simon Brown, Director, Office of Diversity and Equity, Title IX Coordinator and Section 504 Coordinator at sbrown@ccp.edu, Room M2-3, 1700 Spring Garden Street, Philadelphia PA 19130, (215) 751-8039.

Prohibited Acts

Discrimination/Harassment – any conduct directed toward an individual or group based upon one or more of the following categories or traits: age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status that is sufficiently severe or pervasive to a reasonable person that it alters an individual’s employment condition, educational environment or participation in a College activity and creates intimidating, offensive or a hostile environment for employment, education, or participation in a College activity. Harassment may include, but is not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, touching or other forms of physical harassment or objects or activities directed at an individual based on any of the above categories or groups.

Note: Although this policy prohibits sexual harassment and other sexual misconduct, including but not limited to sexual assault, such conduct is specifically governed by the College’s Policy Against Sexual Misconduct, Relationship Violence, and Stalking, which is available on MyCCP on the College Policies and Procedures webpage (<https://www.myccp.online/college-policies-and-procedures>) (Policy # 358).

Retaliation – It is a violation of this policy to retaliate against any party for participating in a discrimination/harassment investigation. Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.

Knowingly Filing False Complaints – Knowingly filing a false complaint of discrimination/harassment in retaliation is a violation of this policy. Such conduct may be pursued using the steps followed for a complaint of discrimination/harassment, and if found to have occurred, will result in disciplinary action that may include termination or expulsion.

Requirements

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

The College views all forms of discrimination/harassment and all attempts to commit such acts as a serious offense and will impose disciplinary action up to and including expulsion, required withdrawal, suspension or termination. The College is committed to maintaining an environment free from discrimination/harassment toward visitors. Discrimination/harassment by employees, students or contractors toward visitors will not be tolerated by the College and will be addressed by this policy.

Duty to Investigate Harassment Complaints

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

Scope

These procedures apply to prohibited acts (defined above) by any employee (including student worker), applicant, volunteer, vendor, or contractor of the College.

Reporting Options

- Any employee, faculty, or student may make a report to Simon Brown, Director for the Office of Diversity and Equity and Title IX Coordinator
- Any faculty or staff member may also make a report to their immediate superior, who must report the allegations to the Director of the Office of Diversity and Equity
- Students may also make a report to the Office of Academic and Student Success, the Office of the Dean of Students, or any faculty member, who must report the allegations to the Director of the Office of Diversity and Equity.

Investigation and Resolution Procedures

Alleged Student Perpetrators

The investigation and resolution of reports of discrimination/harassment allegedly perpetrated by or between students who are not acting in the capacity of a college employee falls within the jurisdiction of the Judicial Affairs Officer. The Judicial Affairs Officer will address the complaint in accordance with procedures described in the Student Code of Conduct located in the Student Handbook.

Alleged Employee or Third Party Perpetrators

Discrimination/harassment allegedly perpetrated toward students or employees by a college employee or third party falls under the jurisdiction of the Office of Diversity and Equity and complaints of this nature will be addressed in accordance with the procedures listed herein. The complaint process consists of consultations with the Office of Diversity and Equity, and an informal and/or formal investigation process for acts of discrimination/harassment as described below:

Consultations

Consultations may occur with employees or students. Management may also consult before taking other action.

The Office of Diversity and Equity will discuss the situation with the complainant and recommend steps the person may take toward resolution of the problem and/or may refer the inquirer to other appropriate resources for assistance. Please note that in some cases, information reported to the Office of Diversity and Equity in a consultation may require the Office of Diversity and Equity to conduct an investigation in accordance with the procedures set forth herein.

Informal Complaint Process

Informal complaints are filed verbally. In the informal complaint process, the Office of Diversity and Equity may mediate or conduct an informal investigation at the discretion of Simon Brown, Director, Office of Diversity and Equity. Informal complaint resolution is not available in cases involving sexual assault or violence.

The Director of the Office of Diversity and Equity, Simon Brown, may attempt to negotiate an informal resolution to the informal complaint of alleged discrimination/harassment. If attempts to reach an informal resolution are unsuccessful, the Director of the Office of Diversity and Equity will submit the complaint to the formal complaint process. All complainants have the right to end the informal process at any time and proceed to the formal process.

Formal Complaint Process

Formal complaints shall be in writing, and will be investigated even if the complaint is unsigned. All complaints will be promptly investigated:

Complaints should be filed within 30 business days of the occurrence of the alleged objectionable behavior whenever practicable.

Internal investigations will be concluded within 60 days of submission whenever practicable, to determine if there is a basis to present witnesses and any other pertinent evidence. The individual accused of discrimination/harassment will be advised of the allegations, the source of the complaint if known, and then given the opportunity to respond to the allegations. If an internal investigation cannot be concluded within 60 days, the appropriate parties will be advised and a projected conclusion day will be announced.

Should cause be found to support the allegations, Simon Brown, Director, Office of Diversity and Equity, will identify appropriate remedial actions which may include disciplinary action up to and including termination, and he will report those recommendations to the person responsible for the division/department in which the alleged discrimination/harassment occurred. The appropriate vice president, dean, or department head shall implement the recommendations made by the Director, Office of Diversity and Equity to resolve the situation within two weeks of receiving the findings. A notice of the findings resulting from the complaint shall be distributed to all relevant parties. The College will also take steps to prevent the reoccurrence of any discrimination/harassment and to correct its discriminatory effects on the complainant and others if appropriate.

Appeals

Both parties may file an appeal if there is a disagreement with the results and conclusion of the complaint. An appeal must be made in writing. For all student complaints initiating with the Judicial Hearing Committee, the appeal process shall proceed in accordance with the College's established judicial process as outlined in Article VI: Judicial Policies, in the Student Handbook. All complaints handled by the Office of Diversity and Equity will be addressed in accordance with the appeals procedures listed as follows:

All appeals must be filed with the President or his/her designee within ten (10) working days of the receipt of the investigator's decision. The appeal must state why the complainant believes the result and conclusion is unsatisfactory. The President or his/her designee shall review the record and investigate further if deemed necessary. Within twenty-one (21) working days of the date of the filing of the appeal, all parties will receive notice of the President's or his/her designee's decision in writing. The President's or his/her designee's decision will be final and binding on all parties.

Cooperation

Employees have an obligation to cooperate in the investigation of any such complaint. Management at every level has an affirmative responsibility to ensure that recommendations for corrective action are promptly implemented.

Confidentiality

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

Withdrawing Complaint

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

External Reporting

Discrimination/harassment is prohibited by federal, state, and local law. In addition to the internal process described, individuals may pursue complaints directly with government agencies that deal with unlawful discrimination/harassment claims, e.g., the U.S. Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR), the U.S. Department of Education, Pennsylvania Human Rights Commission, and the Philadelphia Human Rights Commission.

To view the policy in its entirety, please go to:

<https://www.myccp.online/college-policies-and-procedures/anti-discrimination-and-harassment-complaint-policy>

3.8.1 Harassment Prevention Training

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

Training can also be completed online at <https://slate.workplaceanswers.com/ccofphiladelphia/> in lieu of attending a workshop.

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

3.8.2 Equal Employment Opportunity

Purpose

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

Accountability

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

Policy

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

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

Dissemination of Policy

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

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

Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. Managers and department heads are required to comply with government regulations and the affirmative action goals of the College.

The College is dedicated to the task of institutional self-examination in accordance with federal equal employment guidelines and Board policies, and to the correction of any deficiencies which are found to exist through the adoption of appropriate action plans and programs.

These statement are founded on a firm belief that fulfillment of employment and education objectives must be a function of each individual's ability and interest. Successful attainment of goals and support plans is considered essential to the fundamental mission of the College. In making this statement, the College is recognizing both a moral and legal responsibility.

3.8.3 *Disabled, Vietnam-Era and Other Eligible Veteran's EEO Policy*

Purpose

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

Accountability

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

Definitions

1. *Disabled Veteran* - A person entitled to disability compensation under laws administered by the Veteran's Administration for disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
2. *Qualified Special Disabled Veteran* - a Special Disabled Veteran as defined in 41 C.F.R. Part 60-250.2 who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.
3. *Veteran of the Vietnam-Era* - a person who served on active duty for a period of more than 180 days in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or between August 5, 1964 through May 7, 1975 in an area other than Vietnam with a discharge or release other than dishonorable discharge.
4. *Other Eligible Veterans* - A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Policy

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

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

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

Reasonable accommodations shall be made to the known physical or mental limitations of a qualified special disabled veteran employee or applicant unless such accommodation would impose an undue hardship on the conduct of the College's educational mission or operations.

If you wish to identify yourself as a disabled Veteran, an Armed Forces service medal Veteran, other protected Veteran or a recently separated Veteran, you may complete the Self-Identification Veteran Status form available at:

https://www.myccp.online/sites/default/files/documents/OfficeOfDiversityEquity/vets_form_2017.pdf

And return it to the Office of Diversity and Equity, Room M2-3.

3.8.4 Prohibition on Sexual Misconduct, Relationship Violence, and Stalking

In accordance with the College's Policy Against Sexual Misconduct, Relationship Violence, and Stalking ("Policy"), the Community College of Philadelphia ("College") prohibits sexual misconduct, relationship violence, and stalking by or against any student, faculty, administrator, staff, employee, vendor, contractor, volunteer, or visitor to the College. Conduct prohibited under the Policy includes sexual assault, sexual harassment, sexual exploitation, sexual violence, dating violence, domestic violence, and stalking. The College also prohibits retaliation against any person for filing a report or participating in the investigation or disciplinary process related to a report filed pursuant to the Policy.

Full Policy

The full Policy Against Sexual Misconduct, Relationship Violence, and Stalking, including detailed definitions of the prohibited conduct, and information regarding the investigation/disciplinary process, interim measures, and other resources available to the College community, is available on the MyCCP website under College Policies and Procedures, Policy # 358 (www.myccp.online/college-policies-and-procedures). Hard copies are also available in the Office of Diversity and Equity, the Office of the Dean of Students, and the Department of Safety and Security. Individuals who file a report under the Policy will be provided with a copy or a link to this policy on the College's website.

Administration and Training

The College’s Title IX Coordinator is responsible for overseeing the administration of the College’s Policy Against Sexual Misconduct, Relationship Violence, and Stalking, training regarding the Policy, and the College’s response to reports made pursuant to the Policy. Allegations of sexual misconduct, relationship violence, and stalking will also be reported to the Director of Safety and Security when required.

Where to Report Prohibited Conduct

Individuals may report conduct prohibited by the Policy to the following offices or departments:

<p><i>Students, Employees, and Third Parties May File Reports with:</i></p> <p>Simon Brown Title IX Coordinator and Director, Office of Diversity and Equity Mint Building, Room M2-3 1700 Spring Garden Street Philadelphia, PA 19130 (215) 751-8039 titleix@ccp.edu</p> <p>OR</p> <p>Department of Safety and Security Mint Building, Room MG-12 1700 Spring Garden Street Philadelphia, PA 19130 (215) 751-8111 or X5555</p>	<p><i>Students May Also File Reports with:</i></p> <p>Office of the Dean of Students Winnet Student Life Building, Room S1-10 1700 Spring Garden Street Philadelphia, PA 19130 (215) 751-8161 judicial@ccp.edu</p>
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Note: In the event of an **emergency**, individuals should contact the Department of Safety and Security at **(215) 751-8111 or X5555** (for on-campus emergencies only) or dial **911**.

Responsible Employees

All College employees are designated as Responsible Employees who are **required to report to the Title IX Coordinator** when they become aware of any alleged violation of the Policy affecting the College community.

Anonymous Reporting

Filing a report with one of the offices or departments designated above is strongly encouraged, however, anonymous reports may be made using the College’s EthicsPoint System (www.ethicspoint.com) or with the Department of Safety and Security’s Online Reporting System,

which may be accessed via the Department of Safety and Security webpage on MyCCP (www.myccp.online/safety-and-security/contact-safety-and-security). The College's ability to investigate and resolve anonymous reports may be limited depending upon the amount of information provided.

Investigation/Disciplinary Procedures

The College will take prompt and appropriate steps to investigate and remedy reports. The offices responsible for investigating reports are as follows:

Alleged Student Perpetrators

The Judicial Affairs Officer (within the Office of the Dean of Students) will administer the investigation/disciplinary process for reports involving alleged student perpetrators, which will be in accordance with the procedures set forth in the Student Code of Conduct.

Alleged Employee or Third Party Perpetrators

The Title IX Coordinator will administer the investigation/disciplinary process for reports involving alleged employee or third party perpetrators which will be in accordance with the procedures set forth in the Anti-Discrimination and Harassment Complaint Policy, the Employee Handbook, and/or the relevant Collective Bargaining Agreement, as applicable.

Confidentiality

The College will protect the privacy of all parties involved in a report made under the Policy to the extent permitted by applicable law and subject to the College's reporting obligations. Information regarding reports and the investigation or disciplinary process will be kept as confidential as possible, and shared only on a need to know basis.

Interim Measures

The College will implement reasonable interim measures as appropriate pending the final outcome of any investigation/disciplinary proceeding to ensure continued adequate access to educational and/or work opportunities.

3.8.5 Genetic Information Nondiscrimination Act (GINA)

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

3.8.6 Service Animal Policy

Purpose

The purpose of this policy is to provide the College community with guidelines for the use of service animals on campus. This policy will assist in the following:

- Understanding the rights of students, employees, and visitors to use service animals on campus
- Providing a framework for managing service animals on campus

Accountability

Under the direction of the President, the ADA Coordinator (Director of Diversity and Equity) and the Director for the Center on Disability shall ensure compliance with the policy. The Vice Presidents, Deans, and all other supervisory staff shall implement this policy.

Policy Statement

It is the policy of the Community College of Philadelphia that service animals assisting individuals with disabilities and service animals in training accompanied by their trainers are generally permitted in all facilities, programs, and activities where members of the public or students, as

applicable, are otherwise permitted, except as described below or otherwise governed by applicable law.

Definition of Service Animal

A “service animal” is generally defined as

- A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- The work or task(s) performed by the service animal must be directly related to the person’s disability. Examples include, but are not limited to guiding individuals with vision loss, alerting individuals with hearing loss to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, or retrieving items.

Other animals, whether wild or domestic, trained or untrained, generally do not qualify as service animals.

Application of Policy

This policy applies to service animals accompanying individuals with disabilities, and service animals in training accompanied by their trainer. Individuals with disabilities and service animal trainers accompanied by service animals are referred to throughout this policy as “handlers.”

To view the policy in its entirety, please go to:

<https://www.myccp.online/college-policies-and-procedures/service-animal-policy>

3.9 Dress, Grooming and Personal Hygiene

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

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

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

3.10 Drug and Alcohol Free Workplace

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

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

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to alcohol and/or substance abuse. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

As a condition of employment, all employees must abide by the above policy statement. Any employee who is convicted of any drug violation in the workplace must inform the Associate Vice President for Human Resources within five (5) days of the conviction. The College is required to

notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

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

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

Drug & Alcohol: Student Standard

Community College of Philadelphia is dedicated to providing a quality comprehensive educational program designed to meet and balance the diverse and changing educational, social, economic, and cultural needs of the community while providing a safe and healthful environment. The College is committed not only to learning and to the advancement of knowledge but also to the education of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and through rules and regulations governing student life that encourage responsibility and respect for the rights and viewpoints of others.

Therefore, the use, sale, distribution, possession of alcohol or any drug, including prescription medication used in an unauthorized manner, is strictly prohibited and may result in disciplinary action up to, and including, expulsion.

The College believes that students are adults who are responsible for their own actions, and who should be free to pursue their educational objectives in an environment that promotes learning, protects the integrity of the academic process, and protects the learning community.

The College's rules and regulations concerning student conduct may be found within the Student Code of Conduct via the Student Handbook (also available online). These rules and regulations are in effect when attending or participating in any class or activity sponsored by the College either on campus or at an off-campus event.

Drug & Alcohol Abuse Prevention Program

Community College of Philadelphia is committed to providing its students and employees a drug and alcohol free workplace and learning environment to promote the reputation of the College and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students.

The College shall provide a safe, responsive environment for all students and employees. Employees and students are informed of the program and policy by means of the website, student handbook, and electronic mail. Annually, employees and students are made aware of the College's Drug and Alcohol Abuse Prevention Program and Policy which provides access to the following information:

The College has established a Drug and Alcohol Prevention Program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse, penalties that may be imposed for drug and alcohol abuse violations, and available resources to combat drug and alcohol related issues.

Biennial Review

The College will review this policy on a biennial basis. A biennial review shall be conducted: (1) to determine the effectiveness of the policy and (2) to ensure that the policy has been implemented consistently. Should the College Administration deem it necessary to review or revise the policy at that time or any time prior to a scheduled biennial review, the Administration shall prepare revisions consistent with College policy development practices. All biennial review documents shall remain on file for compliance purposes.

Distribution to Students

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email and pamphlets from Student Life to enrolled credit students each semester and online announcement. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College's Counseling Center, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

In subsequent years during a student's enrollment in the school, they will be reminded of the policy by email and on the College's internal web page. To the extent there are changes to the policy at any time, students will be sent a notification via email.

Preventing Drug & Alcohol Abuse: Health Risk

The use and abuse of alcohol and drugs pose significant physical and mental health risks. Preventing drug abuse and excessive alcohol use increases people's chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions. The National Institution of Drug Abuse provides an overview of various drugs and their effects on individuals. Below is a list of commonly abused substances:

- ***Alcohol:*** Although legal, alcohol is a toxic substance, particularly to a developing fetus when a mother consumes this drug during pregnancy.

- **Amphetamines:** This group of drugs comes in many forms, from prescription medications like methylphenidate (Ritalin, Concerta) and dextroamphetamine and amphetamine (Adderall) to illegally manufactured drugs like methamphetamine ("meth"). Overdose of any of these substances can result in seizure and death
- **Anabolic steroids:** A group of substances abused by bodybuilders and other athletes, this group of drugs can lead to significant psychological effects like aggression and paranoia, as well as other long-term physical effects like infertility and organ failure.
- **Caffeine:** While it is consumed by many, coffee, tea and soda drinkers, when consumed in excess this substance can produce palpitations, insomnia, tremors and significant anxiety.
- **Cannabis:** More commonly called "marijuana," the scientific name for cannabis is tetrahydrocannabinol (THC). In addition to the negative effects the drug itself can produce (for example, infertility, paranoia, lack of motivation), the fact that it is commonly mixed ("cut") with other substances so drug dealers can make more money selling the diluted substance or expose the user to more addictive drugs exposes the marijuana user to the dangers associated with those added substances. Examples of ingredients that marijuana is commonly cut with include baby powder, oregano, embalming fluid, PCP, opiates, and cocaine.
- **Cocaine:** A drug that tends to stimulate the nervous system, cocaine can be snorted in powder form, smoked when in the form of rocks (crack cocaine), or injected when made into a liquid.

- **Ecstasy:** Also called MDMA to denote its chemical composition (methylenedioxymethamphetamine), this drug tends to create a sense of euphoria and an expansive love or desire to nurture others. In overdose, it can increase body temperature to the point of being fatal.
- **Hallucinogens:** Examples include LSD and mescaline, as well as so-called naturally occurring hallucinogens like certain mushrooms, these drugs can be dangerous in their ability to alter the perceptions of the user. For example, a person who is intoxicated with a hallucinogen may perceive danger where there is none and to think that situations that are truly dangerous are not. Those misperceptions can result in dangerous behaviors (like jumping out of a window because the individual thinks they are riding on an elephant that can fly).
- **Inhalants:** One of the most commonly abused group of substances due to its accessibility, inhalants are usually contained in household cleaners, like ammonia, bleach, and other substances that emit fumes. Brain damage, even to the point of death, can result from using an inhalant just once or over the course of time, depending on the individual.
- **Nicotine:** The addictive substance found in cigarettes, nicotine is actually one of the most habit-forming substances that exist. In fact, nicotine addiction is often compared to the intense addictiveness associated with opiates like heroin.
- **Opiates:** This group is also called narcotics and includes drugs like heroin, codeine, Vicodin, Percocet, and Percodan. This group of substances sharply decreases the functioning of the nervous system. The lethality of opiates is often the result of the abuser having to use increasingly higher amounts to achieve the same level of intoxication, ultimately to the point that the dose needed to get high is the same as the dose that is lethal for that individual by halting the person's breathing (respiratory arrest).
- **Phencyclidine:** Commonly referred to as PCP, this drug can cause the user to feel

extremely paranoid, become quite aggressive and to have an unusual amount of physical strength. This can make the individual quite dangerous to others.

- ***Sedative, hypnotic, or anti-anxiety drugs:*** As these substances quell or depress the nervous system, they can cause death by respiratory arrest of the person who either uses these drugs in overdose or who mixes one or more of these drugs with another nervous system depressant drug (like alcohol or an opiate).

For more information please visit the following link: <https://www.drugabuse.gov/drugs-abuse/alcohol>

Drug & Alcohol Counseling: Supports Available to Students

Counselors are available for students at the College's campuses, on a confidential basis, to respond to student needs and concerns related to drug and alcohol use. For information about counseling services at the College, contact **(215) 751-8169** or visit the Counseling Center in the Bonnell Building (BG-7).

In addition to on-campus support programs and resources, below are available treatment centers that may be helpful in addressing issues of mental health and substance abuse:

- Saint Jude Retreats
1 (888) 424-2626 (Office Number)
marie@saintjuderetreats.com
www.saintjuderetreats.com
- Psychological Research Center
1509 Cecil B. Moore Avenue
Philadelphia, PA 19121
(215) 204-7100
psc@temple.edu
- Addiction Medicine and Health Advocates, Inc.
928 Market Street
Philadelphia, PA 19107
(215) 923-4202
- Belmont Center for Comprehensive Treatment - Drummond Road
10360 Drummond Road
Philadelphia, PA 19154
(215) 632-6400

Relevant Alcohol & Drug Laws & Sanctions

In addition to College disciplinary actions and applicable sanctions, any student who violates this policy may be subject to criminal prosecution and penalties under applicable local, state, and federal laws. Where appropriate or necessary, College officials will cooperate with local, state, and

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

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

Alcohol

The Pennsylvania Liquor Control Board website explains alcohol and the law in the state of Pennsylvania, programs and resources available, as well as provides information for parents. (Source: University of Pennsylvania, 2012)

The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code, as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provides the following:

1. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
2. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
3. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (1) above.
4. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
5. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.

6. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
7. It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations.
10. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.

The College will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

Drugs & Controlled Substances

The United States Department of Education in Section 484(r) of the Higher Education Reconciliation Act explains the circumstances related to convictions of controlled substances that may affect or suspend a student's eligibility for financial aid and assistance. The suspension of eligibility for federal student aid ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions.

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty-days imprisonment, \$500 fine, or both, for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a college is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration

of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.

3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found, it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. According to state law, the distribution of 30 grams or less of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of 30 days imprisonment, a \$500 fine, or both, with the penalties for the second offense possibly doubling. Conditional release with conviction is possible for first offenders. Distribution to minors may carry double penalty.
5. Distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college may result in imprisonment of between two and four years.

Students who have been convicted under state or federal law involving the possession or sale of a controlled substance are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender)

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

To view the Alcoholic Beverages Policy, please go to:

<https://www.myccp.online/college-policies-and-procedures/alcoholic-beverages-policy>

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

<https://www.myccp.online/college-policies-and-procedures/drug-free-workplace-alcohol-and-other-drug-abuse-prevention-programs>

3.11 Family and Medical Leave Act (FMLA)

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

Eligibility for FMLA:

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

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

Qualifying Unpaid Leave Under FMLA:

Qualifying family and medical reasons include the following:

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

Coverage

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

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

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

<https://www.myccp.online/sites/default/files/documents/HumanResources/forms/LeaveAbsenceFMLA/your-rights-under-fmla.pdf>

3.12 Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

The link to the College Catalog information regarding FERPA is:

<http://www.ccp.edu/college-catalog/college-policies-and-procedures/student-rights-and-responsibilities#Privacy>

3.13 Handling of Employee Personal Information

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

3.14 HIPAA Notice of Privacy Practices

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

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

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

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

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

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

<https://www.myccp.online/sites/default/files/documents/HumanResources/hipaanoticeprivacypractice.pdf>

3.15 Pandemic Preparedness

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

Please review the policy at: <https://www.myccp.online/human-resources/pandemic-preparedness>

3.16 Personnel Records and Files

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

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

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

3.17 Professional Conduct

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

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

3.18 Workplace Surveillance and Searches

The College may authorize the use of reasonable surveillance and search measures as necessary to ensure a safe work environment and in compliance with College policies and law. Subject to applicable law, the College reserves the right to inspect and search all work areas, desks, computers, College-owned cell phones, file cabinets, lockers, or other containers leaving College premises. In addition, all records contained in College-owned devices, including computers, iPads, cellular devices and other storage devices (including removable media) are open to inspection by the College in accordance with College policies, subject to applicable legal requirements.

3.19 Hours at Work

All time during working hours must be dedicated to accomplishing your job responsibilities. Use of College property for personal use, including internet, telephone, computers and other College-owned devices should be limited to non-working time such as during lunch or authorized breaks. Users of College computer systems and other College-owned devices are subject to the same standards that apply to other employee communications, as noted above, and other College policies and procedures such as the Non-Discrimination and Harassment policies, and as otherwise provided in the Acceptable Use Policy (see Section 4.10).

Therefore, employees should not use a CCP address (physical or electronic) to receive or send personal communications. Communication systems may not be used to solicit or recruit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Any employee who uses the computer systems or other communication systems for improper purposes shall be subject to disciplinary action, up to and including discharge. Any employee who receives materials that he or she believes violates a College policy should contact the Chief Information Officer (CIO) or the Associate Vice President for Human Resources.

3.20 Cameras, Camera Phones and Other Recording Devices

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

3.21 Social Media and Social Networking

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

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

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

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

<https://www.myccp.online/college-policies-and-procedures/policy-governing-use-and-duplication-software>

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

<https://www.myccp.online/college-policies-and-procedures/policy-responsible-computing>

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

<https://www.myccp.online/college-policies-and-procedures/acceptable-use-policy-interactive-systems>

Also see Section 4.4 Copyrights and Intellectual Property Rights of the College in this Handbook.

3.22 Travel Authorization and Reimbursement

I. Purpose

To establish guidelines for all employees and Trustees to obtain approval and reimbursement of College-related travel and business expenses.

II. Policy

Community College of Philadelphia employees or Trustees may be authorized to attend professional conferences, meetings, workshops and development seminars at the College's expense and/or during normally assigned working hours if the purpose of such travel is in accordance with the mission, goals, objectives and priorities of the College and if funds to support such travel are available in the appropriate budget.

III. Procedure

A. Authorization

1. The respective Vice President, Dean, Director, Associate Vice President, Assistant Vice President or President is authorized to permit personnel to travel at College expense if the purpose of such travel is in accordance with the objectives of the College and if funds are available in the appropriate budget for such travel. A Travel Authorization Request form must be completed by the person requesting approval for all travel explaining the purpose of the trip and the expected benefits to the College.
2. Travel by Trustees must be approved by the Chair of the Board or, the Executive Committee of the Board.
3. Travel costs and any interference with performance of duties must be justified by offsetting benefit to the College and/or to the individual's professional development.
4. The mode of travel selected shall be that which is most practical and economical.
5. All travel outside the City of Philadelphia requiring a hotel stay requires the prior written approval of the Vice President, Dean, Director, Associate Vice President, Assistant Vice President or President.

B. Initiating the Travel Request

All employees requesting travel authorization must complete the Travel Authorization Request form and submit it to their Supervisor and other authorized approver per Section III A.1. for approval. All Trustees must complete the Travel Authorization Request form and submit to the Chair of the Board or the Executive Committee of the Board for approval. No form will be considered complete unless all required signatures for authorization have been obtained. The travel authorization form should be submitted as soon as possible but is required no later than ten (10) business days prior to the travel date to allow time for Purchasing to make arrangements if requested.

C. Making Travel Arrangements

1. Travel arrangements should be made by the traveler with exception of vehicle rentals. The Purchasing Department is available to assist with arrangements for hotel, rail and airfare. Purchasing may have discount contract rates available to employees or trustees. Conference registration is to be arranged by the traveler.
2. Traveler must select the lowest possible coach airfare or train fare that meets the business needs of the College by considering Saturday night stays or other alternatives.

3. If the traveler's plans change and the airline ticket is no longer of use, the traveler must immediately contact Purchasing. If the ticket has value, it must be used for College business only.
4. Transportation to and from airports and train stations
 - a. Travelers must use the most practical and economical mode of ground transportation to and from airports and train stations (e.g., hotel and airport shuttle services, shared ground transportation, etc.).
 - b. Travelers must use the most practical and economical mode of ground transportation to and from their residence. Shuttle service is permitted if it is the most cost effective method.
5. If the traveler takes an indirect route for other than a college business purpose, or interrupts a direct route of travel, the traveler is responsible for all costs above and beyond those that would have been incurred by traveling the direct route.
6. Vehicle Rental
 - a. Rentals must be arranged by the Purchasing Department.
 - b. If driving is the most efficient and cost-effective mode of travel and a rental car is utilized, the rental should be an appropriately sized vehicle.
 - c. If a rental accident occurs, the traveler should immediately contact:
 - i. the vehicle rental company, in accordance with the company's requirements for reporting accidents;
 - ii. local authorities, as required;
 - iii. his/her department head;
 - iv. Purchasing (no later than 24 hours); and
 - v. Security.
 - d. The College will not provide reimbursement if the rental is not arranged by the Purchasing Department.
7. Personal Vehicles
8. If the approved mode of travel is by personal automobile, the traveler will be reimbursed based on the IRS allowable reimbursement rate for business miles plus expenses related to tolls and parking. (See policy #210 - Personal Automobile Mileage Reimbursement). Business miles are based on the most direct route. At the conclusion of the trip, the traveler must complete the Travel Reimbursement form indicating the expenses associated with the travel and a check request form and submit it to the Controller's Office along with all accompanying receipts for which reimbursement is sought (i.e., tolls and parking). The traveler will be responsible for all fuel, towing and maintenance costs related to his/her private automobile; and for carrying adequate personal insurance coverage for his/her vehicle and occupants.
 - a. A traveler should review his/her personal insurance coverage prior to using his or her vehicle for college business and consult with his/her insurance agent to determine appropriate coverage. The traveler's insurance is the primary insurance coverage when using a personal vehicle for travel related to College business. Traveler must provide proof of insurance with the Travel Authorization Request form if driving their own vehicle.
 - b. The College will not provide reimbursement for repairs to personal cars, even if the costs result from college business travel or travel between the personal residence and regular work location of traveler.

- c. If a personal car is involved in an accident while on College business travel, the traveler should immediately contact:
 - i. his/her insurance company;
 - ii. local authorities, as required;
 - iii. his/her department head;
 - iv. Purchasing (by the next business day); and
 - v. Security.

9. Lodging

- a. When attending a conference, all attempts should be made to reserve rooms at the conference site. If that is not possible, reservations will be made at the closest hotel charging at or below the federal rate for lodging. See maximum lodging rates for all U.S. States, territories, and possessions established by the U.S. General Services Administration for allowable lodging expenses (<http://gsa.gov/portal/category/100120>).
- b. Travelers are encouraged to make their own hotel arrangements. However, in the event that the Controller's Office will issue a check for the cost of the hotel stay, all checks will be made payable to the hotel and it will be the responsibility of the traveler to submit the request for payment to Accounts Payable in a timely fashion so it can be mailed to the hotel. Check pick-ups cannot be permitted for travel. Upon checkout, the hotel will issue the traveler a receipt indicating the applicable room rate and the total amount charged for the stay. The hotel receipt and related documentation must be submitted to the Controller's Office immediately upon return from travel.
- c. Upon arrival at the hotel, the traveler must use their own method of payment (e.g. personal credit card) to guarantee payment for any charges above the negotiated room fee (e.g. pay-per-view, personal telephone calls, and in-room bar, dining to the extent in excess of the meal allowance below, among others).
- d. The traveler is responsible for canceling hotel room reservations when necessary. The traveler must request and record the cancellation number in case of billing disputes. Cancellation deadlines are based on the location of the property (e.g., Pacific Time Zone when the property is in California). Expenses incurred as a result of a failure to cancel a hotel reservation are the responsibility of the traveler. The Dean, Director, Org Manager or President may authorize exceptions to the traveler's responsibility of expenses related to a lodging "no show" based on an approved written explanation indicating the reason/s for the failure to cancel the reservation in a timely manner.

10. Meals

- a. The maximum per diem meal allowance for each full day of travel is established by the U.S. General Services Administration for allowable meal expenses (<http://gsa.gov/portal/category/100120>). Detailed, itemized receipts for meals including names of attendees and business purpose are required. The College will only reimburse traveler's meals that are not otherwise paid for or provided. Therefore, the College will not reimburse breakfast, lunch, or dinner if provided as part of the conference, meeting, or other business activity necessitating the travel. Without exception, the College will not reimburse the traveler or pay for any expenses related to alcoholic beverages.

11. Tips

The maximum per diem tip allowance is \$10 per day exclusive of meals and transportation. This includes tips for baggage handling, room service, hotel maid service, etc. Receipts for tips are not required. However, tipping for meals may not exceed 20%.

12. Group Travel

Group Travel should be made through the Purchasing Department

a. The sponsoring College department must provide a list of traveler names to the Risk Manager and Director of Security. The sponsoring department is responsible for ensuring all student travelers have obtained the necessary student travel insurance.

13. International Travel

a. All College-sponsored international travel involving students must follow the “Guidelines for College-Sponsored International Travel” as published by the Center for International Understanding.

b. Currency Exchange

- When charges are in foreign currencies, travelers must:

- Submit foreign expenses in U.S. dollars using the exchange rate in effect during the dates of travel;
- Include documentation indicating the exchange rates used to make the conversions; and
- For purchases made with a credit card, use the exchange rates provided by the credit card company for purchases made with a credit card.

D. Reimbursable and Non-Reimbursable Expenses

It is the responsibility of the traveler to obtain original itemized receipts for all allowable expenses. Accounts Payable will not reimburse the traveler for any costs without an itemized receipt. Only authorized costs, accompanied by the appropriate receipt, will be reimbursed. It is suggested that the traveler call Accounts Payable if they are unsure whether an expense will be covered.

1. The following are examples of reimbursable expenses for College-approved travel: Wi-Fi if required for College business; meals; tolls; transportation to and from the airport; telephone calls related to official College business only; conference registration expenses; or other expenses associated with the travel, so long as the expense is essential to the transaction of College business and in accordance with the limits outlined in this policy.
2. The following are examples of expenses not allowed for reimbursement: Alcoholic beverages, hotel gyms, mini-bars, in-room movies, entertainment, laundry, vehicle fines, and personal phone calls.
3. Travel expense reports must be submitted to the Controller’s Office within 10 business days of the return from travel.
4. Cash advances will not be provided unless a hardship can be demonstrated. Approval by the department’s Vice President, Dean, Director, Associate Vice President or Assistant Vice President is required.

E. Timing of Event and Reimbursement

Reimbursements for meals, lodging and other expenses will normally be limited to expenses incurred during the day(s) of the meeting, conference or other business activity attended by the traveler. Expenses incurred on additional days may be reimbursed if extending the period results in reduced airfare sufficient to cover the additional meals, lodging and other expenses or it is not possible to arrive and/or depart on the day(s) of the meeting, conference or other business activity attended by the traveler.

F. Partial Reimbursement

1. If your expenses are partially covered by another organization, the College may accept copies of receipts in place of originals. The voucher must include the name of the organization that is paying the partial reimbursement, what is being reimbursed, and the amount reimbursed.
2. If any meal is provided by the conference, hotel, or any other source, the traveler should reduce the per diem meal allowance by the amount in Section III C.9a. (Making Travel Arrangements) that corresponds to that meal.
3. The per diem allocation for meals, which is intended to cover breakfast, lunch, and dinner for each full day of travel is located at <http://gsa.gov/portal/category/100120>

G. Other Means of Transportation

The College may provide reimbursement for other commercial means of transportation such as train or bus. However, reimbursements must not exceed the cost of reasonable coach airfare or other reasonable transportation costs to the same destination.

H. Personal Travel Combined with Business Travel

The College will only reimburse for the business portion of a trip. The traveler must provide evidence to support the business portion of the trip and the allocation between the business and personal expenses. A quote for the business-related travel must be obtained at the time of ticketing to document the incremental costs that will be treated as personal expenses. This quote must be submitted along with the Travel Request form.

I. Reimbursement Payment

1. Accounts Payable will generally send reimbursements of approved expenses to employees within ten business days of the receipt of the Official Travel form (will include link to form), along with all accompanying receipts. Forms submitted for travel reimbursement must be signed by the Vice President, Dean, Director, Associate Vice President, Assistant Vice President or President.
2. Willful violations of this policy, including falsification of expense reports, will be grounds for disciplinary action, up to and including denial of requested reimbursements and/or termination of employment.

J. Recruitment

The payment for travel of prospective employees and their families must receive prior written approval by the Associate Vice President of Human Resources or by the Board of Trustees if the recruitment is for the position of President.

K. Travel Between Sites Using Personal Vehicles

Authorized travel for operational purposes may be reimbursed according to policy #210 - Personal Automobile Mileage Reimbursement.

L. Local Travel

1. *Entertainment Expense*

Entertainment expenses are limited to Board of Trustees, the President, and members of the President's Cabinet or their designee(s) incurred in connection with their job responsibilities. Local entertainment expenses may be incurred while conducting ordinary and necessary business for the College such as fundraising, public relations activities and other College events. Expenses may include meals, transportation, parking, tolls, meeting rooms and conference facilities. Business related meals charges are subject to Section III C.9. Business meals that include charges for alcoholic beverages incurred by a member of the President's Cabinet, Board of Trustees, or Designee must be properly approved by the President and separately itemized on meal receipts. Alcohol charges are unallowable for sponsored projects (grants). Alcoholic beverages for entertainment functions held in Pennsylvania must be purchased in Pennsylvania.

2. *Business Expense*

Local business expenses include local conference or seminar fees, meals, parking fees and other out-of-pocket expenses while attending local workshops or business meetings and are subject to Section III C.9. Approval of local business expenses will follow Section III A.1.

M. Other

Exceptions to this policy are subject to the approval of the traveler's Vice President and the Vice President for Business and Finance.

3.23 Workplace Violence and Weapons

3.23.1 Workplace Violence

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

Prohibited Conduct

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

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

Consequences of Violations of the Policy

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

Reporting Procedures

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

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

3.23.2 Weapons Policy

The College recognizes the importance of the services provided by the local and state law enforcement agencies. The College also recognizes the authority of law enforcement entities to determine the need to arm officers. Accordingly, law enforcement personnel while on duty and acting in their official capacity are permitted to carry firearms as deemed necessary by their employer for the performance of their duties.

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

3.24 Hiring of Temporary Workers

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

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

3.25 Contract Procedures and Authorized Signatures

The Community College of Philadelphia (the "College") enters into a wide variety of contracts including but not limited to contracts for the purchase of goods and services, construction contracts, software license agreements, rental agreements, lease agreements, clinical and other student placement agreements, transfer and articulation agreements, event contracts, contracts to provide educational training, programs, and services to third parties, grant agreements, scholarships agreements, and numerous other forms of agreements. For purposes of this policy, a Contract is any document that contains an agreement between the College and an outside party which imposes any kind of obligation on the College, entitles the College to a benefit, or otherwise affects the College's rights, whether or not there is an exchange of funds between the College and the outside party. A contract which meets this definition is subject to this policy regardless of how it is titled (*e.g.*, a contract may also be called an agreement, memorandum of understanding, memorandum of agreement, letter of intent, letter of agreement, license, lease, etc.) This policy also applies to any amendment, addendum, modification, correction, renewal, or extension of a contract.

Procedures:

All contracts should be initiated well in advance of the start date for the applicable contract to allow time to follow the College's contract procedures and negotiate the best terms and conditions for the College. Because contracts can create various forms of liability for the College and may create other obligations for the College or impose limitations on the College, it is essential to insure that all contracts follow and comply with the following procedures to the extent applicable:

- Contracts related to the purchase of goods and services and construction contracts must comply with the College's Open Market Purchasing Policy Memorandum #201, the College's other Financial Policies, and must be coordinated with the College's Purchasing Department;
- All contracts must comply with the College's Conflicts of Interest Policy, Memorandum #212;
- Contracts for software licenses and other information technology services must be reviewed by the Chief Information Officer or his/her designee;
- Contracts which involve the purchase of goods or services over \$5000 must be reviewed by the Vice President of the Division of Business and Finance or his or her designee;
- All contracts must be reviewed by the Vice President of the Division in which they originate. All contracts should be coordinated with the Vice President(s) of other Divisions that may be implicated by the terms of the contract;
- All contracts must be reviewed by the Office of General Counsel;
- Contracts covered by "Purchase and Contracts Requiring Specific Board Authorization Policy Memorandum #202" must be authorized by the Board of Trustees; and
- All contracts must be approved by the President of the College or the Vice President designated in his/her absence.

Contracts must be made in accordance with the established policies and procedures of the College and may only be executed by the President of the College or the Vice President designated in his/her absence. A completed Contract Review Form must be attached to any contract which is submitted to the President or his/her designee for signature.

To view the Contract Procedures and Authorized Signatures Policy (Policy #213) and to access the Contract Review Form, please visit <https://www.myccp.online/college-policies-and-procedures/contract-procedures-and-authorized-signatures>

SECTION 4.0 ADDITIONAL COLLEGE POLICIES

4.1 Fundraising and Grants

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

4.2 Royalties and Other Compensations or Incentives Related to Selection of Course Material

Faculty and academic departments must abide by all applicable laws in the selection of course materials, including Pennsylvania's College Textbook Affordability, Accountability and Accessibility Act. Under this Act, faculty members and academic departments are prohibited from receiving royalty payments or other compensations or incentives as an inducement for selecting specific course materials to be used in a class, unless those course materials are an original work by the faculty member or academic department. This prohibition does not include the receipt by a faculty member or academic department of sample copies, instructor's copies, or instructional material.

Faculty must also comply with academic department procedures, the College's Conflict of Interest Policy (#212), and the College's Solicitation in Campus Facilities Policy (#158).

4.3 Solicitation and Accepting Gifts to the College

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

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

<https://www.myccp.online/college-policies-and-procedures/solicitation-campus-facilities>

4.4 Purchasing Policy

Basic office supplies are purchased through the College's approved vendor (e.g., pens, pencils, staples, tape, scissors, paper clips, ruled pads, etc.). With the exception of books, software and computers, all other purchases should be requested through the Purchasing Department of the

Office of Finance and Planning. This requirement is designed to protect the College and its employees and to utilize the special expertise that this office has in respect to tax-exemption status and public entity purchasing requirements.

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

<https://www.myccp.online/college-policies-and-procedures/expenditure-approval-requirements>

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

<https://www.myccp.online/college-policies-and-procedures/petty-cash-usage>

4.5 Copyrights and Proprietary Rights of the College

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

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

4.5.1 Copyrights

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

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

<https://www.myccp.online/college-policies-and-procedures/central-duplicating-operating-reproduction-services>

4.6 Institutional Expenditure Approvals

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

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

Approval requirements for the list may be viewed by accessing:

<https://www.myccp.online/college-policies-and-procedures/expenditure-approval-requirements>

4.7 Indemnification for Liability

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

4.8 Solicitation in Campus Facilities

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

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

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

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

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

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

Solicitation must not interfere with educational activities of the College.

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

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

This policy applies to all College properties, including leased facilities.

Student-related Solicitation

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

Community-related Solicitation

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

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

<https://www.myccp.online/college-policies-and-procedures/solicitation-campus-facilities>

4.9 Posting in College Facilities

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

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

<https://www.myccp.online/college-policies-and-procedures/posting-college-facilities>

4.10 Admittance to College Buildings and Facilities after Normal Work Hours

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

The College is open to faculty and staff between the hours of 6:30 a.m. and 11:00 p.m. each weekday and between 6:30 a.m. and 5:00 p.m. on Saturdays during the Fall and Spring semesters. During the Summer semester, the College is open to normal access between 6:30 a.m. and 11:00 p.m. Mondays through Thursdays. The following procedure shall govern access to facilities other than times stated for normal access.

After 5:00 pm Monday through Friday (Thursday during summer hours) faculty, staff and students must swipe their College ID in order to gain entrance to a College building location.

To gain entrance to any College facility during non-operational hours, a valid College ID card must be presented to the security officer on site. Faculty and staff members are required to sign in and/or swipe their College ID at the time of entrance at the main security office, M1-23. In addition to your printed and written signature, the time and location where you will be working is required. You may only leave the building through the entrance that you entered and you must log out the time of your departure. Except for properly authorized staff, all faculty and staff may not remain in the facilities later than 11:00 p.m.

The after hours access entrance for each campus is:

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

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

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

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

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

Introduction

In support of its mission, Community College of Philadelphia provides access to computing and information resources for students, faculty, staff, members of the Board of Trustees and other parties that may be given access to the College's interactive systems through a contractual association with the College within institutional priorities and financial capabilities. All members of the College community who use the College's computing and information resources are responsible to safeguard the integrity of these resources, respect the rights of other computing users, and abide by all pertinent license and contractual agreements. It is the policy of Community College of Philadelphia that all members of its community act in accordance with these responsibilities, any relevant laws and contractual obligations, and the highest standard of ethics. Social networking services/sites can provide a virtual community external to the College. Members create their own online "profile" with biographical data, pictures, likes, dislikes and any other information they choose to post. They communicate with each other by voice, chat, instant message, videoconference and blogs, and the service typically provides a way for members to contact friends of other members. Examples include but are not limited to Facebook, MySpace, Friendster, Plaxo, LinkedIn, Ryze.

The use of information technology must remain in keeping with the philosophy and mission of Community College of Philadelphia. Users' must abide by this and any other relevant policies, procedures and guidelines. These policies and guidelines include but are not limited to:

- **College Policies and Procedures Memorandum #3** – Plagiarism, Classroom Cheating, Electronic Cheating, and Non-Print Product Misrepresentation
- **College Policies and Procedures Memorandum #305** – Policy Governing the Use and Duplication of Software
- **College Policies and Procedures Memorandum #309** – Hardware and Software Support Policies On-Campus
- **Guidelines for Responsible Computing**
- **Student Code of Conduct**
- **Equal Employment Opportunity and Affirmative Action Policies**
- **Applicable collective bargaining agreements**
- **Guidelines for Using the Faculty/Staff Access Centers**
- **College Policies and Procedures Memorandum #352-** Discriminatory Harassment Prevention

The College also recognizes federal, state, and local laws in regard to copyright, privacy, or any other statutes that relate to the online environment, as binding upon users of the College's interactive system as well as employees identifying an affiliation with the College when using any social networking service.

Community College of Philadelphia's interactive system is intended for use as an educational tool, and as such supports the teaching, learning, research, and campus activities of the College

community and facilitates the management of administrative functions. The College, therefore, provides students, faculty and staff access to the technology resources and interactive systems of the College. This policy applies to all users of the College system, as listed above and any others to whom the College wishes to make the system available.

The College makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the College's system will be error-free or without defect. The College will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or quality of the information obtained through or stored on the system. The College will not be responsible for financial obligations arising through the unauthorized use of the system.

The Executive Officer for Information Technology Services will oversee the College's system by working with other College officials, government agencies and appropriate regional, state and national organizations as necessary.

The use of the College's interactive systems is a privilege, not a right, and inappropriate use can result in a termination or suspension of some or all of those privileges. Users will be expected to abide by generally accepted rules of network etiquette.

Privacy

While the College does not intend to routinely review the contents of files on the system, the College will engage in routine maintenance and monitoring of the system. Accordingly, system users should have no expectation of privacy using the College's system, including personal e-mail messages and other data files.

Routine maintenance and monitoring of the system may lead to the discovery that a particular user has or is violating the College's Acceptable Use Policy, or applicable law. The College will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the College system.

An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the College's Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

College employees should be aware that their personal files (including personal e-mail messages) may be discoverable in court or agency proceedings and possibly elsewhere.

Use of the College system to access or attempt to access student or employee information for any use not job-related violates College policy along with state and federal laws. Confidential information, whether it relates to students, employees, or others shall not be disclosed or distributed using the College system or by employees identifying an affiliation with the College when using any social networking service. Exceptions are activities which are in accordance with College policy and federal laws, such as the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach Bliley Act.

Federal Laws pertaining to confidentiality of information can be accessed by each federal law's web-site.

Users must not post, transmit, re-post, or re-transmit private information about another person or organization on the College's system without first obtaining the permission of that person or organization.

Employees are prohibited from using a College-provided or personal cell phone or Smartphone camera or video recorder to take, transmit, download, or upload to social networking or video sites either for business reasons or for non-business purposes any photos or videos of College employees, vendors, officials or students without their consent.

Unacceptable Use

Under no circumstances may users attempt to gain unauthorized access to the College's interactive system or to any other computer system through the College's system, or to go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.

Users must not make deliberate attempts to disrupt the College's computer systems' performance or destroy data by introducing or spreading computer viruses or by any other means.

Users must not use the College system to access material that advocates illegal acts, or that advocates violence or discrimination towards other people.

Employees identifying an affiliation with the College may not post content or conduct activities that fail to conform to local, state, and federal laws when using any social networking services. Under no circumstances will users access the College system to engage in any other illegal act.

System Security

Users are responsible for the use of their individual account and must take all reasonable precautions to prevent others from being able to access or use their account. Under no conditions should a user provide his/her password to another person.

Users must immediately notify the system administrator if they have identified a possible security problem. Users will not attempt to investigate or correct a security problem. Such activity may be construed as an illegal attempt to gain access.

Users must not knowingly post, transmit, re-post or re-transmit information on the College's system that, if acted upon, could spread a virus, cause damage or a danger of disruption.

Inappropriate Language

Members of the College community, as individuals and groups, have the right to exercise their full freedom of expression and association. The College neither sanctions nor censors individual

expression of opinion on its systems. The College is committed to creating an educational environment that is free from intolerance directed towards individuals or groups. Respect for rights, privileges, and sensibilities of each other are essential in preserving the College community. There is a wide range of material available on the Internet, some of which may conflict with the particular values of students and employees. The College cannot accept responsibility for any individual user's accessing offensive materials through its computer systems.

Users must not engage in libel, slander, or harassment in violation of College policies, or the use of threatening language.

Users must not knowingly or recklessly post, transmit, re-post, or re-transmit false or defamatory information about a person or organization on the College's system.

The College discourages the use of language that embarrasses or intimidates others.

Inappropriate Activities

Users must not use the College system to access material that is profane or obscene (including pornography). For students, a special exception may be made for potentially inappropriate material if the purpose of such activity is to conduct research and access is approved by the instructor. College employees may access the above material only in the context of legitimate research. Users must not look at, copy, alter or destroy anyone else's personal files without express permission. The ability to access a file or other information does not imply permission to do so.

Users may not use the College system for commercial purposes, defined as offering or providing goods or services for sale or barter to others or purchasing goods or services for personal profit. The College acquisition policies will be followed for purchasing online any goods or services for the College.

Users may not use the system for political lobbying that is, to express their opinion on political issues to their elected representatives, or to urge others do so, unless this communication is in support of the academic mission of the College. Students may also use the system to express their opinions to elected officials on political issues if those communications are made in connection with an educational assignment.

Use of College Name, Logo or Seal

Users of the College system, as well as employees identifying an affiliation with the College when using any social networking service, may not use the College's name, logo, or seal in their Pages in any way that implies College endorsement of other organizations, products or services, without first obtaining written permission from the Office of Communication.

Users may not use College logos or trademarks, including the College seal, without first obtaining written permission from the Office of Communications.

Social Networking

Employees identifying an affiliation with the College when using electronic social networking services are also bound by all provisions of this policy. The College recognizes that some employees may, for personal reasons, access, view, operate, and post, download, or upload content to external social networking sites and video sites on their own time via their own computer equipment.

Employees identifying an affiliation with the College when using electronic social networking services must post the following disclaimer; “The opinions expressed on this social networking profile (video site) are my own personal opinions. They do not reflect the opinions of my employer, Community College of Philadelphia.”

Oversight (Enforcement)

Individuals who have a complaint or a grievance on matters related to this policy, should contact the College’s Chief Information Officer. The CIO will determine the appropriate College office or department to hear and/or investigate the complaint or grievance.

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

<https://www.myccp.online/college-policies-and-procedures/acceptable-use-policy-interactive-systems>

4.12 Children on Campus (Presence of Minors under Age 18)

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

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

4.13 Reporting Misconduct (Whistleblower Policy)

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

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

Any person may report allegations of misconduct. Reports shall focus on facts and should avoid speculation. Reports shall include as much detailed information as possible in order to better facilitate evaluation of the nature, extent and urgency of the investigation.

Employees may report allegations of misconduct to their supervisor or other appropriate supervisors in their work area. Employees may also make reports internally to the President, General Counsel, Vice President for Strategic Initiatives and Chief of Staff, Vice President of Business and Finance, Vice President of Academic and Student Success, Chief Information Officer (CIO), or the College's Internal Auditor. The College recommends that persons who are not employees of the College make reports to the College official whom the reporting person reasonably believes has responsibility over the affected area or holds one of the positions listed above. Anonymous reporting is also permissible, but such reports must include sufficient detailed information to warrant an investigation. Reports also may be made outside the College to appropriate authorities.

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

1-888-261-1669

or

www.ethicspoint.com

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

Protection from Retaliation

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

To view the policy, please access:

<https://www.myccp.online/college-policies-and-procedures/whistleblower-policy>

To report misconduct, please access: www.ethicspoint.com

4.14 Child Abuse Reporting Policy

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

To view the policy, please access:

<https://www.myccp.online/college-policies-and-procedures/community-college-philadelphia-child-abuse-reporting-policy>

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

4.15 Right to Know Act

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

The College designates the General Counsel as its Right to Know Officer, who shall serve as the College's open records officer as defined in Pennsylvania's Right to Know Act.

For a full explanation, please access Policy 311:

<https://www.myccp.online/college-policies-and-procedures/right-know-act>

4.16 Smoke-Free Campus

Effective January 1, 2017, the College's "Smoke-Free Buildings" policy #151 was changed to a "Smoke-Free Campus."

Purpose

Due to the well-documented health risks associated with smoking and exposure to second-hand smoke and in order to create a healthier environment for all students, employees, volunteers, independent contractors, and visitors of the Community College of Philadelphia, all campuses will become smoke-free effective January 1, 2017.

Accountability

All employees of the College are asked to support smoke-free campus efforts by following this policy and informing those who are in violation of the policy. Wallet cards announcing that the College is smoke-free and directing individuals to smoking cessation resources will be made available to any member of the College community who wishes to distribute them.

Applicability

This policy shall apply to all students, employees, volunteers, independent contractors and visitors to the College.

Policy

Smoking, including the use of nicotine-delivery systems, is, without exception, prohibited everywhere on Community College of Philadelphia's Main Campus and Regional Centers.

Violations

Anyone in violation of this policy will be required to extinguish his/her cigarette or smoking device and/or be required to leave the campus.

To view the policy (Policy 151), please access:

<https://www.myccp.online/college-policies-and-procedures/smoke-free-campus-policy>

4.17 Alcoholic Beverages

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

4.18 Student Code of Conduct – Reporting Student Behavior

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

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

In cases of emergency, contact Security immediately at x8111.

4.19 Nursing Mothers

In accordance with federal law, the College provides nursing mothers with a private place to express breast milk during the work day. Should you need this accommodation, please contact the Human Resources Benefits office at extension 8208 or 8038.

4.20 No Texting While Driving

Any employee who drives a Community College of Philadelphia vehicle or who drives his/her own vehicle as part of his/her employment responsibilities including for attendance at conferences, programs, or otherwise (does not include commuting to or from work) must abide by all traffic laws, and must refrain from texting while driving.

4.21 Segregation of Duties

Employees must follow all internal procedures and controls designed to ensure the proper segregation of duties to ensure compliance with applicable laws and regulations. The College maintains basic procedures to ensure that no College employee or department is in a position to perpetuate or conceal errors or fraud in the normal course of their duties. Roles, responsibilities and levels of authority including dollar approval thresholds are established, agreed upon and communicated via the College's Financial Policies (see: <https://www.myccp.online/college-policies-and-procedures>). An independent risk assessment is performed biennially by the Internal Audit from which an annual internal audit plan is developed. Internal controls are tested as appropriate within each audit including segregation of duties. The College also maintains a whistleblower complaint/ethics hotline which allows anonymous reporting.

SECTION 5.0 COMPENSATION, WORK SCHEDULES AND PAYCHECKS

5.1 Compensation

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

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

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

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

5.2 Job Classifications

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

5.3 College Work Hours

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

Regional Centers

Northeast Regional Center:

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

Northwest Regional Center:

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

West Regional Center:

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

5.4 Four-Day Summer Workweek

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

5.5 Overtime

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

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

5.6 Compensatory Time for Administrative Staff

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

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

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

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

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

To view the policy (Policy 260), please access:

<https://www.myccp.online/college-policies-and-procedures/administrative-vacation-and-other-leave-time-policy>

5.7 Part-Time Teaching by Administrative Staff

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

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

5.8 Pay Schedules and Direct Deposit

5.8.1 Pay Schedules and Payroll Direct Deposit

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

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

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

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

The form is accessible at:

<https://www.myccp.online/sites/default/files/documents/HumanResources/forms/BenefitForms/PayrollDirectDepositFormHR115.pdf>

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

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

5.8.2 Payroll Deductions

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

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

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

5.9 Timekeeping

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

5.9.1 Time Sheets

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

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

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

Falsification of time records may result in disciplinary action up to and including termination of employment.

5.10 Philadelphia Wage Theft Ordinance

Commencing July 1, 2016, employees may file official wage thief complaints with the City of Philadelphia's Wage Theft Coordinator. Qualifying complaints submitted by a proper party will be reviewed and resolved by the Wage Theft Coordinator.

Wage Theft means a violation of the Pennsylvania Wage Payment and Collection Law or any State of Pennsylvania or Federal Law regulating compensation where the work is performed in Philadelphia or the employment contract underlying the violation is made in Philadelphia.

More information can be viewed at:

<http://phlcouncil.com/wp-content/uploads/2016/07/Wage-Theft-poster.pdf>

5.11 Accurate Pay and Complaint Policy

It is the policy of Community College of Philadelphia to accurately compensate employees and to do so in compliance with all applicable state and federal laws and collective bargaining agreements. To ensure you are paid properly for all time worked and that no improper deductions are made, employees must record correctly all attendance and/or time records (Time Reports and Time Sheets) in accordance with Section 5.9, and review your paychecks promptly to identify and report any errors.

The College makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, the College promptly will make any correction that is necessary.

When you receive your paycheck please review it carefully to ensure that you were properly paid in accordance with your position classification and no unauthorized deductions were made. Non-exempt employees should make sure they were paid correctly for all regular and overtime hours worked each workweek. Exempt employees should make sure they were properly paid their annual base salary for their regular position and if they have any assignments outside of their regular position (e.g., an extended time assignment or overload assignment for faculty) that they were properly paid for that separate additional assignments. Exempt employees' salaries will not be reduced for any of the following reasons: (1) partial day absences for personal reasons, sickness or disability; (2) absence because the College is closed on a scheduled work day; (3) absence for jury duty, attendance as a witness or military leave in any week in which the employee has worked; or (4) any other deductions prohibited by state or federal law. Employees are required to use available

vacation, personal or sick time for full or partial day absence for personal reasons, sick or vacation reasons.

If you have questions about deductions from your pay, please contact Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to the Associate Vice President for Human Resources or the Manager, Human Resource Information Systems at extensions 8083 or 8098 in Human Resources or to the Manager of Payroll at extension 8120. If you have not received a satisfactory response within five business days after reporting your concern to Human Resources and you are unsure who to contact to correct the problem, please immediately contact the Vice President of Business and Finance at extension 8029.

Every report will be fully investigated. In addition the College will not allow any form of retaliation against individuals who report alleged violations of this Section 5.11.

SECTION 6.0 TIME AWAY FROM WORK

6.1 Holidays

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

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

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

6.1.1 Eligibility for Holiday Pay

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

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

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

6.2 Vacation

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

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

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

<https://www.myccp.online/human-resources/benefits-eligibility>

6.2.1 *Two Weeks' Notice Requirement for Payout of Accrued Vacation*

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

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

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

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

6.3 Personal Leave Time

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

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

You can access information at: <https://www.myccp.online/human-resources/benefits-eligibility>

6.4 Sick Leave

6.4.1 *One Hour Notification*

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

6.4.2 *Sick Leave Eligibility – Classified and Confidential Employees*

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

accumulate from year to year, up to a maximum of 120 days. A classified or confidential employee may use up to four (4) sick days a year for the care of a dependent, except during restricted periods and provided that personal days are exhausted. Classified or confidential staff may use three (3) sick days per year for the purpose of preventative medical care without providing documentation of the preventive medical care visit. Employees shall inform their supervisor of sick days used for this purpose.

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

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

6.4.4 Doctor's Note Requirement for Three or More Days Sick

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

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

6.4.5 Sick Leave Abuse

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

6.5 Spring Break and Winter Break

6.5.1 Spring Break

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

6.5.2 Winter Break

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

Employees will be required to use two days of vacation or personal time during this period. (If vacation or personal time is not available, the time will be unpaid time.) The remaining time is considered paid holiday time. This rule applies to full-time administrators, full-time classified and

confidential staff, and twelve-month faculty. Twelve-month faculty may work out alternative work schedules with their supervisor in lieu of a vacation charge.

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

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

6.6 Family and Medical Leave

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

The link below will provide initial information regarding family and medical leave:

<https://www.myccp.online/human-resources/family-medical-leave-act-fmla>

Please contact the Human Resources Benefits Office for further information.

6.7 Bereavement Leave

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

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

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

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

To view the policy (Policy 260), please access:

<https://www.myccp.online/college-policies-and-procedures/administrative-vacation-and-other-leave-time-policy>

6.7.2 Bereavement Leave Eligibility - Full-Time Classified and Full-Time Confidential Employees

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

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

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

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

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

6.7.4 *Bereavement Leave Eligibility - Part-Time Faculty*

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

6.8 Jury Duty and Court Appearances

6.8.1 *Jury Duty and Court Appearances - Administrative Staff*

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

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

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

6.8.2 *Jury Duty and Court Appearances - Classified and Confidential Employees*

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

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

6.8.3 Jury Duty and Court Appearances - Faculty

Full-time Faculty

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

Part-time Faculty

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

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

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

6.9 Military Leave

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

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

6.10 Administrative Special Leaves

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

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

To view the policy, (Policy 263), please access: <https://www.myccp.online/college-policies-and-procedures/compensated-leave-program>

6.11 Sabbatical Leave – Full-Time Faculty

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

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

6.12 No-Call No-Show

A faculty or staff member who is unable to report to work must notify his or her department head or immediate supervisor prior to the start of class or the normal work schedule for each day of absence. Except if due to an emergency situation where prior notification is not possible, three (3) consecutive work days of no-call no-show may be considered voluntary resignation.

SECTION 7.0 PERFORMANCE MANAGEMENT

7.1 Appraising Performance - Faculty

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

For more information, please consult your department chair.

7.2 Appraising Performance – Staff

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

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

7.3 Evaluation Procedures

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

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

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

SECTION 8.0 EMPLOYEE HEALTH BENEFITS

8.1 Determining Eligibility for Benefits

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

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

<https://www.myccp.online/sites/default/files/documents/HumanResources/benefit-matrix-final.pdf>

8.2 Group Health, Prescription Drug and Dental Plan Benefits

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

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

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

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

Independence Blue Cross

<http://www.ibx.com/index.jsp>

Delta Dental:

<http://www.deltadentalins.com/>

Prescription Drug Plans:

<https://host1.medcohealth.com/consumer/site/home>

For HR Benefits Booklets and links:

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

The College complies with all federal regulations concerning the protection of personal health information. Please access the following HIPAA Notice of Privacy Practices:

<https://www.myccp.online/sites/default/files/documents/HumanResources/hipaanoticeprivacypractice.pdf>

8.3 Flexible Benefit Plans

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

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

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

To access the flexible spending plan site: <https://www.naviabenefits.com/>

8.4 Life Insurance

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

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

8.5 Short Term Disability and Income Protection Plan

8.5.1 Short Term Disability Benefits

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

For further information, please contact the Human Resources Benefits office at extension 8037 and/or view the following link:

<https://www.myccp.online/human-resources/short-term-disability>

8.5.2 *Income Protection Plan Benefits*

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

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

For more information, please contact the Human Resources Benefits Office at extension 8037 and/or access: <https://www.myccp.online/human-resources/income-protection>

8.6 Long Term Disability

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

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

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

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

8.7 Continuation of Insurance (COBRA)

When a member of the faculty or staff separates from College service on a voluntary or involuntary basis, federal legislation known as the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) mandates that the College offer the individual the option to continue the medical, drug and dental coverage in place at the time of separation. This coverage is offered at the College

group rate plus an administrative fee of 2 percent. A faculty or staff member's spouse and children may also have COBRA rights under certain circumstances.

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

Please contact the Human Resources Benefits office to get detailed information regarding COBRA at extension 8208.

SECTION 9.0 RETIREMENT PLAN BENEFITS

9.1 Eligibility for Retirement Plan Benefits

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

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

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

<https://www.myccp.online/sites/default/files/documents/HumanResources/benefit-matrix-final.pdf>

9.2 Mandatory Participation

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

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

9.3 Retirement Incentive

The Retirement Incentive Option is offered to eligible full-time faculty, administrative, classified or confidential employees at age 63 and at least twenty years of full-time service who meet specified eligibility criteria.

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

9.4 Retiree Benefits

Community College of Philadelphia offers retiree benefits to full-time faculty and staff (except Temporary and Grant Administrators) who elect retirement and meet certain eligibility criteria (attainment of at least age 62 with at least 10 years of full-time employment, in addition age plus years of full-time service must equal at least 77.)

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

Retirees receive the following benefits:

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

Retirees Under 65

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

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

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

Employee Retiring Age 65 or Older

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

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

If the spouse of a retiree is under 65, s/he will remain on the College's active medical plans. The College divides the cost of the active medical benefits in half and the retiree is responsible for paying half the cost.

9.5 Supplemental Retirement Savings Plans (SRAs)

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

SECTION 10.0 OTHER BENEFITS

10.1 Tuition Remission

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

The general guidelines related to tuition remission are as follows:

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

The general eligibility requirements are as follows:

1. **Classified and Confidential Employees:**

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

2. **Part-Time Classified Employees:**

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

3. Full-Time Faculty and Administrators:

Full-time faculty and administrators are entitled to full remission of tuition and fees for academic work taken at the College.

4. Part-Time Faculty and Visiting Lecturers:

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

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

<https://www.myccp.online/college-policies-and-procedures/tuition-remission-employees-their-spouses-domestic-partners-and>

10.2 Forgivable Loans

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

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

<https://www.myccp.online/college-policies-and-procedures/forgivable-loan-policy>

10.3 Computer Loan Purchase

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

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

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

For additional information, please access:

<http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf>

10.4 Employee Assistance Program (“EAP”)

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

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

The contact number for the EAP provider is 1-800-437-0911. The service is available twenty-four (24) hours a day, 365 days a year.

Access the EAP via the link below and use code KJC7Y:

<https://www.myliferesource.com/mlro/mbLogon.aspx>

SECTION 11.0 TRAINING AND PROFESSIONAL DEVELOPMENT

11.1 Office of Professional Development at Community College of Philadelphia

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

11.1.1 Professional Development Weeks

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

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

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

To view dates for professional development weeks and other professional development activities at the College, please access the calendar at:

<https://www.myccp.online/office-professional-development>

11.2 The Leadership Institute at Community College of Philadelphia

Purpose

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

Benefits of Participation

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

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

Who is eligible:

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

For more information, please visit: <https://www.myccp.online/leadership-institute>

11.3 Human Resources Department

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

11.3.1 Training Course Offerings

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

- Management Training
- Customer Service
- Navigating Change
- Coaching for Champions
- Performance Evaluations: How to Use This Key Organizational Tool

- Creative Thinking & Problem-Solving
- Dealing with Conflict and Anger
- Team Building
- Other General Open Curriculum Programs
- Lunch & Learn Programs

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

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

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

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

For a complete listing of available courses, please visit:

<https://www.myccp.online/human-resources/training>

11.3.3 *Skillsoft eLearning*

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

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

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

<https://www.myccp.online/online-training-and-development>

SECTION 12.0 CAMPUS HEALTH AND SAFETY

12.1 Bloodborne Pathogens Standards

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

To view the policy, please access:

<https://www.myccp.online/college-policies-and-procedures/infectious-agent-and-bloodborne-pathogen-exposure-policy>

12.2 Campus Security

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

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

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

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

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

12.3 Emergencies, Fire and Safety

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

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

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

For more information regarding security and safety, please visit:

<https://www.myccp.online/safety-and-security>

12.4 Worker's Compensation Policy

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

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

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

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

Human Resources Department Worker's Compensation website:

<https://www.myccp.online/human-resources/workers-compensation>

SECTION 13.0 COLLEGE SERVICES AND RESOURCES

13.1 Multimedia Services

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

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

<https://www.myccp.online/college-policies-and-procedures/sign-out-procedure-long-term-audiovisual-equipments>

13.2 College Rooms and Facilities

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

To view the policy (Policy 153), please access:

<https://www.myccp.online/college-policies-and-procedures/policy-governing-use-college-facilities>

13.3 Business Services

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

Hours of Operation:

	<u>Fall and Spring Semesters</u>	<u>Summer Sessions</u>
Monday-Thursday	7:30 am – 7:00 pm	Same
Friday	7:30 am – 5:00 pm	Closed
Saturday	8:00 am – 4:00 pm	Closed

Duplicating Services

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

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

Duplicating requests can be submitted through the MyCCP portal. For requests with multiple attachments, send email with attachments to duplicating@ccp.edu. The online form provides all

necessary information to prevent errors in production. Files which can be attached are PDF (preferred), Word, Excel and PowerPoint. No other file formats are supported by the College. Work submitted will be reviewed for copyright compliance to meet Federal law and College policy requirements. Handouts are available at the Duplicating service counter with specific examples of do's and don'ts.

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

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

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

Central Supply

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

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

To view the policy (Policy 301), please access:

<https://www.myccp.online/college-policies-and-procedures/central-duplicating-operating-reproduction-services>

13.4 Fitness Facilities

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

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

13.5 Dining Services and Vending

An outside vendor operates the College's food service venues with cafés on the Main Campus and at the Northeast and Northwest Regional Centers. The cafés offer self-service as well as made to

order deli and grill selections. Cafeteria style menu options are currently available at the Colonial Café in The Pavilion building on Main Campus and at the Northeast Regional Center.

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

Vending

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

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

13.6 Library

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

13.7 Bookstore

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

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

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

<https://www.myccp.online/auxiliary-services/bookstore>

13.8 Mail Services

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

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

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

To view the policy (Policy 302), please access:

<https://www.myccp.online/college-policies-and-procedures/campus-mail-procedures>

13.9 Memberships and Subscriptions

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

13.10 Office Supplies

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

13.11 Parking

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

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

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

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

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

<https://www.myccp.online/college-policies-and-procedures/parking-policy>

13.12 Requesting Sign Language Interpreters (“SLI’s”)

13.12.1 *Students Needing SLI’s*

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

13.12.2 *Faculty and Staff Needing SLI’s*

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

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

The request should be submitted a minimum of two weeks in advance and cancellations require a minimum of two days’ notice.

SECTION 14.0 SEPARATION FROM EMPLOYMENT

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

14.1 Exit Interview and Other Separation Procedures

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

14.2 Return of College Property

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

14.3 Falsification of Information

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

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

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

14.4 References

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