



SARANAC LAKE | MALONE | TICONDEROGA

# **EMPLOYEE HANDBOOK**

## **2023-2024**

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**WELCOME TO NORTH COUNTRY COMMUNITY  
COLLEGE**

Welcome to North Country Community College (NCCC), the College of Essex and Franklin County! Whether a new employee or one who has worked at NCCC for years, we are pleased that you are part of the North Country family and hope you will find your work here meaningful and fulfilling.

As an institution of higher education, we are mission-driven and proud of the quality educational programming we offer to our students and their families. As an employee and member of the NCCC community, you join an institution committed to helping our students achieve their goals and supporting our employees to grow and develop to their fullest potential professionally. This handbook is designed to assist with both.

NCCC's employees are a dedicated team of professionals that bring their talents and expertise to help our students succeed, our communities thrive, and our mission be realized. As NCCC employees, we are guided by our values and operate with integrity. We work to be accountable to our students and deliver on the promises we make to serve them as they strive toward their personal, professional, and educational goals. This includes being actively engaged with our colleagues, our students, and within the community at large.

We are pleased to provide you with this handbook that summarizes some, but not all, of the policies, practices, and benefits we believe will help you in your work at the College. Please read it carefully and retain it for future reference. While this handbook has been prepared as a general source of information about your employment with NCCC, not all questions can be answered here. If, after reading this document, you have questions, or suggestions, please speak with your Supervisor, your Human Resources Representative, or with me.

Due to the demands of our community college within the State University of New York (SUNY) system and the rapid change of government regulations, we may need to modify, change, remove, replace, or implement benefits, policies, or procedures at any time. We will make every attempt to keep you advised and updated about any changes that affect you. This handbook should be considered a set of guidelines and should not be regarded as a "contract" or guarantee of any kind.

Our people make the difference and are our greatest strength. The employees at NCCC have a wealth of experience and many strengths they bring to the institution, they have high standards of performance, and most importantly, they exhibit a strong positive relationship with colleagues and students. With to rely upon, I am certain that our future will continue to be bright.

Welcome to the North Country family!

Joe Keegan  
President  
North Country Community College

## ABOUT NORTH COUNTRY COMMUNITY COLLEGE

### **Our History**

Founded in 1967 by the citizens of Essex County and Franklin County of New York, North Country Community College is honored to be "The College of Essex County & Franklin County". As part of the State University of New York (SUNY), we are one of thirty community colleges across New York State. Our main campus is in Saranac Lake, NY, with branch campuses in Malone, NY, and Ticonderoga, NY, and an instructional site on Akwesasne, the territory of the St. Regis Mohawk Tribe. We also have a robust online presence. Since 2017, we have been operating prison-based higher education at four area prisons: three within the New York State Department of Corrections and Community Supervision (DOCCS) system (Adirondack Correctional, Bare Hill Correctional, and Franklin Correctional and one within the Federal Bureau of Prisons (FCI Ray Brook). We also have a dual-enrollment program in area high schools and BOCES.

Regardless of location or modality, our mission is, and has always been, to provide high quality public, post-secondary education to area residents, as well as those outside the region, who desire to live, learn, and grow in a unique educational setting.

Each year, students enroll at NCCC from across New York and well beyond to receive a progressive and individualized education in the heart of the Adirondack Mountains. As the only public college within the Adirondack Park, NCCC students benefit from attendance at one of the State University of New York's most unique colleges.

NCCC has always had a broad array of programs preparing students for transfer and for the workforce. Increasingly, students are enrolled in career-path programs, though most programs are anchored in a liberal arts tradition because of the value added by such coursework. At this point, there are some 25 programs of study, and those academic programs and certificates remain ideal for those students who plan on attaining a 2 or 4-year degree, as well as those seeking a career path or a career change.

Now in our 57<sup>th</sup> year, we have been experiencing a bit of a renaissance, harkening back to our roots as a college focused on *community*, both our internal community as well as those external communities that we serve. In 2019, our campus community updated our mission and vision and helped define the values that matter most to us. In many ways, these remain true to those that inspired our founding, and will, we trust, continue to guide us and serve us in good stead in the future.

### **Our Mission**

*North Country Community College provides open access to high quality academic programs that prepare students for transfer and career success. The College contributes significantly to the enrichment of our communities by cultivating an educated citizenry, a skilled workforce, and opportunities for lifelong learning.*

### **Our Vision**

*North Country Community College will provide opportunities for growth and success for our students and community. We are committed to educational experiences that build on the unique environment of the Adirondacks and our institutional values, while nurturing the*

*academic and personal achievement of individuals with diverse backgrounds and aspirations.*

**Our Values**

1. Academic Rigor and Intellectual Curiosity
2. Compassion and Kindness
3. Accountability, Integrity, and Transparency
4. Diversity and Individuality
5. Openness to Change
6. Shared Governance

As we enter the year, we will be unveiling updates to our nursing labs at our three main campuses and our science labs at the Malone and Saranac Lake campuses. These capital upgrades are the first substantial investments in a generation on our campuses and have us excited not only to begin teaching within them, but to build upon the work with additional upgrades and investments in our facilities. Modernized facilities are critical for our future and part of continuously improving how we work together across the campus and the region.

As we look to the future, our successes, both as a community college and as individuals, will require a spirit of innovation, built upon a foundation of teamwork and cooperation. Therefore, we welcome your comments and suggestions for how we can improve our work. Your supervisor and the College administration look forward to working with you to resolve any issues that may arise or to implement suggestions for improving our college.

We have all the elements we need to continue to be a beacon of hope for students in our region to find their place and reach higher. We trust that you will help us do so!

## INTRODUCTION TO THE HANDBOOK

### **About This Handbook**

The purpose of this handbook is to provide a summary description of the policies, procedures, and benefits for North Country Community College (NCCC) employees. It is intended to serve as a useful reference and guide and is a companion to the Faculty Handbook and Adjunct Faculty Handbook. While there is certain to be some overlap, this handbook is a more generalized collection of policies and procedures that will help each of us to understand the expectations of the College regarding our employment and, we hope, thrive in our work at NCCC.

While we aim to have this handbook be as comprehensive as possible, it is a living document and subject to change. It summarizes many, but not all, of the principal human resource policies and procedures in effect at the time it was issued. Policies can and do change and where the handbook differs from the policies and practices subsequently adopted by the Board of Trustees of North Country Community College, the latter shall take precedence. As changes occur, we will do our best to inform you of those as soon as possible. This holds true for agreements with the College's collective bargaining units, CSEA and NCCCAP. Where there are differences between the handbook and the collective bargaining agreements, the latter shall take precedence.

We encourage each employee to read this handbook carefully and keep it for future reference. We all have a responsibility to be familiar with the contents, including the policies and practices of North Country Community College. Additional information or clarification about the other benefits and policies of NCCC can be obtained from your supervisor or Human Resources Representative.

**This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with NCCC will be long term, either you or the College may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager, or representative of the College has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement shall not be enforceable unless it is in a formal written agreement and signed by you and the President after being reviewed and approved by Human Resources and the College's Legal Department.**

**EMPLOYEE CODE OF CONDUCT**

As a community, we believe in the basic goodness of all people and maintain that everyone who chooses to work at North Country Community College is worthy of our energy and investment to be the best they can be in their work and their life. We strive to work together in harmony and believe that our approach and responsiveness to each other's needs create a better working environment for all of us. To support those beliefs, the College has adopted a Code of Conduct which spells out the behavioral expectations and guidelines for the entire College Community. This code applies to all employees of the College. There is a separate code of conduct that applies specifically to our students which can be found [here](#).

*Preamble*

North Country Community College (NCCC) has a commitment to the well-being of all members of the College community – students, faculty, staff, and the family at large. To the students, that philosophy is defined in the College's mission statement – to serve the students at NCCC with “access to high quality academic programs that prepare students for transfer and career success.” The College expects that all members of the College community will be aware of and support this commitment.

With employment at North Country Community College come both rights and responsibilities. All members of the College accept both the rights and responsibilities when they enter the College as students or employees. By accepting the privilege of being a member of the College community, one must be willing to live within the basic framework set forth in the Code of Conduct. Members of the College community have the right of expression and advocacy within the law. We expect that all of us will support the rights of others and take responsibility for our own actions.

*Code of Conduct*

The NCCC Code of Conduct provides realistic guidelines for individuals to follow regarding their professional, social, and personal conduct. The Code reflects that which is appropriate, reasonable, and considerate action for members of the College community.

It is appropriate and reasonable to expect members of the College community to:

1. Comply with all laws of the Villages and Towns in which the respective College campuses/sites are located, as well as all State and Federal laws.
2. Comply with all College rules, regulations, and policies.
3. Work within a shared governance framework when attempting to change or modify College rules and regulations that are considered in need of reconsideration and modification.
4. Comply with North Country Community College's position on creating conditions for a workplace free from harassment and discrimination, including following the non-discrimination policy, the sexual harassment policy and all other policies that protect the interests of our students and employees. This includes any activity which endangers the

mental or physical health of another individual, such as verbal or physical activity of a threatening or offensive nature against another, either in person, by telephone, by computer message or otherwise; activity amounting to stalking or refusing to cease a course of conduct when requested to do so by another individual; activity consisting of nonconsensual touching of another individual, etc.

5. Respect the personal property rights of others, and the property rights and facilities of the College.
6. Attend to their college duties (teaching, learning, administering, etc.) with the desire and goal to achieve excellence, and with due care and concern for the individual and collective rights of others.
7. Use socially acceptable language.
8. Dress in a manner socially acceptable and befitting to the various college activities.
9. Represent the College to the wider public community in a manner consistent with the purposes of the College. The NCCC standards of behavior apply to both on and off-campus conduct when relevant to the mission, processes, functions, or interests of the College.
10. Refrain from the use, possession or distribution of alcoholic beverages on college owned or controlled property or while attending sanctioned off-campus college events. The College permits the consumption of alcoholic beverages at social functions only when the President in advance of the event has granted permission in writing. When written permission is granted by the President, only those individuals authorized by the President shall be permitted to bring alcoholic beverages onto a campus/site for college functions. Consumption of alcoholic beverages shall be permitted only within the approved area designated for said event. No person under the age of 21 years shall consume any alcoholic beverage at any college sanctioned event. The text to the full *Drug and Alcohol Use and Abuse Policy* can be found [here](#).
11. The use, possession or distribution of any drug considered illegal by Federal or State laws or a controlled substance not permitted by law at the College or at college sanctioned events is prohibited. The College regards any illegal drug involvement as an educational, as well as a legal issue, and offers counseling opportunities to members of the college community who wish to use those services.



**GENERAL INFORMATION AND PRACTICES**

At NCCC's core, we are in the business of higher education and much of our energy is focused on carrying out our mission. As with our policies, business practices and expectations change over time. One only needs to think about the disruption that technology has had, much to the positive, on our work-life. The following practices help guide our work at the College:

**Working in Higher Education**

For those not used to working in higher education, finding the rhythm of one's work may require some adjustments. In general, the College follows an academic calendar, which runs from September 1<sup>st</sup> until August 31<sup>st</sup>, with two distinct 15-week semesters (fall/spring), a three-week winter term, and a summer term.

One's work year and workweek depends on their employment status. For particulars on your employment status and expectations please refer to your appointment letter, applicable collective bargaining agreement and/or human resources.

**Workweek and Workday**

In general, during the academic year, the College is opened Monday-Friday and the workday for most staff (CSEA and management confidential) runs from 8:30 am until 4:30 pm. Our NCCCAP employees (the faculty and non-teaching professional staff) will have different hours. In every case, for the particulars about your scheduled workday, please speak with your supervisor and/or our Human Resources Department.

**Shared Governance**

Another unique feature of working at a higher education institution is our commitment to and reliance upon shared governance to help us make the best decisions. We define shared governance as a system that encourages and supports diverse input across the many constituencies at the College so that the best decisions can be made, particularly in terms of policy, planning, programs, and budget. All employees are encouraged to participate in shared governance activities at the College.

**Dress Code**

While the College does not have a formal dress code policy, there are some customs that we have developed and follow. In general, faculty, professional staff and administration are encouraged and expected to dress in business casual/business professional on most days. We have set aside Fridays as a "dress down day" where casual attire is acceptable. On these days, we ask employees to use their judgment.

For facilities and maintenance staff, the College provides an annual voucher for the purchase of boots, jackets, and shirts, given the nature of their work.

**Offices and Personal Work Area**

Depending on one's role at the College, one may be part of an office and share a workspace, or have an individual office assigned. We seek to keep our personal work areas organized, clean and clear of any potential risk/danger. For particulars on one's status and office, please speak with your supervisor and our Human Resources Department.

## **Personal Property**

While we make every effort to ensure a safe and secure workplace, personal items such as cash and personal property should never be left unattended. The College does not assume any responsibility for the personal property of employees. Employees should appropriately secure all valuables in their assigned desk, locker, or work area. Any damage, loss, or theft should be reported to our Human Resources Director.

## **Break Rooms**

Breakroom facilities are provided for the convenience of all college employees. It is the responsibility of all employees to maintain good housekeeping and cleanliness of the facilities and appliances.

## **Conference Rooms**

There are conference rooms located on each campus that are available for employee, visitor, and vendor meetings. It is advisable to reserve these rooms in advance through the Academic Affairs office. The person in charge of the meeting is responsible for making sure that the room is cleaned up and all equipment returned to its proper place following the use of space.

## **Use of College Property**

Although the College strives to ensure that each employee has access to the resources needed to perform their job, the College also expects employees to understand that use of those resources is limited to the performance of their job. Employees are responsible for items issued to them by the College or in their possession or control, such as but not limited to the following:

- Tools & equipment, including college provided clothing
- Keys
- Written materials such as manuals and forms
- Computers, software, manuals, and informational resources
- Database information
- Files and documents
- College Vehicle
- Pagers & Radios

When material or equipment is used by or assigned to an employee for college business, it is the employee's responsibility to see that such equipment is used properly. Equipment assigned to an employee remains the property of the College and is subject to reassignment and/or use by the College without prior notice or approval from the employee. This includes but is not limited to computer equipment and data stored thereon, voicemail, records, and employee files.

In addition, the use of college vehicles and college equipment/property for personal activities is strictly prohibited. This does not apply to use of the College facilities such as the pool, fitness center, and so on.

Any unauthorized use, retention or disclosure of any college resources or property will be regarded as theft warranting disciplinary action up to and including termination and may prompt various civil and/or criminal legal actions.

## **Keys**

Depending on one's status at the College, employees receive keys to those areas they need to access as part of their work. This includes one's office and related workspaces. Access to additional rooms requires permission of one's supervisor and submission of Key Request Form.

Keys are made and distributed by the Facilities Department only; employees are not permitted to make personal copies of their keys.

At the conclusion of one's employment with the College, all keys that were provided are to be returned to the Facilities Department.

### **Personal Vehicle Use**

In the event that employees uses their personal vehicle on college business, the employee will be reimbursed in accordance with the current travel reimbursement rate. This does not include travel to and from work unless assigned to teach or perform work at a campus other than their "home" campus. All travel on college business requires prior approval by one's supervisor.

The College is not responsible for any losses, accidents, fines, or other liabilities that occur while an employee is driving his or her own personal vehicle while on college business. However, if the employee is traveling for college-related business as part of their workday, Workers Compensation will apply should an injury result.

The full text of the NCCC Travel Policy can be found [here](#).

### **College Owned/Leased Vehicles**

Personal use of college owned or leased vehicles is strictly prohibited. Because the College's insurance only covers employees/students driving or riding in college vehicles while on college business, no one other than authorized employees/students shall be allowed to operate or ride in college vehicles at any time with the exception of college athletes and/students who a) have been approved by the College and its insurer, and b) are traveling for an approved activity. The College reserves the right to deny employee/student requests to drive college vehicles.

Employees/students operating college owned or leased vehicles are required to adhere to the College's insurer's requirements. To ensure that the College's insurance coverage is maintained, Motor Vehicle Reports (MVR's) will be generated on a regular basis for employees/students driving on college business and who drive a college vehicle. If one's driver's license is suspended or revoked, they are responsible for notifying the College immediately. If one's license is suspended by the Department of Motor Vehicles for any reason, they may not drive on college business or drive a college vehicle. If the MVR indicates that an employee who is required to operate a motor vehicle as part of his or her job duties has operated a college vehicle with a suspended or revoked license, the employee will be subject to disciplinary action, which may include termination.

### **Communication**

- **Personal Mail**

Due to the volume of mail handled at the college, employees are expected to have personal mail addressed to their homes. If an employee is sending out personal mail through the College, out-going personal mail must contain postage stamps. The college postage meter is not available for personal mail.

- **Telephones – Personal Calls**

Telephones are an important tool for our work and most employees are provided with a phone and personal extension. Incidental personal use of the phone system is expected and approved, provided that it does not interfere with job performance or with college business. If personal calls are made and received, these should be done during non-work time.

- **Telephones – Mobile Phone**

As with college phones, incidental use of one’s mobile phone is expected and approved, provided that it does not interfere with job performance or with college business. If an employee is using their personal mobile phone to communicate on what is considered to be a personal nature, this should be done during non-work time.

For those whose workday includes driving on college business, the use of hand-held mobile cellular telephones or other portable electronic devices is prohibited while driving. This applies to speaking, texting, web-surfing and other activities. Drivers are required to pull off the road and park at a safe location before using these devices. This is both an NCCC requirement and a New York State law. For particulars on the law, see this link [here](#).

- **E-Mail, Internal Network and Internet Usage**

With the advent of e-mail came the promise of a more effective and efficient workplace. As such, all employees are provided with a North Country Community College email address. For most of our employees, a computer is also issued to you for use related to College business. In addition to the many jobs a computer helps with, it also allows our employees a means to access our internal network as well as the broader internet. It is extremely important that we all use good judgment when using these tools. Below are some important guidelines for our employees and others who are authorized to use these systems.

### **North Country Community College’s Website**

The College website contains a tremendous amount of information about the College, our mission, policies, and other essential elements. It is designed to be both outward facing (for prospective students and their families) and inward facing (for the college community) and thus at its core, is a tool that helps us communicate important information to both internal and external customers.

You can access a depth of college information by reviewing the North Country Community College’s website at <http://www.nccc.edu/>. Other points of interest on the College’s website include the Human Resources page, Employee Directory, Faculty Portal, Library, current course offerings, and access to one’s email.

### **Electronic Use Guidelines**

*The systems we use to access email, the internet and the internal network are college property, and their principal purpose is to enhance the business of the college. Please keep in mind the following:*

1. Any information put in/on the system is college property, and no employee has any privacy rights to this information.
2. Be careful what you put on the system, including emails and other postings, as they can become a matter of public record and, in some cases, can be requested under the Freedom of Information Law. Like any college records, computer information can leak out and do damage to the College or its people, especially if what is written is not factual or discloses proprietary, confidential, or sensitive information. Pushing a “delete” key does not eliminate deleted information from the system – there are various ways to recover deleted data.
3. When you use college systems, you consent to the College monitoring and auditing what you put on it and how you use the Internet. If called for, the College will report any

wrongful activity to the appropriate authorities.

4. When you use College computer systems, passwords give you limited and specified authority. You may not exceed this authority by, for example, improperly accessing information or improperly allowing others to access information.
5. Incidental personal use of the computer systems is expected and approved, provided that it does not interfere with your job performance or with college business. You are responsible for regularly deleting your personal and business e-mail messages and other information that does not need to be retained so as not to tie up system resources needlessly.

**Misuse of the System:** The following conduct is considered misuse of our computer systems and may result in disciplinary action, up to and including termination:

1. Forwarding or posting content that is abusive, slanderous, or defamatory, (including content that is defamatory of the College) or which is offensive, harassing, vulgar, obscene, or threatening. (Offensive and abusive material includes sexual comments or images, racial slurs, inappropriate gender-specific comments, or any comments that would offend someone on the basis of his or her age, race, sex, color, religion, national origin, handicap, disability or veteran status or any other protected classification.)
2. Accessing, creating, posting, viewing, transmitting, or otherwise using pornographic or other sexually explicit material.
3. Placing confidential or proprietary information of the college or a third party on any Internet or internal network site without proper authorization or transmitting it to persons who are not permitted to receive such information.
4. Broadcasting personal views on social, political, religious, or other non-college business related matters.
5. Soliciting for commercial purposes unrelated to college business.
6. Sending e-mail or other electronic communications in a manner that hides or misrepresents the identity of the sender.
7. Gaining unauthorized access to another employee's user ID or e-mail messages.
8. Establishing internet or other external network connections that would allow unauthorized persons to gain access to the college's communications systems.
9. Using non-licensed, pirated software.
10. Doing anything else that conflicts with the intent of this policy or other policies of the college.

## **Software Policy**

*The following pertains to computers that have been purchased or leased by the College. The important issue here is security. Everyone must be concerned with the effect of introducing a virus or other malware into the College's computer system environment. Please take this real threat to our operations seriously.*

- **Software Licensing**

Any software in use at the College must be a legally licensed copy. Employees must not duplicate copyrighted software for any reason without a written authorization from the software company. Anyone who knowingly or unknowingly duplicates copyrighted software material is subjecting the College, and themselves, to substantial penalties under the law.

- **Software Usage**

The only software that is authorized for use on college computers is that which has been purchased or developed by the College or the public domain software which has been certified virus free by the administrator responsible for cybersecurity, the Associate Dean of IR/IT. The introduction or use of any other software on any college computer is a violation of this policy.

## **Collections/Solicitations**

*The following rules do not apply to the traditional charitable solicitations sponsored by the College. In connection with such charities, the employee alone makes the choice to contribute.*

Solicitation of employees for most reasons constitutes an unwanted intrusion into an employee's time and/or money. We believe that employees should not be harassed, disturbed, or disrupted in the performance of their job duties. For this reason, solicitation of any kind by non-employees is prohibited at all times. Additionally, solicitation of any kind by an employee of another employee is prohibited while either person is on working time.

## **If You Have a Question**

In most instances, the person in the best position to assist you with questions is your supervisor, Department Head, or area Vice President. We encourage you to speak with your supervisor, Department Head or Vice President when you have a question. Helping you is an important part of his or her responsibilities.

From time to time, you might have something you want to discuss with someone other than your immediate supervisor. In this case, you may contact other appropriate college personnel to help you, including your Department Head, your area Vice President, or the Human Resources Department. Part of the College's commitment to respect for the individual is responding to your questions. No employee will be retaliated against for asking a question.

## **Employee Suggestions**

Employees are encouraged to make suggestions for improvement of methods, systems, or relations with each other and the students we serve. If you have a suggestion which you believe will benefit the College, advise your supervisor, Department Head, or Vice President. All suggestions are welcome. The success of the College is based on the total effort of all our employees.

### 3

## COLLEGE POLICIES

*North Country Community College seeks to establish a creative, nurturing, and safe environment where employees can rise to their highest level of performance and thrive. Harassment of any form is antithetical to our values and is neither welcome nor tolerated. The following policies detail our commitment to safe working environment:*

### **Equal Employment Opportunity Statement**

North Country Community College is an Equal Opportunity Employer. We are committed to a workplace environment that encourages growth and respect for all current and prospective employees based upon job-related factors such as educational background, work experience, and ability to perform the essential functions of a particular job. It is the policy and practice of NCCC to prohibit any form of discrimination or harassment based on race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred, or any other status protected under applicable federal, state or local law. Support and belief in this principle is a basic responsibility of all NCCC employees.

The College Administration is guided by ethical standards that comply with legal requirements. These standards will be implemented on an affirmative basis to ensure that equality of opportunity is afforded to all applicants and employees.

### **Non-Discrimination Statement**

The College community embraces and encourages the celebration of differences and affirms the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred. When such rights are infringed upon by violence, threats, or unlawful harassment, the College will follow due process and use every necessary resource to decisively identify perpetrators, which could lead to administrative action, civil action, and/or criminal prosecution.

### **Discrimination Harassment Policy**

North Country Community College is committed to provide and maintain a work environment which is free from unlawful discrimination based on sex (with or without sexual conduct, and including gender identity, gender expression or transgender status), race, color, religion, national origin, age, disability, genetic information or predisposing genetic characteristic, marital status, familial status, military status, domestic violence victim status, and any other class protected by law. Harassment based on these protected characteristics (collectively referred to as “discriminatory harassment”) is a form of unlawful discrimination and is prohibited in each and every work environment and each and every situation which directly impacts the work environment. Full text of the policy is found [here](#).

Sexual harassment is covered separately under the North Country Community College's Sexual Harassment Prevention Policy located [here](#).

### **Sexual Harassment Prevention Policy**

North Country Community College is committed to maintaining a workplace free from sexual harassment. Sexual harassment, which includes harassment on the basis of sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, is a form of workplace discrimination. Sexual harassment is considered a serious form of employee misconduct. All employees, interns, volunteers, and non-employees are required to work in a manner that prevents sexual harassment in the workplace. Any employee, intern, volunteer, or non-employee in the workplace who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This policy is one component of NCCC's commitment to a discrimination-free work environment.

Complaints of sexual harassment must be submitted to the Compliance Officer/Human Resources Director. In the event that the Compliance Officer/Human Resources Director is the subject of the complaint, complaints must be made to the College President

For more on the Sexual Harassment Prevention Policy, see the full policy [here](#).

### **Non-discrimination against and Accommodation of Individuals with Disabilities**

It is the policy of North Country Community College to comply with the Americans with Disabilities Act (ADA) and Americans with Disabilities Amended Act (ADAA). NCCC will not discriminate against any applicant and/or employee with disabilities in regard to application procedures, hiring, promotion, termination, compensation, training or any other conditions or employment. Equal access to any and all opportunities and applicable benefits (see applicable Collective Bargaining Agreement) will be provided to all applicants and/or employees.

North Country Community College will reasonably accommodate any qualified applicant and/or employee with a disability to aid in performing the essential functions of their job providing that the accommodation does not cause any undue hardship to the facility or any direct threat to the individual or others in the workplace. The full text of the policy can be found [here](#).

### **Immigration Law Compliance**

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the College within the past three years, or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Director. Employees may raise questions about immigration law compliance without fear of reprisal.

### **Consensual Romantic Relationships Policy**

North Country Community College (NCCC) is committed to ensuring that its students, faculty, and staff can learn and work in an environment free from nepotism, harassment, exploitation, and conflicts of interest. NCCC is also committed to promoting fairness in grading, evaluation, and career opportunities. In order to achieve this, it is vital that faculty and staff maintain professional boundaries with students, and with employees over whom there is or will be a supervisory relationship.



NCCC faculty and staff members exercise power and authority over NCCC students and employees for whom they have current supervisory, instructional, or other professional responsibility which creates a power imbalance. This makes consent within any sexual, intimate, or romantic relationship between a supervisor and employee or between a faculty or staff member and a student problematic and may impede the real or perceived freedom of the student or employee to terminate or alter the relationship. Further, it may cause individuals outside of that relationship to believe that they are treated in an unequal manner during such a relationship or after it terminates, or it may cause individuals to feel that entering into such a relationship is necessary or assistive in attaining their academic or career goals. Such a relationship may damage the credibility or reputation of the employee, the department or unit, or the campus as a whole and may expose individuals or the institution to legal action and liability.

NCCC faculty and staff are prohibited from engaging in any sexual or romantic relationship if there is an existing supervisory, evaluation or instructional relationship, unless the relationship is disclosed and supervision, evaluation, or instruction is terminated in accordance with the policy. Failure to timely notify appropriate staff can subject the faculty or staff member to discipline up to and including termination. The full text of the policy is available [here](#).

### **Employment of Relatives and Domestic Partners**

College employees may refer friends, relatives, and domestic partners for possible employment by the College. Such referrals are processed in accordance with the regular procedures used for all applicants. Employment decisions are based on each applicant's qualifications and work history. College policies and procedures governing hiring practices must be followed. Candidates will *not* be given preferential treatment for either employment or an internal job change based on family or cohabitating relationship.

For reasons of supervision, close relatives, domestic partners and members of the same household cannot be employed in positions where one has supervisory responsibility for the other or makes employment decisions pertaining to the other.

### **Lactation Accommodation Policy**

North Country Community College supports working mothers and provides a supportive environment to enable employees who are breastfeeding to express breastmilk during working hours.

No employee will be discriminated against for breastfeeding or expressing milk during the work-day and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

Employees who are breastfeeding and who choose to continue providing breastmilk to their infants after returning to work will receive the following accommodations for up to three years following the child's birth:

- Lactation Breaks
- Lactation Room(s)

The full text, including the specifics, of the policy can be found [here](#).

### **Tobacco Policy**

In recognition of the responsibility to maintain a safe and healthy environment for all students, staff, and visitors, as well as the health, safety and comfort benefits of a tobacco-free

environment, the following on-campus Tobacco Policy is in force on all College property:

- The use of tobacco products by any member of the College community, including guests in any building owned, operated, or controlled by the College is prohibited, and all such buildings are to be designated tobacco free;
- The use of tobacco products is prohibited within 25 feet of any building owned, operated, or controlled by the College, to include entrances, windows, and ventilation intake systems. Use of tobacco products is permitted only in outside areas completely open to the air. If wayward tobacco smoke intrudes on an interior workspace, smokers located at any distance from a building will be asked to relocate to another area.

A full text of the Tobacco Policy is found [here](#).

### **Parking Policy**

North Country Community College is fortunate to have ample parking relatively close to our work locations. The following policies apply to parking on all three campuses:

#### **General Parking**

The College has identified designated parking areas for three different groups: employees, students, and visitors. *Designated parking* applies to weekdays during the academic calendar from 7:30am - 4:00pm. For students and employees, parking is permitted only in areas marked or signed as parking spaces and zoned appropriately for the permit being displayed. Details on our parking policy and options available on each of our campuses are located [here](#).

#### **Parking for People with Disabilities**

Students, employees, and visitors accessing parking designated for those with disabilities must have the required permit or license plate. For additional information contact the Office of the ADA 504 Coordinator at the Saranac Lake campus.

#### **Visitor Parking**

Visitors are welcome to park in any location.

### **Chosen Name and Gender**

North Country Community College and the State University of New York recognize the need or preference for students and employees to refer to themselves by a chosen name or a chosen gender identity. This is consistent with Title IX federal law and NYS GENDA Law, which protects against discrimination based on gender identity and expression and is currently recognized as a best practice for supporting transgender and gender non-conforming members of college communities. This service is not limited to use by transgender and gender non-conforming individuals, however, and is available to anyone who uses a chosen first name or gender identity.

Where a student or employee seeks to use a chosen name or gender identity, and such use is not intended for the purposes of avoiding legal obligations, in jest, or for misrepresentation, the College acknowledges that, where required, a chosen name or gender identity can be used in the course of college business and education. The College reserves the right to remove a chosen name if deemed inappropriate or if the legal name may need to be used for federal and state requirements.

The chosen name will be utilized in the student information system and classroom management systems where deemed appropriate by the College. The legal name will appear in all other records and documents, including but not limited to diplomas, certificates, and transcripts.

The use of personal gender pronouns to self-designate one's gender identity will be permitted in all college functions. All members of the College are expected to use another person's chosen gender pronouns if they are known. The full policy can be accessed [here](#).

**HUMAN RESOURCES****Employment Classifications**

For purposes of salary administration and eligibility for overtime payments and associate benefits, the College classifies its employees as follows:

- *Full-time employees:* Employees are considered full-time if they are regularly scheduled to work 37.5 to 40 hours per week.
- *Part-time employees:* Employees are considered part-time if they are regularly scheduled to work at least 10 hours per week, but no more than 25 hours per week.
- *Nonexempt employees:* Hourly employees who are required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with applicable federal wage and hour laws, or more frequently, such as for all hours worked beyond 8 hours on a given day in accordance with certain state wage and hour laws.
- *Exempt employees.* Salaried employees who are excluded from applicable federal, state or local overtime laws.

Each employee, prior to joining the College, will receive an appointment letter which includes title, start date, wage information/salary and employment classification. If you change positions during your employment as a result of a promotion, transfer, or your employment responsibilities change, you will be informed by the Human Resources Department of any change in your exemption status. Please direct any questions regarding your employment classification or exemption status to the Human Resources Department.

**Job/Position Descriptions**

Job/position descriptions help guide the College, the department, and the employee by identifying the position title, one's supervisor, the major tasks and duties as well as the minimum qualifications required to hold the position. The development of position descriptions is the purview of the College administration, but we have found that working with collective bargaining units in the preparation of new positions and their duties leads to a better outcome for all. The College uses general job descriptions with primary responsibilities to aid in staffing, wage and salary administration, and training. However, employees may be asked to be flexible to take on non-recurring responsibilities from time to time. All job descriptions are subject to review and change. Changes/updates to position descriptions that are part of collective bargaining units are required to be negotiated.

**Employment of Minors**

With few exceptions, employees must be 18 years of age or older. These exceptions include the Federal Work Study Program as applicable and Athletics. All minors under the age of 18 must provide current working papers.

**Time Reporting**

The College complies with applicable laws that require records and documentation of the hours worked by our employees. Accurate record-keeping and timely submission of timesheets is essential to ensuring that an employee is paid on schedule and that payment accurately reflects actual time worked, use of benefit time, and hours for overtime and/or shift differential as

applicable. Employees shall be responsible for accurately filling out their timesheets and turning them into their supervisor or Department Head in a timely manner. Supervisors and Department Heads shall be responsible for monitoring the hours worked by employees and ensuring that their timesheets accurately reflect hours worked and any use of benefit time. After reviewing timesheets and resolving any discrepancies, supervisors and Department Heads will sign off on the time sheets and forward them to payroll for processing.

Salaried and faculty personnel are not required to submit timesheet forms, but are required to notify their applicable supervisor or Vice President and the Payroll Department in writing of any vacation and sick time used using the Request for Leave or Approved Absence [form](#).

Speak to your supervisor if you have any questions about your time reporting.

Falsification of a time record is considered time theft and may be grounds for disciplinary action, including the possibility of discharge.

### **Paycheck Deductions**

The College offers payroll deductions permitted by applicable law and through agreement with our College Bargaining units. If you believe that there has been a mistake in your deductions, contact the Human Resources and/or Payroll Department so we can investigate it in a timely manner. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed.

### **Overtime Authorization:**

Employees must have prior approval from their supervisor to work any overtime. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

### **Overtime Computation:** (this applies to CSEA Employees only)

As per NCCC's CSEA Bargaining Agreement, overtime for non-exempt CSEA employees refers to any hours worked in excess of 40 in a workweek, regardless of the length of the employee's normal workweek. (For example, even if an employee's normal workweek is 37.5 hours, overtime does not begin until the employee has completed 40 hours of work.) All non-exempt CSEA employees who are required to work more than 40 hours during a workweek will receive overtime pay at one and one-half times their regular rate of pay for each hour worked in excess of 40 hours in a workweek. For those employees whose normal work schedule is less than 40 hours, they will be paid at straight time up to 40 hours prior to any overtime premium being applied (*Please refer to the Collective Bargaining Agreement*).

In addition to time worked, any benefit time taken as holiday, personal, vacation, or sick will be considered hours worked for purposes of computing an employee's eligibility for overtime pay. Time spent in any other non-work, paid or unpaid status, (such as military leave, family or parental leave, short term disability leave, etc.) will not be counted as time worked for the purpose of computing an employee's eligibility for overtime pay.

Overtime pay for non-exempt employees is computed under the Fair Labor Standards Act (FLSA) as well as any applicable state law. Any questions related to overtime pay should be directed to the Payroll Department.

### **Disciplinary Action**

As is true of any group of people working together, from time to time, there are situations when a specific policy or an obvious rule of common sense is broken. In these cases, the College will see that issues of misconduct are investigated thoroughly, and the application of college policies is handled in a fair and consistent manner. The College reserves the right to administer disciplinary rules and procedures as appropriate and applicable in accordance with the respective collective bargaining agreement.

### **Conflict of Interest**

No employee shall directly or indirectly engage in any outside business or financial activity that will in any way conflict with the interests of the College or that interferes with an employee's ability to fully perform his or her duties. Such activity may result in termination of employment. Any such possible conflict should be discussed with the Director of Human Resources to avoid any future problems. The full Conflict of Interest Policy can be found [here](#).

### **Secondary Employment**

The College recognizes that an employee may accept secondary employment or participate in other activities or organizations. Employees are expected to be available for all scheduled work, including overtime, as needed. Any outside interests, business, financial activity, or employment which affect job performance or result in a direct or indirect conflict of interest or competition will not be permitted. Speak to your supervisor if you encounter a situation which appears to be in conflict with this expectation.

### **Drug and Alcohol Statement**

The College is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The College has a responsibility to its employees, students, business visitors and community to provide a safe, secure, and efficient working environment. Drug and alcohol abuse can seriously endanger safety and undermine our commitment to quality and operational excellence. The College also has a legal commitment and duty to abide by the provisions of the U.S. Drug-Free Workplace Act of 1988 (as amended), and a commitment in the Code of Conduct to providing a drug and alcohol-free workplace.

### **Personal Data**

The College maintains a personnel and payroll file for each employee that includes information relevant to their employment with the College. It is the employee's responsibility to advise the Human Resources and/or Payroll Department of any change of address, emergency contact data, marital status, dependents, or other pertinent information that could affect employment or benefit status. For more information or to access either one's personnel or payroll file, please see the Human Resources Department.

### **Attendance/Call-In Policy**

It is essential that employees report to work on time in order for the College to operate most effectively. Excessive absenteeism or tardiness can put an undue burden on one's department and coworkers as well as the College as a whole. That said, we understand that there are times when, despite their best efforts, employees will be absent or late for work. In those instances, employees are expected to notify their supervisor as soon as possible, and if tardy, indicate when they will be arriving to work. Please discuss the preferred method of contact (i.e., phone call, text message, email) with one's supervisor.

Patterns of habitual and/or excessive absenteeism and delay in reporting to work may result in disciplinary action as applicable to the appropriate collective bargaining agreement.

**Inclement Weather**

Over the course of a given year, there are extremes in weather in the region such as snowstorms, freezing rain, ice storms and extreme cold that require the College administration to determine whether or not the College is *officially* closed. In the event that the College is *officially* closed, all employees other than those required as negotiated by the College with the collective bargaining units, are excused from work and are not required to charge the time against their accrued benefit time.

## EMPLOYEE BENEFIT PROGRAMS

*The College offers eligible employees a comprehensive benefits program. Employees should refer to the college website and their respective Collective Bargain Agreement for eligibility, details, and explanation of benefits. Part-time employees should contact the Human Resources Department to see if they are eligible for any other College benefits.*

### Employee Benefits

In general, employee benefits are provided depending on one's classification of employment and membership in a Collective Bargaining Unit. Typically, those benefits include the following:

- Retirement
- Medical, Dental and Vision
- Flexible Spending Plan
- Long-term Disability
- Group Life Insurance
- 529 College Savings program
- Workers Compensation
- Employee Tuition Waiver
- Employee Tuition Assistance (funded by an annual SUNY grant)
- Employee Assistance Programs

A brief explanation of each benefit class can be found below. Further details on each are found [here](#), as well as in one's collective bargaining agreement and/or through the Human Resources Department.

### Retirement

Eligibility for a retirement system depends on a variety of factors. Full-time employees are required to join a retirement system within 30 days of their initial appointment/hire date. Once a decision is made, employees are generally not be allowed to change retirement systems unless there is a change in employment title making one eligible for a different retirement system for the first time and they opt to change to that system within 30 days of eligible appointment.

Required retirement options are as follows:

- The New York State and Local Employees' Retirement System (ERS) is required for all full-time CSEA staff and is available to faculty, non-teaching professionals, and management confidential employees.
- The New York State Teachers' Retirement System (TRS) is an option for faculty and some non-teaching professionals (depending on one's title).
- SUNY Optional Retirement Program (ORP) is another option for faculty, non-teaching professionals and management confidential employees.

Voluntary savings plans are also available to all employees (full-time and part-time) and include:

- Tax-deferred annuity plans (403B)
- NYS Deferred Compensation plans (457B).



### **Medical Benefits /Dental/Vision Benefits**

The College offers eligible employees two types of health insurance plans: a Preferred Provider Organization (PPO) through the New York State Health Insurance Program (NYSHIP) aka Empire Plan and Health Maintenance Organizations (HMOs) also through NYSHIP. Employee contribution towards health insurance varies by length of service, position, and bargaining unit. For particulars on those, see our Human Resources Department.

### **Dental Benefits**

The College also offers two types of dental plans, one through Guardian Dental and the other through the CSEA Employee Benefit Fund. Employees are responsible to pay the full premium for these plans.

### **Vision Benefits**

As with dental benefits, there are two options available for vision benefits: one administered by Davis Vision through NYSHIP, and the second through the CSEA Employee Benefit Fund. Employees are responsible to pay the full premium for these plans.

### **Flexible-Spending Plan**

The College offers a flexible spending plan for unreimbursed health care expenses and dependent care reimbursement with pre-tax dollars. This benefit must be renewed annually during open enrollment. For more information, please contact our Human Resources Department.

### **Long-term Disability**

The College offers a long-term disability plan through The Standard, which provides financial protection for eligible employees who become disabled due to a non-work-related illness or injury, by paying a portion of your income while you are disabled. Benefits begin 26 weeks after you first become disabled. If approved, the Plan will pay a basic monthly income benefit equal to 60% of qualified monthly earnings up to a maximum benefit of \$5,000 per month. Certain other incomes (i.e., Social Security Disability Benefits) are deducted from this payment. The Plan also provides for a monthly annuity premium benefit.

### **Group Life Insurance**

Various levels of coverage are available for full-time employees ranging from \$25,000 through \$125,000 policies. For more information, please contact our Human Resources Department.

### **529 College Savings program**

Post-tax dollars can be invested into New York's 529 College Savings Program to set aside money for qualified higher-education expenses, such as tuition, certain room and board costs, books, and fees. Eligible employees can enroll in the plan at any time.

### **Workers' Compensation**

The College offers Workers' Compensation benefits for employees who become injured or ill while on the job. These benefits are offered through the Maine Employers' Mutual Insurance Company (MEMIC) and provide payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness.

Any work-related injury or illness must be reported immediately to the employee's supervisor and to the Human Resources Department using the [Accident/Personal Injury Report Form](#). If the employee's regular working hours have expired before a report can be made to the supervisor, the

employee must contact their supervisor or Human Resources Department immediately at the start of their next regularly scheduled work shift. One's supervisor or the Human Resources Department will advise the employee of further steps he or she should follow.

Timely notification ensures that the College can assist you in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

If the injury or illness requires emergency medical treatment, this treatment is to be provided immediately by whatever means are necessary.

Questions regarding workers' compensation insurance should be directed to the Human Resources Department.

### **Employee Tuition Waiver**

Per the collective bargaining agreements, CSEA, NCCCAP and management confidential employees and certain family members are entitled to free or discounted tuition for courses taken at NCCC. Employees are required to fill out an Employee Tuition Waiver [form](#) each academic year the benefit is exercised.

### **Employee Tuition Assistance (funded by an annual SUNY grant)**

The College receives an annual stipend from SUNY for our employees to use to offset tuition costs at a SUNY institution. Employees interested in this benefit should contact the Benefits Administrator regarding the availability of funding.

### **Continuation of Benefits (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer temporary extension of health coverage under certain circumstances in which the coverage would otherwise end. This is called continuation coverage.

Through COBRA, employees and their eligible dependents may have the right to a continuation of coverage under the College's group health insurance program at their own cost for a maximum period of 36 months after termination of employment. For more information or questions about COBRA, contact the Human Resources Department.

### **Employee Assistance Services (EAS)**

Employee Assistance Services provides short-term counseling to benefit eligible employees and members of their household for free. Information on EAS can be found [here](#).

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### TIME-OFF BENEFITS

*In addition to the previously mentioned benefits, employees at North Country Community College also receive time-off benefits. Some of those are general to all employees, others vary by employment status (i.e., whether one is a member of CSEA, NCCCAP or a management confidential employee). Brief explanations are found below:*

#### **Family and Medical Leave Act (FMLA)**

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to twelve (12) work-weeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of their job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- twenty-six (26) work-weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

To be eligible for coverage under FMLA, an employee must have been employed by the College for at least 12 months and have worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the leave. All periods of time when the employee was on the payroll, including temporary employment, count towards determining whether the employee has been employed for at least 12 months. Only periods of actual work time count toward the determination of whether the employee has worked at least 1,250 hours during the preceding 12 months.

For more details on the FMLA, please contact our Human Resources Department and/or visit the FMLA website [here](#).

#### **Personal Leave**

The College may grant personal leave time for conducting personal matters that could not otherwise be conducted outside normal work hours. For the particulars on personal leave, which is related to one's employment classification (CSEA, NCCCAP, or Management Confidential), please see the contract/collective bargaining agreement, or contact the Human Resources Department.

#### **Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable College policy. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise

impossible or unreasonable. Employees are required to give or send written details of any United States military commitments to Human Resources. Duty orders must be submitted immediately to Human Resources upon receipt from the military.

For more information on Military Leave, please contact the Human Resources Department.

**Vacation Time, Holiday Time, and Sick Time**

All full-time employees at the College are eligible for vacation, holiday, and sick time. For part-time CSEA staff, there are also holiday time benefits. The number of days may vary depending on one's employment classification, and in some cases, one's years of service to the College. For the particulars on any of these time-off benefits, please refer to the respective contract/collective bargaining agreement or contact the Human Resources Department.

## SAFETY & SECURITY

*North Country Community College is committed to maintaining a safe workplace and educational environment for members and guests of the college community. We believe that safety and security are both a collective and individual responsibility and we all have a role to play. Beyond what is presented below, we encourage all members of our community to communicate safety and security concerns to college officials.*

### **Campus Safety Commitment**

North Country Community College is committed to maintaining a safe workplace and educational environment for members and guests of the college community. Creating the conditions that support a safe work environment is a shared responsibility, as is the prevention of work-related injuries. We each have a role to play to help protect one another, our students, our guests, and our communities.

To that end, we aim to:

- Work diligently to reduce risks in the workplace, provide appropriate controls for managing risks in our processes, and advise employees of recognized workplace hazards.
- Develop programs and systematic approaches to ensure continuous progress toward safety and health goals and provide the necessary resources to achieve them.
- Ensure that every employee understands how they can contribute to their personal safety as well as the safety of their coworkers and our students.
- Communicate this commitment to all employees and make it available to the public.

### **College Safety Committee**

The College Safety Committee was created in response to NYS Education Law Title 7, Article 129a, which requires under section 6341 that *the President shall appoint an advisory committee on campus security*. The committee annually reviews campus security policies and procedures and makes recommendations on how they can be improved. In particular, those policies and procedures reviewed include:

- educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault, domestic violence and stalking offenses pursuant to section sixty-four hundred thirty-two of this article;
- educating the campus community about personal safety and crime prevention;
- reporting sexual assaults, domestic violence and stalking incidents and assisting victims during investigations;
- referring complaints to appropriate authorities;
- counseling victims; and
- responding to inquiries from concerned persons.

### **Personal Security**

While the College is committed to providing a secure environment for all employees, students, and visitors, the best way to stay safe and secure is to be aware of possible security problems and take the necessary steps to avoid them.

When going to and from your workplace, as in your personal life, be attentive to the following:

- Where possible, keep personal items safe by locking one's office when you are not working in it.
- In parking areas, be alert when approaching or leaving your vehicle. If it's dark when leaving work, ask a co-worker to walk with you to your vehicle.
- Report any suspicious vehicles or individuals, as well as any vandalism or theft, to your supervisor.
- When traveling, take responsibility for security and use common sense. Stay only in secure hotels and motels, and double-lock your door in the evening.

### **Threats and Violence**

As noted, the College aims to provide a safe workplace and protect employees, students, and visitors from threats to their safety. Threats, threatening behavior, or acts of violence against employees, students, visitors, guests, or other individuals by anyone on college property will not be tolerated.

Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, or other such unacceptable behavior on college property shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation.

Should an investigation substantiate that violations of this policy have occurred, the College will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or seeking the arrest or prosecution of the person or persons involved.

All college personnel are responsible for notifying their supervisor, department head, or area Vice President of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also alert appropriate individuals to any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on a college-controlled site, or is connected to college employment.

Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. The supervisor, department head or vice president is required to notify Human Resources of all employee security concerns. The Workplace Violence Prevention Policy can be found [here](#).

### **Property Security**

North Country Community College property and equipment identified for a specific job, such as computers, should be stored in a secured area with controlled access to prevent theft of such equipment.

All employees are required to follow the established procedures for removing NCCC property -- whether equipment, or tools from the workplace. Prior approval of a department head or area vice president is required.

If you observe anyone removing material from NCCC premises without proper authorization, please report it to your department head or area vice president.

## **Security Incident Procedure**

Incidents that involve campus safety and/or security should be reported immediately and an [Incident Report](#) should be completed whenever an incident occurs on campus, at the residence halls, in student clinical settings, or at college-sponsored events on or off campus. If the incident is an emergency, employees should call 911 first and then contact the Administrator-on-Call (518) 354-0023. A follow-up with one's supervisor, department head, or area vice president and the Human Resources Department is expected. In the event that the incident involves Human Resources, they will initiate the appropriate action; collect the details and document the incident, and inform the local law enforcement immediately, if action is urgent.

## **Video Surveillance**

Cameras are placed on college-owned property where necessary and appropriate. The intent is to protect the campus community by monitoring and recording public areas for the purposes of safety and security. Video monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation to privacy as defined by law. Cameras will not be installed in areas where there is an expectation of privacy, which includes restrooms, locker rooms, dressing rooms, and similar designated areas. Video recording/monitoring for security purposes will be conducted in a professional, ethical, and legal manner and is not to include audio recordings. Video surveillance system operators will be appropriately trained in the responsible use of this technology. The full policy can be found [here](#).

## **Administrator-on-Call (AOC)**

To support our commitment to campus safety and security, the College has an Administrator-on-Call system, 24/7. The AOC is a designated college official charged to respond to issues that arise outside of the normal chain of command and need an immediate response of some kind. These can include crises, safety concerns, facility hazards or other issues that may emerge during any given day. The Administrator on Call can be reached at (518) 354-0023.

## **Auto/Truck Accidents**

### *College-Owned and Leased Vehicles*

Accidents are to be reported to your supervisor at once. Completed accident information must be forwarded to the Supervisor immediately. Failure to do so may result in disciplinary action.

The College maintains vehicle insurance coverage on all college-owned and leased vehicles. In the event that an employee is involved in an accident, we ask the employee to inform their supervisor immediately and to complete an incident report as soon as possible. Failure to do so may result in disciplinary action. Where possible, we encourage the employee to take pictures (if a camera is available) and to avoid making any comment to the other driver involved concerning fault, coverage, or other details related to the accident.

To protect employees and the College from third party claims, the College reserves the right to require a post-accident drug test for all employees involved in an accident while driving on college business.

### *Personal Vehicle*

For those driving their personal vehicle on college business, in the event that an employee is involved in an accident, we ask the employee to inform their supervisor immediately and to complete an incident report as soon as possible. Failure to do so may result in disciplinary action. Where possible, we encourage the employee to take pictures (if a camera is available) and to avoid making any comment to the other driver involved concerning fault, coverage, or other details related to the accident. Failure to do so may result in disciplinary action.

### **Cell Phone/Two-Way Communication Devices**

The use of hand-held mobile cellular telephones or other portable electronic devices is prohibited while driving. This is both an NCCC requirement and a New York State law. For particulars on the law, see this link [here](#). This applies to speaking, texting, web-surfing and other activities.

Drivers must use hands-free devices for in-vehicle use of cellular telephones. If a conversation is expected to last more than a brief moment, or if the hands-free device is unavailable, the driver should end the call, stop at a safe location and resume the conversation. The use of cellular telephones and other electronic devices by passengers in a vehicle should be minimized and conducted in such a way that the vehicle driver is not distracted.

### **Housekeeping and Orderliness**

We are proud of our facilities. We know that you will want to join us in keeping our respective work-spaces as clean as possible. Clean buildings and grounds are not only safe places in which to work; they are also more inviting and display a professional appearance to our students and communities.

The following points should be kept in mind regarding housekeeping and orderliness:

- Keep materials orderly.
- Spills such as oil, grease, and water should be cleaned up at once.
- Use appropriate receptacles provided for waste, scrap, recyclables, and the like.
- Keep aisles and walkways clear.
- Smoke only in designated areas.

If you experience/observe a circumstance that requires immediate attention, please contact the Facilities Department directly at ext. 1500 and report the particulars.

### **Report Unsafe Conditions or Illnesses**

Unsafe conditions on college premises must be made safe or reported to your supervisor immediately. Those experiencing sickness or injury while working are to immediately report any sickness or injury to your supervisor, no matter how minor it appears to be. For those responding to an illness or injury on campus, never move an injured or seriously ill person except under a doctor's orders or to prevent further injury.

### **Crisis Management Plan**

As a college that cares about the well-being of its employees, students, and its neighbors, we work hard to insure that crises are prevented. But, no matter how thorough our preventive practices, certain crisis situations can occur.

Crises are incidents that could seriously harm North Country Community College's employees, students, facilities, property and/or reputation. They include, but aren't limited to, serious injuries or injuries involving multiple people, acts of nature, major information systems failure, explosions, employment-related issues such workplace violence in the communities where we do business.

In the event that a crisis situation develops, gather as much information as you can without exposing yourself or others to harm or injury. If an emergency, employees should call 911 first and then contact the Administrator-on-Call (518) 354-0023. A follow-up with one's supervisor, department head, or area vice president and the Human Resources Department is expected. In



the event that the incident involves Human Resources, they will initiate the appropriate action; collect the details of the incident, document, and inform the local law enforcement immediately, if action is urgent.

### **Information Security**

As an employee, you have been entrusted with one of our most valuable assets -- information -- and you have the responsibility to protect it and to see that it is used only for its intended business purpose. While there are laws such as Family Educational Records Protection Act ([FERPA](#)) that restrict what we can and cannot release regarding students attending/having attended the College, many of us work with information on a variety of levels that must be protected from disclosure.

Information appears in many forms, such as:

- Computer records
- Paper reports
- Conversation
- Word processing documents
- Letters and memos

The classified information you use every day must be protected from disclosure to those who would misuse it. Whether you work with paper records, at a computer terminal, or spend most of your day on the phone, you are part of North Country Community College's information security systems.

### **These guidelines can be helpful when handling confidential information:**

- Routinely take precautions to keep confidential information from being disclosed. This includes making sure such information is not displayed on desks or in your work area where it can be seen by anyone. You should also avoid transmitting information via a computer or by fax in ways that might make it available to unauthorized people.
- Require third-party recipients of restricted college information to keep such information confidential.
- Respect the confidentiality of private information concerning our employees and students that comes to our attention under an understanding of confidentiality. We must respect the proprietary nature of such information and not use or disclose it without proper written authority.

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### SOME FINAL THOUGHTS

By this time, you have digested a lot of information about the College, our mission, our values and our commitment to our students and employees. We hope that you feel better equipped to be successful in your job. If you have a question that is not addressed in this handbook, we encourage you to speak with your direct supervisor and/or the Human Resources Department.

Any handbook is as good as the information, policies and practices that are found within it. To that end, if you have suggestions for how to improve this document and make it a more effective tool for our current and future employees, please share them with us.

As employees of the College, we all share a distinct responsibility to our students and community. It is my sincere hope that you will find genuine satisfaction and reward in meeting this responsibility, as our dedicated staff and faculty have for many years. Providing excellence in all that we do at every level of the College is how we carry out our mission and vision.

I look forward to working with and supporting you in your work at the College.

Tara A. Evans  
Human Resources Director  
North Country Community College

**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the North Country Community College Employee Handbook and understand that I am responsible for becoming familiar with and understanding its contents. I understand that this information is provided on an advisory basis and that the policies or benefits may change from time to time. I agree to contact the Human Resource Department with any questions that may arise.

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Employee Name (Please Print)

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Employee Signature