



***WELCOME TO HUDSON COUNTY
COMMUNITY COLLEGE***

EMPLOYEE HANDBOOK

November 21, 2018

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INTRODUCTION TO THIS HANDBOOK

This handbook has been prepared by the Human Resources Department as a statement of Hudson County Community College's personnel procedures and benefits so that you may become familiar with them. We expect each employee to read this handbook carefully as it is a valuable reference for understanding policies that affect your employment at HCCC. This handbook is a reference source only and does not impose any contractual obligation on the College. The Board of Trustees reserves the right, through the President, to interpret and change policies, carriers, and/or benefits as deemed necessary or desirable. If you have any questions about the School's policies or procedure please call me at 201-360-4073 or stop by Human Resources at 81 Sip Avenue, Jersey City, NJ.

DISCLAIMER OF EMPLOYMENT CONTRACT AND STATEMENT OF EMPLOYMENT RELATIONSHIP

Except where otherwise provided by collective negotiations agreement, statute/regulation, or resolution by the College's Board of Trustees, **employment with the College is AT-WILL, which means that it is for no definite period, and may be terminated by either the employee or the College at any time, with or without cause, with or without prior notice.** The College will comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal. Neither this manual, nor any College policy, procedure nor communication will create any right for any employee or guarantee employment for any period. No representative of the College may enter into any agreement or make any representations to alter this status or otherwise create contractual obligations. Only the College's Board of Trustees may enter into binding commitments, and only when such commitments are in writing and are adopted by the College's Board of Trustees in accordance with law.

This manual has been written in a manner so that it will not conflict with the collective negotiations agreement between the College and its unionized employees. If there is a conflict between this manual and any collective negotiations agreement, the provisions of the collective negotiations agreement will prevail for those employees represented by a majority union representative.

Please direct any comments, concerns or questions you may have to the Human Resources Department. Thank you for your dedication and service to Hudson County Community College.

WELCOME TO HUDSON COUNTY COMMUNITY COLLEGE

HISTORY

The need for a community college in Hudson County was originally documented by feasibility studies supported by grants from the Exxon Education Foundation (1972) and the Fund for the Improvement of Postsecondary Education (1973), which led to the establishment of the Hudson Higher Education Consortium. The Consortium included the three postsecondary educational institutions in Hudson County: New Jersey City University, Saint Peter's College and Stevens Institute of Technology. At the same time, the Community Action Program established the need for a college center in the North Hudson area. In 1974, an act of the New Jersey legislature made it possible for a county that lacked a community college to establish a community college commission. The purpose of the commission was to enter into contracts with existing educational institutions, to provide services for its students, and to grant certificates and associate degrees. When the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County in September, 1974, the Commission became the first agency of its kind in the country. In the spring of 1981, the Institution's official name became Hudson County Community College. Hudson County Community College has come to be recognized as a valuable community asset where residents can receive a high quality education, at an affordable price, close to home. The College enjoys full and unrestricted general accreditation from the Middle States Association, and programs in nursing, culinary arts and technologies have received specialized professional certifications.

MISSION

Hudson County Community College is a comprehensive urban community college. The mission of the College is to offer high quality programs and services which are affordable, accessible, and community-centered. All programs and services are designed to meet the educational needs of a linguistically and ethnically /racially diverse community, and to promote the economic, technological, cultural, social, and civic development of Hudson County and its service areas. The College is committed to equal educational opportunities for traditional and non-traditional students who can benefit from its programs and services without regard to race, ethnic or national origin, religion, age, gender, disability, economic status, or educational background. The provision of a supportive and affirmative educational environment and the principles of lifelong learning, excellence, and opportunity are central to all programs and services. To implement its mission, the College sets forth the following general goals:

- To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.
- To provide courses, certificates and associate degree programs that will prepare students for immediate employment or provide for career enhancement.
- To provide general education courses to ensure that students can think critically and analytically, communicate effectively, solve mathematical problems,

participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate.

- To provide support services including counseling, job placement, aptitude and skills testing, financial aid, academic advisement, and basic skills development to help students succeed and benefit from academic programs.
- To provide programs and services appropriate to the linguistic diversity of the community.
- To provide educational and support services to businesses and industries to meet work force needs and to promote the economy of the County.
- To provide not-for-credit courses and programs including conferences, seminars, lectures, workshops and other activities to meet the continuing education, professional, and enrichment needs of residents of the County and of members of organizations within the County.
- To provide for collaborative relationships with local school districts; other colleges and universities; public and private agencies; and business, industrial, professional and labor associations to promote high quality and efficiency in all programs and services.

EMPLOYMENT POLICIES AND PROCEDURES

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, life-style, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force. HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

ANTI-HARASSMENT POLICY

POLICY:

Hudson County Community College (hereinafter referred to as the "College ") has a strong commitment to provide a work environment free from unlawful harassment based on sex, affectional or sexual orientation, race, color, religion, national origin, age, disability, ancestry, atypical hereditary cellular or blood trait (AHCBT), liability for service in the Armed Forces of the United States, creed, handicap, marital status, familial status, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person's spouse, partners, members, officers, managers, superintendents, agents, employees, business associates, suppliers, or customers (collectively the "protected classifications"). The College will not tolerate unlawful harassment. Acts or incidents of unlawful harassment should be promptly reported in accordance with the procedures outlined below. The College will promptly investigate all reports of unlawful harassment. Employees who violate this Policy will be subject to disciplinary action up to and including termination from employment. Employees who violate this Policy also risk personal legal liability.

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PURPOSE:

To ensure all employees of the College a work environment free of any type of unlawful discrimination, including freedom from harassment on the basis of any protected classification.

PROVISIONS:

1. Improper Conduct: Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:

- *Unwelcome remarks, rumors and actions based on the protected classifications.* This may include, but is not limited to, inappropriate jokes, comments or posted materials.
- *Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.*
- *Bullying, verbal, physical, written or cyber forms of intimidation.*
- *Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.*
- *Engaging in a negative tangible employment action based upon the protected classifications.*
- *Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.*

2. Sexual Harassment: An important note must be made with respect to sexual harassment. Sexual harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:

- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is different from sexual attraction or flirtation. Sexual harassment is *unwelcome* sexual attention which is demeaning and causes the recipient distress. Sexual harassment does not refer to occasional inoffensive compliments. However, comments or behavior which may be intended to be complimentary may be viewed by the recipient as unwelcome and a form of sexual harassment.

3. Supervisory Personnel: Every supervisor is responsible for preventing and reporting unlawful harassment. Failure to take action to stop unlawful harassment may be grounds for disciplinary action. Special care must be exercised by supervisors and managers whose actions or remarks may be mistakenly perceived as unlawful harassment. The subordinate may feel inhibited and may not disclose the unwelcome actions or remarks by the supervisor or person of higher rank. Unlawful harassment is not limited, however, to employees of different rank.

4. Complaint Procedure: Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should report the incident directly to the supervisor or to the Executive Director of Human Resources. The supervisor must promptly contact the Executive

Director of Human Resources of a harassment complaint. The Executive Director of Human Resources is designated as the College's EEO officer. In the Executive Director's absence, or if circumstances prevent reporting the incident to a supervisor, the employee can report the complaint to any member of the Human Resources department. If the complaint involves a direct supervisor, the employee is not required to complain to that direct supervisor. The complaint should then be made to any of above listed individuals designated to receive such complaints. A complaint of harassment shall be investigated by the Executive Director of Human resources in a timely manner.

A. The complaint filed must include the following information:

- The name and department of the complainant;
- The name and department of the charged party;
- The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the date(s) and duration of the actions questioned; and
- Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.

B. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.

C. The initial complaint may be made orally or in writing. If the complaint is made orally, the Director or his/her designee shall reduce same to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable in making a written complaint, the College may proceed with its investigation without a formal written complaint.

5. **Investigation Procedure:** Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint. If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include being suspended without pay pending the hearing, a written warning, suspension, demotion, and/or termination of employment.
6. **Privacy:** The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit. To the fullest extent possible, and so long as it does not inhibit the conducting of an

investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

7. **Liability:** Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.
8. **False Accusations:** Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior. Any employee with questions regarding the College's Harassment Policy may contact the Human Resources Department.

SEXUAL MISCONDUCT POLICY

POLICY:

Hudson County Community College seeks to foster a safe and healthy environment built on mutual respect and trust. At the foundation of the College's mission is the recognition of the equal and inviolable dignity and worth of every person. Sexual Misconduct of any kind is a serious violation of these principles and will not be tolerated in any form.

Sexual Misconduct includes Sexual Exploitation, Sex-Based Harassment, Sexual Assault, Stalking, and Relationship Violence of a sexual nature. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Harassment, including sexual violence, is a form of sex discrimination. Any member of the College community who encourages, aids, assists, or participates in any act of Sexual Misconduct against another is in violation of the College disciplinary policies and Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Violence that is not of a sexual nature is also incompatible with the College's mission and a violation of College policies. Policies and procedures governing incidents of violence that are not of a sexual nature are covered separately.

REPORTING SEXUAL MISCONDUCT

Any member of the College community who encourages, aids, assists or participates in any act of Sex Discrimination or Sexual Misconduct against another is in violation of the College's conduct policies. Every member of the faculty, administration and staff is obligated by law under Title IX to immediately report to the Title IX Coordinator of incidents or of perceived incidents of Sexual Misconduct involving any member of the campus community or third party upon learning of the incident. Even alleged victim requests confidentiality of the incident, the employee has a legal and moral obligation to report. All members of the College community and visitors are required to report incidents of Sexual Misconduct to the Executive Director of Human Resources who serves as the College's Title IX Coordinator.

The Title IX Coordinator will make every effort to maintain the confidentiality of all parties involved during the investigations into alleged Sexual Misconduct. There may be some incidences when confidentiality may not be possible if the safety and security of the accuser or other members of the College Community are at risk.

The entire Sexual Misconduct Policy may be viewed at:

http://www.hccc.edu/uploadedFiles/Pages/Explore_HCCC/General_Information/Human_Resources/Sexual-Misconduct%20-Policy-Updated_080119.pdf

MANDATORY ANTI-DISCRIMINATION TRAINING

The College is required to inform and train employees on institutional obligations under the applicable Department of Education and Department of Labor laws and regulations on harassment, sexual misconduct and discrimination in employment and education programs. Employees receive training related to Diversity, Title VII and Title IX at hire and at various times during the school year. The Human Resources Department will send links to new hires and employees who have not previously completed the three courses which are 1) Sexual Harassment, 2) Discrimination Awareness in the Workplace, and 3) Title IX and Sexual Misconduct.

SMOKING POLICY

Smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the College campus, including in all of its buildings, laboratories, classrooms, private offices, balconies, vestibules, loading docks, and or any other campus property as well as with in close proximity to or causing obstruction of any building entrance, covered walkway or ventilation system. Signs will be posted at each building's entrance and displayed in prominent, visible areas to inform all individuals entering or occupying HCCC property that smoking is prohibited.

Compliance with this policy is a shared responsibility of all Hudson County Community College staff, students, and faculty. The success of this policy will depend on the courtesy, respect, and cooperation of all members of the campus community. Employees interested in smoking cessation programs may contact Human resources.

DRUG-FREE WORKPLACE POLICY

HCCC Drug Free Workplace Policy prohibits the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances on College premises. Employees are prohibited from reporting for or being at work while under the influence of alcohol or illegal drugs. Violation of this Policy may result in disciplinary action up to and including termination. In addition to HCCC's policy, faculty and staff must obey applicable Federal, State, and local laws concerning drugs and alcohol and are subject to criminal and civil penalties. Any employee convicted of a drug-related offense must notify the College no later than five days after such a conviction.

WEAPONS POLICY

HCCC Weapons Policy prohibits the possession, use or storage of weapons on College premises. Weapons covered by this policy include, but are not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, any knife or other item or implement intended for use as a weapon. Violation of this policy will result in disciplinary action up to and including termination.

WORKPLACE VIOLENCE POLICY

HCCC will not tolerate any workplace acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion that involve or affect the College, its visitors or its employees. Employees who are aware of any acts of physical violence or threats are encouraged to report this information to their supervisor and the Safety and Security Department.

NEPOTISM

HCCC prohibits the hiring of any applicant who would be directly or indirectly supervised by a relative. For the purpose of this policy, relatives include spouse, child, father, father-in-law, mother, mother-in-law, grandparent, grandchildren, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, cousin, nephew, niece or any other person who occupies such a position in the family, or a person living in the same household. To alleviate potential conflict, an employee who has the power to appoint, reappoint, or confirm the appointment or reappointment of, approve a change in status of, evaluate performance for salary increment, promotion, or dismissal of subordinates or subordinates of subordinates, may not hire, supervise, or otherwise manage relatives in the same unit or division where a conflict may exist. No employee may refer a relative directly for a job vacancy; however, the employee may inform a relative about the application process for a position listed on jobs@hccc.edu. If during the course of employment at the College, any employees become related, the College reserves the right to review the situation on a case-by-case basis and make job reassignments as practicable. Nothing in this policy shall preclude a member of the immediate family of a supervisor from being employed in an area not supervised directly or indirectly by that supervisor. An employee who uses his/her influence to interfere with the supervision of a relative in another department and who knowingly or unknowingly shares confidential information with a relative in another department will be in violation of the Nepotism Policy.

CODE OF ETHICS POLICY

It is essential that the conduct of all employees of the Hudson County Community College hold the respect and confidence of its students, the County of Hudson, the State of New Jersey and the educational community at every level. All employees of the College must, therefore, avoid conduct which is in violation of the public trust or which creates justifiable impression among the public that such trust is being violated.

Hudson County Community College shall adopt the following code of ethics:

1. No trustee, officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional

- activity which is in substantial conflict with the proper discharge of his or her duties.
2. No trustee, officer or employee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
 3. No trustee, officer or employee shall act in his or her official capacity in any matter in which he or she has a direct or indirect personal financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
 4. No trustee, officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his or her objectivity and independence of judgment in the exercise of his or her official duties.
 5. No trustee, officer or employee shall accept any gifts, favors, services, or other things of value under circumstances from which it might be reasonably inferred that such gifts, services, or other things of value were given or offered for the purpose of influencing his or her in the discharge of his or her official duties. Nevertheless, trustees, officers, and employees, during the course of his or her official duties, may accept meals which are offered as a part of a meeting or event so long as all attendees of such meeting or event are also provided such meals. In the event that a sponsor of a meeting has pending business with the institution in such a manner on which the trustee, officer or employee must act in the exercise of his or her duties, during the time that said matter is pending, no trustee, officer, and employee shall accept any meals from any such sponsor.
 6. No trustee, officer, or employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion that he or she may be engaged in conduct violate of his or her trust as public trustees, officers or employees.
 7. No trustee, officer or employee shall use or allow to be used his or her public office or employment or any information not generally available to members of the public for the purpose of securing financial gain for himself or herself or others with whom they are associated.
 8. No trustee of the College shall, during his or her tenure at the College or for a period of one year next subsequent to the termination of the office of that trustee:
 - (a) Be awarded any contract which is not publicly bid
 - (b) Appear to represent, or negotiate on behalf of, any other party before the College.
 9. No Trustee, who is a voting member of the board, shall be eligible to accept employment as an employee of the College for a period of two years following resignation or expiration of his or her term.
 10. Full-time employees of the College must consider the College their primary employer. As such, they must be available and able to perform all of the required duties of the position outlined in the existing job description. Outside employment must not interfere with an employee's work hours and/or job performance.
 11. Any violation of this Code of Ethics shall be addressed:

- (a) By the bylaws of the College or the Laws of the State of New Jersey in the event of a trustee;
- (b) In the event of an officer or an employee of the College not subject to a collective bargaining agreement, by the terms of such agreement.

SAFETY IN THE WORKPLACE

HCCC complies with all applicable OSHA regulations and makes every effort to be sure that the workplace is as safe and free from hazards as is possible. Any unsafe or hazardous condition should be reported immediately to your supervisor.

Following a few simple rules will be beneficial to everyone at the College.

1. Immediately report any conditions or practice that appears unsafe
2. Only operate equipment that you are trained and authorized to use
3. Observe regulations prohibiting smoking on College property
4. Do not block corridors or fire exit doors
5. Furniture, boxes, or equipment should not be stored in front of exit doors
6. Familiarize yourself with locations of fire extinguishers in your area
7. Become knowledgeable of emergency evacuation procedures
8. Wear safety gear when necessary
9. Do not bring unauthorized visitors or children into the building
10. Immediately report all injuries to your supervisor
11. Dispose of waste in the proper manner.

NEW JERSEY SAFE ACT

Subject to eligibility requirements, the New Jersey Security and Financial Empowerment Act, commonly known as the "NJ SAFE Act," allows an eligible employee to take 20 days of unpaid leave during a 12-month period in the event the employee or the employee's child, parent, spouse, domestic partner or civil union partner is a victim of domestic violence or sexual assault.

To be eligible for leave under the NJ SAFE Act, an employee must work with the College for at least 12 months and have worked 1,000 hours or more during the preceding 12-month period. Unpaid leave under the NJ SAFE Act must be taken within one year of the incident of domestic violence or sexual assault and may be taken intermittently with College approval in intervals of no less than one day. The purpose of the law is to allow employees who are assault victims or are caring for family members who are victims to have time to engage in the following activities associated with the incident without fear of losing their jobs: (1) seeking medical attention for, or recovering from, physical or psychological injuries; (2) obtaining services from victim assistance programs; (3) receiving psychological or other counseling; (4) relocating or taking other steps to increase the safety of themselves or the victim; (5) seeking legal assistance; and (6) participating in civil or criminal court proceedings related to the incident of domestic or sexual violence.

If the need for leave under the NJ SAFE Act is foreseeable, employees are required to give written notice to the Human Resources Manager as far in advance as is reasonable and practical under the circumstances. The College may request documentation supporting the need for leave. Employees can satisfy this requirement by providing a copy of any

applicable restraining order; a letter from the prosecutor; documentation of the conviction of the assailant; medical documentation of the victim; a certification from a certified Domestic Violence Specialist or Rape Crisis Center employee; or a certification or other documentation from a social worker, clergy member, shelter worker or other professional who assisted the victim.

BARGAINING UNITS

At HCCC, every member of the management team is committed to the College's philosophy of fair and impartial treatment of our employees at all times. Employees are free to speak to their supervisor, or to any member of the management team, to raise questions and get answers. Every employee is treated as an individual and as an important participant in the operation of the College. We hope to maintain this open relationship. HCCC strongly believes that individual consideration in employee-supervisory relationship provides the best climate for our maximum development, team work, and the attainment of our goals. We have enthusiastically accepted responsibility to provide you with good working conditions, fair wages, and benefits, impartial treatment and personal respect. Employees of HCCC, if not designated confidential employees, are eligible for membership in one of (4) bargaining units. The four bargaining units representing employees are as follows:

1. HCCC Academic Administrative Association
2. HCCC Support Staff Federation
3. HCCC Professional Association
4. HCCC Adjunct Faculty Federation

It is important to remember each bargaining unit negotiates separately with the College. Regulations and procedures vary for each group of employees and are not necessarily the same for everyone working at HCCC. Names of new employees are forwarded by the Human Resources Department to the presidents of each of the four bargaining units. After you join, it is your responsibility to obtain a copy of the employment agreement that pertains to you directly from the bargaining unit. Be sure to consult your collective bargaining agreement if you have any questions concerning your rights and responsibilities or are unclear about anything outlined in this handbook. Supervisors of employees in bargaining units must first contact the Executive Director of Human Resources before initiating any counseling or corrective action.

YOUR EMPLOYMENT AT HCCC

The names of all candidates recommended to fill vacant positions at the College are approved by the HCCC Board of Trustees. Employees who have gone through the interview process cannot officially begin working at HCCC until the Board of Trustees has accepted the recommendations of the College Administration.

BACKGROUND CHECKS

The College may conduct reference and background checks on new employees. Criminal background checks shall be conducted in accordance with law. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated

from further consideration for employment. Final appointment is contingent upon successful completion of a background investigation.

INTRODUCTORY PERIOD

The first ninety (90) working days of employment serve as an introductory period for new employees. This provides the supervisor with the opportunity to assess an individual's skills and abilities in meeting the job requirements. At this time, introductory employees may be terminated by the College without such termination being subject to the grievance and arbitration provisions of their respective collective bargaining agreement. Satisfactory completion of introductory period does not change the at will status for employees not covered by a collective bargaining agreement.

ATTENDANCE POLICY

The College expects all employees to assume diligent responsibility for their attendance and promptness. Every employee is expected to report on time. The College recognizes there may be times when absences or tardiness cannot be avoided. In such cases it is the employee's responsibility to call their supervisor directly and in a timely manner.

Any employee who fails to report absences will be subject to disciplinary action up to and including termination. Bargaining unit members should reference collective bargaining agreements for specifics applicable to employment classification.

A no call/no show lasting five working days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

ATTENDANCE RECORDS/TIME REPORT FORMS

To ensure compliance with Federal standards, the College has adopted an official procedure for reporting time of hours worked by each employee. This requires all employees to complete the appropriate form which is then submitted to the immediate supervisor for signature approval. Time report forms should be available in your department from your supervisor. Employees must show an accurate record of the hours worked. If an employee fails to record the information correctly, or if there is an error, it is their responsibility to notify their supervisor. An approved absence request form should be attached to the timesheet.

LACTATION POLICY

The College will provide reasonable unpaid breaks each day to an employee who needs to express breast milk for her infant, up to one year from the child's birth. The break time will, if possible, run concurrently with any break times already provided to the employee.

To assist in the lactation process, the College will provide, when possible, access to locations, other than a restroom, that provide privacy and access to a clean, safe sink for washing hands and rinsing out breast-pumping equipment.

OVERTIME

In accordance with federal and state standards all employees are classified as either exempt (those supervisory, administrative, and professional positions not covered by the provisions of the Fair Labor Standards Act or NJ Wage and Hour Act and not subject to payment of

overtime) or non-exempt (those positions covered by the provisions of the fair Labor Standards Act or NJ Wage and Hour Act and subject to payment of overtime).

Supervisory Personnel may authorize overtime when it is not possible to adjust staffing to cover emergency situations or heavy workload periods. No employee is authorized to work overtime unless approved by his/her immediate supervisor. Overtime worked shall be recorded on a time sheet and signed by the immediate supervisor. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

EMPLOYMENT VERIFICATION

It is the policy of the College to protect the privacy of each employee. Verification of specific employment information will be provided for the purposes of establishing credit, bank loans, apartment rentals, etc., at the request of current or past employees. The release of information pertaining to employment dates, status, job title, earnings and current salary will be issued only with employee's written permission. The College will not release any information relating to the evaluation of work performance or employment references. Organizations who wish to verify the employment of a HCCC current or past employee may fax or mail verification requests to the Human Resources Department. The requests must have the signature of the individual signifying approval for release of the information. The College will provide Federal, State and local government agencies any employee information required by law. It will also honor any valid subpoenas, court orders, and requests for information from unions pursuant to a collective bargaining agreement.

PERFORMANCE EVALUATIONS

A formal evaluation process is designed to assist the employee to improve his/her performance, and establish goals based on job responsibilities of the employee. Although there will be a formal evaluation, this does not prevent any employee from discussing any questions or concerns with their immediate supervisor at any time. Bargaining unit members should reference collective bargaining agreements for specifics regarding frequency of performance evaluations applicable to employment classification.

OUTSIDE EMPLOYMENT

A full-time employee of HCCC may engage in outside employment only if the outside employment does not:

1. Constitute a conflict of interest
2. Occur at a time when the employee is expected to perform his/her assigned duties
3. Diminish the employee's efficiency in performing his/her primary work obligation at the institution.

PROFESSIONAL CONDUCT

Professional conduct of employees is necessary for the orderly operations of any institution and for the benefit and protection of the rights and safety of all students and employees. Employees are required to be courteous and considerate in all encounters with students, visitors and fellow employees. To avoid any appearances of partiality, compromise and/or

abuse of power, no College employee may have a social, romantic or sexual relationship with a College student for whom s/he has a current supervisory, instruction/tutoring or advising role, even when the relationship is consensual. Such documented behavior will be considered in employment decisions and could lead to disciplinary action in accordance with the collective bargaining agreements and at-will employment provisions.

FERPA

As a College employee, one may have access to or knowledge of information pertaining to a student or students on the campus. ALL information on private matters regarding students should be considered confidential, NEVER to be disclosed to others, not even to other employees, unless such disclosure is clearly in the student's educational interest, is a matter of health and welfare, or otherwise constitutes an exception under the Family Educational Rights and Privacy Act of 1974 (FERPA). Employees should contact the Dean of Student Affairs for clarification, if needed. Information about students, employees, and internal relationships in the College may only be released to outside parties by designated College personnel, within limits set by the College policy and in compliance with Federal and State regulations. Any employee failing to comply with this policy may be subject to disciplinary action in accordance with collective bargaining agreements and at-will employment provisions.

ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, College provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, College-provided equipment (e.g., cell phones, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the College or be contrary to the College's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact ITS with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the vent of litigation. Be aware of this possibility when sending e-mails within and outside the College.

RIGHT TO MONITOR

All College-supplied technology and College-related work records belong to the College and not to the employee. HCCC monitors use of the College-supplied technology. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

SOCIAL MEDIA AND INTERNET POSTING POLICY

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also create new responsibilities for those who engage in social networking. Employees who choose to use or contribute to online media are not only impacting their personal image, but may be potentially impacting the image of the College. The purpose of this policy is to provide reasonable guidelines for online behavior for employees of the College.

This social media policy is not intended to nor will it restrict a majority union representative's rights to communicate with its unit members in accordance with law, and it is not intended to restrict communications or dissuade discussions among employees about wages, terms and conditions of employment or working conditions otherwise protected by law.

General Rule

Employees must never engage in communication which adversely affects the College's professional image or confidentiality obligations. Also, remember that your own reputation is at risk – what you say or do, even if not otherwise connected to the College, may be seen by, citizens, residents or others who will make judgments about you based upon what you place online. Your position in the College could thus be impacted by your personal internet activities. This Social Media and Internet Postings policy applies, but is not limited to, use of the following multimedia and social networking websites:

- Media such as, but not limited to, Facebook, Twitter, MySpace, LinkedIn, YouTube, Instagram, Snapchat, etc.
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted
- Social bookmarks
- Forums or Job boards

All of these activities on these sites are referred to as “Internet postings” in this policy. Please be aware that a violation of this policy may result in disciplinary action up to and including termination from employment.

Common sense is the best guide if you decide to post information that is in any way related to the College, its employees, students, visitors, the public or your employment.

This policy prohibits social media/internet postings that include, but are not limited to:

- 1) Disparaging comments against the College, co-workers, managers, students or the public;
- 2) Disparaging or negatively focusing on College services;
- 3) Revealing confidential and private information about the College, its employees or its students;
- 4) Harassing, offending, threatening, discriminating against, bullying or intimidating other employees or vendors/visitors or students of the College;
- 5) Appealing to racial, ethnic, gender or similar prejudices/stereotypes; or
- 6) Are maliciously false.

Your Internet posting(s) should reflect your personal point of view, not the point of view of the College. If you identify yourself as a College employee in any manner on any internet posting or blog, comment on any aspect of the College's business or post a link to the College, you must include the following disclaimer in an openly visible location:

“The views expressed on this post are mine and do not necessarily reflect the views of the College or anyone associated/affiliated with the College.”

Please be aware that “internet postings” are not limited to blog postings. It also includes comments, videos and images. When posting your point of view, you should neither claim nor imply that you are speaking on behalf of the College.

Do not use the College's logos or trademarks in your postings without express written permission from the College President.

Your Internet postings should not violate any other applicable College policy, including but not limited to, the College's Anti-Harassment and Discrimination Policy, the College's Code of Ethics and Code of Conduct Policy, the College's Confidentiality Policy and the College's Anti-bullying Policy.

A violation of this policy may lead to disciplinary action up to and including termination from employment.

EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed, within established guidelines, for expenses incurred in connection with approved travel on behalf of the College. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the Controller's office for detailed travel policies, procedures and authorization and reimbursement forms.

JOB REQUISITION PROCEDURE

All full-time/part-time positions are established upon recommendation of the President within the limits authorized by the Board of Trustees. In order to have a vacant position filled, it is necessary for the Department Head to complete a Position Analysis/Payroll Form, and to submit it to the Division Head and the Budget Department for approval. The Budget Department shall send the approved requisition to the Human Resources Department. Final approval is at the sole discretion of the President of the College and the Board of Trustees.

JOB VACANCIES

Notice of all campus vacancies and new positions which the College intends to fill are posted on bulletin boards in various locations for ten (10) working days.

Job opportunity notices contain the job classification, principal job responsibilities, supervisor, etc. Employees interested in applying for any open position for which they are qualified should apply online and should also send their resume to the Human Resources Department. The internal applicant should have a performance review within the past 12 months with an overall acceptable performance rating. Vacancies will be advertised externally through appropriate news media. The Human Resources Department will place all advertising of vacant positions. The Human Resources Department will review all resumes and furnish to appropriate selection committees. The interview committee will record in detail the results of the interview to reflect the basis for acceptance or rejection of the candidate.

PROMOTIONS

Internal candidates must meet the following criteria to be considered for the promotion:

1. The internal applicant must follow the procedures for applying for a Job Vacancy.
2. Must meet minimum qualifications for the new position either in educational background and/or job experience.
3. Must have had a performance appraisal in the past year with an overall rating of "Meets acceptable standards – Performance consistently meets all the responsibilities of the position."
4. In absence of items 1 and 2, the supervisor must create a development plan which will include on-the-job experiences, training required and/or formal education (within limits of tuition waiver/remission guidelines) to be initiated in the internal applicant's first year in the new position.
5. The promotion will require approval by the Division's Cabinet member and the President prior to a tentative job offer.
6. Final approval for the appointment requires Board recommendation.
7. All promotions shall be for a working test period according to the collective bargaining agreement if a union position and 60 days for a confidential employee.
8. Feedback will be given at the conclusion of the working test period.

DOCUMENTATION AT HIRE

The Human Resources Department will insure the completion of all needed employment forms for all employees. HCCC recognizes the importance of maintaining a safe workplace, with employees who are honest, trustworthy, qualified, reliable, non-violent, and do not present a risk of harm to their co-workers or others. HCCC reserves the right to conduct reference checks, background criminal history, and Social Security checks.

HCCC will comply with all immigration laws. As condition of employment every individual must provide satisfactory evidence of identity and legal authority to work in the United States through submission of a completed and verified I-9 form. College transcripts are required for certain positions. Applicants with post-secondary credentials from an institution outside the U.S., must obtain a credential evaluation from World Education Services (WES) before hire (www.wes.org).

DISCIPLINE AND DISCHARGE

It is the policy of HCCC to enforce policies, procedures, practices, rules, and regulations in a fair manner. Discipline may include, but is not limited to verbal warning, written reprimand, and suspension with or without pay, disciplinary probation and termination. Bargaining unit members should reference collective negotiated agreements for specifics regarding discipline and discharge. Supervisors of bargaining unit members must contact the Executive Director of Human Resources before initiating counseling or corrective action. The unacceptable behaviors listed below are a guideline and are not all-inclusive. Employees who engage in any of the behaviors listed below will be subject to disciplinary action up to and including termination. The list is not intended to change the “at will” status of employees not covered by a collective bargaining agreement.

- Dishonesty of any kind including theft or misappropriation of money, supplies, or equipment
- Falsification of records
- Violation of College safety and security procedures
- Failure to report work-related accidents and injuries promptly
- Violation of College drug and alcohol policy
- Reporting to work or working under the influences of intoxicants or illegal substances
- Violation of harassment and/or discrimination policies
- Sexual misconduct
- Verbal (including spreading rumors), written, cyber and/or physical bullying and intimidation
- Willful destruction, defacement or the removal of College property without authorization
- Insubordination or refusal to comply with instructions from a supervisor
- Disorderly conduct, abusive language or fighting on College premises

- Smoking in any place other than authorized area
- Falsifying or knowingly misrepresenting College paperwork/documents
- Distributing the College's intellectual property without permission
- Possession of firearms or other dangerous weapons on College premises
- Violation of College policies and procedures.

VOLUNTARY SEPARATIONS

Employees who decide to leave their employment at the College must submit a written resignation letter to their supervisor at least two or three weeks before their last day, as stated in the collective bargaining agreements that belongs to the employee. To allow for transitioning your responsibilities, days off may not be approved during your final weeks. A resignation letter is also needed for retirement. The separation date will always be the last day worked and the individual will be paid for any accrued unused vacation time they have earned. Before leaving the College, The Human Resources Department will schedule an exit interview. This will provide HCCC with an opportunity to study its overall working conditions and to evaluate the effectiveness of its personnel policies. At this time detailed information regarding medical coverage, pension information, final paycheck, etc. will be discussed. Employees must return all College owned property (keys, computer equipment, ID cards, etc.) to their supervisor prior to leaving HCCC.

Bargaining unit members should reference collective negotiated agreements for specifics regarding voluntary separation.

HIRING OF FORMER EMPLOYEES

An employee who voluntarily terminates employment, and who leaves in good standing with a satisfactory work history with the College, shall be eligible to be considered for rehire provided he/she makes proper application for an appropriate vacancy. If rehired he/she will again start as a new employee and must serve the appropriate probationary period, regardless of the time period between termination and rehire. No credit for the past service shall be extended to a rehired employee in terms of seniority, medical coverage, vacations, sick leave, etc. except as set forth in writing or provided by a collective negotiated agreement.

SOLICITATION

It is completely against HCCC policy for solicitation of any kind to take place in the College. In order to minimize personal inconvenience and interference with orderly operations, no persons shall sell, solicit, or promote anything, including subscriptions, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property. Distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is not permitted during working time or in work areas, unless specifically authorized by the President.

EMPLOYEE RESPONSIBILITIES

INCLEMENT WEATHER

In cases of severe snow storms or other dangerous weather conditions, the President will make the decision to declare the College closed. If the decision is made to close or delay opening, this is excused paid time. However, if an employee has previously scheduled leave time on a day that subsequently becomes an emergency closing day; the employee will remain under the type of leave scheduled. If the decision is made to remain open all employees are expected to make every reasonable effort to report to work. If employees cannot report to work due to inclement weather, they must notify their supervisor in a timely manner and the absence will be charged as a personal day or accumulated vacation. Announcements of weather emergency closings will be made on specified radio stations, the college website or via telephone. The College will provide a list of radio stations that will carry an announcement concerning HCCC as the winter/severe weather season approaches

Radio Stations: 1010 WINS

WADO

WVNJ

WOR

Television: NEWS 12

Internet: <http://www.hccc.edu>

CONFIDENTIAL INFORMATION

Your work at the college may give you access to academic, personnel, or budgetary information that is considered confidential. Improper use or disclosure of such information is a violation of College policy and will be subject to disciplinary action up to and including termination.

USE OF COLLEGE PROPERTY AND FACILITIES

You may use College equipment and supplies only for work-related purposes. College computers, telephones, long-distance access lines, photocopying machines, faxes, and other equipment and materials may not be used for personal activities. College bulletin boards contain important information and official notices and may not be used for private or commercial activities. The College mail service may be used only for College purposes. Unauthorized or personal use of equipment or supplies may be grounds for termination. College property, including computers, electronic mail and voice mail, should only be used for conducting College business. Although certain codes exist to restrict access to computers, voice mail and electronic mail messages, employees should not assume that such messages are private and confidential or that the College or its designated representatives will not need to access and review this information. The College reserves the right to monitor voice mail or electronic mail messages and to access information contained on College provided property. College vehicles must only be used for College business and not for private or commercial activities. Use of a College vehicle for College business outside of Hudson County must be preapproved by the Director of Security.

PARKING POLICY

The purpose of the Parking Policy is to provide the Hudson County Community College community with guidance on established parking areas, permits and regulations, and to ensure the proper and effective use and control of the available parking spaces. They are based on municipal ordinance, State motor vehicle regulations, and are designed benefit the College community. The College reserves the right to change/modify this policy in order to accommodate changing parking needs.

GENERAL INFORMATION

Because HCC is an urban college, limited parking is available at its facilities. The Safety and Security Department will patrol all College property for the purpose of enforcing traffic and parking policies. The college does not assume liability or responsibility for damage or theft of any vehicle or its contents while parked on College owned or leased properties. Parking is a privilege given to employees and is based on a first come, first served basis with spaces reserved for College administration. In Jersey City, parking is provided for all faculty adjuncts and full-time employees at the 162 Sip Avenue, and 119 Newkirk Street lots. Additional free parking for all employees (sticker can be obtained at the main Security desk of each building; valid HCCC ID must be presented) is available at Impark (Square Ramp) Parking lot located at 801 Pavonia Avenue (behind Leows Theatre). In the interest of providing maximum service to the College community, discounted parking is available in many privately owned area lots at Journal Square. For a detailed list and more information on discounted rates, please visit the Security Department page on the MyHudson portal or the front information desk inside each College building.

For the North Hudson Higher Education Center (Union City), additional parking is provided to HCC Hangtag permit holders giving the bearer rights to park in the West New York Municipal Lot located between Kennedy Blvd. & Bergenline Ave. and between 51st St. and 52nd St. Monday thru Saturday 6 am – 10 pm.

REGISTRATION OF VEHICLES

All motor vehicles parking on campus must be registered with the Security Department. Applicants must possess a current driver's license, vehicle registration card and HCCC photo ID. Multiple vehicles may be registered, but only one permit (hang tag) will be issued. Only the person who is registered for the permit may use it. If your permit (hang tag) is lost or stolen, a minimum \$10.00 replacement fee will be assessed. If the permit is lost or stolen, the permit holder must file a report before obtaining a replacement permit. Alleged false reporting will be investigated as a criminal matter.

PARKING REGULATIONS

- All vehicles must properly display a valid parking permit. Validation occurs during permit issuance from July to September. A notification will be sent indicating time, date and location.
- All drivers and vehicles must be in conformance with state driver's licensure, registration and insurance regulations.

- Motor vehicle accidents occurring on campus should be reported to the Security office immediately. The Security Department will provide information and assistance to the motorists involved.
- Parking only in marked spaces is permitted.
- Parking in driveways, sidewalks, or fire zones is not permitted. Vehicles found blocking or parked against the flow of traffic will be towed at owner's expense.
- The lack of readily available designated parking space is not an excuse for a violation of any parking regulation
- Any vehicle found to be in violation will be issued a parking citation (or warning). Parking privileges will be taken away from repeating violators.
- The speed limit on campus property is (5) miles per hour.
- All vehicular traffic will yield to pedestrians; they have the right of way.

HANDICAPPED PARKING

Handicapped parking has been designated throughout the campus. These areas are marked with handicapped signs. These spaces are typically located in the lots and rows closest to the building. Drivers using parking designated for disabled persons must display a valid state-issued placard, license plate, or other form of identification recognized by the state or national authority. Permits must be displayed in your vehicle facing outward at all times when you are parked on campus. A copy of the Disabled Person ID card issues by the Motor Vehicle Commission authorizing use of the Handicap Parking should be provided to the Security Office. For the purpose of keeping updated information, physician approval of disability must be provided to the Security Dept. The unauthorized use of these spaces will result in a fine. The vehicle may also be towed at owner's expense.

RESERVED SPACES

All reserved parking spaces are marked with signs and are reserved 24 hours a day. The unauthorized use of these spaces will result in a fine and or towing at owner's expense. The purpose of the reserved parking is to provide approved employees with a designated parking space reserved for their use during college business hours. Priority is given to as available to:

- Cabinet members
- Deans
- Associate Deans
- Assistant Deans
- Directors

Any current reserved parking space holder, whose title does not fall under the above mentioned category, will be grandfathered until either he/she switches titles or leaves employment. At this point, the space will be considered vacant and at the discretion of the administration to reassign. The Director of Safety & Security shall maintain a complete file of all records in connection with reserved spaces.

VIOLATIONS:

The college reserves the right to take parking privileges away, immobilize (boot) or to remove and impound abandoned vehicles or any vehicles found on campus:

- That have three or more parking violations or repeatedly violate parking regulations;
- With an unauthorized, altered or revoked permit
- Without a license plate;
- With an expired license plate/vehicle registration;
- Loaning parking tags to non-employees
- Parked in driveways, fire lanes or entrance apron, reserved or service vehicle spaces and reserved lots;
- Blocking a loading dock or trash dumpster;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, emergency exits or to the movement and operation of emergency equipment. In addition, vehicles may be subject to summons by the police department. The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a “show-up” fee or service fee.

SECURITY

Security officers are on duty throughout the day and late into the night according to scheduling of classes and College functions. Security is here to protect property, students, visitors, and employees, and is charged with the primary responsibility for the protection of the College community and its property. It is the responsibility of everyone at the College to maintain a safe environment.

PERSONAL APPEARANCE

It is important that all employees representing the College present a professional impression to the public, students and co-workers. Every employee is a reflection of the College, and therefore, an appropriate, neat, orderly and professional appearance consistent with the functions of the department and position is expected.

CHILDREN ON CAMPUS

HCCC has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children should not be brought to campus, and may not attend classes with their parent or guardian. There may be occasions when brief visits by the children of students may be appropriate. Children of students may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted. In no case are children permitted in labs, construction/repair sites, or other areas where potential hazards exist. Children brought on campus while their caregivers are conducting business must be directly supervised at all times by their parent or guardian. Children of employees are not permitted on campus during the workday. Employees with children attending community-oriented programs at the College should plan for transportation for their children at the conclusion of the program.

YOUR BENEFITS

HEALTH INSURANCE

HCCC makes available a comprehensive medical insurance program for its full-time employees and spouse and dependent children. The health benefit plan including major medical coverage is provided under the New Jersey State Health Benefits Program. The employee may select from all available plans under the New Jersey State Health Benefits Program. If an employee fails to enroll promptly, coverage may be unduly delayed. Where the employee fails to enroll himself/herself or eligible dependents, they cannot be enrolled until the subsequent annual open enrollment period during the month of October with coverage effective January 1. Vision coverage is provided to eligible College employees. Dependent coverage is available only through Payroll deduction. Dental coverage is also provided to eligible College employees and their eligible dependents. It is your responsibility to inform The Human Resources Department of your choice of medical insurance plan and to complete all of the appropriate enrollment forms. Additional information of health benefit extension, cost of coverage, benefit plan booklets and claim forms, etc. may be obtained from the Human Resources Department.

LIFE INSURANCE

As public employees in the State of New Jersey, HCCC employees receive life insurance pursuant to New Jersey State Law. Although the College pays towards this insurance, employees enrolled in PERS (Public Employees Retirement System) are required to contribute a small amount of your bi-weekly pay towards the premium payment for the period of one year. At the time the employee completes the application forms the amount of the share will be calculated and will be informed as to what the deduction will be.

RETIREMENT AND PENSION PROGRAM

Employees participate in one of two State Administered Pension Programs: the Public Employees Retirement System (PERS) and an Alternate Benefits Plan (ABP). All employees, except certain part-time employees, are required to participate in one of these plans. Employees will be provided a retirement and life insurance plan pursuant to New Jersey Statutes and the Rules and Regulations of the State Department of Treasury, Division of Pensions. Booklets that provide further information on the pension programs are available from the Human Resources Department. For further details regarding benefits employees should contact the Human Resources Department or can visit <http://www.state.nj.us/treasury/pensions/shbp.htm>

TEMPORARY DISABILITY INSURANCE

Employees must notify the Human Resources Department at the onset of any disability in order to protect their rights under disability insurance plans. Under the New Jersey Disability Benefits Law, cash benefits may be payable when an employee cannot work because of sickness or injury not caused by the job. An employee may apply for temporary disability insurance if their doctor recommends them to be away from work for ten (10) consecutive work days or a period outlasting accumulated sick days. Eligible employees

may receive up to 2/3 of their regular pay to a maximum established by the State of New Jersey each year and the weekly maximum benefit is payable for no more than 26 weeks. The College provides for those employees who have not yet accumulated sufficient sick days but who otherwise meet the eligibility criteria for temporary disability insurance. These employees will be allowed to borrow sick days to bridge the time so that they will be able to receive TDI payments without loss of pay.

SICK LEAVE

The College recognizes that some absences are unavoidable. Employees are reminded, however, that all absences have a considerable effect on their department and the College, and are asked to keep all absences at a minimum. Although negotiated clauses pertaining to absences because of illness, injury and other reasons are found in the collective bargaining agreements of specific employee groups, the following practices pertaining to absences must be followed by all employees unless otherwise amended by the employee's collective bargaining agreement:

1. When an absence from work is known in advance, or when an absence is anticipated to be more than a few days, the employee shall notify his/her immediate supervisor as far in advance as possible and shall supply a doctor's note indicating the reason for the absence and the anticipated duration of the absence. This note shall be forwarded to the Human Resources Department.
2. The employee shall report unexpected absences on the day of the occurrence to his/her immediate supervisor in a timely manner. Calls placed to co-workers to report an employee's absence are not acceptable.
3. Employees returning to work from an absence of five (5) or more days may be required to provide a doctor's note indicating the dates of the illness and his/her approval of the employee's ability to return to full and unrestricted duties. The College may, however, require a medical certification of an employee's absence at any time.
4. All supervisors must maintain and correctly record all absences on the employee's attendance sheet.

NEW JERSEY PAID LEAVE LAW

NEW JERSEY PAID LEAVE LAW – Effective October 29, 2018, employees not covered by a collective bargaining agreement or the statutory sick leave provision (NJ 18A:30),** will accrue up to a maximum of 40 hours of sick time at the rate of one hour for every 30 hours worked. Employees, including Part Time employees, can use accrued sick time after the 120th day of their first day of employment. Accruals will not start; however, until the first day the law is effective, October 29, 2018. Time off may not be taken until after February 26, 2019 and once accrued may only be taken in increments equal to an employee's entire work day. No partial day leave will be granted. The *Benefit Year* will run from July 1 to June 30. No more than 40 hours may be used in any given benefit year. It may be taken for the following reasons:

- Personal - Diagnosis, care or treatment of—or recovery from—an employee's own mental or physical illness, including preventive medical care.

- Family - Aid or care for a covered family member during diagnosis, care or treatment of—or recovery from—the family member's mental or physical illness, including preventive medical care. Covered family members include: spouse, children, parents, foster parents, siblings, grandparents, grandchildren, step-parents, step-children, in-laws, domestic partner or other person who occupies such position within the family, or a person living in the same household.
- Circumstances related to an employee's or their family member's status as a victim of domestic or sexual violence (including the need to obtain related medical treatment, seek counseling, relocate or participate in related legal services).
- Public Health Emergency Closure of an employee's workplace or of a school/childcare of an employee's child because of a public official's order relating to a public health emergency.
- Time to attend a meeting requested or required by school staff to discuss a child's health condition or disability.

Employees with foreseeable absences must complete an Absence Request Form (which will be available in February on the Human Resources website) at least seven days before the planned absence. Absences of three or more consecutive work days require either a doctor's note or an original letter addressed to the College from an official or administrator providing an explanation for the absence. The College reserves the right to require documentation for any absence covered by the law; however. Medical certifications and/or fitness for work certifications may be requested at the discretion of the principal administrator of the Human Resources department to verify an illness or to ensure that the employee has sufficiently recovered to return to work. For approval, the absence must be related to the reasons permitted by the New Jersey Paid Sick Leave Law.

****Union and Confidential employees will continue to use accruals for sick, vacation and personal days for paid time off and will follow the provisions for LEAVES OF ABSENCE in their respective Collective Bargaining Agreement and the provisions listed in the Employee Handbook section titled SICK LEAVE.**

FLEXIBLE SPENDING ACCOUNT (FSA)

A Flexible spending account is a pre-tax benefit account used to pay for certain out-of-pocket expenses. These expenses may include medical deductibles and copayments, medical devices, qualified prescription drugs, certain vision and dental costs, dependent care, and commuter expenses. Employees elect an amount at open enrollment or at hire to have deducted for the FSA account which is administered by a vendor. The limit the employee may deduct and eligible expenses are determined annually by the Internal Revenue Service.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP assists employees with personal and/or work-related issues that may impact their job performance, health, mental and emotional well-being. EAPs generally offer free and confidential assessments, short-term counseling, referrals, and follow-up services for employees and their household members. The college EAP provider is E4Health.

E4Heath counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. Counselors at the EAP can be reached 24 hours a day, seven days a week at 1-800-227-2195. Employees in crisis are able to contact counselors on their own or may be referred by their supervisor or a representative from the Human Resources department.

WORKERS' COMPENSATION

All employees of the college are covered by Workers' Compensation Insurance. Such insurance shall provide compensation for lost time, medical expenses, surgical expenses, etc. It is the responsibility of the employee to report a work-related illness or injury to his/her immediate supervisor and the Safety and Security Department within twenty-four (24) hours of the occurrence. The employee along with his/her supervisor must complete an Employee Accident Report which may be obtained from the Safety and Security Department. The Safety and Security Department will notify and forward all documentation to the Human Resources Department. In case of a work related injury requiring medical attention beyond first aid, medical care visits will be arranged for the employee by the Human Resources Department. Normally, employees must be treated by a doctor approved by the College and the insurance carrier. Failure to be examined by an approved physician may result in claims being disputed by the insurance carrier.

VACATION LEAVE

HCCC grants vacation time to all full-time employees based upon the accrual rates listed in each of the four collective bargaining agreements. It is College policy that vacation be taken in increments of no less than one-half day, and must be approved in advance by your immediate supervisor. All employees must complete an Absence Request form in a sufficient amount of time and submit to their immediate supervisor for approval. Vacation can be approved or denied based on departmental needs.

If you become ill during your scheduled vacation time, you may request to charge the time off to sick days, with the submission of a doctor's note, and be able to retain the vacation days for another time. If a holiday observed by the College falls during your scheduled vacation period, you will be credited with having taken the holiday rather than using vacation time. All vacation time accrued during one fiscal year must be taken during the next fiscal year. The approval of the immediate supervisor and the Director of Human Resources must be obtained for any vacation days to be carried over to the next fiscal year. This time must then be used in the subsequent calendar year.

Upon leaving the College any employee will be compensated for each unused accrued vacation day. Vacation time is not accrued until the 25th day of any month. Bargaining unit members should reference their respective collective bargaining agreement for specific details regarding vacation leave.

HOLIDAYS

The College observes 12 official and 4 “floating” paid holidays during the year. This schedule is announced at the beginning of the fiscal year, and varies slightly, depending on the employee’s collective bargaining agreement. Some part-time employees who qualify to become members of the applicable bargaining unit are also entitled to these holidays. Other part-time employees are not eligible for paid holidays; however, with the supervisor’s prior permission may make up the time on an alternate day within the week in which the holiday falls. “Floating” holidays will be pro-rated during the first year of employment for eligible employees based on the date of hire. “Floating” holidays may be taken on the official day of the particular holiday, or may be taken as a paid day off another time, scheduled by mutual agreement between the employee and supervisor. “Floating” holidays may not be carried over into the next fiscal year. When a holiday falls on a weekend day, it is observed on the following Monday. To be eligible for holiday pay, you must work your regularly scheduled workday before the holiday, and the day after the holiday, if scheduled to work, unless excused by the supervisor as a scheduled vacation day or personal day, or other paid or unpaid day. If the absence is due to illness, you may be asked to provide a doctor’s note.

Holidays officially observed by the College include:

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

One week between Christmas and New Year’s Day

New Year’s Day

Martin L. King, Jr.’s Birthday

President’s Day/Weekend*

Good Friday

Memorial Day

*Weekend for members of HCCC Academic Administrative Association and HCCC Support Staff Federation only as applicable Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL DAYS

Full-time employees are eligible to use three personal days. These days may be used in conjunction with vacation days, sick days, or holidays, and may require the supervisor’s approval. An Absence Request Form must be completed to request use of a personal day. Personal days are pro-rated based on date of hire for year one of employment and may not be carried over to the next fiscal year. Bargaining unit members should reference their respective collective bargaining agreement for specific details regarding personal days.

BEREAVEMENT LEAVE

All regularly appointed employees are eligible for leave with pay in the event of the death of a member of the immediate family. Employees may be granted paid time off up to (5) working days. The “immediate family” includes: spouse, children, parents, foster parents, siblings, grandparents, grandchildren, step-parents, step-children, in-laws, domestic partner or other person who occupies such position within the family, or a person living in the same household. If, at the time of the bereavement, the employee is on any type of leave other than vacation, the employee is not eligible for paid bereavement leave. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

JURY DUTY

The College encourages each and every employee to perform his/her civic duty when contacted to report for jury service. Upon receipt of notification to serve on a jury, the employee shall provide a copy of the summons to his/her immediate supervisor and the Human Resources Department. A College employee who is summoned to court to perform jury duty or who is subpoenaed to appear in court relative to matters in which the employee has no personal or financial interest is entitled to receive his or her regular pay, provided that the employee remits to the College any payment received for appearing in court. A verification of service should be attached to the employee’s timesheet upon release from jury duty. If jury duty is cancelled, the employee is required to report to work.

MILITARY AND NATIONAL SERVICE LEAVE

An employee who leaves his/her position for extended compulsory active duty in the military service of the United States during a state of war or national emergency, or for periods of required military training, shall be granted a military leave without pay for the duration of his/her commitment in accordance with the terms of applicable laws. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL LEAVE OF ABSENCE

An employee in good standing may apply for a personal leave of absence under certain circumstances which may include military or reserves duty as well as other personal reasons. During the leave, the employee will be responsible for paying the premiums for health insurance to the Controller’s Office. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

FAMILY AND MEDICAL LEAVE ACT

Through the Federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA) eligible employee may be entitled to family and/or medical unpaid leave for up to (12) weeks in a 24 month period. The FMLA allows 12 weeks in a 12-month period. These leaves usually overlap. The purpose of the leave shall be for the employee to provide care made necessary by reason of the birth or adoption of a child, or for the care of immediate family members (spouse, child or parent) who have a serious health condition; the Federal Act allows leave for the employee’s own serious health condition. An employee is eligible for such leave if she/he is employed for at least twelve

(12) months or not less than one thousand (1,000) hours. If leave is foreseeable, the employee shall provide 30-day notice to their immediate supervisor and the Human Resources Department in a manner that is reasonable and practicable. Any period of family leave must be supported by a certification issued by a duly licensed health care provider. During this leave, health benefits will remain in place and will be paid by the College. Complete details concerning eligibility and further information shall be provided by the Human Resources Department.

NEW JERSEY FAMILY LEAVE INSURANCE

Employees may be eligible for salary continuation benefits during certain family leaves. This benefit is provided by the State of New Jersey and benefits are paid for by required payroll deductions. The law allows employees to receive salary benefits for up to six weeks in a twelve month period if the employee is absent from work to care for: (1) a newborn child; (2) a newly-adopted child; or (3) a family member with a “serious health condition.” Generally, a serious health condition is an illness or injury which requires either inpatient care or continuing medical treatment or supervision by a health care provider.

To be eligible, an employee must have worked 20 or more base weeks in the 12 months preceding the week in which the family leave began. Employees are required to give reasonable advance notice of the leave and attempt to schedule leave so as not to unduly interrupt the College’s operations. An employee’s application for Family Leave benefits will be evaluated by the New Jersey Department of Labor and not by the College.

Employees must use up to two weeks of available sick, vacation or other paid time off provided by the College before being eligible to receive any benefits from the State. This period will count as part of the six weeks of benefits available to the employee. For example, if an employee uses one week of sick time, he or she will only be eligible for a maximum of five weeks of family leave benefits.

Note: This is NOT a leave policy. An employee’s job and/or any employment benefits are not guaranteed during a period of paid family leave.

TUITION WAIVER/REIMBURSEMENT

All regularly appointed full-time employees of the College and their dependents may be entitled to free tuition in any course of study at the College, provided space is available and they meet the College requirements for admission to credit courses depending on fund availability, employees may be reimbursed for tuition paid at other institutions for courses successfully completed that are relevant to the employee’s work. Waiver/Reimbursement Forms must be submitted for approval by the supervisor, Controller’s Office and the Human Resources Department. Bargaining unit members should reference their collective negotiated agreements for specifics applicable to their employment classification.

Procedures for Tuition Waiver

- 1) The employee/dependent/spouse must first be accepted to the College through the admissions process.

- 2) Registration for classes begins for the employee/dependent/spouse on the first day of registration for each semester, as dictated by the Academic Calendar.
- 3) Once registration is completed the employee/dependent/spouse must inform the Bursar's Office that s/he will be submitting an Employee Tuition Waiver so that the applicant is not dropped from classes for non-payment. The employee/dependent/spouse completes a Hudson County Community College Employment Request for Tuition Waiver Form, which is available on the portal section of the Human Resources Department page.
- 4) Submit the completed request for Tuition waiver Form to the Human Resources Department with all the required approval signatures from the employee's immediate Supervisor and the Controller. If the employee/dependent/spouse receives any financial aid grants or scholarship assistance, the applicant will not be eligible for a tuition waiver. The employee/dependent/spouse can only choose one benefit: Financial Aid OR Employee Tuition Waiver.
- 5) Any applicable mandatory fees such as, Application Fees, Testing Fees, Transcript Fees, and Graduation Fees are not included in the Employee Tuition Waiver and must be paid in the Bursar's Office.
- 6) For special programs (e.g., Culinary, Nursing, Radiography, etc.), fees and uniforms are not covered in the tuition waiver program.
- 7) All Employee Tuition Waiver Forms must be submitted to the Human Resource Department within (8) Calendar Days of the first day of class for the semester requested.
- 8) Eligibility for Tuition Waiver ends on the employee's final day of employment.

Conditions for Tuition Reimbursement:

- 1) Course(s) must be part of an accredited graduate degree program or selected graduate level course(s) in the employee's current or related discipline or job related area. Undergraduate level courses may also qualify under this program.
- 2) Employees should consult with his or her supervisor prior to enrolling in courses to ensure that work completed will qualify for funding and that funds are committed.
- 3) Submit the completed Employee Tuition Reimbursement Application to the Human Resources Department with all the required approval signatures from the employee's immediate Supervisor, Department Head (Cabinet Member) and the Controller.
- 4) An application to receive a refund must be submitted no later than 30 days after the completion of the course(s).
- 5) Employees must obtain a grade of "C" or better to receive reimbursement.
- 6) Evidence of Final Grade(s) and payment for the course must be submitted for reimbursement.
- 7) Eligibility for Tuition Reimbursement ends on the employee's final day of employment.

MISCELLANEOUS

IDENTIFICATION CARDS

Employees of HCCC are issued Identification Cards on their first day of hire. The Human Resources Department will direct the new employee to the Safety and Security Department who will issue the card. The purpose of this card is to provide evidence of employment. Identification cards are the property of the College and all employees are required to return their cards to the Human Resources Department upon termination of employment.

HCCC BOOKSTORE The College bookstore is located at 162 Sip Avenue on the first floor. Its hours are posted and may vary depending on class scheduling or registration period. Employees are entitled to a discount.

LIBRARY/LEARNING RESOURCE CENTER

The HCCC Library supports the research and learning needs of all HCCC students, faculty, and staff. Library services include reference assistance, library instruction sessions, and access to print and online resources. The Main Library is located in the L Building. At the North Hudson Campus the Library is located on the third floor. Online resources may be accessed at www.hccclibrary.net <http://www.hccclibrary.net>.

MEDIA GUIDELINES

The Director of Communications serves as the official and primary Hudson County Community College spokesperson, and conveys the official College position to members of the media corps. Inquiries from the media about all programming, events and issues – and those that are of a sensitive/controversial nature – should be referred to the Director of Communications. In the event of a crisis or emergency situation, the Director of Communications or a designee will handle all contacts with the media, and will coordinate the information provided from the College to the public. In these situations, all campus departments must refer calls from the media to the Director of Communications to ensure accurate and concise information is provided to the media. For more information on the College's media guidelines, please use the Communications link on *About HCCC* on the College Website

IN CLOSING

We hope this Handbook will help you feel comfortable with us—your success is our success. This Employee Handbook is intended to give you a broad summary of things you should know about Hudson County Community College. If there are any questions or subjects not covered in this handbook do not hesitate to ask your supervisor or the Department of Human Resources. As always bargaining unit members should reference their bargaining agreement as that agreement will prevail over any policies contained herein. The policies, benefits and rules, as explained in this Handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed with the approval of the President and Board of Trustees, employees will be notified. The policies in this Handbook are to be considered as guidelines. Again, welcome to HCCC. Please do not hesitate to speak to your supervisor or the Human Resources Department if you have any questions or comments.

Human Resources

**81 Sip Avenue
Jersey City, NJ 07306
Phone: (201) 360-4070; Fax: (201) 714-2509**

Department Administration and Staff

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Chief Human Resources Officer
EEO Compliance Officer
Title IX Coordinator/Investigator
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Hudson County Community College
Safety and Security

Lower level, 71 Sip Ave.
Jersey City, NJ 07306
Phone: (201)360-4080/4085/4089
Fax: (201)714-7263

Security – Bldg. A
Front Desk 1st Floor
70 Sip Ave.
Jersey City, NJ 07306
201-360-4149

Security – Bldg. J
Front Desk 1st Floor
2 Enos Place.
Jersey City, NJ 07306
201-360-4096

Security – Bldg. C/D
Front Desk 1st Floor
162-168 Sip Ave.
Jersey City, NJ 07306
201-360-4092

Security – Bldg. L
Front Desk 1st Floor
71 Sip Ave.
Jersey City, NJ 07306
201-360-4096

Security – Bldg. E
Front Desk 1st Floor
161 Newkirk St.
Jersey City, NJ 07306
201-360-4710

Security –North Hudson Campus
Front Desk 1st Floor
4800 Kennedy Blvd.
Union City, NJ 07047
201-360-4777

Security – Bldg. F
Front Desk 1st Floor
870 Bergen Ave.
Jersey City, NJ 07306
201-360-4086

Security – Bldg. S
Front Desk 1st Floor
263 Academy St.
201-360-4711

Security – Bldg. G
Front Desk 1st Floor
81-87 Sip Ave.
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201-360-4105

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119 Newkirk St.
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