



Policies and Procedures Manual
2022-2023

East Mississippi Community College
Policies and Procedures Manual

Foreword

This document is the official compilation of all policies and procedures that have been adopted to provide the basis for the governance of East Mississippi Community College. Included in the manual are the following:

- definitions of the parameters of responsibility of the Board of Trustees;
- statements governing employment security; statements governing due process;
- and other institutional policies and procedures that affect students, employees, and the community.

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law.

The following offices have been designated to handle inquiries regarding the non-discrimination policies:

Office of the Director of Human Resources
1512 Kemper Street
Scooba, Mississippi 39358
662.476.5274

Office of the Dean of Students Golden Triangle Campus
Disability Services Coordinator
8731 South Frontage Road
Mayhew, MS 39753
662.243.1979

Office of the Dean of Students Scooba Campus
Title IX Coordinator
1512 Kemper Street
Scooba, Mississippi 39358
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Table of Contents

Foreword.....	2
Chapter 1 - Introduction to the College.....	8
1.1 Introduction.....	8
1.2 History	8
1.3 Accreditation and Affiliations.....	8
1.4 Mission Statement	9
1.5 Distance Learning Mission Statement.....	9
1.6 Institutional Effectiveness	9
1.7 Compliances	10
Chapter 2 - Organization of the College.....	11
2.1 Organization of the College.....	11
2.2 Statutory Basis for the Existence of the College	11
2.3 Method of Appointment and Tenure of EMCC Board Members	11
2.4 Dismissal of Board Members.....	11
2.5 Board Member Conflict of Interest	11
2.6 Authority of the Board	12
2.7 Duties of the Board of Trustees	12
2.8 Duties of Individual Board Members	12
2.9 Officers of the Board and Their Duties.....	13
2.10 Board and President Relations	13
2.11 Board Attorney.....	13
2.12 Board Committees.....	13
2.13 Board Meetings	14
2.14 Policy Development, Adoption, and Dissemination.....	16
2.15 Board Relationships.....	16
2.16 Chief Executive Officer	17
2.17 Administrative Authority and Organization	19
2.18 Public Information	19
2.19 Foundations and External Funding.....	20
2.20 Planning Process for EMCC.....	24
2.21 Substantive Change Policy.....	25

Chapter 3 - Committees and Councils of the College	26
3.1 Instructional Affairs Council	26
3.2 Library Council	27
3.3 Homecoming Committee	27
3.4 Commencement Committees	27
3.5 Beauty Review Committee	27
3.6 Pine Grove Festival Committees	27
3.7 Athletic Committee	27
3.8 Safety Council	28
3.9 Craft-Advisory Committees	28
3.10 Marketing/Recruiting Advisory Council	28
3.11 eLearning Council	28
3.12 Judicial Committees	28
3.13 General Education Competencies Council	28
3.14 Executive Council for Planning	29
3.15 Registration Committees.....	29
3.16 Financial Aid Council.....	29
3.17 Sunshine Committees.....	30
3.18 Hospitality Committees.....	30
3.19 Term Set-Up Council.....	30
3.20 Substantive Change Council	30
Chapter 4 - Personnel	32
4.1 Definitions of Personnel Categories.....	32
4.2 Equal Employment Opportunity.....	33
4.3 Employment Procedures	36
4.4 Probationary Personnel.....	37
4.5 Grievances Not Related to Termination, Non-Renewal of Contract, Discrimination, or Harassment	38
4.6 Termination and Non-Renewal of Personnel.....	39
4.6.5 Account Termination Policy	40
4.7 Personnel Records.....	43
4.8 Exit Interviews	44

4.9	Solicitations by the College and by Faculty and Staff	44
4.10	Advertising and Selling on College Property	44
4.11	Salary Schedule and Contracts	44
4.12	Salaries	44
4.13	Assignment of Administrative Personnel	46
4.14	Assignment and Supervision of the Staff	46
4.15	Job Descriptions	46
4.16	Time Schedules and Workloads for Personnel.....	46
4.17	Special Duty Assignments.....	47
4.18	Faculty Housing Policy.....	47
4.19	EMCC Leave Policy.....	48
4.20	Other Institutional Effectiveness Processes	52
4.21	Employee Political Involvement Policy.....	53
4.22	Employee Second Job Policy	53
4.23	District Administrative and Departmental Coordination	53
4.24	Drug-Free Workplace Policy	53
4.25	Professional Growth	57
4.26	Smoke-Free/Tobacco Free Policy	58
4.27	Recruiting Policy	60
4.28	Employee Assistance Programs.....	60
4.29	Employee Accidents and Injuries	60
4.30	Reduction in Force Policy (RIF).....	60
4.31	Consensual Relationships.....	63
Chapter 5	– Instruction and Student Services.....	65
5.1	Instructional Divisions	65
5.2	Philosophy Guiding the Purpose of Instruction at the College and the Pursuit of Academic Freedom	65
5.3	Full-Time Faculty	66
5.4	Adjunct Faculty.....	68
5.5	Curriculum Procedures & Credit Hours.....	69
5.6	Course Prospectus	69
5.7	Sponsorship of Educational Programs.....	70

5.8	Ownership of Intellectual Property	70
5.9	The Library and Learning Resources.....	72
5.10	Family Educational Rights and Privacy Act (FERPA)	73
5.11	Security of Records.....	75
5.12	Student Health Services	75
5.13	Emergency Procedures.....	76
5.14	Student Activities Program.....	78
5.15	Student Organizations.....	78
5.17	EMCC Policy for Fund-Raising Activities by Clubs and Organizations	79
5.18	Student Counseling Program.....	80
5.19	Reporting Student Progress	80
5.20	Technology Acceptable Use Policy	80
5.21	Conduct of External Research at EMCC.....	85
5.22	Award Policy	86
5.23	Sexual Misconduct/Title IX/Campus SaVE Act	86
5.24	High School Students Enrolled in College Level Courses.....	87
	Chapter 6 - Finance and Operations	88
6.1	Administrative Support	88
6.2	Travel	89
6.3	Budget Preparation and Management.....	91
6.5	Purchasing Authority	92
6.6	Processing of Purchase Orders.....	92
6.7	College Accounting and Reporting	93
6.8	Inventory Control	94
6.9	Purchasing and Incurring Fiscal Obligations.....	96
6.10	Supplies, Materials, and Equipment.....	96
6.11	Political Activities and Solicitation.....	96
6.12	Closing of College Due to Inclement Weather	97
6.13	Live Work Policy	97
6.14	Investment Policy	98
6.15	Facilities (Buildings, Grounds and Equipment).....	98
6.16	Red Flag Identity Theft Prevention Program.....	101

6.17 Retaining College Records 105

6.18 Procedures for Bankruptcy..... 105

Revision History 106

Appendix A..... 118

Chapter 1 - Introduction to the College

1.1 Introduction

Recognizing the fact that any educational institution, in order to disseminate information, provide continuity, and establish policy, should have available to the administration, faculty, students, and staff a policies and procedures manual, this document has been prepared to provide needed information and direction.

The East Mississippi Community College Policies and Procedures Manual is the result of study, effort, and input from all divisions of the institution. Each section of the manual was prepared with careful attention being given to the present and future implications of the document and also with the realization that time and circumstances will necessitate periodic revision. This Policies and Procedures Manual was compiled not as a static document, but as a guide to be used for the operations and improvement of life, work and study at East Mississippi Community College, herein referred to as EMCC. All policies within this document have been approved by the EMCC Board of Trustees, herein referred to as the Board. The implementation of these policies is the responsibility of the President of EMCC.

1.2 History

EMCC was organized in 1927 following its beginning in 1912 as Kemper County Agricultural High School. The College serves and is supported by Clay, Kemper, Lauderdale, Lowndes, Noxubee, and Oktibbeha counties in east Mississippi. EMCC is one of fifteen state-supported community/junior colleges, and is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. The physical plant consists of two principal locations. The Scooba Campus, with both academic and career-technical centers, was established in 1927 and is located in Kemper County at Scooba, Mississippi. The Golden Triangle Campus, with both academic and career-technical centers, was established in 1968, originally as a vocational–technical center in Lowndes County at Mayhew, Mississippi. The College has additional instructional locations at Columbus Air Force Base, the Lion Hills Center in Columbus, the West Point-Clay County Center, and The Communiversity at the Center for Manufacturing Excellence 2.0 in Columbus.

1.3 Accreditation and Affiliations

East Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, Associate of Applied Science degrees, and certificates. Questions about the accreditation of East Mississippi Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

EMCC is also accredited by the Mississippi State Department of Education and by the Mississippi Commission on College Accreditation and is a member of the Mississippi Association of Colleges and Universities, the Mississippi Association of Community and Junior Colleges, the American Association of Community Colleges, and the Council for Higher Education Accreditation.

1.4 Mission Statement

Vision

East Mississippi Community College establishes the standard of excellence for comprehensive community colleges in Mississippi.

Mission

East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.

Values

The fulfillment of our mission is premised on the following values:

Leadership built on respect for self and others and demonstrated in our local communities

Excellence in education, service, and lifelong learning

Access to instructional opportunities on campus and online

Freedom in teaching and learning within a supportive, communicative, diverse, and caring environment

1.5 Distance Learning Mission Statement

EMCC seeks to provide distance learning opportunities for its district's constituents. The distance learning opportunities meet all quality standards set forth for traditional on-campus programs to carry out the mission of the College.

1.6 Institutional Effectiveness

EMCC is committed to ensuring institutional effectiveness as set forth in *The Principles of Accreditation: Foundations for Quality Enhancement* of the Southern Association of Colleges and Schools Commission on Colleges. The Board directs all administrators, faculty, and staff to participate in an in-depth and continuing program of planning and evaluation for all aspects of the College.

It is the intent of the Board that the President provide the appropriate leadership and direction to ensure institutional effectiveness and that these efforts be coordinated by the Office of Institutional Research and Effectiveness with assistance from others as needed and assigned by the President.

A strategic plan is to be developed and revised annually projecting the planning and evaluation processes five years into the future. The plan shall include the mission statement, institutional goals and objectives, the means for reaching these objectives, funding commitments, evaluation procedures, and the use of evaluation results in planning. The plan, hereinafter referred to as the *EMCC Strategic Plan*, is a separate document of the College.

1.7 Compliances

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law

The following people have been designated to handle inquiries regarding the non-discrimination policies:

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EMCC is in compliance with the Student Right to Know and Campus Security Act (Public Law 101-542), the Campus SaVE Act, and the Higher Education Technical Amendments of 1991 (Public Law 102-26).

EMCC agrees to comply with *The Principles of Accreditation: Foundations for Quality Enhancement* and all related stipulations of the Southern Association of Colleges and Schools Commission on Colleges.

Chapter 2 - Organization of the College

2.1 Organization of the College

The College is organized in a manner consistent with the philosophy and leadership of the Board and the President and in a manner judged to provide for an efficient delivery of educational programs. The organizational structure is not static but subject to change as circumstances and College direction necessitate. The organizational chart and job descriptions are reviewed and revised by the President as necessary.

2.2 Statutory Basis for the Existence of the College

EMCC derives its right to exist from laws passed by the Mississippi Legislature (Mississippi Code Annotated § 37-29-1). Mississippi law is subordinate to applicable federal laws and the Constitution of the United States and of Mississippi. The Mississippi Legislature created the EMCC district and specified that it should contain the counties of Clay, Kemper, Lauderdale, Lowndes, Noxubee, and Oktibbeha (Mississippi Code Annotated. § 37-29-31).

2.3 Method of Appointment and Tenure of EMCC Board Members

The EMCC Board was created by state law and derives all of its authority and power from the state legislature (Mississippi Code Annotated § 37-29-65). The Board consists of two members from each of the six counties in the district. They are appointed for five-year terms by the County Board of Supervisors and terms are staggered so as to prevent the retirement of more than one member from any one county in any one year.

2.4 Dismissal of Board Members

Given that members of the Board are not appointed by the College, and therefore cannot be dismissed by the College, it shall be the responsibility of the County Board of Supervisors to dismiss individual Board members during the term of service only for cause and after due process. It shall be the responsibility of the President to refer any complaints concerning individual Board members to the County Board of Supervisors by which the respective Board member was appointed.

2.5 Board Member Conflict of Interest

Members of the EMCC Board must be free from undue influence from political, religious, or other external bodies, and must agree to protect the institution from such influences. By agreeing to serve on the Board, Board members attest that they have no conflict of interest that would prevent them from serving. In addition, all Trustees are required to complete a financial conflict of interest statement by the state of Mississippi.

2.6 Authority of the Board

Board members have no authority over the College as individuals, but the Board has complete authority when they are assembled with a quorum present. A quorum is defined as seven Board members. The Board selects and employs the President of the institution. The Board makes the policy and then delegates the execution of that policy to the College President. After making policy and delegating its execution to the College President, the role of the Board becomes that of evaluating the effectiveness of policy execution.

The Board shall act as the general agent of the State of Mississippi in carrying out the will of the people of its district in the matter of community college education. The Board shall be responsible for carrying out mandatory laws pertaining to education. The Board shall consider itself the agent responsible for establishing and appraising the educational activities under its jurisdiction (Mississippi Code Annotated § 37-29-67).

2.7 Duties of the Board of Trustees

In general, the Board shall be responsible for policy making (with the advice of the President) and for the evaluation of these policies (Mississippi Code Annotated § 37-29-67). The specific duties of the Board shall include, but not be limited to, the following:

- To appoint the President of the College;
- To determine the educational policies of the College after recommendations are made by the President pursuant to all applicable State Laws and policies;
- To require the President and the administrative staff to make all reports necessary for the deliberation of the Board in reaching appropriate decisions;
- To approve, upon written recommendation of the President, the appointment of all instructional staff;
- To hear and act upon recommendation of the President relative to the suspension or dismissal of instructional staff;
- To approve all building contracts;
- To approve the purchase or sale of all school lands;
- To approve the annual budget;
- To approve amendments to the budget as required;
- To make all reports required by the State of Mississippi;
- To hold in trust all property, real, personal, and mixed, now held or hereafter acquired by the College;
- To periodically evaluate the performance of the President;
- To implement all actions required by law.

2.8 Duties of Individual Board Members

- To become familiar with all laws and regulations pertaining to community colleges and attend all Board meetings;
- To have knowledge of the educational aims and objectives and promote public interest and support for the College;
- To refer complaints to the President and to abstain from individual counsel and action;
- To accept the will of the majority vote and give wholehearted support to the resulting policy;
- To vote and act in the Board meetings for the good of the total College.

2.9 Officers of the Board and Their Duties

All Officers of the Board will be nominated and elected by the full Board at the June board meeting each year. The officers are composed of the Chair, Vice-Chair and Secretary.

Duties of the Chair shall include but not be limited to:

- Presiding at all Board meetings;
- Performing all duties imposed by law or prescribed by the Board;
- Appointing all committees of the Board and serving as ex-officio member;
- Calling all special meetings of the Board;
- Signing all official documents for the Board;
- Serving as the official spokesperson of the Board;
- The Chair may offer resolutions, make and second motions, and vote.

Duties of the Vice-Chair:

- The Vice-Chairperson shall assume the duties of the Chair in the Chair's absence.

Duties of the Secretary shall include but not be limited to:

- Keeping a full and accurate record of the proceedings of the Board;
- Signing documents approved by the Board;
- Preside at Board meetings when the Chair and the Vice-Chair are absent.

2.10 Board and President Relations

The operation of the public community college is a complex undertaking. Important to success is the quality of the relationship which exists between the Board and the President and staff. In some cases, the duties and prerogatives of each can be clearly defined while in other functions necessarily overlap. Often, complicated questions which cannot be anticipated will arise, making faith, understanding, and patience essential to team work. Prior knowledge that certain codes of conduct and principles will be observed by the President and Board members promotes confidence and trust and provides for understanding and cooperation.

2.11 Board Attorney

The Board shall have the right to retain and utilize legal counsel in any and all matters it deems necessary, and the expenses for such counsel shall be paid from College funds.

2.12 Board Committees

The Board may create committees of Board members on a temporary basis. When so created, such committees shall be appointed by the Chairperson and shall terminate upon completing their assignments, or they may be terminated at any time by a majority vote of the Board. Official Board action is taken only with the Board acting as a whole.

2.13 Board Meetings

Regular Board meetings shall be held on the second Monday of each month except when such date falls on a holiday or Election Day, or when the Board takes action to change the date for good reason.

2.13.1 Special Board Meetings

The Chairperson of the Board may call special meetings of the Board at the Chairperson's discretion. It is mandatory that the Chairperson call a special meeting within seventy-two (72) hours, if a written request is presented to the Chairperson containing the signatures of a majority of the Board. The purpose of the special meeting shall be announced in the notification to members.

2.13.2 Adjourned Meetings

Any legal meeting of the Board may be adjourned to a specific time and place.

2.13.3 Notification of Board Meetings

The President of the College shall notify or cause to be notified all members of the Board at least ninety-six (96) hours prior to regular Board meetings. If possible, the President shall notify all Board members at least ninety-six (96) hours prior to a special meeting of the Board.

2.13.4 Agenda for Board Meetings

The Board shall direct the President to prepare or cause to be prepared an agenda for regular Board meetings. The President shall prepare the agenda with the advice, consent, and cooperation of the Chairperson. The agenda shall be mailed or delivered to each Board member at least ninety-six (96) hours prior to the time of the next regular Board meeting. Items of business may be suggested by Board members, administrative staff, employees, College patrons, or lay citizens of the College district for inclusion on the agenda. Business items proposed by the College patrons and lay citizens shall be submitted in written form and received in the office of the President at least eight (8) days prior to the meeting date. Items of business may not be suggested from the floor for discussion except at the discretion of the Chairperson or by a majority vote of the Board members present.

2.13.5 Preparation for Board Meetings

The Board must continually be provided with data and back-up information to assist the Board in reaching sound educational decisions. The President should assume the responsibility for transmitting the necessary data and information to prepare members of the Board for meetings. Members of the Board should assume the responsibility for utilizing the information provided them and for contacting the President to request additional information needed for their decision-making responsibilities. Any proposal which any member would like to submit to the Board for consideration shall be submitted to the President at least eight (8) days prior to the date of the Board meeting. The President, in turn, shall present the proposal to each member at least ninety-six (96) hours before the Board meeting as an item on the agenda. Additional information may be provided when available and appropriate.

2.13.6 Rules for the Conduct of Board Meetings

The Board shall observe Robert's Rules of Order Revised, except that the Chairperson may be involved in discussion and have a vote on all matters before the Board.

2.13.7 Definition of a Quorum for Board Meetings

Seven members of the Board shall constitute a quorum for the transaction of business at Board meetings. A motion shall be declared not approved unless it receives a majority vote of the Board members present.

2.13.8 Board's Method of Voting

Matters requiring a vote of the Board shall be voted upon by open ballot. The record shall show how each member voted, whether yes (aye), no (nay), or abstention.

2.13.9 Order of Business of Board Meetings

The order of business for Board meetings shall be:

- Call to order
- Invocation
- Approval of Agenda and Adoption of Consent Agenda
- Approval of Board Minutes
- Board Chair's Report
- College President's Report
- Approval of Claims Docket and Sole Source Purchases
- Old Business (List)
- New Business (List)
- Board Attorney's Report
- Other Business
- Per Diem/Travel Approval
- Adjournment

2.13.10 Minutes of Board Meetings

The Secretary of the Board shall be responsible for the recording of the Board minutes at all Board meetings. The minutes of each Board meeting shall be prepared by the President and mailed or delivered to the members at least ninety-six (96) hours before the time of the next regular meeting. At each regular Board meeting, the minutes of the preceding meeting shall be approved by the Board. A copy of all motions shall be carefully recorded. The names of those who make the motions, those who second motions, and those who vote "ayes," "nays," and "abstention" shall also be recorded. The official minutes shall be kept in the vault located in the President's Office, Scooba Campus, and the President shall be charged with security of the minutes. All official records of the Board shall be available to citizens for inspection at the office of the President, pursuant to EMCC Policy 2.18.2 in this manual.

2.13.11 Materials after Board Meeting

The President may distribute to the Board members any additional or supplemental information and materials deemed necessary or important to help clarify, broaden, and/or help increase understanding of the College's business matters for which Board members are duly responsible.

2.14 Policy Development, Adoption, and Dissemination

The development and adoption of policy is the responsibility of the Board. The Board shall direct the President to develop and administer an orderly plan for disseminating Board policies and administrative rules and regulations. In developing policy, the Board will utilize the advice of the President and Board's attorney and will involve as many people who are directly affected by the policy as is feasible.

In the adoption process, a policy will be introduced to the Board at one meeting, time will be allowed for study and discussion, and the policy will be adopted at a subsequent meeting of the Board. After all interested parties have had an opportunity to react; adoption shall consist of a majority vote of the Board. In emergency conditions or because of special events, the Board may expedite policy approval or may approve policy on a temporary basis. Board policies and administrative rules and regulations will be accessible to all employees, students, and citizens of the College community.

The President shall have the power to act in cases where the Board has not provided policy to guide administrative action. However, the President's decisions shall be subject to review of the Board at its next meeting. It shall be the duty of the President to inform the Board promptly of such action and of the need for policy.

2.15 Board Relationships

The Board, as an independent body, has no statutory relationship to external entities or agencies.

2.15.1 Relationships with Local Government Agencies

The Board has no statutory relationship to other governmental bodies. While the Board will maintain complete autonomy at all times, it will work cooperatively with the governmental agencies of the community in the best interest of the students and taxpayers of the district.

2.15.2 Relationship with Other Colleges and Universities

The Board will cooperate with public and private colleges and universities in matters of mutual benefit where not expressly prohibited by law. The President is encouraged to explore areas of mutual benefit with the administrative officers of such colleges and universities and to recommend desirable courses of action.

2.15.3 Policy Relative to Cooperative Research

It is the policy of the Board to allow cooperation with colleges, universities, and other agencies in promoting research activities related to the well-being of EMCC and higher education.

2.16 Chief Executive Officer

The Board has designated the Chief Executive Officer of the College as "President." The President is the administrator of the College in accordance with state law and Board policies. The execution of all decisions made by the Board concerning the administration of the College shall be delegated to the President.

2.16.1 Qualifications of the President

The President shall meet the minimum qualifications set forth by the Board. The Board delineates the following qualifications for the President:

- The person must be a graduate of a regionally accredited college or university with an earned doctorate degree.
- The person shall have five years of experience in the field of education of which three years shall have been in the field of secondary or post-secondary administration. In addition to the minimum requirements set forth by the Board, the President shall be of good character, morals, and integrity. The President shall possess good judgment and have the ability to think clearly and independently.
- The President shall exhibit a willingness to accept responsibility. The President shall possess a strong personality and have the ability for maintaining the respect of educational leaders throughout the State. The President should demonstrate the sense of high calling of the position through manifesting support of the following statements:
 - The effectiveness of the College and its programs are inescapably the responsibility of the President, and it is ultimately the responsibility of the President to ensure the attainment of the College's mission;
 - Every act, or every failure to act, of the President has consequences in the College and in the lives of people;
 - In many situations and to the people in a community, the President is the living symbol of their College;
 - The ultimate test for a President is the effort the President makes to improve the quality of the learning opportunity for every student in the College.

2.16.2 Appointment of the President

The Board shall appoint the President for a term agreed upon by the Board and the President. However, each term of the President shall not exceed four years. The Board may reappoint the President for other terms of office. Such reappointment shall be done at the regular full Board meeting in December prior to the expiration of the current contract, or at another regular Board meeting at the discretion of the Board. The President's contract shall run from July 1 to June 30.

2.16.3 The President's Salary

The salary of the President shall be determined at the time of appointment by the Board. The President's salary shall not be reduced during any one fiscal year. The Board may approve such other compensations and benefits as may be deemed necessary and proper.

2.16.4 Resignation by the President

The resignation of the President is subject to approval of the Board. The President shall submit the resignation in written form to the Board at least forty-five (45) days prior to the effective resignation date, unless otherwise agreed upon by the Board and the President. It shall be the prerogative of the President to submit the resignation at any time during the contractual agreement period.

2.16.5 President's Travel Expenses

The Board shall provide for travel expenses incurred by the President while performing duties related to the College. Travel expenses paid the President shall be in accordance with provisions agreed upon by the Board and the President at the time of appointment, and shall not exceed the limitations established by State law.

2.16.6 Professional Development Expected of the President

By its nature, the position of President is an exacting position that requires many competencies. The President shall participate in educational activities that will foster professional growth and development. The President shall continually seek to keep abreast of new and innovative concepts and practices in the educational field. As the educational leader of the community and College district, the President must continually exemplify the true spirit of professional growth and development by participating in worthwhile professional development opportunities.

2.16.7 President's Duties

The President is the Chief Executive Officer and the administrative head of the College. The President may not be the presiding officer of the Board. The President may delegate responsibility for the operation of the various components of the College, but shall be responsible to the Board for the results produced. The specific duties of the President shall be, but not limited to, the following:

- To administer the educational program in accordance with state law, rules and regulations of the Mississippi Community College Board, Board policies, and the Commission on Colleges of the Southern Association of Colleges and Schools *The Principles of Accreditation: Foundations for Quality Enhancement*;
- To serve as educational consultant to the Board and to recommend policies concerning all functions of the College's educational program;
- To serve as the medium of communication between the Board and all employees;
- To recommend to the Board the number and type of positions required to provide necessary personnel for the operation of the College's educational program;
- To nominate for appointment, to assign, to reassign, and to define the duties of all instructional personnel, subject to Board approval;

- To appoint, to assign, to reassign, to terminate, and to define the duties of all administrative and non-instructional personnel;
- To keep the Board continually informed of the condition of the College;
- To relate the College's story to the public as the official spokesman of the College;
- To attend all Board meetings;
- To prepare and submit an annual budget to the Board and to implement said budget upon the Board's approval;
- To exercise appropriate administrative and fiscal control over, and have ultimate responsibility for, the College's intercollegiate athletics program;
- To exercise appropriate administrative and fiscal control over, and have ultimate responsibility for, the College's fund-raising activities, which shall include but not be limited to the solicitation of gifts and externally funded grants.

2.17 Administrative Authority and Organization

The administration of the College is guided by the President. Organizationally, the College is divided into seven (7) major administrative divisions led by the President with division administrators, reporting directly to the President.

The following administrators comprise the President's Cabinet:

- Chief Financial Officer
- Dean of Institutional Research, Effectiveness, Grants, and Sponsored Programs
- Vice President of Operations
- Vice President of Instruction
- Vice President of Enrollment Management/ Dean of Students GT (Golden Triangle) Campus
- Dean of the Scooba Campus/College Advancement
- Executive Director of the Communiversity

2.18 Public Information

The President and designated staff shall continuously keep the College community informed regarding the policies, objectives, activities and purposes of the College. Any interested party will be given an opportunity to discuss public actions of the College with the President or designee.

2.18.1 The Timely Dissemination of Information to the Public

The President shall designate staff on each campus who will coordinate with the Director of Public Information to disseminate information to the media. These individuals will be alert to upcoming newsworthy activities and will guide the development and relaying of news stories to appropriate parties. The Director of Public Information will cultivate professional relationships with key personnel in the media.

2.18.2 Open Records Policy

All requests to inspect and/or to receive copies of "public records" (as defined by the Mississippi Public Records Act of 1983) held by EMCC shall be made in writing to the President of the

College, clearly indicating the specific record requested and the name and address of the individual and/or organization requesting the record.

EMCC shall either make the public record available during normal business hours or produce a copy of the record within seven (7) working days from the date the request was received or furnish a written denial containing a statement of the specific reason for such denial.

There will be a reasonably calculated fee charged to cover the actual cost of searching plus a fee of \$.25 per page reproduced. In addition, if there are other costs for hand copying, postage, or other actual expenses involved, they shall also be included. Such fees shall be payable in advance. Any delay in receiving such fee shall result in an extension of the seven (7) day time limit specified above. Copies of any denials of requests shall be kept on file for at least three (3) years.

2.19 Foundations and External Funding

2.19.1 East Mississippi Community College Development Foundation

The East Mississippi Community College Development Foundation, Inc. is duly organized as a non-profit organization under the laws of the State of Mississippi. Having been chartered in 1979, the Foundation is governed by a Board of Directors that manages the affairs of the corporation. The Foundation is a separate entity from the College. The officers of the corporation, in addition to the directors, are a President, a Vice President, a Secretary, and a Treasurer. In addition, the Dean of the Scooba Campus/College Advancement is the Chief Operating Officer. This person is an employee of the College and reports to the College President and also to the Foundation Board of Directors. The Foundation is the official body to receive gifts, donations, or contributions to the College.

2.19.2 Position Statement Regarding Foundations

The Board of EMCC subscribes to the following statement as adopted by the Mississippi Community College Board (MCCB). It is the responsibility of each duly authorized community or junior college board of trustees to assure that any foundations associated with that college and/or any foundation which exists as a result of the combined efforts of individual colleges with which that board or its staff has an association comply with all applicable state and federal regulations and statutes; that such foundations are audited on an annual basis by an independent auditor or audit firm which employs Generally Accepted Auditing Standards (GAAS); that the results of such audits be presented to each applicable board as a part of an official meeting; and, furthermore, that each duly authorized Board take any necessary steps required to assure the operation of such foundation(s) in a manner that best serves contributors and the general public. The MCCB accepts responsibility for this position statement with respect to any foundations established by the MCCB.

2.19.3 Grants and Contracts Funded from External Sources

With all special projects or programs that are funded by external grants and/or contracts, the purposes of such activities shall conform to the mission and goals of the College. In all externally funded institutional activities, the College shall maintain control of the activities.

Specific terms of agreement that protect the integrity of the College shall be identified or established prior to the acceptance of any grants. The President or the President's designee is authorized to sign grant applications submitted to federal and state funding agencies, as well as private grant-making foundations on behalf of the College. All grants and contracts funded from external sources must be approved by the Board prior to receiving or expending such funds.

2.19.4 Federal Grants

East Mississippi Community College has developed the following policies and procedures to ensure effective cash management for Federal Programs to:

- (1) Provide a comprehensive, coordinated, timely, and secure policy for managing the federal draw-down of funds for payment of grant-related expenses,
- (2) Ensure that those who are responsible for electronic federal draw-down work processes have adequate information in a timely manner and can perform all of their duties,
- (3) Meet all cash requirements for grant management in compliance with the federal Cash Management Improvement Act (CMIA) policies, and
- (4) Provide accurate record-keeping.

Policy and Guidelines

The draw-down of federal funds shall follow the appropriate draw-down procedures specified by OMB Circular A-133. Draw-down of federal funds must be made according to the following guidelines:

- Draw-down of funds will be made as closely as possible to the actual expenditure of funds
- Monitor the fiscal activity (draw-down and payments) under grant on a continual basis
- Plan carefully for cash flow grant project during the budget project and review project cash requirements before each draw-down.

Internal Control

Authorization of Transactions: All transactions and supporting documentation (e.g., purchase orders, invoices, etc.) are reviewed by the Grants Accountant and/or CFO for approval. The finance office must process all transactions dealing with disbursements and track them through its accounting system. Transactions should be posted and reconciled in a timely manner.

Cash Management Procedures

The Grants Accountant and/or CFO shall manage cash so that draws of federal monies are as close as administratively feasible to the related program expenditures.

The Cash Management Improvement Act (CMIA) requires EMCC to demonstrate when receiving funds that the district has already expended the federal funds.

Violating CMIA requires a return of federal funds with interest. If EMCC receives an over-payment of federal funds, EMCC must submit a refund to the Division for the over payment amount plus any interest that could have accrued on the over-payment to comply with the CMIA.

Time and Effort

A cost objective is defined as "a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to

accumulate and measure the cost of processes, products, jobs, capital projects, etc.” Uniform Awards Section 200.28, 200.44, and 200.60.

Title 2 in the Code of Federal Regulations (2CFR), Subtitle A, Chapter II, part 225 (formerly OMB Circular A-87)

1. Charges to federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.
2. No further documentation is required for the salaries and wages of employee who work in a single indirect cost activity.
3. Where employees are expected to work solely on a single federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.
4. Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports of equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:
 - (a) More than one Federal award,
 - (b) A federal award and a non-federal award,
 - (c) An indirect cost activity and a direct cost activity,
 - (d) Two or more indirect activities which are allocated using different allocation bases,
 - or (e) An unallowable activity and a direct or indirect cost activity.

Procurement and Purchasing

Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance “Super Circular,” 2 CFR 200 (UGG), as a condition of receiving funds and to meet annual audit compliance. In an effort to keep policy for all grants consistent, this college implements the new federal guidelines regarding procurement for all federal grants immediately.

The Grants Accountant and/or CFO will maintain and update federal procurement policies coordination with the finance department as a part of its standard processes and procedures.

Public funds shall not be expended from any source(s) for purposes which are political, including but not limited to, the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

Fiscal Management

Internal Control of Cash receipts

Internal Control of Cash Receipts

The CFO shall develop a plan of organization under which employee duties are so arranged and record and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. The work of employees shall be subdivided so that no single employee performs a complete cycle of operations. The procedures to be followed shall be

definitely laid down and require proper authorization by designated officials for all actions to be taken.

All monies shall be receipted to the college using a receipt numbering system. Under no circumstances shall monies be deposited to any bank account without a proper receipting of such monies. Any and all documentation necessary to support the cash receipts shall be maintained on file.

ADMINISTRATIVE CONTROLS include, but are not limited to, the plan of organization and the procedures and records that are concerned with the decision processes leading to management's authorization of transactions. Such authorization is a management function directly associated with the responsibility for achieving the objectives of the organization and is the starting point for establishing accounting control of transactions.

ACCOUNTING CONTROLS comprise the plan of organization and the procedures and records that are concerned with the safeguarding of assets and the reliability of financial records and consequently are designed to provide reasonable assurance that:

1. Transactions are executed in accordance with management's general or specific authorization.
2. Transactions are recorded as necessary (a) to permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements and (b) to maintain accountability for assets
3. Access to assets is permitted only in accordance with management's authorization.
4. The recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any difference.

Characteristics of reliable internal control systems are:

1. Segregation of Responsibilities—This characteristic is sometimes referred to as “division of duties.” There should be segregation of the three main duties associated with transactions.

These are:

- A. Authorization to execute a transaction
- B. Recording the transaction
- C. Custody of assets involved in the transaction

2. Authorizations and Record Procedures - This characteristic refers to “a system of authorization and record procedures.” Such a system means that approved procedures and methods should be employed by management's accounting function.

3. Sound Practices—This characteristic refers to “sound practices in the performance of duties and functions.” Sound practices refer to the many and varied error-checking routines that may be performed in connection with record keeping, including periodic comparison of recorded amounts with existing assets and liabilities.

4. Quality of Personnel- This characteristic is the most important and the most difficult to evaluate. This refers to the “competence of personnel.”

5. Actual System Performance—Any system may be beautifully designed, but if the personnel do not operate the system as designed, then the system exists only on paper.

Federal Purchasing and Procurement

East Mississippi Community College shall comply with all state and federal laws regarding purchasing and procurement. The implementation of this guidance is to reduce administrative burden and risk of waste, fraud, and abuse for federal awards.

When utilizing federal funds, college staff must strictly adhere to the guidance and rules outlined by the Office of Management and Budget (OMB) in the Uniformed Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 part 200); including but not limited to the following:

- Federal Purchases of services under \$10,000 are considered “micro purchases.” The purchase orders for micro purchases may be awarded without soliciting any competitive quotes if the costs are deemed reasonable. To the extent practicable, these purchases should be distributed equitable among qualified suppliers.
- All federal purchases of services between the amounts of \$10,000 to \$250,000 must have at least two (2) price or rate quotes. Any services over \$250,000 will follow the competitive bidding process.

The state of Mississippi is more restrictive on the purchase of goods (commodities); therefore, college staff must also adhere strictly to the guidance and rules outlined by the Mississippi State Purchase Law Summary, including the following:

- For all (irrespective of funding source) purchases of goods (commodities) between the amount of \$5,000 and \$74,999.99, staff must secure at least two (2) price quotes.
- For all (irrespective of funding source) purchases of goods (commodities) over \$75,000 must adhere to the Mississippi State Purchase Law Summary which requires the application of competitive bidding process.

East Mississippi Community College will utilize the Procurement Review checklist and Socioeconomics Outreach forms to provide reasonable assurance the procurement of goods and services are made in compliance with provisions of 2CFR Part 200.

Purchase of food, drink, and food supplies will be made by following the normal required purchasing procedure of the college. All documentation submitted for the purchase of food items must have a meeting agenda attached and a sign in sheet listing participants.

2.20 Planning Process for EMCC

The Board, administration, faculty, and staff of EMCC recognize the necessity of broad-based and comprehensive planning and evaluation procedures and practices in ensuring the institution's effectiveness in accomplishing its mission.

The planning process establishes clear directions and results in measurable objectives for each division within the College. The planning process is designed for broad-based participation of faculty and staff and ensures that all employees have the opportunity for input. The process supports the College's mission, formulates educational goals consistent with the mission, identifies strategic priorities, incorporates evaluation measures, guides the institution in assessing effectiveness, and ensures that the

College uses the results of evaluations for improvement throughout the entire institution. The planning process and its interrelated steps are found in the annual *EMCC Strategic Plan*.

2.21 Substantive Change Policy

Institutional integrity serves as the basic contract defining the relationship between the Commission on Colleges and EMCC. The College is committed to operating with integrity and in compliance in all matters. EMCC has developed and implemented the following system to ensure that the institution maintains compliance with the Commission's Substantive Change Policy.

The following executive administrative officers serve on the institution's Substantive Change Council:

- Accreditation Liaison (Chairperson)
- College President
- Members of the President's Cabinet

Changes are reported to the Chairperson of the Substantive Change Council. The Substantive Change Council meets twice a year, or as needed, to review the Commission's Substantive Change policy, to discuss any possible changes planned for the College that might be substantive in nature, and to examine the institution's current offerings and operations to make certain that the College is in compliance with the Commission's Substantive Change Policy.

Proposed changes are reviewed by the committee to determine if they are substantive. If any of the changes are substantive, then the committee also determines the specific procedure (1, 2, or 3) for reporting the change to the Commission. The President is responsible for notifying the Commission of any substantive changes. If the Commission requires the institution to write a prospectus or prepare additional documentation beyond the notification letter, the Accreditation Liaison, with assistance from the Substantive Change Council, is responsible for preparing the documentation and for organizing any onsite substantive change committee visits. Additional committees can also be organized to assist in these tasks.

EMCC's Substantive Change policy is published on the institution's Intranet. In addition, the Substantive Change Council shares the policy and/or any changes to the policy as needed with all of the College's administrators during meetings of the President's Cabinet.

Chapter 3 - Committees and Councils of the College

Committees and councils of EMCC operate in the various areas of the College and contribute to its growth and progress. The committee and council structure in this chapter identifies each committee/council, illustrates the working relationships among committees/councils, and establishes lines of authority between each committee/council and the administration.

Although final authority for governance rests with the administration and the Board of Trustees, the College vests the committees and councils with significant responsibilities. In this way, members of the staff and student body are involved in planning, evaluation, and policy development.

It is the policy of EMCC to prohibit discrimination based on race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law when assigning members to committees, councils, or advisory boards of the College.

The President is expected to establish whatever councils and committees that are deemed appropriate to facilitate the administration and coordination of the College's functions.

For the purpose of clarification, a Council is defined as a group of individuals appointed for a specific purpose or purposes which concerns the entire district and is composed of members from more than one campus/location. A Committee is defined as a group of individuals appointed or selected from one campus/ location to serve a specific purpose or purposes relating to that campus only. The councils and committees may be standing or ad hoc, according to the needs of the College.

The following committees and councils represent the standing committees and councils of the College. Ad hoc and special committees may be appointed as needed. Generally, committee and council appointments are annual and are made prior to the beginning of each year.

Standing committees and councils are expected to meet at least twice annually. Minutes of each meeting should be recorded, duplicated, and distributed to appropriate personnel. Copies of committee/council minutes are maintained on the Office of Institutional Research and Effectiveness intranet site and in the office of the committee/council chairperson.

3.1 Instructional Affairs Council

This council serves as the curriculum committee and handles other matters pertaining to instructional affairs at the district level. The council will consist of two committees (one located on the Scooba Campus and one located on the Golden Triangle Campus) appointed by the Vice President for Instruction. The committees handle local matters and raise issues to be addressed by the full council.

The membership on the Scooba Campus will consist of the Vice President for Instruction, the Associate Dean of Instruction, the Associate Dean of eLearning, one Career-Technical instructor, and three academic instructors. The membership on the Golden Triangle Campus will consist of the Vice President for Instruction, Associate and Assistant Deans of Instruction, three academic instructors, and two Career-Technical instructors. The two committees will comprise the district-wide Instructional Affairs Council.

Recommendations concerning revisions and/or additions to the curriculum will be made by either of the committees to the council. If approved, the council will submit these recommendations to the President. It is the responsibility of the council to ensure that each educational program for which instructional credit is awarded (a) is approved by the faculty and the administration, and (b) establishes and evaluates program and learning outcomes.

3.2 Library Council

The Library Council shall work with the Librarians in the evaluation and development of library policies and objectives. This Council serves to advise the Librarians and make recommendations for improvement of the libraries.

The campus Librarians shall rotate as the chair of the Library Council. If the Director of Library Services is assigned to the Scooba campus, the senior librarian at the Golden Triangle Campus shall be a member of the committee; conversely, if the Director of Library Services is assigned to the Golden Triangle campus, the senior librarian at the Scooba Campus shall be a member of the Council. The remainder of the committee shall be five faculty members from the Scooba Campus and five faculty members from the Golden Triangle Campus. The Council shall be, appointed by the Vice President for Instruction.

3.3 Homecoming Committee

This committee coordinates and implements annual Homecoming activities. The committee shall consist of eleven faculty and staff and two students appointed by the President.

3.4 Commencement Committees

The Commencement Committees plan and implement commencement activities. A committee is named for the Scooba campus and for the Golden Triangle campus. Each committee shall consist of six administrators and faculty from the campus, who shall be appointed by the Vice President for Instruction.

3.5 Beauty Review Committee

This committee plans, organizes, and produces the annual Beauty Review. The committee shall consist of eight faculty and staff members appointed by the President.

3.6 Pine Grove Festival Committees

These committees plan, promote and carry out the activities of the annual Pine Grove Festival on the Scooba campus and the Golden Triangle campus. The membership of each committee will consist of eight faculty and staff members appointed by the Dean of Students for each campus.

3.7 Athletic Committee

This committee evaluates the various athletic programs. The committee shall consist of six faculty and staff appointed by the President.

3.8 Safety Council

This council shall help provide the safest environment possible with regard to students and employees. The Safety Council shall review safety plans and policies and make appropriate recommendations on an annual basis. The council shall consist of the following: the Director of Physical Plant, the chairs of the Math and Science Departments of the Scooba and Golden Triangle campuses, Dean of Students for each campus, the Vice President of Operations, the Director of Information Technology, the Director of Public Information, the Chief of Police, the Assistant Chiefs of Police, and two faculty members appointed by the President.

3.9 Craft-Advisory Committees

These committees are integral parts of the College's planning and evaluation of the career-technical curricula and provide a direct link between the College and the community. These committees counsel and advise regarding the improvement of educational programs in an effort to more adequately meet the needs of the community.

The Craft-Advisory committees consist of at least five individuals who are active or associated with the field of training for each educational program. Each committee is appointed by the appropriate administrator with faculty consultation. All Career-Technical programs awarding either certificates or the Associate of Applied Science degree are required to have a Craft-Advisory Committee.

3.10 Marketing/Recruiting Advisory Council

This council reviews proposed marketing and webpage information and provides input regarding the recruiting strategies of the college. The council is appointed by the President, and has the authority to make recommendations to the President concerning the marketing and recruiting activities.

3.11 eLearning Council

This council evaluates the eLearning program and serves as a resource to the Associate Dean of eLearning. The council shall consist of eight faculty and staff appointed by the President and will be chaired by the Vice President for Instruction.

3.12 Judicial Committees

The Judicial Committees handle matters pertaining to student appeals and due process. One committee is located on the Scooba Campus and one located on the Golden Triangle Campus.

Judicial Committee members shall be appointed by the President, and each committee shall be chaired by the Dean of Students of the respective campus. Each committee shall consist of five administrative or faculty representatives and two students. One additional administrator and one additional faculty member shall serve as alternates in order to ensure timely responses to matters under consideration.

3.13 General Education Competencies Council

This council meets annually to evaluate and approve the general education competencies, competency assessment tool(s) and attainment of competencies. The council makes recommendations to the Executive Council for Planning regarding proposed changes to address deficiencies in the attainment of

general education competencies. The council shall consist of the Vice-President of Instruction, all associate and assistant deans of Instruction, all Division Chairs, eight academic faculty, and two Institutional Research and Effectiveness staff appointed by the President.

3.14 Executive Council for Planning

The Executive Council for Planning advises the President on improvements in policies, procedures and all budget and operational aspects of the College. The primary function of the Executive Council for Planning is to provide leadership, assess institutional performance, review and approve the College mission, vision, values, College goals and strategic institutional objectives, and maintain cohesiveness of policy and operation throughout the College. The Executive Council for Planning shall consist of the President's Cabinet, who represent all instructional, service and administrative units of the College and the President of the College, who serves as chair of the council.

3.15 Registration Committees

Two registration committees will be established, one for the Scooba campus and one for the Golden Triangle Campus. These committees will be responsible for planning registration activities, executing the registration plan, and identifying and implementing improvements in the registration process.

Each registration committee will be chaired by the Dean of Students for the respective campus and consist of instructional deans, and representatives of the Office of the Registrar, the Business Office, the Financial Aid Office, the Student Success Center, Faculty, the Information Technology Office, and the Bookstore. Committee members will be appointed by their respective Dean of Students.

The chair of each committee shall establish regular meeting schedules to ensure consistency in the process on each campus, recognizing that the specifics may differ between campuses. The committees are responsible for organizing fall, spring, and special registration events. Each committee shall address topics including but not limited to the following for each registration event:

- Welcome Tent/Table
- Centralized Locations
- Communication/Feedback
- Detailed Assignments & Responsibilities
- Debrief Sessions
- Surveys

3.16 Financial Aid Council

The Financial Aid Council will be responsible for the following items:

- Satisfactory Academic Progress (SAP) appeal review in cases where students do not accept decisions of the financial aid office.
- Discuss financial aid policy and recommend revisions when appropriate.
- Establish scholarship criteria for endowed and institutional scholarships.
- Review scholarship applications and select recipients for awards requiring a council decision.

The President shall appoint members of the Council, and the Council shall be chaired by a senior administrator who manages financial aid processes for the College. The Council shall consist of two

faculty members, five staff members, and the presidents of the Student Government Associations of the Scooba Campus and the Golden Triangle Campus. One additional administrator and one additional faculty member shall serve as alternates in order to ensure timely responses to matters under consideration.

3.17 Sunshine Committees

Two Sunshine Committees will be established, one for the Scooba campus and one for the Golden Triangle Campus. These committees will be responsible for collecting employee donations to be used in sending cards/flowers to an employee who is hospitalized due to illness/surgery and to an employee whose immediate family member has passed.

Each Sunshine Committee will be composed of 2 faculty and 2 staff members at the Scooba campus and 4 faculty and 4 staff at the Golden Triangle campus. The Sunshine Committee for each campus will be appointed by the President.

3.18 Hospitality Committees

Two hospitality committees will be established, one for the Scooba campus and one for the Golden Triangle Campus. These committees will be responsible for planning and executing the retirement reception each year, and working with the Dean of Students to plan and execute employee holiday reception/events. Each hospitality committee will be chaired by an Associate Dean of Instruction and consist of 2 faculty and 3 staff members and will be appointed by the President.

3.19 Term Set-Up Council

The Term Set-Up Council defines the critical dates for each term and validates their entry in Colleague, thus ensuring the accuracy of class schedules that lead to correct student billing and distribution of financial aid.

Membership includes the Registrar, the Associate Dean of eLearning, representatives from Instruction, the Business Office, Financial Aid, Recruiting, Athletics, and Administrative Computing. The Registrar serves as Chair of the Term Set-Up Council. Members of the council are appointed by the President.

3.20 Substantive Change Council

The Substantive Change Council has responsibility for insuring that the College remain in compliance with the SACSCOC Policy on Substantive Change. The membership and responsibilities of the Council are described in detail in Chapter 2.20 of the EMCC Policies and Procedures Manual.

3.21 Convocation Planning Council

The Convocation Planning Council shall have responsibility for planning and conducting all events associated with the annual Fall Convocation of East Mississippi Community College. The goal of the Council shall be to provide one day of engaging activities that includes opportunities for sharing information, facilitating cooperation, professional development, and inspiration that sets the tone for the upcoming academic year.

The Fall Convocation shall be held on the Scooba Campus in odd-numbered years and on the Golden Triangle Campus in even-numbered years. On occasion, this schedule may be altered at the direction of the President.

The Convocation Planning Council shall consist of two (2) faculty and two (2) staff from the Scooba Campus and two (2) faculty and two (2) staff from the Golden Triangle Campus. The Vice President of Operations and the Vice President for Instruction shall be standing members of the Council. In addition, one (1) full-time staff or faculty representative shall be appointed from the College's additional instructional locations. This appointment shall rotate annually between the additional instructional locations. The Council shall be chaired by the Dean of Students of the hosting campus for the upcoming year. The administrative assistant to the Vice President of Operations shall be assigned as one of the staff representatives when the Golden Triangle Campus is the hosting campus, and the administrative assistant to President shall be assigned as one of the staff representatives when the Scooba Campus is the hosting campus. Members of the Council shall be appointed by the President.

3.22 Enrollment Management and Retention Council

The Enrollment Management and Retention Council shall have responsibility for reviewing retention trends within the College and identifying best strategies to increase student retention. The Council will also review enrollment management practices to identify methods to streamline customer service delivery.

The Enrollment Management and Retention Council shall be co-chaired by the Vice President of Enrollment Management and the Vice President of Instruction. The Council shall consist of Dean of Student from both campuses, Admissions representative, Associate Deans, District Director of Advising, Retention, & Student Success, an Adult Education representative, and Faculty from each academic division and campus.

3.23 Grievance Committee

The Grievance Committee shall review the grievance and appeal documentation and interview both the grievant and the respondent. The committee shall vote on either granting or denying the appeal.

The Grievance Committee shall be composed of a member of the President's Cabinet, two associate/assistant deans of Instruction and two peer faculty appointed by the President. The President will designate one of the above to chair the committee.

Chapter 4 - Personnel

The following chapter provides an overview of the personnel policies and procedures established by the institution and approved by the Board.

4.1 Definitions of Personnel Categories

EMCC defines two categories of employees for the purposes of compensation qualification, in accordance with United States Department of Labor's Fair Labor Standards Act (FLSA), **Exempt Employees and Non-Exempt Employees**.

4.1.1 Exempt Employees

An Exempt Employee is an employee that is classified as an executive, administrator, or professional. Exempt employees are not eligible for any form of overtime compensation and are not required to document daily work hours. The following are prime examples of Exempt Employees, but should not be considered a complete list of Exempt Employees at EMCC.

- **Executive** – shall mean the President, Vice Presidents, Chief Financial Officer and other employees with duties established to manage the College or a significant division of the College.
- **Administrator** – shall mean Deans, Associate Deans, Assistant Deans, Directors, Assistant Directors, and other employees with duties established to manage the operations and services of defined units of the College.
- **Professional** – shall mean Full-time Faculty, Part-time Faculty, Counselors, Advisors, Coaches and other employees with duties established to directly deliver academic services and support to students.
- **Full-time Faculty** is a full-time employee with the designation of instructor, trainer, or other employee with duties relevant to the teaching profession, who is actually awarded an employment contract and whose primary assignment is teaching courses that award credits. All faculty must meet the appropriate credentialing requirements for their discipline and the degree or certificate awarded by the college. Also, a full-time employee who is credentialed as a qualified professional librarian and works in that capacity for the college will be considered as full-time faculty and be awarded an employment contract.
- **Part-time Faculty (Adjunct Faculty)** is a full-time or part-time employee, regardless of job title, who has executed a Part-time Teaching Agreement with the college to teach one or more courses that award credits. All faculty must meet the appropriate credentialing requirements for their discipline and the degree or certificate awarded by the college.

4.1.2 Non-Exempt Employees

Any employee of EMCC that cannot be placed in the categories of executive, administrator, professional, or faculty shall be considered a Non-Exempt employee. Non-Exempt employees are eligible for overtime compensation and are required to document daily work hours.

4.1.2.1 Overtime Compensation Policy

In extreme circumstances overtime may be required or requested by the supervisor. Non-exempt employees must receive prior written authorization by their supervisor before working overtime. Supervisors and department heads are accountable for ensuring that non-exempt employees do not work overtime hours that are not compensated for, and are also accountable for the need for and results of overtime expenditures.

In compliance with the FLSA relating to overtime pay, non-exempt employees who work in excess of 40 hours during the work week will be awarded compensation in either pay or time at an hourly rate equal to one and a half times.

All EMCC employees subject to the FLSA rules relating to overtime pay shall be awarded compensatory time for overtime worked, not pay. An employee may be awarded pay for overtime worked if, and only if, it has been agreed upon by the employee's direct supervisor and the respective Vice-President in writing.

4.1.2.2 Calculation of Overtime Compensation

A maximum of 240 compensatory hours may be accrued by non-exempt employees at any given time, except for law enforcement personnel. Law enforcement personnel may accrue a maximum of 480 compensatory hours. All hours worked in excess of this compensatory time maximum will be paid in overtime wages.

Compensatory time is credited at time and one half for each hour of overtime over 40 hours during the work week.

Upon termination of employment at the college, the employee will be paid for all accrued compensatory time at the employee's current pay rate or at the average of the employee's pay rated for the past three years, whichever is higher.

4.1.2.3 Use of Overtime Compensation Time

Non-exempt employees will be permitted to use compensatory time, just as they would use leave time, within a reasonable time and at the discretion of the employee's direct supervisor, subject to the operating needs of the College. For most non-exempt employees, the preferred schedule for using compensatory time will be within the same pay period it was earned. All employees must complete, and submit for approval, the EMCC Request for Leave Form when using compensatory time.

4.2 Equal Employment Opportunity

EMCC does not discriminate on the basis of race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law in its programs and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies:

Office of the Director of Human Resources/Payroll
1512 Kemper Street
Scooba, Mississippi 39358
662.476.5274

4.2.1 Non-Discrimination and Anti-Harassment Policy and Grievance Procedures - General Statement of Policy

EMCC is committed to providing all students and adults with a safe and supportive school environment. Members of the college community are expected to treat each other with mutual respect.

It is hereby the policy of EMCC to oppose and prohibit discrimination race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law. Harassment is also a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated. Any discrimination or harassment of a member of the college community by another member of the college community is a violation of this policy.

EMCC shall investigate all complaints of discrimination and/or harassment; formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Procedure to file a grievance based on discrimination or harassment is as follows:
Complaints should be addressed to the Director of Human Resources, P.O. Box 158, Scooba, MS 39358, telephone (662) 476-5000.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint must be filed within ten (10) working days after complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by a person designated by the President. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the person so designated in No.3 and a copy forwarded to both the Director of Human Resources and the complainant no later than twenty (20) working days after its filing.
5. The Director of Human Resources shall maintain the files and records of EMCC relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within five (5) working days to the Director of Human Resources who will remand the complaint to the President's grievance committee.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA

(Americans with Disabilities Act) complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that EMCC complies with and implements the appropriate regulations.

Retaliation

It is a separate and distinct violation of this policy for any member of EMCC's community of faculty, staff, and students to retaliate against any person who reports alleged discrimination or harassment. Further it is also a violation of this policy to retaliate against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such discrimination or harassment. It is possible to have violated this anti-retaliation provision even if the underlying complaint of discrimination or harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation or reprisal and may be addressed through application of the same reporting, investigation, and enforcement procedures as for discrimination and/or harassment. In addition, a person who knowingly makes a false report may be subject to the same action that EMCC may take against any other individual who violated this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of discrimination or unlawful harassment.

Consequences

Any college employee or student who is found to have violated the discrimination, harassment, or retaliation policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, transfer, termination, or discharge.

Reporting

Any college employee who observes, overhears or otherwise witnesses discrimination or harassment, which may be unlawful or to whom such discrimination or harassment is reported, must take prompt and appropriate action to prevent its reoccurrence.

4.2.2 Sexual Harassment Policy

It is the established policy of the East Mississippi Community College Board of Trustees that the institution maintains a work, study, and social environment in which its students and employees are free from sexual harassment. Such harassment may be a violation of the law and damages the integrity of the student-faculty or employee relationships. All employees and students are to be provided a work and study environment that is free of sexual overtures or pressures. Expressly prohibited is sexual harassment as defined by the EEOC and stated as follows:

"Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions

affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."*

*Equal Employment Opportunity Commission, 29 CFR Part 1604.11 45FR25024, "Guidelines on Discrimination Because of Sex."

This prohibition against sexual harassment applies to the employer/employee, student/faculty, employee/employee and student/student relationship in the college environment.

Procedure for Harassment Complaints

Initial complaints of sexual harassment should be made either orally or in writing to the individual's supervisor or to another higher-level administrator. A written report may be required at a later point. All such complaints must be brought to the attention of the EMCC District Civil Rights Compliance Coordinator/EEOC designee. All harassment complaints are to be investigated by a thorough and fair procedure. The employment/student status of the individual lodging the complaint shall in no way be jeopardized because of the action. Corrective action will be taken in the event that sexual harassment complaints are found to be valid.

Acknowledgement

All employees of the College are required to have a signed copy of the Sexual Harassment Policy in their personnel file.

ACKNOWLEDGEMENT
EAST MISSISSIPPI COMMUNITY COLLEGE
SEXUAL HARASSMENT POLICY

I have received a copy of the East Mississippi Community College Sexual Harassment Policy.

I agree to abide by the policy statement as condition of my employment with the East Mississippi Community College District.

4.3 Employment Procedures

Administrators, faculty, and staff members are employed at EMCC according to the following procedures:

4.3.1 Position announcements will be developed; which will include the following: Name of position, description of position, qualifications for position, and application requirements. A completed application will include an official college application, appropriate college transcripts, and any other information that may be requested in the position announcement. The final candidate, prior to employment, must provide official college transcripts, complete a security background check, and complete all other required employment forms.

4.3.2 Notice of vacancies, which are not to be filled from within the institution, shall be advertised in the appropriate media.

4.3.3 Minimum requirements and job descriptions may be mailed to appropriate institutions and will be made available as requested by applicants.

4.3.4 Positions that require special skills (e.g., typing, writing, mathematics, and computer usage) may have qualifying tests to ensure that applicants possess the needed skills.

4.3.5 An appropriate number of the most qualified applicants will be selected for interviews. The appropriate number will be determined by the number in the total applicant pool and the number who appear to be most qualified. This number should normally be between three (3) and ten (10).

4.3.6 A special committee of EMCC personnel will be appointed by the President to interview the applicants and to bring a recommendation to the President. The special committees shall be representative of the institution and especially of the department or area in which the vacancy exists. The special committee shall ascertain, among other things, that the applicant(s) are knowledgeable and competent in written and oral language skills.

4.3.7 In the case of faculty, the President shall recommend the duly selected applicant to the Board for approval. Should the President not be in agreement with the first choice of the special committee, the President shall ask for the second and following choices of the committee, and others, if necessary, until the President finds a suitable applicant for recommendation. The position announcement may be re-advertised when no suitable applicant is found in the initial search.

4.3.8 The President has full authority to select, direct, employ, and discharge any and all employees other than faculty, pursuant to Mississippi Code 37-29-63-2.

4.3.9 Career-Technical faculty must meet or agree to meet the Mississippi Community College Board (MCCB) competency-based certification requirements as outlined in the current *Qualifications Manual for Postsecondary Career and Technical Personnel*.

4.3.10 All faculty teaching associate degree courses designed for transfer to a baccalaureate degree should possess at least a master's degree in the teaching discipline or a master's degree in any discipline and at least 18 graduate semester hours in the teaching discipline. Both the master's degree and the graduate hours in the teaching discipline must be awarded by a regionally accredited institution of higher education. At the discretion of the President, faculty teaching associate degree courses designed for transfer to a baccalaureate degree who do not meet this requirement may be recommended to the Board for employment, if the faculty member provides documentation of excellence in teaching or other demonstrated competencies and achievements/justification that contribute to effective teaching of student learning outcomes. In all cases of determining acceptable qualifications of faculty, EMCC gives primary consideration to the highest earned degree in the discipline.

4.4 Probationary Personnel

All employees are considered to be hired on a probationary period of one year. During the course of that year, the employee's performance will be evaluated by the employee's supervisor. The appropriate

administrator will recommend to the President whether the employee should be offered employment for an additional year. During this probationary period, the employee will not receive a written statement of the reasons that subsequent employment is not being offered.

4.5 Grievances Not Related to Termination, Non-Renewal of Contract, Discrimination, or Harassment

All employees of EMCC are expected to take any grievance not related to termination or non-renewal of contract to their immediate supervisor, or the next appropriate administrator, for resolution. Employees may initiate a grievance under this policy against an action or failure to act by their supervisor; another employee, including an administrator; or a student which affects the grievant individually. However, if the employee believes that the issue falls within the categories of discrimination or harassment, then the policies and procedures outlined in section 4.2.1 of this document should be followed.

4.5.1 Initiation of a Grievance

Before any formal grievance is filed, there shall be an informal discussion in hopes of a resolution between the grievant and the potential respondent. If the grievance cannot be settled informally, the grievant may submit a formal grievance, which shall include a statement that formal efforts were made to settle the issue. If the respondent is a fellow employee, then the formal grievance shall be filed with the grievant's supervisor. If the respondent is the employee's supervisor, then the formal grievance shall be filed with the appropriate vice president. If the respondent is a student, then the formal grievance shall be filed with the applicable Dean of Students.

A formal grievance must be made in writing, shall provide sufficient detail to allow for a response, and shall state the remedy sought. The formal grievance shall be filed within five business days of the determination by the grievant of the inability to come to an informal settlement, but in no case later than 20 business days after the grievant became aware of the action which is being grieved. Within 10 business days after the receipt of the formal grievance, the administrator shall make a written decision either granting or denying the remedy sought in whole or in part.

4.5.2 Appeals through Administrative Channels

If the grievant objects to the decision made by the administrator, then a written appeal may be made within 10 business days of the receipt of the decision and shall include the original grievance, the written decision, and the reason for the appeal. The appeal shall be filed with the next level of administration above the source of the decision. At each level of appeal below the president, the administrator shall respond to the grievant in writing within 10 business days, following the same format as before.

4.5.3 Appeals to the President's Grievance Committee

If the grievant feels that the grievance has not been resolved after appealing to the administrative levels below the president, a request to meet with the President's Grievance Committee may be filed with the President's Office within 10 business days of receipt of the last

administrative decision. The request shall include the original grievance and copies of all previous appeal decisions.

The grievant and the respondent shall be notified of a meeting by the President's Grievance Committee to be held within 10 business days of the request. The committee shall review the grievance and appeal documentation and interview both the grievant and the respondent. The committee shall vote on either granting or denying the appeal. If the appeal is granted, then the committee shall establish the remedy for the original grievance and the committee chair shall submit it in writing to the grievant and the respondent within five business days after the meeting. If the appeal is not granted, then the committee chair shall report the outcome of the vote and reasons in support of the outcome of the vote to the president, who shall make the final decision and notify the grievant thereof in writing within five business days after the meeting. There are no further appeals.

4.5.4 Withdrawal of a Grievance

The grievant may withdraw a formal grievance at any stage of the proceedings, but may not reinstate it once it is withdrawn. The withdrawal should be made in writing to the individual hearing the appeal.

4.6 Termination and Non-Renewal of Personnel

Any non-faculty employee may be dismissed at any time should that person exhibit malfeasance, inefficiency, insubordination, or other misconduct or omission which, in the opinion of the President, adversely affects EMCC or the working environment of the College. Dismissal of faculty shall be subject to the approval of the Board in accordance to the procedures set forth herein.

Any member of the faculty shall be entitled to the following due process:

4.6.1 The faculty member will be provided a written statement of the reasons for not offering a new contract or the reasons why the faculty member is being terminated during a contract period.

4.6.2 The faculty member has the right to request a meeting with the President's Grievance Committee. Such request for a meeting must be filed within seven days of receipt of the administration's notification of intent to terminate or not renew. The President's Grievance Committee shall be composed of the following:

A member of the President's Cabinet, two associate/assistant deans of Instruction and two peer faculty appointed by the President. The President will designate one of the above to chair the committee.

4.6.3 The faculty member shall be notified of a meeting by the President's Grievance Committee to be held within ten business days of the request for the appeal. The President's Grievance Committee will operate under an informal but structured process. Only the members of the Committee, the faculty member, and the President's appointee may attend the meeting. The format of the meeting will be as follows:

The President's appointee will present the reasons for non-renewal of the faculty member's contract. The faculty member will then be afforded the opportunity to present reasons why the contract should be renewed. The President's appointee will then respond to the faculty member's reasons for renewal. The committee members will ask questions, if they choose, of both the faculty member and the President's appointee. The faculty member and the President's appointee will be dismissed, and the Committee will deliberate. The Committee will consider only information provided during the meeting, and it need consider only information it considers reliable. The Committee will vote on the issue of renewal. The Committee Chair shall promptly report the outcome of the vote and reasons in support of the outcome of the vote to the President, who shall make the final decision and notify the employee thereof in writing within five business days after the Committee meeting date. This time may be reasonably extended due to extenuating circumstances such as the illness or absence of the President.

4.6.4 A faculty member wishing to appeal the decision of the President shall be entitled to request a review of the President's decision by the Board of EMCC and shall file a request in writing with the President of the College within seven calendar days of the notification of the President's decision. The Board shall, upon receipt of a request for a hearing from the faculty member, designate three members of the Board to hear the matter. The Trustees so designated shall have the authority to appoint such other persons, if any, that they deem appropriate to assist and advise such Trustees. The designated Trustees shall set a time, place, and date of such hearing and inform the faculty member of same by certified mail, return receipt requested. The hearing shall be conducted under such rules which shall embody the due process of the law and fairness for all parties. Should the employee desire legal counsel, such employee shall notify the Board or committee at least 24 hours in advance of the hearing. Such counsel should be aware that this is not a formal legal proceeding, shall not be conducted as such, and such counsel's role shall only be in an advisory role to the employee. After the conclusion of the hearing, the designated Trustees shall make a recommendation to the full EMCC Board. At its next regular meeting, or at a special called meeting for this purpose, the Board shall then take appropriate action after considering such recommendation. The Board shall notify the faculty member in writing of its decision on the day following the Board meeting at which the Board makes its final decision regarding such faculty member.

If the faculty member does not request a hearing within the seven-calendar day period, the Board may take action with regard to the termination or re-employment of the faculty member without necessity of a hearing, and the action of the Board thereon shall be final.

4.6.5 Account Termination Policy

This policy covers the account termination, and distribution of email and other files stored on an individual's college-owned computer or assigned space on the campus network when an individual's employment with East Mississippi Community College is terminated. This policy will be retroactively applied to all account holders of East Mississippi Community College, and any future account holders of the institution.

Policy on Account Termination for Staff No Longer in the Employ of the College

The college does not normally review the content of an employee's electronic communication, but these files are stored on college computer systems and the college reserves the right to retain and access them as part of its responsibility for maintaining the college's technology

infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves the employ of the college the following procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person in the college. The “appropriate person” will be identified by the departing individual’s supervisor.

Voluntary Termination

In all voluntary termination cases, the following procedures shall apply:

1. Upon notice of termination, the staff member’s department chair or the immediate supervisor should work with the departing employee to arrange for the preservation of all business-related files both from the employee’s network space and email box as well as to determine the disposition of files of a personal nature.
2. It is the responsibility of the department chair or the immediate supervisor to submit to Information Technology any requests that relate to the transfer of email or other access permissions that need to be migrated from the departing staff member’s spaces to a different individual in the department, even if this is on a temporary basis.
3. It is the responsibility of the departing staff member to delete or transfer all files and email messages that are of a personal nature. These may be transferred to a flash storage drive.
4. The department chair and staff member may request assistance from Information Technology in this process.
5. The immediate supervisor’s office will include an item on its “exit exam” checklist to ensure that the above steps have been completed.
6. The manager may decide whether files are to be transferred to a designated location on the network, such as a shared space or local storage.
7. Sixty (60) days after the account is disabled, the account will be deleted along with all related home directories and mailboxes unless the staff member has submitted a specific request to Information Technology for an extension. Any such request must clearly indicate the specific length of the extension being requested and the final date of account termination that is being requested.
8. In terms of email the staff member may opt to have a message put in place that goes to future senders of messages to their @eastms.edu email address indicating that the person is no longer in the employ of the college and indicating to whom messages should be sent if the message pertains to college business. This message will be in place for a maximum of 30 days. The forwarding of EMCC email outside of the college will **NOT** be put in place to adhere to privacy and security best practices.
9. The overall goal of these procedures is to disable the accounts of the departed staff member as soon as they are no longer actively being used. The extension of privileges will only apply to the staff members email account. All other access will be deactivated upon termination of employment.

Involuntary Termination

In all voluntary termination cases, the following procedures shall apply:

1. As part of the termination process, the department chair or the immediate supervisor should arrange with the designated staff person in Information Technology to secure all files both from the staff member’s network space and email box.

2. It is the responsibility of the department chair or the Immediate supervisor to inform the Director of Information Technology or Network Administrator in advance of any involuntary termination so that appropriate arrangements may be made for the transfer of files and the timely closing of the account of the person to be terminated.
3. If so desired, Information Technology will arrange to transfer all files and email messages of the terminated staff member as part of the process of closing the account. These may be transferred to a designated network space, or local storage.
4. The department chair or the immediate supervisor shall make certain that the designated person in Information Technology is involved in the involuntary termination at the appropriate time.
5. The department chair or the immediate supervisor may decide whether files are to be transferred to a designated location on the network, such as a shared departmental space, for example, or transferred to flash storage drive. At the discretion of the department chair or the immediate supervisor, a copy of some or all of these files may be given to the terminated employee.
6. Sixty (60) days after the account is disabled, the account will be deleted along with all related home directories and mailboxes.
7. In terms of email the department chair or the Immediate supervisor may opt to have a message put in place that goes to the sender of messages to the departed staff member's @eastms.edu email address indicating that the person is no longer in the employ of the college and indicating to whom messages should be sent if the message pertains to college business. This message will be in place for a maximum of 45 days. The forwarding of EMCC email will **NOT** be put in place to adhere to privacy and security best practices.
8. The overall goal of these procedures is to disable the accounts of persons no longer in the employ of the college within 24 hours of his/her last day of work.

Death of an Employee

In the event of the death of a staff member while in the employ of the college, the following procedures shall apply:

1. Upon notice of the death, an individual's supervisor should work with Information Technology to arrange for the preservation of all business-related files both from the employee's network space and email box.
2. It is the responsibility of the manager to submit to Information Technology any requests that relate to the transfer of email or other files that need to be migrated from the departing employee to a different individual in the department, even if this is on a temporary basis.
3. Email messages and files may not be transferred to family members or other non-employees of the college for reasons of data privacy and security policies.
4. The manager may decide whether files are to be transferred to a designated location on the network, such as a shared departmental space, for example, or transferred to a flash storage drive.
5. Sixty (60) days after the account is disabled, the account will be deleted along with all related home directories and mailboxes.
6. In terms of email the department chair or the Immediate supervisor may opt to have a message put in place that goes to future senders of messages to the deceased employee's

@eastms.edu email address. The forwarding of EMCC email will **NOT** be put in place to adhere to privacy and security best practices. The person's supervisor may wish to work with public information to craft such a message, but in the very least the message should indicate to whom messages should be sent if the message pertains to college business. This process would bounce the original message back to the sender along with the new EMCC contact information. This message will be in place for a maximum of 45 days.

7. The overall goal of these procedures is to disable the accounts of persons no longer in the employ of the college within 24 hours of his/her last day of work.

4.7 Personnel Records

The College shall keep official records on all employees. It shall be the responsibility of the President or the President's designated representative to keep said records updated and complete. The official employee records for the district shall be maintained in the Human Resources Department on the Scooba Campus.

A complete personnel file for faculty and professional staff consists of the following:

- An official College application
- Official college transcripts showing all coursework completed as required for position
- Resume or Curriculum Vitae
- Current annual contract or adjunct contract
- Letter of appointment where appropriate
- Official verification of previous work experience as applicable
- I-9
- Annual Drug-Free Compliance Form, starting July 1, 2007
- Annual Sexual Harassment Form, starting July 1, 2007
- Portfolio - to be provided for alternate certification when academic preparation is not used to certify employment of instructor, and consists of documented professional experience, demonstrated contributions, work experience, certifications, licensures, and other specialized training
- Verification of written communications skills
- Background Check Form, starting July 1, 2005
- Everify; starting July 1, 2008

A complete personnel file for support staff consists of the following:

- An official College application
- Official college transcripts showing all coursework completed as required for position
- Resume
- Current letter of appointment or payroll authorization form as applicable
- I-9
- Annual Drug-Free Compliance Form, starting July 1, 2007
- Annual Sexual Harassment Form, starting July 1, 2007
- Verification of written communications skills as applicable
- Background Check Form, starting July 1, 2005

- Everify; starting July 1, 2008

Failure to provide the above documents as requested will result in remuneration being withheld from the employee until such documents are provided or termination of employment. It shall be the duty of the employee to provide the President or the President's designated representative with all required documents.

4.8 Exit Interviews

It is the policy of EMCC that all employees will meet with their immediate supervisor for an exit interview prior to or on the last day of employment. An exit interview form will be completed, signed, and filed in the employee's personnel file in the President's Office. The employees last pay check will not be released until an exit interview is performed.

4.9 Solicitations by the College and by Faculty and Staff

The College shall not solicit funds from or attempt to sell goods or services to employees, and no employee will have a financial interest in the College. All charity or fund-raising campaigns shall be participated in on a voluntary basis by employees of the College. Membership in professional organizations shall be on an individual basis.

4.10 Advertising and Selling on College Property

The College shall not allow commercial advertising or selling on College property without the express consent and written approval of the Board and such consent and approval must be granted in advance. The Board will be most reluctant to grant any such approval. Any fund-raising activities or activities which generate income of any kind must likewise have prior Board approval and are likewise discouraged. Club and student organizations which are approved by the administration are exempt from this requirement.

4.11 Salary Schedule and Contracts

The Board will determine the President's salary each year, and the Chairperson of the Board will provide the President a letter stating the salary for the next year. When the budget is presented to the Board each year, it will contain a list of all employees of the College and the salaries they will be paid for the next year beginning July 1 and ending June 30. It is the policy of EMCC to prohibit discrimination based on race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law when determining salaries of all employees of the College.

4.12 Salaries

4.12.1 Faculty Salary Schedule

The Board shall, with the advice and recommendation of the administration, maintain and publicize to the faculty an appropriate schedule of salaries for full-time faculty. This salary schedule shall give appropriate consideration to educational background, experience, and in the case of career-technical instructors, appropriate work experience.

The salary schedule increments shall be listed as steps, with a separate set of steps indicated for each degree level (e.g., master's and doctorate). The schedule will be reviewed and revised as funds are available, and such revisions will be communicated to all full-time faculty. The Board is committed to providing the maximum salaries possible for employees, consistent with maintaining a sound financial condition for the College as a whole.

4.12.2 Salary Increases

The criteria for receiving a salary increase shall be as follows:

- The instructor shall receive acceptable evaluations from both students and supervisor;
- The instructor shall adequately perform all duties as outlined in job description;
- The instructor shall participate fully in the institutional effectiveness and staff development activities of the College;
- All faculty who meet the above criteria shall receive salary increases recommended by President and as approved by the Board, based on availability of funds. Additionally, faculty may move horizontally on the placement scale, as funds permit, to a higher salary by completing the requirements for the approved plan of educational advancement as approved by the Board.

4.12.3 Placement of New Employees on the Salary Schedule

It is the intent of the Board that the following policy be observed in placing new employees on the EMCC salary schedule. The administration will evaluate preparation, work experience, the demands of the market place, and fairness to current employees as determining factors in exercising sound administrative discretion in determining the placement of new employees on the salary schedule. It is the policy of EMCC to oppose and prohibit discrimination based on race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law in determining the placement of new employees on the salary schedule.

4.12.4 Salary Increases for Special Grant-Funded Projects

All administrators, support staff, and other non-instructional employees of the College serve "at the will" of the President and will be given a letter (not a contract) from the President stating the salary to be paid for the next year and other pertinent conditions of employment. Those employees paid through special grant-funded projects will have their salaries determined by the grant specifications. These employees may receive an increase in salary when non-grant-funded employees do not receive an increase, or they may fail to receive an increase that is granted to other employees, when funds are not made available through their funding agency.

4.12.5 Evaluation of Faculty, Administrators, Professional Staff, and Support Staff

All faculty, administrators, and professional/support staff shall be evaluated annually by their supervisor. In addition to documenting the effectiveness of the institution, evaluations shall also be for the purpose of improving instruction and job performance at all levels. In some cases, evaluation results may be used as one factor in making personnel decisions regarding

reemployment of individual personnel. In all cases, evaluation shall be used first to help improve the performance of individuals to the extent that they will become more effective and productive employees.

The President shall have the responsibility of establishing the overall evaluation system of the College but may delegate to other appropriate designated representatives the development and implementation of such program in any way that the President deems most suitable and effective.

In all cases, personnel shall have the right to see the composite results of evaluations, and supervisors shall have the responsibility to review the evaluation results with employees for the purpose of improving performance.

4.12.6 Evaluation and Plan of Improvement

Any employee that is placed on a plan of improvement based on supervisor evaluation, job performance or productivity, is not eligible to teach courses beyond regularly assigned load or to receive any increase in salary until the employee is no longer under a plan of improvement. The respective vice president shall have the authority to assign or determine whether the outcomes of the plan of improvement have been satisfied.

4.13 Assignment of Administrative Personnel

The President may assign and reassign administrative and non-instructional personnel, as the needs of the College shall require. However, administrative and non-instructional personnel are generally qualified in specialized fields of study and shall be assigned to employment positions based upon qualifications. Administrative and non-instructional personnel may request reassignment to other employment positions within the College for which they are qualified. Such a request shall be submitted to the President.

4.14 Assignment and Supervision of the Staff

According to Mississippi Code 37-29-63-2, the President has the authority to appoint all staff members of the College. Such staff may be assigned, reassigned, and terminated by the President according to the needs of the College. All staff will have an immediate supervisor, and each may request reassignment to open positions for which they are qualified. Employees (administrator, professional or support staff) wishing to terminate service with the College shall, at least two weeks prior to the date of termination, notify their immediate supervisor who shall notify the President.

4.15 Job Descriptions

It shall be the duty of the President to prepare, or cause to be prepared, job descriptions for all personnel employed by the College. When necessary, the President shall review and update job descriptions for all personnel and shall familiarize said personnel with their duties and responsibilities as defined by job descriptions.

4.16 Time Schedules and Workloads for Personnel

Normal office hours of the College are between 8:00 a.m. and 4:30 p.m. Monday through Friday. Full-time, non-instructional personnel shall observe a work week no less than 35 hours, as agreed upon or required by their supervisor or the President, which may be different than normal office hours. Workloads for non-instructional personnel shall consist of all duties and responsibilities outlined in respective job descriptions and all other duties that may be assigned by the President. Extra duties will at times extend beyond the employee's regularly scheduled work hours.

4.17 Special Duty Assignments

Time schedules and working hours for all personnel shall be established by the President and shall be appropriate for accomplishment of all duties and responsibilities outlined in respective job descriptions and all other duties as may be assigned by the President and/or immediate supervisor. It is recognized that special duty assignments may be made to employees outside the job description, but which are a part of the responsibility which must be shared by College personnel. To the best extent possible, the President and/or immediate supervisor shall assign workloads among personnel on an equitable basis.

4.18 Faculty Housing Policy

EMCC provides available housing to eligible full-time faculty and staff, as designated by the Board, as a service to those individuals. The EMCC housing policy is based on equal opportunity for eligible individuals to secure housing.

4.18.1 Designated Employees Required to Live on Campus

The President of EMCC may be required to live on the Scooba campus in the President's home. If the President lives in the President's home, the President will receive said housing at no cost.

At the discretion of the President, based upon written justification that supports institutional goals and upon approval by the Board, eligible personnel may be required to live on campus. Utilities shall be paid by the occupants of such housing, except for those with special security and duty assignments which have been excluded by special Board approval from paying rent or utilities.

4.18.2 Designated Employees Not Required to Live on Campus

Persons who are not required to live on campus by the Board may sign a housing "wait list" on a "first-come, first-served" basis in order to be considered for occupancy of College housing that has become vacant. Employees who are required to live on campus will have priority over those who are not required to live on campus. Refusal of housing offered following a vacancy shall remove the person from the current list. At the discretion of the President, based upon the best interests of the College and with the approval of the Board, eligible employees may be repositioned in the housing "wait list." The amount of rent for the occupied housing shall be based on the fair market value of similar rental property in the area. Utilities shall be paid by occupants of such housing.

4.18.3 Approved Amounts for Rent of College Housing

The amount of rent payment approved by the Board for College housing is as follows: House - \$200.00 per month, Dormitory Room \$100.00 per month; other housing - at a rate recommended by the President and approved by the Board.

4.19 EMCC Leave Policy

It is the policy of EMCC to oppose and prohibit discrimination based on race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law in granting or approving sick or annual leave.

The Board of EMCC has established the following policy concerning sick leave and annual leave:

4.19.1 Sick Leave

The general health and well-being of employees is of great importance to EMCC. The sick leave policy is designed to provide position and salary continuation in the event of illness and to promote sick leave conservation for extended protection and maximum accrual for employees.

Employees must notify their supervisor, or the next highest administrator if the supervisor cannot be contacted, as soon as they determine that they will be unable to work, but no later than the starting time of their work day. Employees must notify their supervisor on each day of absence, unless other arrangements have been made in advance. Three consecutive days of absence without notice to the employee's supervisor will be considered job abandonment and is cause for immediate dismissal from employment.

The President may modify classroom instructional responsibilities of full-time faculty and allow for equivalent academic service when illness prevents them from performing their teaching duties. Requests for such accommodation must be made in writing directly to the President. In all circumstances, the instructional needs of the College will be considered paramount, and there will be no appeal of the President's decision.

All sick leave used shall be submitted to the supervisor prior to the absence, whenever possible, or on the first day of returning to the workplace on an EMCC Request for Leave Form. Request for Leave Forms should be submitted to the employee's supervisor at least five days prior to elective absences or on the first day following an unplanned sick leave absence. Falsification of the EMCC Request for Leave Form shall be cause for dismissal.

For any absence due to illness, the President or the President's designee may require a written statement from the employee's health care provider, certifying the medical necessity of the absence. The College also reserves the right to require any employee to submit to examination by a health care provider of the College's choosing for continuation of payments under this policy.

EMCC employees are covered by the Family and Medical Leave Act of 1993 which addresses extended illnesses as well as maternity leave. Detailed information concerning the Family and

Medical Leave Act of 1993 is available in the Business Offices on the Scooba Campus and the Golden Triangle Campus. Nine – 11-month employees are allowed 10 sick days per year (2 days may be used for extraordinary leave). Twelve-month employees are allowed 12 days per year (3 days may be used for extraordinary leave). Extraordinary leave is defined as personal business needs (e.g., legal matters, funerals, nonfamily). Extraordinary leave is not additional leave and is deducted from sick leave.

Beginning with the 1991-92 school year, accumulation of sick leave shall be unlimited, but the College will compensate only for a maximum of 90 days in any one school year beginning July 1, 1991. As of July 1, 1991, the total number of days that shall apply toward the 90 compensated sick leave days shall be determined by the number of unused sick leave days in each employee's account. Sick days not used prior to retirement or termination shall be certified to the PERS for retirement credit.

Sick leave shall be credited at the rate of one (1) day per month. No deduction from an employee's pay shall be made for absences due to sickness until all sick leave allowances have been used. When such deduction becomes necessary, the daily salary will be computed at the rate of 1/20 of the employee's monthly salary, in certain circumstances, the administration may require that sick leave absences be validated by the employee's physician.

Sick leave can be used for personal illness/disability and catastrophes involving the employee's immediate family. Catastrophes shall be considered serious illness or death of members of the employee's immediate family. Immediate family members normally will be interpreted to include the employee's spouse, parents, siblings, children and grandparents, father-in-law, mother-in-law, brother-in-law, and sister-in-law. Absence with pay for catastrophes involving the immediate family will be limited to five (5) working days from existing accrued sick leave for each catastrophe, unless approved by the President in cases of extreme circumstances. Such approval shall be subject to review and approval by the Board of Trustees.

The College shall not pay for earned unused sick leave upon termination of employment or retirement. Sick leave may not be advanced.

4.19.2 Annual Leave

Twelve-month employees shall receive 96 hours per year, earned and credited at the rate of one day per month's employment. Individuals employed for less than twelve months per year shall receive no annual leave.

Annual leave earned in one fiscal year must be taken by June 30 of the following fiscal year. Unused earned annual leave shall be added to an employee's sick leave accumulation and certified for retirement credit.

The College may not pay for earned unused annual leave upon termination of employment or retirement.

Immediately prior to an employee's effective date of resignation or retirement, the employee may not take more than 20 days of accrued annual leave.

4.19.3 "Grandfathering" of Leave Status

Each individual employee's leave record as of June 30, 1991, will be evaluated, and leave earned and not used under prior policy or policies will be credited to the employee's leave account effective July 1, 1991. This record of leave earned previously will become an official part of the permanent account record to be kept current from this date forward.

4.19.4 Leave Transfer

Leave from state agencies, schools, junior colleges, senior colleges, or any other entity shall not be transferable to East Mississippi Community College.

4.19.5 Unused Accumulated Leave/Death of Employee

Should an EMCC employee who has unused accumulated leave die before becoming vested in the state retirement system, any remaining compensation or benefits will be handled according to current state code addressing such matters.

4.19.6 Donation of Sick Leave

Any employee may donate a portion of his or her earned sick leave to another employee, in accordance with the following:

The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of earned Sick Leave that is to be donated, and shall submit a "Request to Donate Sick Leave" form to their supervisor. The donor employee's supervisor then shall notify the recipient employee's supervisor of the amount of leave that has been donated by the donor employee to the recipient employee.

An employee must have exhausted all of his or her earned Personal Leave and Sick Leave before he or she will be eligible to receive any leave donated by another employee. If the final approval date of the "Request to Donate Sick Leave" occurs after the recipient employee has exhausted all leave and has already received deductions in pay, the donated leave shall not be used retroactively to reinstate pay. However, the donated leave may be transferred at the beginning of the current pay period and forward.

Before an employee may receive donated leave, he or she must provide his or her supervisor with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

If an employee is aggrieved by the decision of his or her supervisor that the employee is not eligible to receive donated leave because the injury or illness of the employee or member of the employee's immediate family is not, in the supervisor's determination, a catastrophic injury or illness, the employee may appeal the decision to the appropriate Vice President.

The maximum period of time that an employee may use donated leave without resuming work at his or her place of employment is forty-five (45) days, which commences on the first day that the recipient employee uses donated leave.

The failure of any supervisor of any employee to properly approve and submit for deduction an employee's donation of leave to another employee from the donor employee's earned Sick Leave shall constitute cause for disciplinary action up to and including the dismissal of the supervisor.

No person through the use of coercion, threats or intimidation shall require or attempt to require any employee to donate his or her leave to another employee. Any person who alleges a violation of this paragraph shall report the violation to the EEOC Compliance Officer. Any person found to have violated this paragraph shall be subject to removal from office or termination of employment.

No employee can donate leave after tendering notice of separation for any reason or after termination.

In order for an employee to be eligible to receive donated leave, the employee must:

- Have been employed for a total of at least twelve (12) months by the employer on the date on which the leave is donated; and
- Have been employed for at least one thousand two hundred fifty (1,250) hours of service with such employer during the previous twelve-month period from the date on which the leave is donated.

Donated leave shall not be used in lieu of disability retirement.

For the purposes of this subsection, "immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

"Catastrophic injury or illness" means a serious injury or illness of an employee or a member of an employee's immediate family which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. This may include physical or mental health illness.

4.19.7 Military Leave/Veteran's Re-employment Rights

In accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994, an employee who is in "uniformed service" (full-time and reserve components of the Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, and the commissioned corps of the Public Health Service) and ordered to duty to participate in training at encampments, field exercises, maneuvers, out-door target practice, fitness for-duty examinations or for other exercises is entitled to leave of absence from respective duties, without loss of pay, time, annual leave, or efficiency rating.

An employee is eligible to take military leave if;

1. the employee or an appropriate officer of the branch of the uniformed service in which the employee will be serving gives advance written or oral notice of the employee's military service to the department. The department can request supporting documents from the employee upon the employee's return from military leave; and,
2. the combined length of the employee's previous military absences from the University does not exceed five years.

Under federal law, an employee is entitled to re-employment upon discharge from the service including, but not limited to, reinstatement to the former position or similar position, reinstatement of benefits, and protection from arbitrary discharge. For detailed information regarding veterans' re-employment rights, contact the Department of Human Resources.

Paid Leave - The first 15 days of military leave in any calendar year may be with pay if the employee provides a copy of orders to duty/verification of military service. An employee may be granted personal leave for the period in excess of 15 days by the department/unit head when requested.

Unpaid Leave - If an employee does not wish to utilize accrued personal leave or provide a copy of orders to duty/verification of military service, the employee must be granted leave without pay until relieved from military duty.

Procedure

Employees requesting paid military leave must:

- Submit to the department head a completed Leave Form with an attached copy of orders to duty/verification of military service.
- Indicate on the Leave Form the dates of military leave (not to exceed 15 days per calendar year) or the dates of personal leave.

Employees requesting unpaid military leave must:

- Submit to the department head a completed Leave Form indicating that it will be leave without pay, along with an attached copy of orders to duty/verification of military service.
- Indicate on the Leave Form the dates of leave without pay.
- If the leave of absence without pay exceeds one month, the employee should contact the Department of Human Resources regarding continuation of benefits during the approved leave of absence.

4.20 Other Institutional Effectiveness Processes

The President shall have the responsibility and authority of ensuring the SACSCOC *The Principles of Accreditation*: Foundations for Quality Enhancement regarding institutional effectiveness are in compliance and become an integral part of the institution's planning and assessment process.

The President shall assign individuals, committees, departments, etc., to the various tasks required to participate in the institutional effectiveness activities of the College as a mandatory part of their duties, whether or not such participation is stated in job descriptions.

4.21 Employee Political Involvement Policy

Any employee who intends to become a candidate for elected office must refrain during the contract period from all forms of political activities during the normal working hours and may not use any College equipment, supplies, utilities, nor facilities for political purposes.

4.22 Employee Second Job Policy

Any full-time employee who desires to take a second job or to go into business is required to report this to the President for the President's approval. If, in the judgment of the President, there is no conflict of interest or interference with duties at the College, the President shall approve such second job or business activity by the employee. If a conflict does appear to be indicated, the President and the employee will attempt to resolve the conflict in a manner acceptable to the employee and to the College; in all cases, the best interest of the College will be protected.

4.23 District Administrative and Departmental Coordination

The Board recognizes and emphasizes that EMCC is one unified institution with diverse locations, missions, and roles. The unity of the College district is to be emphasized at all times. The President is authorized and instructed to do all things necessary to facilitate administrative and departmental coordination so that the district concept is emphasized and improved. All personnel are expected to strive for the overall improvement of the College at all locations.

4.24 Drug-Free Workplace Policy

Drug abuse or the use of illegal drugs is prohibited in the workplace. EMCC has adopted the following Drug-Free Workplace Policy:

4.24.1 Statement of Drug-Free Workplace

PURPOSE

East Mississippi Community College ("EMCC" or "College") implements this drug and alcohol policy pursuant to Sections 71-7-1, *et seq.*, of the Mississippi Code of 1972, Ann., entitled "Drug and Alcohol Testing of Employees" (hereinafter referred to as "the Act"). The Mississippi Legislature has supported the implementation of drug and alcohol-free workplace policies by enacting the Act.

The purposes of this policy are as follows:

- A. to maintain a safe, healthy working environment for all employees;
- B. to maintain the highest quality educational program for our students by insuring that no personnel of the college are under the influence of drugs or alcohol while in the scope of their employment with EMCC;
- C. to reduce the number of accidental injuries to persons or property; and

- D. to reduce absenteeism and tardiness and improve the quality of educational service.

POLICY

The employees of the College expect to work in an alcohol and drug-free environment. The College expects its employees to be free from the effects of alcohol and drugs while on the job or in the workplace. This policy is intended as a vehicle to aid in meeting these expectations.

The following are rules representing the College's policy concerning substance abuse:

1. While on duty or on the college premises, all employees of the College are prohibited from being under the influence of (a) drugs, (b) alcohol, (c) prescription medications for which they do not have a valid prescription, (d) any synthetic drugs which are illegal in the State of Mississippi, or (d) medications for which the employee has a prescription but which causes impairment of the employee.
2. The use, sale, possession, transfer, or purchase of illegal drugs on college property or while performing college business is strictly prohibited. Such action will be reported to campus police and/or other appropriate law enforcement officials.
3. No alcoholic beverage will be brought or consumed on College premises with the exception of Lion Hills upon receipt of an ABC permit.
4. No prescription drug will be brought on college premises by any person other than the person for whom the drug is prescribed. Prescription drugs shall be used only in the manner, combination, and quantity prescribed, but only to the extent that such use does not cause impairment of the employee while on duty.

DRUG AND ALCOHOL TESTING

1. The following includes, but is not limited to, substances for which the College may test: alcohol, amphetamines, barbiturates, benzodiazepines, opiates, cocaine, phencyclidine (PCP), marijuana (THC), and any synthetic or other drugs which are illegal in the State of Mississippi.
2. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the college president. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.

3. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing will be subject to discipline, up to and including termination.

NOTICE OF CURRENTLY OR RECENTLY USED PRESCRIPTION OR NONPRESCRIPTION DRUGS

An employee to be tested shall be given (1) a medication disclosure form to permit the employee to disclose any non-prescription or prescription medications that have been taken within the last forty-five (45) days which may result in a positive test result, and (2) a statement that the form shall be submitted directly to the laboratory in order that the College has no access to the information disclosed on the form. The procedure for submission of the form shall ensure that no person other than the laboratory has access to the information disclosed on the form.

TESTING POLICY FOR EMPLOYEES

Employees may be required to undergo testing for the presence of unlawful drugs and controlled substances based on one of the following circumstances:

1. Reasonable Suspicion of Drug or Alcohol Use: Testing based on reasonable suspicion of drug and alcohol use means drug and alcohol testing based on a belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from specific facts and reasonable inferences drawn from those facts. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of the college's policy, that employee will be required to submit to a drug and/or alcohol test. The President of the college (or in his absence an appointed designee) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of college's drug and alcohol policy, the employee will be subject to disciplinary action up to and including immediate termination of his or her employment with the college.

Reasonable suspicion is defined under this policy as the belief by the College that an employee is using or has used drugs or alcohol in violation of college's policy. Reasonable suspicion may be based upon, among other things:

- a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug while working or while on the College premises.
- b. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
- c. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
- d. Evidence that an individual has tampered with a drug or alcohol test during employment with the College;

- e. Information that an employee has caused or contributed to an accident while at work; and
- f. Evidence that an employee who operates any vehicle or machinery of the College is involved in the use, possession, sale, solicitation, or transfer of drugs.

2. Follow-up To and as a Part of Rehabilitation Testing; Testing Pursuant to Special Contract: The College may require an employee to submit to routine and random drug and alcohol tests if the employee, in the course of his/her employment, enters a drug or alcohol abuse rehabilitation program. If an employee is participating in a drug abuse rehabilitation, then drug and alcohol testing may be conducted by the rehabilitation provider as deemed appropriate by the provider.

3. The administration of the college shall determine positions of employment of the college that involve operation of machinery, equipment or vehicles that pose an inherent danger to those operating such machinery, equipment or vehicles or to other persons. Prior to employment for such positions, the applicants may be required to be drug tested. Any employee who is **employed** in such position **may be** subject thereafter to a neutral and random process for drug testing.

CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the College through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with the Act and this policy. Any information obtained by the College pursuant to the Act and these regulations shall be the property of the College. The College shall not release to any other person other than the applicant, or employer medical, supervisory or other personnel, as designated by the College on a need to know basis, information related to drug and alcohol test results unless: (a) the employee or job applicant expressly, in writing, granted permission for the College to release such information; it is necessary to produce a confirmed test result into an administrative hearing under applicable state law or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding, or the information must be disclosed to a federal or state agency or other unit of the state or United States government as required under law, regulation or order, or in accordance with compliance requirements of a state or federal government contract, or disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of an employee; there is a risk to public health or safety that can be minimized or prevented by the release of such information; provided, however, that unless such risk is immediate, a court order permitting the release shall be obtained prior to the release of the information. The confidentiality provisions provided for by the Act shall not apply to other parts of an employee's or job applicant's personnel or medical files. If an employee refuses to sign a written consent

form for the release of information to persons as permitted by the Act, the College shall not be barred from terminating or disciplining the employee.

TESTING PROCEDURES

The College shall follow the guidelines and procedures for its testing and confirmation testing as established by the Mississippi State Board of Health.

CONSEQUENCES OF A POSITIVE TEST

An employee who tests positive with respect to an unlawful drug or alcohol may be temporarily suspended or transferred to another position. Once the test is confirmed according to the Act, the College may take disciplinary actions as deemed appropriate up to and including termination.

REFUSING TO SUBMIT TO A TEST

In the event an employee refuses to submit to a drug and/or alcohol test pursuant to this policy, the College will take appropriate corrective or disciplinary actions, up to and including termination.

REVIEW

This policy may be reviewed, amended or modified at any time hereafter at the discretion of the President of the College with appropriate notification to and approval of the Board of Trustees.

All employees must sign the following statement concerning the Drug-Free Workplace Policy:

**ACKNOWLEDGEMENT
EAST MISSISSIPPI COMMUNITY COLLEGE
DRUG-FREE WORKPLACE POLICY**

I have received a copy of the College's Drug-Free Workplace Policy dated September 6, 2016. I am aware of actions that may be taken against me for the unlawful distribution, manufacture, dispensing, possession, or use of a controlled substance at my workplace. I agree to abide by the policy terms as a condition of my employment with the East Mississippi Community College District.

4.25 Professional Growth

The administration encourages and cooperates fully with all EMCC faculty by providing opportunities for continuous professional growth and development. Faculty members are expected to be knowledgeable of and to participate in professional growth opportunities that will promote their individual growth as instructors and skillful practitioners.

The College provides transportation and funds for faculty to attend professional development conferences and meetings, as funds are available and must be approved in advance by appropriate supervisor. Faculty is encouraged to participate in professional organizations in their field of study. In-service days are set aside annually for in-service programs and professional development workshops for faculty and staff. Employees may enroll in a class for professional growth when approved in advance by appropriate supervisor and the President. Time missed during normal work hours must be rescheduled at a time approved by appropriate supervisor.

Faculty is required to report annually on their professional growth. They are asked to report their professional development activities as part of their Faculty Yearly Report each spring semester. These are kept in personnel files in instructional administrative offices.

4.26 Smoke-Free/Tobacco Free Policy

In order to promote a healthy environment for students, faculty, staff, and visitors, East Mississippi Community College is tobacco-free on all campuses.

Section 1. Findings and Intent

Research findings show the use of tobacco products is one of the most significant hazards to serious health problems ranging from heart disease, stroke, and cancer in smokers and nonsmokers. This includes and is not limited to smoking, second-hand smoke or smokeless tobacco. By endorsing a tobacco-free policy, East Mississippi Community College joins the many colleges and universities nationwide in demonstrating its commitment to eliminating tobacco exposure, promoting healthy practices and choices for individuals. East Mississippi Community College is committed to promoting a culture of health and wellness for its constituents. Accordingly, East Mississippi Community College finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking, including the use of electronic smoking devices, on East Mississippi Community College campuses; (2) to guarantee the right of nonsmokers to breathe smoke free air; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

Section 2. Definitions

- A. "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- B. "Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
- C. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- D. "Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts,

clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Section 3. Smoking and Tobacco Use

The Smoke free Policy applies to all East Mississippi Community College facilities, property, and vehicles, owned or leased, regardless of location. Smoking shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within East Mississippi Community College housing. Smoking shall also be prohibited outdoors on all East Mississippi Community College campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. No exemptions are allowed for theatrical productions, permission from the president or other authority, sports arena and/or events, or off-campus properties. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Section 4. Promotion and Sale of Tobacco Products

In further recognition of the incompatibility of East Mississippi Community College's educational mission and the promotion of tobacco products:

No tobacco-related advertising or sponsorship shall be permitted on East Mississippi Community College property, at East Mississippi Community College-sponsored events, or in publications produced by the East Mississippi Community College with the exception of advertising in a newspaper or magazine that is not produced by East Mississippi Community College and which is lawfully sold, bought, or distributed on East Mississippi Community College property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products, or smoking products.

Cigarettes, including ESDs, cigars, and pipes, including hookah pipes, shall not be sold or distributed as samples on university grounds, either in vending machines, the student union, or any area on campus.

Section 5. Dissemination of Policy; Signage

Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all admitted students. Information about the policy and how to comply with it shall also be posted on the East Mississippi Community College website. No Smoking signs shall be posted at all points of entry to the East Mississippi Community College campus and at all East Mississippi Community College building entrances. No ashtrays shall be provided at any location on campus.

Section 6. Transition Period

The revised tobacco-free policy is effective immediately. On-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking. Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

7. Enforcement

This policy shall be enforced by the Dean of Students for each campus. Violations witnessed shall be reported to the Dean of Students for each campus. Each violation of this policy is punishable by a fine not exceeding one hundred dollars (\$100) and/or appropriate campus disciplinary procedures.

4.27 Recruiting Policy

All College employees are expected to maintain an effective and continuous recruiting program as designed and directed by their supervisors as a required component of their employment. Examples of such required activities may include, but are not limited to, visiting high schools, attending career days, giving tours of the College campuses, and visiting industries. It is the responsibility of each employee to present a positive image of the College.

4.28 Employee Assistance Programs

EMCC works to provide employees assistance in mental health matters. Affiliation agreements are presently in existence with Community Counseling Services and Weems Community Mental Health Center.

4.29 Employee Accidents and Injuries

Proper reports must be filed when accidents and injuries occur. The Employee Accident Report must be filed immediately by the employee's supervisor. Under the Mississippi Worker's Compensation Law, all on-the-job injuries requiring medical attention beyond first aid treatment must be reported within ten (10) days of the injury. Employee supervisors are responsible for gathering the required information and filing the "Worker's Compensation – First Report of Injury and Illness" form with the Human Resource Office.

4.30 Reduction in Force Policy (RIF)

A reduction in the total number of full-time employees at the College may be made necessary by extraordinary circumstances such as, but not limited to, a lack of sufficient funds, structural realignment, declining enrollment at the College, and/or declining enrollment in a given program. Terminations of full-time personnel, based on the need for a reduction in force, shall be imposed only in situations where to do otherwise would not be in the best interest of the College. Isolated employee terminations, particularly when based on cause or non-renewals of employee contracts, shall not be considered as a reduction in force.

4.30.1 Definitions

- **Employee Classifications:** A designation by which a group of persons having the same or substantially the same job title or job functions shall be identified. Examples of job classifications are clerk, secretary, maintenance worker, mathematics instructor, nursing instructor, librarian, and counselor. For the purpose of this policy, job classifications shall be applied institution-wide and all persons having the same or substantially the same job title and function shall be considered to be members of the same classification.

- **Probationary Employee:** A full-time employee who has not earned continuing service status, i.e., one whose employment contract states "temporary" or "probationary." All employees are hired on probationary period of one (1) year.
- **Seniority:** An employee has seniority when the employee has been employed in a given job classification on a continuous, full-time basis for a longer period than another employee in the same job classification. Time spent on leaves of absence without pay shall not count toward seniority. Leaves of absence with pay shall be counted toward seniority computation.

4.30.2 Provisions of Reduction-In-Force Policy

Within a given employee classification or teaching field, temporary and probationary employees shall be released first and, in such order, and number as determined by the President to be in the best interest of the College. After all temporary and probationary employees within a given work area or teaching field have been released, employees on continuing service status within the given employee classification or teaching field may be released. Such employees shall be released in reverse order of seniority as determined by the initial date of the subject employee's full-time continuous employment in their job classification.

In a situation where two employees with continuing service status have equal seniority within a given job classification, tie-breaker factors shall be considered in the order that follows: Seniority within the College; highest educational qualifications applicable to the current job classification; results of performance evaluations.

An employee who changes job classifications may retain seniority in the former position but shall not carry the accrued seniority into the new job classification. Thus, an employee who worked five (5) years as a security guard and was subsequently employed as an instructor in criminal justice for four (4) years would have only four (4) years seniority in the current job classification. However, if released from the criminal justice instructor position as a result of a reduction in force action, the employee may be in line to return to the former position of security guard depending upon the accrued seniority of other security guards.

As an exception to the policy outlined above, an instructor whose teaching assignment is changed from one area to another shall carry into the new assignment all seniority earned as an instructor.

Except in cases where to do otherwise clearly would not be in the best interest of the College, any employee whose employment is terminated pursuant to this policy shall not be released prior to the end of an academic year unless the respective employee's employment contract expires prior to the end of the applicable academic year. When employment termination action is required, each employee affected by the action shall be notified of the pending termination as early as reasonably possible, and any termination conducted pursuant to this policy shall be conducted in a manner consistent with all applicable State laws and Local Board policies, as well as all applicable federal and state court orders and consent decrees.

4.30.3 Request for Review

Following the procedures of due process, within ten (10) days after receiving a notice of termination pursuant to the RIF policy, the faculty member may request in writing a review of the action. Such review may be made by the Board, or by a committee of the Board specifically appointed for this purpose. The review will be solely to determine whether the decision to terminate/layoff was arbitrary or capricious with respect to that individual.

The Board shall consider the request and may grant a hearing if it determines (1) that the request contains a bona fide contention that the decision to terminate was arbitrary or capricious, and (2) that the facts suggested, if established, might support the contention. A denial of the request finally confirms the decision to terminate/layoff, and the Board shall so notify the faculty member. The Board may appoint a committee to conduct the hearing.

If the request is granted, a formal hearing shall be held within thirty (30) days. The faculty member shall be given at least five (5) days' notice of the hearing. Should the employee desire legal counsel, such employee shall notify the Board or committee at least 24 hours in advance of the hearing. Such counsel should be aware that this is not a formal legal proceeding, shall not be conducted as such, and such counsel's role shall only be in an advisory role to the employee.

The hearing shall be in private, with only the members of the Board, the employee member, the President, and such witnesses as may be called in attendance by the faculty member, Board or committee. The Board may consider only such evidence as is presented at the hearing, and it need consider only the evidence that it considers fair and reliable.

After both parties have completed their presentation, the Board shall consider the matter in executive session. The burden is on the faculty member to satisfy the Board by a preponderance of the evidence that the decision to terminate was arbitrary or capricious and that the decision did not follow the stated RIF policy.

If the Board determines that the faculty member's contention has not been established, it shall, by a simple unelaborated statement, so notify the faculty member and the President. Such a determination finally confirms the decision to terminate/layoff. If the Board determines that the faculty member's contention has been established, it shall so notify the individual and the President by a written notice that states what corrective action must be taken.

All non-faculty employees shall have the right of review on the same basis as described in the preceding paragraphs, except that such request will be directed to the respective vice president. An appeal of the vice president's decision may be made directly to the President. The President shall review the decision to determine if it is arbitrary or capricious with respect to the individual. The decision of the President will be final.

4.30.4 Exception to Seniority Rule

If the President determines that a reduction in force within a given classification or teaching field is necessary, and a person who is not most senior possesses a certain license, certification, job skill, or training, the loss of which would be detrimental to the operation of the College, the President may determine that the employee possessing the unique qualification may be retained over an employee more senior. In a case of such exception, the President shall provide the senior employee with a detailed written justification for the policy exception.

4.30.5 Re-Employment Rights

When any employee on continuing service status is released pursuant to these guidelines, for a period of twenty-four (24) months the employee shall have the right of first refusal in the event of the re-opening of the position from which the employee was released. In addition, for twenty-four (24) months following the employee's release, the employee shall be granted an interview for any position for which the employee meets the minimum qualifications.

If no application is received within the specified period, the employee shall be deemed to have refused the job. In those cases where more than one person held a given job, the person last released shall have first right of re-employment or refusal. Seniority rules applicable to reduction-in-force terminations shall be applicable to re-employment when two or more employees were released on the same date.

4.31 Consensual Relationships

To preserve the educational integrity of the College, East Mississippi Community College may restrict consensual relationships between employees and students and between employees. All College employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not any real authority over the students exists.

4.31.1 No College employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the College.

4.31.2 No College employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

4.31.3 Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be followed for any student or employee subjected to disciplinary action.

4.31.4 This policy shall not apply to students, faculty, or staff who are married to each other.

For purposes of this Policy and Procedure, the following terms are defined:

- **Employee:** An employee is any person employed by East Mississippi Community College as a faculty or staff member, whether full-time or part-time.
- **Student:** A student is any person enrolled full-time or part-time in any instructional program at East Mississippi Community College.
- **Consensual relationship:** A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.

Note: Non-consensual relationships are addressed in the College's Sexual Harassment Policy.

Chapter 5 – Instruction and Student Services

5.1 Instructional Divisions

This chapter provides information on policies and procedures that are specific to the instructional divisions and student services. These policies are not exclusive. They must be supplemented by departmental policies, committee policies, and administrative policies. Similarly, faculty are expected to conform to other personnel and administrative policies provided in other chapters of this manual.

An attempt has been made to summarize the instructional policies and procedures that have an impact upon the faculty and the educational programs of the College. Faculty members should refer questions concerning these policies to their supervisor for clarification.

5.2 Philosophy Guiding the Purpose of Instruction at the College and the Pursuit of Academic Freedom

The Board believes that the educational welfare of the people in our district is the College's foremost concern, and it is the intention of the Board to provide the best education possible for our students.

The purpose of public education is to develop individuals who will be competent and prepared to assume roles in shaping the future of their communities, their state, and the nation.

The Board believes that all should have an equal opportunity in the pursuit of education, whether it be in the academic, technical or career (vocational) area and that developmental programs should also be offered to students not yet ready for college-level work.

The Board believes that the education of students is a responsibility that must be undertaken in cooperation with institutions of higher learning, with secondary schools, with parents, and with the community the College serves.

Academic freedom may be defined as the right of a qualified scholar to pursue the search for truth in its many forms and to make public the scholar's methods and findings. It is the right of a qualified teacher to encourage freedom of discussion and controversial questions in the classroom and to develop in students a love of knowledge and a desire to search for truth.

EMCC recognizes that each instructor has the right to pursue knowledge and to present in the classroom that important body of knowledge pertaining to the subject area to be taught. Though a faculty member has liberty to explore ideas, a faculty member ethically cannot demand that students endorse the faculty member's personal beliefs or require students to accept either side of a controversial issue. Academic freedom must always reflect the element of good judgment on the part of each instructor. It must be realized that each faculty member has a responsibility to the school, to the community and to the profession. This responsibility should be manifested by academic competence, scholarly attitudes, and the display of good citizenship.

5.3 Full-Time Faculty

5.3.1 Workload Formula

The workload formula is intended to provide guidelines for the assignment of responsibilities to the instructional faculty. The formula is based upon three general assumptions.

5.3.1.1 The role of the instructional faculty extends beyond the classroom, laboratory, or shop. Faculty members must assume the responsibilities for student advisement, program and course development, assistance in student recruitment and placement, and support of college committees. These support duties are necessary for the proper functioning of the College and its continued development.

5.3.1.2 No workload formula can, in and of itself, ensure the equitable distribution of work. The formula is intended to provide general guidelines that, over periods of time, should result in an appropriate distribution of responsibilities among all instructional faculty. A concerted effort will be made by all instructional supervisors to achieve this objective.

5.3.1.3 No workload formula can ignore the relationship between the institution's funding mechanism and the relative number of students taught by faculty. Instructional faculty is expected to generate adequate semester and annual FTE'S to fund their instructional positions. Variations in enrollment will occur. Therefore, adjustments in individual workloads may be made to compensate for faculty assigned small classes. Such adjustments may result in a faculty member working beyond the stated range of class hours for faculty within this classification.

5.3.2 Elements of Faculty Workload

The faculty workload formula defines and addresses the expected activities for all faculty in three areas: instruction (classroom, laboratory, clinical and shop work); office hours; and general College support duties relative to classroom, laboratory, and shop responsibilities, which include those traditionally associated with teaching at the level of instruction appropriate to the faculty's assigned program area.

Office hours are established to provide students the opportunity to meet with faculty on an individual basis for the purpose of advising or assisting students with assignments. These periods must be such that the faculty member is available to students. When feasible, in the event of conflict with an established office hour, the faculty member should reschedule the office hour to another time. In the event of an unavoidable conflict, the faculty member should be available to students requesting assistance at another scheduled time.

Instructors should post their office hours and state them in materials distributed at the beginning of each semester. The instructor will provide appropriate administration a copy of the schedules by the end of the second week of classes in each semester. Office hours must be scheduled at convenient times for students and should reasonably conform to the daily class schedules taught by the faculty, (i.e. faculty should attempt to provide some office hours during each day they have classes). Office hours may not be scheduled for periods of less than 30

minutes. Additional office hours should be scheduled when other responsibilities conflict with posted hours. As a general rule, an instructor should schedule a minimum of five office hours per week.

General College support duties include a range of non-instructional activities necessary for student support and for the effective operation and development of the College. All faculty should participate in the continued planning, evaluation, and development of their assigned courses and educational program(s). Faculty members should provide ongoing support to the library staff to assist in the development of the collection supporting their program area. All faculty must participate as student advisors, assist in the recruitment and retention of students, and support efforts to place students in employment. These duties also include required staff development activities.

The faculty will be assigned to committees, task forces, and other similar initiatives. Every effort will be made to restrict committee assignments to two per faculty member. Faculty will be asked to chair only one committee.

5.3.3 Instruction Workload

In assigning responsibilities for a period to the individual faculty member, supervisors will take into account any special factors which might place undue hardship on a faculty member. Factors for consideration in assigning workloads include, but are not limited to:

- The number of preparations required of the faculty member
- The number of students taught
- The nature of the courses taught
- The faculty member's overall familiarity with the course material
- Any help that might be provided by clerical support
- Any special assignments requiring work beyond the range for general institutional responsibilities expected for all faculty (e.g. committee assignments, sponsorship of student organizations, SACSCOC assignments)

Faculty members are classified as either: academic/university parallel faculty or career and technical faculty. The general instructional workload for each classification is as follows:

- The academic/university parallel, full-time faculty workload is four to seven courses that equal no fewer than 15 semester credit hours
- The career and technical, full-time faculty instructional workload is five to eight courses that equal no fewer than 18 semester credit hours
- The allied health, full-time faculty instructional workload is equivalent of up to 20 semester credit hours as set forth by accrediting bodies and/or required curriculum for each program

All full-time faculty, regardless of classification, must be available to work in-person or remotely, Monday through Friday as directed by the supervisor. According to the needs of the appropriate division, full-time faculty must be present on campus or available remotely and involved in teaching, planning, or related assignments no fewer than 35 hours and no more than 40 hours per week, based on recommendation and approval of their supervisor. Office hours must be approved by associate/assistant

dean. These hours must be designated on the office schedule submitted to the faculty member's Associate/assistant dean and posted on the faculty member's office door. Approval of the submitted schedule is at the discretion of the appropriate associate/assistant dean, with appeal to the appropriate vice president. Each associate/assistant dean is expected to monitor and ensure that faculty members follow the approved schedule. Failure to follow the approved schedule without an approved EMCC Request for Leave Form may result in termination of employment or non-renewal of contract.

5.4 Adjunct Faculty

Adjunct faculty are employed by the College to teach academic, technical and career (vocational) courses. These faculty provide opportunities for students to be introduced to practitioners in occupational programs, to provide a diversity of instruction in curriculums with a limited number of faculty, and to provide instruction in courses where the employment of a full-time faculty member cannot be justified.

The instructors may be drawn from the community at large or from the College's full-time employees. The adjunct faculty are expected to meet all academic qualifications established by the relevant accrediting association or licensing Board. The College recognizes the unique role of full-time faculty members in the academic life of an institution. The use of adjunct faculty in curriculum programs is restricted to supplemental roles. To ensure student instructional support needs are met, adjunct instructors should afford students appropriate opportunities for consultation outside of regularly scheduled class time.

The College provides a structured program for the orientation, supervision, and evaluation of all adjunct faculty consistent with sound educational practices.

5.4.1 Full-Time Faculty Employed Under Part-Time Contracts

Full-time faculty/employees may be called upon to perform/provide additional duties/services for additional compensation to meet institutional needs. In such instances, the employee contract/at will agreement, will be amended to reflect the additional duties and subsequent compensation. For instructional needs in academic, technical, and career (vocational) programs, additional teaching responsibilities are considered for over-load compensation must be approved by the Vice President for Instruction.

In instances where a faculty member receives additional compensation, the hourly rate for a part-time compensation will be limited to the prevailing rate the College would pay for comparable instruction, not the pro rata hourly rate of the full-time faculty member's salary.

An overload course is defined as a course taught in addition to a faculty's contract and/or a staff at-will agreement. Part-time contracts are assigned as needed and in no case guaranteed. Prioritization of overload courses will be given to full-time faculty first in their primary teaching area. Next, full-time staff will be given priority, followed by retired EMCC faculty/staff and external adjuncts. The maximum overload courses taught by EMCC faculty and staff will not exceed three per semester. Overload courses may be taught on campus, online, or a combination of campus and online. Overloads will be assigned on-ground based on the seniority of full-time faculty teaching in the discipline. Overloads will be assigned online based on online instruction seniority and continuity of full-time faculty teaching online.

Courses initially identified as overload courses may be reassigned as part of a faculty's contract load until the first-class meeting. Full-time faculty overload contracts are based on the lowest enrolled course in their load. Overload pay will be determined in accordance with the pay and guidelines determined by the president and vice-president of instruction. Exceptions to the pay and guidelines may be made for courses that are considered specialty courses. A specialty course is a course that does not have traditional enrollment, is often a single course section versus two or more, and may have restrictive instructional delivery preference.

5.5 Curriculum Procedures & Credit Hours

Review and evaluation of curricula and credit hour compliance is accomplished during the development of the class schedules for the spring and fall semesters. This review involves the Vice President for Instruction, Associate/assistant deans of Instruction, Division Chairs, and faculty. Individuals who teach the various disciplines are asked to make recommendations and are expected to participate in all aspects of the process. Using the federal definition of a credit hour and seat time requirements per credit hour as required by the Mississippi Community College Board, EMCC schedules course offerings in accordance with these guidelines for any given semester. Credit hours awarded for a course are based on "seat time", laboratory/clinical experiences and out of class student work. For distance education, credit hours awarded for a course are the same for distance learning courses as those of the same course delivered in a traditional format. Additionally, EMCC uses "clock-to-credit hour" conversion matrices to ensure compliance with federal regulations for applicable programs.

Review and evaluation may result in new curricula, dropping courses, change in seat time, out of class work, credit hours, or curricula modification. This would require the following procedures and information:

- Outline of the proposed curriculum and/or curriculum change
- Justification of curriculum modification
- An official request for the proposed curriculum course
- An estimation of cost and faculty adjustment
- Special conditions that may reflect restrictions imposed by four-year institutions

When a new course is approved, the Instructional Affairs Committee outlined in this manual will vote to include or not include the proposed additions or changes in the respective instructional program at EMCC. In all cases, the Mississippi Uniform Course Numbering System, the Mississippi Articulation Agreement, and the Model Curriculum Framework for Career-Technical programs will be consulted as a guide by the Instructional Affairs Committee in its deliberations.

Any faculty member may propose a new course at any time by contacting the faculty member's Division Chair. The Division Chair may call a special meeting or wait until the next mandatory review of the curriculum.

5.6 Course Prospectus

A current course prospectus must be on file before a course may be taught. Any exceptions caused by extenuating circumstance must be approved by the Vice President for Instruction.

All course prospectuses shall be developed using the official EMCC form. The Associate/assistant deans of Instruction will review the course outline file during the spring semester and will notify the

department chairs of any discrepancies and corrective measures needed. Chairpersons must revise the course prospectus upon the changing of textbooks or following any significant revision of course descriptions or course student learning outcomes. Chairpersons are responsible for making sure updated prospectuses are posted to the appropriate site.

For those courses generally taught only by adjunct faculty, the department chair, in consultation with the adjunct faculty member, will develop the course prospectus using the standard format and procedures described above.

5.7 Sponsorship of Educational Programs

The College encourages and welcomes input from local businesses, industries, and self-employed professionals into the development of seminars and courses which are responsive to community needs. Due to the competing interests of these groups within the service area and recognizing the College's obligation to particular programs which are not tied to any particular view, special interest group, or for profit interest, the College will limit the co-sponsorship of all educational programs and services to agencies which include but are not limited to the following:

- Public agencies such as the public schools, county extension services, etc., with common goals of education
- Private non-profit agencies similar to those above
- Professional organizations promoting programs for the general public's welfare

5.8 Ownership of Intellectual Property

This policy applies to all EMCC employees, students, and partnerships with external agencies into which the College enters. EMCC encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College, to enhance the teaching and learning environment, and to contribute to the betterment of the community. Intellectual property includes but is not limited to intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, and inventions.

EMCC employees and students own all rights to copyrightable or patentable independent works created by that person without College support. Unless otherwise provided in a rights agreement, the College owns all rights to a copyrightable or patentable work created with College support.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

- A. Ownership resides with the employee or student if the following criteria are met:
 - The work is the result of individual initiative not requested by the College
 - The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the College
 - The work is not prepared within the scope of the employee's job duties or the student's enrollment
 - The work involves insignificant use of College facilities, time, and/or other resources

B. Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:

- The work is prepared within the scope of the employee's job duties or the student's enrollment
- The work is the product of a specific contract or assignment made in the course of the employee's employment with the College or the student's enrollment
- The development of the work involved significant facilities, time, and/or other resources of the College including but not limited to released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance

The College and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. When it can be foreseen that commercially valuable property will be created, the College and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. All such agreements shall be negotiated by the President and shall require approval of the Board. In all such cases, the agreement shall provide that the College will have a perpetual license to use the work without compensation to the employee or student for such use.

If an employee is granted full or partial leave with pay (e.g., release time or educational leave) to write, develop, produce, or invent intellectual property, the employee and the College will share in any financial gain, and the College's share will be negotiated prior to the time the leave is taken.

Notwithstanding the provisions of this policy in the case of a work created under a grant accepted by the College, the ownership provisions of the grant shall prevail.

In accordance with the 1976 Copyright Act as amended (title 17 of the United States Code), the U.S. Copyright office defines "works made for hire" as follows:

1. A work prepared by an employee within the scope of the employee's employment;

or

2. A work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. For the purpose of the foregoing sentence, a "supplementary work" is a work prepared for a publication as a secondary adjunct to a work by another author for the purpose of introducing, concluding, illustrating, explaining, revising, commenting upon, or assisting in the use of the other work, such as forewords, after-words, pictorial illustrations, maps, charts, tables, editorial notes, musical arrangements, answer material for tests, bibliographies, appendixes, and indexes; and an "instructional text" is a literary, pictorial, or graphic work prepared for publication and with the purpose of use in systematic instructional activities.

In all cases, the Board reserves the right to enter into contractual agreements for ownership of intellectual property, at the recommendation of the President.

5.9 The Library and Learning Resources

The Library serves the needs of the students, employees, and community with a carefully selected collection of print and non-print materials, a variety of audiovisual equipment, and numerous services. The Library's collection includes a book collection supported by current periodicals. In addition to these collections, the Library supplements its holdings by subscribing to newspapers and online databases, and by maintaining an audiovisual materials collection and a few special collections. The Library allows members of the community to use the materials and services within guidelines established by the College. All students, employees, and community members have full library use privileges.

5.9.1 Materials Selection

The members of the instructional faculty are primarily responsible for the selection of and requests for appropriate library materials. A continuing effort is made to secure those materials necessary to support each course taught throughout the institution.

5.9.2 Lending Policies for Faculty, Adjunct Instructors, and Staff

Most materials may be borrowed by faculty for the semester; however, if another person needs the materials, the faculty member may be requested to return the material with one week's notice. All materials should be returned at the end of each semester whether in use or not with the exception of "permanent" or annual loan items which are due at the end of the spring semester. If they are needed for an additional period of time, they may be checked out again.

5.9.3 Inter-Library Loan Materials

Employees and students may request materials through inter-library loans or holds placed on items from over 50 libraries within the Mississippi Library Partnership (MLP), of which EMCC is a member. Mississippi State University, MS University for Women, and numerous public library systems throughout the state are in the MLP, which helps to provide EMCC access to over two-million library items.

5.9.4 Reserve Materials

Faculty members may request that materials be placed on reserve at any time and may remove the reserve materials by notifying the library staff. A list of materials placed on reserve should be given to the students in the class for which it is reserved. Specific periodicals to be used for class assignments should also be placed on reserve. Materials placed on reserve should be immediately removed after the assignment is completed. Reserve shelf space is limited.

5.9.5 Circulation

Students may check out books for a two-week period and some algebra videos are also available for checkout. A fine of twenty-five cents per day is assessed for each day that an item is overdue. Renewal is permitted provided the book is returned to the circulation desk. Faculty and staff may check out books for a semester. There are no fines for faculty and staff, provided that the books are returned or renewed at the end of each semester. Only faculty and adjunct instructors are allowed to check out audiovisual materials (with the exception of the algebra

videos), although students may request and use any video, DVD, or CD in the library collection, on equipment located inside the library.

5.9.6 Lost and Damaged Books

Reporting a book lost does not relieve the borrower of the responsibility for that book. The borrower is charged the cost of replacing the book plus a \$4.00 processing fee. Any book damaged to such an extent that the binding and any of the pages are completely ruined is considered a loss to the library because it cannot be rebound. The borrower is assessed the cost of replacing the damaged book plus a \$4.00 processing fee. If the book is damaged but can be rebound, the borrower is assessed a rebinding fee appropriate to bindery charges for the size and type of book.

5.9.7 Conduct

The library is a place for reading and study. Students should conduct themselves in a manner which is conducive to quiet study. Violators may be instructed to leave the library. For more serious or repeated infractions, students may be required to surrender their College identification card.

5.10 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords all students over 18 years of age certain rights with respect to the student's educational records to include students enrolled in distance education. They are:

- The right to inspect and review the student's education records.

Students should submit to the Office of the Vice President of Enrollment Management a written request that identifies the record(s) they wish to review. The Vice President of Enrollment Management will make arrangements for access and notify the student within 45 days of the day the College receives a request for access of the time and place where the records may be reviewed.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask EMCC to amend a record that they believe is inaccurate or misleading. They should write the Dean of Enrollment Management, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If EMCC decides not to amend the record as requested by the parent or eligible student, EMCC will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by EMCC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the EMCC Board of Trustees; or a person or company with whom EMCC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request from officials of another school or college in which a student seeks or intends to enroll, EMCC may disclose educational records without consent. Disciplinary actions affecting attendance is included in the student's record.

EMCC may also disclose, without consent, directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information may not include race, gender, Social Security Number, student identification number, ethnicity, or nationality.

- The student has the right to refuse to let EMCC designate any or all types of information about the student as directory information.

The student must notify the Vice President of Enrollment Management in writing within 14 days or receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information.

EMCC may disclose directory information about former students without meeting these conditions.

- A parent of a student over the age of 18 may access the student's educational records if the student is claimed as a dependent for Federal income tax purposes. If the student is claimed as a dependent on one parent's Federal Income taxes, access may then be granted to both the parent who claims the student as well as the parent who is not claiming the student. The parent may review the student's record but may not act on the student's behalf except in emergency situations.

To access the student's records, the parent must complete a Parental Request for Academic Information which may be provided by the Registrar upon parental request.

- A parent may access student information if the student is over 18 years of age and the student is not being claimed by either parent for Federal income tax purposes only if the student is willing to release the information. The parent may review the student's record but may not act on the student's behalf except in emergency situations.

For a parent to access student information when the student is over 18 years of age and is not being claimed by either parent on Federal Income taxes, the student must complete a Student Consent for Release of Records which may be provided by the Registrar upon student request.

- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-46058

5.11 Security of Records

EMCC has implemented necessary steps to provide security of student records to include records for students enrolled in distance education. Past student records are stored in a secure area on microfilm with Southern/Vital Dataplex, the agency responsible for the storage of most vital Mississippi records. Records on campus are secured nightly in lockable, fireproof cabinets. Only authorized individuals are allowed access to the records areas when they are open during the day. Electronic back-ups of the Administrative Computing system are also systematically conducted and secured. Access to EMCC's student information access is restricted based on authorized permissions to protect the privacy of students and student records to include distance learning.

5.12 Student Health Services

5.12.1 Student Accidents and Injuries

Accidents and injuries that involve students must be reported immediately to the, Dean of Students of the appropriate campus, Campus Police, and/or designated College officials. The "Student Accident Report" should be filed with the respective Dean of Students.

5.12.2 Scooba Campus

East Mississippi Community College will collect a \$35.00 health fee at registration each semester. The Health Fee will be mandatory for all full-time students who attend the Scooba campus. EMCC employs a full-time registered nurse on the Scooba campus to provide basic health care services.

In case of minor injuries first aid services/supplies are available in the Office of Instruction - Stennis Hall; Business Office F. R. Young Building; President's Office - Administration Building; Residence Hall Supervisors' apartments; and Security Department's Office. In the event of an emergency, students should contact the College staff available or the nearest administrative office. If it is determined by College officials that the situation needs emergency professional care, 911 will be called.

Emergency Telephone Numbers:

Scooba Campus	(662) 386-8011 or (662) 476-5000
Ambulance/Sheriff/Police/Fire Dept.	911
Scooba Campus Nurse	(662) 476-5103

5.12.3 Golden Triangle Campus

In case of minor injuries, first aid service/supplies can be found in all shops and in the administrative offices. In the event of a serious injury, the instructor or office manager should contact the administrative office, the Student Services Department, or someone at the emergency numbers listed below. The injured person should never be moved or left alone if at all possible.

If administration or appropriate staff determines the situation needs emergency professional care, 911 will be called.

Emergency Telephone Numbers: (Golden Triangle Campus)

Switchboard (662) 243-1900

Campus Police 418-9487, 243-1990, or 1900

Ambulance/Sheriff/Police/Fire Dept. 911

5.13 Emergency Procedures

The first priority in all emergency situations is immediate response to ensure life-safety. If anyone's life or health is in immediate danger, call 911. In cases in which property is in danger, the facility should be evacuated and then 911 should be called. When in doubt, it is EMCC's policy to err on the side of safety and security of persons and property in all situations by calling 911. In all emergency situations, the Campus Police should be contacted. The Campus Police will either immediately contact, or designate someone to immediately contact, the employee's supervisor, the respective Dean of Students, and the College President. Emergency Procedures Handbooks are strategically located in all buildings throughout each campus in areas such as classrooms, corridors, lounge areas, lobbies, bulletin boards, auditoriums, and all staff offices, in addition, each employee of the College has a manual for quick reference.

5.13.1 Pandemic or Epidemic Procedures

A pandemic or epidemic illness occurs when a new virus or bacteria for which people have no immunity spreads among the populations around the world or community. If a pandemic or epidemic illness should occur, the incidence of serious illness and death will likely increase significantly. Because it is an illness, it may take six months or longer to develop a vaccine.

Illness such as flu can spread quickly, especially when large groups of individuals gather, like in the educational setting. Droplets from the nose or mouth spread from person to person, typically through coughing and sneezing. EMCC staff and students are often in close contact, sharing the same space, supplies and equipment for long periods of time. Therefore, they are at risk of spreading flu and other illnesses to each other.

In the event of a health crisis such as a pandemic or epidemic illness, it may become necessary to modify school operations; however, that can only be determined based on the characteristics of the specific pandemic or epidemic and the extent of spread through individual communities.

Purpose

Protecting the health of students, staff and the community from highly contagious, infectious diseases is a high priority for EMCC. This policy provides a framework for the College to prepare for, respond to, and recover from a pandemic or epidemic outbreak and any resulting factors that may impact the College's ability to remain fully operational.

Preparation

Prevention of the spread of illness is the first line of defense. Employees are encouraged to cooperate in taking steps to reducing the transmission of both seasonal and novel strains of illness in the workplace. The best strategy for reducing the transmission of illness is frequent hand washing with warm, soapy water, covering mouths with tissues whenever you sneeze, discarding tissues used when sneezing. Agencies are also encouraged to install alcohol-based hand sanitizers throughout the workplace and in common areas.

Staying Home When Ill- Many times, with the best of intentions, employees report to work even though they feel ill. Employees are provided with paid medical leave to compensate employees who are unable to work due to illness. During flu season and/or a pandemic or epidemic outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms. Employees who report to work ill will be sent home in accordance with Center for Disease Control's health guidelines. Employees who are sent home under this policy will be required to utilize leave in accordance with Section 4.19.1 Leave.

Reporting to Work When Not Ill- An outbreak could result in a significant level of absenteeism. EMCC employees may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or simply to provide care for children during school closings. During this time, unless otherwise notified, attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during a severe outbreak, such as a compromised immune system, should take steps to develop necessary contingency plans.

Employees deemed essential to campus functions during a pandemic or epidemic outbreak may be subject to hazard pay. Hazard pay means additional pay for performing hazardous duty or work involving physical hardship. Work duty that causes extreme physical discomfort and distress which is not adequately alleviated by protective devices is deemed to impose a physical hardship.

Response

In the event that a pandemic or epidemic outbreak does occur, EMCC will act in accordance with federal, state, and local agency guidelines. In extreme cases, EMCC will suspend College functions and instruction that require close contact among large groups of people. As deemed appropriate by the Board of Trustees, the College may issue a Declaration of Emergency granting the President authority to take actions in the best interest of the College. This Declaration will ensure that the continuation of teaching and learning, and the health and safety of the students and staff remain top priority. Actions that may be taken include but are not limited to:

- Relocation of students and staff;
- Alternative educational programs and operations;
- Provision of appropriate leave for employees for preventative purposes due to quarantine;
- Provision of administrative leave for those employees who may be deemed non-essential or for other purposes deemed prudent by the President; and

-Continuation of pay for full time employees of the College during the outbreak in accordance with state and federal laws authorizing such and in consultation with grant and other relevant funding providers.

After a Declaration of Emergency is issued, a task force will be established to determine specific procedures relevant to the event. A complete guide to EMCC's response to this and other hazards can be found in the College's Emergency Procedures Handbooks developed and updated by the College's Safety Council.

5.14 Student Activities Program

College sponsored student activities are a vital part of students' lives and of the total College program; therefore, the Board encourages the professional staff and students of the College to cooperatively plan and implement appropriate student activities to meet the needs of all students. All College sponsored student activities must have prior approval by the activity sponsor and the President or the President's designated representative and shall be adequately supervised by a member or members of the College professional staff.

5.14.1 Student Government Association

College personnel are encouraged to provide the opportunity for students to experience and understand the functional and theoretical aspects of representative government. Through representative government, students are provided the opportunity to take part in and influence the many aspects of student life and College functions and activities.

5.14.2 Commencement Exercises

The College shall plan appropriate graduation programs on a date approved by the President. The College shall have a minimum of one (1) graduation and commencement ceremony a year.

5.14.3 Student Publications

The College may permit student publications provided they are approved by the President. A professional staff member shall serve as advisor and consultant to students in the preparation of student publications.

5.15 Student Organizations

The President, College staff members, and students shall establish regulations for the operation of College-sponsored clubs and organizations that operate for the welfare and the best interest of the students and the College. College-sponsored clubs and organizations shall be under the direct control of College officials. Such clubs and organizations shall not deny or be affiliated with any organization that denies membership on the basis of race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law. In order to charter a club/organization, applicants must complete the application process and gain approval of the President of the SGA and Dean of Students of the respective campus, and the President of the College before a charter is awarded.

Every College club or organization shall be sponsored by a member of the faculty/staff approved by the Dean of Students. Every organization must have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events and other activities of the organization. All regular meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the College or off campus must have the approval of the Dean of Students. A sponsor or substitute sponsor approved by the Dean of Students shall be present throughout all activities. Speakers who are neither members of the student body, faculty, or administration of the College must have the approval of the sponsor and Dean of Students. The collection or dispersal of College-sponsored club funds shall be in accordance with the regulations set forth by the College.

The steps to starting a club/organization are as follows:

- Step 1: Complete a Club/Organization Application, which can be found in the Office of the Dean of Students.
- Step 2: Draft a Club/Organization Constitution in consultation with your sponsor and the "Constitutional Format Guidelines."
- Step 3: Submit both the Application and Constitution to the Dean of Students for review.
- Step 4: After review by the Dean of Students and Student Government Association, it will be determined if the purpose of the club and its constitution are in accordance with College policy, the decision will be made on whether or not the club/organization will receive charter.
- Step 5: The club's advisor will be contacted by the Dean of Students with the charter decision.

5.15.1 Revocation of Student Organization

Authorization to conduct activities as an organization recognized by the College administration may be revoked, if

- The organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its direction or control that is contrary to the welfare or best interests of the students or the College or that is in conflict with the authority or responsibility of the Board or any of its officials or employees;
- The organization participates in, advocates, aids, or knowingly permits activities by its members or others subject to its direction or control that are not authorized by the constitution of the organization which has been approved by the Student Government and the President of the College;
- The organization fails to comply with any Board policy or such rules and regulations as may be developed by the College.

5.17 EMCC Policy for Fund-Raising Activities by Clubs and Organizations

Any club or organization that seeks to raise money to support the activities of the group must receive prior approval from the Dean of Students. Fund-raising activities must avoid all appearances of impropriety. Sponsors and Presidents of clubs or organizations must complete a fund-raising activity form, submit it to the Dean of Students, and receive official approval prior to initiating any fund-raising activities.

5.18 Student Counseling Program

All students within the College should have the benefit of a functional counseling program, regardless of the educational level. The College shall operate a counseling program to meet the needs of all students. The effort includes the areas of educational counseling, personal counseling, and vocational counseling. This approach shall utilize professionally trained counselors and faculty and shall provide the following:

- Counseling services for all students on an individual and/or group basis;
- Information for students necessary to make wise decisions concerning educational, career, or personal planning;
- Counseling services for students concerning achievement and aptitude;
- Testing programs that will assist students to better understand themselves and assist faculty to better understand the students with which they are working;
- Assistance for students needing more intensive diagnosis.

5.19 Reporting Student Progress

Reports concerning student progress shall be made to all students in the College at least four (4) times during the scholastic year. All federal and state laws regarding right to student privacy of records will be adhered to in the reporting of student progress.

5.20 Technology Acceptable Use Policy

EMCC's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the College's established culture of openness, trust, and integrity. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. EMCC is committed to protecting its students, employees, partners, and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. This policy governs the use of all computers, computer-based communications networks, and all related equipment administered by EMCC. By using these facilities and equipment the user acknowledges consent to abide by this policy. Effective security is a team effort involving the participation and support of every EMCC employee and affiliate who deals with information and/or information systems. It is the responsibility of all users to know these guidelines, and to conduct their activities accordingly.

5.20.1 Purpose

EMCC is dedicated to providing the best possible services to students, the community, and College personnel and is committed to ensuring that the information system resources are used appropriately for the purposes they are intended. The purpose of this policy is to outline the acceptable uses of computing systems at EMCC. Inappropriate use exposes EMCC to risks including virus attacks, compromise of network systems and services, and legal issues. All computers and network systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of EMCC. These systems are to be used for educational purposes in serving the interests of the institution, and of students and employees in the course of normal operations.

5.20.2 Scope

This policy applies to students, employees, contractors, consultants, temporaries, and other users at EMCC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned, leased, or authorized for use by the College. Appropriate use is defined as official business conducted by authorized users. Occasional or incidental use by authorized users for personal, non-business purposes is acceptable, provided that all use is compliant with this policy. The user should be aware that any communications, files or use of EMCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and archived at any time. EMCC reserves the right to prohibit access to certain sites, material, and programs. If questions arise as to whether a specific activity complies with appropriate and acceptable use, contact the Director for Information Technology at mtvar@eastms.edu or 662-476-5059.

5.20.3 Policy/General Use and Ownership

EMCC makes no warranties of any kind, whether expressed or implied, for the services that it is providing. EMCC will not be responsible for any damages suffered by users. This includes, but is not limited to, loss of data resulting from hardware failure, delays, non-deliveries, incorrect deliveries, or service interruptions.

Communications should be in a professional manner and not reflect negatively upon EMCC. Do not use vulgarities or any language derogatory toward race, color, national origin, sex, disability, or age.

Email groups have been created to easily communicate business-related information. Refrain from using these addresses for non-business-related material.

Users are responsible for proper care of computers and equipment and shall not break, disassemble or otherwise cause damage to any computer or equipment.

Sharing of resources or access to resources between students, faculty, and staff must be approved by the Director for Information Technology.

Virus email alerts or security threats are often a hoax designed to overload the email system by well-meaning users who forward the email to multiple recipients.

Virus alerts or security threats should be reported only to the Information Technology Department for evaluation. Please, do not take any other action. Do not forward the email to other users, and never remove files from your computer as the result of an email.

EMCC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

5.20.4 Security

Important and sensitive data is processed and stored on EMCC computer systems. Usernames and passwords are for the use of the specifically assigned user and are to be protected from

abuse or use by others. EMCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject to disciplinary action.

Keep passwords secure and do not share accounts. Passwords should be changed at least every two months (60 days). Do not release your password to others. This includes family and other household members when work is being done at home.

Because information contained on portable computers is especially vulnerable, special care should be exercised when transporting portable computers.

Postings by employees from an EMCC email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly those of the user and not those of EMCC, unless posting is in the course of business duties.

Do not post your password in a readily accessible area (ex. on monitor, an unlocked desk drawer).

Do not leave your computer logged on while not in use.

Do not attempt to hack/crack into any systems.

Do not use any wireless devices without authorization from the Director for Information Technology. This includes, but is not limited to, routers, hubs, or modems.

Do not create additional domains or workgroups without permission from the Director for Information Technology.

Do not connect any hardware to the EMCC network without prior approval from the Director for Information Technology.

5.20.5 Unacceptable Use

The lists below are by no means exhaustive, but serve as a framework for activities which fall into the category of unacceptable use. The following activities are strictly prohibited, with no exceptions:

- Violation of any local, state or federal laws while using EMCC equipment;
- Viewing, storing, or distributing obscene, pornographic, or objectionable material;
- Participating in gambling;
- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code;
- Disabling or overloading or attempting to disable or overload any system;
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication;
- Intentionally causing network congestion or significantly hampering the ability of other users to access resources;
- Disclosing any confidential information unless approved by the President or the President's designee;

- Using computer system resources for soliciting, personal financial gain, partisan political activities, or distributing “junk” email such as chain letters or spam;
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by EMCC;
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which EMCC does not have an active license;
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws;
- Effecting security breaches or disruptions of network communication: Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access;
- Port scanning or security scanning;
- Executing any form of network monitoring which will intercept data intended for another user;
- Providing information about, or lists of, EMCC students or employees to parties outside EMCC without express permission from the President or the President’s designee.

5.20.6 Software

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server by anyone other than a representative of the Information Technology Department without prior approval from the Director for Information Technology. The software on each computer will be inventoried on a regular basis to ensure compliance. Software owned or licensed by EMCC may not be copied to alternate media except for backup purposes, distributed by email, transmitted electronically, or used in its original form on other than the equipment for which it was licensed. Certain software is strictly prohibited on all computers administered by EMCC. Some of these programs cause a security violation and others degrade the performance of the network.

5.20.7 Hardware

Modifications or additions are not allowed without prior approval from Director of Information Technology. Do not relocate hardware, including mobile equipment, unless it is approved by the Information Technology Department and a transfer form has been completed and delivered to the Chief Financial Officer. Information systems equipment should not be removed from the premises of EMCC without express permission from the Director for Information Technology. Mobile equipment will be the responsibility of the individual assigned, unless appropriate paperwork has been completed (temporary loan, checkout, etc.).

5.20.8 Enforcement

All users are required to report any violations of this policy immediately to the Director for Information Technology. The Copyright Act of 1976 (amended in 1984) imposes fines up to \$250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals and businesses that misuse copyrighted software. All copyright violations at EMCC should be reported to the Director for Information Technology so appropriate action can be taken to ensure EMCC is operating within the scope of the law.

Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Employees may also be subject to probation, suspension, or termination. Students may be subject to suspension, expulsion, and other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. EMCC will fully cooperate with law enforcement during an investigation.

5.20.9 Definitions/Term Definition

- **Hack/Crack:** To gain entry to a system to explore, destroy, alter or move data or resources in a way that could cause injury or expense to others, or lead to the gathering of sensitive or personal information;
- **Network Congestion:** An excessive amount of traffic on the network, to the point that messages or other electronic communications are slow or blocked causing network performance to be adversely affected;
- **Security Compromising Activity:** To make available to unauthorized personnel identifiers that would provide access to College systems or resources, such as but not limited to user ID/passwords, internal IP numbers, computer or server names; or to install unauthorized software;
- **Spam:** Unauthorized and/or unsolicited electronic mass mailings.

5.20.10 EMCC Social Media Policy

General Guidelines

All College employees are expected to exercise freedom of speech with responsibility and to represent the College with the highest level of professionalism in all college-related electronic communications to include social networking.

Employees may be held accountable for content published in affiliation with EMCC, which contains material considered to be defamatory, pornographic, proprietary, harassing, libelous, or creates a hostile work environment.

All EMCC employees must abide by EMCC's Technology Acceptable Use Policy, Federal Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act and all other Federal and State laws.

5.21 Conduct of External Research at EMCC

This policy applies to all research that would use EMCC students, faculty, staff, or data, and is not conducted directly by EMCC for the primary purpose of institutional research.

5.21.1 Requests to Conduct Research

Any individual, group or agency desiring to conduct research at EMCC, use college students, faculty, staff, or data in research, or solicit research participants on EMCC grounds or at EMCC-sponsored events must submit a written proposal to the President or the President's designee at EMCC. The proposal must detail the purpose of the study, methodology to be used (including rationale for the use of EMCC in the study), and expected outcomes/benefits of the study. Proposals must also include documentation of IRB approval from the researcher's sponsoring institution. A copy of the survey instrument(s) must also be included.

5.21.2 Conditions of Approval

Class time will not be used for any external research activities, unless participation in the research is both educationally valuable and a natural part of the course content. If use of class time is approved, the researcher must also secure the approval of the appropriate faculty member(s) before proceeding.

EMCC students may not receive inducements to participate in external research that affect grades.

EMCC students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and what participation will entail; give their consent to participate; and be free to withdraw from the research at any time.

EMCC, its students, faculty, and staff involved in external research will not be identified when findings are presented or published.

The researcher agrees to follow all directives of EMCC personnel while on EMCC grounds or at EMCC-sponsored events.

The researcher agrees to inform EMCC when the research is complete, and to provide EMCC a copy of the results of the study.

5.21.3 Approval of Proposals

The President or the President's designee will review all proposals, and may circulate proposals to other members of the EMCC community for comment. A letter will be issued to the researcher indicating acceptance or rejection of the proposal. If approved, the letter will contain specific instructions for the use of EMCC facilities, including specific date and time limits.

EMCC reserves the right to terminate any and all external research at the discretion of the President or the President's designee.

5.22 Award Policy

There is an expectation of excellence for all athletic and instructional teams to attain the highest level of achievement. The Board of Trustees finds awards necessary for the successful operation of the College; thereby, recognizing athletic/instructional team achievement through granting of awards based on the following criteria:

- State level achievement
- Regional level achievement
- National level achievement

Individual awards are not to exceed \$275. Additionally, EMCC affiliated honorees receiving a plaque award, shall not exceed an amount of \$75 per individual. In all cases, awards are budgeted by the College and are subject to the availability of funds.

5.23 Sexual Misconduct/Title IX/Campus SaVE Act

Under Title IX, and as standard for the Student Code of Conduct, East Mississippi Community College (EMCC) will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are against Mississippi State Law.

In publishing this policy, the College is not intending to substitute or supersede related civil and/or criminal law. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Criminal law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.

All students, faculty, and staff, as well as members of the public participating in College activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

If there is reason to believe that EMCC campus regulations prohibiting sexual misconduct in any form have been violated, on or off-campus, the administration will pursue disciplinary action through the appropriate College procedures. Moreover, this policy does not differentiate the types of offenses based on the kind of relationship between the individuals. EMCC complies with its obligation to investigate and resolve concerns of all forms of sexual misconduct regardless of whether or not a formal complaint is filed, in order to maintain a non-discriminatory and respectful educational environment.

This policy is intended to provide more detailed information about how EMCC handles these matters and is not intended to replace the EMCC Student Code of Conduct or EMCC Sexual Harassment Policy.

Students and members of the faculty and staff who report violations included in this policy will be given a copy of this document and will be advised of all options available to them. EMCC officials will

respect the student's right to confidentiality to the extent permitted under college and legal regulations. This document can also be found on the College's website at www.eastms.edu.

5.24 High School Students Enrolled in College Level Courses

East Mississippi Community College participates in a general program of dual enrollment, which includes offering college level courses for college credit at participating high school campuses across the College district and allowing qualified high school students to enroll in college level courses at one of the College's approved instructional sites. In addition, the College participates in the Early College High School Program, which is a cohort-based program admitting a new group of ninth grade students each year for the purpose of enrolling in a combination of high school level and college level courses for dual enrollment and dual credit towards a high school diploma and an associate's degree over a four-year period. In all cases, when attending classes and receiving supportive services at any campus or instructional site, high school students enrolled in college level courses shall adhere to all policies, procedures, and regulations associated with student conduct, in the same manner as all other students enrolled at the College.

5.24.1 Early College High School Liaison

The Vice President of Operations and Dean of Students for the Golden Triangle Campus shall serve as the ECHS Liaison and provide a consistent link between the College and the ECHS program. The Liaison will coordinate with the Director of the ECHS program to address issues related to student support services for students enrolled in the ECHS program. The Liaison will coordinate with the Assistant Chief of Police to establish, implement, and review safety and security plans that support the functions of the ECHS program. Furthermore, the Liaison will provide support, as necessary, to the Director of the ECHS program in administering policies and procedures related to student conduct, as well as the facilitation of resolving grievances filed by students enrolled in the ECHS program, or on their behalf, that involve College policies, procedures, employees, or other students.

5.24.2 Supervision of Students Enrolled in the ECHS Program

The primary responsibility for supervising the activities of students enrolled in the ECHS program shall belong to the Director of the ECHS program with support of the faculty and staff of the ECHS program. The College shall designate and mark sufficient classroom and laboratory space to support the academic and social needs of the students enrolled in the ECHS program, and ninth and tenth grade students will report to the designated areas each day and remain under the supervision of the ECHS program staff until they leave campus. When moving about the campus for required activities, ninth and tenth grade students will be in small groups under the supervision of the ECHS staff. However, just as it is with traditional college students and dual enrolled high school students that are not part of the ECHS program, eleventh and twelfth grade students enrolled in the ECHS program will have individualized schedules that require them to move about the campus to attend classes and use other services and resources as needed.

Chapter 6 - Finance and Operations

The following chapter covers most aspects of finance and operations. If an employee has questions about any procedure, the employee should consult the employee's supervisor or the Business Office before taking any action.

6.1 Administrative Support

6.1.1 Mail Service

Mail boxes are assigned to faculty members on each campus. No mail is handled on Saturday and Sunday. Mail is posted daily, Monday - Friday. Incoming mail should be checked daily. Outgoing mail should be placed in the outgoing boxes located in various areas on the campuses. Employees should use the mail service for business use only.

6.1.2 Telephone

The College operates a centralized phone system with automated tracking of long-distance calls. Long distance calls should not be made when email will suffice. Personal calls should be charged to credit cards or personal numbers.

6.1.3 Photocopying

The photocopiers throughout the College campuses are intended to support the routine copying needs of faculty and staff. If problems develop with the copiers, supervisors should be notified.

Visitors, faculty, staff, or students who wish to make photocopies for personal benefit should use the machines in the libraries and pay the established rate. The use of other machines for personal use is not allowed.

6.1.4 Traffic and Parking

All vehicles are to be registered and a parking decal placed on them. Vehicles are normally registered during class registration at the beginning of each semester. Parking decals are non-transferable. If more than one vehicle is operated on campus, then each has to be registered. Failure to register a vehicle will result in the issuance of a ticket to the offending party.

Parking is not permitted:

- a. on any sidewalk
- b. on any grassed area
- c. in a loading/unloading area
- d. in any driveway
- e. in any designated no-parking zone
- f. in a double or multiple manner
- g. in any manner that obstructs traffic

Vehicles should not be driven in excess of 20 miles per hour on the Scooba campus and 10 mph on the Golden Triangle Campus.

Pedestrians have the right-of-way on campus. However, pedestrians must use sound judgment in crossing all areas open to vehicular traffic and not willfully impede traffic flow or endanger themselves.

All traffic signs on campus are to be obeyed.

Traffic fines will be assessed by the Dean of Students. The amount assessed will depend on the type of infraction. Any students receiving more than three parking tickets or two tickets for a moving violation in a semester will lose driving privileges on campus for a specified period.

All tickets must be paid to the Business Office before grades or transcripts will be issued.

EMCC reserves the right to remove, impound, and/or immobilize any illegally parked or abandoned vehicle on campus (a vehicle shall be deemed abandoned after it remains in a location four consecutive weeks), in such cases the registered owner will be responsible for all costs involved and EMCC will not be liable for damages to the vehicle occurring during the removal, impoundment, or immobilization.

Any damages to a vehicle caused by passing over speed breakers will result in no liability to EMCC.

6.2 Travel

An EMCC Travel Form must be processed prior to the travel to receive authorization for travel (in-state and out-of-state). College owned vehicles are available for travel and will be assigned when the travel form is processed. Procedures, which conform to sound principles of financial accounting, shall be developed by the President for reimbursement of travel and expense claims by College personnel. Said procedures shall require prior approval of the President or the President's designated representative for all expenses to be incurred by the College.

EMCC travel guidelines are updated and posted to the Intranet annually.

Travel advances will not be made for in-state travel, but may be made for out-of-state travel, if the estimated total expenses exceed \$100.00. Routine out-of-state travel (e.g., Commercial Truck Driving and athletic recruiting) will require prior approval by the President or the President's designated representative. Conventions, conferences, and all meetings out-of-state will require the recommendation of the President and prior approval of the Board.

Requests for reimbursement of travel expenses must be submitted on a monthly basis. In the event that an employee received a travel advance and owes the College funds after the travel, the employee has until the end of the month in which the travel occurred to reimburse the College. The College may deduct the total funds owed to the College from the employee's next pay check, if the funds are not returned to the College within the allotted timeframe.

When a student(s) travels with an EMCC employee(s), the student must sign a travel waiver form holding EMCC harmless.

6.2.1 Subsistence and Lodging

Amounts for meal reimbursement will be made following Board reimbursement policies. Meals will not be reimbursed except for overnight trips accompanied by a hotel receipt. Subsistence expenses are provided in accordance with state policies and rate of reimbursement. Employees traveling in-state without an overnight stay are not entitled to subsistence. Itemized meal receipts are required for reimbursement and a detailed hotel receipt must be attached to the travel voucher. In the instance that an employee makes other overnight accommodation arrangements rather than staying in a hotel, that information must be stated on the travel voucher in order for meals to be reimbursed. When making hotel reservations, employees must identify themselves as EMCC employees and be sure that they are charged the reduced state rate. EMCC will not reimburse more than the maximum daily amount allowed by the State for meals and lodging.

6.2.2 Registration

The College will reimburse registration fees for professional conferences and activities that have been approved in advance. Receipts for registration must be provided for reimbursement.

6.2.3 Itemized, Detailed Receipts

Whenever authorized travel is granted to College personnel, said personnel must submit itemized receipts (e.g., parking, taxi, rental car, registration, and airline tickets). Only itemized, detailed hotel receipts will be accepted for reimbursement purposes. A copy of a charge card receipt will not be accepted, nor will a receipt which shows only a total amount paid. Express checkout hotel bills which do not show daily charges will not be accepted.

If traveling by plane, an airline ticket stub showing the cost of the ticket, along with boarding pass, must be submitted for reimbursement. If you purchase an airline e-ticket, you must have a printed ticket showing the amount paid for the ticket for reimbursement. An email confirmation of an airline reservation will not be accepted.

6.2.4 Gratuities

EMCC will reimburse no more than a 15% gratuity on meals. A reasonable gratuity will be reimbursed for bellmen or valet parking, not to exceed \$5, on the date of checking into or out of a hotel. Gratuities are reimbursed only if the total of meals and gratuities is within the allowable per diem.

6.2.5 Alcoholic Beverages, Videos, and Personal Phone Calls

EMCC does not reimburse for alcoholic beverages. These charges must not be included in receipts submitted for reimbursement to the College.

EMCC does not reimburse for videos or personal phone calls which might be charged to a hotel room. These charges must be deducted along with the associated tax before listing the hotel amount on the travel voucher.

6.2.6 Traveling with Others

Employees who travel must submit separate travel vouchers and receipts for reimbursement. Reimbursement cannot be paid to one employee for another employee's expense. In the event that an individual, who is not a College employee, travels with a College employee, the employee must deduct any costs charged by the hotel for the additional person when requesting reimbursement.

6.2.7 Mileage Reimbursement

Whenever authorized College personnel use their personal automobiles for travel, the College shall pay for mileage incurred. However, such payment shall not be greater than the cost of direct air transportation between the points of travel. Out-of-state travel will be reimbursed for mileage at the current college rate per mile or a 7-day advance purchase coach fare airline ticket, whichever is less.

Mileage reimbursement originates at the assigned work location, (i.e., the Scooba campus, Golden Triangle campus, Meridian Naval Air Station, Columbus Air Force Base). If the travel requires an employee to leave from home, the mileage claimed shall be the lesser of the mileage from either home or the assigned work location.

6.2.8 Cell/Smart Phone Usage Policy

While operating an EMCC vehicle that is owned, leased, or rented by the College or operating a personal vehicle on EMCC business, EMCC employees may not use a hand-held cell phone or other electronic device for purposes of reading and/or responding to emails, instant messages, text messages, or using other apps.

6.3 Budget Preparation and Management

6.3.1 Preparing the Annual Operating Budget

The Board shall provide for the preparation and adoption of the annual budget for the College. The Board delegates the responsibility for preparation of the budget to the President and appropriate members of the staff. The budget shall be prepared in accordance with such laws, rules and regulations as may be prescribed by the State of Mississippi. The budget shall be presented to the Board at the Board's regular June meeting date for review and approval unless by its action the Board authorizes a different date.

6.3.2 Adoption of the Operating Budget

The draft operating budget will be provided to each Board member at least seven (7) days prior to the meeting in which the budget will be considered for adoption. The budget will not become official until it has been approved by the Board.

6.3.3 Fiscal Year Definition

The fiscal year for East Mississippi Community College shall be July first through June thirtieth.

6.3.4 Line Item Transfer Authority

The Board appropriates funds to the College on a line item budget. Current operating and current plant funds may be transferred from one item to another when approved by the President. Capital outlay funds held in reserve may not be used or transferred from one item to another except when approved by the Board and the appropriate state agencies.

6.3.5 Audits

Annual audits shall be conducted in accordance with the laws of Mississippi. The President shall be authorized to conduct auditing procedures as the President deems necessary.

6.4 Checking Accounts

The Board approves the establishment of checking accounts with banks as may be needed in meeting the financial requirements of the College. All checking accounts for the College will be administered by the Chief Financial Officer. No accounts shall exist other than those managed by the Chief Financial Officer. All checks issued by the College shall be signed by the President and/or the Vice President for Instruction and the Chief Financial Officer.

6.5 Purchasing Authority

The purchasing authority for the College is vested in the Board. The Board delegates to the President, the authority (within policy limitations) to purchase, in the name of the Board, necessary goods and services for the effective operation of the College.

All purchasing shall be conducted according to the laws of Mississippi and the interpretations and opinions of the Attorney General. The philosophy guiding all purchasing will be to obtain quality goods and services at the most reasonable prices.

6.6 Processing of Purchase Orders

In accordance with sound principles of financial accounting, purchase orders must be prepared on all items or services purchased in the name of the Board.

A duly executed requisition form must be approved by the President or the President's designated representative prior to submission for a purchase order number. Only in the event of an emergency can a purchase be made without an employee having received a purchase order number.

All purchase orders must be signed by the Chief Financial Officer prior to submission for payment.

6.7 College Accounting and Reporting

The following procedures will be followed in accounting and reporting relative to College financial affairs:

A complete and systematic record shall be kept of all receipts and expenditures.

Any employee of the College who receives monies belonging to the College will promptly and immediately give the monies to the appropriate financial officer for posting and deposit.

All accounting and reporting procedures of the College shall be in accordance with laws of the State, and with policies prescribed by the Board.

All reports, forms, and record books needed in a total program of accounting shall be provided by the College.

All monies received in the name of the Board and used by the Board shall be deposited in banks within the framework of accounts approved by the Board.

All financial transactions of the College shall be made by check, or through an impress petty cash fund.

The President or the President's designated representative is authorized to approve payment of all standard bills (e.g., utility bills, etc.). All other bills will be placed on docket and must have Board approval for payment.

No payment shall be made by the College, which exceeds total allocation in the budget except as may be authorized by the Board.

All expenditures shall be systematically recorded in line with the various sections of the budget in order that a true and accurate relationship between classified expenditures and the budget may be determined at all times.

All invoices that are in order for payment shall be paid regularly, month-by-month, in order that the financial status of the College can be accurately determined at all times. Invoices covering all expenditures of the Board, other than those supported by personnel payrolls, shall be systematically filed.

Check images shall be systematically filed to satisfy requirements of the law.

A cumulative, systematic, and up-to-date record shall be kept of approved purchase orders so that the financial status of the College can be reliably determined at all times.

A cumulative and up-to-date record shall be kept on all insurance records and policies on buildings, equipment, and insurable properties owned by the College.

A complete systematic file shall be kept on all Board property, including deeds and plots of school sites.

The Board may ask the President to make reports on the status of the budget. These reports show the budget and expenditures in a format approved by the Board. They shall also show the relationships, which exist between classified expenditures on the one hand, and allocations in the budget on the other.

It shall be the duty of the President to keep the Board informed as to the status of the budget and to make recommendations concerning needed revisions as provided for under law and Board policies.

A cumulative systematic and up-to-date inventory shall be kept of equipment and supplies owned by the College.

A cumulative and systematic record shall be kept of the cost of operation and repair of all buildings whose titles are vested in the Board. This record shall include data on warranties, vendors, etc., to ensure that full credit will be obtained for the institution over time, regardless of personnel changes.

Accurate and verifiable records of vehicle fuel purchases and usage will be maintained and reviewed by the Chief Financial Officer monthly. The President will establish and maintain a system adequate to ensure that theft, misuse, or waste of fuel does not occur.

Other records shall be kept as prescribed by the President and/or the Board in order to meet the needs of the College.

6.8 Inventory Control

All non-consumable material and equipment with a value that requires capitalization by the State Auditor will be placed on the institution's inventory as soon as it is received by the receiving department.

Upon reception of materials, the receiving department will check the items against the listing on the purchase order and document on the receiving report to determine that the items ordered were, in fact, received. It will also be noted on the receiving report if there are any shortages or damaged goods in the order. The institution will have a complete inventory check on at least an annual basis.

The receiving department will place an EMCC or State of Mississippi inventory tag on each individual item. An inventory form is to be filled out for each individual item before it is delivered to the appropriate department or area of the College for which the items were purchased. The inventory form shall have the item description, I.D. number, the actual cost of the item, the manufacturer's name, the location of the item on campus, the serial number and the model number, and an area for remarks or comments if needed.

The inventory forms and copies of the receiving reports are to be delivered to the Business Office. Business Office personnel will use the inventory forms to add the new material to the institution's inventory.

Once the items are delivered to a department or building, the individual responsible for that department or building will be responsible for the items that are under that individual's supervision. A transfer form must be completed and submitted to the Chief Financial Officer if equipment is moved.

Budgeting - Based on local, state and federal allocations or budgets, accounts will be established with objects that allow identification of the item as local, state or federal and satisfy financial and compliance needs.

Ordering - Prior to ordering, administrative approval will determine compliance with purchasing laws, sufficient local, state or federal funds, and in the case of state or federal funds, prior approval by the state or project.

Receiving/Tagging - The Chief Financial Officer will oversee the tagging of fixed assets. EMCC equipment will be tagged upon arrival. State inventory tags will be affixed as they are received from the state.

Additions to Inventory – Shipping/receiving clerks will oversee the completion of inventory addition forms for monthly transmittal to the business manager. Instructional administrators will handle reporting of state equipment additions.

Deletions from Inventory - The Chief Financial Officer will compile annual inventory deletions, supported by appropriate documentation. Documentation includes reports of missing/stolen items, surplus property and scrap reports, etc. These reports should be submitted to the Chief Financial Officer by department heads and the Director of Physical Plant.

Physical Inventory - Annual physical inventories will be conducted per listings provided by the Chief Financial Officer or state.

Responsibility for Reporting of Missing/Stolen Items - All employees have the responsibility for reporting missing/stolen items to their immediate supervisor. Immediate supervisors are to make a written report to the Director of Physical Plant and Chief Financial Officer.

Missing Inventory Investigation and Reporting - The Director of Physical Plant will investigate and report all cases of missing or stolen inventory, including police reports, insurance claims, etc., to the Chief Financial Officer and the Vice President of Golden Triangle Campus.

Review of Procedures - The Chief Financial Officer will review missing inventory investigative reports for possible recommendation of procedural changes. Any such recommendations will be made to the President.

Financial Responsibility - EMCC is held strictly liable for repayment of the cost of any state inventory items missing or stolen.

Personal Liability Determination - A panel composed of the Vice President of Golden Triangle Campus, the Director of Physical Plant, the Chief Financial Officer, and others appointed by the College President, will review the facts and circumstances of each missing or stolen item to determine whether negligence or misconduct exists to warrant a recommendation to the College President for assignment of personal liability.

Demand for Payment - Acting upon a recommendation by the College President, the Board will decide whether a demand for payment will be delivered to the responsible employee.

6.9 Purchasing and Incurring Fiscal Obligations

Staff members that need to purchase supplies and materials for their classroom or office use must work within divisional procedures established by their dean or director. The Business Office processes requests for supplies and materials when properly submitted. Departments and divisions are expected to allocate their supply and material monies in order to operate within their established budget.

It is important that each staff member recognize the need to adhere to state purchasing procedures. The College uses a requisition and purchase order system. No individual should order or receive any materials without proper authorization from the Business Office. Failure to abide by these rules may result in the individual incurring the financial obligation personally or disciplinary action for failing to follow College policy.

In general, requisitions should be submitted five (5) working days before purchase orders can be mailed. Emergency requests should be brought to the attention of the Business office.

6.10 Supplies, Materials, and Equipment

Non-contract items not over \$5,000 - These items may be purchased by completing a requisition and processing it through the appropriate channels.

Non-contract items over \$5,000 but not over \$74,999 – Must have two written, signed quotes along with an approved requisition.

Non-contract items over \$74,999 - Must be advertised for public bid by State of Mississippi regulations.

Supplies and materials, if available, must be purchased directly with a proper requisition from the State of Mississippi bid list. If supplies and materials are not on State contract then proper procedures as given above must be followed to purchase elsewhere.

Equipment, if available, must be purchased directly with a proper requisition from the State of Mississippi bid list. If equipment is not on State contract then proper procedures as given above must be followed to purchase elsewhere.

6.11 Political Activities and Solicitation

6.11.1 Political Activities

The College extends an invitation to all political candidates to visit the College for escorted tours. Board policy prohibits candidates or their supporters from other campaigning activities on the Campus during the operating hours of the College. The College may elect to invite candidates for political forums. In such instances, candidates of all parties for the same office will be granted equal opportunity to express their views.

6.11.2 Solicitation

The College shall not solicit funds from or attempt to sell goods or services to employees and no employee will have any financial interest in the College. All charity or fund-raising campaigns shall be participated in on a voluntary basis by employees of the College. Membership in professional organizations shall be on an individual basis.

6.12 Closing of College Due to Inclement Weather

The College will at times delay or cancel classes due to inclement weather. When these conditions appear or are anticipated, employees should listen for announcements from the local radio and television stations or check announcements on EMCC's webpage, social media or Roarcast.

6.13 Live Work Policy

The purpose of the EMCC live work program is to provide students practical training directly related to classroom instruction.

All live work will be directly related to areas of study presently in progress.

Live work will be scheduled by instructors in order to properly incorporate work in the instructional plan.

All live work will be performed by students enrolled in programs.

No work will be performed by instructors without students being involved.

Fees will be collected to cover materials, supplies, and parts used in the project. A laboratory fee may also be charged to cover the cost of incidentals.

All expenses and lab fees incurred will be collected before the project will be allowed to leave the department.

Live work projects will be performed according to the curriculum on a first-come, first-served basis with priority given to: (1) EMCC, (2) students enrolled in the training program, (3) EMCC faculty and staff, (4) educational or governmental entities, and (5) individuals not employed by EMCC as well as non-educational/non-governmental entities.

Work projects will not be in direct competition with industry.

Special projects completed using supplies and materials purchased with public funds shall become the property of the state and local school or shall be disposed of in a manner consistent with state laws.

Instructors shall request, in writing, permission from their supervisor to conduct live work projects at locations other than EMCC.

Instructors shall request, in writing, permission from their immediate supervisor to conduct live work projects for persons or entities not related to EMCC.

Payments received for live work projects must be submitted to the Business Office immediately.

All persons requesting live work by EMCC shop programs will be required to sign the following statement prior to the project being accepted:

Memorandum of Understanding

I hereby agree to the following stipulations:

*I understand that the work on my property, _____
(project description) will be done by students at EMCC;*

I understand, and agree, that the work performed on my project carries no guarantees;

I understand that I will be charged by East Mississippi Community College for all materials, supplies, and parts used in the completion of my project. I understand that, at the instructor's discretion, I MAY be able to provide my own materials, supplies, and parts. I further understand that I may also be charged a laboratory fee to cover the cost of incidentals;

I hereby agree that East Mississippi Community College, its students, faculty, staff, and Board of Trustees will not be held liable for any failure, omission, accident, or damage which may result from work done on this project.

6.14 Investment Policy

EMCC is authorized to make investments in accordance with the provisions of State law. The goal of the College is to receive the greatest return on investments while following the stipulations set forth in the law. EMCC is prohibited from making investments which are not secured by collateral as required by state law or by the full faith and credit of the United States. Investments in Ginny Mae certificates, being backed by the full faith and credit of the United States, are authorized. Collateralization is monitored as necessary by the Chief Financial Officer to ensure that collateral requirements are met.

Investments are made by the Chief Financial Officer. Quotes on interest rates are requested and reviewed, and investments are made based on the best quote.

In any year that the investment earnings are anticipated to decline, the Chief Financial Officer shall notify appropriate administrative staff so that scholarship funds will not be over-awarded.

The investment policy of EMCC is evaluated on an annual basis by the Board, with investment activities audited annually for compliance with state law.

6.15 Facilities (Buildings, Grounds and Equipment)

6.15.1 Management of Buildings and Grounds

The President and/or the President's designated representative shall be responsible for keeping the buildings and grounds of the College in good repair. The President may employ the necessary personnel to effectively maintain the buildings and grounds of the College. The

President and/or the President's designated representative will be responsible for the following records and reports:

A complete system of records shall be kept on the maintenance of all facilities of the College.

The President may require the Vice President of Golden Triangle Campus to file necessary reports concerning the needs of the College in reference to maintenance of buildings and grounds.

The President may require the Vice President of Golden Triangle Campus to file on or before the first day of May a report of the maintenance needs of the College to be met during the summer months.

The President shall require the Vice President of Golden Triangle Campus to develop a written plan for preventive maintenance of all College facilities and equipment. The plan shall be presented to the President for the President's approval and shall be followed on a regular basis. Documentation and verification that such plan is followed shall be provided.

6.15.2 Property and Liability Insurance

The Board shall be charged with the responsibility for seeing that all buildings and contents whose titles are vested in the state and College are adequately insured. Similarly, the College will maintain adequate liability insurance for all titled vehicles owned by the College or the state.

6.15.3 Fire Prevention and Protection

The President may direct the Director of Physical Plant to conduct at least quarterly inspections of all buildings under the jurisdiction of the College for fire hazards. Advice and inspection may also be requested from the State Fire Marshal's office and all buildings used to house students will be equipped with fire protection equipment.

6.15.4 Building Repairs

The President shall see that high priority is given to the maintenance and repair of all buildings. A record of repairs and maintenance needed will be kept by the Director of Physical Plant and the record will be reviewed annually by the President. Any employee of the College may make requests for routine or emergency repairs to the Vice President of Golden Triangle Campus or the Director of Physical Plant.

Planning and Coordination of repairs, renovations, and new construction shall be managed by the Director of Facilities Planning and Project Management, including the solicitation of bids and quotations. The Board will approve bids and quotations for new construction and facility expansion in accordance with Mississippi law.

6.15.5 Long Range Facility Plan

The College will maintain and annually update a long-range plan for the construction of new facilities and the alteration of existing facilities. Any construction of new facilities or alteration of existing facilities will be based upon a thorough study of the program and instructional needs of the College. The study group for such tasks will be broadly representative of all persons and groups in the College community. The study group shall include the Vice President of Golden Triangle Campus and the Director of Physical Plant.

6.15.6 Naming College Buildings and Facilities

The general procedure for selecting a name for a new facility shall be as follows:

The Board shall appoint a committee composed of two citizens from the College district; two representatives from the College staff; two student representatives from the College; and two members of the Board.

The committee shall then present a list of not less than three names nor more than five names to the President who will forward them to the Board.

The Board shall then make the final selection of the name from the list submitted by the committee.

Special requests for naming a facility may be submitted by appropriate entities (e.g., Alumni Association, Faculty Association, etc.). If such requests are submitted, the Board may consider them without going through the steps outlined above, at its (the Board's) discretion.

6.15.7 Categories of Potential Uses

State, county and local government entities - No charge for facility use unless special arrangements are required, (i.e., setup, cleanup, security fee).

Non-profit community service organizations - No charge for facility use during normal operating hours unless special arrangements are required, (i.e., setup, cleanup, security fee).

Facility use by groups other than those mentioned above are subject to Board approval, supported by a detailed written request submitted to the Dean of Students on the campus where the space is requested at least six weeks prior to use.

Fund raising programs will not normally be considered by the Board.

6.15.8 Fee Structure

The fee structure for facility usage by area is provided on a per hour or per night (for dormitories) basis. This structure gives a minimum base and may require an initial maintenance/damage deposit when deemed necessary in addition to the basic fee structure.

Auditorium.....	\$60.00 per hour minimum
Cafeteria/Student Center.....	\$50.00 per hour minimum unless food service is provided or catered by the College which will include the facility cost
Special Purpose Rooms.....	\$30.00 per hour minimum
Board/Conference Rooms.....	\$25.00 per hour minimum
Classrooms.....	\$20.00 per hour minimum
Dormitory Rooms.....	\$5.00 per person per night, double occupancy
Coliseum.....	\$100.00 per hour minimum
Security.....	Current hourly rate

Functions not included in the above fee schedule will be subject to special negotiations and approval if they are to be considered. Fee structure and services provided by CMTE will be negotiated.

6.16 Red Flag Identity Theft Prevention Program

Red Flag is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

6.16.1 Objective of Policy

The College hereby establishes an Identity Theft Program (“the Program”) to comply with the “Red Flags Rule,” promulgated by the *Federal Trade Commission* (FTC). The Program is designed to detect, prevent and mitigate Identity Theft, which is a threat to the well-being of the College community.

6.16.2 Authority

The “Red Flag Rule” has been promulgated by the FTC in the FTC’s implementation of Sections 114 and 315 of the *Fair and Accurate Credit Transactions Act of 2003*, an amendment to the *Fair Credit Reporting Act* (FCRA) pursuant to U.S.C. 1681s(a)(1).

6.16.3 Policy Statement

The Red Flag Rule requires institutions that hold “covered accounts” (accounts as to which a person makes repeat payments) to develop and implement an Identity Theft prevention program for new and existing accounts. The College has in place, procedures to ensure compliance with the Program which shall include reasonable steps to:

- 1) Identify relevant Red Flags for covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
- 2) Detect Red Flags that have been incorporated into the Program;
- 3) Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
- 4) Ensure that the program is updated periodically to reflect changes in risks to College consumers and to the safety and soundness of the College from Identity Theft.

6.16.4 Responsibility for Implementation

College Federal Compliance Officer

6.16.5 Program Implementation

6.16.5.1 Identification of Red Flags

In order to identify relevant Red Flags, the College has considered the types of covered accounts offered and maintained, methods provided to open accounts, methods provided to access accounts, and previous experiences with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

A. Notification and Warnings from Credit Reporting Agencies

It is not a policy of the College to request credit reports; however, if the College receives a credit report or finds it necessary to request a credit report in the future, the following will be used to identify red flags:

- 1) Report of fraud accompanying a credit report;
- 2) Notice or report from a credit agency of a credit freeze on an applicant;
- 3) Notice or report from a credit agency of an active duty alert for an applicant;
- 4) Receipt of a notice of address discrepancy in response to a credit report request;
and
- 5) Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

B. Suspicious Documents

- 1) Identification document or card that appears to be forged, altered or inauthentic;
- 2) Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- 3) Other document with information that is not consistent with existing student information; and
- 4) Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

- 1) Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
- 2) Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
- 3) Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- 4) Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- 5) Social security number presented that is the same as one given by another student;

- 6) A person fails to provide complete personal identifying information on an application when reminded to do so; and
- 7) A person's identifying information is not consistent with the information that is on file for the student.

D. Suspicious Covered Account Activity or Unusual Use of Account

- 1) Change of address for an account followed by a request to change the student's name;
- 2) Payments stop on an otherwise consistently up-to-date account;
- 3) Account is used in a way that is not consistent with prior use;
- 4) Mail sent to the student is repeatedly returned as undeliverable;
- 5) Notice to the College that a student is not receiving mail sent by the College;
- 6) Notice that an account has unauthorized activity;
- 7) Breach in the College's computer system security; or
- 8) Unauthorized access to or use of the student's account information.

E. Alerts from Others

Notice from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

6.16.5.2 Detecting Red Flags

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, the College will take the following steps to obtain and verify the identity of the person opening the account:

- 1) Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
- 2) Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

- 1) Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
- 2) Verify the validity of requests to change billing addressed by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
- 3) Verify changes in banking information given for billing and payment purposes.

C. Consumer ("Credit") Report Requests

In order to detect any of the Red Flags identified above for an employee or volunteer position for which a credit or background report is sought, the College will take the following steps to assist in identifying address discrepancies:

- 1) Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
- 2) In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

6.16.5.3 Preventing and Mitigating Identity Theft

In the event the College detects any identified Red Flags, the College shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- 1) Continue to monitor a Covered Account for evidence of Identity Theft;
- 2) Contact the student or applicant (for which a credit report was run);
- 3) Change any passwords or other security devices that permit access to Covered Accounts;
- 4) Not open a new Covered Account;
- 5) Provide the student with a new student identification number;
- 6) Notify the Program Administrator for determination of the appropriate step(s) to take;
- 7) Notify law enforcement;
- 8) File or assist in filing a suspicious activities report; or
- 9) Determine that no response is warranted under the particular circumstances.

6.16.5.4 Staff Training and Program Evaluation

College personnel responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College personnel are expected to notify the Program Administrator once they become aware of an incident of Identity Theft. At least annually, the Program Administrator shall report on compliance with the Program. The report will address such issues as effectiveness of the guidance in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft, and recommendations for changes to the Program.

6.16.5.5 Service Provider Arrangements

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft.

- 1) Require, by contract, that the service provider has such policies and procedures in place;
- 2) Require, by contract, that the service provider review the College's program and report any Red Flags to the responsible Program Administrator or the College employee with primary oversight of the service provider relationship.

6.17 Retaining College Records

All records, both electronic and printed, are the property of East Mississippi Community College and shall be retained unless otherwise approved by the appropriate vice president. The College shall adhere to the State of Mississippi Records Retention Schedules for Community and Junior Colleges for the minimum time necessary to retain records as found in Section 39-5-9, Mississippi Code of 1972, Annotated (MCA), as amended. See appendix A.

6.18 Procedures for Bankruptcy

In order to protect the College and the student and remain compliant with Federal Bankruptcy laws, EMCC has established the following procedure for handling students who have filed for bankruptcy and have an outstanding balance due to EMCC:

- Enrollment/Registration will be allowed only after advance payment has been received for all tuition and fees. Other charges associated with enrollment at EMCC (e.g. meal plans, dorm charges, course fees, registration fees, other fees, etc.) must also be paid in advance and not placed on the student's account.

Adherence to this procedure will ensure that EMCC does not violate bankruptcy laws nor adversely affect the student by allowing them to incur additional debt while protected under Federal Bankruptcy laws.

Revision History

Date	Board Action	Policy Reference	Description
March, 1991	Approval		Approved as the Board Policy Manual
Summer, 1994	Approval		Revised as the Policy and Procedures Manual
Dec. 3, 2007	Approval		Approval of Pay Policy
May 5, 2008	Approval		Developmental courses may not be counted toward instructional credit for graduation. Change made to align with SACS directive.
June 2, 2008	Initial Approval	Chapter 3 Chapter 4.11 Chapter 4.12.1 Chapter 4.19	Initial approval to the following Policies to consist of the insertion of EMCC's non-discrimination policy in each: 1. Councils and Committees of the College 2. LEP Policy to be included in the Admissions Process 3. Salary Schedule and Contracts 4. Placement of New Employees on the Salary Schedule 5. Leave Policy
June 2, 2008	Initial Approval	Chapter 4.2.1	Non-Discrimination and Anti-Harassment Policy and Grievance Procedure
July 7, 2008	Final Approval	Chapter 3 Chapter 4.11 Chapter 4.12.1 Chapter 4.19	Initial approval to the following Policies to consist of the insertion of EMCC's non-discrimination policy in each: 1. Councils and Committees of the College 2. LEP Policy to be included in the Admissions Process 3. Salary Schedule and Contracts 4. Placement of New Employees on the Salary Schedule 5. Leave Policy
July 7, 2008	Final Approval	Chapter 4.2.1	Non-Discrimination and Anti-Harassment Policy and Grievance Procedure
Nov. 3, 2008	Initial Approval	Chapter 2.20	Addition of EMCC Substantive Change Policy to meet SACS requirements.
Dec. 1, 2008	Final Approval	Chapter 2.20	Addition of EMCC Substantive Change Policy to meet SACS requirements.
May 4, 2009	Initial Approval		2009-2010 Policy and Procedures Manual
June 1, 2009	Final Approval		2009-2010 Policy and Procedures Manual
May 3, 2010	Initial Approval		2010 Policy and Procedures Manual

Date	Board Action	Policy Reference	Description
June 7, 2010	Final Approval		2010 Policy and Procedures Manual
Nov. 1, 2010	Initial Approval	Chapter 4.19.1	Amended Leave Policy, paragraphs 5 and 6
Dec. 6, 2010	Final Approval	Chapter 4.19.1	Amended Leave Policy, paragraphs 5 and 6
Dec. 6, 2010	Initial and Final Approval	Chapter 6.16	Addition of Red Flag Identity Theft Prevention Program
May 2, 2011	Initial Approval	Chapter 4.31	Addition of Consensual Relationships Policy
June 6, 2011	Initial Approval	Chapter 4.12.6	Amendment of Plan of Improvement Policy
July 6, 2011	Final Approval	Chapter 4.12.6	Amendment of Plan of Improvement Policy
July 6, 2011	Initial Approval	Chapter 6.4	Amendment of Checking Accounts Policy
Aug. 1, 2011	Final Approval	Chapter 6.4	Amendment of Checking Accounts Policy
July 2, 2012	Initial Approval		2013 Policy and Procedures Manual
Aug. 6, 2012	Final Approval		2013 Policy and Procedures Manual
Aug. 6, 2012	Initial Approval	Chapter 5.22	Addition of Award Policy
Sept. 4, 2012	Final Approval	Chapter 5.22	Addition of Award Policy
Oct. 1, 2012	Initial Approval	Chapter 5.4.1	Addition of Full-Time Faculty/Employees Additional Assignments for Additional Compensation
Nov. 5, 2012	Final Approval	Chapter 5.4.1	Addition of Full-Time Faculty/Employees Additional Assignments for Additional Compensation
March 4, 2013	Initial Approval	Chapter 5.20.10	Addition of Social Media Policy
April 2, 2013	Final Approval	Chapter 5.20.10	Addition of Social Media Policy
June 3, 2013	Initial Approval	Chapter 4.19.1	Amendment to Sick Leave Policy
July 1, 2013	Final Approval	Chapter 4.19.1	Amendment to Sick Leave Policy
Feb. 3, 2014	Initial Approval	Chapter 5.22	Amendment to Award Policy
Feb. 3, 2014	Initial Approval	Chapter 6.18	Addition of Procedures for Bankruptcy

Date	Board Action	Policy Reference	Description
March 3, 2014	Final Approval	Chapter 5.22	Amendment to Award Policy
March 3, 2014	Final Approval	Chapter 6.18	Addition of Procedures for Bankruptcy
April 7, 2014	Initial Approval	Chapter 6.2.8	Addition of Cell/Smart Phone Usage Policy
April 7, 2014	Initial Approval	Chapter 4.24	Amendment to Drug-Free Workplace Policy
April 7, 2014	Initial Approval	Chapter 4.2.2	Amendment to Sexual Harassment Policy Acknowledgement
May 5, 2014	Final Approval	Chapter 6.2.8	Addition of Cell/Smart Phone Usage Policy
May 5, 2014	Final Approval	Chapter 4.24	Amendment to Drug-Free Workplace Policy
May 5, 2014	Final Approval	Chapter 4.2.2	Amendment to Sexual Harassment Policy Acknowledgement
July 7, 2014	Initial Approval	Chapter 3.17	Addition of Sunshine Committees
July 7, 2014	Initial Approval	Chapter 3.18	Addition of Hospitality Committees
July 7, 2014	Initial Approval	Chapter 5.23	Addition of Sexual Misconduct Title IX Campus SaVE Act
Aug. 4, 2014	Final Approval	Chapter 3.17	Addition of Sunshine Committees
Aug. 4, 2014	Final Approval	Chapter 3.18	Addition of Hospitality Committees
Aug. 4, 2014	Final Approval	Chapter 5.23	Addition of Sexual Misconduct Title IX Campus SaVE Act
Dec. 1, 2014	Initial Approval	Chapter 4.26	Addition of Tobacco Free Policy
Jan. 5, 2015	Final Board Approval	Chapter 4.26	Addition of Tobacco Free Policy
Sept. 8, 2015	Initial Approval	Chapter 5.24	Addition of High School Students Enrolled in College Level Courses
Sept. 8, 2015	Approval	Chapter 3.2	Amendment to <ul style="list-style-type: none"> • rename the Library Committee to the Library Council • increase the membership from 4 to 5 faculty representatives each from the Scooba and Golden Triangle Campus • specify that the District Librarian will serve as chair of the council • specify that the senior librarian at the other campus serve as a member of the Council

Date	Board Action	Policy Reference	Description
Sept. 8, 2015	Approval	Chapter 3.12	Amendment to add one faculty member and one staff/administrative member as alternates to each campus Judicial Committee to ensure timely responses to matters under consideration
Sept. 8, 2015	Approval	Chapter 3.16	Amendment to <ul style="list-style-type: none"> • rename the Financial Aid Committee to the Financial Aid Council • specify that the members of the Council shall be appointed by the President • Add one faculty member and one staff/administrative member as alternates to the Council to ensure that sufficient representation is present when the Council needs to deliberate.
Oct. 5, 2015	Approval	Chapter 4.5	Amendment to <ul style="list-style-type: none"> • specify the steps of the grievance process not related to termination, non-renewal of contract, discrimination, or harassment
Oct. 5, 2015	Initial Approval	Chapter 3.19	Addition of Convocation Planning Council Policy
Oct. 5, 2015	Final Approval	Chapter 5.24 Chapter 5.24.1 Chapter 5.24.2	High School Students Enrolled in College Level Courses Early College High School Liaison Supervision of Students Enrolled in the ECHS Program
Nov. 2, 2015	Final Approval	Chapter 3.19	Addition of Convocation Planning Council Policy
Dec. 1, 2015	Approval	Page 2 Chapter 1.7	Specific names of individuals have been changed to the title or the name of the office that has responsibility.
Dec. 1, 2015	Approval	Chapter 1.7 Chapter 3 Chapter 4.2 Chapter 4.2.1 Chapter 4.11 Chapter 4.12.3 Chapter 4.19	Discrimination and harassment statements have been expanded to specific language to comply with expectations of various grant-providing entities.
Dec. 1, 2015	Approval	Chapter 1.3	References to SACS COC have been standardized to comply with their requirements in preparation for reaffirmation.
Dec. 1, 2015	Approval	Chapter 2.2 Chapter 2.3 Chapter 4.14	Added statutory references where appropriate.

Date	Board Action	Policy Reference	Description
Dec. 1, 2015	Approval	General	A number of clerical and grammatical errors have been corrected.
Dec. 1, 2015	Approval	Chapter 1.2	Included additional instructional locations.
Dec. 1, 2015	Approval	Chapter 1.3	Added membership in the Council for Higher Education.
Dec. 1, 2015	Approval	Chapter 1.7	Corrected wording in legal compliances paragraph.
Dec. 1, 2015	Approval	Chapter 2.4	Clarified language in preparation for reaffirmation.
Dec. 1, 2015	Approval	Chapter 2.13.3	Clarified language.
Dec. 1, 2015	Approval	Chapter 2.13.8	Updated the order of business to match current practice.
Dec. 1, 2015	Approval	Chapter 2.14	Added Board authority to expedite policy approval.
Dec. 1, 2015	Approval	Chapters 2.15, 2.15.1, and 2.15.5 (old)	Removed Public Information items to 2.18 et al in preparation for reaffirmation, bringing clarity to policies about Board Relationships.
Dec. 1, 2015	Approval	Chapters 2.15, 2.15.1, 2.15.2, and 2.15.3	Established 2.15 and following as policies related to Board Relationships in preparation for reaffirmation, bringing clarity to policies about Board Relationships.
Dec. 1, 2015	Approval	Chapters 2.16, 2.16.1, 2.16.2, and 2.16.3 (old)	Moved to 2.19 et al in preparation for reaffirmation, clearly separating policies concerning Foundations and External Funding from Board-related policies.
Dec. 1, 2015	Approval	Chapters 2.17, 2.17.1, 2.17.3, 2.17.4, 2.17.5, 2.17.6, 2.17.7 (old)	Moved to 2.16 et al in preparation for reaffirmation, clearly separating policies concerning the President from Board-related policies.
Dec. 1, 2015	Approval	Chapter 2.19 (old)	Moved to 2.20 to accommodate renumbering in preparation for reaffirmation.
Dec. 1, 2015	Approval	Chapter 2.20 (old)	Moved to 2.21 to accommodate renumbering in preparation for reaffirmation. Renamed the Substantive Change Committee as a Council to align with definitions of council and committees in Chapter 3. Clarified language in preparation for reaffirmation.
Dec. 1, 2015	Approval	Chapter 3	Put expectation that standing committees and councils meet at least twice annually into policy. Renamed committees as councils to align with definitions of councils and committees in 3.1, 3.2, 3.8, 3.10, 3.11, 3.16, 3.19, and 3.20.

Date	Board Action	Policy Reference	Description
			Clarified responsibilities, committee or council make-up, and responsibility for appointment in most sections.
Dec. 1, 2015	Approval	Chapter 4.1	Added definition of adjunct faculty member.
Dec. 1, 2015	Approval	Chapter 4.2.1	Reassigned role of Coordinator of grievance procedures for discrimination and harassment to the District Director of Human Resources, Payroll, and EEOC/OCR from the Vice President of the Scooba campus to align with current responsibilities
Dec. 1, 2015	Approval	Chapter 4.2.2	Clarified language concerning signed copies of the Sexual Harassment Policy by employees.
Dec. 1, 2015	Approval	Chapters 4.6.1, 4.6.2	Clarified language.
Dec. 1, 2015	Approval	Chapter 4.12.1	Removed language in this chapter that duplicated the anti-discrimination statement in 4.11 regarding salary schedules and contracts.
Dec. 1, 2015	Approval	Chapter 4.12.14	Clarified language about salary determination.
Dec. 1, 2015	Approval	Chapter 4.16	Clarified language concerning normal office hours. Added a statement that extra duties will occasionally require that regularly scheduled work time will extend beyond the regular work day.
Dec. 1, 2015	Approval	Chapter 4.17	Eliminated statements about teaching loads, which are defined elsewhere in policy.
Dec. 1, 2015	Approval	Chapter 4.18	Clarified language around retirement credit and utilities payment.
Dec. 1, 2015	Approval	Chapter 4.18.1	Clarified language about equivalent hours per day of sick leave.
Dec. 1, 2015	Approval	Chapter 5.10	Reassigned as coordinator for request for records review by students from the Vice President of the Scooba Campus to the Dean of Students – Golden Triangle Campus.
Dec. 1, 2015	Approval	Chapter 5.15	Added steps specifying how a club or organization can be chartered
Dec. 1, 2015	Approval	Chapter 5.20.9	Clarified the definition of “security compromising activity.”
Dec. 1, 2015	Approval	Chapter 6.12	Amended information sources to include the EMCC webpage, social media and Roarcast.
Feb. 1, 2016	Approval	Forward Chapter 1.7	<ul style="list-style-type: none"> Change District Director of Human Resources, Payroll, and EEOC/OCR to Director of Human Resources/Payroll

Date	Board Action	Policy Reference	Description
			<ul style="list-style-type: none"> • Change Dean of Students (GT) to Campus Director and Dean of Students Golden Triangle Campus • Change Executive Vice President to Vice President for Student Life and change address from GT campus to Scooba campus
Feb. 1, 2016	Approval	Chapter 2.17	<ul style="list-style-type: none"> • Reference 6 major administrative divisions rather than 8 administrative divisions • Remove Chief Financial Officer and Vice President for Business Operations and Lion Hills Campus from the list of administrators reporting directly to the President • Change the Executive Vice President to the Vice President for Administration • Change the Vice President for Financial Aid to the Vice President for Enrollment Management • Change the Vice President for the Scooba Campus to the Vice President for Student Life • Change the Vice President for Institutional Advancement and Alumni Affairs to the Vice President for Institutional Advancement • Reference the named administrators and the Chief Financial Officer as members of the President's Cabinet, replacing the term Senior Staff
Feb. 1, 2016	Approval	Chapter 2.21	Change the Senior Staff to Members of the President's Cabinet
Feb. 1, 2016	Approval	Chapter 3.2	Change the District Librarian to Director of Library Services
Feb. 1, 2016	Approval	Chapter 3.3 Chapter 3.5 Chapter 3.8	Change Vice President for the Scooba Campus to Vice President for Student Life
Feb. 1, 2016	Approval	Chapter 3.4	Change responsibility for appointing campus Commencement Committee members from the campus Vice President to the Vice President for Instruction
Feb. 1, 2016	Approval	Chapter 3.6 Chapter 3.8 Chapter 3.12 Chapter 3.15 Chapter 4.5.1 5.15	Change Dean of Students to Campus Director and Dean of Students

Date	Board Action	Policy Reference	Description
Feb. 1, 2016	Approval	Chapter 3.8	Change the District Director of Physical Plant Golden Triangle to Director of Physical Plant Remove reference to the Director of Physical Plant Scooba Campus
Feb. 1, 2016	Approval	Chapter 3.8	Change the Executive Vice President to the Vice President for Administration
Feb. 1, 2016	Approval	Chapter 3.8 Chapter 5.20.2 Chapter 5.20.3 Chapter 5.20.4 Chapter 5.20.6 Chapter 5.20.7 Chapter 5.20.8	Change the District Director of Information Technology to the Director of Information Technology
Feb. 1, 2016	Approval	Chapter 3.8	Change the Chief of College Police to the Chief of Police
Feb. 1, 2016	Approval	Chapter 3.14 Chapter 4.6.2	Change the Senior Staff to the President's Cabinet
Feb. 1, 2016	Approval	Chapter 3.15 Chapter 3.18 Chapter 5.17 Chapter 6.1.4 Chapter 6.15.7	Change responsibility from the campus Vice President to the Campus Director and Dean of Students
Feb. 1, 2016	Approval	Chapter 3.21	Make the Vice President for Administration and the Vice President for Instruction as standing members of the Convocation Planning Council Change the chair of the Council from campus Vice Presidents to the Campus Directors and Deans of Students
Feb. 1, 2016	Approval	Chapter 4.2 Chapter 4.2.1 Chapter 4.3.6 Chapter 4.24.2	Change District Director of Human Resources, Payroll, and EEOC to Director of Human Resources/Payroll
Feb. 1, 2016	Approval	Chapter 4.31.1	Eliminate redundancy
Feb. 1, 2016	Approval	Chapter 5.10	Change Dean of Students – Golden Triangle Campus to the Vice President for Enrollment Management
Feb. 1, 2016	Approval	Chapter 5.12.1	Remove reference to Dean of Student Services Alter statement concerning reporting and file to report to the Vice President for Student Life, the Campus Director and Dean of Students, Campus Police, and/or designated College officials to align with Emergency Procedures Handbook and to file with the Campus Director and Dean of Students and with the Vice President for Student Life.

Date	Board Action	Policy Reference	Description
Feb. 1, 2016	Approval	Chapter 5.13	Change wording to reflect current Emergency Procedures Handbook Change campus Vice President to Campus Director and Dean of Students
Feb. 1, 2016	Approval	Chapter 5.24.1	Change Dean of Students for the Golden Triangle Campus to Campus Director and Dean of Students for the Golden Triangle Campus Change Assistant Chief of Campus Police to Assistant Chief of Police
Feb 1, 2016	Approval	Chapter 6.4	Remove references to the Internal Auditor
Feb. 1, 2016	Approval	Chapter 6.8	Change physical plan directors to Director of Physical Plant Change campus Vice President to the Vice President for Administration
Feb. 1, 2016	Approval	Chapter 6.15.1	Change campus vice presidents to the Vice President for Administration
Feb. 1, 2016	Approval	Chapter 6.15.4	Change Physical Plant Director at the two campuses to Director of Physical Plant Change campus Vice President to the Vice President for Administration Define role of the Director of Facilities Planning and Project Management in the planning and coordinating of repairs, renovations, and new construction, including the solicitation of bids and quotations.
Feb. 1, 2016	Approval	Chapter 6.15.5	Define inclusion of the Vice President for Administration, the Director of Facilities Planning and Project Management, and the Director of Physical Plant in long range facility planning
May. 2, 2016	Approval	Chapter 4.1	Define more narrowly those teaching classes as: instructor, trainer, or other title relevant to the teaching profession who are actually awarded an employment contract. Re-define part-time faculty to be those who have executed a part-time teaching agreement and teach courses that award credits.
May. 2, 2016	Approval	Chapter 5.33	Define the general instructional workload of full-time faculty as five to seven courses that equal to no less than 18 semester credit hours. Specific language included: <i>faculty must be present on campus and involved in teaching, planning, or related assignments no less than 35 hours and no more than 40 hours per week, based on recommendation and approval of their supervisor.</i>

Date	Board Action	Policy Reference	Description
Sept 9, 2016	Approval	Chapter 4.21.1	New Drug-Free Workplace Policy was added as crafted by Board attorney with input from Trustees. Chapters 4.21.2, 4.21.3, and 4.21.4 have been replaced in totality with the specific language from the new policy.
Nov 7, 2016	Approval	Chapter 4.1	Multiple additions to Chapter 4.1 Personnel with regards to new FLSA due to go into effect Dec. 1. Policy specifically designates classifications and qualifications for exempt and non-exempt employees, as well as overtime and overtime compensation policies.
Jan 3, 2017	Approval	Chapter 4.26	Added final Smoke free/Tobacco free policy and the enforcement measures.
June 5, 2017	Approval	Chapter 5.3	Altered the full-time load for academic/university parallel instructors. Clearly delineated between academic and CTE instructors for the purposes of workload.
July 2, 2018	Approval	Global	Changed titles from Campus Director and Dean of Students to Dean of Students.
July 2, 2018	Approval	Global	Vice President for Student Life changed to Vice President of Scooba campus.
July 2, 2018	Approval	Global	Vice President for Administration changed to Vice President of Golden Triangle campus.
July 2, 2018	Approval	Chapter 3.13	Added additional academic faculty to the General Education Competencies Council and removed CTE instructors.
July 2, 2018	Approval	Chapter 3	All committee assignments previously designated as Campus Director were changed to the appropriate campus Vice President.
July 2, 2018	Approval	Chapter 4.2.1	Clarified that the Director of HR is the coordinator of complaint and grievance compliance efforts.
July 2, 2018	Approval	Chapter 4.3.6	Removed the responsibility from the Director of HR of serving on all hiring committees
July 2, 2018	Approval	Chapter 4.4	Retimed probationary period for employees.
July 2, 2018	Approval	Chapter 4.6	Clarified language in first paragraph to create distinction between staff and faculty.
July 2, 2018	Approval	Chapter 4.7	Removed obsolete items from list of required documents.
July 2, 2018	Approval	Chapter 4.7	Added resume/cv as required of all new faculty and staff.
July 2, 2018	Approval	Chapter 4.7	Added college transcripts as required of all staff, if available.
July 2, 2018	Approval	Chapter 4.7	Removed duplicate records requirement.

Date	Board Action	Policy Reference	Description
July 2, 2018	Approval	Chapter 4.18.1	Removed retirement housing credit for President, as it has been phased out by PERS.
July 2, 2018	Approval	Chapter 4.19.1	Removed extra requirements regarding maternity leave.
July 2, 2018	Approval	Chapter 4.19.2	Removed justification requirement for holiday leave.
July 2, 2018	Approval	Chapter 4.19.6	Removed sick leave donation maximum.
July 2, 2018	Approval	Chapter 6.4	Added VP of Scooba campus as signatory on checks.
June 14, 2019	Approval	Chapter 2.17	Removed Vice President for Enrollment Management and Vice President for Institutional Advancement from the list of administrators reporting directly to the President Added the Executive Director of College Advancement to the list of administrators reporting directly to the President
June 14, 2019	Approval	Chapter 4.7	Removed requirement of Driver's License and Social Security card in personnel file.
June 14, 2019	Approval	Chapter 4.18.1	Removed the requirement of the President to live in the President's home. Removed retirement housing credit language, as it has been phased out by PERS.
June 14, 2019	Approval	Chapter 5.12.2	Updated the health care fee to \$35.
June 14, 2019	Approval	Chapter 6.4	Added President as signatory on checks.
July 29, 2019	Approval	Chapter 3.10	Renamed Webpage Council the Marketing/Recruiting Advisory Council
April 2, 2020	Approval	Global	Changed job titles throughout to reflect current titles according to the Organizational Chart.
April 2, 2020	Approval	Chapter 3.22	Added a new standing Enrollment Management and Retention Council
April 2, 2020	Approval	Chapter 4.6.5	Created an Account Termination Policy
April 2, 2020	Approval	Chapter 5.3.3	Edited definition of a faculty work week to allow for work remotely. Removed requirement that faculty be on campus each day.
April 2, 2020	Approval	Chapter 5.4.2	Removed policy from the manual
April 2, 2020	Approval	Chapter 5.13.1	Added a Pandemic and Epidemic Illness Procedure
April 2, 2020	Approval	Chapter 5.16	Removed policy from manual.
April 2, 2020	Approval	Chapter 5.18 and 5.19	Removed from manual. These were statements only and did not include policy or procedure.
May 4, 2020	Approval	Chapter 6.4	Changed the Vice President for Scooba Campus to Vice President for Instruction.
May 28, 2020	Approval	Chapter 4.19.1	Removed requirement to submit a written statement for a health care provider if an

Date	Board Action	Policy Reference	Description
			employee is absent for five or more consecutive days.
October 5, 2020	Approval	Chapter 4.26	Updated policy to include an expanded definition of smoking devices and tobacco products.
May 20, 2021	Approval	Chapter 2.13	Changed Board meeting from first Monday to second Monday
May 20, 2021	Approval	Chapter 2.13.3,4,5, & 10	Changed Board notifications from 48 to 96 hours
May 20, 2021	Approval	Chapter 2.18.2	Changed 14 days to 7 days per the MS Public Records Act
May 20, 2021	Approval	Chapter 6.2.1	Added requirement for itemized meal receipts
June 13, 2022	Approval	Chapter 3.23	Added Grievance Committee to standing committees.
June 13, 2022	Approval	Chapter 4.16	Revised policy from an 8 hour work day to no less than 35 hours per week to accommodate flexible work schedules.
June 13, 2022	Approval	Chapter 5.4.1	Expansion of full-time faculty on part-time contracts to describe the process of assigning overloads
June 13, 2022	Approval	Chapter 6.17	Included reference to Mississippi Retention of Records schedule. The referenced schedule was added as an appendix
December 12, 2022	Approval	Chapter 2.19.4	Addition of a federal grants policy.
February 13, 2023	N/A	Chapter 4.2.2	Included already approved and existing sexual harassment policy
March 6, 2023	Approval	Chapter 4.19.7	Added Military Leave policy

Appendix A.

STATE OF MISSISSIPPI RECORDS RETENTION SCHEDULES FOR COMMUNITY AND JUNIOR COLLEGES GENERAL SCHEDULES

Implementation of the General Schedules

These general records retention schedules are issued by the Department of Archives and History, Local Government Records Office, as found in Section 39-5-9, *Mississippi Code of 1972, Annotated (MCA)*, as amended. The Local Government Records Committee approved these schedules on the dates indicated. Additions and revisions to the schedules may be issued in the future by the Local Government Records Office and will be distributed accordingly.

The retention period listed in the general schedules for each records series is the **minimum** time necessary to retain the records. *There may be conditions or factors in a local government that require retention of a particular record series for a longer period than is required by the general records schedule, and, in such cases, the local governments are urged to continue retention of the records series as needed.* In no case, however, may records be destroyed sooner than the scheduled retention period.

Records involved in investigations or litigation must be maintained until at least twelve (12) months after the settlement of the case and subsequent appeals regardless of disposition instructions found in a records retention schedule (see Section 9-5-171(2), MCA).

No local government records dating prior to 1920 shall be destroyed without special schedule directions issued by the Committee. Records dating prior to 1940, but after 1919, may be destroyed only with the written approval of the Director of the Department of Archives and History. The Committee may modify these dates according to the historical value of a particular record series by placing a special statement in the retention period of such series with an approved records control schedule.

Upon expiration of the minimum retention period, local officials are authorized to dispose of the records if there are no extenuating circumstances. Disposition should be done in a manner consistent with the nature of the records (e.g. records containing confidential information should be disposed in a manner that will insure confidentiality). There may be instances when a community or junior college, upon the expiration of the retention period, may choose to transfer a records series to a public library or a local historical organization as an alternative to destruction. Prior to such a transfer, the college must contact the Local Government Records Office.

According to Mississippi law, records may not be destroyed except in accordance with an approved retention schedule. Therefore, records series not listed in these schedules are not eligible for disposal until the Local Government Records Committee has approved an appropriate records retention schedule.

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Academic Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 07 01	Academic Records	Includes transcripts; narrative evaluations, and competency assessments; changes of major; certification of second majors and minors; transfer credit evaluations; substitutions/waivers; academic advisement records; petitions; transcript requests by students; name change authorizations; and personal data information forms.	<p>Transcripts, narrative evaluations, and competency assessments: Permanent.</p> <p>All other records: Three and a half (3-1/2) years after a student graduates or separates from college or until administrative need is satisfied, whichever is longer. Approved: 7/18/2017</p>
CJC 07 02	Disciplinary Action Files	Documentation of disciplinary warnings or actions against university students. Includes notices of academic warnings, academic suspension, academic dismissal, disciplinary records, grievance/complaint by student, and academic integrity code violations with sanctions.	<p>Files documenting academic integrity code violations with sanctions or other cases resulting in dismissal: Permanent.</p> <p>All other records: Three and a half (3-1/2) years after a student graduates or separates from college. Approved: 7/18/2017</p>

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 2 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Academic Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 07 03	Course Records	Includes graded exams and final coursework, grade reports (midterms), course repeat form/approvals, grade books, grade appeals/complaint, and grade submission sheets.	Grade submission sheets and final exam masters: Permanent. Grade books: Three and a half (3-1/2) years after course completion. All other records: One (1) year Approved: 7/18/2017
CJC 07 04	Enrollment Records	Includes registration/enrollment records; enrollment verifications; VA certifications; credit/no credit, audit, or pass/no pass approvals; enrollment changes or withdrawal/cancellations; leave of absence; hold or encumbrance authorizations.	Three and a half (3-1/2) years after graduation or separation from college. Approved: 7/18/2017
CJC 07 05	Graduation Records	Includes application for degree or other credential, degree audit reports, and graduation lists.	Graduation lists: Permanent. All other records: Three and a half (3-1/2) years. Approved: 7/18/2017
CJC 07 06	Class Records	Includes class lists and student class schedules.	One (1) year. Approved: 7/18/2017

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Tuesday, January 18, 2022

Page 3 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 01	Minutes	Official minutes of meetings of the governing board of any local government entity or subdivision thereof.	Bound Copies: Permanent Originals once copied: retain three (3) months for verification purposes. Approved: 7/17/2018
GSL 01 02	Agenda Files	Agenda of meetings of the governing board of any local government entity or subdivision thereof. This series may include supporting documentation for agenda items. Reference copies of minutes may be included.	Four (4) years. Municipal Docket (MCA §21-15-19): Permanent. Approved: 7/17/2018
GSL 01 03	Tape Recordings of Meetings	Audio or video recordings of official meetings of the governing board of any local government entity or subdivision thereof, for which written minutes are prepared. This series covers only those recordings which are used solely in the assistance in the preparation of minutes.	Three (3) years. Approved: 4/16/2019
GSL 01 04	Activity Reports	Daily, weekly, or monthly reports providing a summary of all activities of an office, department, agency, or other functional area of a local government entity during the reporting period.	Three (3) years. Permanent if annual report is not maintained. Approved: 7/17/2018

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Tuesday, January 18, 2022

Page 4 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 05	Annual Reports	Reports, published or unpublished, of summary activities of an office, department, agency, or other functional area of a local government entity.	Permanent. Approved: 7/17/2018
GSL 01 06a	Proof of Publication	Proof of publication provided by newspapers regarding publication of a local government entity's public hearings, payment of bills, public sales, etc. Does not include those related to ordinances or bids; see Schedules GSL 01-06b and 01-06c for those records.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 01 06b	Proof of Publication, Ordinances	Proof of publication provided by newspapers regarding publication of a local government entity's ordinances.	Until superseded or amended. Approved: 1/18/2022
GSL 01 06c	Proof of Publication, Bids	Proof of publication provided by newspapers regarding publication of a local government entity's bid solicitations.	Five (5) years, or three (3) years after release of audit, whichever is later. Approved: 1/18/2022
GSL 01 07	Policies, Procedures, and Plans	Policy statements, organizational charts, procedure materials, planning documents, and other documentation regarding policies, procedures, and plans of any local government entity or subdivision thereof.	Permanent. If recorded in governing body's minutes, retain seven (7) years after superseded. Approved: 7/17/2018

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Tuesday, January 18, 2022

Page 5 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 08	Correspondence, Executive: Elected and Appointed Officials	Correspondence and memoranda relating to policy decisions of various executives of a local government entity.	Permanent. Approved: 7/17/2018
GSL 01 09	Correspondence, Routine	Documentation, correspondence, or internal memoranda created or received in any form in the normal course of business that pertains to routine matters, handled in accordance with existing policies and procedures, but do not create policy or procedures, document the business of a particular program, or act as a receipt.	Two (2) years. Approved: 7/17/2018
GSL 01 10	Correspondence, Transitory	Documentation or correspondence not directly related to office policies, such as cover letters, fax transmission reports, announcements and non-business related emails. Transitory communications are casual and routine messages that do not fall under the umbrella of public records as defined in <i>MCA</i> §25-59-3.	As long as administratively necessary. Approved: 7/17/2018
GSL 01 11	Requests for Information and/or Copies	Written requests for copies of documents or information from those records normally accessible to citizens, and replies to such requests. Does not include Open Records requests covered under GSL 01-12.	As long as administratively necessary. Approved: 7/17/2018
GSL 01 12	Open Records Requests	Correspondence and other documents containing or relating to a request for access to or for copies of public records. Includes copies of response to the request.	Three (3) years. Approved: 7/17/2018

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 6 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 13	Litigation Files	Documentation of all litigation brought by or against the Local Government Entity.	Ten (10) years following final disposition of the matter, including any settlement. Review cases involving annexation, civil rights, and other landmark or historical issues for potential permanent retention. Approved: 4/10/2018
GSL 01 14	Records Inventories	Lists or inventories of the active and inactive records created or received by a local government.	Until Superseded. Approved: 7/17/2018
GSL 01 15	Records Disposal Documentation	Records documenting the destruction or other disposition of records under records control schedules, including requests submitted to the Department of Archives and History or the Local Government Records Committee for authorization to dispose of unscheduled records or records dated prior to 1940.	Permanent. If complete listing is recorded in the official minutes of the governing board, retain five (5) years. Approved: 7/17/2018

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 7 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Admissions and Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 01 01	Federal Disclosure Records	Includes college costs, accreditation, textbook information, transfer credit policy, athletic participation/EADA documents, graduation/completion, transfer-out data, institutional information on cost of attendance, withdrawal procedures, etc.	Three (3) years from date of required disclosure or end of award year. Approved: 4/19/2016
CJC 01 02	Crime Statistics/Security Reports	Includes institutional policies and proceedings for reporting crimes; crime statistics; description of drug and alcohol abuse education programs, policies concerning possession, use and sale of alcoholic beverages or drugs; statement of sexual assault prevention programs; statistics on number of arrests for violations of liquor, drug abuse, or weapons laws; procedures for campus disciplinary actions for alleged sex offenses; and statement of security and access policies for campus facilities.	Six (6) years from compilation date. Approved: 4/19/2016
CJC 01 03	Family Educational Rights and Privacy Act (FERPA) Records	Includes requests for formal hearings, requests for and disclosures of personally identifiable information, statements on content of records regarding hearing panel decisions, written consent for records disclosure, and written decision of hearing panels.	Permanent, or as long as associated records are maintained, if shorter. Approved: 4/19/2016
CJC 01 04	Waivers for Rights of Access	Student's signed waiver for rights of access to relevant Family Educational Rights and Privacy Act (FERPA) records.	Until terminated by the student or as long as the record is maintained, whichever is greater. Approved: 4/19/2016

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 8 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Admissions and Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 01 05	Admission Files	Includes notices of admission, waitlist, or denial; admission communication packets.	Enrolled: five (5) years after a student graduates or separates from college. Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 06	Application Files	Application for admission or re-admission.	Enrolled: five (5) years after a student graduates or separates from college. Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 07	Application Supporting Documentation	Includes reports and scores on Advanced Placement, CLEP, PEP, etc.; entrance examination reports and test scores; placement test records and scores; letters of recommendation; high school or other college transcripts.	Enrolled: three and a half (3-1/2) years after a student graduates or separates from college. Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 08	Residency Classification Forms	Documentation verifying a student's state residency. May include copies of driver licenses, utility bills, and tax filings.	Three and a half (3-1/2) years after a student graduates or separates from college. Approved: 7/18/2017

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Tuesday, January 18, 2022

Page 9 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Admissions and Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 01 09	Medical Records	Includes immunization records and other records related to the medical conditions of students that require some action on the part of the college.	Enrolled: five (5) years after a student graduates or separates from college. Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 10	Military Documents	Supporting documentation verifying military service, training, eligibility for assistance, and other related records.	Enrolled: five (5) years after a student graduates or separates from college. Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 11	International Student Files	Includes copies of visas; alien registration receipt card; DS-2019 forms; employment authorizations (work permit); I-20 forms; I-94 card (copy); passport number; statement of education costs; and statement of financial responsibility.	Enrolled: three and a half (3-1/2) years after a student graduates or separates from college. Unenrolled: one (1) year. Approved: 7/18/2017

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Tuesday, January 18, 2022

Page 10 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Emergency Management

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 09 01	Disaster Preparedness and Recovery Plans	Records relating to the preparation and implementation of the emergency operations and disaster response plans. May include disaster preparedness plans, continuity of operations (COOP) plans, emergency contacts, and other related documents.	Until Superseded. Approved: 10/19/2021
GSL 09 02	Emergency Plan Supporting Documentation	Various records utilized in the creation and review of the the Disaster Preparedness Plans. May include correspondence, corrections, and related documents.	Five (5) years. Approved: 10/19/2021
GSL 09 03	Emergency Exercise and Training Records	Records documenting emergency exercises or disaster preparedness exercises for assessment. May include information pertaining to scenario narratives, detailed sequence of events messages, evaluation points, critiques and follow-up actions, reports, lists of participants, etc.	Five (5) years. Approved: 10/19/2021
GSL 09 04	Declarations and Terminations of Emergency	Declarations of emergency made by local officials, copies of those made by state or federal officials, and related records.	Retain one (1) copy permanently, either in recorded minutes of governing body, or separately if not recorded in minutes. Approved: 10/19/2021
GSL 09 05	Disaster Relief Records	Documentation of the distribution, receipt, and expenditure of state and/or federal funds for recovery in the aftermath of a disaster. May include funding agreements, damage reports, expenditure reports, receipts, disbursement records, and other supporting documentation.	Five (5) years after audit once recovery period is complete. Approved: 10/19/2021

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Tuesday, January 18, 2022

Page 11 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Emergency Management

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 09 06	Emergency Shelter Records	Records documenting the conditions of buildings owned by the local government entity that are used as emergency shelters in the event of a disaster. May include photographs, inspection reports, licenses, content inventories, building plans, and drawings.	Until superseded or obsolete. Approved: 10/19/2021
GSL 09 07	Access Control Records	Records documenting access to specific buildings, departments, rooms, or areas of a local government entity. May include access lists, sign-in sheets, logs, registers, instruction books, emergency contact lists, and other related records.	One (1) year after superseded. Approved: 10/19/2021
GSL 09 08	Hazardous Chemical Records	Records documenting the presence and/or use of hazardous chemicals in the workplace. Includes Material Safety Data Sheets, hazardous chemical inventories, exposure records, medical exams, and other related materials.	Thirty (30) years. If exposure is documented, thirty (30) years after termination of employment for any person exposed. Approved: 10/19/2021
GSL 09 09	Incident Reports	Reports documenting hazardous material spills and similar events, or reports to Mississippi Emergency Management Agency (MEMA) regarding responses to incidents and disasters.	Five (5) years. Approved: 10/19/2021

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Tuesday, January 18, 2022

Page 12 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Financial Aid

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 06 01	Federal Student Financial Aid (SFA) Records, Programmatic	Includes accrediting and licensing agency review, approvals and reports; audit reports and school responses; records pertaining to financial responsibility and standards of administrative capability; program participation agreement; self-evaluation reports; state agency reports.	Three (3) years after release of audit following award date. Approved: 4/19/2016
CJC 06 02	Federal Student Financial Aid (SFA) Records, Fiscal	Includes bank statements for accounts containing SFA funds; federal work-study payroll records; ledgers; transactions; student accounts; SFA program reconciliation reports; audit reports and school responses; Pell Grant statements of accounts; accrediting and licensing agency reports.	Three (3) years after release of audit following award date. Approved: 4/19/2016
CJC 06 03	Federal Student Financial Aid (SFA) Records, Recipient	Includes application data submitted to the Department of Education or lender by the school on behalf of the student; date and amount of disbursements; documentation of student's eligibility; student's satisfactory academic progress; student's program of study and enrolled courses; amount of grant, loan, award, and calculations used to determine aid amounts; initial or exit loan counseling; documentation supporting the school's calculation of its completion/graduation or transfer-out rate; documents used to verify applicant's data; financial aid history for transfer students; reports and forms used for participation in the SFA program; Student Aid Report (SAR) or Institutional Student Information Record (ISIR).	Three (3) years after release of audit following award date. Approved: 4/19/2016

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Tuesday, January 18, 2022

Page 13 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Financial Aid

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 06 04	Requests for Specific Aid	Borrower's eligibility records.	Three (3) years from end of award year or student's last attendance. Approved: 4/19/2016
CJC 06 05	Campus-Based Aid	Includes Perkins loans, SEOG, and Federal Work Study programs.	Three (3) years from end of award year. Approved: 4/19/2016
CJC 06 06	Federal Family Education Loan (FFEL) and Direct Loan Files	Fiscal records relating to school's participation in loan program.	Three (3) years from end of award year or report submission, whichever is later. Approved: 4/19/2016
CJC 06 07	Pell Grant Records	Applications and related documentation for Pell Grant awards.	Three (3) years from end of award year. Approved: 4/19/2016
CJC 06 08	Perkins Loan Repayment Records	Records related to repayment of students' loans through Federal Perkins Loan Program.	Three (3) years from date loan is assigned, cancelled, or repaid, whichever is later. Approved: 4/19/2016
CJC 06 09	Perkins Loan Original Promissory Note	Original promissory note signed by student to receive Perkins Loan.	Until loan is satisfied, or as long as documents are needed to enforce obligation, whichever is later. Approved: 4/19/2016

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Tuesday, January 18, 2022

Page 14 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 02 01	Accounts Payable Files	See Schedule GSL 02-01.	
CJC 02 02	Accounts Receivable Files	See Schedule GSL 02-02.	
CJC 02 03	Adjusting Journal Entries	See Schedule GSL 02-03.	
CJC 02 04	Audit Reports	See Schedule GSL 02-04.	
CJC 02 05	Bank Reconciliation	See Schedule GSL 02-05.	
CJC 02 06	Bank Statements	See Schedule GSL 02-06.	
CJC 02 07	Bond Catalog	See Schedule GSL 02-07.	
CJC 02 08	Bond File	See Schedule GSL 02-08.	
CJC 02 09	Bond Transaction Ledger	See Schedule GSL 02-09.	
CJC 02 10	Bonds and Coupons, Canceled	See Schedule GSL 02-10.	
CJC 02 11	Budget, Approved	See Schedule GSL 02-12.	
CJC 02 12	Budget Preparation File	See Schedule GSL 02-11.	

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Tuesday, January 18, 2022

Page 15 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 02 13	CAFR or Annual Financial Reports	See Schedule GSL 02-13.	
CJC 02 14	CAFR or Annual Financial Report Workpapers	See Schedule GSL 02-14.	
CJC 02 15	Canceled Checks	See Schedule GSL 02-15.	
CJC 02 16	Chart of Accounts	See Schedule GSL 02-17.	
CJC 02 17	Check Copies	See Schedule GSL 02-18.	
CJC 02 18	Check Stubs	See Schedule GSL 02-20.	
CJC 02 19	Daily Revenue Reports	See Schedule GSL 02-22.	
CJC 02 20	Depository Authorizations	See Schedule GSL 02-23.	
CJC 02 21	Disbursement Record	See Schedule GSL 02-24.	
CJC 02 22	Form 1099	See Schedule GSL 03-08.	
CJC 02 23	General Ledger	See Schedule GSL 02-28.	
CJC 02 24	General Ledger Reconciliation	See Schedule GSL 02-29.	

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Tuesday, January 18, 2022

Page 16 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 02 25	Inventory Count and Reports	See Schedule GSL 02-31.	
CJC 02 26	Lost Check Affidavits	See Schedule GSL 02-32.	
CJC 02 27	Monthly Budget Report	See Schedule GSL 02-33.	
CJC 02 28	Receiving Reports	See Schedule GSL 02-36.	
CJC 02 29	Signature Authorization	See Schedule GSL 02-37.	
CJC 02 30	Working Trial Balance	See Schedule GSL 02-40.	
CJC 02 31	Voided Checks	See Schedule GSL 02-39.	

All Local Governments Financial Records

(See next page)

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 17 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 01	Accounts Payable Files	Documentation for payment of each claim. May include the request for payment, copy of check issued, original invoice, copy of purchase order, copies of bids and contracts, requisitions, backup material, related correspondence in any format, and various reports generated as a part of the accounts payable process. Some records may be filed separately from the main accounts payable file. <i>Replaces Schedule CJC 02-01.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 02	Accounts Receivable Files	Billing statements, including invoices and other related materials, indicating monies owed to the local government entity or individual department or agency for services rendered. May also include receipts, copy of vendor checks, and other related documentation. <i>Replaces Schedule CJC 02-02.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 03	Adjusting Journal Entries	Supporting documentation for year-end adjusting journal entries that appear in the General Ledger. <i>Replaces Schedule CJC 02-03.</i>	Permanent. Approved: 7/16/2019
GSL 02 04	Audit Reports	Annual and special reports from state and independent auditing agencies, including departmental audits. <i>Replaces Schedule CJC 02-04.</i>	Permanent. Approved: 7/16/2019

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Tuesday, January 18, 2022

Page 18 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 05	Bank Reconciliation	Documentation including spreadsheets, book balance reports, and associated working papers used for reconciliation of all bank accounts held by a local government entity. <i>Replaces Schedule CJC 02-05.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 06	Bank Statements	Bank statements received from banks maintaining funds of a local government entity. <i>Replaces Schedule CJC 02-06.</i>	Five (5) years. Approved: 7/16/2019
GSL 02 07	Bond Catalog	Annual publication of all outstanding bonds and schedule of bonds. <i>Replaces Schedule CJC 02-07.</i>	Permanent. Approved: 7/16/2019
GSL 02 08	Bond File	Working papers and final documentation related to the issuance of bonds for which a local government entity is obligated. May include project schedule and budget, financing timetable, comparison of alternative funding methods, copies of bids received, bond agreement, official statement, and closing documents. <i>Replaces Schedule CJC 02-08.</i>	Five (5) years after bonds are redeemed. Retain closing documents permanently. Approved: 7/16/2019
GSL 02 09	Bond Transaction Ledger	Cumulative report detailing all transactions associated with bond projects. <i>Replaces Schedule CJC 02-09.</i>	Five (5) years following bond redemption. Approved: 7/16/2019

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 19 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 10	Bonds and Coupons, canceled	Redeemed coupons and canceled bonds returned from the bank administering the bonds. May contain destruction certificate for bonds destroyed by the bank. <i>Replaces Schedule CJC 02-10.</i>	Three (3) years after audit following redemption. Approved: 7/16/2019
GSL 02 11	Budget Preparation File	Documentation associated with the preparation and submission of budget. Includes requests submitted by departments, personnel cost analysis, worksheets, budget as presented to the board. <i>Replaces Schedule CJC 02-12.</i>	Until the close of the subsequent budget process. Retain one (1) copy of final budget permanently (see GSL 02-12). Approved: 7/16/2019
GSL 02 12	Budget, Approved	Final approved budget. <i>Replaces Schedule CJC 02-11.</i>	Retain one (1) copy permanently. If copied verbatim into governing body's official minutes, that copy may satisfy retention requirement. Approved: 7/16/2019
GSL 02 13	CAFR or Annual Financial Reports	Comprehensive Annual Financial Report published by a local government entity. <i>Replaces Schedule CJC 02-13.</i>	Permanent. Approved: 7/16/2019
GSL 02 14	CAFR or Annual Financial Report Workpapers	Workpapers associated with the preparation of the end-of-year financial report. Includes a variety of year-end computer generated reports. <i>Replaces Schedule CJC 02-14.</i>	Five (5) years after the close of the fiscal year. Approved: 7/16/2019

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Tuesday, January 18, 2022

Page 20 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 15	Canceled Checks	Original canceled checks or scanned images of canceled checks maintained in either paper or electronic format. <i>Replaces Schedule CJC 02-15.</i>	Five (5) years after the close of the fiscal year. Approved: 7/16/2019
GSL 02 16	Cash Book	Ledgers reflecting cash balances.	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 17	Chart of Accounts	Master list of revenue and expenditure accounts. <i>Replaces Schedule CJC 02-16.</i>	Permanent. Approved: 7/16/2019
GSL 02 18	Check Copies	Duplicate copies of checks issued. <i>Replaces Schedule CJC 02-17.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 19	Check Pick-up Lists	Lists signed by payees or their representatives that identify who picked up check(s) from the issuing office.	One (1) year. Approved: 7/16/2019
GSL 02 20	Check Stubs	Remaining stubs used in checkbooks. <i>Replaces Schedule CJC 02-18.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 21	Claims Docket	Docket of claims for expenditures by a local government entity.	Permanent. Approved: 7/16/2019

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Tuesday, January 18, 2022

Page 21 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 22	Daily Revenue Reports	Documentation for all deposits of revenue. Each file (daily) generally contains supporting documentation of funds received, such as revenue transmittal, copy of receipt, cashier's daily report, recap report, transfer report to deposit money, deposit slip, detail recap, and cash balance report. <i>Replaces Schedule CJC 02-19.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 23	Depository Authorizations	Depository authorizations for revenue. File includes depository authorization form and may include other depository documentation. <i>Replaces Schedule CJC 02-20.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 24	Disbursement Record or Journal	Record of disbursements. <i>Replaces Schedule CJC 02-21.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 25	Equipment Change Order File	Original copy of equipment change orders for equipment additions, transfers, disposal, or deadline for auction. <i>Replaces Schedules GSC 02-29, GSM 19-03, and GSS 04-05.</i>	Five (5) years, or three (3) years after release of audit, whichever is later. Approved: 7/16/2019

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 22 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 26	Fixed Asset Inventory	Record of all fixed assets. Contains type of asset, acquisition information, and disposal documentation. This series is frequently maintained in electronic format and contains the following information: description of item, inventory number, manufacturer, model, serial number, date acquired, total cost, unit cost, salvage value, estimated life, depreciation method, source of funds, grant information, federal stock number, purchase order number, warrant number, location, and condition. Disposal information might include date of disposal, method of disposal, amount received, receipt number, and authorization information.	Five (5) years after disposal of fixed asset. Approved: 7/16/2019
GSL 02 27	Fixed Asset Reports	Various reports on equipment and other assets. This series may reflect additions, changes, and deletions for a specific time period.	Until superseded. Approved: 7/16/2019
GSL 02 28	General Ledger	Year-end General Ledger in which summaries of all financial transactions during a fiscal year are recorded. Transactions are culled from subsidiary ledgers, including receipts and expenditures from all revenue sources. <i>Replaces Schedule CJC 02-23.</i>	Permanent. Approved: 7/16/2019
GSL 02 29	General Ledger Reconciliation	Monthly reconciliation workpapers, containing supporting documentation relating to the monthly reconciliation, including daily cash transactions worksheet, monthly control report, computer-generated inventory report, and other reports and working papers. <i>Replaces Schedule CJC 02-24.</i>	Three (3) years after release of audit. Approved: 7/16/2019

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 23 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 30	Grant Files, Fiscal Records	Documentation for the receipt and expenditure of money for projects funded by state or federal grant programs. May include such items and expenditure reports, billing statements, and accounts payable/receivable files related to the grant.	Three (3) years after release of audit following termination of the grant. Approved: 7/16/2019
GSL 02 31	Inventory Count and Reports	Report detailing inventory of supplies on hand and value. Includes manual inventory counts completed by various departments of a local government entity. <i>Replaces Schedule CJC 02-25.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 32	Lost Check Affidavits	Copy of the original check, signed affidavit of lost check, stop payment order, and worksheets. <i>Replaces Schedule CJC 02-26.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 33	Monthly Budget Report	Reports generated on a monthly basis reflecting budget allocation, expenditures, and budgeted funds remaining by category. <i>Replaces Schedule CJC 02-27.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 34	Public Depositor Annual Report	Copy of the local government entity's annual report to the State Treasurer listing all public accounts held by qualified public depository or depositories, as required by §27-105-5 (6) (b), <i>Mississippi Code, 1972, Annotated.</i>	Three (3) years after release of audit. Approved: 7/16/2019

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 24 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 35	Receive Warrants	Documentation of receipt of money. A copy may be provided to the payer.	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 36	Receiving Reports	Documentation of receipt of goods or services ordered. <i>Replaces Schedule CJC 02-28.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 37	Signature Authorization	Authorization for the issuance of manual checks. <i>Replaces Schedule CJC 02-29.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 38	Vendor Files and W-9s	W-9s and other information specific to vendors and suppliers of goods and services. May include correspondence, catalogs, and other sales literature, and various financial records related to vendor.	Once inactive, four (4) calendar years or three (3) years after audit, whichever is later. Approved: 7/16/2019
GSL 02 39	Voided Checks	Unusable checks due to printing and other errors. <i>Replaces Schedule CJC 02-31.</i>	Three (3) years after release of audit, if pre-numbered. Otherwise, dispose securely at discretion. Approved: 7/16/2019
GSL 02 40	Working Trial Balance	Year-end trial balance report used for closing the general ledger. <i>Replaces Schedule CJC 02-30.</i>	Three (3) years after release of audit. Approved: 7/16/2019

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

Tuesday, January 18, 2022

Page 25 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 06 01	Enrollment Forms	Enrollment forms of participants in insurance programs offered to the employees of a local government entity.	One (1) year after superseded. Approved: 1/21/2020
GSL 06 02	Change of Enrollment	Adjustments made by participants to insurance coverage.	One (1) year after superseded. Approved: 1/21/2020
GSL 06 03	HIPAA Privacy Notice	Signed acknowledgements of receipt of HIPAA privacy notice.	Two (2) years after termination of employee. Approved: 1/21/2020
GSL 06 04	Contract with Third Party Administrator	Contract between the local government entity and the third party administrator of the health insurance plan.	Three (3) years after expiration of contract. Approved: 1/21/2020
GSL 06 05	Business Associates Agreement	Agreements between the health insurance plan of a local government entity and other parties that use or disclose health information of covered participants.	Six (6) years. Approved: 1/21/2020
GSL 06 06	Third Party Administrator Report, Not Containing PHI	Reports that do not contain protected health information submitted by the third party administrator of the health insurance plan.	Three (3) years after release of audit. Approved: 1/21/2020

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Tuesday, January 18, 2022

Page 26 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 06 07	Protected Health Information (PHI)	All documents received by the local government entity that contain protected health information.	Six (6) years. Secure disposal required. Approved: 1/21/2020
GSL 06 08	Disclosure Requests	Requests from plan participants for information on all entities receiving protected health information on the participant.	Six (6) years. Secure disposal required. Approved: 1/21/2020
GSL 06 09	Disclosure Information	Responses by the local government entity to participants submitting disclosure requests.	Six (6) years. Secure disposal required. Approved: 1/21/2020

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Tuesday, January 18, 2022

Page 27 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 01	Cafeteria Plan Administrative Fees	Listing of employees enrolled in cafeteria plan supplemental program (e.g. uninsured medical, day care, etc.) and the administrative fee charged to the entity. Used for determining amount due carrier. <i>Replaces Schedule CJC 03-01.</i>	Three (3) years after release of audit. Approved: 7/18/2017
GSL 03 02	Cafeteria Plan Enrollment	Form used to enroll employees in Cafeteria Plan on a yearly basis. Indicates coverage selected and amounts selected. <i>Replaces Schedule CJC 03-02.</i>	Four (4) years after close of calendar year. Approved: 7/18/2017
GSL 03 03	Deduction Cards	Payroll deduction cards enrolling employees in various payroll deduction programs including credit union, direct deposit, insurance (except health), and disability and rehabilitation. <i>Replaces Schedule CJC 03-03.</i>	Until superseded, then three (3) years after release of audit. Approved: 7/18/2017
GSL 03 04	Employee Earnings Record	Report detailing all payroll checks issued to employees. Includes employee's name, Social Security number, and types and amounts of individual deductions. <i>Replaces Schedule CJC 03-04.</i>	Fifty-five (55) years. Approved: 7/18/2017
GSL 03 05	Garnishment Files	Garnishment case files of employees. May contain wage earner's plan with posted payments, court order, notification of garnishment or tax levy, and release of wages notification. <i>Replaces Schedule CJC 03-05.</i>	Four (4) years after final release of wages. Approved: 7/18/2017

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Tuesday, January 18, 2022

Page 28 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 06	Payroll Register	Contains payroll information for all employees for each pay period. Includes check number, name, social security number, earnings amounts, withholding amounts, net pay. This series may also include information on hours worked and rate of pay. <i>Replaces Schedule CJC 03-06.</i>	Fifty-five (55) years. Approved: 7/18/2017
GSL 03 07	Retirement Reports	Public Employees' Retirement System reporting form, which provides total amount submitted to the retirement fund, lists each employee, retirement wages and retirement contribution. <i>Replaces Schedule CJC 03-07.</i>	Three (3) years after release of audit. Retain fifty-five (55) years if Payroll Register or Earnings Record for the same reporting period is not available. Approved: 7/18/2017
GSL 03 08	Tax Reports	Documentation for reports to Internal Revenue Service regarding Social Security and withholding taxes paid. Includes weekly and monthly payroll deposit and quarterly reports. Also includes IRS Forms 941 and 1099 and variants. <i>Replaces Schedules CJC 02-22 and 03-08.</i>	Five (5) years after tax is due or paid, whichever is later. Approved: 7/16/2019
GSL 03 09	Time Sheets	Reports for all employees listing time(s) worked or exceptions to normal salary for the pay period. <i>Replaces Schedule CJC 03-09.</i>	Three (3) years after release of audit. Approved: 7/18/2017

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Tuesday, January 18, 2022

Page 29 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 10	Unemployment Compensation Report	Monthly and quarterly reports containing information on each employee (name and Social Security number), month-to-date wages, month-to-date unemployment compensation charge, year-to-date wages, and year-to-date unemployment compensation charges. Quarterly report submitted to Unemployment Compensation Commission. <i>Replaces Schedule CJC 03-10.</i>	Quarterly reports: three (3) years after release of audit or close of calendar year, whichever is later. Monthly reports: following preparation of quarterly report. Approved: 7/18/2017
GSL 03 11	W-2s	Copy of Internal Revenue Service W-2 Form issued to each employee. <i>Replaces Schedule CJC 03-11.</i>	Four (4) years after tax is due or tax is paid, whichever is later. Approved: 7/18/2017
GSL 03 12	W-2s, Undelivered	Employee's copy of W-2 which was undeliverable. <i>Replaces Schedule CJC 03-12.</i>	Three (3) years after close of calendar year. Approved: 7/18/2017

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Tuesday, January 18, 2022

Page 30 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 01	Personnel File, Official Record	The master personnel record maintained for each employee. May include job application, personnel transaction record reflecting position classification and salary level, payroll withholding information, leave summary record, performance documentation, and other documents related to the individual's employment. <i>Replaces Schedule CJC 05-01.</i>	Fifty-five (55) years after earliest date of hire, OR seven (7) years after termination, whichever is later. Approved: 7/18/2017
GSL 05 02	Personnel File, Reference Copy	DUPLICATE copy of personnel file which is often maintained at the department or division level. See GSL 05-01 Personnel File, Official Record. <i>Replaces Schedule CJC 05-02.</i>	One (1) year following termination, then transfer to Personnel/Human Resources Office for review and disposal. Approved: 7/18/2017
GSL 05 03	Leave Records	Requests for use of vacation, sick, compensatory, or other leave. This series is often filed within the official Personnel File. <i>Replaces Schedule CJC 05-03.</i>	Three (3) years after audit if leave summary information is maintained. Fifty-five (55) years if leave summary information is not otherwise maintained. Approved: 7/18/2017
GSL 05 04	Employee Accident Reports	Reports and documentation related to accidents incurred by employees. Does not include documentation maintained in Personnel File. <i>Replaces Schedule CJC 05-05.</i>	Seven (7) years if workers compensation claim is filed (see GSL 05-05); otherwise three (3) years. Approved: 7/18/2017

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Tuesday, January 18, 2022

Page 31 of 37

State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 05	Workers Compensation Files	Files related to workers compensation claims. Includes case files and reports to Workers Compensation Commission. <i>Replaces Schedule CJC 05-06.</i>	Seven (7) years following the close of the case. Approved: 7/18/2017
GSL 05 06	Job Applications, Not Hired	Applications submitted for employment from individuals not hired for the position. <i>Replaces Schedule CJC 05-04.</i>	Two (2) years. Approved: 7/18/2017
GSL 05 07	Drug Test Records	Results of drug tests administered to current and prospective employees, and associated records.	One (1) year from receipt of test results. For DOT-regulated positions in aviation, trucking, railroads, mass transit and pipelines: five (5) years from receipt of test results. If test resulted in adverse action against an employee: five (5) years after conclusion of final action. Approved: 4/16/2019
GSL 05 08	I-9 Forms and Related Documentation	Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. The form must be available for inspection by authorized U.S. Government officials from the Department of Homeland Security, Department of Labor, or Department of Justice. If copies of documents presented by employees were made or a report was generated through E-Verify, they should be kept with the corresponding Form I-9.	Three (3) years after date of hire or one (1) year after termination, whichever is later. Approved: 10/15/2019

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Tuesday, January 18, 2022

Page 32 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 09	Background Investigation for Employees, Volunteers, or Applicants	Information related to background investigations of employees, volunteers, or job applicants, including copies of employment applications, release forms, credit reports, driver's licenses, transcripts, social security numbers, professional licenses or certifications, verification of education and licensure, sex offenders registry, personal and professional references, fingerprint applications, lie-detector results, blood or urine test results, correspondence, criminal, driving, education, court, and military records.	<p>One (1) year from conclusion of investigation.</p> <p>If investigation resulted in the applicant not being hired or adverse action against an employee, five (5) years after conclusion of final action.</p> <p>Drug test records are held according to schedule GSL 05-07. Approved: 10/15/2019</p>

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Tuesday, January 18, 2022

Page 33 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Public Works

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 14 01	Work Orders	Copies of work orders placed for use of public work crews.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 02	Road/Street Dockets	Docket listing all road maintenance performed. This series provides historical summary of maintenance performed from initial construction.	Permanent. Approved: 4/16/2019
GSL 14 03	Road/Street Maintenance Records	Detailed records of all maintenance performed.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 04	Road/Street Maintenance Work Reports	Reports summarizing activities of maintenance crews.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 05	Repair/Street Repair Costs	Estimates, copies of invoices, supply tickets, and other financial records relating to maintenance activities.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 06	Road/Street Resurfacing Reports	Summary reports (generally annual) containing lists of roads/streets resurfaced, including types of materials used and costs of roads.	Permanent. Approved: 4/16/2019

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Tuesday, January 18, 2022

Page 34 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Public Works

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 14 07	Road/Street Plats	Plats of subdivisions and incorporated areas.	Permanent. Approved: 4/16/2019
GSL 14 08	Traffic Control Signs and Signals Inventory	Inventory of all traffic signs and signals.	Until superseded. Approved: 4/16/2019
GSL 14 09	Traffic Control Maintenance Records	Records relating to the maintenance of traffic signs and signals.	Three (3) years. Approved: 4/16/2019
GSL 14 10	Traffic Control Intersection File	Includes a variety of records relating to intersections: studies related to traffic planning, drawings of signal controllers, and intersections.	Ten (10) years. Approved: 4/16/2019

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Tuesday, January 18, 2022

Page 35 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

Community & Junior Colleges Purchasing Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 04 01	Bids	See Schedule GSL 04-01.	
CJC 04 02	Purchase Orders	See Schedule GSL 04-02.	
CJC 04 03	State Contracts	See Schedule GSL 04-03.	

All Local Governments Purchasing Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 04 01	Bids	Successful and unsuccessful bids received for the purchases of goods or services. Associated documentation may include correspondence, preliminary work papers, requests for proposals or information, published notices, proofs of publications, plans, specifications, and other related materials. <i>Replaces Schedule CJC 04-01.</i>	Five (5) years, or three (3) years after release of audit, whichever is later. Approved: 1/18/2022
GSL 04 02	Purchase Orders	Purchase Orders. <i>Replaces Schedule CJC 04-02.</i>	Three (3) years after release of audit. Approved: 1/18/2022
GSL 04 03	State Contracts	Reference copy of purchase contracts issued by the State of Mississippi. <i>Replaces Schedule CJC 04-03.</i>	Until Superseded. Approved: 1/18/2022

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Tuesday, January 18, 2022

Page 36 of 37

State of Mississippi Local Government Records RECORDS RETENTION SCHEDULE

All Local Governments Vehicle Maintenance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 16 01	Fuel Card File	Record of requests, record of issuance, and other documentation relating to fuel card for local government entity employees and vehicles.	One (1) year following the cancellation of card. Approved: 4/16/2019
GSL 16 02	Fuel Usage Reports	Reports detailing fuel purchased for vehicles belonging to a local government entity.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 16 03	Vehicle Master File	Work orders on all work done on vehicles belonging to a local government entity. May include purchase information, vehicle description information, vehicle title, tag information, and billing information for maintenance.	Three (3) years after disposition of equipment. Approved: 4/16/2019
GSL 16 04	Parts Inventory Records	Records of parts received and used by vehicle maintenance operation.	Three (3) years after release of audit. Approved: 4/16/2019

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Tuesday, January 18, 2022

Page 37 of 37