Policies as Revised

For Central Piedmont Board of Trustees Approval on

May 6, 2020
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1.00 THE EQUAL OPPORTUNITY PROGRAM - POLICIES AND PROCEDURES

I. POLICY

Central Piedmont Community College is committed to equal opportunity and non-discrimination in personnel policies and intends that employees of the College and citizens of its service area shall be made aware of this commitment. All matters related to selection, compensation, benefits, promotion, social and recreational programs, and all treatment on the job will be free of discrimination based on any protected classification, including race, color, national origin, religion, gender, sexual orientation, disability, age, genetic information, political affiliation, or any other legally protected classification.

II. RULE

The College seeks to ensure that employment and assignment of all College personnel shall be solely on the basis of qualifications without regard to protected class status (State Board of Community Colleges Code 1C SBCCC 200.96 (PDF)) and to seek to employ women and minorities in administrative positions (State Board of Community Colleges Code 1C SBCCC 200.97 (PDF)).

III. PURPOSE

The purposes of the Equal Opportunity Program, hereafter referred to as the Program, are to promote and ensure equal opportunity for all persons, whether employed or seeking employment, without regard to protected classification and to actively seek qualified applicants from traditionally under-represented groups.

Through active recruitment of qualified applicants from traditionally under-represented groups and through strict non-discrimination in the selection and utilization of personnel, the College seeks to develop a diverse faculty and staff who are well qualified to perform the various tasks required.

A. OBJECTIVES

1. To affirm the College's commitment to the principles of equal employment and educational opportunities.
2. To inform all citizens of the service area that the Board of Trustees, administration, and all employees of the College practice the precepts of fair and equal treatment in the execution of recruitment, employment, and personnel utilization procedures.
3. To ensure utilization of minority and women workers at the College through active measures to recruit talented applicants from these groups.
4. To comply with all applicable federal and state orders, regulations, and laws in the areas of civil rights, equal employment opportunity, and contract compliance.
6. To ensure non-discriminatory practices in all matters pertaining to employee compensation and benefits.
7. To conduct monitoring procedures for ensuring that the selection, promotion, development, evaluation, discipline, and termination of employees are in compliance with governmental and institutional regulations and policies pertaining to equal employment opportunity.
8. To ensure that all College facilities, organizations, and activities are open for utilization and participation by employees and students, as appropriate, without regard to protected class status, except in instances when those facilities are normally used by a single sex.

B. RESPONSIBILITY

1. President: The President of Central Piedmont Community College is responsible to its Board of Trustees for the overall development and direction of the College's Equal Opportunity Program. The President will determine that the Program is adhered to by all administrators and supervisory personnel of Central Piedmont Community College and is reflected in all College publications. The President may establish any regulations and procedures necessary to carry out this policy.

2. Administrators: All administrators are responsible for adherence to the policies, practices, and spirit of the Program in recruiting, selecting, training, utilizing, and promoting personnel.

3. Specific Administrators:
   Executive Director of Institutional Equity: The Executive Director of Institutional Equity will monitor adherence to the Program and his/her primary responsibilities are to:
   1. Keep all levels of management informed of the latest developments in equal employment and opportunity.
   2. Review alleged discrimination complaints and recommend action to the President (Refer to the Discrimination and Harassment Policy).
   3. Review alleged complaints of improper sexual and romantic relationships and recommend action to the President (Refer to the Improper Sexual or Romantic Relationships Policy).
   5. Review, evaluate, develop, and recommend policies and procedures required for compliance with applicable laws and guidelines.
   6. Conduct a semi-annual review of hiring patterns.
   7. Prepare, as required, all appropriate reports of Equal Opportunity.
   8. Coordinate the College's Americans with Disabilities Act compliance (Refer to ADA Accommodation Request Procedures for Persons with Disabilities Policy).
   9. Coordinate the College's Refer to the Mediation Program for Employees Policy.
   10. Coordinate the College's Refer to the Employee and Student Policy 1.41 and Policy 4.16 (Sexual Misconduct policies).
Chief Human Resource Officer: The Chief Human Resource Officer will provide the mechanisms to operate the Program and his/her responsibilities in this regard are to:

1. Operate a central Human Resources Department through which all information is processed in the hiring procedure.
2. Assist College administrators in the preparation of job class specifications.
3. Review, with the immediate administrator, job applications and/or submitted application materials in accordance with the College's hiring process and the College's Equal Opportunity Program.
4. Place all College announcements and advertisements for recruiting activities in the media; all notifications and publications for the general public will identify Central Piedmont Community College as an Equal Employment institution.
5. Maintain a file of all recruitment notices, announcements, and advertisements, indicating the sources utilized and the pertinent responses.
6. Identify problem areas.
7. Provide advice and assistance to administration, faculty, and staff on matters pertaining to implementation of the Program.  

Vice President for Administrative Services

The Vice President for Administrative Services is responsible for ensuring that contracts and bids for commodities, services, and construction prepared for or by the College contain equal employment opportunity clauses or statements implementing federal laws and regulations. The Vice President for Administrative Services takes appropriate actions to inform minority and women business owners about the College policies and procedures for purchasing goods and services. (Refer to the Historically Underutilized Business (HUB) Utilization Policy)

IV. ADMINISTRATIVE PROCEDURES

A. JOB POSTING, RECRUITMENT, SELECTION, AND EMPLOYMENT OF PERSONNEL WILL BE IN ACCORDANCE WITH:

1. Refer to the Employment of Full-time Personnel
2. Refer to the Employment of Part-time Personnel

B. FACILITIES

All work areas, rest and recreational areas, and other facilities of the College are maintained for use without regard to race, color, religion, age, national origin, political affiliation, genetic information, disability, gender (except in the latter instance, those facilities normally used by a single sex), or any other legally protected classification.
C. MONITORING

In order to evaluate results and to plan for the future, the College maintains a monitoring and reporting system for the purpose of evaluating the Program. Regular bi-annual reports are made to the College Board of Trustees and to the College Cabinet. Reports required by external agencies will be filed as required by law or regulations.

D. INTERNAL DISSEMINATION

Each employee will be made aware of the Program in the following manner:

1. The Program will be explained to all new employees during their orientation periods at the beginning of employment.
2. Training related to the Program will be offered for professional development credits through the Center for Leadership and Staff Development.
3. The Program will be circulated widely so that all employees in the organization will be aware of it.
4. The Program will be included in Policies and Procedures.
5. Meetings will be held with supervisory administrative employees to inform them about the Program.
6. Women and minorities will be included in Central Piedmont college catalog and other publications.
7. Notices about the Program will be posted on official bulletin boards on campus.

E. EXTERNAL DISSEMINATION

Central Piedmont Community College's major recruiting sources will be informed verbally and/or in writing of the Program and are asked to refer qualified minorities and women for all vacancies listed at Central Piedmont Community College.

Approved 05/06/2020

1.01 ACADEMIC FREEDOM

The College supports:

I. The right of an employee to hold a controversial or unpopular belief so long as the employee does not use his/her position as a forum for the inculcation of the belief among students or other persons on the premises or under the auspices of the College.

II. The right of an employee to engage in political or religious activities (or refrain partially or wholly from such participation) as a phase of his/her private life so long as the employee does
not attempt to indoctrinate students or does not practice these activities at the College or under
the auspices of the College and so long as any political activities comply with the Free Speech,
Public Assembly, And Distribution/Petitioning Policy. The right of an instructor to present facts
about controversial issues to his/her students so long as both sides of the issue are considered and
indoctrination is avoided.

Approved 05/06/2020

1.02 DRUG-FREE COLLEGE

I. Definitions

A. Drugs referred to under this policy include alcoholic beverages, all illegal drugs as defined
in N.C. Controlled Substance Examination Regulation Act, and misused legal drugs (both
prescription and over-the-counter).

B. College premises--any property in use by the College including property that is leased,
owned, used for College functions, or used by the College in the conduct of any of its courses.

II. Rule

The purpose of the Drug-Free College policy is to maintain a safe and productive teaching and
learning environment and to be in compliance with the Drug-Free Workplace Act of 1988;
the Safe and Drug-Free Schools and Communities Act/Drug-Free Schools and Campuses
Regulations (Edgar Part 86) (PDF); N.C. Administrative Code Title 13, Chapter 20; and the N.C.
Controlled Substance Examination Regulation Act.

III. Policy

A. All employees are expected to perform their job duties unhindered by drugs and/or alcohol.

B. The unlawful manufacture, distribution, dispensation, possession, use, or being under the
influence of drugs and/or alcohol presents a hazard to students, employees, and property and is
not permitted on College premises.

C. The illegal or unauthorized use, abuse, or distribution of prescription drugs or over-the-
counter drugs by employees is prohibited.

D. The College will maintain a Drug-Free Awareness program for employees and students, and
employees and students are expected to work together to maintain a drug-free teaching and
learning environment. Educational materials, programs, and other resources are available
through Student Life, Counseling Services, and Human Resources. Confidentiality is maintained.

E. Any employee who violates this policy is subject to disciplinary action as deemed appropriate
by the College, up to and including termination.
IV. Applicability

This policy applies to all employees:

A. during all working hours;

B. during lunch or break periods;

C. while operating a College-owned vehicle;

D. while on College premises. (The president or designee has the right to give special written permission to serve alcohol at College events.)

V. Legal Prescription and Over-the-Counter Drugs

A. Employee use of prescription and over-the-counter drugs is not prohibited when taken in standard dosage or according to a physician's prescription.

B. Employees who take drugs must determine whether the drug may interfere with their safety or the safety of others on campus, or otherwise interfere with safe performance of their job duties. It is the employee's responsibility to use appropriate personnel procedures (e.g. call in sick, use leave, notify supervisor) if any use of legal drugs presents a safety risk.

VII. Drug and/or Alcohol Examinations

Any College employee may be required by his or her supervisor or College administrator, in accordance with Drug and Alcohol Examinations Procedures, to submit to a drug and/or alcohol examination when there’s reasonable suspicion of drug and/or alcohol use and/or after an injury. Refusal to submit to examination and/or any interference with the collection of the sample shall result in the employee’s dismissal.

Approved 05/06/2020

1.03 HIRING AND SELECTION

I. Posting of a Vacancy

Vacancies may be posted in accordance with Employment – Postings and Background Procedures and may be posted in the manner deemed appropriate by the College, which includes external, internal, confidential posting, and/or no posting.

II. Recruitment and Selection
A. Central Piedmont Community College recruits employees for all job classes without regard to race, color, national origin, religion, gender, sexual orientation, disability, age, genetic information, political affiliation, or any other legally protected classification.

B. The college encourages the participation of faculty and staff in the recruitment of excellent job candidates.

In our hiring decisions, CPCC will provide an employment preference for veterans and their spouses or surviving spouses, as defined in G.S. 128-15 and per the North Carolina Administrative Code.

The college will take into consideration veteran status in accordance with North Carolina state law if two or more candidates are generally equally qualified for the position based upon qualifications and experience.

III. Background Checks

A criminal records check and a credit check, where applicable, of an individual's county, state, and/or federal criminal history will be conducted on all applicants for employment who accept an offer of employment or re-employment, pursuant to the Employment – Postings and Background Checks Procedure. For this purpose, re-employment is defined as a lapse of employment exceeding 12 consecutive months.

Refusal to consent to a background check, providing false information, failing to provide information, or any other reason deemed appropriate by the College may result in disciplinary action, up to and including termination or withdrawal of an offer of employment.

Approved 05/06/2020

1.04 EMPLOYMENT OF PART-TIME PERSONNEL

I. Definitions

A. Part-time: Employment for less than 75% of the full work week or full work load defined for the job class to which the employee is assigned, except during brief periods to cover institutional needs. Effective July 1, 1999, part-time employment must be limited to a total less than 1,560 hours per fiscal year.

B. Staff Employee: Any part-time employee who does not receive a part-time contract listing specific classes to be taught.

C. Teaching Employee: Any part-time employee who receives a contract listing specific classes to be taught.

D. Vacancy: Any new or existing unfilled part-time position.
II. Regulations

A. Part-Time Staff Employee

No part-time staff employee, as defined in this section, may be assigned the full-time work load defined for his/her job class except during brief periods to cover institutional needs. Prior written authorization must be provided by the unit vice president.

B. Part-Time Teaching Employee

A part-time teaching employee may, with the dean's written approval, carry a full teaching load for one term based on institutional needs. Any extension of the full teaching load beyond one term must receive written authorization of the Vice President for Academic Affairs.

III. Salary

A part-time employee is paid at the hourly rate published for his/her job class in the current part-time salary schedule. A part-time curriculum instructor is paid on a per-course basis. Part-time non-curriculum instructors are paid on a published contract hourly rate schedule.

Approved 05/06/2020

1.05 EMPLOYMENT REQUIREMENTS

I. Regulations

Minimum requirements for employment in any position shall be those specified for the position in the specifications contained in the official job description on file in the Human Resources Department, in the Standards of the Commission on Colleges of the Southern Association of Colleges and Schools, and other applicable accrediting bodies and in the following guidelines.

III. Employee Credentials

A. All employees must meet the minimum qualifications in the official job description on file in the Human Resources Department for their assignments at the time of their hire.

B. In exceptional cases unique experience and/or special competence may substitute for the specified level of academic preparation. All experience, certification, and other qualifications must be documented in the employee’s file.

C. Instructors must be appropriately credentialed to teach every course to which they are assigned, in accordance with the Credentialing Procedure

Approved 05/06/2020
1.06 EMPLOYMENT OF RELATIVES

I. Definition


II. Rule

A. In compliance with 1C SBCCC 200.98, the College shall not employ two or more persons who are closely-related by blood or marriage in positions which would result in one person of such family relationship supervising another closely-related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.

B. With respect to closely-related persons within the same academic department or other comparable institutional subdivision of employment, neither closely-related person shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

Approved 05/06/2020

1.07 EMPLOYMENT CONTRACTS

These provisions shall apply when contracts are issued for employment, but not all employment is covered by a contract.

I. Contract Periods

A. Academic Year: The 10-month period of College operations from August through May.

B. Fiscal Year: The 12-month period beginning on July 1 and ending on June 30 of the next year.

C. Other: the College may enter into contracts of varying lengths based on the needs of the College.

II. Regulations

A. Generally, contracts are issued for periods of either the academic or fiscal year. If warranted by special circumstances, contracts for periods of other lengths may be issued, not exceeding 12 months unless approved by the President.
B. The decision about contract length and beginning date will be made by the employee's supervising administrators who will consider the projected requirements of the College and the availability of the employee.

C. The contract length for new instructional positions coincides with the academic year. Exceptions require the approval of the President.

D. For full-time exempt personnel, a contract of 10 or 12 months duration is credited as a full year when computing length of service for state longevity pay and retirement.

E. Extendible Contract: after a faculty member has reached three years of Conditional Contracts, they are awarded an Extendible Contract, which is automatically extended annually.

III. Non-Reappointment of Contracts

The appointment of an individual employed under a term contract expires at the end of the contract term. Reappointment or non-reappointment at the expiration of the term contract will be at the volition of the College in its sole discretion. If it is the decision of the College not to reappoint the individual, the President will give written notice to the employee by June 1 for 10 and 12-month contracts. However, a term contract applicable to a position that is supported by a grant or other temporary source of funds may be terminated, with or without notice, at the time of any cessation or suspension of the supporting grant or temporary funding. The affected employee does not have access to institutional due process as defined in the Termination During Contract Procedures, unless the employee is on an Extendible Contract.

Approved 05/06/2020

1.08 CORRECTION ACTION(S) AND TERMINATIONS

I. Corrective Action

A. Supervisory/administrative efforts should, whenever possible, be concentrated on preventing serious job performance and/or conduct problems from occurring rather than on disciplining employees. If disciplinary measures are necessary, the supervisor should contact Employee Relations/Human Resources for assistance.

B. Categories of Corrective Action

The College administration will determine which step of discipline is required based upon the nature and/or severity of the offense. If an offense is of sufficient severity, disciplinary action may begin at a more advanced stage, up to and including immediate dismissal. Therefore, the College maintains the right to dismiss any employee, as outlined in this policy, without providing for any or all of the following corrective action measures.

1. Counseling
Counseling by an employee's immediate supervisor/administrator will normally be the first effort to correct the employee's performance or conduct deficiencies. When an employee's work or conduct is unsatisfactory and if counseling does not correct the situation, progressive discipline consisting of increasingly stronger disciplinary action will normally be followed.

2. Verbal Warning

A verbal warning may be issued in an attempt to correct relatively minor occurrences of inappropriate performance and/or conduct.

3. Written Warning

A written warning may be issued for repetition of an offense covered in a previous verbal warning or the first occurrence of a more severe offense.

4. Final Written Warning

A final written warning (with or without unpaid suspension) may be issued for the first occurrence of a very serious offense(s) or may be issued for repeated lesser offenses which have been identified by the immediate administrator and not corrected by the employee despite previous disciplinary action(s).

   a. The final written warning is considered a last chance and if an employee does not achieve improvement in performance/conduct, dismissal will normally be the result.

   b. The manager (or designee) and Employee Relations Director (or designee) must review the final written warning prior to it being issued to the employee.

   c. If deemed appropriate, an unpaid suspension may also accompany the final written warning as a severe reprimand.

5. Termination

Any employee, including those on employment contracts of any type, may be dismissed at any time, with or without previous disciplinary action for any reason deemed appropriate by the College, including but not limited to neglect of job responsibilities, failure to perform in a proper and acceptable manner, conviction of a felony or a crime involving moral turpitude, impairment, willful disregard of express directives of the College, and/or refusal to follow written policies, rules, regulations, and procedures of the College. See Procedure - Termination During a Contract for additional information.

Termination of an employee on an extendible contract or during the term of a contract entitles the employee to Due Process pursuant to Procedure - Termination During a Contract. Classified employees do not have access to Due Process.

II. Position Eliminations and Reductions in Force
A. Position eliminations and/or reductions in force may be necessary at any time if the position to which the employee is assigned is discontinued as a result of institutional financial exigency, reorganization, or program reduction.

B. Employees whose positions are eliminated during the term of a contract shall not have access to institutional Due Process.

III. Due Process

Other than position eliminations and reductions in force, employees terminated at any time while on an extendible contract or during the term of any non-extendible contract shall have access to institutional Due Process pursuant to Procedure - Termination During a Contract.

Approved 05/06/2020

1.09 SALARY DETERMINATION

The annual and monthly salaries or hourly rates of pay for full-time employees shall be determined in accordance with the Non-Faculty Classification and Compensation Guidelines and the Faculty Classification and Compensation Guidelines.

Approved 05/06/2020

1.10 LONGEVITY PAY

I. Definitions:

A. Total Qualifying Service: A month-for-month computation of full-time employment with departments, agencies, or educational institutions of the State of North Carolina as defined by the State Board of Community Colleges Code 1C SBCCC 400.98.

B. Eligibility: A full-time employee is eligible for longevity pay only after the date the employee has completed ten years of total service with a community college, a school administrative unit, or an agency.

II. General Rule and Regulations:

A. Annual longevity pay amounts are based on the length of total service to agencies, community colleges, and school administrative units as designated in Paragraph (b) of the State Board of Community Colleges Code 1C SBCCC 400.98 and a percentage of the employee's annual rate of pay on the date of eligibility.

1. It is the employee's responsibility to provide proof of prior service with the State of North Carolina. Longevity pay will be calculated and paid beginning on the date of receipt of the Prior
State Service Verification Form in the Human Resource Department. New hires are allowed reasonable time to submit the completed form.

2. Longevity pay amounts are computed by multiplying the employee's annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Longevity Pay Rate</th>
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<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.50%</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25%</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.50%</td>
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3. Longevity pay is not considered a part of annual base or contract pay, nor is it to be represented in personnel and payroll records as a part of annual base or contract salary. (Salary increases effective on the same date as the longevity eligibility date shall be incorporated in the base pay before computing longevity).

B. The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements, if the date is before the 16th day of the month. If the eligibility date is after the 15th day of the month, longevity pay is paid the following month.

1. Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working.

2. If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in case of death.

3. If, on the effective date of this policy, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.

4. If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro-rata payment in the event of:
   a. separation from the institution;
   b. change in employment status to temporary part-time, or to a position not covered in this policy.
5. If an employee separates from a community college and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months for an employee having a 12-month period of employment, or upon completion of a lesser term for an eligible employee on less than a 12-month period of employment. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.

6. If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.

7. Leave without pay in excess of one-half the work days in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.

C. Exclusions: Total service for the longevity pay plan does not include:

1. Temporary service, that is, service by an employee who works in a temporary position, or who is working temporarily in the absence of another full-time employee on leave of absence;

2. Periods of out-of-state employment with other states, schools, colleges or universities;

3. Periods of employment with agencies of the federal government;

4. Periods of military service other than those categories described in paragraph F of this policy.

5. Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina retirement system has been purchased for such employment.

D. Authorized military leave:

1. Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Paragraph (b) of the State Board of Community Colleges Code 1C SBCCC 400.98 who were granted leave without pay:

   a. for a period of involuntary service plus 90 days, or for a period of voluntary enlistment for up to four years plus 90 days, so long as they returned to employment in a covered agency within the 90 days; or

   b. for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.

2. Employees who enlist for more than four years or who re-enlist shall not be eligible for military leave.
3. Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus 90 days or for 12 months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.

Approved 05/06/2020

1.11 EMPLOYEE CHOSEN NAME/LEGAL NAME

I. Policy

The College recognizes the need or choice for employees to refer to themselves by a first name other than their legal first name for identification. This may include individuals who use:

- A middle name or a version of their first name instead of their legal first name;
- A frequently used nickname;
- A legal first name that an individual is in the process of legally changing; or
- A first name that better represents an individual’s gender identity or expression.

The College also recognizes the need for employees to update their name in College systems and records to match their legal name when changed for marriage, divorce or other circumstances.

The College acknowledges that a chosen name will be used where possible in College systems and records and in the course of College business and education, except when the use of an individual’s legal name is required by law or state policy, and as long as the use of a chosen name is not intended for the purposes of avoiding legal obligations, for misrepresentation or as otherwise prohibited in this policy below.

II. Definitions

- Legal name – An individual’s legal name as it appears on official governmental documents such as social security cards, licenses, passports and tax forms.
- Chosen name – An alternative to an individual’s legal first name, used by a person to refer to themselves as designated in College systems and records.

III. Chosen Name

Except as set forth in Sections IV, V and VII below, employees may determine the chosen name by which they wish to be known in College systems and records, and they may change or remove their chosen-name at any time a maximum of once per calendar year. Only the first name may be designated for the chosen name; the last name must remain the same as an employee’s legal last name. Thus, an employee’s chosen full name is their chosen first name and legal last name.
As it becomes possible to implement the use of chosen names, the College will make a good faith effort to update systems and records designated for use of chosen names in a timely manner. The College utilizes multiple systems, applications and forms to manage its operations, and it is continually updating software and incorporating new electronic and other files. Thus, the process of modifying College systems and records is ongoing.

Specific systems and records where the College may use a chosen name are listed in the College’s electronic Employee Chosen Name Request Form available in Human Resources. Examples include:

- Online / e-mail directory listings
- Business cards
- Name tags

Despite the allowances outlined above, not all College systems, databases, processes, records and forms support the display of a chosen name, and many uses require display of a legal name (see, e.g., Section IV below). Thus, employees who utilize a chosen name with the College should always be prepared to reference their legal name and provide corresponding identification, as necessary.

IV. Legal Name

To change an employee’s name on certain official College records, individuals must legally change their name.

- Legal name changes due to marriage are recognized by submitting a copy of a marriage certificate or a signed social security card.

- Legal name changes due to divorce are recognized by submitting a copy of a divorce decree stating the individual may resume the use of their maiden name or use an alternative name confirmed by the court, or a signed social security card.

- All other legal name changes are recognized by submitting a signed social security card, passport, government-issued visa or applicable court documents.

A legal name change shall be required for the following purposes:

- Reporting to state and federal agencies
- Federal and state tax forms and reporting, including W2, W4, 1099 and 1095C
- Immigration, visa and other employment eligibility records
- Employment applications and related documents
- Background check documents
- Payroll records, checks and direct deposits
- Checks and direct deposits issued by Accounts Payable, including check requests and travel reimbursements
• Pension and retirement records
• Employee benefits enrollment and other records
• Insurance enrollment and other records
• Employee leave and accommodation records, including materials related to workers’ compensation, FMLA leave, and ADA requests for accommodation
• Employee personnel file designations
• Employment contracts
• Professional licencures
• Employment verification
• Employee identification cards
• Other records where a legal name is required by law or College policy

Employees who wish to change their legal name in College systems and records should be prepared to complete a new I-9 and provide acceptable supporting documents (e.g., valid driver’s license and social security card, or passport).

Although the College will change an employee’s legal name in applicable databases and records once approved, an employee’s former legal name may continue to be listed as a previous identity in College systems and records in order to ensure that any searches of a former legal name will access correct information.

V. Identification Cards

The College understands that it may be important to individuals for their College-issued employee identification card to reflect their chosen name. However, as a state institution, the College requires employees to provide appropriate documentation of a legal name change before a new employee identification card is issued that reflects the changed name.

VI. Limits

The College reserves the right to refuse use of a chosen name. Instances that may result in this prohibition include arbitrary, random or repeated chosen name changes; chosen names used for the purpose of avoiding legal obligations or for misrepresentation or fraud; or chosen names used in any other manner that violates College policy or federal, state or local law.

Chosen names may not include symbols (except apostrophes, periods or hyphens) or numbers or reference illegal activity. Further, chosen names may not include those whose usage may be hurtful to others or may be considered vulgar, offensive, derogatory or obscene, including words and terms commonly perceived as slurs against an individual or group on the basis of race, gender, ethnicity, sexual orientation, gender identity, national origin, religion, age, disability, or other protected characteristics.

Human Resources has the authority to deny any chosen name request or to suspend or remove a chosen name in extreme cases – including but not limited to for the reasons noted above. In the rare circumstance when such a denial is made, an employee may appeal the decision in writing to the Chief Human Resources Officer, whose decision shall be final.
1.12 WORKLOADS FOR FACULTY

I. Full-time Teaching Faculty

A. Each full-time teaching faculty member has responsibilities to serve students, the division, and the College by providing instruction, assisting students, and engaging in professional growth/service and college/community service and all other duties as described in the job description.

B. The College expects instructors to make a full-time professional commitment to Central Piedmont Community College. Accordingly, instructors will spend a minimum of thirty hours each week at an assigned teaching site or in direct service to the College and its students.

C. Corporate and Continuing Education and College and Career Readiness (CCR) instructors will spend a minimum of forty hours each week at an assigned teaching site or in direct service to the College and its students.

D. Additional duties and information about the workload can be found in Workload Procedures.

II. Part-Time Teaching Faculty

A. A part-time staff employee must be assigned a work load of less than 1,560 total hours per fiscal year.

B. A part-time teaching employee may be assigned up to 50% of a full-time teaching load or a maximum of two classes, whichever is greater. Exceptions to the maximum load must be approved by the dean. Curriculum teaching assignments are based on load units that are calculated on a 1:1 basis. Other load unit calculations can be found at Workload Procedures. The combination of all load units and contact hours must be less than 1,560 hours per fiscal year. A part-time teaching employee is hired to teach specific classes and to be reasonably accessible to students.

Approved 05/06/2020
1.13 EXEMPT PERSONNEL

Exempt personnel are paid on a salary basis and not entitled to overtime pay or flex-time. Exempt personnel include the following classifications: executive, professional, administrator, and faculty/librarians.

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1.14 NON-EXEMPT PERSONNEL

Non-exempt personnel are paid on an hourly basis and entitled to overtime, consistent with the provisions of this policy. Non-exempt personnel include classified employees.

I. Definitions

A. Established Workweek: The seven consecutive twenty-four hour periods beginning 12:01 a.m. Sunday and ending 12:00 midnight Saturday.

B. Overtime: The hours worked in excess of 40 by a classified employee during the established workweek.

C. Hours Worked: All the time that a classified employee is required to be on duty or at a prescribed workplace, and all the time during which such employee is permitted to work away from the prescribed workplace.

D. Overtime Pay: Monetary compensation at the rate of 1-1/2 times the classified employee's regular rate for all hours worked in excess of 40 during the established workweek.

E. Compensatory Time: Leave with pay at the employee's regular rate granted to a classified employee at the rate of 1-1/2 hours times the number of hours worked in excess of 40 during the established workweek.

F. Flextime: The daily work hours are determined on a flexible time schedule required by or upon the approval of the supervisor.

II. Rule

In compliance with the Fair Labor Standards Act, a classified employee who works overtime shall receive either compensatory time or overtime pay. In computing the hours worked, the computation shall include all the time that an employee is required to be on duty or at the prescribed workplace; any bona fide work which the employee performs away from the premises if the supervisor knows or has reason to believe that the work is being performed; unauthorized work if the supervisor could have stopped the work but did not, or if he/she knows or has reason to know of the work performed; and the time during which the employee, by reason of official responsibilities, is required to attend lectures, meetings, training programs, and so forth. A bona fide meal period which occurs during the scheduled workday is not computed as hours worked if
the employee is completely relieved from duty. Rest periods (breaks) of short duration (20 minutes or less) must be computed as hours worked.

III. Regulations

A. The standard full-time load for classified employees shall be 40 hours during the established workweek.

B. Overtime for any classified employee must have the prior authorization of the appropriate department head/director, dean/manager, or unit vice president. Hours worked by an employee without the employer's authorization or contrary to instructions may or may not be considered in calculating hours worked.

C. Overtime shall not be authorized unless there is an absolute need to meet a deadline that could not be met during the normal workweek, to overcome time lost due to conditions beyond the control of the College, or to meet the demands of a crisis situation.

D. Except for situations that create severe scheduling problems for the College, compensatory time will be the method of compensation. Compensatory time shall be scheduled by the immediate supervisor with reasonable effort being made to accommodate the employee.

1. In determining the number of hours worked by an employee within a given week, time spent on vacation, sick leave, and holidays will not be counted as time worked.

2. If compensatory time is taken during the same week that extra hours are worked, it will be taken at the rate of one hour off for each extra hour worked. If compensatory time is taken in other workweeks, it will be taken at the rate of 1-1/2 hours off for each extra hour worked.

3. Compensatory time accrued must be taken within 30 workdays or the employee must be given overtime pay for each hour of compensatory time past the 30-workday period.

4. Compensatory time may not be transferred to any other type of leave or to another agency.

E. Overtime pay may be granted the employee when the compensatory time method may create a severe scheduling problem for the College. Such monetary compensation will only be given after approval by the unit vice president, who will submit a memorandum to Payroll authorizing payment for the compensatory time not taken.

F. Daily time records for each classified employee, including overtime worked and compensatory time taken, must be kept and recorded in accordance with instructions found below:

H. Flextime schedules are established between an employee and his/her immediate supervisor. Approval of flextime will be made in the best interest of the institution.
1. Typically, schedules are established between the hours of 7:30 a.m. and 6 p.m., providing one hour for lunch.

2. Except in extenuating circumstances, flextime schedules should not be arranged for four-day workweeks.

3. Exceptions to typical scheduling (cited in 1, above) will receive the approval of the unit vice president.

Approved 05/06/2020

1.15 EMPLOYEE BENEFITS AND PROGRAMS

I. Regulation

Full-time employees are eligible to enroll or otherwise participate in the employee benefits and programs from the first day of full-time employment.

II. General Information

A. Information about the following benefits may be obtained from the Human Resources Department:

1. Health and life insurance
2. Dental insurance
3. Vision insurance
4. Disability insurance
5. Worker’s compensation
6. Retirement plan
7. Tax deferred salary reduction plans
8. Flexible spending account for medical and dependent care expenses

B. Tuition Exemption for Employees

Employees are encouraged to take advantage of the many courses available at Central Piedmont Community College for their professional and personal development. Information about these opportunities can be found in Procedure – Tuition Exemption for Employees.

C. Parking

The College has designated parking areas to be used without cost by employees on a first-come, first-serve basis. Such lots are intended to accommodate the parking needs of employees. A detailed explanation of parking regulations is contained in the Parking Policy.

D. Employee Assistance Program (EAP)
The EAP is designed to help employees who may need assistance in dealing with personal or job-related problems. Participation is voluntary and strict confidentiality is enforced. A supervisor may refer employees, if necessary, for improvement in job performance or the workplace. Additional information may be obtained from the Human Resources Department.

E. Holidays

Full-time employees receive paid holidays each fiscal year which must be used in accordance with 1C SBCCC 200.94.

F. Additional Paid Leaves

Information regarding vacation, sick, Paid Parental Leave, Bereavement, and other paid time off may be found throughout these policies.

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1.16 EMPLOYEE RECOGNITION

Central Piedmont Community College's excellence is attributable in large measure to the long and meritorious service of many of its employees. The purposes of the Employee Recognition Program are to honor long service and to commend valuable performance of professional and occupational duties. Information about these programs may be found in the Employee Recognition Procedure.

Approved 05/06/2020

1.17 VACATION/PERSONAL LEAVE

I. Policy

Full-time instructors on 10-month contracts do not accrue vacation leave. Full-time instructors are entitled to a maximum of four personal leave days during the 10-month contract period. When a designated holiday falls outside of the 10-month contract period, a faculty member is not entitled to any pay or other time off for the designated holiday. Personal leave days and substitute holidays may be taken with the supervisor's approval and do not accrue.

Eligible full-time employees shall accrue vacation leave in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Hours Granted Each Month</th>
<th>Hours Granted Each Year</th>
<th>Days Granted Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>10 hrs.</td>
<td>120</td>
<td>15</td>
</tr>
</tbody>
</table>
A full month of credit is given for total state service, if the appointment is regular, full-time and the employee is in pay status for one-half or more of the regularly scheduled workdays and holidays in the pay period, or if the employee is on authorized military leave. Employees may also transfer credit for state service as provided for through the Office of State Personnel.

The total vacation leave accumulated over any number of years may not exceed 240 hours (30 days). At the conclusion of each College leave year, a full-time employee who has accumulated in excess of 240 hours will have the excess leave converted to sick leave.

II. Regulations

A. Each employee's vacation schedule shall be approved in advance by the immediate administrator. Vacation leave accrues at the end of the month and is not available for use until the following month or later.

B. Ordinarily, full-time instructors will take leave during the periods designated for that purpose in the instructional calendar. Deviations from that schedule must be requested in advance of the planned leave and have the written authorization of the immediate administrator.

C. The following restrictions apply to employee vacation leaves:

1. Leave will ordinarily not be approved for full-time instructors during the academic year when the employee's classes are scheduled or on the work day immediately prior to the instructor's first day of classes.

2. In exceptional circumstances, the immediate administrator may waive these restrictions.

D. Normally vacation leave is not advanced; however, with the approval of the immediate administrator a full-time employee may be advanced up to 80 hours of vacation leave. Such an advance will be repaid by vacation leave earned by the employee upon his/her return. Management must obtain prior approval from Human Resources before advancing any leave.

E. Upon termination of full-time employment, reimbursement for any unused vacation leave, but not to exceed a maximum of 240 hours, shall be added to the employee's final pay at the employee's regular rate of pay in effect upon the last day actually worked, and in like manner, reimbursement to the College for any advance of leave not repaid shall be deducted from the employee's final paycheck.

F. CPCC does not accept transfer of unused vacation/bonus leave earned at another North Carolina agency for previous employment. At the employee's request, CPCC will transfer an unused vacation/bonus leave balance to the new employing agency in accordance with the
agency's policies and procedures. A written notification of acceptance from the agency is required.

G. An employee earns sick leave and vacation leave while absent during a paid vacation leave, during an education leave with pay, and while absent on accrued (paid) sick leave. An employee does not earn sick leave or vacation leave during any unpaid leave or while receiving salary continuation or disability pay after accrued sick leave is exhausted.

Approved 05/06/2020

1.18 SICK LEAVE

I. Policy

All full-time employees will earn and accumulate sick leave at the rate of 8 hours per month (96 hours per year for a full year worked).

II. Regulations

A. Sick leave may be used for

1. Illness or injury not covered by Workers' Compensation which prevents an employee from performing usual duties.

2. Medical appointments.

3. Quarantine as duly placed by proper authorities.

4. Actual period of temporary disability caused by or attributed to pregnancy or childbirth in the same manner as for other temporary disabilities.

5. Illness or injury of a member of the employee's immediate family. Immediate family means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.

B. Accumulated sick leave does not entitle the employee to vacation leave, terminal leave, terminal pay, or any other terminal benefits, except as applicable under the state law for calculation of retirement benefits.

C. The institution may require evidence of disability or illness for any sick leave taken.

D. Full-time CPCC personnel who were previously employed by another North Carolina agency covered under the provisions of North Carolina General Statute 135 may transfer to CPCC any unused sick leave earned at the other agency. Employees terminating employment at CPCC may
transfer unused sick leave to the new employing agency in accordance with the agency's policies and procedures.

E. Sick leave accrues at the end of the month and is not available for use until the following month or later. Normally sick leave is not advanced; however, under extraordinary circumstances, a unit vice president may advance a full-time employee sick leave not to exceed 96 hours. The advance of sick leave will be repaid with sick leave earned by the employee upon his/her return. Once an employee has been granted the maximum sick leave advance, he/she may receive an additional advance of only those hours that have been repaid. When a full-time employee has exhausted all accrued or advanced sick leave, he/she may be granted a leave of absence without pay. Sick leave will not be advanced when salary continuation or disability pay are available. Reimbursement to the College for any advance of sick leave not repaid shall be deducted, upon termination, from the employee's final paycheck.

F. An employee earns sick leave and vacation leave while absent during a paid vacation leave, during an education leave with pay, and while absent on accrued (paid) sick leave. An employee does not earn sick leave or vacation leave during any unpaid leave or while receiving salary continuation or disability pay after accrued sick leave is exhausted.

G. Employees and their supervisors are responsible for the accurate reporting of all sick leave taken in one-hour increments. A faculty member should report his/her sick leave in proportionate time, based on his/her schedule on the day(s) of absence.

H. Full-time instructors employed on 10 to 12-month contracts will earn and accumulate sick leave at the rate of 96 hours per contract for a full contract year worked. Sick leave is not accrued by personnel while they are between academic contract periods.

Approved 05/06/2020

1.19 Bereavement Leave

I. Policy

A full-time employee will be permitted up to three working days bereavement leave without pay reduction if a member of the immediate family dies.

II. Regulations

1. The immediate family means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.

2. Leave for the death of an individual not a member of the immediate family must be approved by the immediate administrator and will be without pay or the individual may use vacation or sick time to cover the leave.
1.20 MILITARY LEAVE

In compliance with North Carolina General Statute 127A-116, State Board of Community Colleges Code 1C SBCCC 400.97, and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), leave shall be granted to all employees of Central Piedmont Community College for certain periods of service in the Uniformed Services. Employees of the College or applicants for employment shall not be discriminated against because of their membership, application for membership, performance of service, application for service, or obligation for service in the Uniformed Services. Part-time employees are not eligible for military leave benefits but are covered under the reinstatement regulations. Additional information may be found in the Military Leave Procedure.

Approved 05/06/2020

1.21 COURT DUTY

I. Policy

A leave for jury duty/court duty will be granted upon presentation of official orders from the appropriate court. Full-time employees summoned for jury duty will be given leave with pay. Full-time employees subpoenaed to appear in court as witnesses will be given leave with pay.

II. Procedure

A. Upon receipt of the summons or subpoena, the employee will inform the immediate administrator by providing a copy.

B. The immediate administrator will attach the court summons or subpoena record the employee's period of absence on the leave accounting form.

Approved 05/06/2020

1.22 NECESSITY LEAVE

I. Policy

A full-time employee will be granted 16 hours of necessity leave each fiscal year. This leave may be used by the College to cover time off during winter break. When this leave is not used by the College for winter break, the leave may be used to cover an emergency not covered by other leave provisions, for other important personal and family needs, or for community service obligations.

II. Guidelines
A. Limitations on Applicability: Necessity leave cannot be used in lieu of another type of leave that is applicable to the situation, and it cannot be used to extend or add to sick leave, bereavement leave, or any other type of leave.

B. Family Needs: "Family" means the immediate family as defined in the sick leave policy.

C. Community Service Obligations: "Community service obligations" refers to honoring a commitment to participate in a civic club, community organization, or community-based educational group as a committee member, officer, or volunteer. Participation in political or religious activities is excluded.

D. Winter Break: Non-instructional employees will be required to use vacation, compensatory leave, bonus leave, or necessity leave for the portion of winter break that is not designated as holiday leave.

E. Approval: Necessity leave can be authorized by the immediate administrator. When possible, a request for such leave must be submitted with enough advance notice to give the immediate administrator time to review the request and make arrangements to cover the employee's absence. In the event of a sudden emergency, the employee must notify the immediate administrator (or the Human Resources Department) by telephone as quickly as possible. A written request must then be filed immediately upon the employee's return to work.

F. Documentation: All requests for leave must be in written form (submitted to the immediate administrator) and must clearly state the reason for the leave. All documentation will be filed by the immediate administrator with the Human Resources Department for approval.

G. Leave Accounting: Necessity leave is a benefit for which any full-time employee is eligible; it is not earned, and it cannot be accrued or banked. Leaves will be recorded through the leave accounting process. Obvious abuse of the privilege by an employee will cause denial of further necessity leave for that employee.

H. Accrual: Necessity leave of 16 hours annually will be awarded July 1 for full-time employees. It cannot be accrued or banked and will be zeroed out each June 30. New employees will be awarded necessity leave of 16 hours immediately upon employment.

1.23 EDUCATION LEAVE

I. Definitions

A. Education Leave: A specified period of more than three weeks during which an employee is released from all College duties and responsibilities and undertakes an activity designed to enhance the job performance of the employee upon return to the College.
B. Education Leave Agreement: A specification of the obligation assumed by an employee to resume employment with the College after the leave or, failing that, to repay the College for the salary and fringe benefit compensation received while on leave.

II. Policy

Each Unit Vice President, under advisement by Human Resources, may authorize education leave for a full-time employee provided the activities planned for the leave are directly related to improving the regular duties assigned to the employee and satisfy any specific criteria established by the College. Furthermore, as stipulated in State Board of Community Colleges Code 1C SBCCC 400.96 (PDF), the employee must sign an Education Leave Agreement certifying that if he/she fails to resume employment and work for a stated period at the end of the leave, he/she will repay any salary and benefits received during the leave (or a prorated portion if the agreement is honored in part). College funds may be used to pay the employee's full salary and benefits for a leave of no more than one semester.

III. Education Leave

A. An education leave without pay and benefits for a period of up to one year or with pay and benefits for a period of up to 18 weeks may be approved for the purpose of improving the job performance of the employee through study, research, or holding a temporary position directly related to the employee's College duties.

B. Those eligible for such leave are employees who have worked full-time for the College for three consecutive years immediately prior to the term during which the education leave is taken, and for paid leave, the employee has not received paid education leave during the 36 months immediately preceding the leave.

C. The employee must sign an Education Leave Agreement (PDF) stating the employee's intent to resume employment at the end of the leave period. For paid education leave, this Agreement shall include either an agreement to resume employment with the College following the leave for a return period of three weeks for every week of leave or to repay the salary and benefits received during the leave (or a pro-rata portion if the agreement is honored in part).

D. For unpaid education leave, upon the employee's return from the leave, the employee's salary will be determined by adding to the employee's last received monthly salary all across-the-board pay increases that the employee would have received had he/she not taken the leave. However, accrual of service credit for longevity pay and retirement will not continue during an unpaid leave of absence. Health, dental, and vision insurance may be continued during the leave if the employee pays the full cost of coverage. All other benefits will be terminated and re-enrollment will be necessary upon the employee's return to employment at the end of the leave period. The leave may be extended beyond one year by each Unit Vice President, but the aforementioned benefits and salary increase will not be awarded for the extended leave.

E. During a paid education leave, vacation leave and sick leave will continue to accrue, and the employer's share of fringe benefits will continue to be paid by the College.
F. Upon an employee's return after an education leave, the College may assign the employee to the position that he/she vacated or may reassign the employee by transfer to any other position for which the employee is qualified. A position may not be available if the President has authorized a job class reduction for the employee's job classification or if the employee's position has been discontinued as the result of a reduction or financial exigency. In instances where the employee does not return to work because of job class reduction, program reduction, or financial exigency, the costs incurred in maintaining salary or benefits do not have to be repaid.

G. **Leaves for Less Than Three Weeks** – activities requiring the staff member to be absent from the job for three weeks or less for professional development may be authorized without requesting an education leave.

*Approved 05/06/2020*

### 1.24 GENERAL LEAVE OF ABSENCE

A leave of absence without pay and fringe benefits may be granted for a period not to exceed 90 days to a full-time employee with more than one year of experience at the College. The employee must give reasonable notice prior to the date of the desired leave and must state in writing his/her intent to resume employment at CPCC at the end of the leave.

During the term of the leave, the employee will not accrue department seniority or vacation or sick leave and will not receive salary or fringe benefits.

Upon an employee's return after a general leave of absence, the College may assign the employee to the position he/she vacated, or to another comparable position in the College for which the employee is qualified, unless a reduction in force has been made necessary by institutional financial exigency or by a reduction in the employee's program.

An extension of the leave may be granted in extraordinary circumstances.

Additional information may be found in the General Leave of Absence Procedure.

*Approved 05/06/2020*

### 1.25 FAMILY AND MEDICAL LEAVE

I. **Purpose**

The purpose of the Family and Medical Leave Regulation is to comply with the Family and Medical Leave Act of 1993 (FMLA) and the National Defense Authorization Act of 2008 (PDF). Additional information may be obtained from the Human Resources Department.

II. **Rule**
Employees who have been employed by the College for at least twelve months prior to the date leave is to commence, who have worked at least 1,250 hours over the previous twelve months, and who work at a location where fifty or more employees are employed by the College within 75 miles, are eligible for unpaid leave under FMLA. A break in service, if not due to military service, cannot exceed seven years for prior employment to count toward the twelve-month requirement.

Eligibility for leave for childbirth or adoption of a child under the age of 2 will be provided to all full-time employees, and it will not be necessary for them to have worked at least 1,250 hours over the previous twelve months.

Nothing in these regulations shall be construed to entitle any employee to accrue any seniority or employment benefits during any period of leave or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken FMLA leave.

III. Regulations

A. Leave Entitlement

Eligible employees are entitled up to twelve weeks (or 26 weeks where specified) of unpaid family or medical leave during a twelve-month period for any of the following:

1. The birth of a child of the employee;

2. The placement of a child with the employee for adoption or foster care;

3. A serious health condition that makes the employee unable to perform the functions of the employee's position;

4. In order to care for any member of the employee's immediate family (parents, legal guardians or surrogates, grandparents, grandchildren, siblings, spouse, children, spouse's parents, or spouse's legal guardians or surrogates, or any dependent living with the employee) if such family member has a serious health condition. Spouses employed by the College are jointly entitled to a combined total of twelve work weeks of family leave for the birth of a child, placement of a child for adoption or foster care, or to care for a family member parent who has a serious health condition.

5. To care up to 26 weeks for a spouse, son, daughter, parent, or next of kin who is a covered service member for a serious injury or illness incurred while on active duty or existed before active duty and was aggravated while on active duty. Spouses employed by the College are jointly entitled to a combined total of 26 weeks to care for a service member.

6. A "qualifying exigency" arising out of the employee's spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces for deployment to a foreign country. A "qualifying exigency" is defined as: (1) short-
notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, and (8) additional qualifying activities which arise out of active duty that are agreed upon by the College and the employee. Up to 12 weeks of leave is available for a "qualifying exigency".

Leave for birth of a child or placement of a child for adoption or foster care must conclude within twelve months of the birth or the placement. An employee is entitled to twelve weeks of FMLA leave in any twelve-month period. The twelve-month period is measured backwards from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the twelve weeks which has not been used during the twelve-month period.

In some cases intermittent leave or leave on a reduced work schedule is available. This is leave which is taken in blocks of time or by reducing a normal weekly or daily work schedule. Such leave is available if medically necessary to care for a family member who has a serious health condition or because the employee has a serious health condition that makes the employee unable to work. Requests for intermittent leave will be handled on a case-by-case basis depending on the nature of the request and the College's operational needs.

B. Designation of Paid Leave

Sick leave is required to be used concurrently with FMLA leave taken for any purpose that otherwise qualifies for sick leave under the Sick Leave Policy. Accrued vacation/personal/bonus or any other authorized leave is required to be used concurrently with any FMLA leave. Once an employee's leave is exhausted, any remaining FMLA leave is unpaid.

C. Maintenance of Health Benefits

During FMLA leave, the College will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work.

The employee must continue to pay the cost of dependent group health benefit premiums. The payment of the dependent group health premiums should be arranged with the Associate Vice President for Human Resources prior to taking the first day of FMLA leave. Failure of the employee to pay those premiums within 30 days of the due date may result in termination of group health coverage for the dependent(s).

The College is generally entitled to recover all premiums paid by the College to maintain health coverage for employees who fail to return to work after FMLA leave. An employee must return to work for 30 days in order to avoid being obligated to repay such amounts. An employee will not have to repay such amounts if the failure to return to work is due to circumstances beyond the control of the employee.

D. Job Restoration
Subject to certain exceptions (such as when the employee would not otherwise have been employed at the time reinstatement is requested, or the employee is within the category of employees where restoration would cause substantial and grievous economic injury to the College) employees who take FMLA leave are entitled to be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Nothing in these regulations shall be construed to entitle any restored employee to accrue any seniority or employment benefits during any period of leave or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

E. Maintenance of Other Benefits

In order to restore any benefit, other than group health benefits, provided by insurance to the employee without the employee having to re-qualify for such benefits upon his/her return from leave, the College may find it necessary for premiums for such insurance to be paid continuously during the unpaid leave period to avoid a lapse of coverage. The College shall be entitled to recover any such payments to maintain coverage of benefits during the employee's unpaid leave, whether or not the employee returns from leave, unless the employee does not return to work due to circumstances beyond the control of the employee.

Approved 05/06/2020

1.26 ACCOMMODATION REQUEST FOR PERSONS WITH DISABILITIES

I. Rule

Central Piedmont will provide reasonable accommodation to qualified individuals to perform the essential functions of the job and/or to participate in an academic activity safely and effectively as required by the regulations of Section 503 of the Rehabilitation Act of 1973 and Section 504 of the Rehabilitation Act of 1973, and as amended in 2008, the Americans with Disabilities Act (ADAAA).

II. Definitions

A. Qualified Individual: an individual who meets the skill, experience, education, other job or academic-related requirements of a position or activity, and who, with or without reasonable accommodation, can perform the essential functions of the job or course of study and meet the eligibility requirements of the program, position, or benefit. An individual who poses a significant health or safety risk to him/herself or others will not be "qualified" if reasonable modification to the College's policies, practices, or procedures will not eliminate that risk.

B. Person with a Disability: an individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record or history of a physical or
mental impairment; or is regarded as having a substantially limiting physical or mental impairment. Current users of illegal drugs are excluded from the definition of disability.

C. Reasonable Accommodation: any modification or adjustment to a job, employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. A reasonable accommodation for students is any modification or adjustment to an academic program of study, course, or activity that provides an equal opportunity to participate in such academic program of study, course, or activity.

III. Regulation

It is the responsibility of the individual with a disability to request a reasonable accommodation. The College will consider the appropriate modification after receiving a formal request.

IV. Procedures

Individuals seeking reasonable accommodation should adhere to these provisions:

A. Employees requiring an accommodation should contact the Human Resources Department and submit the Employee Accommodation Request Form.

B. Students requiring an accommodation should contact the College's Counseling and Advising Services. Students should be registered with the Counseling and Advising Services to expedite processing of their accommodations request. Disabilities Services will respond to the request within five business days following notification by Counseling and Advising Services.

C. Interpreter services for theater productions and events, sponsored by either internal or external clients, will be provided to ensure accessibility under the following criteria:

1. When productions or events are scheduled for more than one showing or time, interpreter services will be provided for at least one of those showings or events. When there is only one showing or time for an event, an interpreter will be provided upon request as outlined in announcements for the showing or event.

2. Public notice of these showings and events will include the particular showing or event for which interpreter services will be provided and marketed to the hearing-impaired community through announcements, brochures, etc.

3. A predetermined number of tickets will be reserved for purchase for the showing or event at which interpreter services will be provided.

4. The notice to the public of the date of the showing for which interpreter services will be provided will specify the length of time that these reserved tickets will be held. After this prescribed time period, the tickets may be sold to the general public.
5. Interpreter services will not be provided if a reserved ticket is not purchased by a hearing-impaired individual within the prescribed time period.

D. Individuals who believe they are not being offered a reasonable accommodation are encouraged to discuss their concerns with the Executive Director of Institutional Equity.

Approved 05/06/2020

1.27 VOLUNTARY SHARED LEAVE

I. Rule

The Board of Trustees intends that the employees of Central Piedmont Community College engage in voluntary shared leave as specified by North Carolina General Statutes 115D-25.3.

II. Policy

The Voluntary Shared Leave Program allows an employee to donate leave to an employee who has been approved to receive leave through the Voluntary Shared Leave Program because of a medical condition of the employee or a member of the employee’s immediate family that will require the employee’s absence for a prolonged period of time.

III. Definitions

For purposes of this policy:

A. Prolonged medical condition: means a medical condition of an employee or an employee's immediate family member that is likely to require an employee's absence from duty for a prolonged period of at least twenty consecutive workdays. If the employee has had previous random absences for the same or a different condition within the previous twelve months, an exception to the twenty-day period may be made. Human Resources will review each case and make a decision based on conformity to policy intent. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave or if the employee has had a previous but different prolonged medical condition within the last twelve (12) months, the College may waive the requirement that the employee be absent from duty for a period of twenty consecutive workdays to participate in the program.

B. Non-qualifying conditions: apply to short-term or sporadic conditions or illnesses that are common, expected, or anticipated as determined by the College President (or designee). Examples would include, but are not limited to such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term medical or therapeutic treatments.

IV. General Leave Guidelines

A. Leave must be voluntarily "donated" to a specifically-named individual.
B. Any coercion of an employee to contribute time to or receive time from this account is expressly forbidden, and any such action by an employee upon another employee shall be grounds for disciplinary action, up to and including dismissal.

V. Recipient Guidelines

A. A prospective recipient may apply for or be nominated for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

B. The maximum number of hours an employee may receive in any consecutive twelve-month period is 1,040 hours. This benefit shall be granted to all employees on a month-by-month basis by management either continuously, or if for the same condition, on a recurring basis, month-by-month, for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.

C. An employee may begin using voluntary shared leave after all available sick, vacation, and bonus leave has been exhausted. While using voluntary shared leave, the employee continues to earn leave; when accounting for leave, this vacation and sick leave should be used first.

D. An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) or the Central Piedmont Community College Short-Term Disability Plan held for its employees is not eligible to participate in the voluntary shared leave program. However, voluntary shared leave may be used during the required waiting period for short-term disability.

E. An employee on Workers' Compensation leave who is drawing temporary total disability compensation may be eligible to participate in this program, but would be limited to use according to the supplemental leave schedule issued by the North Carolina Office of State Personnel.

F. This shared leave shall be counted toward the recipient employee's Family and Medical Leave Act (FMLA) benefit, where applicable.

G. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave.

VI. Donor Guidelines

A. Community college workers may voluntarily share vacation or bonus leave with a co-worker's immediate family member who is an employee of a community college, public school, or state agency, provided that the employee and coworker are at the same College.

B. An employee of Central Piedmont may voluntarily share vacation, bonus, or sick leave with another employee at a community college.
C. An employee of a community college may donate up to five (5) days of sick leave to a non-immediate family member employee of a community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed twenty (20) days per year. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave.

D. A prospective donor must complete an application to donate voluntary shared leave.

E. The minimum amount of time sick leave or vacation leave that may be donated is four (4) hours. An employee family member donating sick leave to a qualified immediate family member under the Voluntary Shared Leave Program may donate up to a maximum of 1,040 hours but may not reduce the sick leave account below forty (40) hours.

F. Donors under this program may donate up to a maximum of the amount of the individual’s annual accrual rate. However, the amount donated shall not reduce the donor’s vacation leave balance below one-half of the annual vacation leave accrual rate. Bonus leave may be donated without regard to this limitation.

G. The donation of leave is confidential, and only those individuals authorized under law shall have access to this information.

H. Donors shall not receive remuneration for the leave donated.

VII. Leave Accounting Procedures

A. Leave may be donated to a specific individual for the duration of the extended leave so as to allow the recipient's leave account to be periodically "refreshed" up to the maximum 1,040 hours as previously stated in Section V.B.

B. All leave donated shall be credited to the recipient's sick leave account. Voluntary shared leave available in the recipient's sick leave account will be charged according to the Sick Leave Policy.

C. Leave transferred under this program will be available for use on a current basis - or may be retroactive for up to sixty (60) calendar days to substitute for advanced vacation or sick leave already granted to the recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.

D. Each approved medical condition shall stand alone, and donated leave not used for each approved incident shall be treated as follows:

1. The recipient’s vacation and sick leave account balance shall not exceed a combined total of forty (40) hours.
2. Any additional unused donated leave shall be returned to active (working or on leave without pay) donor(s) on a pro rata basis and credited to the leave account from which it was donated.

E. When a recipient is able to return to work but may still need to take intermittent leave for the same medical condition, any unused donated leave in the recipient's donated leave account in excess of 40 hours shall be returned to the donor(s). The donated leave will be credited to the leave account from which it was donated on a pro rata basis. Fractions of an hour shall not be returned to an individual donor.

F. If a recipient separates from the College or provides notice of intent to separate due to resignation, death, or retirement from state government, participation in the program ends. Donated leave shall be returned to donor(s) on a pro rata basis.

Approved 05/06/2020

1.28 ADMINISTRATIVE LEAVE

I. Voluntary Administrative Leave

In situations in which the provision of leave is appropriate but not covered by existing leave provisions, the President may grant an employee(s) administrative leave.

II. Involuntary Leave

Administrative leave may be required of an employee by the College at times deemed necessary for the successful operation of the College, including but not limited to:

A. Emergency situations

B. Pending the results of a college investigation, a dismissal decision, and/or a non-reappointment

C. For any other reason deemed appropriate by the College.

In the discretion of the College, an employee may be placed on paid or unpaid administrative leave at any time, including but not limited to pending the results of a College investigation or the final decision of a dismissal recommendation, but all benefits shall remain in effect. If an employee is placed on unpaid administrative leave and found “Not Responsible” as the result of a College investigation or the final decision of a dismissal is overturned, the College will pay the employee for wages missed during the unpaid administrative leave.

Approved 05/06/2020
1.29 POLITICAL ACTIVITIES OF EMPLOYEES

I. Definition

A. Public office means any national, state, or local governmental position of public trust and responsibility, whether elected or appointed, that is created or prescribed or recognized by constitution, statute, or ordinance.

B. Membership in the General Assembly is a full-time public office under this rule.

II. Rule

In accordance with State Board of Community Colleges Code 1C SBCCC 200.99, each employee of Central Piedmont Community College retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, employees are encouraged to exercise those rights and obligations of citizenship, subject to the following provisions:

A. Any full-time employee who intends to seek a public office shall so inform the Board of Trustees through the President. The Human Resources Department shall obtain certification from the employee that the employee will not campaign or otherwise engage in political activities during his/her regular work hours or involve the College in political activities.

B. Any full-time employee who is elected to a part-time public office shall either certify through the President to the Board of Trustees that the office will not interfere with the carrying out of the duties of the employee's position with the College or shall request leave without pay.

C. Any employee who is elected or appointed to a full-time public office or to the General Assembly shall take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees on an office-by-office basis.

D. Any employee who is a candidate for public office is prohibited from soliciting support during his/her regular work hours and from soliciting support on College property except during open forums to which other candidates are also invited.

Approved 05/06/2020

1.30 CONFLICT RESOLUTION

I. Policy

This policy establishes an informal process for any full-time employee who claims to have a conflict.

II. Informal Resolution of Conflicts
A. Informal Conflict Resolution Within the Unit

Employees should bring to the attention of their supervisor any work-related problems as soon as possible after they arise. If attempts to resolve the issue with the immediate supervisor are unsuccessful or if the immediate supervisor is part of the concern, the employee should proceed within the unit administrative chain until the conflict is resolved. Informal conflicts will ultimately be decided upon by the Unit Vice President.

B. Informal Mediation

Employees may contact the Executive Director of Institutional Equity or the Employee Relations Director to discuss the mediation program at any time.

Approved 05/06/2020

1.31 CONTENTS OF PERSONNEL FILES

The Human Resources Department will maintain personnel files for current and past employees. The Chief Human Resources Officer is the designated custodian of such files.

I. Full-Time Employee Files:

The following items shall be contained in the personnel files for full-time employees:

A. A completed Central Piedmont Community College employment application (which includes required selective service information).

B. Official transcripts from the college(s) attended, if required for the position (the employee must request that the colleges send transcripts to Central Piedmont) and, if necessary, evidence of required certification or competency.

C. A completed "Interviewed Applicant Recommendation" form.

D. A completed salary information form.

E. Contract for employment.

F. Job Description

G. Offer Letter

H. A signed "General Terms of Conditional Employment" form, if applicable.

I. Other appropriate documents.
II. Part-Time Employee Files:

The following items shall be contained in the personnel files for part-time employees:

A. A completed Central Piedmont employment application (which includes required selective service information).

B. Official transcripts from the college(s) attended, if applicable (the employee must request that the colleges send transcripts to Central Piedmont) and, if necessary, evidence of required certifications or competency.

C. A completed part-time employment agreement.

D. Signed Terms and Conditions of Part-Time Employment agreement.

E. Background check documentation.

F. Other appropriate documents.

III. Credentials

Credentials must be kept current and complete in the Human Resources Department. For full-time and part-time faculty, credentials and evidence of competency must be kept current and complete in the office of the Assistant to the Vice President for Academic Affairs. Advanced degrees must be earned, reported, and documented by official transcripts.

Approved 05/06/2020

1.32 PRIVACY OF EMPLOYEE RECORDS

I. Rule

The Human Resources Department will maintain personnel records for current and past employees. The Chief Human Resources Officer (CHRO) is the designated custodian of such records. The privacy of employee records is protected by North Carolina General Statutes 115D-27 through 115D-30.

II. Regulations

A. Privacy of Employee Records
1. All information in an employee's personnel file not otherwise required to be disclosed by these policies and/or law is confidential and is not made available for inspection except to the following persons:

   a. The supervisor of the employee, which includes any individual or board in the chain of administrative authority above the employee, and members of a hearing panel trying to resolve a grievance of the employee.

   b. Members of the General Assembly by the authority of G.S. 120-19.

   c. A party by authority of a proper court order.

   d. An official of an agency of the federal, state, or local government when the CHRO determines that the record sought is necessary and essential to the pursuance of a proper function of the requesting agency. However, confidential information from an employee's personnel file shall not be released to a government official to assist in a criminal prosecution or in a tax investigation.

   e. The employee or a person designated in writing by the employee as his/her agent. However, an employee or his/her agent may not be given access to letters of reference solicited before employment or to information concerning a medical disability that the physician furnishing the information has indicated not be disclosed to the employee. An employee may designate, in writing, a licensed physician to whom the medical record can be disclosed.

   f. Any person needing specified information in an emergency if the employee has consented to emergency release of information.

2. Any person requesting access to confidential information will be required to submit satisfactory proof of identity to the CHRO. The College maintains in each employee's personnel file a record of disclosure of confidential information, except disclosures to the employee and to supervisors.

B. Information Available to the Public

1. The following information about each employee is available to any person during regular business hours from the CHRO:

   a. Name

   b. Age

   c. Date of original employment

   d. The terms of any employment contract by which the employee is employed
e. Current position
f. Current title
g. Current salary

h. Date and amount of each increase or decrease in salary

i. Date of each promotion, demotion, transfer, suspension, reclassification, or separation

j. Date and general description of the reasons for each promotion

k. Date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the termination notice

2. The office or station to which the employee is currently assigned

3. Any person seeking to examine public information shall direct a request to the Human Resources Department.

4. The College maintains a record of disclosures of public information except for disclosure due to routine credit checks or processing of personnel records. The record of disclosure includes the name of the employee, the information disclosed, the date the information was requested, the name and address of the person to whom the information was disclosed, and the purpose for which the information was requested. Records of disclosures are kept for two years from date of disclosure and are discarded after that time. An employee may have access to the record of disclosure that pertains to him/her.

C. Employee Inspection of Records

Any employee may inspect the contents of his/her personnel file by making a request to the Human Resources Department. Such inspection must take place in the Human Resources Department, and documents may not be removed from the file temporarily or permanently without written permission from the Chief Human Resources Officer.

1. The employee may examine the file in its entirety except for letters of reference solicited regarding employment and information concerning a medical disability that the physician furnishing the information has restricted from disclosure to the employee.

2. If an employee objects to material in the file, the employee may seek to have the material removed by notifying the Human Resources Department in writing. An employee may also place in the file a statement about the material the employee considers to be inaccurate or misleading.

Approved 05/06/2020
1.33 VOLUNTARY RESIGNATION OF FULL-TIME EMPLOYMENT

An employee who wishes to voluntarily resign from full-time employment shall give the immediate administrator written notice specifying the effective date of resignation. The College requests a two-week advance notice prior to resignation.

The last day actually worked shall be the official termination date. Full-time employees may not use vacation leave, sick leave, bereavement leave, personal necessity leave, or any other type of leave to extend the official date of termination.

Full-time employees who resign shall not be paid for any scheduled holidays or necessity leave days unless their last day worked is after the holiday.

Approved 05/06/2020

1.34 EMPLOYEE DEVELOPMENT AND PERFORMANCE REVIEWS

The College acknowledges that all employees benefit from on-going communication with their supervisors on goals, expectations, skills, development, and performance. The intent of this policy is to ensure that a formal process occurs annually in addition to the encouraged informal on-going feedback throughout the year.

I. Performance Coaching

Designed to achieve the following goals:

- Link the development and performance of the employee to the College’s vision, mission, values, and leadership competencies
- Build talent capacity through development
- Set development and performance objectives so that expectations are clear
- Review the objectives in an on-going manner to encourage more informal and formal conversations between employees and their supervisor
- Reinforce positive work habits and ethics
- Empower the employee regarding professional development

In addition to these outcomes, the supervisor and College will benefit from more frequent conversations and feedback by:

- Obtaining suggestions from the employee on operational and functional enhancements
- Having the opportunity to guide employees through development that improves and enriches the productivity of the individual and the team
- Improving the likelihood of success for employees who participate in their own development and work objectives
II. Requirement

All full-time employees, working with their supervisor, shall annually establish an Individual Development Plan (IDP) to formally document and evaluate their development and performance.

If the supervisor determines that an employee’s performance or behavior warrants Corrective Action any time during the Performance Coaching process, the supervisor should contact Employee Relations to begin that process. Refer to the Performance Coaching Procedures for details.

Approved 05/06/2020

1.35 SECONDARY EMPLOYMENT

I. Purpose

Central Piedmont Community College intends to comply with state regulations as they pertain to secondary employment.

II. Rule

In order to ensure compliance with State Board of Community Colleges Code 1C SBCCC 200.94, employees must have approval from the president or president's designee before engaging in any secondary employment. Secondary employment of the president must have the approval of the Board of Trustees.

III. Definition

Secondary employment refers to any external employment that is in addition to a full-time employee's primary position. Secondary employment includes work done for pay for the benefit of agents or agencies, private business, or in the conduct of a profession. If an employee is to engage in secondary employment, such employment must not have an adverse impact on the primary employment or create a conflict of interest as determined by the College.

Approved 05/06/2020

1.36 PHOTO, VIDEO, AND MEDIA CONSENT

I. PURPOSE

Central Piedmont may, at times, gather and use photographs, audio, video, or other media of employees for purposes such as education, publicity, marketing, and student recruitment on behalf of the college, and share via the Internet, the college’s intranet and website, print publications, social media, other media, and with external parties contractually affiliated with the college.
II. POLICY

Images and videos taken in public spaces and/or at public events do not require authorization for publication. An employee’s presence in or around college facilities and/or properties, as well as at off-campus college-sponsored events, constitutes their consent to the gathering and/or use of their image and/or voice by Central Piedmont. No special compensation will be provided for use of their image(s) and they may not be informed in advance of the specific use of their image.

III. PROCEDURES

If an employee does not want to be photographed or recorded, or have their name or biographical information used in connection with any such recording, they are responsible for removing themselves from areas in which photography and/or recording is taking place. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the College to utilize that photograph or recording accordingly.

Approved 05/06/2020

1.37 DISCRIMINATION AND HARASSMENT

I. General

Central Piedmont prohibits discrimination towards and/or harassment of any employee based upon any classification protected in The Equal Opportunity Program Policy, including race, color, national origin, religion, gender, sexual orientation, disability, age, genetic information, political affiliation, or any other legally protected classification.

II. Examples of Prohibited Actions

Additional actions and/or comments that are prohibited include:

1. Actions by any employee, including a supervisor, which result in the creation of a hostile or offensive working environment;

2. Improper, sexual comments or actions between an employee and a student at any time;

3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

   b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
c. 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.

4. Actions or comments intended to insult or stigmatize an individual or a small number of individuals on the basis of any protected classification.

5. Actions or comments that conveys a threat of violence or is likely to provoke immediate physical retaliation; and

6 Any and all other incidents deemed inappropriate by the College.

III. Procedures for Reporting Discrimination or Harassment or Suspected Discrimination or Harassment

It is each employee's responsibility to ensure that his or her conduct does not include or imply discrimination or harassment in any form. If an employee suspects discrimination or harassment has taken place, they shall notify the Executive Director of Institutional Equity pursuant to the Discrimination and Harassment Procedure.

IV. Disciplinary Action

Central Piedmont Community College will not tolerate discrimination or harassment nor will it tolerate any form of retaliation against any employee or student who has brought legitimate concerns to management or to regulatory agencies or who has properly participated in the investigation or resolution of such concerns. Furthermore, a violation of or failure to report a violation of these provisions shall subject the employee to discipline, up to and including termination.

Approved 05/06/2020

1.38 IMPROPER SEXUAL OR ROMANTIC RELATIONSHIPS

I. Purpose

Central Piedmont Community College employees are supported in carrying out the mission of the College through an atmosphere of professionalism, academic integrity, trust, and respect. Professionalism, academic integrity, trust, and respect are diminished when those in positions of power abuse their power. Actions of faculty members, supervising administrators, other employees, or students which harm the College's atmosphere of trust and respect undermine professionalism, damage the academic integrity of the College, and hinder the fulfillment of the College's educational mission.
Relationships between faculty members and students and between supervising administrators and the employees they advise, counsel, supervise, or evaluate impose a special burden of responsibility and accountability.

II. Definition

Improper Sexual or Romantic Relationships - any sexual or romantic relationship between a faculty member or employee who engages in advisory, counseling, instructional, or evaluative activities and any student who is enrolled in a course being taught by that person or whose academic work is being supervised or evaluated by that person; any sexual or romantic relationship between a supervising administrator and someone the supervising administrator advises, counsels, evaluates, or directly or indirectly supervises in any way; and any sexual or romantic relationship between any College employee and any student or employee who is less than 18 years of age.

III. Policy

No faculty member or supervising administrator shall initiate, pursue, or be involved in an improper sexual or romantic relationship with any employee or student who is advised, counseled, evaluated by, or supervised directly or indirectly or whose job performance is reviewed or evaluated by that person. However, in accordance with the Sexual Misconduct Policy, some forms of harassment may also violate the College’s policy against Sexual Misconduct under Title IX.

IV. Procedures for Reporting and Investigating Improper Sexual or Romantic Relationships

A. Any supervising administrator who receives an improper sexual or romantic relationship complaint, or who has knowledge of such a relationship, shall inform his/her immediate supervisor and the Executive Director of Institutional Equity. The Executive Director of Institutional Equity will investigate all improper sexual or romantic relationship complaints.

B. Any College employee may report an improper sexual or romantic relationship, or alleged improper sexual or romantic relationship, to his/her immediate supervisor. If the relationship involves the immediate supervisor, or if the employee prefers, the employee may report the relationship to the next level of management or to the Executive Director of Institutional Equity pursuant to the Improper Sexual or Romantic Relationship Procedures.

V. Disciplinary Action

Central Piedmont will not tolerate improper sexual or romantic relationships, nor will it tolerate any form of retaliation against any employee or student who has brought good-faith concerns to the attention of the College or who has properly participated in the investigation or resolution of such concerns. Anyone found in violation of these provisions is subject to discipline, up to and including dismissal.
The College recognizes that romantic relationships may develop between employees or faculty members that if undisclosed would lead to situations in violation of this policy. In such circumstances, the College encourages the employees or faculty members involved in such a relationship to disclose its existence to the Executive Director of Institutional Equity. In circumstances where such early, voluntary disclosure is made, the College shall have the option of waiving the investigation and disciplinary procedures contained in this policy and addressing the new relationship through any means the College deems appropriate, including reassignment. This option is not available in the event of any improper sexual or romantic relationship involving a student.

Approved 05/06/2020

1.39 PREVENTION OF VIOLENCE IN THE WORKPLACE

I. Definitions

A. Workplace Violence includes, but is not limited to, intimidation, threats, physical attack, property damage, or conduct which interferes with an employee's or student's safety in the workplace or in the College learning environment.

B. Intimidation includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress or fear.

C. Threat is the expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

D. Physical Attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.

E. Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of factors pursuant to 4002(a) of the Violence Against Women Act of 1994.

F. Domestic Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim pursuant to 4002(a) of the Violence Against Women Act of 1994.

G. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress pursuant to 4002(a) of the Violence Against Women Act of 1994.

H. Property Damage is intentional damage to property owned by the State, College, employees, students, visitors, or vendors.
I. Sexual Misconduct is any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual Misconduct includes, but is not limited to, the following: Dating Violence; Domestic Violence; Non-forcible Sex Acts; Sexual Assault; Sexual Exploitation; Sexual Harassment; and Stalking. The college encourages reporting of all Sexual Misconduct.

II. Rule

Central Piedmont Community College seeks to promote a working, teaching, and learning environment that is safe and healthy for all employees, students, and visitors while on College premises, while performing College business, or while participating in College sponsored activities. In doing so, the College is complying with and supporting the Federal Occupational Safety and Health Act of 1970, the Crime Awareness and Campus Security Act of 1990, the Jeanne Clery Campus Security Act (Clery Act), Title IX of the Higher Education Act, and the Violence Against Women Reauthorization Act of 2013 (VAWA).

III. Policy

Central Piedmont Community College prohibits any form of violence in the workplace that threatens the safety of employees and students and seeks to provide a sound learning environment for students. The College uses management tools including mediation, discipline, and dismissal policies as well as the Employee Assistance Program, the Student Code of Conduct, and the Central Piedmont Community College Care Team to promote a workplace and learning environment which is free of violence and provides reasonable protection for employees and students.

IV. Procedures

1. In the event of an emergency incident, the employee or student is urged to call 704.330.6911 and move to an area of safety.

2. As soon as possible, the employee or student is to report any incident of violence to College Security or Campus Security Authority (CSA). A CSA is any College Security employee or contract security employee. In addition, campus Student Affairs (SA) directors, Office of the Dean for Student Life, Director of Counseling, and the Director for Institutional Equity are considered CSAs. CSAs are required to report any crime covered by the Clery Act to College Security.

3. In any cases of violence in this policy, a preponderance of the evidence standard will apply.
4. Student Affairs will assist with changing academic schedules following any reported incident. Students may contact the SA director at the local campus or the Dean for Enrollment Management at the Central Campus.

5. Students found in violation of Prevention of Violence in the Workplace or Prevention of Violence in the Workplace and Learning Environment Policies will be subject to disciplinary sanctions detailed in the Student Code of Conduct.

6. Employees found in violation of Prevention of Violence in the Workplace or Prevention of Violence in the Workplace and Learning Environment Policies will be subject to actions consistent with employee disciplinary policies.

V. Prevention Program

Employees and students will be provided with information and training regarding the potential for violence in the workplace. The purpose of such training is to:

1. Increase the ability to recognize early warning signs of a potentially violent person or situation.

2. Provide information on how to record and report incidents.

3. Encourage employees and students to report suspicious incidents to Campus Security.

Additional program information and Clery statistics are available online in the College's Annual Security Report.

Approved 05/06/2020

1.40 EMPLOYEE ASSISTANCE PROGRAM

I. Purpose

The Employee Assistance Program (EAP) has been established to provide information, problem assessment, short term problem-focused counseling, and referral to community resources for employees and their eligible dependents. The program has also been implemented to support the College's drug-free college Policy. Employees and eligible dependents may access EAP services to address a variety of problems and concerns (including but not limited to marital; family; alcohol/drug related; stressful life circumstances) that may affect employee well-being and/or job performance.

II. Program Description

A. Eligibility
The Employee Assistance Program is available to all full-time employees of the College, spouses of full-time College employees, unmarried children of full-time College employees, including step-children and foster children who are totally dependent upon the employee for support; and unmarried children 19-22 years of age, provided they are full-time students enrolled for at least ten (10) semester credit hours per term in an accredited junior college, college, university, or trade school, eligibility for the above categories continuing for thirty (30) days following job termination for full-time employees.

B. Types of Referrals

1. Self-Referral: Employees are encouraged to voluntarily make direct contact with the EAP for assistance in resolving a personal concern that poses a threat to his/her personal well-being or job performance.

2. Informal Referral: An administrator, colleague, or friend may encourage contact with the EAP for an eligible employee who may be experiencing personal difficulties.

3. Formal Administrative Referral: In cases in which an employee is manifesting deteriorating job performance, a referral can be made by an administrator within the context of approved College procedures as a part of a process to address the work performance concern.

C. Confidentiality

1. EAP is handled by a third-party vendor, and all referrals are strictly confidential. No information concerning an employee's participation in the EAP will be discussed or released without the expressed written consent of the employee. Counseling sessions are confidential (the EAP does provide the College with periodic reports of utilization statistics which do not identify individual participants). Limits to confidentiality are prescribed by law. If an individual communicates to the EAP staff that he/she is going to harm himself/herself or someone else, and in all cases of child abuse, action must be taken in accordance with the law and professional, ethical standards.

2. In the case of a formal administrative referral, limited information, as indicated below, will be released to the appropriate College official with the prior written consent of the employee.

   a. Date(s) that the employee was seen at the EAP

   b. Whether an assessment was or was not made

   c. Whether a plan for problem resolution was or was not made

   d. Whether the employee agrees/disagrees with the recommendations

   e. Whether the employee is/is not following the recommendations
D. Reporting Time Used for EAP Appointments

If an employee has an initial EAP appointment scheduled during the regular work day, time used should be reported in hour increments as necessity leave. For visits thereafter, if held during the workday, the time used should be reported in hour increments as sick leave.

E. Cost of Services

Up to five sessions per contract year with an EAP counselor are available at no charge to the employee and to each of his/her eligible dependents. After initial visit(s), the EAP counselor may recommend more intensive or specialized professional services that may involve some employee expense. Any costs incurred by utilizing those additional services will be the employee's responsibility. The employee should discuss additional costs and benefit coverage concerns with the EAP staff or with the Benefits Specialist or the Executive Director of Compensation and Benefits.

F. College Jurisdiction

Participation by the College in the EAP does not constitute a waiver of or limit on the College's responsibility to maintain standards of discipline and performance or the right to invoke disciplinary measures. Employees participating in the EAP are expected to maintain satisfactory job performance.

III. Procedure for Formal Administrative Referral

A formal Administrative referral is appropriate when an administrator identifies a job performance problem which cannot be resolved solely by further job orientation, job training, or other informal supervisory-initiated action. (Consultation prior to the referral is made available to administrators by the EAP to assist in the process in making this recommendation.) Before a formal Administrative referral is made, the supervisor must contact Human Resources for guidance.

Refusal by an employee to participate in an Administrative referral may subject the employee to discipline, up to and including termination.

Approved 05/06/2020

1.41 SEXUAL MISCONDUCT

I. Notice of Nondiscrimination

Central Piedmont prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment by anyone, including but not limited to employees, students, and visitors to campus. The College prohibits the discrimination and/or harassment on the basis of sex in its educational programs or activities, including in the context of admission or employment.
The College also prohibits sexual misconduct which means any unwelcome conduct and/or comments of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent, and may include the following: Dating Violence; Domestic Violence; Non-forcible Sex Acts; Sexual Assault; Sexual Exploitation; Sexual Harassment; and Stalking.

Inquiries concerning the application of Title IX may be referred to Central Piedmont’s Title IX Coordinator* or to the U.S. Department of Education’s Office for Civil Rights.

*The College’s Title IX Coordinator is Leon Matthews, whose office is in Room 218 of the Hall Building. This office can be contacted by phone at 704-330-6524 or by email at titleixcorrespondence@cpcc.edu.

II. Definition of Sexual Misconduct

Additional information, including reporting procedures and definitions, may be found in the College’s Sexual Misconduct Procedures (PDF).

Approved 05/06/2020

1.42 EMPLOYEE MEDIATION PROGRAM

I. Purpose

The Employee Mediation Program allows employees involved in a dispute to rely on a neutral third party for resolution of the dispute. The purpose of the program is to promote alternatives to and resolution of conflicts and to foster respect for differences. The focus of the Mediation Program is to develop an understanding of the needs and concerns of the parties involved and to forge a consensus on reasonable actions to resolve disputes.

II. General Information

A. The Employee Mediation Program may be used in the following circumstances:

1. To resolve informal employee conflicts;

2. To resolve alleged incidents of discrimination and harassment, refer to the Discrimination and Harassment Policy;

3. To resolve nonviolent disputes between employees;

4. To resolve complaints referred to the College by the U.S. Equal Employment Opportunity Commission (EEOC) under the EEOC Referral Back Mediation Program.

5. In appropriate circumstances, to resolve alleged incidents of sexual misconduct in accordance with the Sexual Misconduct Policy.
B. Mediation will not be used to resolve disputes or grievances related to criminal offenses, matters of the performance evaluation process, dismissal, layoffs, non-renewal of contracts, discipline, or other matters of employment except through the EEOC Referral Back Mediation Program.

C. An employee may choose to withdraw from the mediation process at any time during mediation and reenter the informal or formal College procedure designed to address his/her particular concern(s).

D. Participation in the Employee Mediation Program will be on a voluntary basis. All parties participating in the mediation process must be willing to settle their dispute through mediation. Once the mediation process is complete and all involved parties have agreed in writing to honor the mediation solution, the involved parties are expected to uphold the agreement.

IV. Administrative Procedures

See the Mediation Program Procedure for more information about the Mediation Program.

Approved 05/06/2020

1.43 EDUCATIONAL ASSISTANCE FOR SPOUSES AND DEPENDENT CHILDREN

I. Policy

Central Piedmont Community College will provide a scholarship, in the form of a tuition discount, for spouses and dependent children of full-time employees when enrolled in curriculum or occupational extension courses at the College. The amount of the discount shall be no more than one-half of the tuition and will be based on in-state tuition rates. The program will be supported with auxiliary funds. Self-supporting classes are not covered by this policy.

II. Regulations

A. Requirements for employee eligibility

1. To be eligible, employees must have been employed on a continuous full-time basis with the College for one year prior to the beginning of the term for which spouses and dependents register.

2. Employees who are on leave of absence with pay and those on absence due to an on-the-job injury will retain eligibility under this policy.

3. Employees on leave of absence without pay, except due to an on-the-job injury, are not eligible under this policy.
4. If a full-time employee also qualifies under this policy, as an employee’s spouse or dependent child, the tuition waiver under the Educational Assistance For Spouses and Dependent Children Policy for free courses shall take precedence.

5. The employment status of the full-time employee on the first day of classes for each term shall be used to determine eligibility for his or her spouse and/or dependent children. A change in the employment status of the full-time employee after the first day of classes shall not affect eligibility for the student tuition discount for that term.

B. The following are eligible for a student tuition discount under this program:

1. Spouses of full-time employees

2. Dependent children of full-time employees

C. For purposes of this policy, spouse, and dependent children shall be defined as:

1. Spouse: The husband or wife of an employee who enters into a marriage that is legally recognized by the State of North Carolina.

2. Dependent children: The employee’s unmarried natural children, stepchildren and legally adopted or foster children who are 26 years of age or under.

D. Student Tuition Discount

1. The student tuition discount is based on in-state tuition rates.

2. The amount of the student tuition discount for spouses and dependent children of full-time employees shall be no more than one-half of the tuition.

3. The student must pay for special fees and books under this program.

4. Eligible spouses and/or dependent children may enroll in any number of curriculum courses up to and including full-time study.

5. The student tuition discount cannot be used in lieu of other forms of financial aid for which the student may be eligible.

E. Procedures for Obtaining Student Tuition Discount

1. Employees must complete the "Request for Tuition Discount for Spouse and/or Dependent" form (PDF) and submit it to the Department of Human Resources for certification of eligibility.

2. The student tuition discount form must be submitted to the cashier at the time of registration.

Approved 05/06/2020
1.44 Employee code of conduct

I. General Guidelines

All employees are required to maintain a high sense of ethics, maturity, professionalism, integrity, morality, and responsibility. They must be skilled in the performance of their assigned duties, committed to the concept of individual worth, show respect for others, and possess a dedicated concern for the problems and needs of students. Employees must demonstrate a cooperative willingness to support the values, mission, and goals of the College, share responsibility in evaluating policies and programs, and participate constructively in departmental, committee, and other College activities. These requirements remain in effect at all times of employment by the College and may extend outside of the College, such as on social media.

II. Confidentiality and Privacy

All employees may be confronted with confidential and private information that relates to the College, students, employees, and/or the general public. Employees are prohibited from disclosing confidential and private information, except where mandated or otherwise allowed by law. Such information may include proprietary, medical, personnel, organizational, or other confidential and private information. If there is a question about what information is confidential and private, employees should contact Human Resources and/or their supervisor.

III. Legal Compliance

Employees must comply with all laws, including but not limited to criminal, civil, employment, environmental, safety, and all other applicable laws. If an employee believes they have witnessed another individual violate any laws, they must report this to their supervisor and/or Human Resources immediately. Failure to report may result in discipline, up to and including termination.

IV. Absenteeism and Tardiness

Employees must follow the schedules established by their supervisor and the College and be punctual when coming to and leaving from work. Work schedules may fluctuate for the needs of the College, and employees are required to abide by those fluctuations. Employees shall report all absences and obtain substitutes in accordance with the Employee Code of Conduct Policy.

V. Dress Code

All employees must be clean and well-groomed. Clothes must be work-appropriate, and what is appropriate may differ across roles and departments. Therefore, departments may establish a dress code for their department. All clothes must project professionalism and must be clean and in good shape. Clothes that are too revealing, inappropriate, or are in disrepair are prohibited.
Any requests to allow clothing that may be outside an established rule or practice, such as for religious purposes, must be made to the employee’s supervisor and/or Human Resources.

VI. Conflicts of Interest

A. The College expects its employees to discharge their duties in the best interest of the College and the public, avoiding conflict of interest. To that end, no employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity, or incur any obligation of any nature that is, as determined by the College, in substantial conflict with the proper discharge of his/her official College responsibilities. An employee’s failure to comply with this policy or failing to disclose a possible conflict of interest to their unit Vice President will be grounds for discipline, up to and including termination.

B. The following conflict of interest standards shall apply to all employees of the College:

1. An employee shall not accept or solicit any gift, favor, service, or other benefit: that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities, or that could reasonably be construed as being offered with the intent to influence the employee's official conduct; or that has a value in excess of $50.

2. An employee charged with the duty of preparing plans, specifications, or estimates for contracts; awarding or administering contracts; or inspecting or supervising construction shall not solicit or accept any gift, favor, service or benefit, regardless of its value, from any contractor, subcontractor, or supplier who has a contract with the College; who has performed under a contract with the College during the past year; or who anticipates bidding on such a contract in the future. The preceding sentence is not intended to prevent the acceptance of honorariums for participating in meetings, advertising items, souvenirs of nominal value, or meals furnished at banquets.

3. Nothing in these policies shall not prohibit the acceptance of customary gifts or favors from friends and relatives where it is clear that it is the relationship rather than the business of the donor or the position of the employee which is the motivating factor for the gift or favor. However, all such gifts are required to be reported to the President or designee by the employee if the gifts are made by a contractor, subcontractor, or supplier doing business directly or indirectly with the College.

4. An employee shall not accept employment or compensation or engage in any business or professional activity that could or does impair the employee's independence of judgment in the performance of assigned duties and responsibilities, or that could require the disclosure of confidential information acquired by reason of the employee's College position.

5. An employee shall not make an investment or maintain a financial, business, or professional interest that creates a conflict with the proper discharge of assigned duties and responsibilities or otherwise creates a conflict with the best interest of the College. The preceding sentence shall not prohibit the ownership by an employee of five percent or less of the securities of any publicly traded company.
VII. Reporting Fraud, Theft, and Property Damage

In compliance with NC General Statute 143B-920, any employee who receives information or evidence of an attempted arson, or arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement of, or misuse of any State-owned, College-owned, grant-funded, donated, or loaned personal property, buildings, or other real property must report this information or evidence as soon as possible, but not later than three days from its receipt, to the reporting employee's immediate supervisor and Central Piedmont Community College Security.

Employees are also required to report possible fraudulent or corrupt activity, and they must cooperate with investigations initiated under these regulations. Failure to report information or evidence within this three-day time period may result in disciplinary action, up to and including termination. Additional information regarding these reporting obligations and procedures may be found in the Procedure – Reporting Fraud, Damage, or Theft of College Property.

VIII. Notification of Convictions

A. In compliance with the Central Piedmont Employment – Postings and Background Checks Policy part-time and full-time employees are required to notify their immediate supervisors and the Chief Human Resources Officer (or designee) within five calendar days after any felony criminal conviction, guilty plea, or plea of no contest.

B. In compliance with the Central Piedmont Employment – Postings and Background Checks Policy, any employee who is aware of any felony criminal conviction, guilty plea, or plea of no contest of another part-time or full-time employee shall notify the Chief Human Resources Officer (or designee).

IX. Failure to Abide by the Code of Conduct

Failure to abide by the Code of Conduct may result in discipline, up to and including termination.

Approved 05/06/2020

1.45 Paid Parental Leave

I. Overview

In order to assist and support employees in balancing work and family obligations, the College will provide eight weeks of Paid Parental Leave (“PPL”) to an eligible employee who has given birth to a child or four weeks fully paid parental leave to an eligible employee in other circumstances involving the birth of a child or the adoption, foster placement, or other legal placement of a child.
This policy will be in effect for births or adoptive, foster or other legal placements occurring on or after March 1, 2020.

III. Coverage and Eligibility

An employee’s eligibility for PPL shall be made based on the employee’s months of service and hours of work as of the date of the qualifying life event. Employees who become parents via birth, adoption, foster or another legal placement are eligible if the employee is eligible for Family and Medical Leave (FML) by being in pay status for at least 1,250 hours in the previous 12-month period.

Eligibility determinations are made as of the date that the child is born or placed via adoption, foster or other legal placement. Other legal placement does not include parental custody cases or legal assignments as a Guardian ad Litem (GAL).

IV. Leave Amount

Eligible Employees shall receive:

A. Eight (8) weeks (320 hours) of PPL to Eligible Employees who have given birth;
B. Four (4) weeks (160 hours) of PPL to Eligible Employees to care for and bond with a newborn or recently adopted, foster, or otherwise legally placed child;
C. Four (4) weeks (160 hours) of paid leave for recuperation to Eligible Employees in the event of a stillbirth occurring 20 or more weeks into the pregnancy, commencing immediately following the stillbirth.
D. Eligible part-time employees working less than an average of 40 hours per week will receive a pro-rated amount of paid leave based on their average hours worked.

IV. Leave Usage

A. May be used only once within a twelve-month period.
B. Is not accrued and must be used within 12 months from the date of the qualifying event or the time is forfeited.
C. Cannot be donated to another employee.
D. May be taken consecutively or may be taken intermittently, with manager approval.
E. May not be used prior to the qualifying event. If the employee requires leave before the birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the College leave policy.
F. If both parents are eligible employees, each may receive PPL. Both parents may take their leave simultaneously or at different times.
G. Runs concurrent with Family and Medical Leave.
H. Whenever possible, eligible employees must submit a written request 30 days in advance to their supervisor and Human Resources regarding their intention to use PPL.
I. Eligible employees must submit proof of the qualifying event to Human Resources. Acceptable documentation may include a FMLA documentation, birth certificate, court order, or placement agreement.

Approved 05/06/2020

1.46 Telecommuting Policy

I. General

At the discretion of the President, the College is allowing telecommuting for a limited amount of time, and President (or designee) may discontinue this policy at any time and for any reason. Telecommuting is a cooperative arrangement, based on the needs of the College, each employee’s department, and role, that allows employees to work at alternate work locations for all or part of their workweek. The College may also require employees to telecommute, as needed, as a condition of employment.

II. Eligibility

Generally, the following conditions must be met to approve an employee for telecommuting:

   A) The employee has been in the position for at least 12 months;
   B) The employee has no active formal disciplinary actions on file for the last 12 months; and
   C) The employee has a demonstrated ability to work productively on his/her own and is self-motivated and flexible.

Any exceptions to this rule must receive Vice Presidential approval.

III. Approval Process

Telecommuting is a work alternative that is appropriate for some employees and some roles, but not all employees and all positions are entitled to or guaranteed the opportunity to telecommute. Decisions to telecommute are made on a case-by-case basis, taking into consideration the likelihood of the employee succeeding in a telecommuting arrangement.

This policy applies to all eligible full-time and part-time employees, upon approval by their supervisor and their supervisor’s supervisor. Each employee seeking to telecommute must email their supervisor and their supervisor’s supervisor with a request to telecommute. The requesting employee must obtain approval prior to working remotely. The supervisor may revoke an approval to telecommute at any time and for any reason. Telecommuting arrangements must be reviewed at least once per year.

In consideration of a telecommuting request, supervisors shall analyze the nature of the role and how the work is performed. Various factors to consider are:
A) Ability to adequately supervise the employee;
B) Whether any duties require the use of certain equipment or tools that cannot be replicated at alternate work sites;
C) Need for face-to-face interaction and coordination of work with others, including employees, students, and the general public;
D) Need for access to documents and/or other information located only in the workplace;
E) Impact on service quality, student success, College operations, and/or increase workload for other employees; and
F) Any other considerations based on the needs of the College.

IV. Expectations and Conditions

A) Telecommuting does not change the essential functions of the role, the employee’s obligations to the College or adherence to College policies and procedures.
B) Each telecommuting employee must continue to perform all functions of their role.
C) Telecommuting is not intended to serve as a substitute for child or adult care
D) Telecommuting is not to be used in place of any paid leave.
E) Supervisors may require employees to report to standard work locations, as needed, at times when the employee has previously been approved to work remotely.
F) The College assumes no responsibility for injuries occurring in the employee’s alternate work location outside the agreed upon work hours or for injuries that occur during working hours, but do not arise out of and in the course of employment.
G) Workers’ compensation coverage is limited to designated work areas in employees’ homes or alternate work locations, and employees must follow normal procedures for reporting injury or illness.
H) The College assumes no liability for damages to and is not responsible for maintaining employee’s real or personal property resulting from participation in telecommuting.
I) The College assumes no responsibility for operating costs, home maintenance or any other costs incurred by employees as a result of telecommuting.
J) The employee agrees to take all necessary precautions to protect College property, including data, from theft, damage, and unauthorized use, in accordance with College policies and procedures

Effective Date: March 11, 2020
End Date: Not determined

Approved 05/06/2020
1.47 TRAVEL POLICY

I. Policy

The College’s travel policy is governed by and subject to limitations established in Section 5 of the State Budget Manual and Section 2 of the State Board of Community Colleges’ Accounting Procedures Manual. As such, the purpose of this policy is to illustrate the various principles whereby trustees, employees of, or students enrolled at the College must govern their travel practices. The additional purpose of this policy is to provide statements of uniform guidance to pay for and/or reimburse allowable travel related to official College business. A College trustee, employee or student traveling on official college business is expected to exercise the same duty of care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, luxurious accommodations and unnecessary or unjustified services or actions taken for the convenience or personal comfort of a trustee, employee or student is strictly prohibited. A violation of this policy may result in the reduction in or denial of reimbursements and potential disciplinary actions.

Expenses for authorized travel on official College business by Central Piedmont trustees, employees, students, and prospective professional employees shall be reimbursed from the appropriate fund source, whether state, county, institutional funds. Reimbursable travel expenses include the cost of transportation by private or public motor vehicles; fares paid for public conveyances; fees paid for parking and tolls; the costs of lodging, meals, registration, business phone calls; and gratuities. Reimbursements from state funds are subject to maximum amounts established in the State Budget Manual. All reimbursement requests shall be submitted for approval and payment within 30 days after the end of the travel period, or June 30, whichever comes first. All travel reimbursement is contingent upon the availability of funds.

II. Regulations

A. Employee Travel

1. All travel must be approved at least XX days in advance by the employee's immediate administrator or supervisor. Additional pre-approvals may be required for state-funded travel and out-of-state travel, as outlined on the Central Piedmont intranet.

2. All international travel must be approved by the President or designee, upon recommendation from the appropriate Vice President. Additional requirements regarding international travel are covered in the Central Piedmont International Travel Procedures.

3. Travel for prospective professional employees must be approved by the President or designee, upon recommendation of the appropriate Vice President.

4. A blanket Request for Authorization to Travel form (Form) for an employee who conducts College business on a routine basis within the local area is required. The
Request for Authorization to Travel form may be completed and approval secured annually.

5. A separate Form must be completed and approved for all travel not covered under the blanket Request for Authorization to Travel.

6. Employee travel between home and the work site or duty station to which the employee is assigned on a given day will not be reimbursed. If an employee is traveling in a College vehicle on official business, the employee is expected to observe all motor vehicle and civil laws.

7. The College has set standardized mileage distances between Central Piedmont campuses. The College reimburses travel between Central Piedmont campuses at these standardized distances outlined on the Central Piedmont intranet.

B. Student Travel

1. If travel expenses of students are to be paid by state funds, students must be on official College business. Students are subject to the same policies, regulations and procedures as employees.

2. The travel expenses of students participating in athletic contests or student organization activities must be paid from non-state funds.

3. Travel by students must be authorized by the administrator, supervisor or dean who manages the budget from which the funds are paid.

See Travel Procedures

Approved 05/06/2020
2.00 COMMUNICABLE DISEASE POLICY

I. Policy

This policy complies with State Board of Community Colleges Code 1C SBCCC 200.94 (5), which requires all colleges to have a communicable disease policy.

II. Purpose of Policy

Central Piedmont Community College is committed to providing, to the extent possible, a healthy and safe educational and working environment for all students, employees, and visitors to campus. The purpose of this policy is to help prevent the spread of communicable disease through measures that focus on safety, prevention, and education, while prohibiting discrimination against persons afflicted with communicable diseases. In furtherance of this policy, the College will consider making reasonable accommodation to employees and students, consistent with applicable federal, state and local laws, while simultaneously protecting the campus and public’s health. In turn, the College expects individuals who have been exposed, have symptoms of, or have contracted an illness or disease identified in this policy, to conduct themselves in a manner consistent with protocols established by the Center for Disease Control and Prevention (CDCP), and protocols articulated by the public health agencies of the State of North Carolina and Mecklenburg County.

III. Definitions

A “communicable disease” is defined as any illness or condition that results from an infectious agent or its toxic products, transmitted directly or indirectly to a person from an infected person or animal, through the agency of an intermediate host or vector, or through the inanimate environment. Communicable diseases are spread via airborne viruses or bacteria, or through contact with human blood or other bodily fluids. In addition to viruses and bacteria, communicable disease pathogens include fungi and parasites. Often the terms infectious and contagious are used by the CDCP to describe a communicable disease.

A “reportable disease” is a communicable disease of unusual significance, incidence, or occurrence which may merit an epidemiological evaluation, and is of most importance from a public health perspective. These may include, but are not limited to, the following:

- Influenza;
- Tuberculosis (TB);
- Infectious Mononucleosis;
• Acquired Immunodeficiency Syndrome (AIDS);
• Hepatitis A, B, C, and D;
• Meningitis;
• Methicillin-Resistant Staphylococcus aureus (MRSA); and,
• Hemorrhagic Fevers (including Ebola)

Communicable diseases are generally categorized according to how they are transmitted, as follows:

**Class A Communicable Diseases: Transmitted through casual contact**

- Examples include influenza, TB, infectious mononucleosis, meningitis, and MRSA

**Class B Communicable Diseases: Transmitted through exposure to blood or body fluids**

- Examples include AIDS, Hepatitis B or C, Hemorrhagic Fevers

**IV. Policy Statement**

If an employee or student has been exposed to or become infected with a communicable disease, they should first seek prompt medical diagnosis and advice, and implement the recommended treatment protocols in accordance with policies established by the appropriate physician and/or health agencies. Immediately thereafter, those diagnosed with Class A communicable diseases are required to contact the Human Resources Office (employees) of the College, course instructors and/or campus employers (students and/or contracted services). Employees and students with Class B communicable diseases are also required to follow the same procedure as those with Class A diseases; and, shall advise Human Resources of their medical treatment status in order that the College can respond appropriately. Persons who know, or have reason to believe, they are infected with a reportable communicable disease, have an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

The Director of Human Resources can provide information about programs that are available to assist employees and families. Further, Central Piedmont will take precaution to ensure that information about individual health conditions remains confidential, in accordance with FERPA, The Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), or other federal, state and local laws. The College will not exclude employees or students from participation in or deny benefits from CP’s services, programs, educational activities or employment unless, in the judgement of expert medical professionals, exclusion from work or class is necessary for public health or safety reasons for individuals and members of the College community.

The Director of Human Resources will also determine what written documentation of diagnosis and/or treatment may be required from the attending physician or health services agency as it relates to employee or student participation on any CP campus. This will enable the College to explore the types of reasonable accommodation that may be recommended, consistent with the
business needs of the department or College, consistent with this policy and applicable federal, state and local laws. The College will monitor the recovery process for each individual.

See Communicable Disease Procedures and Guidelines

Approved 05/06/2020

2.01 TOBACCO-FREE COLLEGE POLICY

I. Policy

The General Statutes (G.S. 115D-20.1) give to the Central Piedmont Community College Board of Trustees authority to prohibit the use of tobacco in the College’s buildings, on its grounds and premises, and at College-sponsored events. Central Piedmont is committed to providing its employees, students and visitors with a safe and healthy environment. The College recognizes that the use of tobacco products on College premises is detrimental to the health and safety of all. To that end, the use of tobacco products will not be permitted at any time on College premises. This policy shall be implemented with an emphasis upon positive methods of ensuring compliance whenever possible.

II. Definitions

A. Tobacco products: Include smoke-producing products, cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes or nicotine delivery systems, smokeless devices, vaping or the use of vaping products or any other items containing or reasonably resembling tobacco or tobacco products.

B. Tobacco use: Includes smoking, chewing, dipping, or any other use of tobacco products.

C. College premises: Include any College-owned buildings, facilities or property owned, maintained or leased by the College, and all areas of the campus; College owned vehicles; or College-sponsored or hosted classes, lectures, meetings, social and cultural events held on College property.

III. Regulations

A. Students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College shall not be permitted to use any tobacco product at any time while on College premises.

B. The sale or free distribution of tobacco products or merchandise on College premises is prohibited.
C. Tobacco advertisements shall be prohibited in College-run publications and on College premises.

IV. Compliance

A. It shall be the responsibility of all employees and students to comply fully with the policy.

B. Students who repeatedly violate this policy will be managed through the student disciplinary process.

C. Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violations by employees will be handled through the appropriate employee disciplinary processes.

D. Visitors, volunteers, contractors or other service providers who repeatedly violate this policy will be asked to leave campus, and employing or service provider entities will be notified.

V. Practices

A. Communication: Signage and other forms of communication will be posted in a manner and location that adequately notifies students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College about this policy.

B. Education: CPCC will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to gain a greater understanding of the health hazards of tobacco use.

C. Cessation: The College will consult with appropriate health organizations to identify and provide programs and opportunities for students and employees to access support systems, programs, and services that encourage them to abstain from the use of tobacco products.

Approved 05/06/2020

2.02 PARKING POLICY

Policy

Parking policies are in effect with respect to the use of streets, roads, alleys, driveways, and parking lots of the College. The policies are applied consistent with Chapters 20 and 115D (-21) of the North Carolina General Statutes. The Board of Trustees are authorized and empowered to
make additional regulations and procedures, not inconsistent with General Statutes, and to
establish parking areas both on and off-campuses.

This policy is intended to maintain College parking spaces and lots for the benefit of employees,
students, and visitors to every campus and facility owned, operated or leased by Central
Piedmont. Central Piedmont will enforce parking regulations and procedures to ensure that all
permitted and authorized individuals have maximum access to suitable parking on and adjacent
to campus properties.

See Parking Procedures and Guidelines

Approved 05/06/2020

2.03 Inclement Weather/Emergency Closings

I. Regulation

The College may be closed or classes canceled due to inclement weather or other emergencies
and events resulting in significant logistical challenges that impede the college’s ability to
effectively and efficiently serve students. The decision to close the College or cancel classes will
be made by the President or other administrators designated by the President. Such actions will
not always coincide with announced closings of local public schools, other local colleges, or
local business entities.

II. Guidelines

A. When the College is to close or a significant number of classes and activities are to be
canceled, Community Relations & Marketing Services (CRMS) will notify local media and will
institute the College's crisis communications plan to inform students, faculty and staff.

B. When the College closes, all classes at all locations are canceled.

C. When local schools close, all CPCC classes in those schools are canceled.

D. Late openings will start with classes normally taught at that hour.

E. When the College is closed, certain personnel may be expected to report for work prior to the
reopening. Those personnel will be informed in advance by the appropriate unit vice president.
Reporting of absence is not required for employees who are not designated to report to work.

F. When the College is closed, non-exempt personnel who are required to work shall receive
compensatory time as defined in Policy 1.14 at a later date approved by the employee's
immediate administrator.
G. When the College is closed for inclement weather or other emergencies causing an instructor to miss classes, the instructor will be paid for the classes missed if he/she is paid by the course. If an instructor is paid on a per hour basis and the actual class time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly.

H. Division directors will work with all instructors to make up classes as well as adhere to the guidelines for documenting missed class time.

Approved 05/06/2020

2.04 INTELLECTUAL PROPERTY POLICY

I. Policy

Central Piedmont Community College encourages its faculty and staff to be creative and productive in the course of their duties and responsibilities to educate students and operate the institution. Such creativity may, from time-to-time, result in scholarly work or innovations that may be considered intellectual property. The College acknowledges that ownership rights associated with intellectual property requires both faculty, staff and students to adhere to applicable state and federal laws. Intellectual property is protected by copyright, trademark and patent law. This policy defines and protects ownership rights in Intellectual Property created by all covered individuals independently, or with the support of the College.

II. Definitions

A. Intellectual Property: All intellectual and creative works that can be copyrighted or patented, including educational materials and products; databases; computer software and materials; research materials; Web-based learning; and improvements and inventions. It does not cover traditional scholarly works such as literary, artistic and theatrical works and lecture notes.

B. Covered Individuals: All faculty, staff, and other persons employed or contracted by the College, whether full-time or part-time, acting in the scope of their employment or engagement; all visiting faculty or anyone else using resources or facilities owned by or under the supervision of the College; and all students who are enrolled in the College on a full-time or part-time basis.

C. Significant Use: The use of College-funded or supported resources including, but not limited to: facilities, time, equipment, property, personnel, reassigned time, grant funds, salary supplement, leave with pay, or any other material, human, or financial assistance; the use of specialized or experimental equipment; and/or the use of any College facility
that leads to an appreciable expenditure of College funds that would not have otherwise
occurred. The use of college resources is considered significant when it entails a level of
use not ordinarily available to all, or virtually all, faculty, staff or students. If an
employee or student develops Intellectual Property that arises in part or in whole from the
Significant Use of College Resources, CPCC will have complete and exclusive
ownership of all resulting copyrights and/or patents. However, prior to the development
of Intellectual Property, the employee or student who plans to develop the product may
enter into an agreement with the College as discussed in III. C. Rights Agreement.

“Occasional use” of College-owned computer hardware and software, office or classroom
space or libraries will not ordinarily constitute Significant Use. If a Covered Individual
makes, creates, or discovers Intellectual Property that is the same as, directly related to,
or substantially similar to a research project in which the Covered Individual is engaged
at the College, then Significant Use of College resources is presumed. The Covered
Individual may rebut this presumption through submission of documentary evidence
which clearly establishes that the Intellectual Property was developed without Significant
Use of College resources.

D. **College-Supported Works**: Intellectual Property created by a Covered Individual which
meets any one or more of the following criteria:

1. The work is a regular part or routine product of the Covered Individual’s employee's
   job duties or activities; or,

2. The work is the product of a specific contract made in the course of the Covered
   Individual’s employment with, engagement by the College; or,

3. The work constitutes a work for hire, including, but not limited to, reassigned time,
   grant funds, salary supplement, leave with pay, or other material or financial
   assistance; or,

4. The development of the work involves Significant Use of College facilities, time,
   equipment, property, personnel and/or other resources.

E. **Independent Works**: Intellectual Property created by a Covered Individual which meets
all of the following criteria:

1. The work is the result of individual initiative; and,

2. The work is not the product of a specific contract or assignment made as a result of
   employment with, or engagement by, or attendance at the College; and,

3. The work is not a work for hire; and,
4. The work is neither a regular part nor a routine product of the Covered Individual’s duties or activities; and,

5. The work does not involve Significant Use of College facilities, time, equipment, property, personnel, and/or other resources.

**F. Student Works:** In the case of students, Intellectual Property produced through individual initiative without the use of Significant Resources as a part of a student’s coursework in a CPCC class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made during the course of employment at CPCC, or Significant Use of College Resources were used, the ownership of such work must be assigned to the College.

**III. Ownership Rights**

**A. Independent Works:** Intellectual property rights in Independent Works that meet all of the criteria listed in II.E. belong to the creator of the work. An Independent Work is created by an employee outside the scope of his or her employment or by a student attending the College, but without use of College resources other than resources that are available to the general public.

**B. College-Supported Works:** Intellectual Property Rights in College-Supported works that meet at least one of the criteria in II.D., unless otherwise provided in a written rights agreement, belong to the College. The College owns all rights to a copyrightable or patentable work created by the employee or student with Significant Use of College resources. The College, with the permission of the President or designee, retains the option to release or transfer the rights of a College-Supported work to the work’s creator through an appropriate written agreement. The College owns all rights to its trademarks, including all names, acronyms, logos, seals, and other related materials associated with the College.

**C. Rights Agreement:** A Covered Individual may enter into a written agreement with the College and/or CPCC Services Corporation for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College and/or CPCC Services Corporation for its costs and support, which may include publication and distribution of College-Supported Works. In all such cases, the agreement shall provide that the College will have the right to use the work at no cost for its educational purposes.

**D. Publication and Disclosure:** All Covered Individuals must promptly disclose to the Covered Individual’s supervising administrator/instructor the creation of all Intellectual Property subject to this policy. Such written disclosure, with the administrator’s or instructor’s signature, must occur prior to any public disclosure and publication of patentable discoveries, including software, and of products susceptible to trademark or
copyright protection that are suitable for commercial development. Prompt disclosure is necessary in order to assist in the prevention of conflicts of interest and conflicts of commitment and to preserve Intellectual Property rights. The College may require the Covered Individual to defer all public disclosure and publication for a period of up to ninety (90) days after informing the College. The disclosure must include the identity of all persons who claim any interest in the development of the disclosed Intellectual Property. Failure to make such a disclosure promptly creates a presumption that such Intellectual Property constitutes College-Supported Works.

E. **Grant-Supported Works:** 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.

F. **Sponsored Work for Hire:** In the case of work performed by College staff through the CPCC Services Corp. on a "fee for service" basis to outside agencies, individuals, or businesses, the ownership of all data, written products, and results are the property of the outside agency, individual, or business. CPCC will not have the right to review, publish, or distribute confidential information belonging to such entities.

**IV. Dispute Resolution**

Notwithstanding the grievance process provisions set forth in 1.30 Conflict Resolution and Grievance Process Policy and 4.07 Grievance Process for Students, and notwithstanding anything to the contrary set forth in 1.42 Mediation Program, in the event of a dispute regarding the ownership or use of Intellectual Property which arises between the College and a Covered Individual, the parties shall first endeavor to negotiate the matter between themselves in good faith. If direct negotiations do not resolve the matter, either party may request in writing that the matter be submitted to mediation in accordance with the following procedure:

A. Either the College or the Covered Individual may request mediation by submitting notice, together with any relevant supporting documents, to the other party and to Human Resources. Such supporting documents shall contain, at a minimum, a statement of the issues involved in the dispute, and the names, addresses and telephone numbers of all parties that are directly or indirectly involved in the dispute.

B. Human Resources shall arrange for mediation and notify the parties of the arrangements within ten business days following the date on which the notice of demand is received by Human Resources. Such arrangements shall include, at a minimum, the date, time and place of each mediation session.

C. Human Resources shall select a neutral mediator who is capable of making an independent assessment of, and rendering an objective decision with respect to the dispute. Such mediator:

   (i) Shall be experienced in intellectual property matters;
(ii) May or may not be an employee of the College;

(iii) Shall not be a member of the department from which the dispute arises; and,

(iv) Shall not be a member of the department for which the Covered Individual provides services.

D. At least ten days prior to the first scheduled mediation session, each party shall provide the mediator with a brief memorandum setting forth its position with regard to the issue that needs to be resolved. At the discretion of the mediator, such memoranda may be mutually exchanged between the parties. At the first session, the parties shall produce all information reasonably required for the mediator to understand the issues presented and to render a fair decision. The mediator may require any party to supplement such information as reasonably necessary from time to time. Additional sessions shall be held as necessary to reach a final resolution, at the times and in the manner prescribed by the mediator.

E. The mediator’s decision shall be a non-binding recommended resolution. The mediator does not have the authority to impose a settlement on the parties, but will attempt to help them reach a satisfactory resolution of their dispute. The mediator is authorized to conduct joint and separate meetings with the parties and to make oral and written recommendations for settlement. Whenever necessary, the mediator may also obtain expert advice concerning technical aspects of the dispute, provided that the parties agree to such action and to share the expenses associated with obtaining such advice. Arrangements for obtaining such advice shall be made by the mediator or the parties, as the mediator shall determine.

F. If the above-described mediation process does not resolve the dispute between the parties within ninety days after the written notice for mediation is delivered, either party may commence litigation proceedings in the state or federal courts, as applicable, located in Charlotte, North Carolina. Notwithstanding the foregoing, either party shall be entitled to seek an injunction, temporary restraining order, or other equitable relief pending final resolution through mediation or litigation of any controversy, dispute or claim between the parties.

Approved 05/06/2020

2.05 REPRODUCTION OF COPYRIGHTED MATERIALS POLICY

I. Policy

Central Piedmont Community College is devoted to the creation, discovery, and dissemination of knowledge, and supports a responsible, good faith exercise of full fair-use rights by faculty and
staff in furthering their teaching, research, and public service, and by students in their scholarly
work and learning, as codified in Title 17 of the copyright law of the United States. Furthermore,
it is the intent of the College to adhere to the provisions of U.S. Copyright Law (View
www.copywright.gov for further information).

This policy exists to provide clarification regarding the lawful and unlawful uses of copyrighted
materials in College-sponsored instruction, activities, events, publications, and theatrical or
musical performances, which must comply with federal copyright law. The College does not
condone any infringement upon the property rights of copyright owners.

Employees are prohibited from copying materials not specifically allowed by copyright law, fair
use guidelines, licenses or contractual agreements, or other permissions. Employees and students
who willfully disregard the copyright guidelines do so at their own risk, and assume all liability
for their actions. In addition, willful violations are also considered to be violations of expected
standards of behavior of employees and violations of the Student Code of Conduct by students,
and may result in disciplinary action taken by the College.

The Copyright Act directs that the College develop and distribute guidelines to employees that
clearly discourage violation of copyright law and inform employees of their rights and
responsibilities under this law. These clarifications represent an intentional effort by the College
to comply with all applicable laws regarding copyright.

II. Definitions

A. “Copyright”: Is legal protection for creative intellectual works. Such intellectual works are
tangible medium of expression, and includes but is not limited to text, images, video and
audio recordings, and electronic and digital files. The creator of the work is the initial
copyright owner. Copyright also means that the owner has an exclusive intellectual
property right to allow and authorize others to exercise any of its rights, as defined in law.
A copyright automatically arises as soon as the work is fixed. It does not necessarily require
publication or registration. Copyright notice, such as the symbol © or the word “copyright”
or an abbreviation of it, is not required for copyright protection for a work to exist. Most
material fixed in a tangible medium of expression will be subject to copyright protection.

A copyright owner possesses specific and discretionary rights, including the right to:

1. Reproduce the work;
2. Prepare derivative works;
3. Distribute copies of the work by sale, transfer of ownership, lease, licensure,
etc.;
4. Publicly perform the work;
5. Publicly display the work, directly or by telecommunication; and,
6. Publicly perform a sound recording by digital means.
If a party other than the copyright owner exercises any of these rights without express permission from the copyright owner, the party is in danger of infringing the copyright.

B. **Fair and Lawful Use**: Copyright infringement occurs when a copy is made of any copyrighted work. This work may include songs, videos, software, photographs, stories, or novels without permission of the owner, or falling outside the specific exceptions provided under copyright law. These exceptions include, without limitation, “fair use”. Fair use allows for the use of copyrighted works without the owner’s permission, protecting limited use of copyrighted work from being an infringement. The Copyright Act provides that the “fair use” of a copyrighted work, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.” Courts may determine fair use by weighing the following four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

2. The nature of the copyrighted work;

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. The effect of the use upon the potential market or the value of the copyrighted work.

Not all educational uses meet the guidelines for fair use. It is important to account for these factors of fair and legal use, and to follow the guidelines presented in this policy. One should not to assume that because the underlying purpose is non-profit educational use that such use will automatically be considered fair use.

See Reproduction of Copyrighted Materials Procedures

Approved 05/06/2020

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**2.06 USE OF COLLEGE FACILITIES POLICY**

I. **Policy Statement**

Central Piedmont is a publicly supported higher education institution, established to serve the education and training needs of Mecklenburg County. Its properties are public spaces and its facilities are constructed with public funds. As such, the College will cooperate with community, religious, government, civic, educational organizations, and businesses by making available the use of its facilities, where practicable.

II. **Outside Users**: Under the following conditions, the College will endeavor to provide access to and use of CPCC facilities, consistent with Board Policy:
1. The College point of contact for outside groups or individuals desirous of using College facilities is the Vice President for Finance and Administrative Services, or designee. The Vice President shall consult with the President of The College upon receipt of a formal, written request for use.

2. The use of institutional facilities can be granted only when it does not interfere with or seriously inconvenience the College's academic and administrative programs and services, and is not inconsistent with the instructional mission of the institution.

3. All organizations granted use of facilities must agree enter into a written contract, signed by an authorized official of the approved group. The contract must be executed and payment made at least ten (10) days prior to intended use.

4. The user must agree to comply with the terms and conditions of the contract with the College, including logistical, campus and public safety, operational, financial, and other terms and conditions, in connection with the proposed use.

5. The user must present proof of public liability insurance, including general liability limits, covering the period of use. The proof must be attached to the contract and reviewed by CP’s Risk Management unit, prior to contract execution.

6. Waiver of the Insurance requirement and release of liability may only be endorsed by the College President or designee, and must be coordinated through the Vice President for Finance and Administrative Services, or designee.

See Use of College Facilities Procedure

Approved 05/06/2020

2.07 NAMING AND RENAMING CENTRAL PIEDMONT COMMUNITY COLLEGE FACILITIES, POSITIONS, AND PROGRAMS POLICY

I. Definitions

A. **Facilities:** For purposes of naming Central Piedmont Community College facilities, "facilities" are defined as campuses, buildings, areas or rooms within buildings, streets, courts, athletic fields, etc.

B. **Programs:** For purposes of naming Central Piedmont Community College programs, "programs" are defined as credit or non-credit curricula, administrative units, or the cultural or civic activities of the College.

C. **Positions:** For purposes of naming Central Piedmont Community College positions, "positions" are defined as faculty or staff titles. Positions may include endowed chairs.
D. **Permanent:** For purposes of naming Central Piedmont Community College facilities, positions, or programs, "permanent" is defined as for the life or existence of the named facilities, positions, or programs, absent any exceptional circumstances.

II. Policy Statement

The Board of Trustees has the final responsibility for the permanent naming and renaming of any facility, position, or program at Central Piedmont Community College for a person or entity.

III. Regulations for Naming

A. The final responsibility for naming any facility, position, or program at Central Piedmont Community College for a person or entity rests with the Board of Trustees. The naming process must follow established administrative procedures. The Central Piedmont Community College and the CPCC Foundation Donor Recognition Programs guidelines have been designed for use in naming opportunities in recognition of financial gifts to the College or the CPCC Foundation. However, the Board of Trustees shall consider all relevant circumstances. The Board reserves the right to determine naming rights on a case-by-case basis, regardless of these guidelines.

B. The naming of any facility, position, or program of Central Piedmont Community College for a person or entity must be approved by a two-thirds majority of the Board of Trustees.

C. The College Cabinet is empowered to name facilities, positions, and programs which describe function or other utilitarian purposes.

D. An acceptable reason for naming facilities, positions, or programs for persons or entities is to honor living or deceased persons who meet one or more of the following criteria:

   1. A current or former member of the Board of Trustees or CPCC Foundation member who has made an outstanding contribution to the College.

   2. A current or former employee who has made an outstanding contribution to the College.

   3. A citizen or entity who has made a substantial monetary or personal service contribution to the College and/or the CPCC Foundation.

   4. Donors who meet Trustee and College-established criteria to secure naming rights to a building or space.

E. Absent exceptional circumstances, if the request is to honor a deceased individual, the request must not be submitted for at least one year following death.
See Naming and Renaming Central Piedmont Community College Facilities, Positions, and Programs Procedures

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2.08 HISTORICALLY UNDERUTILIZED BUSINESS (HUB) UTILIZATION POLICY

I. Policy

The College will work in “good faith” to meet or exceed state-established goals for minority business participation in procurement and construction processes. The good faith effort shall include compliance with N.C.G.S 143-48 and 143-128.2, .3 and .4 in purchasing, contracting and building projects, respectively, so far as practicable. This includes the use of HUB certified vendors in the procurement of goods and services, and the active pursuit, participation and utilization of minority contractors and sub-contractors in College construction projects.

For the purposes of this policy, the term “minority business” means a historically underutilized business (HUB) that is at least fifty-one percent (51%) owned by one or more persons, or in the case of a corporation, fifty-one percent (51%) of the stock is owned by one or more persons, who are members of at least one of the groups identified in this policy and the North Caroline General Statutes.

II. Purpose

The objective of the HUB policy is to encourage and promote opportunities for all vendors and contractors who participate in the College's procurement and construction processes, in accordance with the most current Executive Order issued by the Governor of North Carolina. The following minority businesses, as set forth in N.C.G.S. 143-128.4, are classified as HUB vendors and are the focus of this policy:

1. **Black**: A person having origins in any of the black racial groups of Africa.

2. **Hispanic**: A person of Spanish or Portuguese culture having origins in Mexico, South or Central America, or the Caribbean islands, regardless of race.

3. **Asian American**: A person having origins in any of the original peoples of the Far East, Southeast Asia, Asia, Indian continent, or Pacific islands.

4. **American Indian**: A person having origins in any of the original Indian peoples of North America.

5. **Female**
6. **Disabled**: A person with a disability as defined in G.S. 168-1 or G.S. 168A-3.

7. **Disadvantaged**: A person who is socially and economically disadvantaged as defined in 15 U.S.C. § 637

The current state goals, established by Executive Order and defined in statute, are to procure at least ten percent (10%) of goods and services from HUB vendors, and to achieve at least ten percent (10%) minority participation in the total value of construction contracts awarded.

See Historically Underutilized Business (HUB) Utilization Procedure

Approved 05/06/2020

**2.09 USE OF CENTRAL PIEDMONT INFORMATION TECHNOLOGIES POLICY**

I. Purpose

This policy addresses the acceptable use of technology resources provided by Central Piedmont Community College (CPCC). The College expects students, faculty and staff, as well as any other users of the College’s IT Resources (each, a “User” and collectively, “Users”) to use computers, networks, network access, telephones, and other information technologies provided by the College (collectively, “IT Resources”) in a responsible, considerate, ethical, and lawful manner. Compliance with policies that ensure the security and integrity of all College IT Resources is mandatory and critical to ensure continuing provision of technological resources to the entire CPCC community. This policy applies to all Users of IT Resources provided by the College.

Central Piedmont Community College understands that information technology has become vital in its mission of teaching and training. Thus, the College owns a variety of IT Resources which are provided primarily to support the academic and administrative functions of the College. These IT Resources enable users to locate and disseminate information, to communicate and collaborate with others in a global setting, and to build the necessary strategic technologies for the current and future needs of the College community.

II. Policy

Use of CPCC IT Resources shall be consistent with local, state, and federal law and in accordance with all College policies and procedures. All CPCC Users are responsible for using IT Resources in an efficient, responsible, considerate, ethical, and lawful manner.

Disregard for the rights of authorship, including plagiarism, copyright violations, invasion of privacy, abuse of authorized access. Unauthorized access may be grounds for sanctions against
members of the College community. Access to IT Resources is a privilege, not a right. As such, access can be withdrawn from those who use it irresponsibly. Users of CPCC IT Resources who are determined by the College to have violated any of the information technologies policies will be subject to disciplinary action up to and including suspension of access to IT Resources, dismissal, suspension, expulsion, and/or legal action.

Any information distributed by a User of College IT Resources must accurately identify the creator, distributor, and recipient of that information. If Users choose to engage in social media or other Internet communications using IT Resources, they must adhere to the College’s Internet Communications Guidelines.

All agreements, contracts, and licenses with external entities that involve any services related to IT Resources including hosted solutions or the use of College data shall be subject to review and approval by both Information Technology Services and Procurement Services.

**III. Acceptable Uses of IT Resources**

Acceptable uses of IT Resources include, but are not limited to, the following:

1. Official work of the College;
2. Instruction;
3. Academic research;
4. Independent study;
5. Service on behalf of the College;
6. Professional development; and,
7. Occasional non-commercial personal use provided it does not otherwise violate a provision of this or any other policy of the College.

**IV. Unacceptable Uses of IT Resources**

CPCC IT Resources shall only be used for legal purposes. These resources shall not be used for any purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of CPCC, inconsistent with the mission of the College, or any purpose that may subject the College to liability. Unacceptable uses of IT Resources include, but are not limited to, the following:

1. Unauthorized use of your own or another’s computer accounts, access codes, passwords, or network identities, including email addresses;
2. Use of your CPCC password outside the CPCC network account or sharing it with any third party;
3. Unauthorized access to CPCC’s IT Resources, the Internet, or other networked or non-networked computers
4. Harassment;
5. Libel, slander, or cyberbullying;
6. Fraud or misrepresentation;
7. Misrepresentation of the College via the Internet through the use of websites, social network applications, or other Internet-based tools;
8. Destruction of or damage to IT Resources, including, without limitation, equipment, software, or data belonging to the College or to others;
9. Disruption or unauthorized monitoring of electronic communications and electronically stored information;
10. Infringement of the copyrights or trademark rights of others;
11. Use of CPCC’s logo without prior approval of the assistant to the president for Community Relations;
12. Violation or attempted violation of computer system security;
13. Connection of unauthorized Network Transmission Devices (Policy 6.20) to the College network;
14. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications or email exchanges, abuse of interactive network utilities;
15. Use of computing facilities for commercial business purposes unrelated to the College (Policy 6.28);
16. Academic dishonesty;
17. Violation of software and hosted license agreements;
18. Violation of CPCC’s network usage policies and regulations;
19. Activities while using a third party’s site which constitute a violation of such third party’s terms and conditions of use;
20. Violation of privacy or the release of any confidential or proprietary information about the College, its current or former students, or its employees;
21. Use of CPCC IT Resources to send or redistribute unsolicited bulk email;
22. Posting, sending, or intentionally accessing pornographic, sexually explicit, offensive material, or material that is contrary to the mission of the College;
23. Intentional distribution of computer viruses, Trojan horses, time bombs, worms, or other malware or rogue programming; or,
24. Storage by faculty or staff of CPCC of sensitive and protected data unsecured on non-approved solutions including third-party hosted solutions and local mediums such as USB flash drives and portable hard drives. Approved third party solutions are noted in V.C.3 below.

V. Confidentiality

A. While the College does not typically access User files or email, the College reserves the right to do so for any reason. Generally, a User's network and Internet use will not be monitored except in the following types of situations:

1. The User gives prior consent;
2. The College needs to ensure the security or operating performance of its systems or networks;
3. The College has a reasonable concern that a violation of College policy or applicable law has occurred and is investigating the possible violation; or,

4. The College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction. While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. Notwithstanding the foregoing, all network, computing, and communication activities may be logged for e-discovery and forensic purposes. For these reasons, the College cannot guarantee the privacy of electronic communications.

B. Each employee’s access to information resources will be reviewed annually to ensure that all access is in alignment with the employee’s responsibilities. Student workers will not have access to any personal and/or confidential information of any other employee or student without explicit written approval by their supervisor.

C. Confidential material such as protected personally identifiable information or data identified by FERPA, HIPAA, and other compliance mandates shall not be (1) transferred over insecure channels nor (2) transmitted via or stored on personal or non-CPCC owned computers, desktops, laptops, portable devices, copiers, fax machines, multi-function printers (MFPs), scanners, Internet sites, or software.

1. Email, both personal and College-provided, is an insecure channel, so email should not be used to transmit confidential, personally identifiable information, or other protected data. For example, including a student’s social security number in an email is prohibited.

2. Copiers, faxes, and MFPs store a copy locally; therefore, non-CPCC owned devices should never be used including for the purposes of scanning and copying. For example, making copies of student applications containing personally identifiable information on a copy machine at a retail store is prohibited.

3. Ellucian Colleague, myCollege (WebAdvisor), CPCC Cloud, and Cornerstone provide a secure connection and therefore, can be utilized. For example, entering student grades using myCollege is acceptable.

Approved 05/06/2020

2.10 ELECTRONIC COMMUNICATIONS POLICY

Electronic communications (e.g., electronic mail (e-mail), social media, text messaging, instant messaging (IM), and listservs) are services provided by Central Piedmont as aids in the transfer of information and may be used for a wide variety of on and off-campus communication relating to college business. This policy addresses the expectations for and use of electronic communications. This policy applies to all electronic communication services established by the
College for faculty, staff, students, and any other users of college electronic communication services (“Users”).

I. Policy

A. Users of electronic communication services must respect the rights of others and conduct themselves in a lawful and ethical manner. Users of the College’s electronic communication services are required to comply with all applicable local, state, and federal laws and all college policies and procedures.

Generally, a user's electronic communications will not be accessed except in one of the following situations:

1. The user gives prior consent;
2. For routine management or maintenance purposes;
3. The College needs to ensure the security or operating performance of its systems or networks;
4. The College has a reasonable concern that a violation of college policy or applicable law has occurred and is investigating the possible violation; or,
5. The college is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction.

B. While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. Notwithstanding the foregoing, all network, computing, and communication activities may be logged for e-discovery and forensic purposes. For these reasons, the College cannot guarantee the privacy of electronic communications.

C. Users of CPCC electronic communications who are found to have engaged in the unacceptable uses of College electronic communications will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion, and/or legal action.

D. Access to college electronic communication services is provided to support college business.

E. All electronic communications sent, received or stored using the College’s electronic communications services are the property of CPCC.

F. Users may expect reasonable access to electronic communication services; however, this cannot be guaranteed to be available at all times and in all circumstances.

G. Requests for distribution of messages to the entire College community will be managed by the office of the Vice President for Communications, Marketing & Public Relations and CPCC shall approve or disapprove such distribution in its sole discretion.
H. Users are expected to manage their electronic communications storage space by following best practices and State data retention policies and guidelines. 

I. Communications containing confidential material or material identified by FERPA, HIPAA, and other compliance mandates shall not be transferred over insecure channels, including via e-mail or on portable storage devices, unless encrypted by a College-approved encryption technology.

J. Employees on extended leave from the college are expected to arrange to manage their electronic communication accounts during their absences.

K. The college will backup e-mail messages solely for the purpose of disaster recovery. Deleted e-mails are retained in Users’ inboxes for fourteen days. Central Piedmont Community College intends to follow the recommendation set with Governor’s Executive Order 12. E-mails are retained in archive for five years.

L. Electronic communication service Users must accurately identify themselves in their electronic correspondence. It is useful to create and use a standard “signature block” when sending any communications in an official capacity as a staff or faculty member.

M. Upon dismissal or resignation, faculty and staff will make all e-mail files related to College business available to the appropriate College administrator who will authorize termination of the account. Dismissal for cause or expulsion will result in immediate termination of the User’s access to e-mail accounts.

III. Acceptable Uses

Central Piedmont Community College recognizes that electronic communication facilitates both college business and academic pursuits. Examples of acceptable use of electronic communication services include:

1. Official College business
2. Academic research
3. Occasional non-commercial personal use
4. Instruction
5. Service on behalf of the College
6. Professional development

IV. Unacceptable Uses

Examples of unacceptable uses of electronic communication services include:

1. Commercial ventures, personal profit, and solicitations for contributions for non-college sponsored activities.
2. Unsolicited non-work-related bulk e-mails such as chain letters, pyramid schemes, and those containing jokes, commentary, and opinions.
3. Any illegal activity or unlawful purpose.
4. Harassment, intimidation, or libel of others.
5. Breaking into another user's electronic mailbox or reading someone else's electronic mail without permission.
6. Unsolicited mass mailings (spamming).
7. Posting, sending, or intentionally accessing pornographic, sexually explicit, or offensive material.
8. Posting, sending, or intentionally accessing material that is contrary to the mission of the college.
9. Intentional distribution of computer viruses, Trojan horses, time bombs, worms, or other rogue programming.
10. Impersonation of others.

V. Reporting Violations of the Policy

Users who receive electronic communications that violate this Policy should report the violation to the Chief Information Security Officer at: abuse@cpcc.edu.

Approved 05/06/2020

2.11 VOICE MAIL POLICY

Voice mail is a service provided by Central Piedmont Community College as an aid in the transfer of information and may be used for a wide variety of on- and off-campus communications relating to College business. This policy addresses the acceptable use of voice mail resources provided by CP. This policy applies to all students, faculty and staff (each, a “User” and collectively, “Users”) with voice mail access.

I. Policy

Users of CPCC voice mail shall comply with local, state, and federal law and College policies and procedures. While the College does not typically access User voice mail, the College reserves the right to do so for any reason. Generally, a user's voice mail will not be accessed or monitored except in the following situations:

1. The user gives prior consent;
2. For routine management or maintenance purposes;
3. The College needs to ensure the security or operating performance of its systems or networks;
4. The College has a reasonable concern that a violation of College policy or applicable law has occurred and is investigating the possible violation; or,
5. The College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction.

While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. Notwithstanding the foregoing, all network, computing, and communication activities may be logged for e-discovery and forensic purposes. For these reasons, the College cannot guarantee the privacy of voice mail communications.

Users of CPCC voice mail who are found to have engaged in the unacceptable uses of College voice mail will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion, and/or legal action.

II. Expectations

A. All CPCC users are responsible for using voice mail in an effective, efficient, ethical, considerate and lawful manner.

B. All voice mails sent, received or stored using the College’s electronic communications services are the property of CPCC.

C. Employees should record a personal greeting that is professional and represents the College well. The greeting should ask the caller to leave a brief message, so the call may be returned. If someone leaves a message, a timely return call should be made indicating that the message has been received and action taken as necessary.

D. Personal messages should be changed when necessary to reflect changes in an employee's schedule.

E. Because voice mailboxes have a limited amount of space, unneeded messages should be deleted to ensure that voice mail operates efficiently.

III. Acceptable Uses

Examples of acceptable uses for voice mail include:

1. Official work of the College
2. Instruction
3. Academic research
4. Service on behalf of the College
5. Professional development
6. Occasional non-commercial personal use
IV. Unacceptable Uses

Examples of unacceptable uses for voice mail include:

1. Harassment
2. Slander
3. Fraud or misrepresentation
4. Destruction of or damage to telephone equipment belonging to the College
5. Disruption or unauthorized monitoring of voice mail communications
6. Violation of voice mail system security
7. Unauthorized use of passwords or identification numbers assigned to others
8. Use of voice mail for commercial business purposes, personal profit, or for solicitations for contributions unrelated to the College
9. Impersonation of others
10. Using obscene, sexually explicit or offensive language
11. Sending messages that are contrary to the mission of the College

V. Reporting Violations of the Policy

Users who receive voice mails that violate this Policy should report the violation.

Approved 05/06/2020

2.12 NETWORK AND INTERNET ACCESS POLICY

I. Purpose

Central Piedmont Community College (CPCC) provides network and Internet access to aid in the transfer of information electronically. These networks may be used for a wide variety of on and off-campus communications relating to College business. This policy addresses acceptable use of network and Internet access for all CPCC employees and students.

II. Policy

Network resources shall be used in a responsible, efficient, ethical, considerate, and lawful manner. Users of networks are expected to demonstrate respect for intellectual property, data ownership, system security, and individuals' rights to freedom from intimidation or harassment. Network and Internet use shall comply with local, state, and federal law and CPCC policies and procedures.
The College expects students, faculty and staff, as well as any other users of the College’s IT Resources (each, a “User” and collectively, “Users”) to be aware of the public nature of content that is placed on the Internet, including the potential questionable accuracy and validity of Internet-based content, and the lack of privacy concerning personal data and commentary.

III. Confidentiality

While the College does not typically access User files or email, the College reserves the right to do so for any reason. Generally, a User's network and Internet use will not be monitored except in the following types of situations:

1. The User gives prior consent;
2. The College needs to ensure the security or operating performance of its systems or networks;
3. The College has a reasonable concern that a violation of College policy or applicable law has occurred and is investigating the possible violation; or,
4. The College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction.

While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. Notwithstanding the foregoing, all network and communication activities may be logged for e-discovery and forensic purposes. For these reasons, the College cannot guarantee the privacy of electronic communications.

In order to troubleshoot network problems and to plan necessary enhancements, the College runs monitoring software that records certain information about all network packets transmitted through its facilities. These reports are accessed and used only by authorized staff members with responsibilities for overseeing the security and functionality of the network. Reports about this information may be provided to College administration.

IV. Expectations

A. Network and Internet access is a privilege, not a right, and as such can be withdrawn from those who use it irresponsibly. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other Users, or copyright violations of state and federal laws. Network Users who are found by the College to have engaged in unacceptable uses of network resources will be subject to disciplinary action up to and including suspension of access to technology resources, dismissal, suspension, expulsion, and/or legal action.

B. Devices that are intended to retransmit or extend CPCC network services (“Network Transmission Devices”) shall only be installed and maintained with the consent and oversight of College ITS. This may include, but is not limited to, wireless access points, routers, switches, firewalls, network bridges, as well as other remote access technologies.
C. Devices, including Network Transmission Devices, that require a persistent physical connection for data services should undergo review by Information Technology Services prior to connection. Unknown and undocumented devices connected to the college network may be subject to disconnection in the College’s sole discretion.

D. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network or system may be controlled or forbidden on other networks. Users must abide by the policies and procedures of these other networks and/or systems and must comply with local, state, and federal laws and with the College's policies and procedures.

E. If Users have questions about a proposed copyright issue when common sense and caution are not adequate, they should refer to 6.08 regarding Reproduction of Copyright Materials Policy and Procedure, and then examine CPCC's Library Homepage for additional clarification of copyright laws. Librarians are available at each campus to offer further assistance with copyright issues.

F. CPCC personnel are expected to participate in professional development classes and/or enroll in College classes to improve computer knowledge and skills.

G. Because computer labs are often specialized, lab personnel will develop specific guidelines for each individual lab. Each open lab will be monitored for computer use and inappropriate use will be reported to the proper authority.

V. Examples of Acceptable Uses

1. Official work of the College
2. Instruction
3. Academic research
4. Independent study
5. Service on behalf of the College
6. Professional development
7. Occasional non-commercial personal use

VI. Examples of Unacceptable Uses

CPCC technology resources shall only be used for legal purposes, and shall not be used for any purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of CPCC, inconsistent with the mission of the College, or any purpose that may subject the College to liability. Unacceptable uses include, but are not limited to, the following:
1. Unauthorized use of one’s own account or other computer accounts, access codes, passwords, or network identities, including email addresses;
2. Use of one’s own CPCC password outside the CPCC network account;
3. Unauthorized access to CPCC’s information systems, the Internet, or other networked or non-networked computers;
4. Harassment;
5. Libel, slander, or cyberbullying;
6. Fraud or misrepresentation;
7. Misrepresentation of the College via the Internet through the use of websites, social network applications, or other Internet-based tools;
8. Destruction of or damage to equipment, software, or data belonging to the College or to others;
9. Disruption or unauthorized monitoring of electronic communications and electronically stored information;
10. Infringement of copyright or trademark laws or rights of others;
11. Use of CPCC's logo without prior approval of the assistant to the president for Community Relations;
12. Violation of computer system security;
13. Connection of unauthorized devices to the College network;
14. Use of wireless access points, ad-hoc wireless devices, or any wired networking devices to redistribute the College’s network access;
15. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications or email exchanges, abuse of interactive network utilities;
16. Use of computing facilities for commercial business purposes unrelated to the College;
17. Academic dishonesty;
18. Violation of software and hosted license agreements;
19. Violation of network usage policies and regulations;
20. Violation of privacy or the release of any confidential or proprietary information about the College, its current or former students, or its employees;
21. Use of CPCC technology resources to send or redistribute unsolicited bulk email;
22. Posting, sending, or intentionally accessing pornographic, sexually explicit, offensive material, or material that is contrary to the mission of the College;
23. Intentional distribution of computer viruses, Trojan horses, time bombs, worms, or other rogue programming; or,
24. Storing sensitive and protected data unsecured on non-approved solutions including third-party hosted solutions and local mediums such as USB flash drives and portable hard drives.

Approved 05/06/2020
2.13 USE OF COLLEGE TELECOMMUNICATIONS POLICY

I. Purpose

This policy addresses the use of landline, Voice over Internet Protocol (VoIP), and cellular phones that are provided by Central Piedmont Community College (CPCC).

II. Policy

The College provides access to landline and VoIP telephones and related services for College business use. Local lines may be used for limited personal use. Personal use must not result in additional cost to the College or hinder an employee’s ability to complete assigned responsibilities. Cellular telephones and service are provided for qualified full-time employees primarily for business purposes.

Use of CPCC telecommunications shall be consistent with local, state, and federal law and in accordance with all College policies and procedures. All CPCC users are responsible for using the resources in an efficient, responsible, considerate, ethical, and lawful manner. Access to telecommunications resources is a privilege, not a right, and as such can be withdrawn from those who use it irresponsibly. Users of CPCC telecommunications resources who are determined by the College to have violated any of the telecommunications policies will be subject to disciplinary action up to and including suspension of access to technology resources, other disciplinary actions up to and including dismissal, and/or legal action.

See Use of College Telecommunications Procedure

Approved 05/06/2020

2.14 WTVI PUBLIC TELEVISION STATION AND CPCC TV POLICY

I. Policy

Central Piedmont Community College, as the holder of the WTVI public television license, will comply with the rules and regulations of the Federal Communications Commission, the Corporation for Public Broadcasting’s Community Service Grant General Provisions, and all other relevant federal and state laws.

II. Purpose

Central Piedmont Community College holds the license for WTVI and operates public television station WTVI and cable channel 17 CPCC TV to serve the public interest and to further the educational mission of CPCC.
WTVI’s primary mission as a broadcast station operating on a channel reserved for noncommercial use is to promote education, culture, and citizenship across all electronic media platforms.

III. Requirements

A. In compliance with the First Amendment of the United States Constitution, the station’s executive director holds responsibility for developing content and implementing programming decisions. The station must operate independently from, and without undue influence from, funders or policymakers so as to avoid any Constitutional violation and provide an independent and objective broadcast voice. WTVI personnel will comply with CPCC Policy 4.40 Conflict of Interest.

B. WTVI is in compliance with the Corporation for Public Broadcasting's (CPB) General Provisions; the certification requirements set forth in the Communications Act of 1934; 47 U.S.C. § 396: Corporation for Public Broadcasting, et seq. (Certifications); and the Financial Reporting Guidelines (Guidelines):

1. WTVI shall comply with Section 396(k)(5) regarding open financial records requirements. WTVI will maintain financial records in accordance with North Carolina General Statute 115D Article 4A Budgeting, Accounting, and Fiscal Management and Board of Trustees Bylaws - Article V Committees. WTVI’s financial records will be available in its public inspection files. The operation of WTVI will have discrete accounting using a code to identify Community Service Grant funds (both revenues and expenses, restricted and unrestricted) so that an auditor can track such funds within the accounting system. WTVI will undergo a discrete annual audit report by a qualified independent accountant.

2. WTVI shall comply with Section 396(k)(4) regarding open and closed meeting requirements. WTVI will provide advance notice of public meetings and will conduct its meetings and provide related notices in accordance with North Carolina General Statute 143-Article 33C Meetings of Public Bodies and the Board of Trustees Bylaws - Article VI Meetings.

3. WTVI shall comply with Section 396(k)(11) regarding Equal Employment Opportunity requirements in accordance with CPCC 1.00 Equal Opportunity Program Policy. WTVI will annually develop and publish its diversity goals, will post an annual report on its website, will review the annual report with a licensee official, and will implement and document annual formal diversity training for its management and staff. These reports will be available in its public inspection files.

4. WTVI shall comply with Section 396(k)(12) regarding its donor lists. WTVI shall maintain complete, accurate, and secure records of all uses of membership and donor
lists for fundraising purposes. It shall at all times control lists of its donors in order to prevent access, directly or through third parties, by unauthorized users.

5. WTVI shall certify annually that it has not endorsed or contributed to political parties or political committees unless required by law. WTVI shall certify annually to the Corporation for Public Broadcasting its continued compliance with the laws and regulations of the Internal Revenue Service and with all other applicable federal laws or regulations governing political activity and lobbying in effect at the time of certification.

6. WTVI is exempted from the community advisory board requirements of the Act, 47 U.S.C. § 396(k)(8). WTVI is a Public Media Organization and is owned and operated as a department of Central Piedmont Community College, a component unit of the State of North Carolina.

Approved 05/06/2020.

2.15 SERVICE ANIMALS ON CAMPUS POLICY

I. Policy

It is the policy of Central Piedmont Community College that individuals are generally prohibited from bringing pets, defined as “a domestic animal kept for pleasure or companionship”, onto College property or into facilities controlled by the College. However, the College welcomes the presence of animals on campus when consistent with the provisions of this policy and the Americans with Disabilities Act (ADA).

II. Rules

A. Students with disabilities are permitted to bring service animals onto College property in accordance with Title II of the Americans with Disabilities Act and as provided in this policy.

B. Visitors with disabilities are permitted to bring service animals onto College property in accordance with Title III of the Americans with Disabilities Act and as provided in this policy.

C. Employees with disabilities are permitted to bring animals onto College property as part of an approved accommodation in accordance with Title I of the Americans with Disabilities Act, Central Piedmont Policy 4.74, and as provided in this policy.
D. Service-animal trainers are permitted to bring service-animals-in-training onto College property in accordance with N.C. G.S, 168-4.2.B and as provided in this policy. It is a violation of N.C.G.S.168 to disguise a dog as a service animal, or to deprive a visually impaired, hearing impaired, or mobility impaired person any of the rights granted thereto.

See Service Animals on Campus Guidelines and Procedures

Approved 05/06/2020

2.16 PERSONAL USE OF COLLEGE PROPERTY OR EQUIPMENT BY EMPLOYEES POLICY

I. Rule

College property and equipment are to be used to support teaching, service, and administrative functions. Central Piedmont Community College intends to comply with NC General Statutes 143B-920 when reporting information or evidence of misuse of state property to the State Bureau of Investigation and State Board of Community Colleges Code 1H SBCCC 200.2(6) “Withholding of State Funds or Administrative Support”.

II. Prohibited Use of Resources

It is strictly prohibited to use any College resources, including any person, money, equipment or property, to conduct an outside business operation, private employment, or any other activity conducted for any personal benefit or private gain during working hours on College property or in campus facilities.

III. Criteria for Limited Personal Use

Occasional limited personal use of property or equipment may be approved if all six of the following conditions are met:

1. There is no cost to the State or College;
2. Any use is brief;
3. Any use occurs infrequently;
4. The use does not interfere with the performance of any employees’ work duties;
5. There is no personal gain for the employee or any person or organization, e.g. the use is “de minimis”; and,
6. The use does not compromise the security or integrity of College property or equipment.
IV. Removing Equipment From a Campus

Other than devices that are individually issued to an employee, such as laptops, i-pads and mobile phones, and those that are properly checked out of the library, no CPCC employee may remove equipment from a campus of the College. Exceptions are allowed where the non-commercial use is approved by the supervising administrator in writing, giving both the location and identification of the equipment. The use of any such equipment must also be acceptable in accordance with Policy 6.17. Employees who remove equipment without prior approval may face disciplinary action or be prosecuted.

Employees taking equipment off-campus are personally responsible for the loss, damage, or destruction of the equipment.

The Technology Equipment Use Agreement Form is to be completed, with authorization obtained prior to any equipment removal from a campus. Inventory Control may require that any equipment be returned to campus when requested.

V. Reporting Violations of the Policy

Employees are directed to Policy 4.72 Reporting Potential Fraud, Damage, or Theft of College Property with regard to their obligation to report misuse of any College resources, property or equipment. Employees who violate this personal use policy are subject to appropriate disciplinary action, including dismissal, in accordance with Central Piedmont Policies.

Approved 05/06/2020

2.17 FREE SPEECH, PUBLIC ASSEMBLY, AND DISTRIBUTION/PETITIONING POLICY

I. Policy

Central Piedmont Community College is committed to supporting freedom of speech. The College recognizes that free speech is the best means for arriving at truth and mutual understanding. The College also recognizes that the rights to assemble peaceably and to petition the government for redress of grievances are important components of free speech. Therefore, the College will protect the rights of free speech, petition, and peaceable assembly as set forth in the U.S. Constitution. However, it is also the responsibility of the College to provide a suitable, safe and healthy environment for its students, faculty, and staff, and non-college affiliated groups, which is conducive to study, teaching and learning, public service, conducting research, and performing other activities, without undue interference or disturbance. Thus, the College has adopted reasonable regulations concerning acts of expression and dissent.
II. Speech and Assembly for College Students, Staff, and Faculty

The College is committed to making the majority of its indoor and outdoor spaces available to currently enrolled students, staff, and faculty, who wish to exercise the rights of free speech, petition, and peaceable assembly, provided they do not:

1. Disrupt the normal or previously scheduled activities of the College;
2. Violate the free speech, assembly, or movement of other individuals or organizations; or,
3. Damage property, or create an unsafe situation for any individual, group, or organization.

Outdoor assembly may not be conducted within thirty (30) feet of any building or otherwise interfere with free flow of vehicular, bicycle, or pedestrian traffic.

Although prior registration by students, staff, and faculty is not mandatory, it is strongly recommended. Prior registration and planning ensure that the desired space will be available on the preferred date and time. Prior registration should be handled in accordance with the College’s guidelines and procedures.

See Free Speech, Public Assembly and Distribution/Petitioning Guidelines and Procedures

Approved 05/06/2020

2.18 SUBSTANTIVE CHANGE POLICY

I. Definition

Substantive changes are significant modifications or expansions of the nature or scope of an accredited institution.

II. Purpose

To establish policy and procedures to ensure compliance with the “Substantive Change for SACSCOC Accredited Institutions Policy Statement” of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In accordance with the SACSCOC policies, Central Piedmont Community College (CPCC) will notify SACSCOC of proposed institutional and programmatic changes in a timely manner, will seek approval prior to the initiation of changes when appropriate, and will submit a substantive change prospectus, if necessary.
III. Policy

CPCC is committed to ensuring compliance with all SACSCOC policies, including the substantive change policies and procedures. To that end, the Board of Trustees will consider and act upon all policies brought forth by the President that ensure that the College complies with SACSCOC’s substantive change policy, and, any specific substantive change recommendations brought forth that requires SACSCOC approval.

See Substantive Change Procedures

Approved 05/06/2020

2.19 POSSESSION OF WEAPONS POLICY

I. Definitions

“College premises”: Any property or facility in use by the College including property that is leased, owned, used for College functions, or under the control of the College in the conduct of any of its courses of instruction, administrative operations, or extracurricular activity sponsored by the College.

“Weapon”: Any object, visible or concealed, that is or could be used to threaten, intimidate, inflict serious bodily injury, or kill another person. This includes, but is not limited to, guns, rifles, pistols, air guns, stun guns, other types of firearms, explosives, metallic knuckles, clubs, batons, knives or other blades, dangerous chemicals or biological agents. Weapons also include any dynamite cartridge, bomb, grenade, mine or powerful device as defined in N.C.G.S 14-284.1

II. Policy

Employees, students, consultants, contractors, vendors, visitors, and members of the public who are on the College premises must abide by the provisions set forth in N.C.G.S 14-269.2

III. Regulations

A. Possession of Weapons

Employees, students, vendors, visitors, and members of the public who are on College premises or attending functions sponsored by the College are strictly prohibited from having weapons in their possession, except as required for preparation of food, instruction, maintenance, or acting in the discharge of official duties.
B. Exceptions

It is the policy of CP to prohibit and restrict the possession or use of weapons on College premises, but for the following exceptions for firearms:

1. As may be required by college employees or contractors for faculty instruction, maintenance of equipment or facilities, or acting in the official discharge of employee or contractor duties;

2. A weapon that is used solely for instructional or ceremonial purposes in a curriculum, continuing education course or class delivered or sponsored by the College, or an event officially sponsored and sanctioned by the College, with prior written approval from the Office of the President or designee;

3. Duly sworn law enforcement officers, deputy sheriffs, firefighters, emergency services personnel, North Carolina Forest Service, Wildlife or Corrections personnel, and other persons specifically authorized by the College;

4. A person exempted by G.S. 14-269(b);

5. A person registered under G.S. Chapter 74C as an armed armored car service guard or armed courier, or armed security guard, when acting in the discharge of their duties;

6. A person who has a concealed handgun permit that is valid under Article 54B of General Statute 14-269, or who is exempt from obtaining a permit pursuant to that Article, if any of the following conditions are met:

   (a) The person has a handgun in a closed compartment or container within such permit holder’s locked vehicle, or within a locked container securely affixed to such permit holder’s vehicle, and only unlocks the vehicle to enter/exit while the weapon remains in the weapon remains securely locked therein;

   (b) The person has a handgun concealed on the person and the person remains in the locked vehicle;

   (c) The person is within a locked vehicle and removes the handgun from concealment only for the amount of time reasonably necessary to:

      (i) Move the handgun from concealment on the person to a locked container within the vehicle; or,

      (ii) Reverse the previous actions.
IV. Violations

A. Employees, students, contractors, consultants, vendors, visitors, or members of the public who possess weapons in violation of these regulations may be subject to criminal penalties, as established in N.C.G.S 14-269.2.

B. Any employee or student who reasonably suspects these regulations are being or have been violated must immediately report the matter to College Security Services.

C. Any employee who either violates these regulations, or who fails to report reasonable suspicion of any violation, will be subject to disciplinary action, up to and including termination of employment.

D. Any student who either violates these regulations, or who fails to report reasonable suspicion of any violation, will be subject to disciplinary action, up to and including being banned from campus, suspension, or expulsion.

Approved 05/06/2020

2.20 CHILDREN ON CAMPUS

I. PURPOSE

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of Central Piedmont Community College must be under the constant supervision of a responsible adult while on CPCC property or on the site of any approved off-campus class or other CPCC event. Employees of the College have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. Children should not be unattended in any College facility at any time.

II. GUIDELINES

A. The College assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in a CPCC class.

B. Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. In emergency situations, if it is necessary for the employee to bring a child to the workplace during working hours, the employee’s supervisor must approve. Sick children are not to be brought to campus.

C. Children accompanying employees, students, or visitors are not permitted in classes, labs, or other learning environments without the permission of the instructor or appropriate College personnel.
D. Persons receiving CPCC services may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services. College staff will not be expected to provide supervision of such children.

E. A violation of this policy may result in appropriate disciplinary action.

III. PROCEDURES

If an unattended child is observed on campus, the CPCC employee observing the child should attempt to obtain the child’s name and then report the situation immediately to CPCC Security. Security will attempt to locate the child’s (children’s) parents or legal guardians or caregiver to remedy the situation. If the parent or guardian or caregiver cannot be found in a reasonable amount of time, Security may refer the situation to the Department of Social Services or other appropriate agency.

Approved 05/06/2020

EDUCATION PROGRAMS – POLICIES

3.00 ADMISSION TO THE COLLEGE

I. General Rule

The College has an open-door admission policy for applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age, and whose admission eligibility conforms to State Board of Community Colleges Code (SBCCC) 1D SBCCC 200.95, 300.4, or 400.2, and North Carolina Community College System (NCCCS) directives. Admission to the College is open without regard to race, creed, disability, national origin, gender, or age to students who meet the graduation or age standard, unless otherwise provided by law or SBCCC. Central Piedmont Community College also provides courses and programs designed to serve students who seek basic skills and high school credentials, high school students who wish to begin college-level work while in high school, and adults who wish to take non-credit classes, either through a “Workforce Continuing Education Pathway or to improve their knowledge and skills. The CPCC Board of Trustees does not allow the admission of any applicant during any period of time that the student is suspended or expelled from any other educational entity without the written permission of the Vice President for Student Affairs.
II. Special Conditions

A. Readmit Students

Students who previously attended Central Piedmont Community College but have not enrolled in curriculum courses for three or more consecutive terms must be readmitted to the College. The catalog in effect at the time of a student’s readmission, or any subsequent catalog, will govern that student’s academic status and graduation requirements.

Students seeking readmission based on the Student Code of Conduct should refer to the guidelines in Policy 4.00 Conduct of Students.

B. Education Services to Minors

The educational benefits provided by Central Piedmont Community College are intended primarily for students who have graduated high school or are beyond the compulsory age limit of a public or private school and have left school. However, a minor may seek admission to Central Piedmont subject to the conditions established in State Board of Community College Code 1D SBCCC 200.95 and 300.4(c).

A minor 16 years or older may be considered a student with special needs and may be admitted to an appropriate program at Central Piedmont Community College if the local public or private educational agency determines that admission to the program is the best educational option for the student. This requirement may be waived if the student has been out of school at least six months and the application is supported by a notarized petition of the parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student. The admission to Central Piedmont Community College of emancipated minors from Mecklenburg County may be further regulated by the provisions of the College's Affiliation Agreement with Charlotte-Mecklenburg Schools.

C. High School Students

1. A high school student may be admitted to Central Piedmont Community College in appropriate courses concurrently under the guidelines of the Career and College Promise Program Memorandum CC11-026. The Career and College Promise Program eligibility criteria can be found at: http://www.cpcc.edu/hsprograms.

High School students taking college-level courses at Central Piedmont Community College will earn college credit. Once a high school student is concurrently admitted, college policies and procedures are the same for both high school students as for all other college students.

2. High school students 16 years and older may enroll in non-credit courses with the exception of Foundational Skills. High school students are required to pay tuition and fees for non-credit courses, except for students that qualify for a public safety agency
fee waiver. High school students shall not displace adults taking continuing education courses.

3. High school students less than 16 years of age may enroll in a continuing education course section:

   (a) In a self-supporting, safe driving section during any reporting term; or,

   (b) In self-supporting classes during any summer reporting term, which are not designated by the College to provide partial or full credit towards meeting high school graduation requirements.

D. Undocumented Immigrants

The North Carolina Community College System advised in Memorandum CC10-026, clarifying State Board Code Section 1D SBCCC 400.2(b), that effective July 12, 2010, community colleges shall admit or enroll undocumented immigrants only as follows:

1. Undocumented immigrants who are high school students may enroll in college-level courses consistent with the Career and College Promise Program. Participation in these programs is not based on legal residence but on attendance in a North Carolina high school. These courses are open to all high school students attending high school (public, private, or home school) located in the state who meet the eligibility criteria.

2. Undocumented immigrants may enroll in non-college-level courses or programs including GED preparation courses, Adult Basic Education, Adult High School, English as a Second Language, and other continuing education courses less than college level.

3. Undocumented or battered illegal immigrants who have been determined to meet one of the qualifying conditions in Federal Law, 8 USC Section 1641, are eligible for college-level courses. It is the applicant’s responsibility to produce sufficient written documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.

4. Undocumented immigrants must have attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State and local law. Undocumented immigrants with a General Educational Development (GED) Diploma are not considered to be "graduated from a United States public high school, private high school, or home school" and therefore are not eligible to be admitted.

Undocumented immigrants who are registered into a class are required to pay the out-of-state tuition rate. The College shall not enroll undocumented students into a class or program of study for which there are waiting lists, nor register undocumented students for classes until the
conclusion of the last published registration period so as not to displace students are legal residents who seek to enroll in a class.

Additionally, when considering a program of study, undocumented immigrants should be aware that federal law prohibits states from granting professional licenses to undocumented immigrants.

III. Credit Transfer Regulation

Central Piedmont Community College accepts credits by transfer from accredited post-secondary institutions, from military service schools, and on the basis of certain CLEP exams.

See Credit from Other Institutions and Agencies Procedures.

Approved 05/06/2020

3.01 CREDIT BY EXAMINATION POLICY

I. Credit by Examination

In order to receive credit by examination, a student must show convincing evidence of special aptitude or knowledge of the course material. A written, oral, and/or performance examination will be developed and administered by an instructor of the course. The examination is subject to the approval of the division director. If the student achieves satisfactory performance on the examination, a grade of "X" will be recorded on the transcript. The "X" grade earns no quality points, but credit hours will be given identical to the number of credit hours normally assigned to that course at the College.

A student may receive credit by examination for a course under the following circumstances:

A. The student is admitted to the College, and must not have enrolled in the course prior to taking the exam.

B. The student pays a fee, dependent upon the recommendation of the content course expert or the division director that the student is eligible to take the examination. The charge will be commensurate with the complexity and intensity of the exam.

C. In some instances, the student may be required to register for the course before being eligible to take the exam. In this case the exam fee will be waived.

D. The student must pass the examination for the course.

A student may only attempt an examination once. A student must meet program completion requirements as specified in 3.10 Program Completion Policy.
II. Credit by Credential

In cases where the learning outcomes of a current credential align with the learning outcomes of a course, a student may receive credit for the credential at the discretion of the content expert or the division director.

Credit may be given for documented and validated industry-recognized credentials. These credentials must be approved by the Learning Council, as proposed by subject-matter experts, and based upon content and outcomes. Examples of industry-recognized credentials include certifications from recognized third-party and vendor-specific sources.

A student must meet program completion requirements as specified in 3.10 Program Completion Policy.

III. Credit for Experience

In some instances, the college will consider eligibility for students to receive academic credit for non-credit learning experiences. These experiences may include Continuing Education courses and programs, military education and training, and certain apprenticeship programs.

Approved 05/06/2020

3.02 ACADEMIC ADVISEMENT POLICY

I. Policy

A comprehensive system of academic advising for all students is available. The primary responsibility for advisement of new students and for career counseling rests with the Counseling and Advisement Services Division. Primary responsibility for academic advisement of continuing students enrolled in programs is assigned to the instructional departments in which the students are enrolled.

All instructional divisions will participate in the advisement system, and each division will develop its own advisement plan in coordination with Counseling and Advisement Services.

See Academic Advisement Guidelines and Procedures

Approved 05/06/2020
3.03 PROGRAM STATUS OF STUDENTS POLICY

Policy

Prior to formal admission to a program, a student must meet program admission requirements. After a student is admitted to a program, they remain in that program unless and until the student has requested and been approved to move into a new program. Approval must be received from one of the following College officials prior to redirection into a new program:

   (a) Counselor;
   (b) Advisor;
   (c) Academic Dean;
   (d) Division Director;
   (e) Faculty Advisor; or,
   (f) Program Chair

Approved 05/06/2020

3.04 CREDIT HOUR AND COURSEWORK POLICY

Policy

Central Piedmont Community College (CPCC) credit hour policy aligns with state and federal directives specified in State Board of Community Colleges Code 1G SBCCC 100.1, 1D SBCCC 400.8, and the Code of Federal Regulations 34 CFR 600.2. The College complies with these regulations in determining the amount and level of credit awarded for courses, regardless of instructional delivery methods. The College also follows directives described in the North Carolina Community College System Combined Common Course Library (CCL).

See Credit Hour and Coursework Guidelines and Procedures.

Approved 05/06/2020

3.05 COURSE LOAD POLICY

I. Definition

For purposes of Federal Financial Aid, a student registered for 12 credit hours or more, taken during fall or spring term, is considered full-time. A Student taking 9 credit hours during fall or spring term is designated part-time. A student taking 6 credit hours is considered half-time. A student taking 9 semester hours of credit during summer term is designated a full-time student.
II. Policy

Students must obtain overload approval from a faculty advisor, program chair, division director, or appropriate instructional dean to register for 19 to 20 hours during fall and spring terms, or for 14 to 15 hours during summer term. The dean of the student's program of study area must approve overloads of 21 to 28 hours during fall or spring terms, or 16 to 20 hours during summer term. Students are not allowed to register for more than 28 hours during fall or spring terms, or 20 hours during summer term. For purposes of State tuition charges, a maximum tuition charge is applied at 16 credit hours per semester, regardless of the number of hours taken in excess of 16 hours.

Approved 05/06/2020

3.06 SCHEDULE ADJUSTMENT PERIOD (DROP-ADD) POLICY

I. Purpose

Central Piedmont Community College is committed to students and learning. CPCC offers academic programs and services that prepares students to thrive. As such, this policy discourages a student from registering for a class after the schedule adjustment period (drop-add) has ended, unless the reason for registering late is caused by an action of the College, or is due to circumstances beyond the student’s control. Authorized College personnel may grant exceptions and give permission for registration beyond the schedule adjustment period, as specified in this policy.

II. Regulations

A. **Schedule Adjustment During Registration**: During registration periods students may drop classes and may add classes that are not filled.

B. **Schedule Adjustment After Classes Begin**: Schedule adjustment add period is the first and second weekday of the term or session. Schedule adjustment drop period is through the 35 percent date of the class. Classes dropped prior to or on the 10 percent census date of the class do not appear on a student's official transcript. Classes dropped after the 10 percent census date and prior to or on the 35 percent date of the class are indicated on a student's transcript with a W grade (withdrawal).

C. **After the Schedule Adjustment Period**: Permission from the division director is required to enroll in any class after the schedule adjustment period up through the 10 percent date of the class, except in cases of College error.
D. **After the 10 Percent Class Census Date**: Permission from the dean is required to enroll in any class after the 10 percent class census date. Documented extenuating circumstances must be presented before an exception is considered.

E. **CPCC Refund Policy**: Refunds will be given in accordance with State Board Code Section 1E SBCC 900.1 through 900.5 and Central Piedmont Policy and Procedures 4.06 Tuition and Registration Fee Refunds.

F. **Military Students**: Military reserve and National Guard personnel who are called up to active duty, thereby making it impossible for them to complete their course requirements, may drop classes without financial or academic penalty, consistent with State Board Code Section 1E SBCCC 900.4. Military students must set up an appointment with the Center for Military Families & Veterans in advance of any schedule adjustment or withdrawal in order to receive appropriate advisement and withdrawal procedures.

Approved 05/06/2020.

3.07 WITHDRAWAL FROM CLASS POLICY

I. Definitions

A. **Medical Withdrawals**: Granted when illness or injury prevent a student from attending and completing classes.

B. **Compassionate Withdrawals**: Granted when extraordinary circumstances prevent a student from attending and completing classes.

II. Policy

There are instances wherein a student determines that, due to personal circumstances, they are unable to complete a course or academic term. An option available in this instance is to withdraw from the class. Prior to taking this action, the student is encouraged to speak with a counselor to determine whether this is the best course of action. After discussing all options to remain in the course or complete the term, including potential negative consequences, a decision is made to withdraw, the student bears responsibility to formally withdraw (W). Failure to do so may result in a failing grade.

To receive a “W” grade, a student must withdraw prior to the 35 percent date of the class. Final dates for withdrawing from classes are on the course syllabus. The request for official withdrawal must be processed on-line through MyCollege, or at a Registration Office on any CP campus. A “W” will remain on the transcript and not count as credit hours attempted. To receive
credit, a student who received a “W” must re-register, pay for the course, and satisfactorily complete it in a subsequent term.

Medical and compassionate withdrawals must be processed at the Registrar’s Office. Withdrawals are applicable after the 35 percent date of the class and must include verifiable documentation.

The instructor may also assign a “W” grade at the end of the term when documented circumstances warrant such action. Students are cautioned that withdrawals may affect a student's financial aid, veteran’s benefits, scholarships, and sponsorship when credit hours earned are insufficient to maintain satisfactory academic progress.

Approved 05/06/2020

3.08 GRADING SYSTEM POLICY
I. Grading System

A. Students are graded according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Very Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>Withdrew</td>
</tr>
<tr>
<td>S</td>
<td>-</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>-</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>P*</td>
<td>-</td>
<td>Pass</td>
</tr>
</tbody>
</table>
R* - Repeat
AU - Audit
WN - Withdrew/Never Attended
X - Credit by Examination

B. When a student determines that he/she will be unable to complete courses in which they are currently enrolled, it is the student's responsibility to initiate procedures leading to a formal withdrawal (W) in order to avoid a failing (F) grade. To receive a W grade, a student must withdraw prior to the 35 percent date of the class. Final dates for withdrawing from a course will be announced in the instructor's syllabus. The instructor may also assign a W at other times when circumstances warrant such action. A W will remain on the transcript and will not count as credit hours attempted. To receive credit, a student who received a W must re-register and pay for the course in a subsequent term. Financial aid recipients need to refer to the financial aid satisfactory academic progress policy to determine if schedule adjustments will affect financial aid.

C. An Incomplete (I) may be assigned when a student has persisted through the course and has completed at least 90 percent of the requirements for passing the course, or when the instructor has determined extenuating circumstances exist. When an “I” is assigned, the instructor must submit an online “Grade Change Request” form. A student must resolve an I grade within the time frame specified by the instructor or the division, but no later than 6 months from the end of the term for which the grade was assigned. When an I grade has been resolved, the final grade will be recorded with the I (e.g., I/B) and the GPA will be re-computed. An I which is unresolved will be changed to the grade of I/F after the specified expiration date.

D. Excessive Is, Fs, and W’s: A student will not be allowed to register for a course in which the student has received three Is, Fs, and/or W’s until receiving permission from the division that offers the course.

II. Grade Point Average

A. The following grades only will be used in computing the grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>
B. Three GPAs will appear on the student's academic record:

(1) Cumulative GPA;

(2) Term GPA; and,

(3) Cumulative program GPA.

C. When a course has been repeated, the higher grade will be used to recalculate the student's cumulative GPA and cumulative program GPA. However, all grades will be recorded on the student's academic transcript.

III. Standards of Academic Progress

For a student seeking a degree, diploma, or certificate, certain standards of academic progress apply.

A. Graduation: A student must have a cumulative 2.0 program GPA to receive a degree, diploma, or certificate. Also, for students enrolled in certain programs, grades of C or better in certain courses may be required to receive degrees, diplomas, or certificates.

B. Interventions: These policy interventions apply to all Associate Degree, Diploma, and Certificate Programs. Cumulative GPA, as defined in the policy interventions, will include all curriculum institutional course work numbered 100 and above, not just course work within the program area. Central Piedmont has an open-door policy and does not permanently prohibit a student from taking classes at the College for academic reasons/

(i) Academic Warning: Students who are enrolled in a program and whose cumulative GPA falls below 2.0 will be placed on Academic Warning. Students placed on Academic Warning will be notified and encouraged to contact their faculty advisor or Counseling and Advising Services for support and assistance. If the next term GPA is 2.0 or higher, but the cumulative GPA does not reach 2.0, the student will remain on Academic Warning. If the cumulative GPA returns to 2.0 at the end of the next term, the student will be placed back into good standing.

(ii) Academic Probation: Students who are on Academic Warning and do not earn a term GPA of 2.0 or higher will be escalated to Academic Probation. Students will be notified and must contact their faculty advisors or Counseling and Advising Services and will not be able to register until final grades are posted. While on Academic Probation, students will be limited to registering for up to 12 credits as approved by their advisors. If the next term GPA is 2.0
or higher, but the cumulative GPA does not reach 2.0, the student will remain on Academic Probation. If the cumulative GPA returns to 2.0 at the end of the next term, the student will be placed back into good standing.

(iii) Academic Suspension: Students who are on Academic Probation and do not earn a term GPA of 2.0 or higher will be escalated to Academic Suspension. Students will be notified and must work with a Student Counselor to create an academic improvement plan. Upon completion of the academic improvement plan, students may enroll in up to 7 credit hours as approved by a Student Counselor.

Once enrolled in courses, the student will not be able to register for the next term until final grades are posted. If the next term GPA is 2.0 or higher, but the cumulative GPA does not reach 2.0, the student will remain on Academic Suspension and will continue to be limited to registering as deemed appropriate by the Student Counselor. Following the above interventions, if the cumulative GPA returns to 2.0, the student will be placed back into good standing.

The College has a policy of Academic Forgiveness. The Academic Forgiveness Policy recognizes students who may have been placed on Academic Probation or Suspension, and elected not to return to the College for several semesters or years. Prior to evaluation for Academic Forgiveness, students must be readmitted to the College under “Conditional Admission”, register and successfully complete the first semester of course work at a 100 level or above with a GPA of 2.0. If Academic Forgiveness is granted, it will be a one-time only opportunity to return. In addition, students will have their cumulative grade point averages recalculated. Grades that are that are “forgiven” will continue to appear on the official transcript, but will be marked as forgiven. Further, grades that are forgiven are not exempt form academic progress relating to financial aid.

IV. Grading Requirement for Faculty

Submitting grades in a timely fashion is important. Financial Aid Satisfactory Academic Progress is a U.S. Department of Education-mandated process completed each semester to determine if a student maintained minimum standards during the semester to continue receiving financial assistance. Instructors are required to submit final grade rosters electronically no later than 48-hours after the official end of the class as reported on the COD.

Approved 05/06/2020

3.09 ATTENDANCE POLICY

I. Purpose

Regular student attendance at and participation in class facilitates knowledge transfer and is a key to academic success. Absences, on the other hand, seriously disrupt a student's orderly
progression in a course. Regular absences often have a negative impact upon the final grade. Although an occasional absence might be unavoidable, the absence does not excuse a student from meeting the requirements of the missed class(es). The student is responsible for preparing all assignments for the next class, and for completing work missed as a result of absences. Instructors are responsible for establishing attendance requirements in their course syllabi, and for informing students of those requirements at the beginning of each academic term.

II. Late Entry

To ensure student success and accuracy of reporting, the College prohibits a registered student from entering a curriculum class or attending for the first time after the 10 percent date. A program dean may make an exception in the case of a College error or in the student’s best interest in completing an academic credential [See 3.05 Schedule Adjustment Period Policy].

III. Rule for Absence for Religious Observances

Students at Central Piedmont Community College may take two days of excused absences for religious observances required by their faith each academic year consistent with North Carolina General Statute 115D-5(u); S.L. 2010-112, s. 2, and 1B SBCCC 500.99. Students must provide each instructor a written request to have an excused absence at least one week prior to the absence. It is the responsibility of the student to work with their instructor in advance of the absence about how to make up missed work.

IV. Excused Absence for Military Service

Policy

Reserve or active duty military students at Central Piedmont Community College may be granted excused absences for class time that is missed upon receipt of temporary or permanent reassignment as a result of military operations. This policy also applies to any student who is a National Guard service member placed upon active duty status during an academic term for the period of time the student is on active duty. All military students should set up an appointment with the Center for Military Families & Veterans in advance of absences and present a copy of their military orders, in order to receive appropriate advisement and excused absence procedures.

See Attendance Procedure for Military

Approved 05/06/2020
3.10 AUDITS, SUBSTITUTIONS, AND WAIVERS POLICY

A. Auditing Courses

Course auditing enables a student to participate in a course without receiving a grade, curriculum credit, or continuing education units. Course audits are not considered in determining full or part-time student status, will not meet graduation requirements, nor are factored in determining either financial aid status or satisfactory academic progress. A student auditing a course is expected to attend regularly, but may choose not to take examinations. A record of the audit shall be entered on the student's transcript as AUD, with no college credit given.

Students who wish to audit a course must complete an Audit Agreement form, get the course instructor's signature, and submit the “Audit Agreement” form to Registration Services at any Central Piedmont campus prior to the start of the curriculum term, or at the initial meeting of a continuing education class. Registration procedures and fees for an audited class are the same as those for regular credit and non-credit enrollment.

Certain courses, however, may not be designated as appropriate for audit. Students must meet all pre-requisites to audit credit courses. Non-credit courses may not be audited without permission from the appropriate dean. No student will be allowed to change from an audit to a credit designation or from a credit to an audit designation after the section census date.

B. Course Substitution

Course substitutions for graduation may be permitted for the required course, upon recommendation of the student’s instructor of record and approval of the division director, with adequate cause.

C. Course Waiver

Course waivers for graduation may be permitted, upon the recommendation of the division director of the student's AAS program or the dean who has responsibility for the specific course in the AA, AS, AE, and AFA degrees. No credit hours will be granted. General Education requirements may not be waived for any reason. Students must still meet the minimum credit hours required for their program as outlined in 3.10 Program Completion Policy.

Approved 05/06/2020
3.11 PROGRAM COMPLETION POLICY

I. Degree Requirements

The college awards four degrees: (1) the Associate in Arts, (2) the Associate in Fine Arts, (3) the Associate in Science, and (4) the Associate in Applied Science. Requirements for degrees are as follows:

A. Associate in Arts Degree and Associate in Science Degree: Two-year degrees designed for transfer to baccalaureate degree institutions.

1. Official copies of all high school and college transcripts on file in the student's record folder at Central Piedmont Community College.

2. Completion of the required college transfer courses totaling a minimum of 60 and a maximum of 61 semester credit hours.

3. Completion of a minimum of 21 semester hours within the degree program earned in residence at Central Piedmont Community College.

4. A program GPA of 2.0 or higher.

5. The Comprehensive Articulation Agreement (CAA) between the governing boards of the North Carolina Community College System and the University of North Carolina System addresses the transfer of credit from the community college to the baccalaureate degree-granting institution. To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

B. Associate in Fine Arts Degree:

1. Official copies of all high school and college transcripts on file in the student's record folder at Central Piedmont Community College.

2. Completion of the required college transfer courses totaling a minimum of 60 and a maximum of 61 semester credit hours.

3. Completion of a minimum of 21 semester hours within the degree program earned in residence at Central Piedmont Community College.

4. A program GPA of 2.0 or higher.
C. Associate in Applied Science Degree:

1. Official copies of all high school and college transcripts on file in the student's record folder at Central Piedmont Community College.

2. Completion of a minimum of 64 semester hours (or a greater number of credit hours if specified by the program of study with a maximum of 76), including the required general education courses.

3. Completion of a minimum of 21 semester hours within the degree program earned in residence at Central Piedmont Community College.

4. A program GPA of 2.0 or higher.

II. Diploma Requirements

The college awards diplomas upon completion of a minimum of 36 semester credit hours, or a greater number of credit hours if specified by the program of study with a maximum of 48, of required courses in the student's program of career study, including general education requirements for diplomas are as follows:

1. Official copies of all high school and college transcripts in the student's record folder at Central Piedmont Community College.

2. Completion of the required courses.

3. Completion of a minimum of 12 semester hours within the diploma program earned in residence at Central Piedmont Community College.

4. A program GPA of 2.0 or higher.

III. Certificate Requirements

Certificates are awarded for programs of study requiring a minimum of 12 semester credit hours of credit to a maximum of 18 semester hours of credit. Requirements for certificates are as follows:

1. Official copies of all high school and college transcripts in the student's record folder at Central Piedmont Community College (when this is a certification requirement).

2. Completion of the required courses in the student's program of study.
3. A minimum of thirty percent (30%) of credits within the certificate program must be earned in residence at Central Piedmont Community College.

4. A program GPA of 2.0 or higher.

IV. Changes in Program Completion Requirements

The college reserves the option of changing the requirements for completing a degree, diploma, or certificate program at any time, not inconsistent with minimum and maximum hours established by the State Board of Community Colleges. When such changes occur, the college will honor the original program completion requirements for four years for students enrolled in the program at the time of the change, and the student may either fulfill the original requirements or the changed requirements. However, when a student is not enrolled in program-related courses for three or more consecutive semesters, the requirements for program completion will be based on those requirements in the College Catalogue in effect when the student re-enrolls in the program, not those in effect when the student originally entered the program. Exceptions to this catalog year change can be made with the approval of the division director.

Approved 05/06/2020

STUDENTS - POLICIES

4.00 CONDUCT OF STUDENTS POLICY

As members of the larger community, students are entitled to all rights and protections accorded them by the laws of the country, State of North Carolina, and the community. Central Piedmont Community College honors the right of free speech, discussion and expression, and the right to petition and assemble, each of which is consistent with the First Amendment of the United States Constitution. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated.

As members of the academic community, students are expected to exercise their freedoms responsibly. As such, students are subject to the same federal, state and local laws to which all citizens are subject, and which are enforceable by duly constituted authorities. When students violate these laws, they may incur governmental penalties. When they violate academic policies or the college's Code of Conduct, they may incur college penalties.

The Central Piedmont Student Code of Conduct, including Students' Rights and Responsibilities and Disciplinary Procedures, is published in the Central Piedmont Student Handbook. The
College expects students to familiarize themselves with and be accountable for the rights, responsibilities and disciplinary procedures in all college publications relating to student conduct, including the Student Handbook, College Catalogue, bulletins, and other sources of available information.

In accordance with 4.16 “Sexual Misconduct Policy”, other forms of student conduct are unacceptable and may also violate the College’s policy against Sexual Misconduct under Title IX. When a report of harassment is received, the Title IX coordinator will determine whether it shall proceed under this policy, and/or the Sexual Misconduct Policies and Procedures.

I. Rule

Students must abide by all the provisions of General Statute 14-269.2 Weapons on Campus or Other Educational Property and 6.32 “Possession of Weapons Policy”.

II. Definitions

A. **College premises**: Any property or facility in use by the College including property that is leased, owned, used for College functions, or under the control of the College in the conduct of any of its courses of instruction, administrative operations, or extracurricular activity sponsored by the College.

B. **Weapons**: Any object, visible or concealed, that is or could be used to threaten, intimidate, inflict serious bodily injury, or kill another person. This includes, but is not limited to, guns, rifles, pistols, air guns, stun guns, other types of firearms, explosives, metallic knuckles, clubs, batons, and knives or other blades, dangerous chemicals or biological agents. Weapons also include any dynamite cartridge, bomb, grenade, mine or powerful device as defined in N.C.G.S 14-284.1

C. **Student**: Any person enrolled in any course offered by the College at any location, whether it is credit or non-credit. These policies, therefore, apply to any student for any semester during which that student is enrolled or during which an activity in question transpired.

D. **Administrative Meeting**: An informal meeting between a student and the Dean of Student Life and Service-Learning or designee to discuss an alleged violation of the Student Code of Conduct. An administrative meeting does not result in a sanction; however, following the administrative meeting, the Dean of Student Life and Service-Learning or designee may determine whether the situation warrants a disciplinary hearing.

E. **Disciplinary Hearing**: A formal hearing between a student and the Dean of Student Life and Service-Learning or designee, during which due process will be followed. A disciplinary hearing may result in one or more sanctions, up to and including suspension or expulsion.
III. Regulations

A. General Standards of Conduct: Students shall obey the law, show respect for properly constituted authority, perform contractual obligations, show regard for the property of other persons and the College, maintain absolute integrity and high standards of individual honor in scholastic work, and observe high standards of behavior that are appropriate for a democratic educational environment in which the rights of others are respected. Each student shall be responsible for their own conduct, from the time of application for admission through the actual awarding of a degree, diploma, certificate or skills certification. This requirement applies during the academic year, between terms, and before and after classes begin and end, as long as the student remains enrolled.

B. General Conduct: The following describe general rules of student conduct, including behaviors and actions, which are established as policy by the Board of Trustees and are prohibited at Central Piedmont Community College. The Board authorizes College officials to take immediate action and/or begin disciplinary proceedings when a student or students are in violation of these rules.

1. Academic Dishonesty and Plagiarism: It is the policy of the College that students neither give nor receive assistance from other students during examinations, proctored tests, quizzes, in-class projects or activities or assignments, unless authorized by the instructor of record, or in a setting where the assignment includes other class or group participants.

   Plagiarism is prohibited. Plagiarism is defined as “intentionally or unintentionally stealing words or ideas from another person, website, article, book, or any other source, whether published or unpublished, and passing them off as one’s own in a paper, speech, oral report, exam, quiz, project, or other assignment”. All borrowed phrases, sentences, and ideas must be attributed to any sources consulted.

   The instructor of record should address academic dishonesty and/or plagiarism in a course or courses for which they are responsible by recording observations thereof. All allegations of Code violations of academic dishonesty or plagiarism observed by instructors should be reported, in writing, to the Vice President for Student Success or their designee, with a recommendation of whether “charges” or “no charges” should be brought. Sanctions associated with charges, which may be imposed by instructors at their discretion following consultation with the Vice President of Student Success or their designee, are based on the type of assignment and the content of the instructor’s syllabus, may include:

   a. Having the student repeat the assignment;

   b. Assigning a lower grade on the assignment;

   c. Assigning a “zero” on the assignment; or,
d. Assigning an “F” in the course.

2. **False Representation**: Representing the College or a student organization without written authorization, or representing an individual member of the campus community without express authorization of the individual.

3. **Violation of the terms or conditions of any disciplinary probation** imposed by the College or a sanctioning body thereof; or, non-compliance with any rule or regulation during a period of academic or disciplinary probation.

4. **Lewd or indecent conduct**: This includes public, physical or verbal actions; distribution of obscene or libelous written materials; use of profanity; or, engaging in harassment or sexual harassment.

5. **Possession and/or Consumption of Drugs, Alcohol or Other Substances**: A student shall not knowingly possess, use, sale, distribute, transmit or be under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, compound, combination or derivative, alcoholic beverage or intoxicant of any kind on any property or in any facility owned or leased by CP, including all campuses and all off-campus sites at which the College conducts programs, services or events.

   Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation, unless the student is taking the medical prescription inconsistent with the dosage prescribed by the attending physician so as to be under the influence or intoxicated. Any influence, which may be attributed to the use of drugs or of alcoholic beverages, shall not in any way limit the responsibility of the individual student for violations of this policy and the accompanying sanctions.

6. **Gambling**: CP prohibits gambling in whatever forms it takes while on campus, wagering, or games of chance, where the playing for money or material is involved.

7. **Misuse of Real or Personal Property or Equipment**: It is a violation of the Code of Conduct for any student to misuse College property, property of a member of the college community, or of a visitor to any campus. Misuse is defined as “damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction, tampering with safety or security equipment, motor vehicles, instructional equipment, technology, trespassing, providing false alarm or communicating a threat, or any use that is inconsistent with the prescribed, customary authorized or intended use”. CP also prohibits any actions taken by a student that threatens or causes injury to another student, member of the college community, or visitor involving college property. In addition to any sanctions that may be imposed or disciplinary actions taken, the student may also be
personally liable for the cost of misuse, including the payment of costs of repair or replacement costs, or the recovery of college personnel or operating costs.

8. **Mental or Physical Abuse**: CP prohibits mental or physical abuse by a student to any person of the campus community, or any visitor. Mental or physical abuse is defined as and includes verbal or physical actions that threaten bodily harm, endanger the health or safety of any person, or intimidates or coerces another. This prohibition applies to and encompasses all properties and facilities owned or leased by CP, including all campuses and off-campus sites at which the College conducts programs, services or events.

9. **Forgery**: CP prohibits the forgery, alteration, duplication, or misuse of College documents, records, computers or instruments of identification by a student with intent to deceive.

10. **Student Facility Access and Use**: CP facilities are places where students have access to credit and non-credit educational and instructional activities and receive services; where the campus community can gather for assemblies, programs and entertainment activities; and, where the public can participate in the life of the educational community and beyond. The College endeavors to make as many spaces available as practical on its campuses for use by students, college student groups, non-college students and groups sponsored by the college or college groups, subject to reasonable procedures and guidelines for establishing campus health and safety, protection of property, and orderly reservation for educational, civic and recreational use. Students and student groups must not violate federal, state or local statutes, regulations or ordinances in accessing and using College facilities. Priority use of facilities and grounds shall be given to the College, its administration, faculty and staff; and shall not disrupt the educational and administrative purposes of the college. Student use of college facilities and grounds shall not be inconsistent with prescribed, customary or authorized use; preventing, obstructing or substantially interfering with the use of a facility or portion thereof by those persons for whom or to whom the space is assigned. This includes inciting or organizing attempts to prevent student attendance at classes, participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access, ingress or egress to College facilities or grounds; which is harmful, obstructive or disruptive to the educational process or institutional functions of the college, is prohibited.

11. **Fireworks or incendiary devises**: Possession or use of an incendiary device or explosive except, in connection with a College approved or sponsored activity, by any student is prohibited.

12. **Illegal or unauthorized possession of harmful or dangerous items**: The unauthorized possession or use of any of the following items by a student is prohibited on the College’s campuses, facilities or grounds:

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a. Firearms, consistent with N.C.G.S 14-269.2;

b. Any other object, visible or concealed, that is or could be used to inflict serious bodily injury to any person. This includes but is not limited to the possession of bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass metallic knuckles, clubs, batons;

c. Dangerous chemicals or biological agents; or,

d. Any dynamite cartridge, bomb, grenade, mine or powerful device defined in N.C.G.S. 12-28.

With the approval of the College President, exceptions may be made for item "a." for educational or security purposes by faculty, staff or public safety only.

13. Fire Alarm, Public Safety, or Notification Device: No student shall intentionally sound or tamper with a fire alarm without cause, improperly use fire prevention equipment, set fires on campus without proper authorization, fail to evacuate a building or grounds during an alarm or public notification, or tamper with a public alert or notification device, such as a "call box", camera, or speaker system.

14. Failure to Comply: A student shall comply with instructions and directives of College officials and campus public safety officers acting in performance of their duties, and shall further identify themselves to these persons when requested to do so.

15. Use of Technology: Student users of college technology property, including computers, computing technology, equipment, software and college networks shall do so in compliance with the College’s Technology, Electronic Communications, Voice Mail, and/or Network Policies.

16. Tobacco: The College prohibits the use of and tobacco products on any CP campus, including cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes, or any other items containing or reasonably resembling tobacco or tobacco products.

17. Violation of Criminal or Civil Law and the Student Code of Conduct: CP may pursue disciplinary action against a student who is charged with a violation of criminal or civil law. Proceedings under the Code of Student Conduct may be carried out prior to, simultaneously with, or following criminal or civil proceedings that are conducted off-campus. Determinations made or sanctions imposed under this Code shall not be subject to challenge or change on the grounds that the criminal charges have been dismissed, reduced, deferred, or
because of any particular result of civil actions arising from the incident. When a student is charged by federal, state or local authorities with a violation of law, CP will not request or agree to special consideration for that student because of their status as a student.

C. Financial Obligations and Business Relationships: The College and the student enter into a business relationship when the student enrolls and incurs financial obligations to the College in the form of required tuition and registration fees, books, college-imposed fees, college-based loans or scholarships, federal or state administered financial aid, insurances, uniforms, supplies and materials. The College assumes no responsibility for, nor will it act in behalf of, privately incurred debts or obligations involving students in relationships with third parties or sponsorships outside the College. The College prohibits failure to pay required tuition and registration fees, College imposed fees or fines, failure to repay college-based loans or scholarships, the passing of worthless checks, or fraudulent actions when transacting college business.

The College will take the following action in instances wherein the student fails to honor the business relationship with and financial obligations to the College:

Diplomas, grades, transcripts or records, letters of honorable dismissal, permission to register for succeeding semesters or to attend class or participation in graduation exercises will be withheld from students who have outstanding debts to the College, or who have not made arranged with the Business Office for the discharge of such responsibilities, including:

a. The payment of costs to repair or replacement costs and/or the recovery of college personnel or operating costs for damages to College property by the student(s) responsible for such damage; or,

b. The payment of charges, fees, defaulted payments, Pell Grant or other financial aid overpayments and fines owed for violations of the College’s student parking and traffic regulations are viewed as debts to the College.

IV. Disciplinary Sanctions

Illegal activities on or off College premises or failure to meet standards of conduct acceptable to the College while on its premises may result in appropriate sanctions, including disciplinary suspension and expulsion.

See Conduct of Students Procedures

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4.01 DRUG-FREE COLLEGE AND WORKPLACE POLICY

I. Definitions

A. “Drugs” referred to under this policy include alcoholic beverages, all illegal drugs as defined in the N.C. Controlled Substance Examination Regulation Act [Article 20 of Chapter 95 of the N.C. G.S.] and misused legal drugs, both prescription and over-the-counter.

B. College premises: Any property owned or leased by, or in the control of the College, used for official activities provided or sponsored by the institution, in the conduct of any instructional, administrative, or performance functions and events.

II. Rule

The purpose of the Drug-Free College and Workplace Policy is to maintain a safe and productive teaching and learning environment. The abuse of controlled substances is inconsistent with the behavior expected of students and employees, subjects all employees and visitors to College facilities to unacceptable health and safety risks and consequences, and undermines CP's ability to operate effectively and efficiently. Therefore, the unlawful manufacture, distribution, dispensation, consumption, possession, sale, or use of a controlled substance in the workplace or while engaged in Central Piedmont Community College business off premises is strictly prohibited. Therefore, it is the intent of this policy to enforce and in compliance with the Drug-Free Workplace Act of 1988; the Safe and Drug-Free Schools and Communities Act/Drug-Free Schools and Campuses Regulations (Edgar Part 86); N.C. Administrative Code Title 13, Chapter 20; and the N.C. Controlled Substance Examination Regulation Act.

III. Policy

This policy applies to all students and employees, regardless of enrollment or employment status, all applicants for enrollment or employment, and all visitors to any of the College's campuses. This policy applies during all working hours, during lunch or other break periods, while operating College owned vehicles or equipment on College premises, or any hour during which a non-College employee is on any College campus.

A. All students are expected to attend classes, labs, and College activities unhindered by the effects of drugs.

B. Whenever students or employees are in class or working, are operating any College vehicle, are present on the College premises or are conducting college-related work offsite, they are prohibited from:

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1. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug, including possession of drug paraphernalia;

2. Being under the influence of alcohol or an illegal drug as defined in this policy;

3. Possessing or consuming alcohol; or,

4. Distributing or selling prescription drugs.

The presence of any detectable amount of any illegal drug or legally controlled substance in an employee's body system, while performing college business or while in a college facility, is prohibited.

Central Piedmont Community College will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. It is the employees' responsibility to use appropriate personnel procedures and options (sick leave, notifying Supervisor, etc.) if any use of legally prescribed drugs or medications presents a safety risk to themselves or any other employee or student at the College. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if requested.

C. The College will maintain a drug-free awareness program for employees and students. Employees and students are expected to work together to maintain a drug-free teaching and learning environment.

D. Any student who violates this policy is subject to disciplinary action in accordance with 4.00 “Conduct of Students”.

IV. Student Use of Legal Prescription and Over-the-Counter Drugs

A. Student use of prescription and over-the-counter drugs is not prohibited when taken in standard dosage or according to a physician's prescription.

B. Students who take legal prescription and over-the-counter drugs must determine whether the drug may interfere with the safety of themselves or others on campus. It is the student's responsibility to communicate with appropriate College personnel if his or her use of legal drugs presents a safety risk.

C. The illegal or unauthorized use, intentional misuse, abuse, or distribution of prescription or over-the-counter drugs by students is prohibited.
V. Drug-Free Awareness Program

A. Central Piedmont Community College maintains a Drug-Free Awareness program in compliance with the Safe and Drug-Free Schools and Communities Act/Drug-Free Schools and Campuses Regulations (Edgar Part 86).

B. Educational materials, programs, and other resources are available through Student Life, Counseling Services, and Human Resources. Confidentiality is maintained.

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4.02 STUDENT RECORDS (Transcripts)

See version history

Rules

A. Definition of Term "Educational Records"

Central Piedmont Community College, in accordance with the North Carolina Community College System's Standard Records Retention and Disposition Schedule, defines a student's permanent record as his or her transcript and follows the schedule established by the State in the disposal of other documents.

Educational records as defined under the provisions of the Family Educational Rights and Privacy Act of 1974 include files, documents, and other materials which contain information directly related to students and which are maintained by an educational institution or by an authority on behalf of the institution. The term "educational record," under the provisions of the law, does not include the following:

1. Records of institutional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the above named personnel;

2. Records and documents of security officers of the institution which are kept apart from such educational records;

3. Records on students which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professional or paraprofessional acting in his/her official capacity and which are made, maintained, or used only in connection with a provision for treatment for the student and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of a given student's choice;
4. Financial records of the parents of the students or other information therein contained;

5. Confidential recommendations if a given student has signed a waiver of the student's rights of access, provided such a waiver may not be required of the student; and

6. Confidential letters or statements of recommendation which were placed in educational records prior to January 1, 1975, if such records or statements are not used for purposes other than those for which they were specifically intended.

B. Control Provisions on Student Records and Student Information

1. Transcripts and other information are released only with written permission of the student. When information other than the transcript is released from the student's official record (Office of Student Records), the student will receive a copy of the release.

2. Students have the right to inspect their own records whether recorded in hard copy form or recorded in the form of magnetic disks, microfilm, or other media. Upon inspection of their records, students are entitled to an explanation of any information contained in their records.

3. The official student file shall not be sent outside official custodial areas (e.g., Counseling, Records, Admissions, and Veterans Affairs) except in circumstances specifically authorized by the appropriate dean. The authorization for such special circumstances must be in writing.

C. Release of a Student's Educational Records to Educational Institutions, State, and Federal Agencies

1. Such requests for confidential information shall not be honored without proper written consent by the student for the release of such records except under conditions indicated in paragraphs 2 and 5 below.

   a. The written consent must specify the records or the specific data to be released, to whom they are to be released, and the reasons for release.

   b. Each request for consent must be specific, and each request must be handled separately.

2. Requests for confidential information will be honored without prior consent of the student in connection with an emergency if, in the view of a reasonable person, the knowledge of such information by appropriate persons is necessary to protect the health or safety of the student or other persons. However, such a release shall have the approval of the Dean for Admissions, Registration, Records, and Graduation unless it can be shown that under the circumstances either time would not permit or no authorized administrator was available.

3. The following "Directory Information" may be made available to the public by the College unless students notify the Dean for Admissions, Registration, Records, and Graduation in writing by the third week of the term that such information is not to be made available:

   a. Student's name and hometown;

   b. Major field of study or program;
c. Dates of attendance, degrees, diplomas, or awards received;

4. The college designates the following student information as "limited-use directory information":

Photographs, videos, or other media containing a student's image or likeness

As designated limited-use directory data, this information will not be provided to external parties not affiliated with the college. Use and disclosure of this information shall be limited to (a) publication on websites hosted by, on behalf of, or for the benefit of the college, including social media sites; (b) publication in print, broadcast, digital and/or other media for purposes including but not limited to college marketing, public relations, outreach, and press releases; at college events including but not limited to college fairs and open houses, student organization activities, campus atmosphere, etc. (c) college officials who have access, consistent with FERPA, to such information and only in conjunction with a legitimate educational interest; and (d) external parties affiliated or associated with the college, including official third party vendors, and partner institutions and organizations. Students who choose to opt-out must notify, in writing, the Dean of Admissions, Records, Registration, and Graduation by the third week of the term that such limited-directory information is not to be used.

Any release of student information for public use or use by the media except that designated above (Part C. 3, 4.) must have prior written approval by the students involved. 5. Disclosure to Government Agencies

Properly identified and authorized representatives of or bona fide written requests from the Comptroller General of the United States; an administrative head of a federal health, education, or human services agency; or state educational authorities may have access to student or other records which may be necessary in connection with the audit and evaluation of federal or state-supported educational programs or in connection with the enforcement of the federal or legal requirements which relate to such programs. Routine requests for student data from such agencies as OEO, research agencies, and state reporting agencies may be honored without prior approval of the student only in formats where students are not identified.

6. Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.

7. Confidential information requested by other than federal or state agencies as specified in Part C. 5. above will be released only under the following conditions:

a. An official order of a court of competent jurisdiction, or

b. Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)
8. Record of Who Has Access

A record of access to the official student file will be maintained within the file itself. This record will show the name, address, date, and purpose of the person who has been granted access. All persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

II. Procedure for Student Review and Appeal of Content of Official Student Record

A. Students have the right to review their official records maintained by the College. Furthermore, students may question any inaccurate or misleading information and request correction or deletion of such data from their files.

B. All such requests will be sent to the Dean for Admissions, Registration, Records, and Graduation and will become part of that student's file.

C. All requests for correction of a student file will be acted upon within 45 work days of receipt of the request. If the custodian can verify that such data are, in fact, in error, appropriate corrections will be made, and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an Ad Hoc Hearing Committee appointed by the Vice President for Student Affairs.

D. After a student has had the opportunity to present the case to the hearing committee, the committee will render a decision in writing, stating the reasons for its decision. If the decision is in agreement with the student's request, the student will be permitted to review the file to verify that the change has been made correctly. If the student's request is denied, the student will be permitted to add a statement to the record in question, showing the basis for the disagreement with the denial. Such additions will become a permanent part of the record.

III. Regulations

A. Central Piedmont Community College, in the fulfillment of its responsibilities to students, must maintain accurate and confidential student records. The College staff must recognize the rights of students to have access to their academic and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

B. Students' records are their own property; therefore, this information is released only when a student signs a Student Information Release Authorization form. Students may have copies of their transcripts sent to any institutions or individuals they choose or may order copies for their own use. The College charges a nominal amount for copies of transcripts.

C. The rules and regulations on access to and release of student information will be made available to students, faculty, and staff. This information will be placed in the Student Handbook and will specify the procedures for release of student information, student access to records, a description of all student records being maintained by the College, and the procedure for students to initiate a hearing to challenge accuracy of educational records.

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4.03 TUITION RESIDENCY REQUIREMENTS AND STATE FINANCIAL AID POLICY

Policy

Specific requirements for establishing residency for tuition purposes and for eligibility for State financial aid are prescribed by State law. Central Piedmont adheres to these specific requirements in its determination of qualification for residency for tuition purposes. Under the laws of the State of North Carolina, to qualify for in-state residency for tuition purposes an individual must meet all of the following conditions:

- Have established legal residence, known as domicile, in the State of North Carolina; and,
- Have maintained that domicile for at least twelve (12) consecutive months before the beginning on an academic term; and,
- Have a residentiary presence in the State; and,
- Intend to make North Carolina a permanent home indefinitely, rather than being in North Carolina solely to attend College.

All other students are ineligible for classification as a North Carolina resident for in-state tuition purposes, will be charged out-of-state tuition, and will not be given consideration for State-sponsored financial aid unless they meet limited exceptions granted by the North Carolina General Assembly.

See Tuition Residency and State Financial Aid Procedures and Processes

Approved 05/06/2020

4.04 FRATERNITIES AND SORORITIES POLICY

I. Policy

Fraternities, sororities, or clubs that are singularly social in purpose, require invitation for membership, and/or operate in secrecy will not be recognized or sanctioned by Central Piedmont Community College.

The College will consider for recognition and approval, and encourage the formation of, professional or scholarly organizations and service clubs dedicated to the development and advancement of its students, and to the enhancement of the College and its programs and services. Consideration for recognition and approval is contingent upon membership that is open to all students, and that the entity meets the criteria for recognition. The College will not tolerate
exclusion of any student from membership on the basis of race, religion, national origin, disability, age, veteran status, sexual orientation or gender, except where allowed by law.

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**4.05 STUDENT PARKING POLICY**

**Policy**

The policies regarding the use of streets, roads, alleys, driveways, and parking lots of the College, as established in Section 2.02 “Parking Policies and Procedures”, are applicable to students enrolled at Central Piedmont Community College. Accompanying procedures are applied consistent with Chapters 20 and 115D-21 of the North Carolina General Statutes. This policy is intended to maintain College parking spaces and lots for the benefit of students on every campus and at each facility owned, operated or leased by Central Piedmont. The College will enforce parking regulations and procedures to ensure that all permitted and authorized student vehicles have maximum access to suitable parking on and adjacent to campus properties.

See Student Parking Procedures

Approved 05/06/2020

**4.06 TUITION AND REGISTRATION FEE REFUNDS POLICY**

**Policy**

Curriculum tuition and Continuing Education registration fees refund policy is governed by the State Board of Community Colleges. State Board Code Section 1E 900 provides instruction and guidance as to how refunds shall be determined and administered. It is the policy of Central Piedmont Community College to adhere to the policies established by the State Board in Code, as amended from time-to-time.

See Tuition and Registration Fee Refunds Procedure

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4.07 GRIEVANCE POLICY FOR STUDENTS

I. Definition

A grievance is a student allegation that a College decision or action is either discriminatory or has a negative effect on the student's status at the College.

II. Policy

Any student may request a review of a College decision or action alleged to be discriminatory or to have a negative effect on the student's status at Central Piedmont Community College. However, in accordance with 4.16 Sexual Misconduct Policy, some forms of harassment may also violate the College’s policy against Sexual Misconduct under Title IX. When a report of harassment is received, the Title IX coordinator will determine whether it shall proceed under this policy or the Sexual Misconduct Policies and Procedures.

A. If the decision or action is alleged to be discriminatory, the student should refer to 4.10 Discrimination and Harassment Policy.

B. If the decision or action concerns a course grade, the student should follow the College procedures.

C. If the decision or action is about any other matter, the student should also follow the grievance procedures in the procedure manual.

See Grievance Process and Procedures for Students

Approved 05/06/2020

4.08 STUDENT ACADEMIC INTEGRITY POLICY

I. Policy

The purpose of the Central Piedmont Student Academic Integrity Policy is to support the continued growth and development of a strong academic community, based on the principles of academic honesty and integrity.

Although the commitment to maintaining and enforcing high standards of academic honesty and integrity at Central Piedmont rests with all members of the College community, faculty members in particular are charged with taking measures to preserve, transmit, and model those standards through example in their own academic pursuits and in the learning environment which they create for their students. As members of the College's academic community, students are equally
obligated to take an active role in the preservation of the standards of academic honesty and integrity, and encourage others to respect those standards.

It is the expectation of the College that students maintain absolute integrity and high standards of individual honor in their academic work. Conduct that violates the standards of academic honesty and integrity and is subject to disciplinary action. Actions may include, but are not limited to:

- Cheating;
- Fabrication and falsification;
- Plagiarism;
- Abuse of academic materials;
- Corruption of software, technology or hardware; and,
- Complicity in academic dishonesty.

Students are expected not to give or receive help during tests, examinations, clinical reviews, assignments, or projects in a class setting, unless authorized by the faculty member of record.

Any student who violates the Central Piedmont Student Academic Integrity Policy is subject to academic disciplinary action. Such action may include, but is not limited to, entry of the incident in the records of the Office of Student Conduct and Civility, reduced grades, dismissal from College classes, programs, and activities, academic probation, dismissal from the College, or other serious sanction.

II. Definitions

A. **Cheating**: The intentional use or attempt to use unauthorized materials, information, notes, study aids or other devices in any academic exercise, including the unauthorized communication of information during an academic exercise.

B. **Fabrication and falsification**: The intentional and unauthorized invention or alteration of any information or citation in an academic exercise. Fabrication is a matter of inventing or counterfeiting information for use in any academic exercise. Falsification is a matter of altering information.

C. **Plagiarism**: The intentional or knowing presentation of the work of another individual without proper acknowledgment of the source. It includes stealing words or ideas from another person, website, article, book, or any other source, and representing them as one’s own in a paper, speech, oral report, exam, quiz, project or other media. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.

D. **Abuse of Academic Materials**: Making inaccessible, destroying, or stealing library or other academic resource material, including computer software or equipment. Violations may be referred to civil authorities for prosecution under the law.
E. *Corruption of Software, Technology or Hardware*: Rendering ineffective or inaccessible, or destroying computer software and/or databases, operating systems, or equipment through the installation of a computer virus or by other means.

F. *Complicity in Academic Dishonesty*: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty, including but not limited to cheating, fabrication, falsification, or plagiarism.

III. Regulations

A. Violations of standards of academic honesty and integrity, and repeated or aggravated violations of those standards, may result in dismissal, disciplinary suspension, or the imposition of lesser penalties, as appropriate.

B. Faculty members, College administrators, librarians, lab personnel, counselors, or other personnel noticing infractions of the standards of academic honesty and integrity may be responsible for instituting disciplinary procedures in response to those violations. The penalties that may be assessed include, but are not limited to, any of the following:

1. A formal written warning.
2. A reduced grade (including F) for the assignment.
3. A reduced grade (including F) for the course.
4. Dismissal from class for the remainder of the term.
5. Placing a record of the incident in the Office of Student Conduct and Civility.
6. Being placed on academic probation
7. Being placed on academic suspension
8. Referring violations to civil authorities for prosecution under the law.

C. In cases where the act of academic dishonesty is particularly flagrant, having import beyond the specific course in which the violation occurred, or when there is a pattern of dishonesty which appears to be undeterred by imposing lesser penalties, a College faculty or staff member may institute proceedings leading to disciplinary suspension from the College. The faculty or staff member, through his/her immediate supervisor, may request in writing from the Office of Student Conduct and Civility, that disciplinary suspension proceedings be initiated. The request should include a description of the dishonest acts and any available documentation. The College regulations in effect at that time for Disciplinary Suspension and Due Process will be followed.

D. The following factors are considered in all determinations of penalty:

1. The nature and seriousness of the offense;
2. The injury or damage resulting from the misconduct;
3. The student's motivation at the time of the violation;
4. The student's prior disciplinary record, if any; and,
5. The student's attitude and demeanor subsequent to the violation.

IV. Academic Integrity Appeal

Other than disciplinary suspension, a student wishing to appeal an academic integrity decision that affects his/her status at the College should first appeal to the College faculty or staff member making the decision. If the student is not satisfied after making their appeal to the faculty or staff member, an appeal should be made to the appropriate supervisor or curriculum division director. If not satisfied by the decision at the director level, the student should appeal to the appropriate Dean. Failing to receive satisfaction at that level, the student is authorized to appeal to the appropriate Vice President. The decision of the Vice President is final.

Approved 05/06/2020

4.09 CRIME AWARENESS AND CAMPUS SECURITY POLICY

Policy

Central Piedmont Community College seeks to promote a teaching and learning environment that is safe for all students, faculty, staff, and visitors while on College premises. Contributing to the safety of the teaching and learning environment are rules for safety within facilities and across all campuses and locations under the control of the College. While a complete list of Campus Security resources and services can be found at:

https://www.cpcc.edu/about-central-piedmont/administrative-offices/college-security-services

See Crime Awareness and Campus Security Guidelines and Processes

Approved 05/06/2020
4.10 DISCRIMINATION AND HARASSMENT POLICY

I. Definitions

A. **Discrimination:** Any adverse action taken or impact imposed on any employee or student, based upon any classification protected in Policy 1.00 The Equal Opportunity Program, including race, color, national origin, religion, gender, sexual orientation, disability, age, genetic information, political affiliation, or any other legally protected classification. Discrimination includes access by employees and students to any applicable facilities, benefits, and programs or services offered by the College. Discrimination also includes any actions deemed to violate Titles VI and VII of the Civil Rights Act of 1964 and 1991; Title IX of the Education Amendments Act of 1972; the Age Discrimination Act of 1967; the Vocational and Rehabilitation Act of 1973; the Americans with Disabilities of 1990; the Family Medical Leave Act of 1993, all as amended, or any other federal, state or local law or ordinance.

B. **Hostile Environment:** Any unwelcomed conduct which is severe or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating, hostile, or abusive, when such conduct is unwelcomed. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, name calling, unwanted touching, physical assaults, threats, intimidation, ridicule, mockery, insults, offensive objects or pictures, or interference with work or education. Petty slights, annoyances, or environments created by something other than illegal discrimination shall not rise to the level of a hostile environment.

A. **Harassment:** Any behavior by an individual that improperly singles out, stigmatizes, or victimizes an employee or student to the employee's or student's detriment because of any protected classification under Policy 1.00 Equal Opportunity Program. Harassment may include any of the following:

1. Actions by any employee, including a supervisor, which result in the creation of a hostile or offensive working environment;

2. Certain improper actions between an employee and a student at any time;

3. Certain improper actions between students while such students are on college property or participating in college-sponsored activities. Harassment includes, but is not limited to, sexual and verbal harassment. Similar conduct that is directed toward a student shall also violate this policy.

The definition of harassment incorporated herein is not intended to and does not limit employees and students from reasonably and legally speaking to, discussing, presenting, teaching, assigning, and/or testing upon any material and subject that may or may not be considered controversial, including but not limited to, racism, evolution, and humanism,
and it does not proscribe reasonable and relevant criticism pertaining to the performance of employees or students.

D. Sexual Harassment: A deliberate, unsolicited and unwelcomed sexual advance, request for sexual favors, and other unwelcomed verbal or physical conduct of a sexual nature by an employee or student, when:

1. Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic standing, instruction or education;

2. Submission to or rejection of such conduct by an individual is used as the basis for evaluation in making employment or academic decisions affecting the individual; and/or,

3. Such conduct is sufficiently severe and pervasive to a reasonable person that it interferes with an individual's employment, academic performance, or living conditions by creating an intimidating, hostile or demeaning environment.

Verbal expression constitutes harassment when it:

1. Is intended to insult or stigmatize an individual or a small number of individuals on the basis of any protected classification;

2. Is addressed directly to the individual or individuals whom it insults or stigmatizes;

3. Makes use of fighting words, which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of any protected classification; and,

4. Conveys a threat of violence, or is likely to provoke immediate physical retaliation.

II. Policy

It is the policy of Central Piedmont Community College to establish, promote and maintain an environment in which employees may work and students can fully reap the benefits of education, training and support, free from discrimination, harassment, sexual harassment or hostility. All members of the campus community are expected to conduct themselves in a manner that contributes to such an environment. No form of discrimination, sexual or other harassment or hostility will be tolerated. Given the College’s zero tolerance policy, employees and students are encouraged to bring forth claims of such acts of misconduct, without fear of retaliation or retribution, in a manner consistent with reporting procedures.

This policy shall be fully applied in the settings, activities, and circumstances, as follow:

a. On any campus or property controlled by the college;
b. During any college-sponsored program or activity, including those programs or activities which occur on property owned or controlled by the college;

c. When the effects of the conduct could have a discriminatory effect on the college, its faculty, staff, employees, sub-contractors, vendors, or visitors;

d. In incidents when both the complainant and alleged violator are identified in one of the above roles, regardless of the location of the incident giving rise to a complaint; and/or,

e. For conduct that is likely to have a substantial adverse effect on, pose a threat to, or cause a detriment in the work or learning environment.

III. Disciplinary Action

Central Piedmont Community College will not tolerate discrimination, harassment nor hostility, nor will it tolerate any form of retaliation against any employee or student who has brought legitimate concerns to management, to regulatory agencies, or to individuals who participated in the investigation or resolution of such concerns.

Disciplinary action will be taken according to the College's disciplinary procedures. While disciplinary action taken against an employee subject to a complaint of discrimination, harassment, or hostility may be the subject of a grievance under Policy 1.30 Conflict Resolution and Grievance Process Policy, the results of the Executive Director’s investigatory conclusions, or lack of conclusions, shall not be subject to the grievance process.

See Discrimination and Harassment Procedures

Approved 05/06/2020

4.11 IMPROPER SEXUAL OR ROMANTIC RELATIONSHIPS POLICY

I. Purpose

Central Piedmont Community College employees are supported in carrying out the mission of the College through an atmosphere of professionalism, academic integrity, trust, and respect. This atmosphere is diminished when those in positions of power abuse their power, or when relationships occur outside of the administrative or instructional context. Actions of faculty members, supervising administrators, other employees, or students which harm the College's atmosphere of trust and respect undermine professionalism, damage the academic integrity of the College, and hinder the fulfillment of the College's educational mission.
It is also true that improper, amorous or sexual relationships can cloud judgement and create expectations between and beyond the parties involved. Concerns about a lack of professional judgement around evaluations, giving undue advantage, objectivity, professional or educational recommendations, conflict of interest and other decision-making activities cause conflict beyond the relationship that spills over to the classroom and/or workplace. Further, voluntary consent of actions is difficult to establish viz expectations when power is exerted over another, when sexual favors are implied or granted, or when one obtains inappropriate benefits contingent upon an amorous relationship.

Relationships between faculty members and students, and between supervising administrators and employees they advise, counsel, supervise, or evaluate, impose a special burden of responsibility and accountability. The same is true for clerical, support, maintenance, technical/paraprofessional, and professional staff, students, and administrators when acting in an advisory, counseling, instructional, supervisory, or evaluative role with respect to students or employees. There are substantial risks for faculty members engaging in sexual, amorous or romantic relationships with students they teach; or, in the case of supervising administrators with employees they supervise or evaluate.

II. Definitions

A. **Faculty Member**: Any person employed by, or whose activities are supervised by, the College and who engages in advisory, counseling, instructional, or evaluative activities relative to any student who is enrolled in a course or program taught by that individual, or whose academic work is being supervised or evaluated by that individual. Students and non-faculty employees, when performing official College advisory, counseling, instructional, or evaluative roles with respect to students, are considered faculty for the purpose of this policy.

B. **Supervising Administrator**: All individuals who have responsibility for specific employees and their activities and who are classified as management. These specifically include the president, vice presidents, deans, managers, division directors, supervising administrators, coordinators, and all other supervisors. Non-administrative and classified employees, when performing assigned advisory, counseling, supervisory, or evaluative roles with respect to other employees, are considered supervising administrators for the purpose of this policy.

C. **Improper Sexual, Amorous or Romantic Relationships**: Any sexual, amorous or romantic relationship between a faculty member or employee who engages in advisory, counseling, instructional, or evaluative activities; and, any student who is enrolled in a course or program taught by that person, or whose academic work is being supervised or evaluated by that person; any sexual, amorous or romantic relationship between a supervising administrator and someone the supervising administrator advises, counsels, evaluates, or directly or indirectly supervises in any way; and any sexual, amorous or romantic relationship between any College employee and any student or employee.
III. Policy

No faculty member or supervising administrator shall initiate, pursue, or be involved in an improper sexual, amorous or romantic relationship with any employee or student who is advised, counseled, evaluated by, or supervised directly or indirectly, or whose job performance is reviewed or evaluated by that person. The same is true for clerical, support, maintenance, technical, paraprofessional, and professional staff, students, and administrators when acting in an advisory, counseling, instructional, supervisory, or evaluative role with respect to students or employees supervised directly or indirectly by that person. However, in accordance with 4.16 Sexual Misconduct Policy, some forms of harassment may also violate the College’s policy against Sexual Misconduct under Title IX. When a report of harassment is received, the Title IX coordinator will determine whether it shall proceed under this policy or the Sexual Misconduct Policies and Procedures.

Friendships or mentoring relationships are not affected by this policy, nor is it the intent of this policy that such non-romantic relationships be discouraged or limited in any way. Marital relationships are covered under the College’s policy concerning “Employment of Relatives”.

IV. Disciplinary Action

CPCC will not tolerate improper sexual, amorous or romantic relationships, nor will it tolerate any form of retaliation against any employee or student who has brought good faith concerns to the attention of the College or who has properly participated in the investigation or resolution of such concerns. A faculty member, supervising administrator, or other employee acting in an advisory, counseling, supervisory, or evaluative role with respect to employees or students who is involved in any retaliatory activity will be deemed to have engaged in serious misconduct as defined in Central Piedmont Policies and will be subject to discipline up to and including dismissal. While disciplinary action taken against an employee or faculty member as a result of a complaint may be the subject of a grievance under Policy 1.30 Conflict Resolution and Grievance Process, the Executive Director’s investigatory conclusions, or lack of conclusions, shall not be subject to the grievance process.

The College recognizes that romantic relationships may develop between employees or faculty members that, if undisclosed, would lead to situations in violation of this policy. In such circumstances the College encourages the employees or faculty members involved in such a relationship to disclose its existence to the Executive Director and the Director of Human Resources or designee. In circumstances where such early, voluntary disclosure is made, the College has the option of waiving the investigation and disciplinary procedures contained in this policy and addressing the new relationship through other means, including reassignment. While no right of reassignment or continuing employment of one or both parties to the relationship is guaranteed, the College will, when appropriate, seek a resolution where no violation of this policy would result. This option is not available in the event of any improper sexual or romantic relationship involving a student.
See Improper Sexual or Romantic Relationships Procedure

Approved 05/06/2020

4.12 ACCOMMODATION REQUESTS FOR PERSONS WITH DISABILITIES POLICY

I. Policy

Central Piedmont Community College will provide reasonable accommodation to qualified individuals to participate in an academic activity safely and effectively as required by the regulations of Section 503 and 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act (ADA).

II. Definitions

A. **Qualified Individual**: An individual who meets the skill, experience, education, other academic-related requirements of a position or activity, and who, with or without reasonable accommodation, can perform the essential functions of the course of study or participate in associated activities. An individual who poses a significant health or safety risk to him/herself or others will not be "qualified" if reasonable modification to the College's policies, practices, or procedures will not eliminate that risk.

B. **Person with a Disability**: An individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record or history of a physical or mental impairment; or is regarded as having a substantially limiting physical or mental impairment.

C. **Reasonable Accommodation and Auxiliary Aids**: A reasonable accommodation for students is any modification or adjustment to a facility or an academic program of study, course, or activity that provides an equal opportunity to participate in such academic program of study, course, or activity.

III. Regulations

The Office of Disability Services (ODS) works to ensure students with disabilities have equal access to College courses, programs, services and activities. Students are responsible for knowing and following College policies and procedures. Students who request accommodations and/or adjustments due to a disability are also responsible for following the policies and procedures of the ODS. The following serve as guidance for student and College rights and responsibilities:
A. Student Rights and Responsibilities

1. Rights

The student can expect:

a. Reasonable accommodations according to disability, based on the information provided on a disclosure form requesting accommodations, and supporting documentation.

b. Equitable access to educational opportunities and activities provided by the College.

c. Equitable and fair treatment.

d. Confidentiality in matters of their documentation and educational record.

e. Self-determination of who will receive student released disability-related materials and information within and outside the university.

f. Opportunity to file a grievance with the ODS and receive a prompt and equitable resolution in accordance with the Grievance Procedure.

g. All other rights and privileges available to other students.

2. Responsibilities

The student’s responsibilities include:

a. Requesting in writing accommodations and auxiliary aids in a timely manner from the ODS.

b. Demonstrating appropriate and responsible levels of self-help in obtaining and arranging for accommodations or auxiliary aids.

c. Obtaining and providing to the ODS appropriate documentation. This includes participating in additional evaluations if documentation is insufficient to determine eligibility, or if requested accommodations are not supported in the submitted documentation.

d. Collaborating with ODS staff to determine reasonable accommodations.

e. Requesting and picking up Documentation of Accommodation (DOA) forms from the ODS, meeting with instructors to share DOA’s, and providing any additional information the student deems appropriate.
f. Actively participating in the interactive process to ensure reasonable accommodations by communicating in a timely manner about accommodation requests, difficulties or concerns.

g. Self-advocating for access and self-monitoring their progress.

h. Keeping documentation, disclosure and contact information up-to-date with the ODA’s and/or the Office of the Registrar.

i. Making disclosure of a disability, impairment, condition, or limitation to an individual instructor, program, department, or any entity is not considered an official notification to the College, nor an official request for reasonable accommodations.

B. College Rights and Responsibilities

1. Rights

   The College may:

   a. Require students to meet with staff members.

   b. Require appropriate supporting documentation of a disability.

   c. Deny requested accommodations based on the timeliness and reasonableness of the request; the adequacy or inadequacy of the documentation on file at the time of the request; or when the requested accommodation is deemed to fundamentally alter a College course, program, service or activity.

2. Responsibilities

   The College will:

   a. Work with students to determine necessary accommodations on a case-by-case basis.

   b. Respond to students' requests for services and recommending reasonable accommodations.

   c. Ensure that appropriate accommodations and aids or services are available to the student in a timely manner.
d. Bear the cost of any accommodation that does not result in fundamental alteration in program requirements, does not pose undo financial burden on the College, and is not considered a personal aid/aid, device or service.

e. Assist students in developing self-advocacy skills.

f. Act as a mediator and advocating for students when appropriate.

g. Maintain student confidentiality.

h. Refer students to appropriate campus or community resources and/or supports.

See Accommodation Requests for Persons with Disabilities Procedures

Approved 05/06/2020

4.13 PREVENTION OF VIOLENCE IN THE WORKPLACE AND LEARNING ENVIRONMENT POLICY

I. Definitions

A. **Workplace Violence**: Includes, but is not limited to, intimidation, communicating threats, physical attack, property damage, harassment, or conduct which interferes with an employee's ability to perform in the workplace or a student's opportunity attend class or study in the College learning environment.

B. **Intimidation**: Includes, but is not limited to stalking, bullying, or engaging in actions intended to frighten, coerce, or induce duress or fear.

C. **Threat**: The expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

D. **Physical Attack**: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.

E. **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and, where the existence of such a relationship shall be determined based on a consideration of factors pursuant to Section 40002(a) of the Violence Against Women Act of 1994 (Section 40002(a)).
F. Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse, intimate partner, or significant other of the victim, pursuant to Section 40002(a).

G. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, the safety of others, or suffer substantial emotional distress pursuant to Section 40002(a).

H. Property Damage: Intentional damage to property owned by the State, College, employees, students, visitors, or vendors.

I. Sexual Misconduct: Any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual Misconduct includes, but is not limited to Dating Violence, Domestic Violence, Non-forcible Sex Acts, Sexual Assault, Sexual Exploitation, Sexual Harassment, and Stalking. The college encourages reporting of all Sexual Misconduct.

II. Rule

Central Piedmont Community College seeks to promote a working, teaching, and learning environment that is safe and healthy for all employees, students, and visitors while on College premises, while performing College business, or while participating in College-sponsored activities. In doing so, the College complies with and supports the Federal Occupational Safety and Health Act of 1970, the Crime Awareness and Campus Security Act of 1990, the Jeanne Cleary Campus Security Act (Cleary Act), Title IX of the Higher Education Act, and the Violence Against Women Reauthorization Act of 2013 (VAWA).

III. Policy

Central Piedmont Community College prohibits any form of violence in the workplace that threatens the safety of employees and students and seeks to provide a sound learning environment for students. In keeping with the spirit and intent of this policy, and to ensure that the College's objectives in this regard are attained, it is the commitment of the College to take prompt remedial action against any employee who engages in threatening behavior or acts of violence.

The College uses management tools, including mediation, discipline, and dismissal policies, as well as the Employee Assistance Program, the Student Code of Conduct, and the Central Piedmont Care Team, to promote a workplace and learning environment that is free of violence and provides reasonable protection for employees and students.

See Prevention of Violence in the Workplace and Learning Environment Procedures

Approved 05/06/2020
4.14 INTELLECTUAL PROPERTY POLICY

I. Policy

Central Piedmont Community College encourages its faculty and staff to be creative and productive in the course of their duties and responsibilities to educate students and operate the institution. Such creativity may, from time-to-time, result in scholarly work or innovations that may be considered intellectual property. The College acknowledges that ownership rights associated with intellectual property requires all faculty, staff and students to adhere to applicable state and federal laws. Intellectual property is protected by copyright, trademark and/or patent law. The policy defines and protects ownership rights in Intellectual Property created by all Covered Individuals independently or with the support of the College.

II. Definitions

A.Intellectual Property: All intellectual and creative works that can be copyrighted or patented, including, educational materials and products; databases; computer software and materials; research materials; Web-based learning; and improvements and inventions. It does not cover traditional scholarly works such as literary, artistic and theatrical works and lecture notes.

B. Covered Individuals: All faculty, staff, students and other persons employed or contracted by the College, whether full-time or part-time, acting in the scope of their employment or engagement; all visiting faculty or anyone else using resources or facilities owned by or under the supervision of the College; and all students who are enrolled in the College on a full-time or part-time basis.

C. Significant Use: The use of College-funded or supported resources including, but not limited to facilities, time, equipment, property, personnel, grant funds, salary supplement, leave with pay, or any other material, human or financial assistance; the use of specialized or experimental equipment; and/or the use of any College facility that leads to an appreciable expenditure of College funds that would not have otherwise occurred. The use of College Resources is considered Significant when it entails a level of use not ordinarily available to all, or virtually all, faculty, staff or students. If an employee or student develops Intellectual Property that arises in part or in whole from the Significant Use of College Resources, CPCC will have complete and exclusive ownership of all resulting copyrights and/or patents. However, prior to the development of Intellectual Property, the employee or student who plans to develop the product may enter into an agreement with the College as discussed in III. C. Rights Agreement.
Occasional Use of College-owned computer hardware and software, office or classroom space or libraries will not ordinarily constitute Significant Use. If a Covered Individual makes, creates, or discovers Intellectual Property that is the same as, directly related to, or substantially similar to a research project in which the Covered Individual is engaged at the College, then Significant Use of College resources is presumed. The Covered Individual may rebut this presumption through submission of documentary evidence which clearly establishes that the Intellectual Property was developed without Significant Use of College resources.

D. College-Supported Works: Intellectual Property created by a Covered Individual which meets any one or more of the following criteria:

1. The work is a regular part or routine product of the Covered Individual’s employee's job duties or activities; or,

2. The work is the product of a specific contract made in the course of the Covered Individual’s employment with, engagement by the College; or,

3. The work constitutes a work for hire, including, but not limited to, reassigned time, grant funds, salary supplement, leave with pay, or other material or financial assistance; or,

4. The development of the work involves Significant Use of College facilities, time, equipment, property, personnel and/or other resources.

E. Independent Works: Intellectual Property created by a Covered Individual which meets all of the following criteria:

1. The work is the result of individual initiative; and,

2. The work is not the product of a specific contract or assignment made as a result of employment with, or engagement by, or attendance at the College; and,

3. The work is not a work for hire; and,

4. The work is neither a regular part nor a routine product of the Covered Individual’s duties or activities; and,

5. The work does not involve Significant Use of College facilities, time, equipment, property, personnel, and/or other resources.

F. Student Works: In the case of students, Intellectual Property produced through individual initiative without the use of Significant Resources as a part of a student’s coursework in a Central Piedmont class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made
during the course of employment at Central Piedmont, or Significant Use of College Resources were used, the ownership of such work must be assigned to the College.

III. Ownership Rights

A. Independent Works

Intellectual property rights in Independent Works that meet all of the criteria listed in II.E. belong to the creator of the work. An Independent Work is created by an employee outside the scope of his or her employment or by a student attending the College, but without use of College resources other than resources that are available to the general public.

B. College-Supported Works

Intellectual property rights in College-Supported works that meet at least one of the criteria in II.D., unless otherwise provided in a written rights agreement, belong to the College. The College owns all rights to a copyrightable or patentable work created by the employee or student with Significant Use of College resources. The College, with the permission of the president or designee, retains the option to release or transfer the rights of a College-Supported work to the work’s creator through an appropriate written agreement. The College owns all rights to its trademarks, including all names, acronyms, logos, seals, and other related materials associated with the College.

C. Rights Agreement

A Covered Individual may enter into a written agreement with the College and/or Central Piedmont Community College Services Corporation (Service Corp) for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College and/or Services Corp for its costs and support, which may include publication and distribution of College-Supported Works. In all such cases, the agreement shall provide that the College will have the right to use the work at no cost for its educational purposes.

D. Publication and Disclosure

All Covered Individuals must promptly disclose to the Covered Individual’s supervising administrator/instructor the creation of all Intellectual Property subject to this policy. Such written disclosure, with the administrator’s/instructor’s signature, must occur prior to any public disclosure and publication of patentable discoveries, including software, and of products susceptible to trademark or copyright protection that are suitable for commercial development. Prompt disclosure is necessary in order to assist in the prevention of conflicts of interest and conflicts of commitment and to preserve Intellectual Property rights. The College may require the Covered Individual to defer all public disclosure and publication for a period of up to 90 days.
after informing the College. The disclosure must include the identity of all persons who claim any interest in the development of the disclosed Intellectual Property. Failure to make such a disclosure promptly creates a presumption that such Intellectual Property constitutes College-Supported Works.

E. Grant-Supported Works

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.

F. Sponsored Work for Hire

In the case of work performed by College staff through the Central Piedmont Services Corp. on a "fee for service" basis to outside agencies, individuals, or businesses, the ownership of all data, written products, and results are the property of the outside agency, individual, or business. CPCC will not have the right to review, publish, or distribute confidential information belonging to such entities.

See Intellectual Property Procedure

Approved 05/06/2020

4.15 TOBACCO-FREE COLLEGE POLICY

I. Policy

General Statutes (G.S. 115D-20.1) give the Central Piedmont Community College Board of Trustees authority to prohibit use of tobacco in CP’s buildings, on its grounds, and at College-sponsored events. The College is committed to providing its employees, students and visitors with a safe and healthy environment. The College recognizes that the use of tobacco products on College premises is detrimental to the health and safety of all. To that end, the use of tobacco products will not be permitted at any time on College premises. This policy shall be implemented with an emphasis given upon positive methods of ensuring compliance whenever possible.

II. Definitions

A. Tobacco products include smoke-producing products, cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes or nicotine delivery systems, smokeless devices, vaping or the use of vaping
products or any other items containing or reasonably resembling tobacco or tobacco products.

B. **Tobacco use** includes smoking, chewing, dipping, or any other use of tobacco products.

C. **College premises** includes any College-owned buildings, facilities or property owned, maintained or leased by the College, and all areas of the campus; College owned vehicles; or College-sponsored or hosted classes, lectures, meetings, social and cultural events held on College property.

### III. Regulations

A. Students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College shall not be permitted to use any tobacco product at any time while on College premises.

B. The sale or free distribution of tobacco products or merchandise on College premises shall be prohibited.

C. Tobacco advertisements shall be prohibited in College-run publications and on College premises.

### IV. Compliance

A. It shall be the responsibility of all Central Piedmont employees and students to comply fully with the policy.

B. Students who repeatedly violate this policy will be handled through the student disciplinary process.

C. Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violations by employees will be handled through the appropriate employee disciplinary process.

D. Visitors, volunteers, contractors or other service providers who repeatedly violate this policy shall be asked to leave campus, and employing or service provider entities will be notified.

### V. College Actions

A. **Communication:** Signage and other forms of communication will be posted in a manner and location to adequately notify students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College about this policy.
B. *Education*: Central Piedmont will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to gain a greater understanding of the health hazards of tobacco use.

C. *Cessation*: Central Piedmont will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to access support systems, programs, and services that encourage them to abstain from the use of tobacco products.

Approved 05/06/2020

4.16 SEXUAL MISCONDUCT POLICY

I. Notice of Nondiscrimination

As a recipient of federal funds, Central Piedmont Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. The College does not discriminate on the basis of sex in its educational programs or activities, including in the context of admission or employment. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights.

II. Definition of Sexual Misconduct

“Sexual Misconduct” is broadly defined as any sexual behavior that creates an uncomfortable, unwelcomed, or hostile working or learning environment. Sexual misconduct includes, but is not limited to sexual harassment, sexual assault, sexual exploitation, stalking, interpersonal violence, and any unwanted verbal or physical sexual attention.

A. *Sexual Harassment*: Repeated sexual attention in the workplace or in an educational setting that is unwanted by the person receiving the attention. Sexually harassing behaviors include unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature. Examples of sexual harassment include:

1. Repeated requests for sex or dates;
2. Sexually-oriented humor or language;
3. Kissing sounds, whistling, or cat calls;
4. Obscene phone-calls;
5. Comments about sexual likes or dislikes;
6. Comments about sexual behavior;
7. Leering or ogling;
8. Intrusive touching; and,
9. Written communications.

B. Sexual Violence or Assault: Any unwanted sexual touch or attention, imposing one’s will upon another in a sexual manner, forcibly grabbing or touching, forcing another into submission, lack of consent in a sexual act, and rape.

C. Sexual Misconduct can occur among the following persons:

1. Strangers or acquaintances, including people involved in an intimate or sexual relationship;
2. Committed by men or by women; or,
3. Between people of the same or different sex.

Please refer to the College’s Sexual Misconduct Procedures for detailed definitions of the capitalized terms above, including “Consent.”

III. Policy Statements

CPCC is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sexual discrimination. To that end, the College prohibits Sexual Misconduct, as that term is defined above and by Exhibit B of the College’s Sexual Misconduct Procedures. Therefore, the College prohibits any form of sexual or other unlawful harassment involving any of its employees in the employment relationship or involving any of its students in the educational relationship.

Occasional compliments of a socially acceptable nature do not constitute sexual harassment, absent other compelling factors. Similarly, circumstances such as the nature of course materials, educational programs, or other educational activity will be considered before a determination is made that behavior in such a context is prohibited conduct. Furthermore, this Policy does not limit employees and students from reasonably and legally speaking to, discussing, presenting,
teaching, assigning, and/or testing upon any material and subject that could be considered controversial.

IV. Overview of Policy

The College also is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct allegations. Employees, without any fear of reprisal, have the responsibility to bring forward any form of sexual or other unlawful harassment, whether by a co-worker, a student, or someone else encountered during the course of performing their job duties. Additionally, Students, without any fear of reprisal, are encouraged to bring forward any form of sexual or other unlawful harassment, whether by another student, a staff member, or someone else encountered during the course of their education at the College.

The College has appointed a Title IX Coordinator, established grievance procedures - the College’s “Sexual Misconduct Procedures” for the handling of allegations of Sexual Misconduct, and developed Sexual Misconduct-related education and training programs.

The College’s “Sexual Misconduct Procedures” provide instructions and related information for the reporting of Sexual Misconduct, definitions of prohibited conduct, and information regarding resources available for victims of Sexual Misconduct. They also include procedures for the investigation and resolution of Sexual Misconduct allegations, and address disciplinary measures available for perpetrators of Sexual Misconduct.

This Policy and CPCC’s “Sexual Misconduct Procedures” apply to any allegation of Sexual Misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged Sexual Misconduct occurred, if the conduct giving rise to the Complaint, and is related to the College’s academic, educational, or extracurricular programs or activities. The College’s disciplinary authority, however, may not extend to third parties who are not students or employees of the College.

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4.17 IMMUNIZATIONS POLICY

Policy

Central Piedmont Community College complies with the Higher Education Act by disclosing that the College is exempt from requiring students to provide certification of immunization for admission as noted in NC General Statute 130A-155.1.(e).(1). However, students enrolled in selected programs may be required to submit proof of current immunization due to laboratory, clinical, and/or public safety assignments. If the clinical location or setting requires immunizations as a condition of participation, students will be required to obtain such
immunizations or they will not be allowed to participate. This same regulation is also applicable to lab, public safety, or other learning environments with which the College contracts, is affiliated, or offers instruction and training.

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4.18 INCLUSIVE ACCESS COURSE MATERIALS POLICY

Central Piedmont Community College offers a comprehensive set of resources as student learning tools including Inclusive Access materials.
I. Definition

Inclusive Access materials include, but are not limited to, e-textbooks and digital content that supplements a physical textbook.

II. Rule

When students register for a course that utilizes Inclusive Access materials, CPCC automatically adds the cost of the Inclusive Access materials as a charge on their student accounts. Courses that utilize Inclusive Access materials will state so in their section notes.

A. If a student repeats a course that utilizes Inclusive Access materials within the same semester, the fee will be credited.

B. In accordance with 34 CFR § 668.164(c)(2), students may opt out of the automatic charge associated with Inclusive Access materials and instead independently obtain the required Inclusive Access materials from a third-party retailer. Students can exercise their right to opt-out prior to the 10% point of the course. To opt out, students must follow the college process noted in the procedure manual.

Students who opt-out on or before the 10% point of the course will have a credit for the fee placed on their student account. After the 10% point of the course, there are no refunds.

C. The opt-out provision does not apply when the Inclusive Access materials are not available elsewhere or accessible by students enrolled in that program from sources other than those provided or authorized by the institution, as per 34 CFR § 668.164(c)(2).

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4.19 STUDENT CHOSEN NAME / LEGAL NAME POLICY

I. Policy

The College recognizes the need or choice for students to refer to themselves by a first name other than their legal first name for identification. This may include individuals who use:

- A middle name or a version of their first name instead of their legal first name;
- A frequently used nickname;
- A first name that an individual is in the process of legally changing; or
- A first name that better represents an individual’s gender identity or expression.

The College also recognizes the need for students to update their name in College systems and records to match their legal name when changed for marriage, divorce or other circumstances.

The College acknowledges that a chosen name will be used where possible in College systems and records and in the course of College business and education, except when the use of an individual’s legal name is required by law or state policy, and as long as the use of a chosen name is not intended for the purposes of avoiding legal obligations, for misrepresentation or as otherwise prohibited in this policy below.

II. Definitions

- Legal name – An individual’s legal name as it appears on official governmental documents such as social security cards, licenses, passports and tax forms.

- Chosen name – An alternative to an individual’s legal first name, used by a person to refer to themselves as designated in College systems and records.

III. Chosen Name

Except as set forth in Sections IV, V and VIII below, students may determine the chosen name by which they wish to be known in College systems and records, and they may change or remove their chosen name at any time a maximum of once per calendar year. Only the first name may be designated for the chosen name; the last name must remain the same as a student’s legal last name. Thus, a student’s chosen full name is their chosen first name and legal last name.

As it becomes possible to implement the use of chosen names, the College will make a good faith effort to update systems and records designated for use of chosen names in a timely manner. The College utilizes multiple systems, applications and forms to manage its operations, and it is continually updating software and incorporating new electronic and other files. Thus, the process of modifying College systems and records is ongoing.
Specific systems and records where the College may use a chosen name are listed in the College’s
electronic Student Chosen Name Request Form in MyCollege. Examples include:

- Class and grade rosters
- Online attendance records
- Online learning management systems

Despite the allowances outlined above, not all College systems, databases, processes, records and
forms support the display of a chosen name, and many uses require display of a legal name (see,
e.g., Section IV below). Thus, students who utilize a chosen name with the College should always
be prepared to reference their legal name and provide corresponding identification, as necessary.

Further, chosen names should be declared prior to the start of each semester. If requested after the
start of the semester, changes may not be communicated to faculty. It is also the responsibility of
students using a chosen name to ensure that instructors are able to identify student work for grading
and other academic purposes.

IV. Legal Name

To change a student’s name on certain official College records, individuals must legally change
their name.

- Legal name changes due to marriage are recognized by submitting a copy of a marriage
certificate or a signed social security card.

- Legal name changes due to divorce are recognized by submitting a copy of a divorce decree
stating the individual may resume the use of their maiden name or use an alternative name
confirmed by the court, or a signed social security card.

- All other legal name changes are recognized by submitting a signed social security card,
driver’s license, passport, government-issued visa or applicable court documents.

A legal name change shall be required for the following purposes:

- Reporting to state and federal agencies
- Federal and state tax forms and reporting, including W2, W4, 1099, 1095C and 1098T
- Immigration and visa records
- International student reporting
- Financial aid records
- Student accounts, billing and cashiering records
- Medical and health records
- Insurance enrollment and other records
- Student conduct records
- Campus police and security records
• Student employment, payroll and benefits records, as applicable (see CPCC Employee Chosen Name / Legal Name Policy 4.11)
• Official transcripts
• Professional licensures
• Course enrollment and degree verification
• National Student Clearinghouse reporting
• Transfer and external credit records
• Student identification cards
• Other records where a legal name is required by law or College policy

Additionally, graduates can request an updated diploma with their current legal name.

Although the College will change a student’s legal name in applicable databases and records once approved, a student’s former legal name may continue to be listed as a previous identity in College systems and records in order to ensure that any searches of a former legal name will access correct information.

V. Identification Cards

The College understands that it may be important to individuals for their College-issued student identification card to reflect their chosen name. However, as a state institution, and given federal and state regulations that allow use of student IDs for some official purposes (e.g., voter identification, passport applications), the College requires students to provide appropriate documentation of a legal name change before a new student identification card is issued that reflects the changed name.

VI. Student Privacy

Consistent with the Family Educational Rights and Privacy Act (FERPA), the College allows the release of directory information in certain circumstances, which would include information regarding a student’s chosen name. For this reason, use of a chosen name should not be considered “private” for use by the College only.

VII. Limits

The College reserves the right to refuse use of a chosen name. Instances that may result in this prohibition include arbitrary, random or repeated chosen name changes; chosen names used for the purpose of avoiding legal obligations or for misrepresentation or fraud; or chosen names used in any other manner that violates College policy or federal, state or local law.

Chosen names may not include symbols (except apostrophes, periods or hyphens) or numbers or reference illegal activity. Further, chosen names may not include those whose usage may be hurtful to others or may be considered vulgar, offensive, derogatory or obscene, including words and terms commonly perceived as slurs against an individual or group on the basis of race, gender, ethnicity, sexual orientation, gender identity, national origin, religion, age, disability, or other protected characteristics.
Campus Registrars have the authority to deny any chosen name request or to suspend or remove a chosen name in extreme cases – including but not limited to the reasons noted above. In the rare circumstance when such a denial is made, a student may appeal the decision in writing to the Dean for Admissions, Records, Registration and Graduation, whose decision shall be final.

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