
Welcome to

HUDSON
COUNTY
COMMUNITY COLLEGE



Employee Handbook

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INTRODUCTION TO THIS HANDBOOK

This handbook has been prepared by the Human Resources Department as a statement of Hudson County Community College's personnel procedures and benefits so that you may become familiar with them. We expect each employee to read this handbook carefully as it is a valuable reference for understanding policies that affect your employment at HCCC. This handbook is a reference source only and does not impose any contractual obligation on the College. The Board of Trustees reserves the right, through the President, to interpret and change policies, carriers, and/or benefits as deemed necessary or desirable.

DISCLAIMER

Unit members covered by a collective bargaining agreement between the Association or the Federation and the College shall be afforded all employment benefits and protections as set forth in the collective bargaining agreement. This employee handbook does not supersede, replace or modify the terms and conditions set forth in the collective bargaining agreements.

The statements and content of this handbook are not promises of any kind by the College, and the College reserves the right to terminate an individual's employment with or without cause, or to change wages and/or any other term or condition of employment of an employee without any prior consultation or agreement with an employee.

The employment relationship which exists between the College and its Employees is Employment-At-Will. Under this relationship, the College may, at any time, decide to end an individual's employment with or without cause or prior notice, at its sole discretion.

WELCOME TO HUDSON COUNTY COMMUNITY COLLEGE

HISTORY

The need for a community college in Hudson County was originally documented by feasibility studies supported by grants from the Exxon Education Foundation (1972) and the Fund for the Improvement of Postsecondary Education (1973), which led to the establishment of the Hudson Higher Education Consortium.

The Consortium included the three postsecondary educational institutions in Hudson County: New Jersey City University, Saint Peter's College and Stevens Institute of Technology. At the same time, the Community Action Program established the need for a college center in the North Hudson area.

In 1974, an act of the New Jersey legislature made it possible for a county that lacked a community college to establish a community college commission. The purpose of the commission was to enter into contracts with existing educational institutions, to provide services for its students, and to grant certificates and associate degrees.

When the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County in September, 1974, the Commission became the first agency of its kind in the country. In the Spring of 1981, the Institution's official name became Hudson County Community College.

Hudson County Community College has come to be recognized as a valuable community asset where residents can receive a high quality education, at an affordable price, close to home. The College enjoys full and unrestricted general accreditation from the Middle States Association, and programs in nursing, culinary arts and technology have received specialized professional certifications.

MISSION

Hudson County Community College is a comprehensive urban community college. The mission of the College is to offer high quality programs and services which are affordable, accessible, and community-centered. All programs and services are designed to meet the educational needs of a linguistically and ethnically /racially diverse community, and to promote the economic, technological, cultural, social, and civic development of Hudson County and its service areas.

The College is committed to equal educational opportunities for traditional and non-traditional students who can benefit from its programs and services without regard to race, ethnic or national origin, religion, age, gender, disability, economic status, or educational background.

The provision of a supportive and affirmative educational environment and the principles of lifelong learning, excellence, and opportunity are central to all programs and services. To implement its mission, the College sets forth the following general goals:

- To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.
- To provide courses, certificates and associate degree programs that will prepare students for immediate employment or provide for career enhancement.
- To provide general education courses to ensure that students can think critically and analytically, communicate effectively, solve mathematical problems, participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate.
- To provide support services including counseling, job placement, aptitude and skills testing, financial aid, academic advisement, and basic skills development to help students succeed and benefit from academic programs.
- To provide programs and services appropriate to the linguistic diversity of the community.
- To provide educational and support services to businesses and industries to meet work force needs and to promote the economy of the County.

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- To provide not-for-credit courses and programs including conferences, seminars, lectures, workshops and other activities to meet the continuing education, professional, and enrichment needs of residents of the County and of members of organizations within the County.
 - To provide for collaborative relationships with local school districts; other colleges and universities; public and private agencies; and business, industrial, professional and labor associations to promote high quality and efficiency in all programs and services.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, life-style, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons.

Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force.

HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

ANTI-HARASSMENT POLICY

POLICY:

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

PURPOSE:

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

PROVISIONS:

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

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

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

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

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

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

4. COMPLAINT PROCEDURE: Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should report the incident directly to the Vice President or Director of Human Resources. The Vice President or Director must be promptly advised of a complaint. The Vice President for Human Resources is designated as the harassment officer. In the Vice President's absence, or if circumstances prevent reporting the incident to the Vice President, the employee can report the complaint to the Director of Human Resources or his/her immediate supervisor. If the complaint involves a direct supervisor, the employee is not required to complain to that direct supervisor. The complaint should then be made to any of the other above individuals designated to receive such complaints. A complaint of harassment shall be investigated by the Vice President or the Director in a timely manner.

A. The complaint filed must include the following information:

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

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

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

5. INVESTIGATION PROCEDURE: Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint.

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include being suspended without pay pending the hearing, a written warning, suspension, demotion, and/or termination of employment.

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6. PRIVACY: The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

7. LIABILITY: Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting therefrom which are awarded by any proper court of law or after an administrative hearing.
8. FALSE ACCUSATIONS: Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.

Any employee with questions regarding the College's Harassment Policy may contact the Human Resources Department.

SMOKING POLICY

HCCC, in compliance with New Jersey Public Law concerning smoking in buildings operated by schools, colleges, universities, and professional training schools, adopted the official policy of a smoke-free environment, prohibiting all smoking on College premises. Non-compliance may subject employees to disciplinary action.

DRUG-FREE WORKPLACE POLICY

HCCC Drug-Free Workplace Policy prohibits the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances on College premises. Employees are prohibited from reporting for or being at work while under the influence of alcohol or illegal drugs. Violation of this Policy may result in disciplinary action up to and including termination.

In addition to HCCC's policy, faculty and staff must obey applicable Federal, State, and local laws concerning drugs and alcohol and are subject to criminal and civil penalties. Any employee convicted of a drug-related offense must notify the College no later than five days after such a conviction.

WEAPONS POLICY

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

WORKPLACE VIOLENCE POLICY

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

NEPOTISM

HCCC permits the employment of relatives of current employees so long as no potential conflicts of interest result. To alleviate potential conflict, an employee who has the power to appoint, reappoint, or confirm the appointment or reappointment of, approve a change in status of, evaluate performance for salary increment, promotion, or dismissal, of subordinates or subordinates of subordinates, may not hire, supervise, or otherwise manage relatives in the same unit or division where a conflict may exist.

For the purpose of this policy relatives include spouse, child, father, father-in-law, mother, mother-in-law, grandparent, grandchildren, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or any other person who occupies such position in the family, or a person living in the same household.

If during the course of employment at the College, any employees become related, the College reserves the right to review the situation on a case-by-case basis and make job reassignments as practicable. Nothing in this policy shall preclude a member of the immediate family of a supervisor from being employed or recommended for employment in an area not supervised directly or indirectly by that supervisor.

CODE OF ETHICS POLICY

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

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

1. No trustee, officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in substantial conflict with the proper discharge of his or her duties.
2. No trustee, officer or employee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No trustee, officer or employee shall act in his or her official capacity in any matter in which he or she has a direct or indirect personal financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.

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

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11. Any violation of this Code of Ethics shall be addressed:
 - a) by the bylaws of the College
or the Laws of the State of New Jersey in the event of a trustee;
 - b) in the event of an officer or an employee of the College not subject to a collective bargaining agreement, by the terms of his or her employment; or c) in the event of an employee subject to a collective bargaining agreement, pursuant to the terms of such agreement

SAFETY IN THE WORKPLACE

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

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

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

BARGAINING UNITS

At HCCC, every member of the management team is committed to the College's philosophy of fair and impartial treatment of our employees at all times. Employees are free to speak to their supervisor, or to any member of the management team, to raise questions and get answers. Every employee is treated as an individual and as an important participant in the operation of the College. We hope to maintain this open relationship. HCCC strongly believes that individual consideration in employee-supervisory relationship provides the best climate for our maximum development, team work, and the attainment of our goals. We have enthusiastically accepted responsibility to provide you with

good working conditions, fair wages, and benefits, impartial treatment and personal respect.

Employees of HCCC, if not designated confidential employees, are eligible for membership in one of four (4) bargaining units. The four bargaining units representing employees are as follows:

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

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

YOUR EMPLOYMENT AT HCCC

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

INTRODUCTORY PERIOD

The first ninety (90) days of employment serve as an introductory period for new employees. This provides the supervisor with the opportunity to assess an individual's skills and abilities in meeting the job requirements. At this time, introductory employees may be terminated by the College without such termination being subject to the grievance and arbitration provisions of their respective collective bargaining agreement.

Satisfactory completion of introductory period does not change the at-will status for employees not covered by a collective bargaining agreement.

ATTENDANCE POLICY

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

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

ATTENDANCE RECORDS/TIME REPORT FORMS

To ensure compliance with Federal standards, the College has adopted an official procedure for reporting time of hours worked by each employee. This requires all employees to complete the appropriate form which is then submitted to the immediate supervisor for signature approval. Time report forms should be available in your department from your supervisor.

Employees must show an accurate record of the hours worked. If an employee fails to record the information correctly, or if there is an error, it is their responsibility to notify their supervisor.

OVERTIME

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

Supervisory personnel may authorize overtime when it is not possible to adjust staffing to cover emergency situations or heavy workload periods. No employee is authorized to work overtime unless approved by his/her immediate supervisor. Overtime worked shall be recorded on a time sheet and signed by the immediate supervisor.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

EMPLOYMENT VERIFICATION

It is the policy of the College to protect the privacy of each employee. Verification of specific employment information will be provided for the purposes of establishing credit, bank loans, apartment rentals, etc., at the request of current or past employees. The release of information pertaining to employment dates, status, job title, earnings and current salary will be issued only with employee's written permission. The College will not release any information relating to the evaluation of work performance or employment references.

Organizations who wish to verify the employment of a HCCC current or past employee may fax or mail verification requests to the Human Resources Department. The requests must have the signature of the individual signifying approval for release of the information. The College will provide Federal, State and local government agencies any employee information required by law. It will also honor any valid subpoenas, court orders, and requests for information from unions pursuant to a collective bargaining agreement.

PERFORMANCE EVALUATIONS

A formal evaluation process is designed to assist the employee to improve his/her performance, and establish goals based on job responsibilities of the employee. Although there will be a formal evaluation, this does not prevent any employee from discussing any questions or concerns with their immediate supervisor at any time.

Bargaining unit members should reference collective bargaining agreements for specifics regarding frequency of performance evaluations applicable to employment classification.

OUTSIDE EMPLOYMENT

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

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

JOB REQUISITION PROCEDURE

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

JOB VACANCIES

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

Job opportunity notices contain the job classification, principal job responsibilities, supervisor, etc. Employees interested in applying for any open position should contact the Human Resources Department.

Vacancies will be advertised externally through appropriate news media. The Human Resources Department will place all advertising of vacant positions. The Human Resources Department will review all resumes and furnish to appropriate selection committees. The interview committee will record in detail the results of the interview to reflect the basis for acceptance or rejection of the candidate.

DOCUMENTATION AT HIRE

The Human Resources Department will ensure the completion of all needed employment forms for all employees. The Human Resources Department will conduct the benefits orientation for full-time employees.

HCCC recognizes the importance of maintaining a safe workplace, with employees who are honest, trustworthy, qualified, reliable, non-violent, and do not present a risk of harm to their co-workers or others. HCCC reserves the right to conduct reference checks and background criminal history/social security checks.

HCCC will comply with all immigration laws. As condition of employment every individual must provide satisfactory evidence of identity and legal authority to work in the United States through submission of a completed and verified I-9 form.

DISCIPLINE AND DISCHARGE

It is the policy of HCCC to enforce policies, procedures, practices, rules, and regulations in a fair manner. Discipline may include, but is not limited to verbal warning, written reprimand, and suspension with or without pay, disciplinary probation and termination. Bargaining unit members should reference collective negotiated agreements for specifics regarding discipline and discharge.

The unacceptable behaviors listed below are a guideline and are not all –inclusive. Employees who engage in any of the behaviors listed below will be subject to disciplinary action up to and including termination. The list is not intended to change the “at-will” status of employees not covered by a collective bargaining agreement.

- Dishonesty of any kind including theft or misappropriation of money, supplies, or equipment
- Falsification of records
- Violation of College safety and security procedures
- Failure to report work-related accidents and injuries promptly
- Violation of College drug and alcohol policy
- Reporting to work or working under the influences of intoxicants or illegal substances
- Violation of harassment and/or discrimination policies
- Willful destruction, defacement or the removal of College property without authorization
- Insubordination or refusal to comply with instructions from a supervisor
- Disorderly conduct, abusive language or fighting on College premises
- Smoking in any place other than authorized area
- Falsifying or knowingly misrepresenting College paperwork/documents
- Possession of firearms or other dangerous weapons on College premises
- Violation of College policies and procedures

VOLUNTARY SEPARATIONS

Employees who decide to leave their employment at the College must submit a written resignation letter to their supervisor at least two or three weeks before their last day, as stated in the collective bargaining agreement that belongs to the employee. A resignation letter is also needed for retirement. The separation date will always be the last day worked and the individual will be paid for any accrued unused vacation time they have earned.

Before leaving the College, the Human Resources Department will schedule an exit interview. This will provide HCCC with an opportunity to study its overall working conditions and to evaluate the effectiveness of its personnel policies. At this time detailed information regarding medical coverage, pension information, final paycheck, etc. will be discussed.

Employees must return all College-owned property (keys, computer equipment, ID cards, etc.) to their supervisor prior to leaving HCCC.

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

HIRING OF FORMER EMPLOYEES

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

SOLICITATION

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

INCLEMENT WEATHER

In cases of severe snow storms or other dangerous weather conditions, the President will make the decision to declare the College closed. If the decision is made to close or delay opening, this is excused paid time. However, if an employee has previously scheduled leave time on a day that subsequently becomes an emergency closing day, the employee will remain under the type of leave scheduled. If the decision is made to remain open all employees are expected to make every reasonable effort to report to work. If employees cannot report to work due to inclement weather, they must notify their supervisor in a timely manner and the absence will be charged as a personal day or accumulated vacation.

Announcements of weather emergency closings will be made on specified radio stations, the College web site or via telephone. The College will provide a list of radio stations that will carry an announcement concerning HCCC as the winter/severe weather season approaches.

Radio Stations: 1010 WINS
WADO
WABC
WOR
WMCA

Television: NEWS 12

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

Telephone: (201) 714-7100
(Press 1 for weather-related announcements)

CONFIDENTIAL INFORMATION

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

USE OF COLLEGE PROPERTY AND FACILITIES

You may use College equipment and supplies only for work-related purposes. College computers, telephones, long-distance access lines, photocopying machines, faxes, and other equipment and materials may not be used for personal activities. College bulletin boards contain important information and official notices and may not be used for private or commercial activities. The College mail service may be used only for College purposes. Unauthorized or personal use of equipment or supplies may be grounds for termination.

College property, including computers, electronic mail and voice mail, should only be used for conducting College business. Although certain codes exist to restrict access to computers, voice mail and electronic mail messages, employees should not assume that such messages are private and confidential or that the College or its designated representatives will not need to access and review this information. The College reserves the right to monitor voice mail or electronic mail messages and to access information contained on College-provided property.

SECURITY

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

PERSONAL APPEARANCE

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

BENEFITS

HEALTH INSURANCE

HCCC makes available a comprehensive medical insurance program for its full-time employees and spouses and dependent children. The health benefit plan including major medical coverage is provided at no cost under the New Jersey State Health Benefits Program. The employee may select from all available plans under the New Jersey State Health Benefits Program.

If an employee fails to enroll promptly, coverage may be unduly delayed. Where the employee fails to enroll himself/herself or eligible dependents, they cannot be enrolled until the subsequent annual open enrollment period during the month of October with coverage effective January 1.

Vision Service Plan (VSP) coverage is provided to eligible College employees. Dependent coverage available only through payroll deduction.

Delta Dental coverage is also provided to eligible College employees and their eligible dependents.

It is your responsibility to inform the Human Resources Department of your choice of medical insurance plan and to complete all of the appropriate enrollment forms. Additional information of health benefit extension, cost of coverage, benefit plan booklets and claim forms, etc. may be obtained from the Human Resources Department.

LIFE INSURANCE

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

RETIREMENT AND PENSION PROGRAM

Employees participate in one of two State Administered Pension Programs: the Public Employees Retirement System (PERS) and an Alternate Benefits Plan. All employees, except certain part-time employees, are required to participate in one of these plans. Employees will be provided a retirement and life insurance plan pursuant to New Jersey Statutes and the Rules and Regulations of the State Department of Treasury, Division of Pensions. Booklets that provide further information on the pension programs are available from the Human Resources Department.

For further details regarding benefits employees should contact the Human Resources Department or can visit <http://www.state.nj.us/treasury/pensions/shbp.htm>

TEMPORARY DISABILITY INSURANCE

Employees must notify the Human Resources Department at the onset of any disability in order to protect their rights under disability insurance plans.

Under the New Jersey Disability Benefits Law, cash benefits may be payable when an employee cannot work because of sickness or injury not caused by the job. An employee may apply for temporary disability insurance if recommended by a doctor to be away from work for ten (10) consecutive work days or a period outlasting accumulated sick days. Eligible employees may receive up to 2/3 of their regular pay to a maximum established by the State of New Jersey each year and the weekly maximum benefit is payable for no more than 26 weeks.

The College provides for those employees who have not yet accumulated sufficient sick days but who otherwise meet the eligibility criteria for temporary disability insurance. These employees will be allowed to borrow sick days to bridge the time so that they will be able to receive TDI payments without loss of pay.

SICK LEAVE

The College recognizes that some absences are unavoidable. Employees are reminded, however, that all absences have a considerable effect on their department and the College, and are asked to keep all absences at a minimum.

Although negotiated clauses pertaining to absences because of illness, injury and other reasons are found in the collective bargaining agreements of specific employee groups, the following practices pertaining to absences must be followed by all employees unless otherwise amended by the employee's collective bargaining agreement:

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

WORKERS' COMPENSATION

All employees of the College are covered by Workers' Compensation Insurance. Such insurance shall provide compensation for lost time, medical expenses, surgical expenses, etc.

It is the responsibility of the employee to report a work-related illness or injury to his/her immediate supervisor and the Safety and Security Department within twenty-four (24) hours of the occurrence. The employee along with his/her supervisor must complete an Employee Accident Report which may be obtained from the Safety and Security Department. The Safety and Security Department will notify and forward all documentation to the Human Resources Department.

In case of a work-related injury requiring medical attention beyond first

aid, medical care visits will be arranged for the employee by the Human Resources Department. Normally, employees must be treated by a doctor approved by the College and the insurance carrier. Failure to be examined by an approved physician may result in claims being disputed by the insurance carrier.

VACATION LEAVE

HCCC grants vacation time to all full-time employees based upon the accrual rates listed in each of the four collective bargaining agreements. It is College policy that vacation be taken in increments of no less than one-half day, and must be approved in advance by your immediate supervisor.

All employees must complete an Absence Request form in a sufficient amount of time and submit to their immediate supervisor for approval. Vacation can be approved or denied based on departmental needs.

If you become ill during your scheduled vacation time, you may request to charge the time off to sick days, with the submission of a doctor's note, and be able to retain the vacation days for another time. If a holiday observed by the College falls during your scheduled vacation period, you will be credited with having taken the holiday rather than using vacation time.

All vacation time accrued during one fiscal year must be taken during the next fiscal year. The approval of the immediate supervisor and the Director of Human Resources must be obtained for any vacation days to be carried over to the next fiscal year. This time must then be used in the subsequent calendar year.

Upon leaving the College any employee will be compensated for each unused accrued vacation day. Vacation time is not accrued until the 25th day of any month.

Bargaining unit members should reference collective negotiated agreements for specifics to employment classification.

HOLIDAYS

The College observes 12 official and four “floating” paid holidays during the year. This schedule is announced at the beginning of the fiscal year, and varies slightly, depending on the employee’s collective bargaining agreement. Some part-time employees who qualify to become members of the applicable bargaining unit are also entitled to these holidays. Other part-time employees are eligible for pay only if they are normally scheduled to work on the day when the holiday falls. “Floating” holidays will be pro-rated during the first year of employment based on the date of hire.

“Floating” holidays may be taken on the official day of the particular holiday, or may be taken as a paid day off another time, scheduled by mutual agreement between the employee and supervisor. “Floating” holidays may not be carried over into the next fiscal year.

When a holiday falls on a weekend day, it is observed on the following Monday. To be eligible for holiday pay, you must work your regularly scheduled workday before the holiday, and the day after the holiday, if scheduled to work, unless excused by the supervisor as a scheduled vacation day or personal day, or other paid or unpaid day. If the absence is due to illness, you may be asked to provide a doctor’s note.

Holidays officially observed by the College include:

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- One week between Christmas and New Year’s Day
- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- President’s Day/Weekend*
- Good Friday
- Memorial Day

*Weekend for members of HCCC Academic Administrative Association and HCCC Support Staff Federation only.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL DAYS

Full-time employees are eligible to use three personal days. These days may be used in conjunction with vacation days, sick days, or holidays, and may require the supervisor's approval. An Absence Request Form must be completed to request use of a personal day. Personal days are pro-rated based on date of hire for year one of employment.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

BEREAVEMENT LEAVE

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

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

JURY DUTY

The College encourages each and every employee to perform his/her civic duty when contacted to report for jury service. Upon receipt of notification to serve on a jury, the employee shall provide a copy of the summons to his/her immediate supervisor and the Human Resources Department.

A College employee who is summoned to court to perform jury duty or who is subpoenaed to appear in court relative to matters in which the employee has no personal or financial interest is entitled to receive his or her regular pay, provided that the employee remits to the College any payment received for appearing in court.

MILITARY AND NATIONAL SERVICE LEAVE

An employee who leaves his/her position for extended compulsory active duty in the military service of the United States during a state of war or national emergency, or for periods of required military training, shall be granted a military leave without pay for the duration of his/her commitment in accordance with the terms of applicable laws.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL LEAVE OF ABSENCE

An employee in good standing may apply for a personal leave of absence under certain circumstances which may include military or reserves duty as well as other personal reasons. During the leave, the employee will be responsible for paying the premiums for health insurance to the Controller's Office.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

FAMILY AND MEDICAL LEAVE ACT

Through the Federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA), eligible employees may be entitled to family and/or medical unpaid leave for up to (12) weeks in a 24-month period. The FMLA allows 12 weeks in a 12-month period. These leaves usually overlap.

The purpose of the leave shall be for the employee to provide care made necessary by reason of the birth or adoption of a child, or for the care of immediate family members (spouse, child or parent) who have a serious health condition; the Federal Act allows leave for the employee's own serious health condition. An employee is eligible for such leave if she/he is employed for at least twelve (12) months or not less than one thousand (1,000) hours.

If leave is foreseeable, the employee shall provide 30-day notice to their immediate supervisor and the Human Resources Department in a manner that is reasonable and practicable. Any period of family leave must be supported by a certification issued by a duly licensed health care provider. During this leave, health benefits will remain in place and will be paid by the College.

Complete details concerning eligibility and further information shall be provided by the Human Resources Department.

TUITION REMISSION/REIMBURSEMENT

All regularly appointed full-time employees of the College and their dependents may be entitled to free tuition in any course of study at the College, provided space is available and they meet the College requirements for admission to credit courses. Depending on fund availability, employees may be reimbursed for tuition paid at other institutions for courses successfully completed that are relevant to the employee's work.

Remission/Reimbursement Forms must be submitted for approval by the supervisor, Controller's Office and the Human Resources Department.

Bargaining unit members should reference their collective negotiated agreements for specifics applicable to their employment classification.

IDENTIFICATION CARDS

Employees of HCCC are issued Identification Cards on their first day of hire. The Human Resources Department will direct the new employee to the Safety and Security Department who will issue the card. The purpose of this card is to provide evidence of employment.

Identification cards are the property of the College and all employees are required to return their cards to the Human Resources Department upon termination of employment.

HCCC BOOKSTORE

The College bookstore is located at 26 Journal Square on the first floor. Its hours are posted and may vary depending on class scheduling or registration period. Employees are entitled to a discount.

LIBRARY/LEARNING RESOURCE CENTER

The HCCC Library and Learning Resource Center serves as the major learning resource of the College. The College Library is located at 25 Pathside, first floor. Professional librarians provide reference assistance and students and full-time employees are encouraged to seek help in using the resources of the library.

IN CLOSING

We hope this Handbook will help you feel comfortable with us —your success is our success. This Employee Handbook is intended to give you a broad summary of things you should know about Hudson County Community College. If there are any questions or subjects not covered in this handbook, do not hesitate to ask your supervisor or the Department of Human Resources. As always, bargaining unit members should reference their bargaining agreement as that agreement will prevail over any policies contained herein.

The policies, benefits and rules, as explained in this Handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed with the approval of the President and Board of Trustees, employees will be notified. The policies in this Handbook are to be considered as guidelines.

Again, welcome to HCCC. Please do not hesitate to speak to your supervisor or the Human Resources Department if you have any questions or comments.

Hudson County Community College Human Resources

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Vice President for Human
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Hudson County Community College Security

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kpompeo@hccc.edu

Security - 161 Newkirk St.
Front Desk
1st Floor, 161 Newkirk St.
Jersey City, NJ 07306
(201) 360-4710

Security - 162-168 Sip Ave.
Front Desk
1st Floor, 162 Sip Avenue
Jersey City, NJ 07306
(201) 360-4092

Security - 25 Pathside
Front Desk
1st Floor, 25 Journal Square
Jersey City, NJ 07306
(201) 360-4089

Security - 6501 Polk St. South
Front Desk
1st Floor, 6501 Polk St.
West New York, NJ 07903
(201) 360-4712

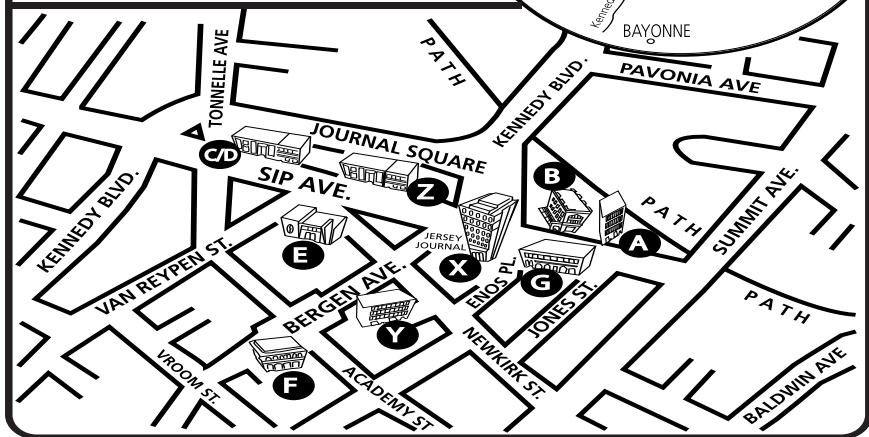
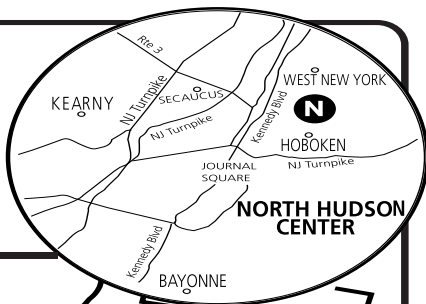
Security - 6515 Polk St. North
Front Desk
1st Floor, 6515 Polk St.
West New York, NJ 07093
(201) 360-4711

Security - 70 Sip Ave.
Front Desk
1st Floor, 70 Sip Ave.
Jersey City, NJ 07306
(201) 360-4149

Security - 85 Sip Ave.
Front Desk
1st Floor, 83 Sip Ave.
Jersey City, NJ 07306
(201) 360-4105

Security - 870 Bergen Ave.
Front Desk
1st Floor, 870 Bergen Ave.
Jersey City, NJ 07306
(201) 360-4086

**HUDSON COUNTY
COMMUNITY COLLEGE**



- A 70 Sip Avenue**
Academic Affairs
Bursar
Center for Innovation
Continuing Education & Community Services
Conference/Workshop Rooms
College Foundation
Enrollment Services
Financial Aid
Office of Information Technology
Office of the President
Student Affairs
- B Historic Pathside
25 Journal Square**
Academic Foundations
Classrooms
English & Humanities
Evening/Weekend/
Off-Campus Services
Faculty Lounge
Library/ Learning Resource Center
Security
Student Activities
Student Lounge
Studio Arts
Student Government Office
Writing Center
- C/D 162-168 Sip Avenue**
Career & Transfer Center
Center for Academic & Student Success
Classrooms
Educational Opportunity Fund
Math, Science and Technology Center
Student Support Services Program
Testing Center
Tutorial Services
- E Culinary Arts Institute/
Conference Center/
Classroom Building
161-169 Newkirk Street**
Classrooms
- F 870 Bergen Avenue**
Business & Social Sciences
Classrooms
Computer Labs
LPN Lab
Math, Science, Technology & Allied Health
- G 81-87 Sip Avenue**
Classrooms
Continuing Education
English as a Second Language/
Bilingual Program
Faculty Lounge
- N North Hudson Center
6515 Polk Street, West New York**
Classrooms
English as a Second Language/
Bilingual Program
Faculty Lounge
Library
Student Services Center
Writing Center (N 202)
- X 26 Journal Square**
Administrative Offices
Bookstore
- Y Liberty High School
910 Bergen Avenue**
Classrooms
- Z Middle College
140 Sip Avenue**
Classrooms



Human Resources
14th Floor, 26 Journal Square
Jersey City, NJ 07306
Phone: (201) 360-4070; Fax: (201) 714-2509

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of Hudson County Community College's Employee Handbook.

Date

Employee's Signature

Employee (Print Name)