MISSION OF THE COLLEGE

The mission of Hudson County Community College is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered.

VISION STATEMENT

We continually aspire to make Hudson County Community College such an excellent and innovative urban college that it can be a first-choice option for the students and communities it serves.

VALUES STATEMENT

To fulfill the mission and vision of Hudson County Community College, we commit ourselves to these values:

- Student success;
- Academic excellence and learning support services;
- Integrity, ethical behavior, and respect for others;
- Celebration of our commonalities and respect for our differences;
- Championship of innovation;
- Inquiry and data-informed decision making;
- High quality and affordable educational opportunities; and
- Responsible stewardship of the resources entrusted to us.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 20</td>
<td>Martin Luther King’s Birthday – College Closed</td>
</tr>
<tr>
<td>Friday, February 14</td>
<td>President’s Weekend. Classes in Session – Administrative offices closed</td>
</tr>
<tr>
<td>Monday, February 17</td>
<td>Presidents Weekend – College Closed</td>
</tr>
<tr>
<td>Friday, April 10</td>
<td>Good Friday – College Closed</td>
</tr>
<tr>
<td>Monday, May 25</td>
<td>Memorial Day – College Closed</td>
</tr>
<tr>
<td>Thursday, July 2</td>
<td>Independence Day – College Closed</td>
</tr>
<tr>
<td>Monday, September 7</td>
<td>Labor Day – College Closed</td>
</tr>
<tr>
<td>Monday, October 12</td>
<td>Columbus Day – College Open. Floating Holiday</td>
</tr>
<tr>
<td>Tuesday, November 3</td>
<td>Election Day – College Open. Floating Holiday</td>
</tr>
<tr>
<td>Wednesday, November 11</td>
<td>Veterans Day – College Open. Floating Holiday</td>
</tr>
<tr>
<td>Wednesday, November 25</td>
<td>Early closing at 3 pm. Classes will be held. Supervisors will give essential student support personnel required to work after 3 pm an alternate early departure date/time.</td>
</tr>
<tr>
<td>Thursday, November 26</td>
<td>Thanksgiving – College Closed</td>
</tr>
<tr>
<td>Friday, November 27</td>
<td></td>
</tr>
<tr>
<td>Wednesday, December 23</td>
<td>College Closed – Given for January 1st</td>
</tr>
<tr>
<td>Thursday, December 24</td>
<td>College Closed – Given for Christmas Eve</td>
</tr>
<tr>
<td>Friday, December 25</td>
<td>College Closed –Christmas Day</td>
</tr>
<tr>
<td>Monday, December 28</td>
<td>College Closed through January 1, 2021</td>
</tr>
<tr>
<td>Monday, January 4, 2021</td>
<td>Day after New Year’s Day- College Open</td>
</tr>
<tr>
<td></td>
<td>Administrators and Staff – Floating Holiday, Faculty - Holiday</td>
</tr>
</tbody>
</table>
### Payroll Schedule

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Timesheet Due in Payroll</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Paycheck Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/16/2019</td>
<td>12/31/2019</td>
<td>1/6/2020</td>
<td>1/1/2020</td>
<td>1/15/2020</td>
<td>1/15/2020</td>
</tr>
<tr>
<td>2</td>
<td>1/1/2020</td>
<td>1/15/2020</td>
<td>1/22/2020</td>
<td>1/16/2020</td>
<td>1/31/2020</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>3</td>
<td>1/16/2020</td>
<td>1/31/2020</td>
<td>2/5/2020</td>
<td>2/1/2020</td>
<td>2/15/2020</td>
<td>2/14/2020</td>
</tr>
<tr>
<td>14</td>
<td>7/1/2020</td>
<td>7/15/2020</td>
<td>7/22/2020</td>
<td>7/16/2020</td>
<td>7/31/2020</td>
<td>7/31/2020</td>
</tr>
<tr>
<td>15</td>
<td>7/16/2020</td>
<td>7/31/2020</td>
<td>8/6/2020</td>
<td>8/1/2020</td>
<td>8/15/2020</td>
<td>8/14/2020</td>
</tr>
<tr>
<td>20</td>
<td>10/1/2020</td>
<td>10/15/2020</td>
<td>10/21/2020</td>
<td>10/16/2020</td>
<td>10/31/2020</td>
<td>10/30/2020</td>
</tr>
</tbody>
</table>

### Notes:

1. Pink Timesheets are due to the Payroll Office by 5 PM by the due date. This include Web Time Entry (WTE) and FT monthly timesheets.
2. Pink timesheets must be completed in blue ink. PLEASE DO NOT USE PENCIL.
3. Timesheets received late without prior approval, will not be paid until the next pay date.
4. "Paycheck Date" is the same for Part Time and Full Time Employees.
I. PARKING POLICY
The purpose of the Parking Policy is to provide the Hudson County Community College community with guidance on established parking areas, permits and regulations, and to ensure the proper and effective use and control of the available parking spaces. They are based on municipal ordinance, State motor vehicle regulations, and are designed to benefit the College community. The College reserves the right to change/modify this policy in order to accommodate changing parking needs.

II. GENERAL INFORMATION
Because HCCC is an urban College, limited parking is available at its facilities. The Safety and Security Department will patrol all College property for the purpose of enforcing traffic and parking policies. The College does not assume liability or responsibility for damage or theft of any vehicle or its contents while parked on College owned or leased properties.

Parking is a privilege given to employees and is based on a first come, first served basis with spaces reserved for College administration.

In Jersey City, parking is provided for all faculty/adjuncts and full-time employees at the 162 Sip Avenue, and 119 Newkirk Street lots. Also, 20 spaces have been allocated for the use of College employees (College hangtag required) at the Welcome Parking located at 20 Enos Place.

Additional free parking for all employees (sticker can be obtained at the main Security desk of each building; valid HCCC ID must be presented) is available at Impark (Square Ramp) Parking lot located at 801 Pavonia Avenue (behind Loews Theatre).
In the interest of providing maximum service to the College community, discounted parking is available in many privately owned area lots at Journal Square. For a detailed list and more information on discounted rates, please visit the Security Department page on the MyHudson portal or the front information desk inside each College building.

For the North Hudson Campus (Union City), additional parking is provided to HCCC Hangtag permit holders giving the bearer rights to park in the West New York Municipal Lot located between Kennedy Blvd. & Bergenline Ave. and between 51st St. and 52nd St. Monday thru Saturday 7am – 10pm. All users parking in this lot must obey all posted rules and regulations of the West New York Parking Authority.

III. REGISTRATION OF VEHICLES

All motor vehicles parking on campus must be registered with the Security Department. Applicants must provide:

✓ Valid driver’s license
✓ Valid vehicle registration card
✓ Valid insurance card
✓ HCCC photo ID.

Multiple vehicles may be registered, but only one permit (hang tag) will be issued. Only the person who is registered for the permit may use it. Any illegal use of parking hangtags will result in loss of parking privileges. If your permit (hang tag) is lost or stolen, a minimum $10.00 replacement fee will be assessed. If the permit is lost or stolen, the permit holder must file a Security report before obtaining a replacement permit. Alleged false reporting will be investigated as a criminal matter. The Safety & Security Department reserves the right to deny parking hangtag privileges when necessary.
IV. PARKING REGULATIONS

1) All vehicles must properly display a valid HCCC parking permit. Notification of New hangtags will be sent indicating time, date and location for replacement.

2) All drivers and vehicles must be in compliance with State driver’s license, registration and insurance regulations.

3) Motor vehicle accidents occurring on campus should be reported to the Security office immediately. The Security Department will provide information and assistance to the motorists involved.

4) Parking only in marked spaces is permitted.

5) Parking in driveways, sidewalks, or fire zones is not permitted. Vehicles found blocking or parked against the flow of traffic will be towed at owner’s expense.

6) The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation.

7) Any vehicle found to be in violation will be issued a parking warning. Parking privileges will be taken away from repeated violators.

8) The speed limit on campus property is five (5) miles per hour.

9) All vehicular traffic will yield to pedestrians; they have the right of way.

V. INCLEMENT WEATHER

During inclement weather, especially after heavy snowfall, parking conditions become hazardous and snow banks often reduce parking space. When these conditions exist, motorists are advised not to park in a manner that will impede traffic flow and increase accident hazards. Overnight parking (11pm – 6am) is prohibited in all lots.
VI. HANDICAPPED PARKING

- Handicapped parking has been designated throughout the campus. These areas are marked with handicapped signs. These spaces are typically located in the lots and rows closest to the building. Drivers using parking designated for disabled persons must display a valid state-issued placard, license plate, or other form of identification recognized by the state or national authority. Permits must be displayed in your vehicle facing outward at all times when you are parked on campus.

**To Confirm Eligibility, Employees are required to:**

- Submit a copy of their current MVC (Motor Vehicle Commission) Disability ID Placard and/or card authorizing use of Handicap Parking to Human Resources & Security Dept.
- Provide to the Human Resources & Security Depts. physician approval of disability for the purpose of keeping updated information.
- The unauthorized use of these spaces will result in a fine. The vehicle may also be towed at owner’s expense.

VII. RESERVED SPACES:

All reserved parking spaces are marked with signs and are reserved 24 hours a day. The unauthorized use of these spaces will result in a fine and or towing at owner’s expense. The purpose of the reserved parking is to provide approved employees with a designated parking space reserved for their use during College business hours. Given the limitation of spaces, we reserve the right to identify and distribute reserved parking spaces in the most fair and manageable manner. The Safety & Security Department shall maintain a complete file of all records in connection with reserved spaces.

VIII. VIOLATIONS:

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

- That have three or more parking violations or repeatedly violate parking regulations;
- With an unauthorized, altered or revoked permit;
• Without a license plate;
• With an expired license plate/vehicle registration;
• Parked in driveways, fire lanes or entrance, reserved or service vehicle spaces and reserved lots;
• Blocking a loading area/dock or trash dumpster;
• Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, emergency exits or to the movement and operation of emergency equipment. In addition, vehicles may be subject to summons by the police department.

The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a “show-up” fee or service fee.

IX. OTHER SERVICES:
• **Jump Starts** – The Security Department can use jump packs to assist you when your vehicle needs to be jump-started.
• **Lockout Service** – The Security Department will provide necessary assistance at owner’s expense in cases of vehicle lockouts by facilitating contact with a locksmith if necessary.
• **Security Escort** – For personal safety, you may request an escort to or from your vehicle or other campus location by calling (201) 360-4080 or extension 4080 on a campus telephone.

Remember to always lock your vehicle and keep valuables out of sight.
• **Be aware of your surroundings.**
• **Safety is a team effort!**
PARKING FOR JERSEY CITY CAMPUS
Discounted parking is available at the following Journal Square locations

Square Ramp Parking Garage located at:
- 801 Pavonia Avenue (behind Lowes Theatre)
Discounted parking up to **10 hours** for **$7.00** & up to 24 hours for **$14.00** with a valid HCCC ID

*FREE for EMPLOYEES ONLY* by obtaining a silver sticker at the Security front desk of HCCC buildings.
*Valid HCCC ID must be presented to obtain sticker*

Welcome Parking* located at:
**Prices below are charged after the 20 HCCC parking spots are full.**

- 20 Jones Street & Enos Place
Discount parking is available Monday – Friday at the rate of **$5.00** from 7:00A.M. – 5:00P.M.
& **$4.00** from 5:00P.M – 9:00P.M.

* Discount will only be obtained by showing a valid HCCC ID*

Park Lock (Impark * located at:
- 130 Sip Avenue (Across the street from Culinary Arts)
Discount rate is available for **up to 12 hours** for the rate of **$14.00** with a valid HCCC stamp.
Parking from **4PM – 11PM** will get a discount rate of **$5.00** with a valid HCCC stamp.
Parking between **10PM - 8AM** at the rate of **$14.00** with a valid HCCC stamp.
Parking **over 12 hrs.** at the rate of **$19.00** (No HCCC stamp needed)

*Discount stamp for this lot can be obtained at the Security desk of 161 Newkirk & 162-168 Sip Avenue*

Bergen Avenue Parking* located at:
- 871 Bergen Avenue
Parking is available 7 days a week, **6:00A.M. – 12:00A.M.** at the rate of **$7.00** for **2 hours**, **Up to 12 hours for $7.00 & $15.00 per day**

* Discount will only be obtained by showing a valid HCCC ID *

Please be advised that these prices are subject to change without notice

24/7 SECURITY DISPATCH: 201-360-4080

Revised: 10/19/18
PARKING FOR NORTH HUDSON CAMPUS

*West New York Municipal Parking Lot* at the following location:

- 511 or 513, 52nd Street (One Lot)
  Located near Bergenline Ave. between 51st & 52nd streets.

*FREE for Faculty & Staff with Valid HCCC Parking Permit Hangtag.*

- Permits must be free of any obstructions to enable clear view for Parking Enforcement Officers (P.E.O.).
- Vehicles can be parked in any spot and must be parked Head-In Only. Vehicles parked otherwise are subject to be ticketed.
- Only one (1) permit will be issued by H.C.C.C.
- Only the vehicles registered for the permit may use it.
- If permit is lost or stolen, a replacement fee will be assessed.
- The registered permit holder must file a report with Security before obtaining a replacement permit.
- H.C.C.C. is not responsible and assumes no liability for lost, stolen or damaged property, including vehicle and its contents, while in parking lot.
Vehicles parked without a valid HCCC Hangtag are subject to ticketing by the WNYPFA.
Spring 2020
Shuttle Service Schedule

<table>
<thead>
<tr>
<th></th>
<th>Leaving JSQ</th>
<th>Leaving NHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td>10:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6:40 p.m.</td>
<td>6:40 p.m.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Wednesday</td>
<td>5:40 p.m.</td>
<td>5:40 p.m.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Thursday</td>
<td>4:20 p.m.</td>
<td>4:20 p.m.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Friday</td>
<td>2:40 p.m.</td>
<td>2:40 p.m.</td>
</tr>
<tr>
<td></td>
<td>1:20 p.m.</td>
<td>1:20 p.m.</td>
</tr>
<tr>
<td></td>
<td>11:40 a.m.</td>
<td>11:40 a.m.</td>
</tr>
<tr>
<td></td>
<td>10:20 a.m.</td>
<td>10:20 a.m.</td>
</tr>
<tr>
<td></td>
<td>8:40 a.m.</td>
<td>8:40 a.m.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

There is limited seating on the shuttle; seats will be available on a "first-come, first-served" basis.

President's Day (Feb. 17) | Spring Break (March 23-27) | Good Friday (April 10)

Shuttle service will be not available on the following dates:

- Presidents’ Day (Feb. 17)
- Spring Break (March 23-27)
- Good Friday (April 10)

All shuttles run Mondays through Fridays when the College is open between 7:40 a.m. and NHC (Union City). Absolutely no other stops will be made. All shuttles run Mondays through Fridays when the College is open between 7:40 a.m. and NHC (Union City). Absolutely no other stops will be made.

For more information contact: Safety & Security Office at (201) 360-4800 or https://my.hudsoncc.edu/security

Seats on the shuttle are for HCCC students. NO non-HCCC guests will be allowed on the shuttle.

Shuttle service may be suspended during inclement weather.

There is limited seating on the shuttle; seats will be available on a "first-come, first-served" basis.

For more information contact: Safety & Security Office at (201) 360-4800 or https://my.hudsoncc.edu/security

Riders must present valid HCCC ID to gain access to shuttle.

All riders must present valid HCCC ID to gain access to shuttle.
ADJUNCT/OVERLOAD COMPENSATION – SPRING 2020

Spring 2020 Semester*
1-4 semesters: $732/ cr ($48.80/hr)
5-8 semesters: $744/ cr ($49.60/hr)
9-12 semesters: $755/ cr ($50.33/hr)
13-19 semesters: $767/ cr ($51.13/hr)
20+ semesters: $780/ cr ($52.00/hr)

Adjunct/Overload Pay Dates for Spring Semester 2020
1. (4th week): February 21
2. (7th week): March 13 (Late start contracts begin pay)
3. (10th week): April 3
4. Final Check: May 21 (Pay out for Online B contracts)

*APD completers receive $25/$30 credit increment based on phase completed. Please note, Adjuncts who do not complete the mandatory training are not eligible to participate in the APD workshops. For more information on APD workshops, please contact Lilisa Williams at ext. 4015 or lwilliams@hccc.edu

<table>
<thead>
<tr>
<th>Number of Semesters at HCCC</th>
<th>Non-APD Completers</th>
<th>APD Phase I Completers</th>
<th>APD Phase II Completer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-4</td>
<td>$732/ cr</td>
<td>$757/ cr</td>
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<tr>
<td>2</td>
<td></td>
<td>$744/ cr</td>
<td>$769/ cr</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>$744/ cr</td>
<td>$755/ cr</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>$744/ cr</td>
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<tr>
<td>5</td>
<td>5-8</td>
<td>$744/ cr</td>
<td>$744/ cr</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>$744/ cr</td>
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<td></td>
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<td>8</td>
<td></td>
<td>$744/ cr</td>
<td>$744/ cr</td>
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<tr>
<td>9</td>
<td>9-12</td>
<td>$755/ cr</td>
<td>$792/ cr</td>
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<td>10</td>
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<td>$767/ cr</td>
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<tr>
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</tr>
<tr>
<td>20+</td>
<td>20+</td>
<td>$780/ cr</td>
<td>$805/ cr</td>
</tr>
</tbody>
</table>

FULL-TIME FACULTY OVERLOAD RATES SPRING 2020

<table>
<thead>
<tr>
<th>RANK</th>
<th>OVL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTOR</td>
<td>$936CR $62.40HR</td>
</tr>
<tr>
<td>ASSISTANT PROFESSOR</td>
<td>$945CR $63.00HR</td>
</tr>
<tr>
<td>ASSOCIATE PROFESSOR</td>
<td>$954CR $63.60HR</td>
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<tr>
<td>PROFESSOR</td>
<td>$963CR $64.20HR</td>
</tr>
</tbody>
</table>

FULL-TIME FACULTY ADMINISTRATOR/OVERLOAD RATE SPRING 2020

$936CR $62.40HR
Hudson County Community College has implemented Connect-ED, a text- and voice-messaging emergency-alert system in the event of a crisis or emergency that poses an immediate and life-threatening danger to the College community.

Connect-ED is HCCC's response to a federal law which requires disclosure of pertinent information about campus crime and security. The system will allow the College to send time-sensitive notifications by phone, email and/or text message.

Both HCCC students and employees have been automatically registered by College email in the emergency-alert system and will receive alerts unless they opt out. Users may access the College's web site, www.hccc.edu/emergency, and click on the Connect-ED link to register additional contact information such as home, work, and cell phone numbers.

Free and Confidential
HCCC will provide this emergency service free of charge to students and employees – there is no charge to sign up. However, mobile service providers may charge a fee for incoming messages depending on an individual's plan.

Personal information entered into the Connect-ED system will be kept confidential and will not be used for any other purpose.

For information about Connect-ED, visit
www.hccc.edu/emergency

Stay informed and get Connect-ED today!
Campus Safety Tips

• On campus, immediately call Campus Safety & Security at (201) 360-4080 when you feel unsafe in any situation. Please Dial 911 in an emergency situation!

• Share your class/activities schedule with parents and a network of close friends.
• Give network telephone numbers to your parents, advisors and friends.
• Walk with an air of confidence and stay alert.
• Maintain situational awareness. Pay attention to the people and circumstances around you.
• Keep your hands free, not overloaded.
• Avoid walking alone at night or taking "shortcuts."
• Carry a cellular phone with you at all times and program important emergency numbers into it.
• Do not openly display money or valuables while walking in public.
• If you lock your keys in your vehicle or it does not start, contact Campus Safety & Security and wait inside a building until help arrives.
• Do not leave personal property unattended or unprotected in libraries, labs, classrooms or other common spaces. Always secure your belongings.
• Avoid working or studying alone in a building at night. Take advantage of the available campus escort and transportation services.
• Be proactive. Report any suspicious activities or persons to the Campus Safety & Security Department or the local police authorities.
• Off campus, immediately call the local police department (911) when you feel unsafe in any situation.

WHILE IN YOUR CAR

• Keep your car windows up and doors locked.
• Park in well-lit areas and travel on populated, well-lit streets.
• When walking to your car, make sure your keys are in hand and ready.
• Upon entering your car, check that no one is inside and lock the doors immediately upon entrance.
• Never pick up hitchhikers.

USING ATMS

• Use automatic teller machines (ATMs) that are busy, easily seen by the public and that are located in well-lit areas.
• Avoid using an ATM alone or at night. Do not stand at an ATM and count your money.

WHILE OUT ON A DATE/MEETING NEW PEOPLE

• Stay sober. Those under the influence are more likely to be victimized.
• Take your time in getting to know your companion or "date." Do not spend time alone with someone who makes you feel uneasy or uncomfortable. Follow your instincts and remove yourself from situations that you do not feel good about.
• Stay with a group of people. Avoid risky areas, such as deserted areas.
• Be alert for possible use of "date rape drugs" such as Rohypnol, which is illegal in the United States. Someone can slip it into a drink. It causes drowsiness, loss of coordination, dizziness and memory loss. Never accept drinks from other people and do not leave your drink unattended.
• Tell someone you trust your date's name, destination and planned time of return.
• Take money for a phone call and taxi fare with you so that you do not leave yourself stranded.

Safety is a team effort!

HEADS UP, PHONE DOWN

HUDSON COUNTY COMMUNITY COLLEGE

SAFETY & SECURITY OFFICE
(201) 360-4080
**HCOC Compliance Update**

Vivyan Ray  
Chief Human Resources Officer  
Compliance Officer/Title IX Coordinator

**Institutional Obligations Under Title VII and Title IX/VAWA/Clergy Act**

- Discrimination & Harassment  
- Sexual Misconduct

- Investigate  
- Stop  
- Prevent  
- Report

**Compliance Officers**

- On August 12, 2008, the Board of Trustees approved a revised Non-Discrimination/Anti-Harassment Policy. This policy contains the stipulation that it will be reviewed annually and amended as appropriate. The policy also stipulated the appointment of a Compliance Officer and alternate.  
- The updated policy approved by the Board on August 8th is posted on the portal.  
- Vivyan Ray – Compliance Officer  
- Joe Sansone – Alternate Compliance Officer

**Title IX: You are a “Responsible Employee”**

A “Responsible Employee” includes any employee who:

- Has the authority to take action to address the harassment  
- Has the duty to report harassment or other types of misconduct to appropriate officials  
- If someone a student could reasonably believe has this authority or responsibility to assist should s/he have a concern about harassment.

**Anti-Discrimination and Harassment Prevention Strategy**

- Encouraging diversity awareness  
- Conflict resolution at the lowest level possible  
- Policies on Anti-Discrimination, Harassment and Sexual Misconduct  
- Mandatory on-line training for all employees  
- Mandatory on-line training on Title IX for all students  
- Investigating complaints

**Mandatory Training**

- New employees and employees who have not completed the mandatory courses at HCOC covering Discrimination and Harassment in employment and college programs.  
- Links were sent in November for:
  - Sexual Harassment – 20 minutes  
  - Diversity Awareness – 20 minutes  
  - Title IX – 24 minutes  
- Acknowledging Harassment policy  
- Check your list for the links if you have not completed the course.
- Password for APFD II. Dinesborr must be used at HR and Lisa Wilson in excellence.  
- Links for new adjuncts will be sent in February and March.
Hudson County Community College
Compliance

Anna Krupitskiy, Vice President for Human Resources
Institutional Obligations Under Title VII and Title IX/VAWA/Clery Act

- Discrimination & Harassment
- Sexual Misconduct

- Investigate
- Stop
- Prevent
- Remedy
Title IX: You are a “Responsible Employee”

A “Responsible Employee” includes any employee who:

- Has the authority to take action to redress the harassment
- Has the duty to report harassment or other types of misconduct to appropriate officials
- Is someone a student could reasonably believe has this authority or responsibility to assist should s/he have a concern about harassment.
Anti-Discrimination and Harassment Prevention Strategy

- Encouraging diversity awareness
- Conflict resolution at the lowest level possible
- Policies on Anti-Discrimination, Harassment and Sexual Misconduct
- Mandatory on-line training for all employees
- Mandatory on-line training on Title IX for all students
- Identifying Campus Safety Authorities – Peer Leaders, Club Advisors, etc.
- Investigating complaints
SafeColleges Mandatory Training

• New employees and employees who have not completed the mandatory courses at HCCC covering Discrimination and Harassment in employment and college programs.

• Courses are:
  • Sexual Harassment – 19 minutes
  • Diversity Awareness – 23 minutes
  • Title IX – 24 minutes
  • Acknowledging Harassment policy – 2 minutes
  • Check your last reminder for the links if you have not completed the courses.
  • Prerequisite for AFPD II. Dashboard must be sent to HR and Lilisa Williams at enrollment. (Adjuncts only.)
## Mandatory Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>User</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrimination Awareness in the Workplace (Full Course)</td>
<td>15 minutes</td>
<td></td>
<td>Completed</td>
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<tr>
<td>Non-Discrimination/Harassment Policy (Custom)</td>
<td>5 minutes</td>
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<tr>
<td>Sexual Harassment Staff-to-Staff (Full Course)</td>
<td>10 minutes</td>
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<td>Completed</td>
</tr>
<tr>
<td>Title IX and Sexual Misconduct (Full Course)</td>
<td>24 minutes</td>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>

### Interested in Extra Training?

- [View more courses](#)
Questions?
hr@hccc.edu