





Dear Adjunct Teaching Faculty Member:

The Reynolds Adjunct Teaching Faculty Employee Handbook has been designed to serve as a quick reference for many issues relating to your employment with the Commonwealth of Virginia and J. Sargeant Reynolds Community College. It is not a contract, nor is it an invitation to contract.

In order to remain current, the Reynolds Adjunct Teaching Faculty Employee Handbook treats most topics briefly and provides links to the Department of Human Resource Management's Policies and Procedures Manual, the Virginia Community College Policies Manual, as well as the college's Policies and Procedures. Additional links to other sources of information may be included. This Manual is updated as official policies change. The Department of Human Resource Management's Policies and Procedures Manual, the Virginia Community College Policies Manual, and the Reynolds Policies and Procedures Manual (located in the [Reynolds Intranet](#)) will serve as the authority in case of a disparity between the Manuals and the Reynolds Employee Handbook.

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## **NOTICE**

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This handbook contains general information about your employment with the Commonwealth of Virginia, the Virginia Community College System, and J. Sargeant Reynolds Community College, and outlines policies and procedures that may affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.

Additionally, Reynolds reserves the right to make changes to the policies, procedures and other statements made in the employee handbook. Business conditions, federal and state law and organizational needs are constantly in flux and may require that portions of the handbook be revised.

Moreover, the employee handbook will be reviewed for revisions at least annually; this review shall occur in July of each year. Revisions may occur more frequently as required by federal, state, or Virginia Community College policy mandates.

*(Revised January 2020)*



Minutes of Instruction..... 19

Employee Separation from College Service .....	29
Paychecks, Direct Deposit, and PAYLINE .....	29
College and/or Campus Closings and Essential Personnel .....	30
Alcohol and Other Drugs .....	30
Workplace Violence and Harassment .....	30
Access to Personnel Records, Disclosure, and Employment Verifications.....	31
Statement of Public Accountability .....	31
Reporting Changes of Personal Employee Information .....	31
Employee Identifiers.....	32
Appropriate Workplace Attire .....	





Key Issuance and Return ..... 50  
Personal Safety and Environmental Safety

Academic Honors.....	58
Student Privacy and Release of Student Information (Policy 1-26) .....	59
Student Scholarship Programs .....	59
Services of the Office of Student Affairs .....	59
Statement of Student Rights and Responsibilities .....	59
Student Conduct (Policy 1-35).....	60
Academic Honesty (Policy 2-7) .....	60
Classroom Interruptions, Electronic Devices, etc. (Policy 2-18).....	62
Assisting Students with Disabilities (Policy 1-15) .....	62
Student Sexual Misconduct (Policy 4-17) .....	63
Student Appeals of Academic and / or Administrative Decisions (Policy 1-12) .....	63
(Policy 1-38) .....	63
Threat Assessment / Behavioral Intervention (Policy 1-22).....	64
Section 6.0000 .....	65
<b>Financial Operations</b> .....	65
Budget Preparation and Management.....	s7sp9eta.4.443.74.....

## History of the College

J. Sargeant Reynolds Community College (Reynolds) is named in honor of the late Lieutenant Governor of the Commonwealth of Virginia, who championed legislation creating the state

### *Vision*

Reynolds will be the preeminent pathway to the workforce and degree attainment for the greater Richmond region.

### *Values*

Reynolds Community College will be guided by the following values in all actions and decisions:

**Our Students:** We promote high academic standards and innovative programs that enable our students to go further and faster in pursuit of their goals.

**Our People:** We promote a culture of collaboration, hire talented individuals, and invest in their professional and personal growth.

**Our Community:** We enrich our community through education, leadership, partnerships, and volunteerism.

**Our Environment:** We create and foster safe, healthy, and inclusive places for learning, teaching, and

Participation – Help everyone feel welcome to participate and collaborate without interruptions. Contribute to the success of the team.

Preparation – Come prepared and be ready to contribute new ideas.

Professionalism – Model and develop behavior that will foster success in the workplace.

Privacy - Keep confidential discussions and documents out of public spaces.

Respect – Embrace diversity and be inclusive of all backgrounds, cultures, and contributions.

[Reynolds Intranet.](#)

## Councils, Committees, and Taskforces

The leadership and governance structure at Reynolds is designed to support a culture of shared leadership that through consensus develops, implements, monitors, and revises the college vision, mission, values, goals, and objectives. A culture such as the one embodied is nurtured through a decision-making process that invites participation from multiple levels within the college. In addition, the structure is designed to enable college constituencies to participate in the development, approval, and implementation of college policies and procedures. Faculty and staff are typically selected for participation on councils, committees and taskforces through their assigned jobs at the college, constituency group work assignments, or individual voluntary participation. Additional information about the Councils, Committees, and Taskforces can be found on the [Reynolds Intranet.](#)

## College Organizational Charts

The Office of Human Resources is responsible for the publication of the official college organizational chart. Therefore, organizational structural changes, position change information, and employee movements, must be reported to the Office of Human Resources prior to the effective date of the change. Charts are revised and published on the Human Resources intranet webpage quarterly (January, April, July, and October). The college organizational charts show all full-time college positions except teaching positions. Reynolds Community College Organizational Charts can be found by clicking [HERE](#).

## Reynolds Policies and Forms

The Office of Strategic Planning, Institutional Effectiveness and Technology is responsible for posting current college policies and procedures as approved by the president. College policies are organized into four sections:

- Section 1 – Student Policies
- Section 2 – Instructional Policies
- Section 3 – Human Resources Policies
- Section 4 – Administrative and General Policies

Current policies and procedures for Reynolds Community College can be found [HERE](#) on the college's public site.

Current versions of college forms for every department are provided electronically on the [Reynolds Intranet.](#)

## Reynolds Calendars – Academic Calendar, Meeting Room Calendars, etc.

Reynolds has a variety of web-based calendars available for viewing. Calendars can be found on the Reynolds public website [HERE](#) and internal calendars used for securing campus facilities can be found on the [Reynolds Intranet](#). Should you need to schedule a meeting room for use by employees and their respective guests, an employee event, or to hold job interviews, etc., be certain to use the

information regarding the college's accreditation status, official policies, statistical profiles, advisory and college committees, articulation agreements, and all institutional effectiveness efforts. OIE works in tandem with college academic affairs leaders to support curriculum development, course scheduling,



also available through CCWA for business meetings and corporate training sessions. Additional information on CCWA can be found by clicking [HERE](#).

### Middle College/Career Start

Middle College/Career Start, a CCWA workforce development program, provides free career starter job training. Short term industry-specific training is integrated with academic support to provide individuals who have a GED/HS diploma, as well as for those who need a GED, the opportunity to earn industry-recognized credentials. Additional information on the Middle College can be found by clicking [HERE](#).

### Intellectual Property

Reynolds [Policy 4-5, Intellectual Property](#), provides guidance on how the college will operate based on system-wide rules for intellectual property. Section 12 of the VCCS Policy Manual defines intellectual property broadly as a potentially patentable machine, product, composition of matter, process, or improvement in any of these, an issued patent, a legal right which is part of a patent or anything that is copyrightable including published or unpublished written materials or works, courseware including lectures, printed materials, images no matter the physical medium of expression, visual and/or recorded materials whether published or unpublished, and computer related materials including programs, procedures and any other documents involved in the operation and maintenance of a data processing system. The policy defines a procedure to determine the value of intellectual property and the division of equity in such property. Employees should notify the college's intellectual property policy administrator, the Vice President of Finance and Administration, when they believe intellectual property has been created so that the issues of ownership and equity can be determined. For additional information please review [Reynolds Policy 4-5, Intellectual Property](#).

Reynolds





[Policy 2-6, Grades Plan and Reynolds Policy 2-3, Public Posting of Grades by Faculty for a full understanding of the Reynolds grading policies.](#)

## Testing and Developmental Course Recommendations

Placement testing for degree-seeking students: All degree-seeking students must be assessed for readiness in reading, writing, and arithmetic, prior to registering for any course at the college.

Placement testing for non-curricular students: Noncurricular students and students in career studies certificates must be assessed for readiness in the area(s) required by courses prior to enrollment in the course(s). Examples of courses that require assessment include courses in English, mathematics, chemistry, biology, etc.

Student readiness may be assessed by means of the Virginia Placement Test. Alternatively, student readiness may be assessed by a variety of multiple measures. Assessment by multiple measures must be completed prior to assessment by the Virginia Placement Test.

Students whose native language is not English must be assessed by staff members in the English as a Second Language (ESL) program before registering for any courses at the college. Assessment with the ESL program may require a placement test administered by the program. If ESL courses are required for non-native speakers of English, these students may be required to take additional placement tests upon completion of those courses.

Faculty are encouraged to review the following policies to better understand developmental testing and placement:

## Classroom Observation by College Academic Managers

College academic managers reserve the right to conduct classroom observation of instructional activities of full-time and part-time teaching faculty. These observations can be performed at any time during the academic year, including summer session.

## Classroom Guest Speakers

Any teaching faculty member, full time or adjunct, who desires to have a guest speaker for a class, shall secure the approval of the Dean of the school of that particular class at least twenty-four (24) hours prior to the class.

If a proposed speaker would involve a cost to the college, prior approval must be obtained from the Vice President of Academic and Student Affairs via the Dean of the school of that particular class. [Reynolds Policy 2-14, Classroom Guests Speakers](#) provides guidance and procedures for obtaining classroom speakers.

## Academic Freedom of Speech

Reynolds Community College supports the concept of academic freedom of speech via the policy statement developed by the Virginia Community College System. To view the detailed statement review [VCCS Policy 3.5.5, Academic Freedom and Responsibility](#).

## Tests and Final Examinations

Students shall be expected to take course-related tests at their regularly scheduled times and in the format and manner specified by the instructor. No exceptions shall be made without the permission of the faculty member for that course. If the student fails to appear for a test, it shall be the student's responsibility to contact the faculty member and make arrangements for a make-up test, at the discretion of the faculty member. Faculty members should state their policy for make-up tests in the course syllabi.

Classroom tests should be kept in the personal possession of the faculty member assigned or under security until the time in which the test is to be administered. Testing centers will follow procedures for storing and administering tests given in the testing centers that ensure the security of the tests at all times. Faculty are encouraged to review the following policies for a better understanding of tests and examinations:

[VCCS Policy 5.6.1, Examinations](#)

[Reynolds Policy 2-15, Tests and Final Examinations](#)

[Center for Excellence in Teaching and Learning](#)

## Instructional Reassigned Time





and to graduate and transfer (or to find placement in the workforce commensurate with their new skills). Learning Communities and LC-related pedagogies and strategies are viewed by the college as an important toolset for achieving Reynolds



Participating in the college's evaluation process which involves administration of student evaluations, and

## Job Postings

All full-time and part-time college faculty and staff are encouraged to seek promotional and other career opportunities at Reynolds Community College through the job posting process. Current [employment opportunities](#) are updated and posted on Friday of each week.

## Hiring Requirements and Employee Background Screenings

The college's hiring process is fully described in [Reynolds Policy 3-1, Recruitment and Selection of College Positions](#). In accordance with college policy, the academic schools conduct their own hiring for part-time teaching faculty opportunities. However, adjunct faculty must complete or provide the following hiring documents to the Academic School prior to the first day of employment in order to complete the hiring process:

- Immigration and Naturalization Form (I-9)
- Complete and signed Commonwealth of Virginia State Application Form
- Official academic transcripts from all colleges and universities attended (*for Dual Enrollment faculty, a signed letter from the employing high school on letterhead certifying that the original official transcripts are currently on file at the high school is an acceptable substitution for not submitting the official academic transcripts to Reynolds*)
- Copies of relevant licenses or certifications
- Federal Tax Form W-4 and State Tax Form VA-4
- Employee Direct Deposit Authorization Form
- Ethics Agreement Form
- Summary of Policy on Alcohol and Other Drugs
- Employment Background Investigation Notification and Release Form
- New Hire/College Equipment Form (only when issued college-owned equipment)

Additionally, all employees must meet certain conditions of employment.

[Reynolds Policy 3-39, Employment Background Screening](#) and procedures establishes the guidelines to be used in conducting employment background screening as part of the college's employment practices and recruitment and selection process. The purpose of the hiring and employee background screening policy document is (1) to promote a safe work environment and protect the welfare of students, faculty, staff, and visitors; (2) to protect organizational assets including people, property, and information; (3) to properly verify the identity and credentials of applicants; (4) to perform due diligence in ensuring that the college appropriately evaluates candidates' background and suitability for employment; and (5) to ensure college hiring decisions are based upon job-related information. All full-time and part-time employment candidates are required to submit to the employee background screening process. Moreover, certain state jobs are designated by agencies as "sensitive" according to the definition in the Code of Virginia, §2.2-1201.1. Final candidates for these positions are subject to a fingerprint-based background check, including current employees who apply for a







## Employee Identifiers

Reynolds Community College is dedicated to providing a friendly and welcoming environment. To accomplish this goal the college provides name tags and desk plates to employees so that they can be identified by name by all internal, as well as, external customers and students. All full-time faculty and classified staff should receive name tags within the first six weeks of their hire date. For full-time faculty and staff that have desks, they will also receive a desk plate. There is no need to initiate a request for full-time faculty and staff as this process is automatically handled by the Office of Human Resources.

Wage/Hourly staff and adjunct faculty receive name tags based on their public role on behalf of the college. Supervisors and managers are to send an email request to the Human Resource Assistant, to place an order for adjunct faculty and wage/hourly name tags. Additionally, full-time and part-time employees may display their Reynolds employee ID and lanyard around their neck to serve as an identifier as well.

## Appropriate Workplace Attire

Reynolds does not maintain a written policy regarding workplace attire. We believe that every faculty



Reynolds Hiring and Salary Determination Procedures are identified in [Reynolds Policy, 3-26, Appointment and Compensation of Adjunct Faculty](#). Reynolds Office of Human Resources follows [VCCS Policy 3.4.3, Employment of Adjunct Faculty](#) and [VCCS Policy 3.8.7, Adjunct Workload Credits](#) for adjunct faculty compensation and workload decisions.

## Faculty Rank and the VCCS-29

Qualifications for faculty in the Virginia Community College System are aligned with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). : The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its adjunct faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the academic hiring manager is responsible for justifying and documenting the qualifications of their respective adjunct faculty; and, Reynolds Office of Human Resources provides a review of the documents submitted in order to maintain VCCS and SACS compliance. Finally, Reynolds uses the following policies to assign rank and to review the credentials of its newly hired adjunct faculty:

[VCCS Policy 3.1, Academic Rank and Administrative Titles](#)

[VCCS Policy 3.2, Faculty Qualifications](#)

[VCCS Policy 3.2.3, Degree Equivalency](#)

[VCCS Policy 3.2.4, College Training and Experience](#)

[VCCS Policy, Teaching Qualifications \(VCCS-29\)](#)

## Adjunct Faculty Contracts

Adjunct faculty contracts are issued by the Academic School Deans and are typically issued to adjunct faculty prior to or at the start of the semester. The contract agreement is not binding on the College if the College Administration should, because of insufficient enrollment or other such reasons, cancels the intended course and no longer requires the services of the adjunct faculty member. Additionally, the contract and the offer of part-time employment with the College are contingent upon the successful completion of the College's pre-employment background screening.

In accordance with VCCS guidance, the adjunct faculty member must agree that if he/she has an existing employment contract with the Virginia Community College System, that an additional adjunct teaching contract with Reynolds will be considered an addendum to the existing VCCS contract. And, that the Reynolds adjunct faculty contract will not supersede any such existing employment contract in any way, unless agreed to by the existing VCCS employing institution, and any conflicts between such existing and additional contracts will be construed in favor of the existing contract.

### Adjunct Faculty Teaching Loads

For each fall and spring semester, the semester limitation will be no more than twelve (12) workload credits in the fall and spring semesters and no more than eight (8) during the summer session. Under no circumstances will an adjunct faculty member be allowed to teach in excess of twenty-four (24) workload credits for the fall and spring semesters combined.

### Adjunct Faculty Promotion in Rank

Reynolds welcomes the opportunity and encourages each adjunct faculty member to seek professional and educational advancement through the opportunity of promotion in rank. Adjunct faculty who earn additional academic credentials which qualify movement in rank are encouraged to submit the promotion request and official transcripts certifying the earned credential(s) to their respective Program Head for review by the respective School Dean. Pending budget availability, the approved promotion in rank becomes effective at the start of the next employing academic semester. [Reynolds Policy 3-26, Appointment and Compensation of Adjunct Faculty](#) and [VCCS Policy, Teaching Qualifications \(VCCS-29\)](#).

### Adjunct Faculty Performance and Evaluation Plan

All college personnel in positions categorized as adjunct teaching faculty, according to the VCCS Policy Manual, will be evaluated in accordance with the procedures and standards in the Faculty Performance and Evaluation Plan: 9-month and 12-month Teaching Faculty and Program Heads.

The annual process of performance planning and evaluation of teaching faculty is a critical part of Reynolds Community College's commitment to achieving world-class status in fulfilling its mission and goals. Also, the college is committed to promoting and nurturing the continuous professional and personal growth and development of all members of the college community. This performance and evaluation plan encourages continuous improvement through the processes of strategic planning, goal setting, coaching and mentoring.

The adjunct faculty performance and evaluation plan is implemented on the fiscal year cycle, beginning July 1 and ending June 30

Consistent with the responsibilities and conditions of employment as mentioned in this handbook, adjunct teaching faculty will be evaluated on the following:

- Teaching effectiveness
- Classroom effectiveness
- Teaching innovation and expertise
- Posted office hours and availability to students
- Record keeping
- College or community service (partially optional, activities document by faculty member)
- Professional development (optional, activities documented by faculty member)
- Professionalism

Adjunct faculty are encouraged to review the

403(b) Tax Annuity Plans – saving for retirement is easy through the Tax Annuity Plans:

- a. You contribute to your account through payroll deduction.
- b. You defer paying taxes on your contributions until you retire and begin receiving money from your account.
- c. You can change the amount you want to save, subject to tax code and plan limits.

The record-keeper for the plan varies based on the vendor selection. You may sign up with any of the approved vendors listed on the Fringe Benefits Management Companies' website.

The [Reynolds Intranet](#) provides additional information on all benefits available to adjunct faculty. This information is located in the Human Resources Portal.

### Workers' Compensation

Non-Emergencies - when an employee (full time or part-time; adjunct faculty or wage/hourly) is injured on the job, the supervisor must ensure that the employee receives proper medical treatment to include first aid. In the event of a non-emergency injury, the supervisor's next step is to contact the [Reynolds Worker's Compensation Coordinator by telephone \(804\) 523-5875](#) to report the injury. Then, the supervisor MUST complete the [Accident Report of Workers' Compensation Claim Form](#) and FAX to Reynolds Human Resources at (804) 523-5108 within twenty-four (24) hours of the injury. If first aid is not sufficient, the Reynolds Worker's Compensation Coordinator will immediately provide the employee with a panel of at least three (3) physicians from which to choose one as their authorized treating physician for medical care. As stated in the Virginia Workers' Compensation Act, the agency/college must provide an injured worker with medical treatment. Therefore, the purpose of the panel is twofold: to place the costs of medical care and treatment on the employer and to restore the employee's good health so that the employee may return to employment as quickly as possible.

Emergencies - in a life-threatening emergency situation the supervisor must seek the necessary medical treatment for the injured employee at the nearest medical service provider by the quickest means available (ambulance, rescue squad, etc.). In a non-life threatening, but still emergency situation, supervisors are to ensure that the injured employee obtains treatment from the nearest emergency medical service provider (emergency room, Patient First, etc.). After the emergency situation has ended and the employee has received emergency medical attention, the supervisor's next step is to contact the [Reynolds Worker's Compensation Coordinator by telephone \(804\) 523-5875](#) to report the injury. Then, the supervisor MUST complete the [Accident Report of Workers' Compensation Claim Form](#) and FAX to the Reynolds Office of Human Resources at (804) 523-5108 within twenty-four (24) hours of the injury, and, the Reynolds Worker's Compensation Coordinator will immediately provide the employee with a panel of at least three (3) physicians from which to choose one as their authorized treating physician for medical care that the injured employee will use after treatment by the emergency room, Patient First, etc.

How to Report a Work-related Accident, Injury or Illness and Timely Submission - The employee must IMMEDIATELY report all work-related injuries to his or her supervisor. The supervisor must



makes him or her unable to perform his or her job. Or, up to twenty-six (26) weeks, to care for a covered military servicemember with a serious injury or illness if the employee is the spouse, son,



## Virginia Learning Center (VLC)

A learning management system (LMS) that provides online, just-in-time training options to the college community. The Virginia Learning Center also incorporates a web based system for maintaining training documentation, certificates and reports to faculty and staff. Every new full-time and part-time employee is automatically registered into the (VLC) within fourteen (14) days of their hire date. This allows new employees easy access to the VLC so that they can appropriately track their individual professional development activities. Additional information can be found on the following link: [Virginia Learning Center](#).

## Other College and VCCS Professional Development Opportunities

Professional Development Days – Two days are designated each year just for professional development opportunities (PDO). The Faculty PDO day is typically held during the month of May after the end of exams and before graduation. The Classified PDO day is always held in March (during Spring Break) to allow classified staff to suspend their normal work duties and attend training opportunities.

VCCS Professional Development Opportunities – The Virginia Community College System (VCCS) offers a variety of professional development opportunities to faculty rank staff in the VCCS system. Additional information can be found on the [VCCS](#) website.

## Reynolds Employee Holiday and Winter Break Schedule

Full-time employees of the Commonwealth of Virginia observe twelve (12) paid holidays. However, educational institutions such as Reynolds



## Reynolds Employee Service and Recognition Programs

The college acknowledges the significant role that recognition can play in the success of the college. To that end, Reynolds provides guidelines for the establishment and implementation of recognition initiatives for full-time administrative, professional, and 12-month and 9-month teaching faculty;

constitutes sexual misconduct (sexual harassment or sexual violence) by employees in connection to their employment. Furthermore, sexual assault is a violation of the *Code of Virginia*.

In compliance with the Equal Protection Clause of the United States Constitution, discrimination based on factors such as one's sexual orientation or parental status shall not be tolerated.

The college prohibits the use of family medical history or genetic information in making decisions related to any terms, conditions, or privileges of employment in compliance with Title II of the Genetic Information Non-Discrimination Act of 2008 (GINA).

As an employee of Reynolds Community College, you are required to report allegations of discrimination to the College's Equal Employment Officer:

Corliss B. Woodson  
Associate Vice President of Human Resources  
[CWoodson@reynolds.edu](mailto:CWoodson@reynolds.edu) or  
[EEO@reynolds.edu](mailto:EEO@reynolds.edu)  
(804) 523-5877

### Sexual Discrimination and Other Unlawful Harassment

Reynolds Community College is committed to maintaining an academic and work environment that creates the freedom for each individual to live, think, act, work, study, and speak without fear of physical, emotional, and psychological harm.

In compliance with Section 703 of the Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the college will not tolerate any verbal, nonverbal, or physical behavior that constitutes sexual misconduct by employees in connection to their employment. Furthermore, sexual assault is a violation of the *Code of Virginia*.

In order to assure that sexual misconduct is precluded, the college strongly encourages individuals who believe they have experienced sexual misconduct to report the alleged misconduct according to the procedures described in Section IV of this policy. Additionally, personnel with supervisory responsibility

Additional information regarding training opportunities can be located on the [PD&R website](#). Policy guidance regarding sexual discrimination and other unlawful harassment can be found in [Reynolds Policy 4-17, Title IX, Sexual Misconduct and DHRM Policy 3-35, Civility in the Workplace](#).

### Performance of Duties within Ethical and Legal Guidelines

Full-time teaching faculty duties and responsibilities are provided in detail in [Reynolds Policy 3-2, Faculty Teaching Loads and Responsibilities](#), and for adjunct faculty this information is provided in [Reynolds Policy 3-26, Appointment and Compensation of Adjunct Faculty](#). The information provided in both policies is intended to provide a greater description of the college's expectations of the faculty member along with information to assist in the development of job performance expectations for use in the ongoing evaluation of the faculty member's performance. Academic deans and other hiring managers are to ensure that full-time and part-time teaching faculty are aware of their job expectations through the dissemination and frequent discussion of these two policies and others as provided by the college and the Virginia Community College System.

Like other full-time and part-time college employees, the college does not use the Commonwealth's position description format or Employee Work Profile for full-time and part-time teaching faculty positions.

### Disciplinary Process

The purpose of this section is to set forth procedures to address unacceptable behavior, conduct, and related employment problems in the workplace, or outside the workplace when conduct impacts an faculty member's ability to do his/her job and/or influences the agency's overall effectiveness.

Consistent with the Commonwealth's workplace standards, Reynolds strongly encourages the practice of "Progressive Discipline." This step-by-step process of applying discipline ensures that every faculty member is provided with the guidance and means to succeed in their assigned position, and also ensures that the faculty member is provided with "Due Process" in each step along the way.



## Reasonable Accommodation

A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.

In the majority of situations, providing a reasonable accommodation is simple, quick and inexpensive. Additionally, requests for accommodation must be considered on a case-by-case basis, and, in the majority of cases, can be resolved between employee and supervisor. To handle matters of reasonable accommodation, employees and supervisors should first review [Reynolds Policy 3-11, Reasonable Accommodation](#) and then contact the Reynolds Associate Vice President of Human Resources if there are additional questions at 523-5877.

## Employee Computer Access and Usage at Reynolds

### How to Obtain Computer Access

Before obtaining an email account and local area network (LAN) account, all full-time and part-time employees must complete the Computer Access Request Form 40-0006, found on the [Reynolds Intranet](#). Completing this request is necessary not only for initial access but any additional levels of access to secure resources.

### Information Technology Employee Acceptable Use Agreement

All employees who use the college's information technology resources (from email accounts and

## Help Desk (Technical Support)

The college provides technical support to college employees for the college provided email, Voice Over IP (VOIP) telephones, and any hardware owned by the college, as well as software and database applications managed by the college and the Virginia Community College System, such as the PeopleSoft Student Information System (SIS), Blackboard, and the Administrative Information System (AIS). Requests for assistance can be made via the ReadyDesk ticket system, the [Help Desk web page](#), by telephone (523-5555), or email [helpdesk@reynolds.edu](mailto:helpdesk@reynolds.edu). The college cannot provide assistance for personally owned computer hardware or software.

## College Websites

The college maintains a number of websites to fulfill its broad educational mission. These include the public website at [www.reynolds.edu](http://www.reynolds.edu) that presents important information for the general public and students, and the college's intranet <https://intranet.reynolds.edu/> where employees can find important information about every aspect of the college. The public website and the Reynolds Intranet are managed by the college's Marketing Department, which has delegated authority to some college departments to maintain select sections of content.

Access to both the Downtown Campus (DTC) parking deck and the Navy Hill parking deck is obtained through the use of your College ID card. Each ID card is encrypted with specific information relative to the user when it is issued and is downloaded into the college's parking database system. Once your ID card has been issued, it takes approximately 24 to 48 hours to become activated and available for use in the parking deck.

To enter either parking deck, you will need to pull into one of the designated entrance lanes and stop at the card reader/ticket dispenser station. You will need to swipe your ID card thru the magnetic card reader or tap the reader. In a matter of seconds, the information is read and the gate should automatically open and record your entrance into the deck.

Once you have successfully entered the parking deck, you may park in any authorized parking space. When you are ready to leave the parking deck, you will need to swipe your card thru the magnetic reader or tap reader (you must use the same process that you used when you entered the deck) to exit from the deck.

The card access system must show an entrance and an exit for your ID card or you will be unable to enter the deck upon your next visit.

Your ID card will only allow you one access at a time. Your card should not be used by any other individual. These actions may result in your inability to utilize your card for your own personal use. The access system records all transactions and maintains an active file on all cards that have access to the parking deck. Parking in the deck is a privilege and can be suspended or denied due to misconduct or failure to follow parking regulations.

In the event you lose your ID card, the lost card will be deactivated and will need to be replaced with a new card. If you relocate your old card and try to use it to get into the parking deck, it will not work. This will also show up on your record and the old ID card will need to be collected.

Additional information regarding Student and College Personnel ID cards can be found within [Reynolds Policy 4-40, Student and College Personnel and ID Cards](#).

If you experience problems with your ID card allowing you to enter and/or exit either parking deck, please contact the cashier on duty at (804) 523-5465 or the Parking Deck Supervisor at (804) 523-5471.

No overnight parking is permitted.

#### Downtown Campus Parking (w/o ID Cards)

All individuals who do not have a current activated college ID (i.e. visitors, distance education students, enrolling students, etc.) will be required to pull a ticket from the ticket dispensing machine located in an entry lane. The ticket pulled from the machine will be time and date stamped. Upon preparing to leave the parking deck, these individuals will need to have their ticket validated in order to avoid any parking fees.



The Department of Police is the only location with the authority to validate these tickets. There will be isolated times during the beginning of each semester and for special events that other departments will have the ability to validate tickets. These instances will be handled and directed by the Parking Services Supervisor.

The Department of Police for the Downtown Campus is located on the 1st floor in room 123. If no one is in the office, the individual should contact the Campus Police Dispatcher at (804) 523-5219 and they will dispatch an Officer to meet the individual. All individuals will be required to present a valid picture ID and for the Officer in order to receive a validation sticker. Each individual will also be asked the nature of their business. Once the ticket is validated, the individual will need to present it to the cashier when exiting the parking deck.

If the individual fails to have their ticket validated, they will be presented with three (3) options.

Option 1 - The individual will be allowed to back up if there are no more than 3 cars behind them and return to the Department of Police office to have their ticket validated.

Option 2 - The individual will be charged in accordance with the posted parking fee schedule based on the length of their stay.

Option 3 - In the event the individual does not have sufficient funds to pay the calculated parking fees, they will be required to complete a Customer Shortage form. The individual will need to present their driver's license to the cashier in order to complete the form. The individual will have five (5) days in

## Identification Card (ID)

To receive a Reynolds Community College ID:

An individual must be currently enrolled as a student, a college faculty or staff member, or

Administrative Lieutenant at 523-5219. On-line training and additional information can be found on the [Reynolds](#) website.

### Shuttle Services Between Campuses

The Department of Police provides shuttle services from the Downtown Campus to the Parham Road Campus. The [current shuttle schedule](#) is located on the [Reynolds](#) website.

### Escort Services

Department of Police personnel will provide walking escorts to and from parking lots upon request. Requests can be made by calling (804) 523-5219 or asking one of the uniformed officers on patrol.

Blood Borne Pathogens Prow pequest.



Let's all do our part to save the world's precious resources!

### Need Something Fixed? Requesting Maintenance Services

The submission, scheduling and monitoring of all work order requests and preventive maintenance tasks are handled through the college web-based work order system. The work order system is designed to separate each work order request according to the requested division. For example, all work orders for the Downtown Campus custodial department will be assigned only to that department. Additional information required with the completion of a work order request includes priority level, description of request, specific location, etc. Upon submission by the end user, the Work Order System will send an e-mail to the supervisor responsible for the campus department so it can be assigned to a technician in a timely fashion depending on the urgency of the request. A work order request may be submitted via the following link: [Maintenance Request Form](#) or you may contact the Facilities Management and Planning Department at (804) 523-5790 or 523-5791.

### Telephones and Other Communication Devices

The college telephone system, including cell phones and fax machines, is available to conduct college business only. Accepting access to the telephone system carries an associated expectation of responsibility and appropriate use. Abuse of the college telephone system, including charging personal long distance calls and faxes, and use of cell phones for non-college business, will result in formal disciplinary action which may include termination. Procedures for proper use of electronic devices on campus can be found in [Reynolds Policy 2-19, Electronic Devices On Campus](#).

## Other Important Matters to the Adjunct Faculty Member

### Use of College Facilities by External Groups

The primary purpose of Reynolds facilities is to support the college's instructional and student services programs. Normally, our facilities will be in use for the day and evening programs of the college for six days per week (Monday through Saturday). Credit classes, non-credit class



Or submit a written request to:  
Reynolds Community College  
P. O. Box 85622  
Richmond, Virginia 23285-5622  
(804) 523-5097 – Fax  
[FOIA@reynolds.edu](mailto:FOIA@reynolds.edu)

In addition, the Freedom of Information Advisory Council is available to answer any questions citizens may have about FOIA. The Council may be contacted by E-mail at [foiacouncil@leg.state.va.us](mailto:foiacouncil@leg.state.va.us) by phone at (804) 225-3056 or toll free at (866) 448-4100.

NOTE: Matters requiring an official college response should be referred to the Office of Communications.

### Employee Participation in College-sponsored Off-Campus Activities

College-sponsored off-campus activities including co-curricular, instructional, and non-instructional are sponsored by Reynolds to provide more enriching experiences to students. Frequently, faculty and staff are invited to participate in these non-work related opportunities. Faculty and staff who participate in these activities as part of their regular duties and responsibilities are considered “employees” and serve in an official capacity to represent the college.

Faculty and staff who voluntarily participate as invitees are not considered “employees” and do not serve in an official capacity representing the college. [Reynolds Policy 1-29, Participation in College-sponsored Off-Campus Activities](#) provides additional information on participation in college sponsored off-campus activities.

## Working with Students at Reynolds

### Services of the Offices of Enrollment Management

The Office of Enrollment Management provides leadership and collaboration of strategic efforts to stabilize and grow enrollment. Enrollment Management examines the various phases of the student lifecycle and works with internal and external stakeholders to identify and maximize opportunities that positively impact recruitment, retention and completion in the Reynolds service region. Enrollment Management provides direct leadership to the offices and functions of Admissions, Financial Aid, Registrar, and Testing Services, at the Parham, Downtown and Goochland campuses.

### Admissions Process and Procedures ([Policy 1-11](#))

Reynolds Community College provides access to a college education for all individuals, provided they meet criteria and demonstrate the ability to benefit from a college education. The various types of



Students who do not submit the appropriate forms or attend classes within the guidelines outlined in



Cumulative Grade Point Average	Honor
3.200	Cum Laude (with honor)



Copying or using notes, examinations, or instructional material during examinations, tests, or quizzes.

Using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation.

Obtaining, using, or possessing unauthorized copies of an examination or receiving unauthorized information regarding examinations.

Submitting another's project as one's own.

Having an examination taken by a second party.

Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.

Writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam.

Plagiarism: The presentation as new and original an idea or product derived from an existing source without properly citing the source of the material. Examples of plagiarism include:

Duplicating an author's work (in part or whole) without quotation marks and/or accurate citations.

Duplicating an author's words or phrases with accurate citations, but without quotation marks.

Using an author's idea(s) in paraphrase without accurate citation(s).

Submitting, without quotation marks, a paper in which exact words are merely rearranged even though cited.

Facilitating academic dishonesty: The intentionally committing or attempting to help another to commit an act of academic dishonesty. Several common forms are:

Completing, in whole or part, an examination or project in the name of someone else.

Permitting another student to copy one's work during an examination, test, or quiz.

Permitting another student to copy one's written work whenever the work is to receive a grade.

Procedures regarding how to address alleged academic honesty cases can be found [in Reynolds Policy 2](#)

Accommodation requests and services provided to students are not retroactive. Please review [Reynolds Policy 1-](#)





## **Financial Operations**

### Budget Preparation and Management

The operation of the college is funded by various revenue sources which include general funds from the Commonwealth of Virginia General Assembly; tuition and fees as approved by the General Assembly; grants from Federal, Commonwealth, and private sources; vending income; and locality contributions.

The college fiscal year is from July 1 through June 30. The college budget preparation process involves input from the college managers to their respective vice president or associate vice president. There are multiple reviews at various levels prior to the budget presentation to the Executive Cabinet of the college for discussion, revisions and final approval. The budget preparation process is managed by the Budget Manager.

Financial reports are provided monthly to college department managers and Executive Cabinet members for review. Each manager is required to review departmental records of budgetary actions, expenditure commitments, and expenditures to ensure funds are available in the departmental budget before initiating any procurement or personnel actions. The Budget Office provides assistance and training to the college department managers. All questions relating to budget and reporting should be directed to the Budget Manager. Additional information can be found on the [Reynolds Intranet](#).

### Travel Request, Travel Advance and Mileage Reimbursement

The college reimburses employees traveling on official college business for reasonable and necessary expenses incurred, subject to budget availability.

At the discretion of the college and/or department managers, stricter guidelines for enforcement of travel procedures and regulations may be imposed. Employees should check with their department managers prior to finalizing travel plans.

any other travel costs or fees. For Local/Vending funds, all overnight and/or out of town travel, the college requires the traveler to complete the Chrome River pre-approval.

Form 32-0002 provides the traveler with an option to request a travel advance, registration fee or hotel

Additional information can be found on the [Department of Accounts](#) website and the Financial Operations section of the [Reynolds Intranet](#).

## Purchasing

There are specific policies and procedures for the purchase, receipt and distribution of all goods and services. The Shared Services Center Procurement Office is the coordinating and implementing office for the policies and procedures. Questions on obtaining goods and services should be directed to this office.

The goal of the college is to obtain the highest quality goods and services, at the lowest reasonable cost necessary to conduct the business of the college and to support the faculty, staff, and students in aid of the college's instructional, research, and public service programs.

All purchases must be processed electronically using the Commonwealth of Virginia's electronic procurement solution system (eVA) unless specifically exempted. Additional information can be found in the Financial Operations section of the [Reynolds Intranet](#).

## Small Purchase Charge Card (SPCC)

The college has established policies and procedures for use of a Small Purchase charge card. The use of the card streamlines the procurement and payment processes for small purchases generally (under \$5,000). The charge card shall only be used to purchase low dollar goods and services within the established per transaction limitation of the users card.

SPCC purchases are limited to the single quote limit, which is \$5,000 or less per transaction. All purchases on the small purchase charge card shall be placed in eVA. Order-splitting, for any reason, to facilitate the procurement of a good or service using the Charge Card is strictly forbidden. Each charge card user is required to reconcile and obtain approval of their monthly expenditures by the designated due date. Additional information can be found in the Financial Operations section of the [Reynolds Intranet](#).

## Institutional Memberships

Institutional and accreditation memberships are centrally funded in the membership budget. Requests for memberships are included during the annual budget development process. Individual or departmental memberships that do not benefit the college as a whole are funded from the departmental budget allocation based on availability. All questions relating to institutional memberships should be directed to the Budget Manager.

## Receipt of Money

Employees receiving funds on behalf of the college must forward monies to a campus business office or to the Central Business office within 24 hours of receipt. Employees will be asked to provide the accounting information for which the funds are to be credited. If unknown, the business office staff will provide assistance.

## Grants and Acceptance of Gifts

The college receives grants of funds from public and private sources to support its programs and services. The Grants office provides support to advance the college's goals through identification, cultivation, and solicitation of financial support.

Responsibility for the coordination of grant submissions and management of awards is through the grants administrator or through the executive director of the J. Sargeant Reynolds Community College Educational Foundation, when applicable.

Since some foundations and agencies consider only one proposal per institution within a given period, the need for such coordination is particularly important prior to contact with external sources. A database is maintained by the Grants office regarding prospective funding sources, as well as awarded grants, in order to avoid overlap of solicitations.

Faculty or staff seeking external funding should verify with the grants administrator that there is no duplication of contacts on behalf of the college.

## Conflict of Interests

State employees are in a position of public trust and are not to accept gifts, gratuities, favors or rewards for any services performed in connection with State employment. In addition, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for an appointment, promotion, or special privilege with the college or any other State agency.

Employees are prohibited from using information gained while performing their job to influence or further their own personal interests. In addition, employees that have the ability to perform procurement transactions are covered by the Ethics in Public Contracting Act ("Procurement Act"). Further information on this act can be obtained by contacting the Purchasing Manager.

The college requires also that its Officers and Directors complete and file Statement of Economic Interest forms on an annual basis. This is done to further reinforce the college's commitment to creating a "no conflict of interests" environment. Additional information can be found in the Financial Operations section of the [Reynolds Intranet](#).

## Campus Business Offices

The Business Offices provides the services below:

- Collects tuition payments and record payments on student's accounts.
- Collects student obligation payments.
- Processes third party charges for tuition payment.
- Collects payments for Student Life activities or events.
- Collects funds on behalf of student organizations i.e. fund raising events, club dues etc.
- Provide information on student accounts.

Additional information can be found in the Financial Operations section of the [Reynolds Intranet](#).

An entity or individual who has entered into a contractual agreement to provide goods or services to the college, and meets the following criteria:

- Form 35-0802 –Agreement For Instructional Services Rendered By Independent Contractor is completed, signed and on file with Reynolds Office of Human Resources
- Form 35-0803 –Agreement For Non-Instructional Services Rendered By Independent Contractor is completed, signed and on file with Reynolds's Office of Human Resources
- Is not currently an employee of the college
- Has no expectation of becoming an employee at the end of contractual service
- Rely upon own expertise rather than following specific instructions from the department regarding performance of the required work
- Performed the work to the specifications of, but not under the direction of, a college employee or student
- Payment for Independent Contractors will be paid through the Accounts Payable Department and subject to all payable processes.

## Risk Management and Liability

The college participates in a statewide risk management program that covers faculty and staff, as well as physical properties. Coverage is included for:

- Real and personal property
- Boilers and machinery
- Fine arts
- Tort liability and medical payments arising from operation of State vehicles
- Liability insurance for State employees, including medical malpractice
- Workers' Compensation

The college Accounting Manager coordinates the risk management programs for the college with the exception of Workers' Compensation which is handled by the Office of Human Resources.

Personal injury and loss or damage to college property should be reported to the Department of Police. In response to such occurrences, the foremost responsibility of all college employees shall be to preserve and protect life and property. The filing of an Incident Report to the Department of Police shall document the facts and circumstances pertaining to such events.

Employee accidents also need to be documented on Form 35-