The following General Personnel Policy of Volunteer State Community College is for the efficient administration of the institution, and to establish standards, guidelines, and reporting requirements for the exercise of the delegated authority.

1. Scope of Delegation

A. The appointments and terminations which require the prior approval of the President and the Chancellor include: All Vice Presidents (academic, business, student affairs, etc.) including all interim appointments;

1. Academic deans, academic department and/or division heads, Director of the Center of Emphasis, (including those officers, who with varying titles, have line responsibility for administration of academic faculty or staff at the academic disciplinary unit level); including interim appointments;

2. Appointments, promotions, and/or transfers to positions with salaries in excess of $75,000; and of non-faculty (the promotion process for faculty is governed by Tennessee Board of Regents Policy 5:02:02:30), and/or transfers to positions with salaries in excess of $75,000 and

3. Any other positions which may be designated by the Chancellor.

B. The President is authorized to appoint, determine the compensation and change of status, and terminate all other employees at the institution subject to the provisions of this and other relevant Tennessee Board of Regents policies and procedures and the Tennessee Board of Regents approved Compensation Plan Guideline.

The President may delegate the foregoing authority to a designated person or persons at the institution provided that all appointments and compensation of faculty and administrative personnel shall be subject to the approval of the President. Subsequent references to the President of an institution include the President or his or her appropriate designee.

2. Appointments

A. The President is authorized to appoint and employ personnel within the scope of delegation provided in Section A for positions at the institution which have been approved by the Tennessee Board of Regents in an operating budget at a level of compensation which does not exceed the amount specified in the operating budget; provided that new appointments to approved positions may be made at a level of compensation in excess of the amount specified where funds are available, subject to confirmation of the transfer of budgeted funds by the Chancellor.

B. No employment agreement, or contract, or letter of agreement shall be used in the appointment or employment of personnel unless the form of agreement, contract, or letter has been approved by the Chancellor.
C. New administrative positions shall not be established in an institution's administrative organization, and no major change in the administrative organization of an institution shall be made, unless approved by the Chancellor.

D. The minimum qualifications for the appointment of faculty shall be the Minimum Rank Criteria for Professional Personnel in Instruction, Public Service, and Research set forth in Tennessee Board of Regents Policy No. 5:02:02:30, which is incorporated herein by reference. All part-time or temporary faculty must be appointed according to the provisions of Tennessee Board of Regents Policy.

E. The minimum qualifications for the appointment of all personnel other than faculty shall be determined by the President, based upon the duties and responsibilities of the position, and shall be recorded and maintained by the institution, subject to any minimum qualifications for personnel positions which may be established by the Tennessee Board of Regents.

3. Nature of Appointments

A. Faculty shall be employed pursuant to the types of appointments specified in Tennessee Board of Regents Policy No. 5:02:02:30, which is incorporated herein by reference.

B. Personnel other than faculty shall be appointed by the President.

C. All full-time personnel, including faculty, shall be required to devote a minimum of 37.5 hours per week to the institution, and shall maintain appropriate office hours as determined by the President (or his or her designee). Calculation of the 37.5-hour week shall follow such guidelines as promulgated by the Chancellor.

D. Within the requirement of a minimum of 37.5 hours per week, faculty shall be required to carry a full teaching load, which shall be fifteen (15) credit hours or the equivalent per term for undergraduate courses. All equivalent teaching load activities shall be subject to prior review and approval by the President (or his or her designee).

E. In addition to the requirement of Section C-3 above, full-time administrative personnel shall be required to devote sufficient time to complete their assigned duties and responsibilities. When administrative personnel are appointed on an academic year basis, such personnel shall be required to devote sufficient time to fully perform the administrative responsibilities for the academic year, including periods preceding or following the academic year.

F. Personnel who are appointed on an academic year basis shall be on duty for not less than nine months, which shall commence from the time designated by the President prior to the institution's registration for the fall term of each year through the time designated by the President at the end of the spring term, and shall be subject to call for duty during that period regardless of whether classes are in session.

4. Compensation

A. The President is responsible for compliance with all federal and state laws and regulations, and all Tennessee Board of Regents policies and directives, concerning compensation for
employees, and compensation for employees shall be subject to limitations imposed by the Tennessee Board of Regents or the General Assembly.

B. All regular full-time salaried personnel, whether on an academic or fiscal year appointment, shall be paid twelve (12) monthly installments each year, provided that exceptions may be made upon termination, or as approved by the Chancellor.

C. All full-time and part-time employees, including student workers, are required to participate in the automatic deposit program for the direct deposit of their salaries.

D. Part-time instructional personnel shall be paid on the basis of the credit or non-credit hours taught, pursuant to such guidelines and/or schedules as may be established by the Tennessee Board of Regents.

E. The President shall insure that all employees shall be paid equal wages or salaries for equal work in positions the performance of which requires equal skill, effort and responsibility, and which are performed under similar working conditions, except where pay differentials are based upon: (a) market factors, (b) a merit or evaluation system, (c) length of service, or (d) any other proper, non-discriminatory basis. When any of the foregoing bases are relied upon to justify pay differentials for employees in similar positions as described above, the basis and the attendant circumstances shall be substantiated in writing and maintained by the institution.

F. Overtime payments and compensatory time are available to employees not exempt from the FLSA. The Chancellor is authorized to issue guidelines relative to the use of compensatory time and payment of overtime and the rates pertinent to each.

G. Each institution shall develop policies and procedures for the administration of the compensation system at the institution subject to the approval of the Chancellor, and subject to the Compensation Plan Guideline promulgated by the Tennessee Board of Regents. This includes reclassifications and degree changes.

H. Faculty members may be asked to temporarily assume administrative responsibilities which entail moving from an academic year to a fiscal year contract with the assignment of additional duties. This temporary appointment may be on a long-term or short-term basis but is still considered a temporary appointment subject to this policy. This does not apply when a faculty member is hired into a permanent administrative position such as a deanship which requires a twelve-month contract.

Temporary administrative responsibilities may necessitate the awarding of an administrative stipend in addition to the previously established salary. The stipend amount or any other understanding concerning compensation must be set out in the extra compensation form. The extra compensation form (1) should include a statement that the stipend is awarded as compensation for the additional administrative responsibilities and will be removed at the time the administrative responsibilities end or (2) should otherwise address how compensation would be affected at the end of an administrative appointment.

The following illustrates the procedure defined above. A faculty member making $40,000 on an academic contract is converted to a fiscal year contract at a salary of $50,000. In addition, a $3,000 administrative stipend is added and so indicated because of additional
The total amount of salary is then $53,000. At the time the faculty member serving as administrator returns to a faculty position on an academic year basis, the administrative stipend will end. Then the base faculty salary is reduced to an academic year contract at a rate no less than 80% of the fiscal year contract. The institution may choose to exceed the 80% number on the basis of comparable faculty salaries, including rank, merit, length of service, experience, degrees and yearly percentage increase in salary.

5. Changes of Status and Terminations

The President is authorized to approve changes of status (i.e., transfers, promotions, demotions, or other changes in duties or responsibilities) of personnel within the scope of the delegation provided for in Section A, provided that when a change of status would cause the employee to be within the scope of positions subject to approval of the Chancellor, the change of status will be subject to the Chancellor's approval. The President of Volunteer State Community College may establish procedures for accomplishing promotions, demotions, and transfers between institutions/centers within the Tennessee Board of Regents System, in such manner as to ensure fair and equitable treatment to all personnel, and in accordance with established Tennessee Board of Regents policies. Any such action must be taken within the parameters of the institution's or central office's Affirmative Action Plan, and must be reviewed and certified by the institutional Affirmative Action Officer.

Inter-institutional promotions, demotions, and transfers must be discussed and approved by the appointing authorities of the two institutions/centers concerned prior to any discussion with the candidate. Any candidate promoted must meet all established minimum qualifications as determined by the appointing authority.

A demotion is defined as a decrease in position or rank brought about by means of assuming the duties of a vacant position of lower classification, the realignment of duties presently performed which warrant a reclassification of present position to one at a lower level, or the assignment of a position at a lower classification subsequent to the disciplinary procedure or disqualification from present duties as a result of mental or physical incapacity to perform the required work.

A reclassification occurs when an employee’s duties and responsibilities evolved to the extent that another classification is more appropriate.

A lateral transfer is defined as the assumption of duties of another position at the same level.

Promotion of Faculty - The promotion of faculty shall be subject to Tennessee Board of Regents Policy No. 5:02:02:30 and Volunteer State Community College Policy No. II:01:01.

Promotion of Non-faculty Promotions of personnel other than faculty should be made pursuant to established and written criteria developed by the institution or center. Promotions and transfers are an acceptable means of filling vacancies. However, such promotions and
transfers must be achieved within the parameters of institutional Affirmative Action plans. In
addition, any vacant position created by that promotion must be filed within the provisions of
this Policy and applicable guidelines.

Terminations and Transfers The president or director is authorized to terminate and transfer
all personnel within the scope of the delegation of authority provided for in Section A,
provided that terminations of faculty shall be pursuant to the provisions of Board Policy No.
5:02:03:60 and 5:02:03:70

Termination for Gross Misconduct Gross misconduct may include, but is not necessarily
limited to: any act or omission which may seriously disrupt or disturb the normal operation of
Volunteer State Community College; any work-related conduct which would subject the
employee to criminal conviction; theft or dishonesty; gross insubordination; destruction of
Volunteer State Community College property; falsification of records; acts of moral turpitude;
reporting for duty under the influence of intoxicants; the illegal use, manufacture, possession,
distribution, or dispensing of controlled substances or alcohol; disorderly conduct; provoking
a fight; and/or such other similar acts involving intolerable behavior by the employee. In
determining eligibility for unemployment compensation benefits, the definition of gross
misconduct utilized by the Tennessee Department of Employment Security is not affected by
the definition outlined in this paragraph.

In the case of gross misconduct, immediate disciplinary action up to and including termination
should be taken. An employee suspected of theft of institutional property may not resign as
an alternative to discharge after the investigation has been completed. Any exceptions to this
requirement must be made by Volunteer State Community College after consultation with the
Vice Chancellor for Business and Finance. If the employee resigns during the investigation,
the employment records must reflect the situation at the date of resignation and the outcome
of the investigation.

Refer to Volunteer State Community College Leave Policies regarding the loss of unused
leave if termination of employment is due to gross misconduct.

Reduction in Force - Volunteer State Community College shall develop a consistent and
equitable method of notifying and terminating faculty and non-faculty employees in the event
that a reduction in force, reorganization or elimination of any occupational classification
within a unit becomes necessary. The method should include a written rationale to the
reduction, review of Volunteer State Community College's operations, identification of the
functional area(s) affected, a review of the budgetary implications involved, and development
of the specific written criteria to be used in identifying the duties that will be reassigned
and/or eliminated in the event of a reduction.

Only after specified functions/duties have been identified by unit heads and approved by the
President does the review of individual personnel begin. Department heads in consultation
with personnel services staff will assess the specified areas and the employees in those areas
in order to make recommendations to the President relative to the specific personnel changes to be made. In making personnel recommendations to the President, the factors used in reaching the recommended decisions may include, but are not limited to:

a. length of service in the position and/or length of service at Volunteer State Community College,
b. past written performance appraisals, and functional needs of the department,
c. qualifications needed to perform remaining duties of the affected department.

Prior to a final decision by the President and notification to the employees and in consultation with the staff of General Counsel, the impact of the recommendations shall be considered in light of non-discriminatory requirements listed in Section 6 of this policy. In the event of one of the above actions, it is permissible to transfer qualified individuals to vacancies at other departments/divisions, institutions within the System. Written notification to the affected employees must be given as far in advance of the effective date as possible. Effective 2004, employees affected by a RIF must receive notification when vacancies occur for like positions at their former campuses within twelve (12) months of the RIF.

Absence from Duty An employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave or who fails to report for duty or to the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return, is considered as having resigned not in good standing.

6. Non-Discrimination Requirements

The President shall insure that all appointments, changes of status, compensation, and terminations are all in compliance with Tennessee Board of Regents Policy No. 5:01:02:00 (EEO Affirmative Action) which is incorporated herein by reference and that no person is discriminated against on the basis of race, sex, religion, age, color, national origin, or sexual orientation in any area of employment. An annual compliance audit will be conducted by the Affirmative Action Officer.

7. Employment Practice Complaints

Upon receipt by Volunteer State Community College of any charge or claim alleging violations of state or federal laws or regulations in any area of employment by any state or federal agency, a copy of the notice of the charge or claim shall immediately be transmitted to the Office of the General Counsel. The President shall forthwith initiate an investigation of the charge, and shall report to the General Counsel the results of the investigation. The Office of the General Counsel will coordinate and approve all responses to the appropriate agency. The President shall transmit to the General Counsel copies of all correspondence from or to
the state or federal agency involved. All interactions with the state or federal agency shall be coordinated through the Office of the General Counsel.

Internal complaints, charges, or claims concerning matters of employment shall be handled through the established procedures at Volunteer State Community College, subject to approval by the President. In any case where the President makes a decision which is adverse to the charge or claim of the person, the president or director shall advise the person of any right of appeal provided by Tennessee Board of Regents policy.

8. Academic Credentials to comply with T.C.A §49-7-133

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing that such person:

a. Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas from an accredited institution of higher education;
b. Has successfully completed the required course work for and has been awarded one (1) or more degrees for diplomas from a particular institution of higher education; or
c. Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

9. Records and Reporting Requirements

Volunteer State Community College shall maintain full and complete records on all personnel, including all appointments, compensation, change of status, and termination as specified in Tennessee Board of Regents Guideline G-070, Disposal of Records – RDA 2161.

10. Moving Expenses

A. Travel expenses directly associated with a move may include mileage of all owned vehicles and en route lodging. Lodging may be covered for the employee and all immediate family members residing in the household. En route lodging may be provided for one night if the distance of the move is 400 miles or more, plus one additional night for each additional 400 miles. Lodging for one night at the destination may be permitted.

Lodging will be consistent with the Tennessee Board of Regents travel policy rates. Mileage will be reimbursed at the current IRS rate for moving mileage. Travel expenses incurred when moving from another state to Tennessee will be reimbursed at the out-of-state rates.

For the purpose of these regulations, immediate family is defined as any of the following named members of the employee’s household at the time he/she reports for
duty at his/her new official station: spouse, children (including step-children, adopted children, or foster children) unmarried and under 21 years of age or physically or mentally incapable of supporting themselves regardless of age, or dependent parents of the employee and the employee's spouse.

If two or more members of an immediate family otherwise qualify for reimbursement or allowances under these regulations as Tennessee Board of Regents employees, only one member shall be eligible for employee reimbursement or allowances; the other is eligible for reimbursement as a family member.

Storage of household goods and personal effects may be allowed for a period of 30 consecutive days.

B. Arranging for Moving and Payment:

1) If the total moving expense authorized exceeds $5,000 and if the institution agrees to pay all of the cost of a commercial mover, the institution must arrange for the mover through normal purchasing procedures. The vendor should be paid directly by the institution.

2) In all other cases, the institution may require, at its option, that arrangements be made through its purchasing department or the employee may make the arrangements and seek reimbursement.

3) Only arrangements made directly by the institution will be reimbursed directly to vendors by the institution. In other cases the institution should reimburse the employee. Claims for reimbursement must be supported by an invoice.

C. Other Provisions:

1) Moving expenses will be paid or reimbursed only after a contract is executed between the employee and the institution. See Attachment A

2) All travel and travel expenses shall be accomplished as soon as possible, but in no event shall the effective date of the move to the completion of travel and transportation exceed twelve (12) months unless written extension is granted by the President. All payments or reimbursements must be made within twelve (12) months of the date employment begins for new employees or relocation occurs for relocated employees.

3) The agreement on the amount of moving expenses to be paid, the type expenses to be paid, responsibility for arranging logistics, etc., should be clearly understood in writing between the employee and the institution.

4) Volunteer State Community College shall assume no liability whatsoever for personal injuries, property damages, or other losses which may be sustained in connection with any moves undertaken pursuant to these regulations.
5) **Immigration Expense Allowance** - New employees may receive reimbursement for immigration expenses when considered to be in the interest of the institution and when such payment is a part of the employment negotiation with a new employee or the relocation of a current employee from another employer or institution. Reimbursement/fee allowance for immigration fees must be approved in advance by the President or his/her designee.

This provision applies only to candidates who are required to pay immigration fees to work and live in the U.S. No Tennessee Board of Regents employee may receive reimbursement more than once. No payment shall be made unless the employee agrees in writing to remain in the service of Volunteer State Community College for a period of twenty-four (24) months following the effective date his/her employment agreement, unless separated for reasons beyond his/her control and acceptable to Volunteer State Community College. The service agreement statement should be maintained in the employee’s personnel file. In case of a violation of such an agreement, any funds expended by Volunteer State Community College for such allowance shall be recoverable from the employee as a debt due the institution in the same manner as educational allowance payments (See Attachment B).

Reimbursement shall be in the maximum amount of $4500 and shall not exceed the employee’s actual, documented expenses. The allowance cannot be used to defray non-immigration-related costs or any costs not associated with the individual employee’s immigration expenses.

Reimbursable fees include: fees charged by a licensed immigration attorney retained in connection with the application, filing, permanent residence fee, fee for any application to enter the U.S., fee for application to remain in the U.S., and associated fees required in the application process, such as medical examinations, fingerprinting, photo identification, postal/courier fees, and costs of evaluating foreign academic credentials or translations of foreign documents.

The employee is responsible for making arrangements for representation, completion of paperwork, assistance in the immigration process, and submission of all bills and/or invoices for which reimbursement is sought. Faculty may submit a claim for reimbursement by sending a request with original receipts to the Chief Academic Officer.

6) **Exceptions** - The Chancellor is authorized to approve exceptions to the provisions of this policy, or to suspend the provisions of this policy as to any or all institutions when necessary to ensure proper compliance with Tennessee Board of Regents policies, guidelines, and procedures.

TBR Source: 5:01:00:00; Tennessee Board of Regents Meetings: June 25, 1976; March 4, 1977; June 26, 1981; September 18, 1981; September 30, 1983; September 16, 1988; March 17, 1989; September 21, 1990; December 7, 1990; March 19, 1993; September 20, 1996; December 6, 1996;
This policy is a result of a comprehensive revision of former TBR Policy 5:02:02:00, Faculty Promotion. The former policy contained provisions related to faculty promotion for both universities and community colleges. The revision, approved by the Tennessee Board of Regents on April 2, 2004, created separate policies relative to faculty promotion for universities and community colleges. Faculty members appointed prior to July 1, 2004, may elect to be considered for promotion under the provisions of Policy 5:02:02:00 or under the revised policy for a four-year phase-in period. The revised policy will be applicable to all promotion actions taken on or subsequent to July 1, 2008, for faculty whose employment began prior to July 1, 2004. 

VSCC Source: II:01:01: July 5, 1989, President; December 15, 1993; President; July 21, 1999, President; June 1, 2004, President; October 20, 2008, President's Cabinet (received TBR Approval, 10/28/08). V:01:01: November 4, 1988, November 3, 1998, President; January 8, 2009, President's Cabinet.
Agreement made on ___(date)____ between Volunteer State Community College, and (referred to as the Employee),

WITNESS:

WHEREAS, the Employee, with employment date effective __Start Date____ desires to move and relocate his/her residence from __City/State____ to __City/State____ and the Institution desires to reimburse or pay on behalf of the Employee the cost of the moving expense, the parties therefore, agree as follows:

Volunteer State Community College agrees to reimburse or pay on behalf of the Employee an amount not to exceed $______ for moving expenses incurred for the relocation. Of this amount, not more than $______ can be reimbursed directly to the individual. All reimbursement claims must comply with the State Controller’s rules and regulations in effect when this agreement is signed. Also, the Employee agrees to provide original receipts for all reimbursement claims.

In consideration for Volunteer State Community College either reimbursing or paying the costs of moving, the employee agrees to remain employed by Volunteer State Community College for a period of at least one year. For faculty appointed on an academic basis, one year is defined as one regular academic session (Fall and Spring semesters, nine months). For all other annual faculty and employees, one year is defined as twelve months. Should the employee leave employ prior to completion of that year, the Employee will be liable to Volunteer State Community College for all moving expenses which Volunteer State Community College has paid (to or on behalf of the Employee), together with reimbursements and all payroll taxes withheld by Volunteer State Community College in connection with such expenses.

The Employee hereby gives Volunteer State Community College an express lien on all salaries, wages, and other sums payable to him/her by Volunteer State Community College, for the purpose of securing all amounts due under Section 2 above in the event the Employee leaves prior to one year’s employment at the Institution. The Employee authorizes Volunteer State Community College to withhold all amounts due under this Agreement from any sum payable to the Employee by Volunteer State Community College.

If the Employee fails to remain employed as indicated in Section 2 above for reasons beyond his/her control considered sufficient by Volunteer State Community College, all or part of the liability under Section 2 may be waived by the Institution. Any such waiver must be approved in writing by the Employee's department head or dean and the President/Director. (The dean/department head, whose account paid for the Employee's move, must notify the Office Human Resources if the Employee does not remain employed at the Institution for at least one year.)

_________________________________________  _______________________________________
Employee (Signature)                          President (Signature)

_________________________________________  _______________________________________
Employee (Print Name)                          President (Print Name)

_________________________________________  _______________________________________
Department Name                                Vice President of Business & Finance (Signature)

_________________________________________  _______________________________________
Department Contact & Phone Number              Vice President of Business & Finance (Print Name)

Account Number to be Charged
ATTACHMENT B

VOLUNTEER STATE COMMUNITY COLLEGE IMMIGRATION EXPENSE ALLOWANCE AGREEMENT

Agreement made on ___(date)___ between Volunteer State Community College, and (referred to as the Employee),

WITNESS:

Employee, whose effective employment date is__________ , desires to become employed at Volunteer State Community College and to have Institution reimburse Employee for employment-related immigration expenses, and Institution desires to reimburse Employee for employment-related immigration expenses up to $_______ dollars. The parties therefore agree as follows: Institution agrees to reimburse Employee an amount up to $_____. Employee’s reimbursement shall not exceed employee's actual costs. All reimbursement claims must comply with the guidelines and policies of the Tennessee Board of Regents system and the Tennessee Comptroller's rules and regulations. Employee must to provide Institution with original receipts for all expenses in order to receive reimbursement. Only employees who are required to pay immigration fees to work and live in the U.S. are eligible for reimbursement. The allowance cannot be used to defray non-immigration-related costs or any cost(s) not associated with the individual employee’s immigration expenses. Reimbursement shall not exceed Employee’s actual, documented expenses. No Tennessee Board of Regents employee may receive reimbursement more than once.

Reimbursable fees include: fees charged by a licensed immigration attorney retained in connection with the application, filing, permanent residence fee, fee for and application to enter the U.S., fee for application to remain in the U.S., and associated fees required in the application process, such as medical examinations, fingerprinting, photo identification, postal/courier fees, and costs of evaluating foreign academic credentials or translations of foreign documents. In consideration for Volunteer State Community College reimbursing Employee for immigration expenses, the Employee agrees in writing to remain employed by Volunteer State Community College for a period of twenty-four (24) months following the effective date of his/her employment agreement, unless separated for reasons beyond his/her control and acceptable to Volunteer State Community College. The service agreement statement should be maintained in the employee’s personnel file. In case of a violation of the agreement, any funds expended by Volunteer State Community College for such allowance shall be recoverable from the employee as a debt due to Volunteer State Community College in the same manner as educational allowance payments.

Employee hereby gives Volunteer State Community College an express lien on all salaries, wages, and other sums payable to him/her by Volunteer State Community College, for the purpose of securing all amounts due under Section 5 above if Employee leaves prior to the expiration of two year's employment at Volunteer State Community College. In the event that Employee voluntarily leaves Institution prior to the expiration of two years, Employee hereby expressly authorizes Institution to withhold all amounts due under this Agreement from any sum payable to Employee, including Employee's final paychecks and, if sufficient funds are not available from Employee’s final paychecks, from Employee’s retirement. If Employee fails to remain employed as indicated in Section 5 above for reasons beyond his/her control considered sufficient by Volunteer State Community College, all or part of the liability under Section 5 may be waived by Volunteer State Community College. Any such waiver must be approved in writing by the Employee's department head or dean and the President. (The dean/department head, whose account paid for the Employee's immigration expense, must notify the Office of Human Resources if the Employee does not remain employed at Volunteer State Community College for at least two years.)

__________________________________________________________________________

President/Director (Signature) Employee (Signature)

__________________________________________________________________________

President/Director (Print) Employee (Print)

INSTRUCTIONS:
Submit this form in duplicate to the Office of Human Resources and the Vice President of Business & Finance (all information must be complete and all signatures must be affixed, except that of the President, which will be obtained by the Office of Human Resources). Attach the employment contract signed by the President that reflect immigration expenses have been approved (do not attach an Appointment Recommendation Form). When this agreement has been fully executed, a copy will be returned to the Office of Human Resources and Vice President of Business & Finance to process/attach a travel requisition. A copy will be also be forwarded to the Office of Human Resources to be placed in the Employee’s personnel file. The Employee may submit a travel claim after the immigration expense has been encumbered. All travel must be in compliance with Tennessee Board of Regents policy 4-03-03-00.